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

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

Susanville City Council
Regular Meeting ♦ City Council Chambers
June 21, 2017 – 6:00 p.m.

Call meeting to order

Roll call of Councilmembers present

Next Resolution No. 17-5396

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 PUBLIC EMPLOYMENT – pursuant to Government Code §54957:

1. Public Employee Performance Evaluation: City Administrator

4 RETURN TO OPEN SESSION: (recess if necessary)

- *Reconvene in open session at 7:00 p.m.*
- *Pledge of allegiance*
- *Report any changes to agenda*
- *Report any action out of Closed Session*
- *Moment of Silence or Thought for the Day: Councilmember Schuster*
- *Proclamations, awards or presentations by the City Council:*

5 BUSINESS FROM THE FLOOR:

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

6 CONSENT CALENDAR:

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

A Approve minutes from the City Council's May 17, 2017 meeting

B Approve vendor warrants numbered 100500 through 100632 for a total of \$315,543.92 including \$160,085.96 in payroll warrants

C Receive and file monthly Finance Report: May 2017

- 7 **PUBLIC HEARINGS:**
- A Consider approval of **Resolution No. 17-5385** Adopting the City of Susanville 2016-2017 Budget
 - B Consider approval of **Resolution No. 17-5391** establishing Honey Lake Valley Community Pool as eligible for the "Raw Cost" natural gas rate and confirming and continuing previously established rates.
 - C Consider approval of **Resolution No. 17-5392** setting assessments for Historic Uptown Susanville Association (HUSA) Fiscal Year 2017/2018

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:**
Commission/Committee Reports:

- 9 **NEW BUSINESS:**
- A Consider **Resolution No. 17-5386** Establishing Appropriations Limitation for Fiscal Year 2017-2018
 - B Consider request to write off Accounts Receivable
 - C Consider request to allow the sale of alcoholic beverages concessions at the Diamond Mountain Golf Course Club House on July 15, 2017 and authorizing the T & A Lounge to obtain appropriate licensing
 - D Consider approval of **Resolution No. 17-5394** approving Agreement between Lassen Community College and the City of Susanville Fire Department to use our clinical facility for the Health Occupation Program
 - E Consider approval of **Resolution No. 17-5395** approving wireless service agreement with AT&T

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

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

- 12 **CONTINUING BUSINESS:**
- A Consider approval of **Resolution No. 17-5393** amending the Fiscal Year 2016-2017 budget
 - B Consider approving the establishment of a revenue and expense budget to provide State of California OES Haz-Mat team training as authorized by Resolution No. 17-5380.

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

14 **COUNCIL ITEMS:**

- A AB1234 travel reports:

15 **ADJOURNMENT:**

- ***The next regular City Council meeting will be held on July 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, unless there were systems problems posting to the website.

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

I, Gwenna MacDonald, certify that I caused to be posted notice of the regular meeting scheduled for June 21, 2017 in the areas designated on June 16, 2017.



Gwenna MacDonald, City Clerk

Reviewed by: JGH City Administrator
_____ City Attorney

Motion Only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Gwenna MacDonald, City Clerk

Action Date: June 21, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Minutes of the City Council's May 17, 2017 meeting

PRESENTED BY: Gwenna MacDonald, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's May 17, 2017 meeting.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of City Council's May 17, 2017 meeting.

ATTACHMENTS: Minutes: May 17, 2017

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
May 17, 2017– 6:00 p.m.

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

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

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

1 APPROVAL OF AGENDA:

Mr. Hancock requested an amendment of the agenda to include the addition of two items: 9H – Resolution No. 17-5383 approving a contract amendment with Mark Siemens Consulting and 9I – Proposing a relocation of the 2017 Farmers Market. In addition, a correction to Item 6A – Approval of Minutes and Item 9E – Resolution No. 17-5381 was requested due to minor corrections.

Councilmember Wilson asked if these were considered emergency items.

Mr. Hancock responded that the amendment to the contract with Mark Siemens Consulting was in anticipation of receiving the final billing, and the relocation of the Farmer's Market is something that the Lassen Land and Trails Trust has been looking at, but they contacted the City earlier today to request that the item be placed on the agenda. Due to the extra week between meetings, they were looking at receiving that authorization prior to the first event scheduled for June 3rd. The other two items were corrections which could be held over until the June 7 regular meeting, if the Council would prefer. Mr. Hancock explained that he was contacted by HUSA regarding an error they identified in the report, and in an effort to be as accommodating as possible with these requests, it was proposed that they be added to this agenda.

Ms. Ryan stated that the items were not considered to be true emergencies, and could wait until the next agenda.

Mayor pro tem Franco asked if the concern was that the public would not have adequate time to review the items.

Ms. Ryan responded that it was, and certainly the correction to the minutes is an item that could be put off until the next meeting. The request to relocate the Farmers Market is something that should have been submitted sooner. While it poses an inconvenience to not have a Farmer's Market and it is disappointing, it does not qualify it as an emergency.

Councilmember Wilson commented that he understands that there is not going to be a meeting sooner than the first scheduled Farmer's Market, however it puts the City Council in the position of having to make a decision on something that they have not been given adequate time to review. He does not support adding items at the last minute.

Mayor Garnier noted that the corrections to the HUSA Annual Report included corrections made to the end balance, and the date was listed as To Be Determined. They requested that the item be corrected prior to the meeting.

Ms. Ryan responded that correcting clerical errors were not significant material items and would not vastly change the content of the item.

Mr. Hancock explained that if the City Council did not want to add the items they could schedule a special meeting to consider these items. He understands the concerns expressed by Councilmember Wilson, however the addition of these items did not seem to meet the level of needing to interrupt councilmember schedules to hold a special meeting. However, the opportunity for the City Council to review the items, and to speak intelligently and make determinations on the subject is important and was considered. In an attempt to be as accommodating as possible to the different groups involved in these items and requests, he made the determination to add them to the agenda as opposed to scheduling a special meeting.

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to approve the agenda with the amendments requested; motion carried. Ayes: Franco, Stafford, Schuster and Garnier. No: Wilson.

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

3 **CLOSED SESSION:** At 6:19 p.m. the Council entered into Closed Session to discuss the following:

- A PUBLIC EMPLOYMENT – pursuant to Government Code §54957:
Public Employee Performance Evaluation: City Administrator
- B CONFERENCE WITH LEGAL COUNSEL – anticipated litigation pursuant to Government Code 54956.9(d)(2): one
- C CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code §59456.8:
 - 1 Property: Portion of APN: 107-280-09
Agency negotiator: Jared G. Hancock
Negotiation parties: City of Susanville/Sierra Pacific Industries
Under Negotiation: Price/Conditions/Terms
 - 2. Property: Susanville Municipal Airport Hangar #37
Agency negotiator: Jared G. Hancock
Negotiating parties: City of Susanville/Experimental Aircraft Association
Under negotiation: Price/Condition/Terms of Lease
 - 3. Property: APN: 101-270-10
Agency negotiator: Jared G. Hancock
Negotiating parties: City of Susanville/Lassen Community College
Under negotiation: Price/Condition/Terms of Lease
- D CONFERENCE WITH LABOR NEGOTIATOR – pursuant to Government Code §54957.6:
 - 1 Agency Negotiator: Jared G. Hancock
Bargaining Unit: SPOA

At 7:02 the City Council recessed closed session.

4 **RETURN TO OPEN SESSION:**

At 7:05 p.m. the City Council reconvened in Open Session.

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

Mr. Hancock reported that prior to Closed Session, the City Council approved the agenda with an amendment to include the addition of Item 9H and 9I, and corrections to Item 6A and 9E. The City Council would be reconvening in Closed Session at the end of Open Session.

Mayor Garnier offered the Thought of the Day.

5 BUSINESS FROM THE FLOOR:

Tonya Peddicord, Susanville Real Estate, spoke in support of the Property Maintenance Ordinance. She explained that she has been a realtor with Susanville Real Estate for 14 years, and this ordinance will give property managers the teeth they need to require tenants to maintain their properties in the proper manner. She distributed photos of several of the properties around town that demonstrate a high level of neglect, and reinforced the need for the City to pass this ordinance.

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

- A Approve minutes from the City Council's April 17 and 19, 2017 meetings
- B Approve vendor warrants numbered 100230 through 100342 for a total of \$330,272.70 including \$102,209.41 in payroll warrants
- C Receive and file monthly Finance Report: April 2017

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

7 PUBLIC HEARINGS:

7A Consider approval of Resolution No. 17-5368 establishing and adopting Schedule of Fees for Services previously Resolution No. 16-5281 Ms. Savage explained that the City has various fees and charges for services that are established by resolution. Local governments charge fees for a wide range of purposes, from park use fees to building plan check fees and the amount the amount of the fee may not exceed the cost of government to provide the service. The fees are reviewed annually to determine that costs are being recovered and adjusted when necessary. Staff is submitting the Fee Schedule for fiscal year 2017-2018 with increases proposed in the Police, Fire, and Streets Mitigation funds based upon an annual Consumer Price Index (CPI) increase for the year ending December 2016. Ms. Savage added that the increase in those funds represents an increase of approximately \$50 for the average building permit for new construction.

Mayor Garnier opened the public hearing at 7:14 p.m. and requested comments from the public.

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

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to approve Resolution No. 17-5368; motion carried unanimously. Ayes: Franco, Stafford, Wilson, Schuster and Garnier.

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

9 NEW BUSINESS:

9A Consider Resolution No. 17-5369 authorizing the City Administrator to execute a Utility Agreement for Reimbursement of Costs Associated with Relocation of Fire Hydrants along Main Street with Caltrans for the State's CAPM Overlay Project No. 02-4F990 Mr. Newton reported that

Caltrans has approached the City and requested the relocation of various water-related utilities to include three fire hydrants located along Main Street, relocation of a water main away from a proposed storm drain on Fair Drive and various water valve adjustments. These utilities are in conflict with proposed work associated with the installation of new ADA pedestrian ramps at several locations and desired improvements to the storm drainage system. Mr. Newton explained that the hydrant locations are at the following locations:

- Northwest corner of Park and Main Streets (Mazatlan Restaurant)
- The northwest corner of Sacramento and Main Streets (across from the T&A Lounge)
- The southwest corner of Fairfield and Main Streets (Stonehouse Sandwich Shop)

The Utility Agreement provides for reimbursement to the City once the facilities are relocated to locations outside the limits of work associated with the CAPM pavement overlay work, which is expected to begin the summer of 2018. The cost of the work presented in the agreement is based upon estimates prepared by the City and includes all material, equipment and labor necessary for bidding the project in the amount of \$112,066. Staff will prepare plans for the work and have the relocation performed by a qualified contractor in order to complete prior to the February 1, 2018 deadline. Once the work is completed, the City can request reimbursement for all costs associated with the project up to the amount of estimated cost specified in the agreement.

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to approve Resolution No. 17-5369; motion carried unanimously. Ayes: Franco, Stafford, Wilson, Schuster and Garnier.

9B Consider Resolution Number 17-5378 authorizing Public Works Director to execute agreement with Mike Engman Company for the installation of a geothermal system drain located on South Street Mr. Newton explained that the Public Works Department has identified the need to install a geothermal drain on South Street. Due to the existing workload in the Public Works Department, Water Division, in addition to staffing constraints and the urgency of the project, staff is recommending that the improvements be performed by a qualified contractor. Mike Engman Company has been identified as being capable of performing the required work with the specialized equipment necessary. The proposal includes the labor and equipment necessary to install ductile iron pipe to bottom of drainage ditch to complete the geothermal drain. Materials to be provided by the City. The proposed cost is \$2,800 which is covered in the current 2016-2017 geothermal budget.

Motion by Councilmember Wilson, second by Mayor pro tem Franco, to approve Resolution No. 17-5378; motion carried unanimously. Ayes: Wilson, Franco, Stafford, Schuster and Garnier.

Mayor Garnier announced that she would be recusing herself from consideration of the following item due to the proximity of the property to her business on Main Street.

Councilmember Wilson stated that he would also be recusing himself due to the location of his business on Main Street, and its proximity to the project location.

Mayor Garnier and Councilmember Wilson exited the Council Chambers. Mayor pro tem Franco assumed the role of chair.

9C Consider Resolution No. 17-5379 Finding of Public Convenience or Necessity (PCN) for the issuance of a Type 42, on-sale beer and wine liquor license Mr. Hancock explained that the item relates to the establishment of a new business at 2208 Main Street and the desire to sell alcohol at their

establishment. When receiving this type of request, the City utilizes Alcoholic Beverage Control's Census Tract information which establishes the number of businesses that can hold a Type 42 on-sale beer and wine license in the tract. It is necessary for the local governing body to approve the establishment of the license if there is an "undue concentration" of licenses in the census tract. The Bottle and Brush Art Gallery is a new business which will include a variety of uses including "bottle and brush" art classes, art shows, and wine tastings. The business will be open from 12 p.m. to 8 p.m. on Wednesday and Thursday, 12 p.m. to 9 p.m. on Friday and 10 a.m. to 9 p.m. on Saturday. It will be closed Sunday through Tuesday. The project is in a C-2 zoning district which requires a use permit for a bar, although the operating characteristics of the proposed use are quite different than that of a typical bar. The Planning Commission considered the use permit application on April 25th and unanimously approved the use at the proposed location and reviewed the proposed use. In order for the applicant to obtain a beer and wine license at this location, the City must make a finding that there is a public convenience or necessity for the license. Approval of this transfer will bring the number of retail locations to 8, according to ABC records. The Police Department reviewed the proposal as part of the use permit process and had comments related to parking, proximity of potentially intoxicated pedestrians to the roadway and pedestrian lighting.

Mayor pro tem Franco invited comments from the Police Chief.

Chief King stated he had received input from the patrol officers from different shifts, at different times of the week, and there are no issues with loitering or a rowdy crowd at that location, and there could be some parking issues later, but there was nothing noted that would cause any concern at this time.

Motion by Councilmember Stafford, second by Councilmember Schuster, to approve Resolution No. 5379; motion carried. Ayes: Stafford, Schuster and Franco. Abstain: Wilson and Garnier.

Mayor Garnier and Councilmember Wilson returned to the Council Chambers.

9D Consider Resolution No. 17-5380 authorizing the Fire Chief to sign the agreement with the State of California OES for Haz-Mat team training Chief Moore explained that the Fire Department was contacted by the State of California Office of Emergency Services with a need to place a Type II Hazardous Materials response team and vehicle in the area. The intent is to expedite the response time in the region, with a focus on the transportation of hazardous commodity transportation by rail. There is currently no response team in Lassen, Modoc or Plumas Counties. A formal letter was sent to Cal OES to request the assignment of the team and vehicle to be placed at the Susanville Fire Department. As part of the program, Cal OES is providing the required training for 17 team members as well as the fully complimented response vehicle. The six week training course was approved to be provided in Susanville with participation by team members from Plumas County, Lassen County, Cal Fire, and the City of Susanville.

Councilmember Wilson asked if the funding has to be expended first.

Chief Moore responded that the training occurs in six, one-week modules, and the State pays the contractor that will be coming to provide the training. The cost does not go through the City books. This part of the agreement is only related to training, and the item to approve the agreement for the vehicle would be coming at a later date.

Mayor pro tem Franco asked if the team would be subject to dispatch anywhere in the State.

Chief Moore responded that it would, and per the terms of the contract with OES, the team can be called out anywhere in the State for an assignment. There are 10 such HazMat teams located throughout the State.

The City would be reimbursed by the State for staff time when the team is called out, similar to the reimbursement process for fires.

Mayor Garnier stated that the diversity of response teams and the opportunity to have it based in Susanville is a great opportunity.

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to approve Resolution No. 17-5380; motion carried unanimously. Ayes: Franco, Stafford, Wilson, Schuster and Garnier.

Mayor Garnier recused herself from consideration of the following item due to owning a building in the District, and she exited the Council Chambers.

9E Consider Resolution No. 17-5381, Resolution of Intention pursuant to Streets and Highways Code §36534 approving annual budget and scheduling public hearing to consider setting assessments for FY 2017/2018 Mr. Hancock reported that the Government statutes contained in the *Streets and Highways Code* that allowed for the creation of the Historical Uptown Susanville Association (HUSA) also requires the City Council to review the annual fiscal report of HUSA. The City Council may make changes or alterations to the report before approving it by Resolution. If the annual fiscal report is accepted by the City Council, then a public hearing is set to consider the levy of assessments for the upcoming fiscal year. If the City Council accepts the report, the public hearing could be set for Wednesday, June 21, 2017 at 7:00 p.m. to meet publication requirements. The report has been amended for a few minor clerical corrections, and copies have been provided to the City Council and made available to the public.

There were no questions or comments regarding the report.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve Resolution No. 17-5381; motion carried. Ayes: Wilson, Stafford, Franco and Schuster. Abstain: Garnier.

Mayor Garnier returned to the Council Chambers and assumed her seat at the dais.

9F Consider appointment of 2017 League of CA Cities Annual Conference voting delegate Mr. Hancock reported the annual League of California Cities Conference is scheduled for September 13 through 15, 2017 at the Sacramento Convention Center this year. An important part of the Conference is the Annual Business Meeting, where the League membership considers and takes action on resolutions that establish League policy, change objectives and consider issues relevant to the members. In order to vote at the Annual Business Meeting, the City Council must designate a voting delegate and up to two alternates. The voting delegate and alternate may be a Councilmember or the City Administrator. The City normally budgets for two Councilmembers to attend each year and he requested feedback from the Council regarding planned attendance.

Councilmember Wilson stated that he planned on attending the conference, and as the councilmember appointed to serve as the Committee appointed representative, he requested to serve as the voting delegate. He noted that in the past, the City has not typically limited attendance to two councilmembers.

Mr. Hancock responded that it is budgeted for two councilmembers to attend, however the budget can certainly be amended if more choose to attend. It is a valuable experience, and the attendance will be less expensive this year since it will be held in Sacramento.

Councilmember Stafford expressed interest in attending, and volunteered to be the alternate voting delegate.

Mayor Garnier stated that she would serve as the additional alternate.

Discussion occurred regarding Councilmember Schuster's interest in attending. Mr. Hancock added that there is a separate conference for newly appointed councilmembers, and it may be worthwhile attending.

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to appoint Councilmember Wilson as the voting delegate, and Councilmember Stafford and Mayor Garnier as voting alternates; motion carried unanimously. Ayes: Franco, Stafford, Wilson, Schuster and Garnier.

9G Consider Resolution No. 17-5382 approving Alliance for Workforce Development Job Placement program and authorizing City Administrator to execute agreement Mr. Hancock explained that staff was contacted by the Alliance for Workforce Development (AFWD) and informed that funding had been received to create a temporary job placement program to assist both individuals looking for job placement and agencies who have flood-related work to be performed due to the recent flooding events. The City provided the AFWD with a list of projects and a determination was made that the jobs associated with completion of the projects would qualify for the program. The AFWD would hire, screen and assign the staff to the City to perform jobs related to the flood-related projects, and there is no cost to the City. All wages, workers compensation, taxes and associated costs are to be paid by the Foundation for California Community Colleges through the AFWD. The City could identify team supervisors, and an assigned staff person to provide work direction, requirements and provide safety instructions and safety related equipment. In addition, the staff person would monitor and sign off on the completed work.

Councilmember Wilson asked how much of the funding received was assigned to the City of Susanville.

Mr. Hancock responded that it was estimated to be the equivalent of between 8 and 10 weeks of work for a 12-person crew, based upon a 40 hour work week. It was his impression that there are a number of agencies who expressed interest but were not able to utilize the program, based upon the nature of their projects and the requirement to be related to the flood event.

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to approve Resolution No. 17-5382; motion carried unanimously. Ayes: Franco, Stafford, Wilson, Schuster and Garnier.

Mr. Hancock explained that Item 9H and 9I were added to the agenda, however it was recommended by legal counsel that the City agendaize these items for consideration at a special meeting.

Ms. Ryan explained that the City has two choices; either agendaize for a special meeting, or if the City follows the provision in Government Code Section 54952, which requires a two-thirds vote, it will allow the Council to hear the item tonight.

Mayor Garnier stated that she wanted to make sure that everyone is comfortable with including the items on the agenda.

Councilmember Wilson stated that he is fine with allowing the items to be included, provided that an explanation is given as to why they should be considered tonight.

9H Consider Resolution No. 17-5383 approving Mark Siemens Consulting Agreement amendment Mr. Hancock explained that the City entered into an agreement with Mark Siemens Consulting to perform certain internal investigative work with a maximum contract value of \$25,000 in any single calendar year. Staff received notification from Mr. Siemens after the posting of the agenda it is likely with the work performed to date that the amount will exceed that amount, and to keep the process moving forward, it is proposed to increase the maximum expenditure to \$35,000 per calendar year to be funded from Risk Mitigation or Legal Services. Waiting to consider the contract increase until the June 7th meeting is determined to create an unnecessary delay in the process.

Councilmember Wilson asked if there will be a delay in the process unless the item is considered at this meeting.

Mr. Hancock responded that the other option is to schedule a special meeting, however waiting until the next regular meeting on June 7th would create an unnecessary delay.

Councilmember Stafford asked if the consultant has already exceeded \$25,000.

Mr. Hancock responded that he has not yet exceeded that amount, but he does expect to in order to complete the investigation.

Mayor pro tem Franco stated that he just wants to get the matter resolved and move on.

Mayor Garnier asked if a motion from the Council was required to move forward with Item 9H.

Mr. Hancock clarified that it requires two-thirds vote to consider the item and a majority vote for approval.

The City Clerk polled the Council and all Councilmembers were in favor of consideration of the item.

Motion by Mayor pro tem Franco, second by Councilmember Wilson, to approve Resolution No. 17-5383; motion carried by polled vote. Ayes: Franco, Wilson, Schuster and Garnier. No: Stafford.

9I Consider approval of relocation of 2017 Farmers Market to North Gay Street Mr. Hancock explained that the City Council has taken two actions in recent months that impact the Farmers Market. The Council approved a street closure to hold the Farmers Market on South Gay Street at Pancera Plaza, also, the opportunity became available through an open Transportation project to complete a significant rehabilitation of Pancera Plaza. HUSA has been supportive of the project and the City Council approved the allocation of funds to the project. The Lassen Land and Trails Trust were notified by the City that the location would not be available due to timing of construction and the project will not be completed prior to June. They have been working to identify alternative sites, and notified the City today that they had selected the site of North Gay Street which is the block on the other side of Main Street. The next City Council meeting is on June 7th and first scheduled Farmers Market is June 3rd. This item was prepared so that the council could give direction to staff, and if any of the documentation that is needed for the street closure will be brought back to Council if necessary.

Councilmember Wilson asked if the businesses on North Gay Street have been notified or are in favor of the relocation of the Farmer's Market.

Mr. Hancock responded that he believed contact has been made with the businesses, but he has not confirmed that it had.

Mayor Garnier stated that she was in favor of holding a special meeting to consider this item. There are a few Councilmembers who are uncomfortable regarding consideration of the item and it allows staff to make sure that the business owners have been contacted and agree to the relocation of the event.

Mr. Hancock responded that he would be happy to make contact with the business owners. The businesses have been very supportive of the Pancera Plaza project and staff could schedule a special meeting if there are any concerns.

Mayor pro tem Franco stated that he wanted to make it clear to the public that the City Council was not happy with the last minute changes to the agenda. It does not give the transparency to the public and the direction to staff was to hopefully reduce and avoid this situation in the future.

Mayor Garnier stated that her main concern was with Sierra Jewelry, as it would be the most affected by the relocation.

David Teeter, Board of Supervisors District 1 Supervisor, commented that the owner of the Sierra Jewelry business buys fruit every morning at the Farmer's Market, and is very supportive of the event. Mr. Teeter stated that the communication delay was his responsibility and he apologized to the City Council if a special meeting to consider the item was going to be needed.

Ms. Ryan stated that the City Council must first vote to determine whether or not it will consider and take action on the item. This would be followed by a vote to approve the item, or not.

The City Clerk polled the Council and all Councilmembers were in favor of consideration of the item.

Councilmember Wilson requested that staff make contact with the business owners on North Gay Street to be sure they were informed of the proposed change.

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to allow the relocation of the 2017 Farmers' Market to North Gay Street beginning with the June 3, 2017 market; motion carried unanimously by polled vote. Ayes: Franco, Stafford, Wilson, Schuster and Garnier.

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

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

12 **CONTINUING BUSINESS:**

12A **Consider Ordinance No. 17-1011 adding Chapters 8.52 Property Maintenance, 15.09 Neglected Vacant Buildings and 15.10 Abatement of Dangerous Buildings to the Susanville Municipal Code: Waive the second reading and adopt** Mr. Sanders reported that before the Council for consideration was the second reading of the Property Maintenance ordinance. The proposed ordinance adds a number of new sections and amends a few other chapters of the Susanville Municipal Code to provide the City with the appropriate tools to deal with some of the property maintenance issues that exist throughout the City. At this first reading, the City Council gave direction to make minor changes to a few of the sections. The first recommendation was related to vacant and neglected buildings. There was a

discussion regarding the length of time that a building could be boarded up and how to address the vacant property in the long-term. It was recommended that the period of time could be six months, with an additional six months if the property owner registered the building in a Vacant Building program. The program would charge a fee, which was originally listed as \$250 per quarter, however the City Council wanted to impose a higher fee of \$1,000 per quarter to participate in the program. Also included in that discussion was the concept that buildings which were destroyed by catastrophic means, such as a fire, and in those instances an additional six months, or 12 months beyond the initial six month period, would be allowed. In instances where there was a dispute with the insurance company, or some sort of investigation involving the property, it could potentially create a situation where the homeowner would not necessarily have immediate access to the property to complete the clean-up.

Mr. Sanders continued that in reference to establishing a fee, it was the recommendation of staff to establish those fees by resolution rather than ordinance. Fees that are charged for City services must be reasonable and related to the cost involved in providing the service. The City does not have direct experience with these types of monitoring tasks, and a resolution would allow more flexibility in the event that the fee needs to be modified or amended.

The second issue that the Council discussed was related to the parking of recreation and commercial vehicles. The initial proposal was to treat recreational vehicles much like you would a boat, snow mobile or those types of accessory vehicles that are typically transported by trailer. The ordinance provided that these smaller types of recreational vehicles could be parked on a driveway, provided that they didn't block the sidewalk, the garage door or access to the garage, and that the property owner could maintain the required off street parking which is typically two spaces. Direction was given to separate motor homes and recreational vehicles to allow those to be stored in a side yard or rear yard, as well as any non-recreational commercial vehicles under 20 feet, as long as they are on a paved surface if the property was developed after the year 2000 which is when City zoning required that off-street parking be paved. If the property was developed prior to that time, then the owner must demonstrate that they already had a developed gravel surface that they could utilize as a parking area.

Mr. Sanders explained that the effect of this requirement is that it will severely limit people who do not have alley access to their back yard, or are limited on the amount of space in the side yard, as is the case with many of the newer subdivisions in town. This may create a bit of push back from some of those property owners.

Mr. Sanders continued that one other issue was brought up by a member of the public regarding the property maintenance portion of the ordinance where there was no set heights for weeds or grass to be cut, so staff inserted a four inch maximum height which is consistent with the same height in the neglected buildings portion of the ordinance. Mr. Sanders invited questions and comments from the City Council.

Councilmember Wilson requested clarification regarding the requirement to pave the parking space for the RV, and asked if the homeowner had an existing gravel space next to the house, if they would be required to pave it.

Mr. Sanders responded that the requirement is based upon when the property was developed, and if the homeowner has an existing gravel space and it was developed prior to the year 2000 then it is not necessary to pave it. If the property owner is putting in a new parking space for an RV then it must be paved. He explained that the main intent of the section is to prevent people from parking the vehicles on their front lawn.

Mayor pro tem Franco commented that if there is flexibility to allow for a situation where the vehicle is being parked on gravel or in such a manner that it is not unsightly, there should be an opportunity for people to come in and have an appeal process and explain their situation.

Mr. Hancock thanked Mr. Sanders for the time that he has put into developing the ordinance and he wanted to add a few clarifying points. What the ordinance had originally was that in a residential area, if you have an RV, boat or trailer, you could park it on a paved surface and that could be in the driveway, or off to the side, or even in the front yard, provided that it did not impede access to the garage. During the first reading of the ordinance, a few members of the public keyed into a different section of the ordinance related to commercial vehicles over 25 feet. The City had already addressed recreational vehicles elsewhere in the ordinance, but they were concerned that the language in the commercial section would impact their ability to have a motor home, so staff basically amended the ordinance to read that no front yard parking would be allowed for an RV, and that it had to be maintained in a side or rear yard. As staff looked at the language further, it was determined that this would prevent many people from storing a recreational vehicle in the side yard due to the standard five foot set-back requirement that exists in many neighborhoods. The side yards are often just too narrow. With all of that taken into account, the language related to commercial vehicles or anything over 25 feet not being permitted in a residential area and anything under that length having to be in a side or rear yard is the appropriate language and should not be modified. The original language that would allow parking an RV in the front yard still makes sense, but we should clarify at what point is it required to be paved. If the parking area is already established as gravel parking, and maintained, the City could just require that newly established parking areas be paved. It could establish that if a homeowner is going to create a parking area off to the side, then gravel, concrete, or even concrete strips could work, then staff would probably recommend establishing some sort of maximum percentage of the front yard could be used as parking, or limit the number of vehicles or trailers so the entire front yard doesn't turn into a vehicle storage area.

Mr. Hancock continued, explaining that the first item to address is whether to address the requirement under the commercial section or leave it where it was originally. If there is some consensus by the Council then we can iron out a few of those details where there is still flexibility and there will be something workable as there are a number of people whose lots are narrow, with no alley access and it would be frustrating for them to not have any option to park in the front yard if they have room.

Mayor Garnier stated that she did not want to force anyone to have to store their vehicle off site or in Reno when they had a place to park it at their home. She gave the example of a homeowner who has a garage converted to become part of the home, so an RV parked in front of the garage area is not going to prevent access to a usable garage, and asked what would be done in that case.

Mr. Sanders responded that in all likelihood, the house and garage conversion probably occurred before the City Zoning Code required two off-street parking spaces, and they are most likely just parking their vehicle on the street. The City would have to look at those cases individually.

Mr. Hancock added that the situation does create a challenge because typically you have a garage, and now the homeowner has to make the conversion look like part of the house as well as create two off-street parking spaces. It is an important part of the Susanville Municipal Code because of the types of winters we experience, the requirements to plow, and there has to be a place to move the cars to in order to get them off the street.

Mayor Garnier commented that not everyone can afford concrete for a parking space, but they may be able to afford gravel.

Councilmember Wilson stated that the ordinance needs to have an improved definition of designated parking space.

Mr. Hancock stated that the first question for consideration is whether or not to leave the question of parking recreational vehicles in the old section, or put it in the commercial vehicle section.

Mayor Garnier remarked that the commercial section refers to commercial vehicles, and recreational vehicles are something else.

Councilmember Schuster stated that at the first reading, Mr. Askey informed the Council that his RV was 37 feet long.

Mayor Garnier commented that normal driveways would not accommodate a vehicle of that length, and then you would have RV's sitting in the front yard all the way down the street.

Mr. Hancock explained that at the last meeting it was requested by the public to amend the commercial section to cover that issue and it was already addressed in another section. Length was unrelated when discussing commercial vehicles, as it was addressing tractor trailers, trucks, and those types of vehicles. For the ease of people trying to look up in the Code and determine what the requirements are, they are not going to intuitively go to the commercial vehicle section to see what they have to do in order to comply. It would be his recommendation to leave the language in the original section. Mr. Hancock quoted the section related to the parking of recreational vehicles as follows:

C. The parking or storage of trailers, campers, boats, vessels, watercraft, recreational vehicles, wood splitters or other similar vehicles and equipment on residentially used property is prohibited as follows:

1. In the front yard area. For the purpose of this section, the "front yard area" shall mean any area of the lot or parcel that is not a paved driveway, that is between the front elevation of the residential building and the front property line of the lot or parcel and that extends the entire width of the lot or parcel.

2. On a paved driveway surface when such parking or storage unreasonably prevents routine and useful access to a required garage parking space or prevents the utilization of the paved driveway area for off-street parking. For purposes of this section, "paved driveway" shall mean a paved strip of land which meets all applicable zoning and building regulations of the city, which provides access from the street to a garage, carport or parking space and which has a single access point. The paved driveway may have two access points only if the driveway is semi-circular in nature. For purposes of this section, "parking space" shall mean a paved area within the front yard area which meets all applicable zoning and building regulations of the city and which is of sufficient size to be used for the express purpose of parking a vehicle.

3. On a paved driveway area when such parking or storage unreasonably obstructs the cross visibility of vehicle or pedestrian traffic and creates an unsafe condition or traffic hazard or when the vehicle or equipment projects over or onto the sidewalk or street;

4. *When stored directly on the ground and not upon a currently registered and operable vehicle, trailer or similar device designed to transport such vehicle or equipment.*

5. *In an abandoned, inoperative, wrecked or dismantled condition;*

Mayor Garnier asked if the ordinance could address paved surfaces versus gravel.

Mr. Hancock referred to Section 1, and suggested that it be approved on a designated gravel, concrete strip, concrete or asphalt parking area and does not occupy more than 60 percent of the front yard. So, if it is on your driveway, and you have a pre-existing gravel driveway, then RV's could be parked there if the property was developed prior to 2000. If it was developed post 2000, then it has to be paved. If a homeowner wants to create additional parking outside of the gravel driveway, then it must be parked on concrete provided that it does not occupy more than 60 percent of the front yard.

Mr. Hancock noted that he received nods of confirmation from all council members. He indicated that the direction from legal counsel is that the reading for the ordinance at this meeting be considered the first reading, and not the second reading, due to the significance of the changes.

Councilmember Wilson referred to the last item, the establishment of a four inch maximum height for grass and weeds, and asked if it would be applied to any lot in town, since there is a lot of open land in the City or if it would be required for improved properties only.

Mr. Sanders responded that Section 6 of the proposed ordinance refers to vacant or unoccupied properties.

Councilmember Wilson responded that on his drive to City Hall, he noticed between 15 and 20 houses that would likely be in violation of that section of the ordinance.

Mayor pro tem Franco stated that the ordinance refers conditions that would be injurious to public safety, health and welfare or depreciates the value of neighboring properties.

Linda Robinette explained that she is a member of the Susanville Planning Commission but was present as a member of the public. She stated that at any given time, her yard violates a number of the requirements of the ordinance, but she is busy and with the extra rain and snow that the City received this year, the weeds are really growing, but she plans on getting out there and taking care of it. Her yard isn't bringing down the value of the neighbor's home, and this ordinance is for those egregious properties that have been blighting the neighborhood for years. This gives the City tools that it needs to be able to contact these people with broken down, rat-infested vehicles and junk piled all over the yard and tell them that they need to clean up their property. Most of the time, people will comply with the notice from the City and they clean up their property. This ordinance is meant for those citizens who won't, and it gives the tools needed to help clean up neighborhoods.

Tonya Peddicord stated that she went and took pictures of the top five worst properties, but there are plenty of others. She suggested starting at the top with the worst offenders, as there are some properties that have sat for decades in the condition that they are in. She asked if the parking section regarding recreational vehicles could include some sort of temporary allowance for people who are loading up to go fishing or camping so that they have time to pack up their vehicles.

Mr. Sanders responded that the allowed time is 72 hours and it is already in the Streets Code.

Mayor pro tem Franco noted that the discussion seemed to be stuck on the four inch grass height.

Councilmember Wilson commented that he did not think that it was necessary.

Mayor Garnier stated that the ordinance needs to include some sort of standard, and it helps prevent the grass and weeds from getting taller and turning into a fire hazard. Including a limit provides consistency so it isn't just a person interpreting when the grass is too tall, and it is consistent with the height listed in the vacant buildings section.

Raj Baines stated that he has been dealing with his neighbor's property for ten years, and the City needs a guideline for residential and commercial properties. The majority of people take care of their yards, but the City needs something for those who don't, like his neighbor. The City has some bad apples who do not want to take care of their property.

Mr. Hancock explained that the City has to remember the remedy, which would first be to issue a courtesy notice and provide the property owner with the opportunity to take care of the problem. The finding has to be made that the height of the grass is injurious to the health and welfare, and the reality is that if the City establishes a four inch maximum height as a guide, and if they don't take care of it, then it will go to the Planning Commission which serves as the Hearing Board, and the property owner will have the opportunity to make a case before an independent body and they can present the reasons why they do not feel that the conditions are an issue.

Mayor pro tem Franco agreed that the language as written spells out the situation that has to exist in order for the property to be a problem, and he stated that this is geared towards the really significant violators.

Mayor Garnier supported including the four inch maximum grass and weeds height as written. She added that initially when the ordinance was presented, she anticipated more opposition by property management companies, because she is aware of the amount of work that this will create for them to achieve compliance by their tenants. However, it sounds as if they are supportive of the ordinance.

Linda Robinette stated that she was present tonight in support of Vicki Lozano who manages many properties in Susanville. She could not be here herself and is very much supportive of the ordinance. It gives the property management companies some leverage to help enforce standards of maintenance that they expect their tenants to keep.

Mr. Hancock explained that all throughout this process, the City has received overwhelming support from the property management and real estate community and hopefully the majority of the residents will take the approach that it is in the best interests of the community. This has been a long time coming, and it is about setting a minimum standard, and everyone doing their part. If staff and the community can stand behind the ordinance then it will improve the community for everyone.

Mr. Hancock summarized that since the last meeting, there have been changes and incorporations made to the document. The first was to increase the fee to participate in the vacant building program from \$250 per quarter to \$1,000, and only buildings that were damaged catastrophically or experiencing some sort of insurance issue could extend an additional six months. The second change would be to keep the parking section as it was originally worded, with recreational vehicles separate from commercial, and that it will

allow the parking of trailers, campers, and recreational vehicles on the property provided that it is not obstructing the garage, and that they have a minimum of two spaces of off-street parking. If they want to use a surface other than the driveway, then it has to be graveled, parking strips, concrete or asphalt, with no more than 60 percent of the front yard space for parking and storage of vehicles. The commercial vehicle section would be restored to what it was previously, with anything over 20 feet not permitted, and anything under must be restricted to the side or rear yard. The addition of the grass and weed height restriction of 4 inches will be left in based upon the fact that the finding has to be made that it is injurious to the health and safety and is creating depreciation of property value. This reading will be considered to be the first reading, and the recommendation by staff that the fees for the property monitoring program will be implemented by resolution like the other fees at the City.

Motion by Mayor pro tem Franco, second by Councilmember Wilson, to waive the first reading and introduce Ordinance No. 17-1011; motion carried unanimously. Ayes: Franco, Wilson, Stafford, Schuster and Garnier.

13 CITY ADMINISTRATOR'S REPORTS:

13A Setting date for Fiscal Year 2017/2018 Budget Workshop Mr. Hancock stated that staff is tentatively proposing to schedule a budget workshop for May 24, 2017 at 3:00 p.m. and then a second on June 7, 2017 at 5:00 p.m. if a carry-over meeting is needed.

Mayor Garnier informed the Council that she would not be available during the week of May 24th.

Mayor pro tem Franco asked how long the workshop was expected to take, and asked if the Council would waive holding closed session on June 7th.

Mr. Hancock proposed beginning the meeting at 4:00 p.m. on Wednesday, June 7, 2017. It would begin with Closed Session, followed by the budget workshop and then immediately going into the open session regular City Council meeting afterwards. If members of the public chose to attend the budget workshop, they could stay in attendance for the regular meeting as well.

It was the consensus of the City Council to do so.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

15 ADJOURNMENT:

At 9:11 p.m. Mayor Garnier called for a five minute recess prior to reconvening in closed session.

Closed session adjourned at 10:34 p.m. Mr. Hancock announced that there was no reportable action taken.

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

Meeting adjourned at 10:35 p.m.

Respectfully submitted by

Kathie Garnier, Mayor

Gwenna MacDonald, City Clerk

Approved on: _____

Reviewed by: JGH City Administrator
_____ City Attorney

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Deborah Savage, Finance Manager

Action Date: June 21, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Vendor and Payroll Warrants

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Warrants dated May 27, 2017 through June 9, 2017 numbered 100500 through 100632.

FISCAL IMPACT: Accounts Payable vendor warrants totaling \$ 155,457.96 plus \$ 160,085.96 in payroll warrants, for a total of \$ 315,543.92.

ACTION REQUESTED: Motion to receive and file.

ATTACHMENTS: Payments by vendor and transmittal check registers.

Report Criteria:

Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
05/30/2017	CDPT	05/31/2017	645	P.E.R.S.	8	1000-421-10-	269.76-
05/30/2017	CDPT	05/31/2017	645	P.E.R.S.	8	7650-2203-1	1,075.57-
05/30/2017	CDPT	05/31/2017	645	P.E.R.S.	8	7650-2203-1	1,259.11-
05/30/2017	CDPT	05/31/2017	645	P.E.R.S.	8	7650-2203-1	189.00-
05/30/2017	CDPT	05/31/2017	645	P.E.R.S.	8	7650-2203-1	358.00-
05/30/2017	CDPT	05/31/2017	645	P.E.R.S.	8	7650-2203-1	16.41-
05/30/2017	CDPT	05/31/2017	645	P.E.R.S.	8	7650-2203-1	1.50-
05/30/2017	CDPT	05/31/2017	645	P.E.R.S.	8	7650-2203-1	708.88-
05/30/2017	CDPT	05/31/2017	645	P.E.R.S.	8	7650-2203-1	744.75-
05/30/2017	CDPT	05/31/2017	645	P.E.R.S.	8	7650-2203-1	230.04-
05/30/2017	CDPT	05/31/2017	645	P.E.R.S.	8	7650-2203-1	1,075.57-
05/30/2017	CDPT	05/31/2017	646	CITY OF SUSANVILLE PA	1	7650-2203-1	1,157.79-
05/30/2017	CDPT	05/31/2017	646	CITY OF SUSANVILLE PA	1	7650-2203-1	1,157.79-
05/30/2017	CDPT	05/31/2017	646	CITY OF SUSANVILLE PA	1	7650-2203-1	792.07-
05/30/2017	CDPT	05/31/2017	646	CITY OF SUSANVILLE PA	1	7650-2203-1	792.07-
05/30/2017	CDPT	05/31/2017	646	CITY OF SUSANVILLE PA	1	7650-2203-1	5,213.54-
05/30/2017	CDPT	05/31/2017	647	EMPLOYMENT DEV. DEP	6	7650-2203-1	1,423.88-
05/30/2017	CDPT	05/31/2017	648	EMPLOYMENT DEV DEP	7	7650-2203-1	472.33-
Grand Totals:			18				16,938.06-

Report Criteria:

Report type: GL detail
Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
06/17	06/01/2017	100535	894E		REFUND GAS DEPOSIT	10314250100	1	7401-2228-000	DEPOSITS-CUSTOMER	198.19	198.19
Total 10314250100:											
06/17	06/01/2017	100536	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	384845	1	1000-452-21-46	SUPPLIES-GENERAL	16.43	16.43
Total 384845:											
06/17	06/01/2017	100536	76	BILLINGTON ACE HARD	SUPPLIES - WATER	384903	1	7110-430-42-46	SUPPLIES-GENERAL	34.40	34.40
Total 384903:											
06/17	06/01/2017	100536	76	BILLINGTON ACE HARD	SUPPLIES - WATER	384942	1	7110-430-42-46	SUPPLIES-GENERAL	7.31	7.31
Total 384942:											
06/17	06/01/2017	100536	76	BILLINGTON ACE HARD	SUPPLIES - GAS	384997	1	7401-430-62-46	SUPPLIES-GENERAL	15.91	15.91
Total 384997:											
06/17	06/01/2017	100536	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	385020	1	2007-431-20-46	SUPPLIES-GENERAL	25.43	25.43
Total 385020:											
06/17	06/01/2017	100536	76	BILLINGTON ACE HARD	SUPPLIES - WATER	385325	1	7110-430-42-46	SUPPLIES-GENERAL	2.09	2.09
Total 385325:											
06/17	06/01/2017	100537	8923	BLACH DISTRIBUTING LL	SUPPLIES-PROSHOP GC	90020618	1	7530-451-55-46	SUPPLIES - GENERAL	261.10	261.10
Total 90020618:											
06/17	06/01/2017	100538	8953		REFUND GAS DEPOSIT	10432320315	1	7401-2228-000	DEPOSITS-CUSTOMER	116.19	116.19

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 10432320315:											
06/17	06/01/2017	100539	8951	BROWN, DAVID	REFUND GAS DEPOSIT	10239500022	1	7401-2228-000	DEPOSITS-CUSTOMER	30.88	30.88
Total 10239500022:											
06/17	06/01/2017	100540	1307	C&S WASTE SOLUTIONS	1801 MAIN ST-PD	SVL71801MAINST	1	1000-421-10-44	DISPOSAL	99.23	99.23
Total SVL71801MAINST:											
06/17	06/01/2017	100541	1324	CALIFORNIA AIR POLLUT	2017 CAPCOA SPRING MEMBE	2902	1	7620-430-11-48	DUES AND MEMBERSHIPS	660.00	660.00
Total 2902:											
06/17	06/01/2017	100542	8947	CROWSON, HALEY	REFUND GAS DEPOSIT	10306903619	1	7401-2228-000	DEPOSITS-CUSTOMER	185.35	185.35
Total 10306903619:											
06/17	06/01/2017	100543	174	DATEMA, STEVEN K.	AIRPORT MANAGER 5/17	053117	1	7201-430-81-43	TECHNICAL SVCS	1,938.43	1,938.43
Total 053117:											
06/17	06/01/2017	100544	180	DELL INC.	NEW COMPUTER - PW	10162281243	1	2007-431-31-47	MACHINERY & EQUIPMENT	1,840.81	1,840.81
Total 10162281243:											
06/17	06/01/2017	100544	180	DELL INC.	NEW COMPUTER - PW	10162281251	1	2007-431-30-47	MACHINERY & EQUIPMENT	1,840.81	1,840.81
Total 10162281251:											
06/17	06/01/2017	100544	180	DELL INC.	NEW COMPUTER - PW	10162281260	1	2007-431-32-47	MACHINERY & EQUIPMENT	1,840.81	1,840.81
Total 10162281260:											
06/17	06/01/2017	100544	180	DELL INC.	NEW COMPUTER - PW	10162281278	1	2007-431-33-47	MACHINERY & EQUIPMENT	1,840.81	1,840.81
Total 10162281278:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
06/17	06/01/2017	100545	194	DIAMOND SAW SHOP IN	TRIMMERS-PARKS	15408	1	1000-452-21-46	SUPPLIES-GENERAL	67.46	67.46
Total 15408:											
06/17	06/01/2017	100546	1260	DIRECTV INC	CABLE-GC	31431063273	1	7530-451-52-45	COMMUNICATIONS	180.96	180.96
Total 31431063273:											
06/17	06/01/2017	100547	198	DITCH WITCH EQUIPMEN	SUPPLIES- GAS	227888	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	141.19	141.19
Total 227888:											
06/17	06/01/2017	100547	198	DITCH WITCH EQUIPMEN	SUPPLIES- GAS	227967	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	21.55	21.55
Total 227967:											
06/17	06/01/2017	100547	198	DITCH WITCH EQUIPMEN	SUPPLIES- GAS	228149	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	17.55	17.55
Total 228149:											
06/17	06/01/2017	100548	208		REIM HEALTH INSURANCE	053117	1	7610-2239-006	RETIREE SICK LEAVE BANK PA	639.12	639.12
Total 053117:											
06/17	06/01/2017	100549	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING JO	772584A	1	7112-430-42-43	TECHNICAL SERVICES	28.00	28.00
Total 772584A:											
06/17	06/01/2017	100550	265	FRONTIER	257-1045 P/W ENGINEERING	1045 051517	1	7620-430-10-45	COMMUNICATIONS	51.87	51.87
Total 1045 051517:											
06/17	06/01/2017	100550	265	FRONTIER	257-2845 U/B ROLL OVER	2845 051517	1	7620-430-10-45	COMMUNICATIONS	66.33	66.33
Total 2845 051517:											
06/17	06/01/2017	100550	265	FRONTIER	257-5603 POLICE	5603 051017	1	1000-421-10-45	COMMUNICATIONS	894.67	894.67

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 5603 051017:											
06/17	06/01/2017	100551	338	JACKSON'S SERVICE CE	VEHICLE RPR #72-GAS	39769	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	971.13	971.13
Total 39769:											
06/17	06/01/2017	100552	8874		REIM UNIFORM ALLOWANCE	053017	1	1000-421-10-42	UNIFORM ALLOWANCE	265.24	265.24
Total 053017:											
06/17	06/01/2017	100553	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	279746	1	7401-430-62-46	SUPPLIES-GENERAL	2.10	2.10
Total 279746:											
06/17	06/01/2017	100553	411	LASSEN MOTOR PARTS	SUPPLIES- GC	279981	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	107.03	107.03
Total 279981:											
06/17	06/01/2017	100553	411	LASSEN MOTOR PARTS	SUPPLIES- WATER	280063	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	61.27	61.27
Total 280063:											
06/17	06/01/2017	100554	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	31068	1	2007-431-20-44	DISPOSAL	40.00	40.00
Total 31068:											
06/17	06/01/2017	100554	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	31079	1	2007-431-20-44	DISPOSAL	40.00	40.00
Total 31079:											
06/17	06/01/2017	100554	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	31091	1	2007-431-20-44	DISPOSAL	40.00	40.00
Total 31091:											
06/17	06/01/2017	100554	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	31102	1	2007-431-20-44	DISPOSAL	40.00	40.00
Total 31102:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
06/17	06/01/2017	100554	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	31116	1	2007-431-20-44	DISPOSAL	40.00	40.00
Total 31116:											
06/17	06/01/2017	100554	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	31130	1	2007-431-20-44	DISPOSAL	40.00	40.00
Total 31130:											
06/17	06/01/2017	100554	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	31141	1	2007-431-20-44	DISPOSAL	40.00	40.00
Total 31141:											
06/17	06/01/2017	100554	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	31146	1	2007-431-20-44	DISPOSAL	40.00	40.00
Total 31146:											
06/17	06/01/2017	100554	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	31153	1	2007-431-20-44	DISPOSAL	40.00	40.00
Total 31153:											
06/17	06/01/2017	100555	413	LASSEN TIRE	4 TIRE MOUNTS #86-PD	48328	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	80.00	80.00
Total 48328:											
06/17	06/01/2017	100555	413	LASSEN TIRE	4 TIRE MOUNTS #84-PD	48329	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	80.00	80.00
Total 48329:											
06/17	06/01/2017	100555	413	LASSEN TIRE	2 TIRES MOUNTS #55-WATER	48431	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	373.10	373.10
Total 48431:											
06/17	06/01/2017	100555	413	LASSEN TIRE	FLAT REPAIR BACKHOE-GAS	48464	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	20.00	20.00
Total 48464:											
06/17	06/01/2017	100555	413	LASSEN TIRE	2 TIRES MOUNTS #50-WATER	48465	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	373.17	373.17

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 48465:											
06/17	06/01/2017	100556	437	LMUD	AIRPORT VASI LIGHTS	10108 052217	1	7201-430-81-46	ELECTRICITY	373.17	373.17
Total 10108 052217:											
06/17	06/01/2017	100556	437	LMUD	JOHNSTONVILLE RD SPRINKLE	10262 051617	1	1000-452-30-46	ELECTRICITY	20.00	20.00
Total 10262 051617:											
06/17	06/01/2017	100556	437	LMUD	GOLF COURSE IRR WELL30 HP	122907 052217	1	7530-451-52-46	ELECTRICITY	318.96	318.96
Total 122907 052217:											
06/17	06/01/2017	100556	437	LMUD	GOLF COURSE PUMP STATION	122910 052217	1	7530-451-52-46	ELECTRICITY	170.76	170.76
Total 122910 052217:											
06/17	06/01/2017	100556	437	LMUD	GOLF COURSE IRR PUMP/8TH	122929 052217	1	7530-451-52-46	ELECTRICITY	116.76	116.76
Total 122929 052217:											
06/17	06/01/2017	100556	437	LMUD	GOLF COURSE PUMP HOUSE	132052 052217	1	7530-451-52-46	ELECTRICITY	89.02	89.02
Total 132052 052217:											
06/17	06/01/2017	100556	437	LMUD	470-895 CIRCLE DR-CLUB HOU	144281 052217	1	7530-451-52-46	ELECTRICITY	362.88	362.88
Total 144281 052217:											
06/17	06/01/2017	100556	437	LMUD	472-105 JOHNSTONVILLE WAT	350161 051617	1	7112-430-42-46	ELECTRICITY	138.85	138.85
Total 350161 051617:											
06/17	06/01/2017	100556	437	LMUD	LITTLE LEAGUE AREA LIGHTS-	3522 052217	1	1000-452-20-46	ELECTRICITY	33.77	33.77
Total 3522 052217:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
06/17	06/01/2017	100556	437	LMUD	WELL #3-WATER	4559 051617	1	7110-430-42-46	ELECTRICITY	59.71	59.71
Total 4559 051617:											
06/17	06/01/2017	100556	437	LMUD	AIRPORT LOT 5	51908 052217	1	7201-430-81-46	ELECTRICITY	21.45	21.45
Total 51908 052217:											
06/17	06/01/2017	100556	437	LMUD	AIRPORT HANGER 6	54333 052217	1	7201-430-81-46	ELECTRICITY	20.00	20.00
Total 54333 052217:											
06/17	06/01/2017	100556	437	LMUD	925 SIERRA RD SPORTS CTR	60453 052217	1	1000-452-20-46	ELECTRICITY	20.00	20.00
Total 60453 052217:											
06/17	06/01/2017	100556	437	LMUD	AIRPORT OFFICE	7146 052217	1	7201-430-81-46	ELECTRICITY	303.47	303.47
Total 7146 052217:											
06/17	06/01/2017	100556	437	LMUD	AIRPORT GAS PUMP	7154 052217	1	7201-430-81-46	ELECTRICITY	28.88	28.88
Total 7154 052217:											
06/17	06/01/2017	100556	437	LMUD	GOLF COURSE CLUB HOUSE	7394 052217	1	7530-451-52-46	ELECTRICITY	91.67	91.67
Total 7394 052217:											
06/17	06/01/2017	100556	437	LMUD	GOLF COURSE CART BARN 2	7400 052217	1	7530-451-52-46	ELECTRICITY	38.02	38.02
Total 7400 052217:											
06/17	06/01/2017	100556	437	LMUD	GOLF COURSE BARN 1 & 3	9312 052217	1	7530-451-52-46	ELECTRICITY	38.02	38.02
Total 9312 052217:											
06/17	06/01/2017	100557	452	MARTIN SECURITY SYST	60 N LASSEN SECURITY	034049	1	1000-417-10-43	TECHNICAL SVCS	68.00	68.00

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 034049:											
06/17	06/01/2017	100557	452	MARTIN SECURITY SYST	470-895 CIRCLE DR PROSHOP	33893	1	7530-451-52-43	TECHNICAL SERVICES	68.00	68.00
Total 33893:											
06/17	06/01/2017	100558	1463	MILLER CLEANING SERV	CUSTODIAL SERVICES 3/17-PD	1878	1	1000-421-10-44	CUSTODIAL	40.00	40.00
Total 1878:											
06/17	06/01/2017	100558	1463	MILLER CLEANING SERV	CUSTODIAL SERVICES 4/17-PD	1903	1	1000-421-10-44	CUSTODIAL	450.00	450.00
Total 1903:											
06/17	06/01/2017	100558	1463	MILLER CLEANING SERV	CUSTODIAL SERVICES 5/17-PD	1928	1	1000-421-10-44	CUSTODIAL	450.00	450.00
Total 1928:											
06/17	06/01/2017	100559	8948		REFUND WATER DEPOSIT	10400300014	1	7110-2228-000	DEPOSITS-CUSTOMER	43.49	43.49
Total 10400300014:											
06/17	06/01/2017	100560	8952		REFUND GAS DEPOSIT	10306903923	1	7401-2228-000	DEPOSITS-CUSTOMER	68.31	68.31
Total 10306903923:											
06/17	06/01/2017	100561	543	PAK N SHIP	SHIPPING P/D	1595	1	1000-421-10-46	POSTAGE	25.90	25.90
Total 1595:											
06/17	06/01/2017	100561	543	PAK N SHIP	SHIPPING PW	1635	1	7401-430-62-46	POSTAGE	40.45	40.45
Total 1635:											
06/17	06/01/2017	100561	543	PAK N SHIP	SHIPPING PW	1638	1	7401-430-62-46	POSTAGE	123.10	123.10
Total 1638:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
06/17	06/01/2017	100561	543	PAK N SHIP	SHIPPING P/W	1669	1	7401-430-62-46	POSTAGE	63.55	63.55
Total 1669:											
06/17	06/01/2017	100561	543	PAK N SHIP	SHIPPING P/W	1672	1	7401-430-62-46	POSTAGE	189.50	189.50
Total 1672:											
06/17	06/01/2017	100562	967	QUALITY CODE PUBLISH	MUNICIPAL CODE/WEBSITE UP	2017-175	1	1000-411-40-46	BOOKS AND PERIODICALS	1,623.58	1,623.58
Total 2017-175:											
06/17	06/01/2017	100563	572	QUILL CORPORATION	OFFICE SUPPLIES	7046015	1	1000-417-10-46	SUPPLIES-GENERAL	590.59	590.59
Total 7046015:											
06/17	06/01/2017	100564	8950		REFUND 1/2 COMM. CENTER F	053017	1	1000-452-20-36	RENT-COMMUNITY CENTER	50.50	50.50
06/17	06/01/2017	100564	8950		REFUND 1/2 COMM. CENTER D	053017	2	1000-2228-009	DEPOSITS-COMM CENTER RE	50.00	50.00
Total 053017:											
06/17	06/01/2017	100565	1270	SILVER STATE BARRICA	SUPPLIES-STREETS	92402	1	2007-431-20-46	SUPPLIES-GENERAL	364.93	364.93
Total 92402:											
06/17	06/01/2017	100566	1436	STANISLAUS FARM SUP	SUPPLIES-GC	301502630	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	15.93	15.93
Total 301502630:											
06/17	06/01/2017	100567	728	U S POSTMASTER	UB BILLING GAS	053117	1	7401-430-62-46	POSTAGE	272.61	272.61
06/17	06/01/2017	100567	728	U S POSTMASTER	UB BILLING WATER	053117	2	7110-430-42-46	POSTAGE	529.21	529.21
Total 053117:											
06/17	06/01/2017	100568	737	UNITED RENTALS INC	SUPPLIES-WATER	146432404-001	1	7110-430-42-46	SUPPLIES-GENERAL	387.17	387.17
Total 146432404-001:											
06/17	06/01/2017	100569	8946		REFUND GAS DEPOSIT	10311050415	1	7401-2228-000	DEPOSITS-CUSTOMER	145.67	145.67

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 10311050415:											
06/17	06/01/2017	100570	770	WESTERN NEVADA SUP	SUPPLIES - GC	17006389	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	145.67	145.67
Total 17006389:											
06/17	06/01/2017	100570	770	WESTERN NEVADA SUP	SUPPLIES- WATER	66995542	1	7110-430-42-46	SUPPLIES-GENERAL	285.50	285.50
Total 66995542:											
06/17	06/01/2017	100570	770	WESTERN NEVADA SUP	SUPPLIES- WATER	67004556	1	7110-430-42-46	SUPPLIES-GENERAL	248.26	248.26
Total 67004556:											
06/17	06/01/2017	100570	770	WESTERN NEVADA SUP	SUPPLIES - GAS	67006451	1	7401-430-62-46	SUPPLIES-GENERAL	13.23	13.23
Total 67006451:											
06/17	06/01/2017	100570	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67007086	1	7110-430-42-46	SUPPLIES-GENERAL	25.34	25.34
Total 67007086:											
06/17	06/01/2017	100570	770	WESTERN NEVADA SUP	SUPPLIES - GAS	67008734	1	7401-430-62-46	SUPPLIES-GENERAL	127.34	127.34
Total 67008734:											
06/17	06/01/2017	100570	770	WESTERN NEVADA SUP	SUPPLIES - GAS	67014056	1	7401-430-62-46	SUPPLIES-GENERAL	61.78	61.78
Total 67014056:											
06/17	06/01/2017	100570	770	WESTERN NEVADA SUP	SUPPLIES - GAS	67014884	1	7401-430-62-46	SUPPLIES-GENERAL	73.07	73.07
Total 67014884:											
06/17	06/01/2017	100571	8945	WILSON SPORTING GOO	RANGE BALLS-GC	4522573150	1	7530-451-55-46	SUPPLIES - GENERAL	782.42	782.42
Total 4522573150:											

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:											
										25,219.15	25,219.15

Report Criteria:

Report type: GL detail
Check Voided = False

Report Criteria:
 Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
06/02/2017	CDPT	06/07/2017	649	P.E.R.S.	8	7650-2203-1	9.32-
06/02/2017	CDPT	06/07/2017	649	P.E.R.S.	8	7650-2203-1	3,241.49-
06/02/2017	CDPT	06/07/2017	649	P.E.R.S.	8	7650-2203-1	3,088.53-
06/02/2017	CDPT	06/07/2017	649	P.E.R.S.	8	7650-2203-1	2,229.62-
06/02/2017	CDPT	06/07/2017	649	P.E.R.S.	8	7650-2203-1	2,610.13-
06/02/2017	CDPT	06/07/2017	649	P.E.R.S.	8	7650-2203-1	660.83-
06/02/2017	CDPT	06/07/2017	649	P.E.R.S.	8	7650-2203-1	1,485.52-
06/02/2017	CDPT	06/07/2017	649	P.E.R.S.	8	7650-2203-1	132.62-
06/02/2017	CDPT	06/07/2017	649	P.E.R.S.	8	7650-2203-1	92.02-
06/02/2017	CDPT	06/07/2017	649	P.E.R.S.	8	7650-2203-1	84.89-
06/02/2017	CDPT	06/07/2017	649	P.E.R.S.	8	7650-2203-1	1,407.04-
06/02/2017	CDPT	06/07/2017	649	P.E.R.S.	8	7650-2203-1	1,475.69-
06/02/2017	CDPT	06/07/2017	649	P.E.R.S.	8	7650-2203-1	1,516.86-
06/02/2017	CDPT	06/07/2017	649	P.E.R.S.	8	7650-2203-1	1,593.64-
06/02/2017	CDPT	06/07/2017	649	P.E.R.S.	8	7650-2203-1	872.23-
06/02/2017	CDPT	06/07/2017	649	P.E.R.S.	8	7650-2203-1	916.38-
06/02/2017	CDPT	06/07/2017	649	P.E.R.S.	8	7650-2203-1	15.00-
06/02/2017	CDPT	06/07/2017	649	P.E.R.S.	8	7650-2203-1	3,898.47-
06/02/2017	CDPT	06/07/2017	649	P.E.R.S.	8	7650-2203-1	966.84-
06/02/2017	CDPT	06/07/2017	649	P.E.R.S.	8	7650-2203-1	2,229.62-
06/02/2017	CDPT	06/07/2017	650	CITY OF SUSANVILLE PA	1	7650-2203-1	7,547.27-
06/02/2017	CDPT	06/07/2017	650	CITY OF SUSANVILLE PA	1	7650-2203-1	7,547.27-
06/02/2017	CDPT	06/07/2017	650	CITY OF SUSANVILLE PA	1	7650-2203-1	2,419.77-
06/02/2017	CDPT	06/07/2017	650	CITY OF SUSANVILLE PA	1	7650-2203-1	2,419.77-
06/02/2017	CDPT	06/07/2017	650	CITY OF SUSANVILLE PA	1	7650-2203-1	17,989.83-
06/02/2017	CDPT	06/07/2017	651	EMPLOYMENT DEV. DEP	6	7650-2203-1	5,181.25-
06/02/2017	CDPT	06/07/2017	652	EMPLOYMENT DEV DEP	7	7650-2203-1	1,377.90-
06/02/2017	CDPT	06/07/2017	100576	CA STATE DISBURSEME	37	7650-2203-0	69.23-
06/02/2017	CDPT	06/07/2017	100577	NATIONWIDE RETIREME	5	7650-2203-0	915.00-
06/02/2017	CDPT	06/07/2017	100578	STATE FRANCHISE TAX	26	7650-2203-0	80.13-
06/02/2017	CDPT	06/07/2017	100579	VALIC	4	7650-2203-0	1,813.08-
06/02/2017	CDPT	06/07/2017	100580	VANTAGEPOINT TRANS.	3	7650-2203-0	62.00-
Grand Totals:			32				75,949.24-

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
06/17	06/07/2017	100581			SPECIAL INVESTIGATIVE FUND	060617	1	1000-421-10-48	SPECIAL OPERATIONS	500.00	500.00
Total 060617:											500.00
Grand Totals:											500.00
											500.00

Report Criteria:

Report type: GL detail
Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
06/17	06/08/2017	100582	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES - PW	635324661	1	7620-430-10-44	LINEN SERVICE	27.75	27.75
Total 635324661:											
06/17	06/08/2017	100582	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	635324662	1	7401-430-62-44	LINEN SERVICES	346.76	346.76
Total 635324662:											
06/17	06/08/2017	100582	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	635324664	1	7110-430-42-44	LINEN SERVICE	150.58	150.58
Total 635324664:											
06/17	06/08/2017	100583	8964		REFUND MENS CLUB DUES	060517	1	7530-451-62-34	GREEN FEES	75.00	75.00
Total 060517:											
06/17	06/08/2017	100584	76	BILLINGTON ACE HARD	SUPPLIES-PW	377377	1	7620-430-10-46	SUPPLIES-GENERAL	3.75	3.75
Total 377377:											
06/17	06/08/2017	100584	76	BILLINGTON ACE HARD	SUPPLIES- GAS	385494	1	7401-430-62-46	SUPPLIES-GENERAL	108.62	108.62
Total 385494:											
06/17	06/08/2017	100584	76	BILLINGTON ACE HARD	SUPPLIES- FD	385508	1	1000-422-10-47	MACHINERY AND EQUIPMENT	13.49	13.49
Total 385508:											
06/17	06/08/2017	100584	76	BILLINGTON ACE HARD	SUPPLIES-WATER	385546	1	7110-430-42-46	SUPPLIES-GENERAL	19.29	19.29
Total 385546:											
06/17	06/08/2017	100584	76	BILLINGTON ACE HARD	SUPPLIES- FD	385564	1	1000-422-10-47	MACHINERY AND EQUIPMENT	148.38	148.38

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 385564:											
06/17	06/08/2017	100584	76	BILLINGTON ACE HARD	SUPPLIES- FD	385593	1	1000-422-10-47	MACHINERY AND EQUIPMENT	148.38	148.38
Total 385593:											
06/17	06/08/2017	100584	76	BILLINGTON ACE HARD	SUPPLIES - GAS	385655	1	7401-430-62-46	SUPPLIES-GENERAL	88.25	88.25
Total 385655:											
06/17	06/08/2017	100584	76	BILLINGTON ACE HARD	SUPPLIES- FD	385660	1	1000-422-10-47	MACHINERY AND EQUIPMENT	12.90	12.90
Total 385660:											
06/17	06/08/2017	100584	76	BILLINGTON ACE HARD	CREDIT-FD	385779	1	1000-422-10-47	MACHINERY AND EQUIPMENT	23.14	23.14
Total 385779:											
06/17	06/08/2017	100584	76	BILLINGTON ACE HARD	SUPPLIES- FD	385781	1	1000-422-10-47	MACHINERY AND EQUIPMENT	2.69	2.69
Total 385781:											
06/17	06/08/2017	100584	76	BILLINGTON ACE HARD	SUPPLIES-GAS	385907	1	7401-430-62-46	SUPPLIES-GENERAL	7.71	7.71
Total 385907:											
06/17	06/08/2017	100584	76	BILLINGTON ACE HARD	SUPPLIES- GAS	385936	1	7401-430-62-46	SUPPLIES-GENERAL	19.08	19.08
Total 385936:											
06/17	06/08/2017	100584	76	BILLINGTON ACE HARD	SUPPLIES-PW	488294	1	7620-430-10-46	SUPPLIES-GENERAL	9.79	9.79
Total 488294:											
06/17	06/08/2017	100585	1307	C&S WASTE SOLUTIONS	110 NORTH ST	110NORTHST 060117	1	1000-452-20-44	DISPOSAL	241.17	241.17
Total 110NORTHST 060117:											
										241.17	241.17

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
06/17	06/08/2017	100585	1307	C&S WASTE SOLUTIONS	470-895 CIRCLE DR	470895CIRDR 060117	1	7530-451-52-44	DISPOSAL	198.44	198.44
Total 470895CIRDR 060117:											
06/17	06/08/2017	100585	1307	C&S WASTE SOLUTIONS	66 N LASSEN ST	SVL2 060117	1	1000-417-10-44	DISPOSAL	198.44	198.44
Total SVL2 060117:											
06/17	06/08/2017	100585	1307	C&S WASTE SOLUTIONS	95 N WEATHERLOW ST	SVL5 060117	1	1000-452-20-44	DISPOSAL	198.44	198.44
Total SVL5 060117:											
06/17	06/08/2017	100586	97	CALIF POLICE CHIEF'S A	MEMBERSHIP DUES-PD	7035	1	1000-1430-105	PREPAID - OTHER	72.50	72.50
06/17	06/08/2017	100586	97	CALIF POLICE CHIEF'S A	MEMBERSHIP DUES-PD	7035	2	1000-421-10-48	DUES AND MEMBERSHIPS	72.50	72.50
Total 7035:											
06/17	06/08/2017	100586	97	CALIF POLICE CHIEF'S A	ANNUAL CPCA MEMBERSHIP	7447	1	1000-1430-105	PREPAID - OTHER	165.50	165.50
06/17	06/08/2017	100586	97	CALIF POLICE CHIEF'S A	ANNUAL CPCA MEMBERSHIP	7447	2	1000-421-10-48	DUES AND MEMBERSHIPS	165.50	165.50
Total 7447:											
06/17	06/08/2017	100587	115	CASELLE INC.	SOFTWARE SUPPORT 7/17	80947	1	1000-1430-105	PREPAID - OTHER	1,258.00	1,258.00
Total 80947:											
06/17	06/08/2017	100588	8957		REFUND GAS DEPOSIT	10439200016	1	7401-2228-000	DEPOSITS-CUSTOMER	119.90	119.90
Total 10439200016:											
06/17	06/08/2017	100589	8963		REFUND GAS DEPOSIT	10439500032	1	7401-2228-000	DEPOSITS-CUSTOMER	132.46	132.46
Total 10439500032:											
06/17	06/09/2017	100590	148	COMPUTER LOGISTICS	MONTHLY SER 2HRS	70007	1	1000-417-10-43	TECHNICAL SVCS	220.00	220.00
Total 70007:											
06/17	06/08/2017	100590	148	COMPUTER LOGISTICS	ANTI VIRUS-BARRACUDA 200G	70016	1	1000-417-10-43	TECHNICAL SVCS	50.00	50.00

CITY OF SUSANVILLE

Check Register - Payments by Vendor
Check Issue Dates: 6/8/2017 - 6/8/2017

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 70016:											
06/17	06/08/2017	100591	152	COUSO TECHNOLOGY &	WEBSITE MAINT 6/17-7/17	542589	1	1000-417-10-43	TECHNICAL SVCS	340.00	340.00
Total 542589:											
06/17	06/08/2017	100592	161	CSK AUTO INC	PARTS-WATER	2740473734	1	7110-430-42-46	SUPPLIES-GENERAL	109.07	109.07
Total 2740473734:											
06/17	06/08/2017	100592	161	CSK AUTO INC	PARTS-WATER	4740473654	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	117.42	117.42
Total 4740473654:											
06/17	06/08/2017	100593	193	DIAMOND BLADE WARE	MAINT. AND RPR-STREETS	3937	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	100.00	100.00
Total 3937:											
06/17	06/08/2017	100593	193	DIAMOND BLADE WARE	MAINT. AND RPR-STREETS	3938	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	111.79	111.79
Total 3938:											
06/17	06/08/2017	100594	198	DITCH SWITCH EQUIPMEN	SUPPLIES- GAS	227825	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	910.20	910.20
Total 227825:											
06/17	06/08/2017	100594	198	DITCH SWITCH EQUIPMEN	SUPPLIES- GAS	227939	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	1,139.46	1,139.46
Total 227939:											
06/17	06/08/2017	100594	198	DITCH SWITCH EQUIPMEN	SUPPLIES- GAS	228343	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	91.64	91.64
Total 228343:											
06/17	06/08/2017	100595	219	ED STAUB & SONS PETR	200.10 GAL DIESEL-GC	S15805	1	7530-451-52-46	GASOLINE	518.60	518.60
Total S15805:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
06/17	06/08/2017	100596	241	FEATHER PUBLISHING C	EMPLOYMENT AD MAINT WRK-	01322477	1	1000-416-10-45	ADVERTISING	47.50	47.50
Total 01322477:											
06/17	06/08/2017	100596	241	FEATHER PUBLISHING C	COMMUNITY CLEAN-UP	1319330	1	1000-452-24-46	SUPPLIES GENERAL	235.20	235.20
Total 1319330:											
06/17	06/08/2017	100596	241	FEATHER PUBLISHING C	EMPLOYMENT AD MAINT WRK-	1320687	1	1000-416-10-45	ADVERTISING	47.50	47.50
Total 1320687:											
06/17	06/08/2017	100596	241	FEATHER PUBLISHING C	COMMUNITY CLEAN-UP	1321747	1	1000-452-24-46	SUPPLIES GENERAL	235.20	235.20
Total 1321747:											
06/17	06/08/2017	100596	241	FEATHER PUBLISHING C	LETTER HEAD/ RETURN ENVEL	42659	1	1000-417-10-46	SUPPLIES-GENERAL	127.10	127.10
Total 42659:											
06/17	06/08/2017	100596	241	FEATHER PUBLISHING C	PUBLIC HEARING NOTICE HUS	7794	1	1000-411-40-45	ADVERTISING	41.65	41.65
Total 7794:											
06/17	06/08/2017	100596	241	FEATHER PUBLISHING C	PUBLIC HEARING NOTICE BUD	7795	1	1000-417-10-45	ADVERTISING	30.00	30.00
Total 7795:											
06/17	06/08/2017	100596	241	FEATHER PUBLISHING C	PUBLIC HEARING NOTICE USE	7798	1	1000-419-10-45	ADVERTISING	71.05	71.05
Total 7798:											
06/17	06/08/2017	100597	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	773065A	1	7110-430-42-43	TECHNICAL SVCS	60.00	60.00
Total 773065A:											
06/17	06/08/2017	100598	265	FRONTIER	257-1056 P/W SHOP	1056 052017	1	7620-430-10-45	COMMUNICATIONS	48.52	48.52

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 1056 052017:											
06/17	06/08/2017	100598	265	FRONTIER	257-1057 FAX-PW	1057 052017	1	7620-430-10-45	COMMUNICATIONS	48.52	48.52
Total 1057 052017:											
06/17	06/08/2017	100598	265	FRONTIER	257-7236 NAT GAS	7236 052017	1	7620-430-10-45	COMMUNICATIONS	193.58	193.58
Total 7236 052017:											
06/17	06/08/2017	100598	265	FRONTIER	257-7237 NAT GAS	7237 052017	1	7620-430-10-45	COMMUNICATIONS	55.37	55.37
Total 7237 052017:											
06/17	06/08/2017	100599	288		REIMBURSE HEALTH INS	060517	1	7610-2239-006	RETIREE SICK LEAVE BANK PA	72.93	72.93
Total 060517:											
06/17	06/08/2017	100600	1504	JESSICA RYAN	PROFESSIONAL SERVICES 5/1	053117	1	1000-412-10-43	PROFESSIONAL SVCS	1,450.00	1,450.00
Total 053117:											
06/17	06/08/2017	100601	237	JOHN DEERE FINANCIAL	EQUIPMENT REPAIR-GC	357750	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	737.02	737.02
Total 357750:											
06/17	06/08/2017	100602	362	KAUFFMAN, BILL	CUSTODIAL SVCS-PW	753105	1	7620-430-10-44	CUSTODIAL	250.00	250.00
Total 753105:											
06/17	06/08/2017	100602	362	KAUFFMAN, BILL	CUSTODIAL SVCS	753106	1	1000-417-10-44	CUSTODIAL	650.00	650.00
Total 753106:											
06/17	06/08/2017	100603	8958		REFUND GAS DEPOSIT	10203141803	1	7401-2228-000	DEPOSITS-CUSTOMER	140.84	140.84
Total 10203141803:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
06/17	06/08/2017	100604	8874		TR EX FOLSOM 5/21-5/25	052517	1	1000-421-10-45	TRAINING	256.00	256.00
Total 052517:											
06/17	06/08/2017	100604	8874		TR EX FOLSOM 6/10-6/14	061017	1	1000-421-10-45	TRAINING	256.00	256.00
Total 061017:											
06/17	06/08/2017	100605	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	280159	1	7401-430-62-46	SUPPLIES-GENERAL	9.41	9.41
Total 280159:											
06/17	06/08/2017	100605	411	LASSEN MOTOR PARTS	SUPPLIES- WATER	280218	1	7110-430-42-46	SUPPLIES-GENERAL	26.80	26.80
Total 280218:											
06/17	06/08/2017	100605	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	280243	1	2007-431-20-46	SUPPLIES-GENERAL	6.42	6.42
Total 280243:											
06/17	06/08/2017	100605	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	280278	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	428.90	428.90
Total 280278:											
06/17	06/08/2017	100605	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	280374	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	13.03	13.03
Total 280374:											
06/17	06/08/2017	100605	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	280427	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	5.57	5.57
Total 280427:											
06/17	06/08/2017	100605	411	LASSEN MOTOR PARTS	SUPPLIES- GC	280803	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	44.27	44.27
Total 280803:											
06/17	06/08/2017	100605	411	LASSEN MOTOR PARTS	SUPPLIES- GC	281068	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	12.32	12.32

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 281068:											
06/17	06/08/2017	100606	412	LASSEN REGIONAL SOLI	DUMP FEES-FIRE	32440	1	1000-422-10-44	DISPOSAL	12.32	12.32
Total 32440:											
06/17	06/08/2017	100606	412	LASSEN REGIONAL SOLI	DUMP FEES-FIRE	32503	1	1000-422-10-44	DISPOSAL	1.44	1.44
Total 32503:											
06/17	06/08/2017	100607	432	LEXIS NEXIS	CONTRACT 5/17	3090992891	1	1000-412-10-48	DUES AND MEMBERSHIPS	155.00	155.00
Total 3090992891:											
06/17	06/08/2017	100608	437	LMUD	LASSEN COLLEGE WELL #5-W	120270 052617	1	7110-430-42-46	ELECTRICITY	98.11	98.11
Total 120270 052617:											
06/17	06/08/2017	100608	437	LMUD	SOUTH ST - PW OFFICE	14590 052617	1	7620-430-10-46	ELECTRICITY	782.78	782.78
Total 14590 052617:											
06/17	06/08/2017	100608	437	LMUD	SOUTH ST ROOSEVELT AREA	1744 052617	1	1000-452-20-46	ELECTRICITY	8.44	8.44
Total 1744 052617:											
06/17	06/08/2017	100608	437	LMUD	RIVERSIDE PARK	1999 052617	1	1000-452-20-46	ELECTRICITY	34.54	34.54
Total 1999 052617:											
06/17	06/08/2017	100608	437	LMUD	CADY SPRINGS	26784 052617	1	7110-430-42-46	ELECTRICITY	65.57	65.57
Total 26784 052617:											
06/17	06/08/2017	100608	437	LMUD	1505 MAIN ST	2776 052217	1	1000-422-10-46	ELECTRICITY	763.88	763.88
Total 2776 052217:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
06/17	06/08/2017	100608	437	LMUD	RICHMOND RD BRIDGE	35094 052617	1	2007-431-60-46	ELECTRICITY	488.46	488.46
Total 35094 052617:											
06/17	06/08/2017	100608	437	LMUD	N WEATHERLOW ST SIGNALS-	3651	1	2007-431-60-46	ELECTRICITY	248.15	248.15
Total 3651:											
06/17	06/08/2017	100608	437	LMUD	720 SOUTH EMULSION TANK-P	38646 052617	1	7620-430-10-46	ELECTRICITY	177.46	177.46
Total 38646 052617:											
06/17	06/08/2017	100608	437	LMUD	MAIN & ALEXANDER SIGNALS-	49496 052217	1	2007-431-60-46	ELECTRICITY	229.02	229.02
Total 49496 052217:											
06/17	06/08/2017	100608	437	LMUD	MAIN & FAIRFIELD-STREETS	49497 052217	1	2007-431-60-46	ELECTRICITY	226.44	226.44
Total 49497 052217:											
06/17	06/08/2017	100608	437	LMUD	MAIN & JOHNSTNVLE SIGNALS	49498 052217	1	2007-431-60-46	ELECTRICITY	275.06	275.06
Total 49498 052217:											
06/17	06/08/2017	100608	437	LMUD	RIVERSIDE & MAIN LIGHTS-ST	49499 052217	1	2007-431-60-46	ELECTRICITY	434.46	434.46
Total 49499 052217:											
06/17	06/08/2017	100608	437	LMUD	SPRING RIDGE BOOSTER-WAT	55754 052617	1	7110-430-42-46	ELECTRICITY	856.97	856.97
Total 55754 052617:											
06/17	06/08/2017	100608	437	LMUD	WELL 1-WATER	7714 052217	1	7110-430-42-46	ELECTRICITY	578.74	578.74
Total 7714 052217:											
06/17	06/08/2017	100608	437	LMUD	RIVERSIDE PARK LIGHT	9501 052617	1	1000-452-20-46	ELECTRICITY	117.79	117.79

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 9501 052617:											
06/17	06/08/2017	100608	437	LMUD	GEO PUMP #2	9503 052617	1	7301-430-52-46	ELECTRICITY	117.79	117.79
Total 9503 052617:											
06/17	06/08/2017	100608	437	LMUD	HOSPITAL LN-GEO	9963 052617	1	7301-430-52-46	ELECTRICITY	43.50	43.50
Total 9963 052617:											
06/17	06/08/2017	100609	452	MARTIN SECURITY SYST	720 SOUTH ST SECURITY- PW	033883	1	7620-430-10-43	TECHNICAL SVCS	40.00	40.00
Total 033883:											
06/17	06/08/2017	100610	8961		REFUND WATER DEPOSIT	10408700216	1	7110-2228-000	DEPOSITS-CUSTOMER	45.47	45.47
06/17	06/08/2017	100610	8961		REFUND GAS DEPOSIT	10408700216	2	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
Total 10408700216:											
06/17	06/08/2017	100611	481	MISSION LINEN & UNIFO	JANITORIAL SUPPLIES	505062178	1	1000-417-10-46	SUPPLIES-JANITORIAL	421.71	421.71
Total 505062178:											
06/17	06/08/2017	100612	8959		REFUND GAS OVERPAYMENT	10115600214	1	9999-1001-001	CASH CLEARING - UTILITIES	194.92	194.92
Total 10115600214:											
06/17	06/08/2017	100613	556	PITNEY BOWES	MONTHLY MAINT POSTAGE MA	1004244659	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	75.65	75.65
Total 1004244659:											
06/17	06/08/2017	100614	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT	58020 053017	1	1000-417-10-45	COMMUNICATIONS	840.00	840.00
Total 58020 053017:											
06/17	06/08/2017	100615	563	POULSEN WELDING SHO	REPAIRS- STREETS	2455	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	1,068.13	1,068.13

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 2455:											
06/17	06/08/2017	100616	8962		REFUND GAS DEPOSIT	060117	1	7401-2228-000	DEPOSITS-CUSTOMER	138.43	138.43
Total 060117:											
06/17	06/08/2017	100617	5051		REFUND GAS DEPOSIT	10315950011	1	7401-2228-000	DEPOSITS-CUSTOMER	22.68	22.68
Total 10315950011:											
06/17	06/08/2017	100618	8954		REFUND WATER DEPOSIT	10312950016	1	7110-2228-000	DEPOSITS-CUSTOMER	15.04	15.04
06/17	06/08/2017	100618	8954		REFUND GAS DEPOSIT	10312950016	2	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
Total 10312950016:											
06/17	06/08/2017	100619	8349		REFUND COMMUNITY CENTER	060117	1	1000-2228-009	DEPOSITS-COMM CENTER RE	50.00	50.00
Total 060117:											
06/17	06/08/2017	100620	1470	SIEMENS, MARK	PROFESSIONAL SERVICES	46	1	7630-411-40-43	PROFESSIONAL SVCS	9,552.32	9,552.32
Total 46:											
06/17	06/08/2017	100621	1076	SIERRA COFFEE AND BE	BOTTLED WATER	47811	1	1000-417-10-46	SUPPLIES-GENERAL	34.65	34.65
Total 47811:											
06/17	06/08/2017	100622	8939		REFUND GAS OVERPAYMENT	10402300024.	1	9999-1001-001	CASH CLEARING - UTILITIES	185.45	185.45
Total 10402300024.:											
06/17	06/08/2017	100623	696	TECH SERVICES	MONTHLY MAINT. FEE TO ASS	1698	1	7201-430-81-43	TECHNICAL SVCS	575.00	575.00
Total 1698:											
06/17	06/08/2017	100624	1141	THOMPSON GARAGE DO	SERVICED DOORS-WATER	92856	1	7110-430-42-44	REPAIR AND MAINTENANCE-F	285.00	285.00

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 92856:											
06/17	06/08/2017	100625	530	U.S. BANK EQUIPMENT F	COPIER - CITY HALL 5/17	332052034	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	581.04	581.04
06/17	06/08/2017	100625	530	U.S. BANK EQUIPMENT F	COPIER 5/17-PD	332052034	2	1000-421-10-44	RENT & LEASES EQUIP & VEHI	291.04	291.04
Total 332052034:											
06/17	06/08/2017	100626	738	UNITED STATES POSTAL	POSTAGE FOR POSTAGE MET	060717	1	1000-1410-002	INVENTORIES-POSTAGE	2,000.00	2,000.00
Total 060717:											
06/17	06/08/2017	100627	8960		REFUND GAS DEPOSIT	10109400011	1	7401-2228-000	DEPOSITS-CUSTOMER	81.69	81.69
Total 10109400011:											
06/17	06/08/2017	100628	770	WESTERN NEVADA SUP	SUPPLIES-GAS	67014210	1	7110-430-42-46	SUPPLIES-GENERAL	33.78	33.78
Total 67014210:											
06/17	06/08/2017	100628	770	WESTERN NEVADA SUP	SUPPLIES- WATER	67021235	1	7110-430-42-46	SUPPLIES-GENERAL	18.47	18.47
Total 67021235:											
06/17	06/08/2017	100628	770	WESTERN NEVADA SUP	SUPPLIES- WATER	67021373	1	7110-430-42-46	SUPPLIES-GENERAL	40.94	40.94
Total 67021373:											
06/17	06/08/2017	100628	770	WESTERN NEVADA SUP	SUPPLIES-GAS	67023262	1	7401-430-62-46	SUPPLIES-GENERAL	4.29	4.29
Total 67023262:											
06/17	06/08/2017	100629	8955		REFUND GAS DEPOSIT	10311750006	1	7401-2228-000	DEPOSITS-CUSTOMER	133.37	133.37
Total 10311750006:											
06/17	06/08/2017	100630	8955		REFUND GAS DEPOSIT	10219300327	1	7401-2228-000	DEPOSITS-CUSTOMER	143.34	143.34

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 10219300327:											
06/17	06/08/2017	100631	1378	ZITO MEDIA	CABLE-FIRE	356225062 052717	1	1000-422-10-45	COMMUNICATIONS	143.34	143.34
Total 356225062 052717:											
Grand Totals:											
										39.49	39.49
										36,365.10	36,365.10

Report Criteria:

Report type: GL detail

Check Voided = False

Report Criteria:

Report type: GL detail
Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
06/17	06/09/2017	1	193	DIAMOND BLADE WARE	MAINT. AND RPR-STREETS	3937	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	100.00	100.00
Total 3937:											
06/17	06/09/2017	1	193	DIAMOND BLADE WARE	MAINT. AND RPR-STREETS	3938	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	111.79	111.79
Total 3938:											
06/17	06/09/2017	100632	728	U S POSTMASTER	UB BILLING WATER	060917	1	7110-430-42-46	POSTAGE	181.25	181.25
Total 060917:											
06/17	06/09/2017	100632	728	U S POSTMASTER	UB BILLING GAS	060917	1	7401-430-62-46	POSTAGE	93.37	93.37
Total 060917.:											
Grand Totals:										486.41	486.41

Reviewed by: JGH City Administrator
 City Attorney

 Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Deborah Savage, Finance Manager

Action Date: June 21, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Monthly Finance Reports

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Attached for the Council's review is the cash and investment report and the summary report of revenues, expenditures and projected fund balances for the month of May 2017.

FISCAL IMPACT: None

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

ATTACHMENTS: Pooled cash and investments report
Cash and Investment report
Receipts and disbursements report
Revenues, expenses and fund balances report

POOLED CASH & INVESTMENTS

May 31, 2017

POOLED CASH FUND	
Bank of America - Checking	1,308,273
LAIF	13,007,229
Total Cash & Investments	<u>14,315,503</u>

Pooled Cash Allocation:

General	2,158,900
General Fund Reserves	1,076,883
General Restricted	134,923
Special Revenue	1,326,638
Capital Projects	13,848
Debt Service	508,966
Enterprise	
Airport	(47,236)
Geothermal	261,389
Golf Course	(15,976)
Natural Gas	4,451,592
Water	3,328,946
Internal Service	649,083
Trust & Agency	467,546
Total Cash & Inv. Allocations	<u>14,315,503</u>

CASH WITH FISCAL AGENTS

May 31, 2017

General	
Special Revenue	
Capital Projects	
Debt Service	150,686
Enterprise	3,864,684
Internal Service	
Trust & Agency	
Total Cash with Fiscal Agents	<u>4,015,370</u>
GRAND TOTAL	<u>18,330,873</u>

S:/Finance/Debi/Council Cash & Investments Report

6/13/2017 9:09

Totals may not add due to rounding

CITY OF SUSANVILLE
 COMBINED CASH AND INVESTMENTS
 MAY 31, 2017

COMBINED ACCOUNTS

9999-1011-001	B OF A # 08038-80200	1,308,273.44
9999-1030-001	LAIF	13,007,229.33
		14,315,502.77
	TOTAL COMBINED CASH AND INVESTMENTS	14,315,502.77
9999-1000-000	CLAIM ON CASH	(14,315,502.77)
		.00

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

1001	ALLOCATION TO GF-DEPOSITS PAYABLE	61,901.34
1002	ALLOCATION TO GF-ECONOMIC DEVELOPMENT	3,458.57
1003	ALLOCATION TO FLOOD/EMERGENCY DECLARATIONS	(38,238.91)
1004	ALLOCATION TO GF-PANCERA	18,353.90
1005	ALLOCATION TO GF-RESERVE ACCOUNT	1,076,883.09
1006	ALLOCATION TO POLICE FACILITIES & EQUIP FUND	2,340.86
1007	ALLOCATION TO FIRE FACILITIES & EQUIP FUND	53,602.89
1008	ALLOCATION TO ADMIN SVCS FACILITIES & EQUIP	33,504.84
2002	ALLOCATION TO STATE COPS	62,521.48
2006	ALLOCATION TO SNOW REMOVAL	(441.59)
2007	ALLOCATION TO STREETS & HIGHWAYS	200,389.45
2010	ALLOCATION TO STREET MITIGATION	28,651.01
2011	ALLOCATION TO POLICE MITIGATION	11,079.10
2012	ALLOCATION TO FIRE MITIGATION	119,925.13
2013	ALLOCATION TO PARK DEDICATION FUND	162,960.97
2014	ALLOCATION TO STATE OF CA - PROP 30/AB 109	25,724.00
2016	ALLOCATION TO CDBG REVOLVING LOAN FUND	182,962.76
2018	ALLOCATION TO HOME REVOLVING FUND	369,728.78
2030	ALLOCATION TO TRAFFIC SAFETY	58,327.24
2035	ALLOCATION TO TRAFFIC SIGNALS FUND	97,243.25
2037	ALLOCATION TO SKYLINE BICYCLE LANE	7,567.10
4001	ALLOCATION TO MARK ROOS SERIES B/92	24,637.89
4003	ALLOCATION TO CITY HALL	40,988.25
4004	ALLOCATION TO 2013 CALPERS REFUNDING LOAN	448,212.65
4005	ALLOCATION TO COMMUNITY POOL DEBT SERVICE	(4,873.08)
7111	ALLOCATION TO WATER RATE STABILIZATION FUND	3,000,000.00
7114	ALLOCATION TO WATER CAPITAL IMPROVEMENTS	408,989.14
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND	1,807,075.00
7610	ALLOCATION TO OPEB	49,379.90
7630	ALLOCATION TO RISK MANAGEMENT FUND	361,417.39
7650	ALLOCATION TO PAYROLL	(1,396.67)
8401	ALLOCATION TO HUSA BUSINESS IMPROVE DIST	7,558.93
8402	ALLOCATION TO LAFCO	22,382.06
8403	ALLOCATION TO SEC 125 & AFLAC	2,171.75
8404	ALLOCATION TO AIR POLLUTION	229,045.91
8405	ALLOCATION TO AIR POLLUTION-CARL MOYER	231,982.47
8406	ALLOCATION TO REGIONAL WATER MANAGEMENT GROU	(25,595.01)
		9,140,421.84

CITY OF SUSANVILLE
 COMBINED CASH AND INVESTMENTS
 MAY 31, 2017

UNRESTRICTED FUNDS

1000	ALLOCATION TO GENERAL FUND	2,158,899.54
3015	ALLOCATION TO CITY HALL PARKING LOT PROJECT	13,847.97
7110	ALLOCATION TO WATER SYSTEM	(97,778.24)
7112	ALLOCATION TO JOHNSTONVILLE WATER SYSTEM	17,734.48
7201	ALLOCATION TO AIRPORT	(47,235.92)
7301	ALLOCATION TO GEOTHERMAL UTILITY	261,389.43
7401	ALLOCATION TO NATURAL GAS	2,644,517.37
7530	ALLOCATION TO GOLF COURSE	(15,976.02)
7620	ALLOCATION TO PW ADMIN & ENGINEERING FUND	239,682.32
		<hr/>
	ALLOCATIONS TO UNRESTRICTED FUNDS	5,175,080.93
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	14,315,502.77
	ALLOCATION FROM COMBINED CASH FUND - 9999-1000-000	(14,315,502.77)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	<hr/> <hr/> .00

RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance
				\$314,704.69
5/1/2017		-\$11,043.00		\$303,661.69
5/1/2017		-\$874.42		\$302,787.27
5/1/2017		-\$1,142.00	\$46.93	\$301,692.20
5/1/2017			\$119,722.46	\$421,414.66
5/1/2017			\$10,525.15	\$431,939.81
5/1/2017			\$2,776.77	\$434,716.58
5/1/2017			\$358.16	\$435,074.74
5/1/2017		-\$350,000.00		\$85,074.74
5/2/2017			\$44,823.55	\$129,898.29
5/2/2017			\$11,980.01	\$141,878.30
5/2/2017			\$1,348.36	\$143,226.66
5/2/2017			\$761.99	\$143,988.65
5/2/2017		-\$131.83		\$143,856.82
5/2/2017		-\$3,048.05		\$140,808.77
5/2/2017		-\$499.15		\$140,309.62
5/2/2017			\$10,640.67	\$150,950.29
5/2/2017			\$21,832.01	\$172,782.30
5/3/2017		-\$10.00		\$172,772.30
5/3/2017			\$44,159.83	\$216,932.13
5/3/2017			\$10,054.51	\$226,986.64
5/3/2017			\$443.35	\$227,429.99
5/3/2017			\$1,585.35	\$229,015.34
5/4/2017				\$229,015.34
5/4/2017				\$229,015.34
5/4/2017		-\$55.64		\$228,959.70
5/4/2017		-\$47,638.51		\$181,321.19
5/4/2017			\$39,349.31	\$220,670.50
5/4/2017			\$11,075.86	\$231,746.36
5/4/2017			\$5,420.01	\$237,166.37
5/4/2017			\$1,349.64	\$238,516.01
5/4/2017			\$737.19	\$239,253.20
5/5/2017			\$15,125.19	\$254,378.39
5/5/2017			\$7,784.71	\$262,163.10
5/5/2017			\$1,206.37	\$263,369.47
5/5/2017		-\$54.00		\$263,315.47
5/8/2017		-\$434.17		\$262,881.30
5/8/2017			\$98,869.21	\$361,750.51
5/8/2017			\$6,209.17	\$367,959.68
5/8/2017			\$644.87	\$368,604.55
5/9/2017				\$368,604.55
5/9/2017				\$368,604.55
5/9/2017			\$891.95	\$369,496.50
5/9/2017		-\$295.32		\$369,201.18
5/9/2017			\$5,329.22	\$374,530.40
5/9/2017			\$4,138.27	\$378,668.67
5/9/2017			\$53,175.24	\$431,843.91
5/10/2017			\$10,653.95	\$442,497.86
5/10/2017			\$6,372.08	\$448,869.94
5/10/2017			\$236.49	\$449,106.43
5/10/2017		-\$36,192.13		\$412,914.30
5/11/2017		-\$8,250.22		\$404,664.08
5/11/2017			\$22,024.23	\$426,688.31
5/11/2017			\$4,333.10	\$431,021.41
5/11/2017			\$118.89	\$431,140.30
5/11/2017			\$46.93	\$431,187.23
5/12/2017			\$38,731.83	\$469,919.06

RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance
5/12/2017			\$4,966.18	\$474,885.24
5/12/2017			\$159.69	\$475,044.93
5/12/2017		-\$102,929.08		\$372,115.85
5/12/2017		-\$3,522.87		\$368,592.98
5/12/2017		-\$34,053.99		\$334,538.99
5/12/2017		-\$4,485.64		\$330,053.35
5/12/2017		-\$1,248.23		\$328,805.12
5/12/2017		-\$28,738.50		\$300,066.62
5/12/2017		-\$2,939.44		\$297,127.18
5/15/2017			\$3,205.34	\$300,332.52
5/15/2017			\$101,704.32	\$402,036.84
5/15/2017			\$4,448.91	\$406,485.75
5/15/2017			\$236.66	\$406,722.41
5/15/2017				\$406,722.41
5/15/2017		-\$2,229.19		\$404,493.22
5/16/2017			\$14,981.25	\$419,474.47
5/16/2017			\$2,658.48	\$422,132.95
5/16/2017			\$218.80	\$422,351.75
5/16/2017		-\$3,714.28		\$418,637.47
5/17/2017			\$134,000.00	\$552,637.47
5/17/2017			\$1,436.95	\$554,074.42
5/17/2017		-\$2.33		\$554,072.09
5/17/2017			\$11,625.93	\$565,698.02
5/17/2017			\$2,351.06	\$568,049.08
5/17/2017			\$353.55	\$568,402.63
5/18/2017			\$5,249.29	\$573,651.92
5/18/2017			\$2,656.89	\$576,308.81
5/18/2017			\$250.07	\$576,558.88
5/18/2017		-\$1,679.80		\$574,879.08
5/19/2017			\$10,448.24	\$585,327.32
5/19/2017			\$658.98	\$585,986.30
5/19/2017			\$4,666.54	\$590,652.84
5/19/2017			\$0.00	\$590,652.84
5/19/2017		-\$64,557.25		\$526,095.59
5/19/2017		-\$4,325.88		\$521,769.71
5/19/2017			\$172.05	\$521,941.76
5/19/2017			\$400.00	\$522,341.76
5/22/2017			\$28,884.74	\$551,226.50
5/22/2017			\$8,142.43	\$559,368.93
5/22/2017			\$0.00	\$559,368.93
5/22/2017			\$976.47	\$560,345.40
5/22/2017			\$4,413.49	\$564,758.89
5/22/2017			\$79,728.28	\$644,487.17
5/22/2017			\$2,970.22	\$647,457.39
5/23/2017			\$1,277.58	\$648,734.97
5/23/2017			\$948.66	\$649,683.63
5/23/2017			\$26.28	\$649,709.91
5/24/2017			\$8,834.95	\$658,544.86
5/24/2017			\$23,542.75	\$682,087.61
5/24/2017			\$3,224.71	\$685,312.32
5/24/2017			\$843.49	\$686,155.81
5/25/2017			\$190,481.02	\$876,636.83
5/25/2017			\$8,294.82	\$884,931.65
5/25/2017			\$375.27	\$885,306.92
5/25/2017				\$885,306.92
5/25/2017			\$87.26	\$885,394.18
5/25/2017			\$542.13	\$885,936.31

RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance
5/26/2017		-\$103,145.53		\$782,790.78
5/26/2017		-\$1,626.87		\$781,163.91
5/26/2017		-\$32,984.49		\$748,179.42
5/26/2017		-\$4,168.62		\$744,010.80
5/26/2017		-\$1,212.33		\$742,798.47
5/26/2017		-\$28,095.70		\$714,702.77
5/26/2017		-\$73,088.00		\$641,614.77
5/26/2017		-\$1,087.25		\$640,527.52
5/26/2017		-\$1,001.42		\$639,526.10
5/26/2017		-\$352.60		\$639,173.50
5/26/2017		-\$8,436.74		\$630,736.76
5/25/2017		-\$113,221.02		\$517,515.74
5/26/2017		-\$884.37		\$516,631.37
5/26/2017				\$516,631.37
5/26/2017			\$1,100,000.00	\$1,616,631.37
5/26/2017			\$0.00	\$1,616,631.37
5/26/2017		-\$2,024.95		\$1,614,606.42
5/26/2017			\$18,728.00	\$1,633,334.42
5/26/2017			\$3,357.02	\$1,636,691.44
5/26/2017			\$216.80	\$1,636,908.24
5/26/2017		-\$57.08		\$1,636,851.16
5/26/2017		-\$38.70		\$1,636,812.46
5/26/2017			\$9.14	\$1,636,821.60
5/26/2017			\$826.62	\$1,637,648.22
5/26/2017			\$578.63	\$1,638,226.85
5/26/2017			\$516.32	\$1,638,743.17
5/26/2017			\$411.46	\$1,639,154.63
5/26/2017			\$398.62	\$1,639,553.25
5/26/2017			\$285.16	\$1,639,838.41
5/30/2017			\$66,083.10	\$1,705,921.51
5/30/2017			\$5,897.44	\$1,711,818.95
5/30/2017			\$118.41	\$1,711,937.36
5/30/2017			\$1,425.18	\$1,713,362.54
5/30/2017		-\$452,141.99		\$1,261,220.55
5/31/2017		-\$965,574.79		\$295,645.76
5/31/2017		-\$43,573.12		\$252,072.64
5/31/2017		-\$5,928.59		\$246,144.05
5/31/2017		-\$9,113.26		\$237,030.79
5/31/2017		-\$1,423.88		\$235,606.91
5/31/2017		-\$472.33		\$235,134.58
5/31/2017		-\$930.00		\$234,204.58
5/31/2017			\$1,033,754.19	\$1,267,958.77
5/31/2017			\$8,190.34	\$1,276,149.11
5/31/2017			\$385.73	\$1,276,534.84
5/31/2017				\$1,276,534.84
5/31/2017		-\$20.15		\$1,276,514.69
5/31/2017		-\$2,327.90		\$1,274,186.79
5/31/2017		-\$70.13		\$1,274,116.66
5/31/2017		-\$0.84	\$34,157.32	\$1,308,273.14
			\$0.30	\$1,308,273.44

Fund #	Fund Title	Audited			Unaudited
		6/30/16	YTD	YTD	MAY Fund Balance
		Fund Balance	Revenue	Expenditures	5/31/17
100X	General Fund	2,704,355	5,285,503	4,713,309	3,276,549
2002	State COPS	54,963	118,096	110,540	62,519
2006	Snow Removal	58,003	16,928	75,372	(441)
2007	Streets	123,356	2,629,735	2,643,902	109,189
2010	Street Mitigation	21,329	7,323	0	28,652
2011	Police Mitigation	24,056	9,405	22,382	11,079
2012	Fire Mitigation	108,456	11,470	0	119,926
2013	Park Dedication	164,276	777	2,079	162,973
2014	State of CA - Prop 30/AB 109	34,615	13,725	22,616	25,724
2016	State Comm. Dev. Rev.FD	1,313,557	163	224,073	1,089,647
2017	State Economic Rev. FD	Combined 2017 with 2016 for First Time Homebuyers			
2018	Home Revolving Fund	706,318	14,090	259	720,149
2030	Traffic Safety	76,442	7,173	25,285	58,330
2035	Traffic Signals Fund	96,717	525	0	97,242
2037	Skyline Bicycle Lane	7,535	33	0	7,568
3015	City Hall Parking Lot	13,848	0	0	13,848
4001	Miller Fletcher	592,779	(127,860)	148,827	316,091
4003	City Hall Debt Service	52,245	123,772	135,028	40,989
4004	2013 CalPERS Refunding Loan	359,218	307,637	218,640	448,215
4005	Community Pool Debt Service	35,959	60,544	101,376	(4,873)
711X	Water Funds	2,607,824	2,220,743	2,045,319	2,783,248
7201	Airport	2,283,374	115,913	255,688	2,143,599
7301	Geothermal	572,623	64,056	120,708	515,972
740X	Natural Gas	(570,739)	4,372,090	3,856,553	(55,203)
7530	Golf Course	2,428,874	247,796	251,346	2,425,324
7620	PW Admin/Engineering	87,848	215,954	95,218	208,584
7630	Risk Management	381,562	755,281	772,874	363,969
8402	LAFCO	34,817	52,053	38,531	48,339
8404	Air Pollution	270,773	214,596	253,826	231,543
8405	Air Pollution - Carl Moyer	263,958	208,105	240,000	232,063
8406	IRWM - Management Group	0	37,334	62,929	(25,595)
TOTALS		14,908,939	16,982,959	16,436,680	15,480,814

Reviewed by: City Administrator
 City Attorney

 Motion only
 X Public Hearing
 X Resolution
 Ordinance
 Information

Submitted by: Deborah Savage, Finance Manager

Action Date: June 21, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 17-5385** Adopting the City of Susanville 2017-2018 Budget

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

SUMMARY: The City conducted a budget workshop on June 7, 2017 to solicit input from the community and the City Council on the proposed 2017-2018 Budget. The workshop included information on the major funds for the City, revenue and expense projections and pension costs.

The budget is being presented as Exhibit A for adoption. The information in Exhibit A reflects the financial data presented during the workshop with the following changes.

1. Pay-off short term housing loan debt of \$148,857 in the 2016/2017 fiscal year thereby reducing transfers out of the General Fund by \$83,301 in 2017/2018 and \$65,556 in 2018/2019.
2. Increase projected building permit revenue by \$10,000.
3. Increase building department reimbursement revenue by \$2,000 for inspector services.

The changes above have reduced the projected General Fund deficit to (\$148,430) as reflected in the attached Exhibit A.

The budget presented reflects priorities set by the City Council and maintains current level of services.

FISCAL IMPACT: General Fund expenditure budget of \$5,726,709, all other funds budget \$10,921,371 for a total City budget of \$16,648,080.

ACTION REQUESTED: Motion to approve Resolution No. 17-5385 Adopting the City of Susanville 2017-2018 Budget

ATTACHMENTS: Resolution No. 17-5385
Exhibit A – FY 2017-18 Budget

RESOLUTION NO. 17-5385
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
ADOPTING THE CITY OF SUSANVILLE FY 2017/2018 BUDGET

WHEREAS, the City Council of the City of Susanville conducted a budget workshop on June 7, 2017 soliciting and considering comments on the proposed budget; and

WHEREAS, the City Council has conducted a public hearing to receive comments on the proposed Fiscal Year 2017/2018 Budget as set forth in Exhibit A; and

WHEREAS, the City Council has received and reviewed the proposed Fiscal Year 2017/2018 Budget as set forth in Exhibit A;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville that the Fiscal Year 2017/2018 City of Susanville Budget as set forth in Exhibit A, is hereby adopted.

BE IT FURTHER RESOLVED, that in the event total projected revenues fall significantly below projections, approved budget expenditures will also be reduced to avoid excessive use of fund balances.

APPROVED:

Kathie Garnier, Mayor

ATTEST:

Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular adjourned meeting of the City Council of the City of Susanville held on the 21st day of June, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

EXHIBIT A

FY 2017-18 Budget

S:\Finance\2016-17 Budget\Exhibit A

6/14/2017 12:39

Fund #	Fund Title	Projected 6/30/17 Fund Balance	Adopted Budget Revenues	Adopted Budget Expenses	Projected Rev. Over (Under) Exp	Projected 6/30/18 Fund Balance
1000	GF- General Fund Operations	1,385,614	5,578,279	5,726,709	(148,430)	1,237,184
1001-1008	GF-General Fund Restricted	1,199,824	2,360	0	2,360	1,202,184
2002	State COPS	54,963	100,000	107,169	(7,169)	47,794
2006	Snow	(446)	30,396	30,396	0	(446)
2007	Streets	40,000	775,136	782,634	(7,498)	32,502
2010	Street Mitigation	28,652	2,800	0	2,800	31,452
2011	Police Mitigation	11,000	3,200	0	3,200	14,200
2012	Fire Mitigation	122,926	3,000	0	3,000	125,926
2013	Park Dedication	162,973	500	11,910	(11,410)	151,563
2014	State of CA - Prop 30/AB 109	25,724	13,725	13,725	0	25,724
2016	CDBG Revolving	1,237,647	500	15,309	(14,809)	1,222,838
2018	Home Revolving	725,149	155	10,000	(9,845)	715,304
2030	Traffic Safety Fund	59,100	10,158	0	10,158	69,258
2035	Traffic Signals Fund	97,242	500	0	500	97,742
2037	Skyline Bike Lane	7,568	100	0	100	7,668
3015	City Hall Parking Lot Project	13,848	0	13,846	(13,846)	2
4001	Miller Fletcher	316,091	0	145,425	(145,425)	170,666
4003	City Hall Debt Service	40,989	135,696	135,696	0	40,989
4004	Calpers Refunding Loan	231,258	447,530	447,530	0	231,258
4005	Community Pool Debt Service	0	99,950	99,950	0	0
711X	Water Funds	2,800,000	3,194,159	2,794,101	400,058	3,200,058
7201	Airport	2,148,159	113,000	266,750	(153,750)	1,994,409
7301	Geothermal	525,972	92,000	107,090	(15,090)	510,882
7401	Natural Gas	(18,000)	4,628,450	4,663,440	(34,990)	(52,990)
7530	Golf Course	2,413,000	309,950	353,666	(43,716)	2,369,284
7620	PW Admin/Engineering	120,000	224,654	224,654	0	120,000
7630	Risk Management	365,969	698,080	698,080	0	365,969
TOTALS		14,115,222	16,464,278	16,648,080	(183,802)	13,931,420

Reviewed by: JGH City Administrator
 City Attorney

 Motion only
 X Public Hearing
 X Resolution
 Ordinance
 Information

Submitted by: Dan Newton, Public Works Director

Action Date: June 21, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution No. 17-5391 establishing Honey Lake Valley Community Pool as an eligible facility for the "Raw Cost" natural gas rate and confirming and continuing previously established rates.

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: At its June 7, 2017 meeting City Council approved a Utility Service Agreement with the HLVRA for the Honey Lake Valley Community Pool. As the Agreement relates to natural gas service, it is necessary to modify the gas rates so that the Pool is listed as eligible for the "Raw Cost" rate. Resolution No. 17-5391 carries forward previous rates unchanged with the only modification being the addition of the Pool receiving a "Raw Cost" rate. Staff has completed the necessary work to move forward with the rate modification.

A public hearing has been scheduled for June 21, 2017 and properly noticed in accordance with California regulations.

The raw cost rate is determined based on the lowest contract price, per MMBTU, that the City pays for natural gas plus transmission costs. The raw cost does not include any costs to cover maintenance and operations, principle payments, or debt service. The "Raw Cost" rate is currently set at \$0.386 per therm.

FISCAL IMPACT: There is no natural gas service history at the Pool. The proposed rate modification will be revenue neutral as the "Raw Cost" rate is set to recover the costs the city pays for natural gas.

ACTION REQUESTED: Adopt Resolution 17-5391 establishing Honey Lake Valley Community Pool as an eligible facility for the "Raw Cost" natural gas rate; and confirming and continuing previously established rates.

ATTACHMENTS: Resolution No. 17-5391

RESOLUTION NUMBER 17-5391
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE SETTING FEES AND POLICIES FOR THE NATURAL GAS UTILITY OF THE CITY OF SUSANVILLE; ESTABLISHING HONEY LAKE VALLEY COMMUNITY POOL AS AN ELIGIBLE FACILITY TO RECEIVE "RAW COST" RATE AND CONFIRMING AND CONTINUING PREVIOUSLY ESTABLISHED NATURAL GAS RATES

WHEREAS, the City Council of the City of Susanville has established a natural gas utility; and

WHEREAS, the City Council of the City of Susanville has heretofore established various rates, fees, charges and policies for the natural gas utility; and

WHEREAS, pursuant to the provisions of the California Constitution and the laws of the State of California, the City of Susanville is authorized to adopt and implement rates, fees and charges for municipal utilities, provided however, that such rates, fees and charges do not exceed the estimated reasonable cost of providing such services; and

WHEREAS, the City Council desires to adjust the rates, fees and charges and implement new rates, fees and charges for the municipal natural gas services provided by the City of Susanville, as set forth herein; and

WHEREAS, on May 6, 2015 City Council established a "Raw Cost" rate for City owned and operated facilities; and

WHEREAS, the City Council is desirous of providing the same "Raw Cost" rate for the Honey Lake Valley Community Pool; and

WHEREAS, prior Resolutions 01-3444; 01-3450; 02-3542; 03-3673; 04-3786; 07-4199; 07-4306; 08-4449; 09-4572; 09-4581; 10-4625; 13-4952; 14-5069; 15-5154 set the rates, fees, charges, and policies for the Natural Gas Utility; and

WHEREAS, all legal prerequisites to the adoption of this Resolution have occurred.

NOW, THEREFORE, BE IT RESOLVED:

1. The foregoing recitals are true and correct.
2. The City Council hereby finds that the modification of natural gas rates to include the Honey Lake Valley Community Pool as an eligible facility for the "Raw Cost" rate is exempt from CEQA review under CEQA Guidelines Section 15273 because the rates are necessary and reasonable to fund the administration, operation, maintenance, and improvements of the City's natural gas system, are necessary to maintain service within the City's existing service area, and will not result in expansion of the system. The City Council further finds that the action entails the creation of a government funding mechanism which is exempt from CEQA as not being a "project" pursuant to CEQA Guidelines Section 15378. The City Council authorizes the City Administrator to file a notice of exemption with the County Clerk to that effect.

3. The City Administrator is hereby authorized and directed, for and in the name of and on behalf of the City, to execute and deliver any and all documents, to do any and all things and take any and all actions that may be necessary or advisable, in their discretion, in order to effect the purposes of this Resolution. All actions heretofore taken by officers, employees, and agents of the City that are in conformity with the purposes and intent of this Resolution are hereby approved, confirmed, and ratified.
4. This City Council hereby finds and determines that based upon the data, information, analysis, oral and written documentation presented to this City Council concerning the rates, fees and charges described below do not exceed the established reasonable cost of providing the service for which the rates, fees, or charges are levied.
5. The rates, fees and charges set forth below are hereby confirmed and continued as the rates, fees and charges for the services identified for each such rate, fee and/or charge. With the addition of the "Raw Cost" rate for the Honey Lake Valley Community Pool.
6. Natural Gas rates, fees and charges:
 - A. Fixed monthly fee:
The monthly meter charge shall remain **\$7.00** for single meters.
 - B. Baseline winter rate: This rate has been eliminated.
 - C. Tiered rates:
Tier 1: The established volumetric rate is **\$2.14** per therm for up to **450 therms** per meter reading cycle. This rate is effective with the next billing cycle.
Tier 2: There remains the established volumetric rate of **\$2.06** per therm for all metered usage above **450 therms** per meter reading cycle.
 - D. Fixed Price Option:
Natural gas customers consuming a minimum of 1,500 therms annually are offered the option to lock in a fixed price for their supply for a specific term. The price shall be a mutually agreeable fixed price offered by Susanville based on New York Mercantile Exchange (NYMEX) futures contracts for natural gas, plus a geographical price basis adjustment to the Susanville city gate, plus \$1.30 per therm.
 - E. Welcome rate:
New gas hookups, defined as any residence or business that is not using natural gas as of September 1, 2009, shall qualify for the Welcome Rate. The Welcome Rate is effective immediately and retroactive to September 1, 2009.

Provisions: The volumetric rate for the first 12 billing cycles will be **\$1.95** per therm. The rate will reflect the current adopted rates beginning in the 13th billing cycle. Offer requires the customer to have a natural gas fired furnace and to sign a two-year contract for natural gas services.

Failure to retain natural gas service for two years will require payment of fully established rate for the first 12 billing cycles.

- F. Optional variable rate:
There remains the established variable natural gas rate available to large natural gas consuming customers capable of using alternate fuels as their primary energy source in place of natural gas as per Resolution Number 07-4306 adopted by the City Council at its September 4, 2007 meeting. The details of these rates as amended are attached hereto as Exhibit "A". based on current sales tax rate at time of billing. When natural gas is the lowest priced fuel, the price charged each month shall not be lower than **\$0.50** below the next highest price competing fuel.
- G. Raw Cost rate:
The City establishes a raw cost rate for City facilities. Facilities owned and operated by the City of Susanville are to receive a raw cost rate. The Honey Lake Valley Community Pool is to receive a raw cost rate. The raw cost rate is calculated using the lowest Contract Price – Per MMBTU negotiated by the City and its natural gas supplier, plus transmission costs paid to the pipeline operator to deliver gas to the Susanville city gate.
- H. Low Income Assistance Program:
Natural gas customers meeting the criteria for low-income assistance, as established in Exhibit B, receive an annual flat rate of \$1.95 per therm. This rate is effective with the next billing cycle.

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

5. The City Clerk shall certify to the adoption of this Resolution.

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 21st day of June, 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

EXHIBIT A
ATTACHMENT TO RESOLUTION NO. 17-5391
Variable Natural Gas Rate

Applicability:

This is an optional rate schedule for customers using more than 30,000 therms per year. Customers electing this rate schedule shall not participate in wintertime baseline rates.

Participation in this variable rate requires written request to the City of Susanville. Requests should include a description of alternate fuels available and ability for alternate fuels to serve installed end-use devices.

Customers returning from this rate to the general rate shall be required to remain on the general rate for a period of twelve months before being eligible to return back to this rate.

Variable Price:

One or both the propane and heating oil indices shall be used dependent upon a customer's ability to readily convert to one or both fuels in the end-use device being supplied. If both apply, the lower index price each month shall be used, or the natural gas index shall be used if it is the lowest. *CSTR = current sales tax rate

Meters registering more than 75,000 therms per year:

- 1 Propane: $[(BPN, SF + \$0.33/gal) \times 1.0725] / 0.92 = \$/Th$
- 2 Heating Oil: $[(OPIS, Chico + \$0.18/gal) \times 1.0725] / 1.41 = \$/Th$
- 3 Natural Gas: Susanville variable monthly gas cost + \$1.24/Th = \$/Th

Meters registering more than 30,000 therms per year:

- 1 Propane: $[(BPN, SF + \$0.38/gal) \times 1.0725] / 0.92 = \$/Th$
- 2 Heating Oil: $[(OPIS, Chico + \$0.23/gal) \times 1.0725] / 1.41 = \$/Th$
- 3 Natural Gas: Susanville variable monthly gas cost + \$1.30/Th = \$/Th

Option for Customer to Fix Price:

Customers qualifying under this variable natural gas rate are offered the option to lock in a fixed price for their supply for a specific term. The price shall be a mutually agreeable fixed price offered by Susanville based on New York Mercantile Exchange (NYMEX) futures contracts for natural gas, plus a geographical price basis adjustment to the Susanville city gate, plus \$1.24 per therm or \$1.30 per therm based on the customer's annual usage as specified above. When natural gas is the lowest priced fuel, the price charged each month shall not be lower than **\$0.50** below the next highest price competing fuel.

Notes:

The variable price shall be adjusted once per month for the purpose of customer billing statements. The base index for propane and heating oil shall be the average of all postings for each month.

BPN: Butane Propane News, weekly propane newsletter for San Francisco, CA

OPIS: Oil Price Information Services for Chico, CA

Susanville variable monthly gas cost: Billed amount from Susanville's supplier for gas priced for one month, also referred to as "monthly spot price" or "swing price".

Upon request, supporting calculations and documents shall be available from the City of Susanville Finance Department.

**EXHIBIT B
ATTACHMENT TO RESOLUTION NO. 17-5391**

2013/2014 Low Income Assistance Gross Household Income Guidelines

Based on 170% of Federal Guideline

# Persons	Annual \$	Monthly \$
1	22,980	1,915
2	31,020	2,585
3	39,060	3,255
4	47,100	3,925
5	55,140	4,595
6	63,180	5,265
7	71,220	5,935
8	79,260	6,605

Reviewed by: City Administrator
 City Attorney

 Motion only
 X Public Hearing
 X Resolution
 Ordinance
 Information

Submitted by: Gwenna MacDonald, City Clerk

Action Date: June 21, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 17-5392**, setting assessments for Historic Uptown Susanville Association (HUSA) Fiscal Year 2017/2018

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The *Streets and Highways Code* requires the City Council to consider the annual fiscal report of the Historical Uptown Susanville Association (HUSA), make changes or alterations to the report, and approve it by resolution. If the annual fiscal report is accepted by the City Council, the City Council then sets a public hearing to consider the levy of assessments in the parking and business improvement district identified in Chapter 5.24 of the *Susanville Municipal Code*. Resolution Number 17-5381, approved by the City Council at its May 17, 2017 meeting, set the public hearing to consider the levy of an assessment for June 21, 2017 at 7:00 p.m. Approval of Resolution No. 17-5392 establishes the authority to levy an assessment for fiscal year 2017/2018.

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

ACTION REQUESTED: Consider adoption of **Resolution No. 17-5392**, Setting Assessments for Historic Uptown Susanville Association (HUSA) for fiscal year 2017-2018.

ATTACHMENTS: Resolution No. 17-5392
Resolution No. 17-5381

RESOLUTION NO. 17-8392
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
SETTING ASSESSMENTS FOR HISTORIC UPTOWN SUSANVILLE ASSOCIATION
(HUSA) FOR FISCAL YEAR 2016/2017 PURSUANT TO STREETS AND
HIGHWAYS CODE §36534

WHEREAS, the City Council of the City of Susanville, pursuant to *Streets and Highways Code* §36534, having considered the annual fiscal report of HUSA on May 17, 2017, regarding and considering the matters set forth in *Streets and Highways Code* §36533 and the annual levy of an assessment in the parking and business improvement district known as HUSA; and

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

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

WHEREAS, the City Council, having held a public hearing on the setting of assessments on June 21, 2017;

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

- 1 The City Council does not amend the boundaries of the assessment area set forth in the *Susanville Municipal Code*, Chapter 5.24, the business categories listed therein, or the assessment fee itself; and
- 2 The City Council hereby sets the assessments for HUSA for Fiscal Year 2017/2018 as follows:

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

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

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

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 17-5392 was adopted at a special meeting of the City Council of the City of Susanville, held on the 21nd day of June, 2017 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

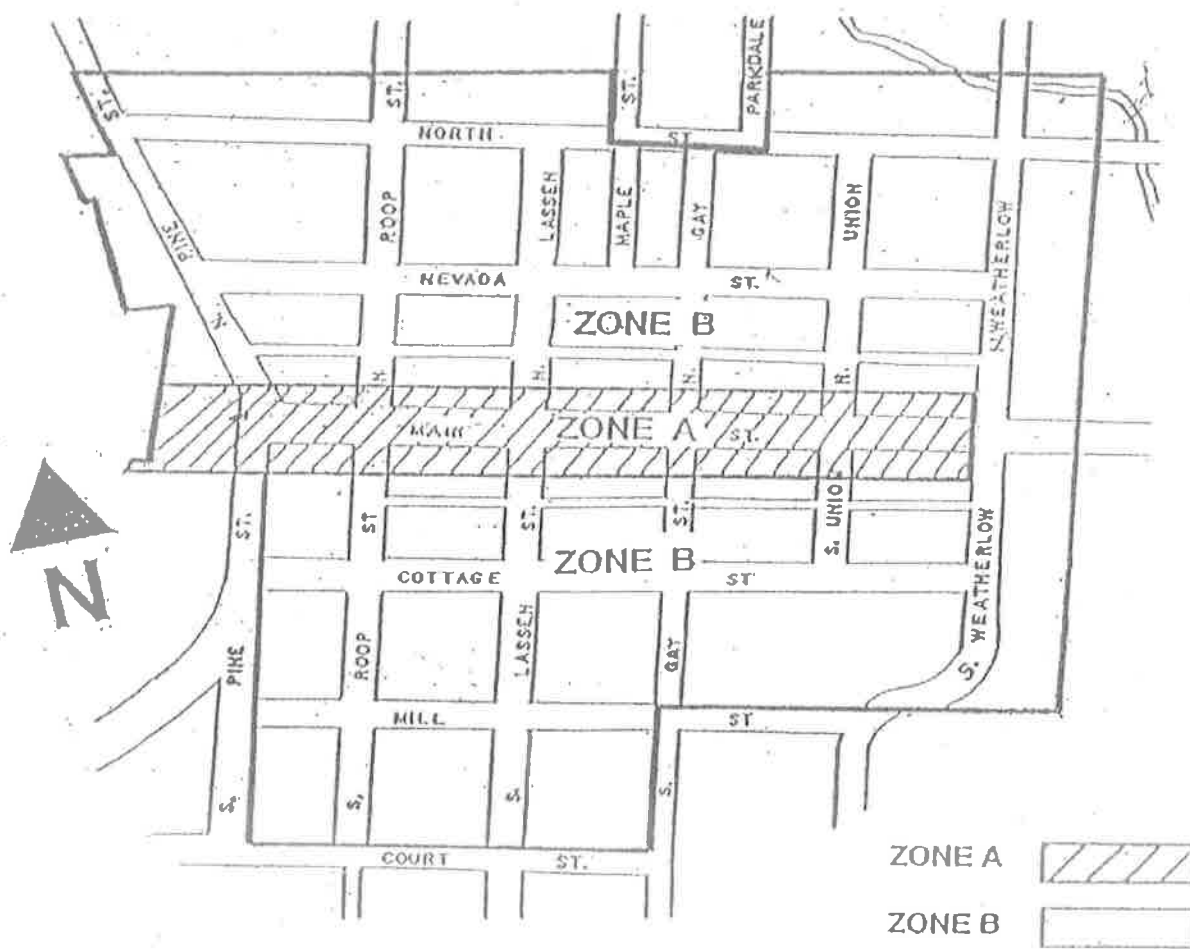
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

EXHIBIT "A"

HISTORIC UPTOWN SUSANVILLE
BUSINESS IMPROVEMENT DISTRICT



DISTRICT BOUNDARY MAP

Amended May 2006

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RESOLUTION NUMBER 17-5381
A RESOLUTION OF INTENTION OF THE CITY COUNCIL OF THE CITY OF
SUSANVILLE PURSUANT TO STREETS AND HIGHWAYS CODE SECTION 36534
APPROVING ANNUAL BUDGET AND SCHEDULING PUBLIC HEARING TO
CONSIDER SETTING ASSESSMENTS FOR FISCAL YEAR 2017-2018

WHEREAS, the City Council of the City of Susanville pursuant to Streets and Highways Code Section 36534 having considered the annual report of Historic Uptown Susanville Association on May 17, 2017, regarding and considering the matters set forth in Streets and Highways Code Section 36533 and the annual levy of an assessment in Historic Uptown Susanville Association (HUSA); and

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

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The public hearing to consider the levy of an assessment in the business improvement district identified in the *Susanville Municipal Code*, Chapter 5.24, is hereby scheduled for June 21, 2017 at 7:00 p.m. and the City Clerk is directed to publish a copy of this Resolution as notice of said public hearing in the Lassen County Times, a publication circulated within the city, no later than seven (7) days before said hearing, at which time written and oral protests may be made. The form and manner of those protests shall comply with Sections 36524 and 36525 of the Streets and Highways Code; and

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

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

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

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


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

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

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

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 17th day of May, 2017, by the following vote:

AYES:	Wilson, Stafford, Schuster and Franco
NOES:	None
ABSENT:	None
ABSTAINING:	Garnier


Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: 
Jessica Ryan, City Attorney

Reviewed by: JGH City Administrator
 ___ City Attorney

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

Submitted by: Deborah Savage, Finance Manager

Action Date: June 21, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 17-5386** Establishing Appropriations Limitation for Fiscal Year 2017-2018

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: APPROPRIATION LIMIT

The State of California Constitution Article XIII-B and Government Code Sect. 7910 require cities to establish appropriations for each budget year. In November of 1979, the voters of California approved Proposition 4, "Spending Limitation." Beginning in FY 1980-1981, the Proposition provides for limits to annual appropriations that are funded by proceeds of taxes for each fiscal year. Proposition 4 established 1978-1979 as the base fiscal year for computing the limitation. The tax limit may be adjusted each year for the percentage change in population plus the percentage change in Per Capita Personal Income (PCPI) for California, or the percentage change in the local assessment roll due to the addition of local non-residential new construction. The City reserves the right to amend the limit if it is determined that the percentage change in the local assessment roll due to the addition of non-residential new construction is greater than the percentage change in PCPI.

The amount determined to be the appropriation limit for FY 2017-2018 was computed by using the information provided by the State of California Department of Finance as follows:

Appropriation limit for 2016-17		\$ 9,711,797
Change in population from Jan 2016 to Jan 2017	5.00%	485,590
		<u>\$ 10,197,387</u>
Change in PCPI from Jan 2016 to Jan 2017	3.69%	376,284
Appropriation Limit for FY 2017-18		<u>\$ 10,573,671</u>
Anticipated Appropriations for 2017-18		\$ 4,897,480

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

ACTION REQUESTED: Motion to approve **Resolution No. 17-5386** Establishing Appropriations Limitation for Fiscal Year 2017-2018

ATTACHMENTS: Department of Finance Price Factor and Population Information Resolution No. 17-5386

RESOLUTION NO. 17-5386
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
ESTABLISHING APPROPRIATIONS LIMIT FOR FISCAL YEAR 2016/2017
PURSUANT TO CALIFORNIA CONSTITUTION ARTICLE XIII-B
AND GOVERNMENT CODE §7910

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

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

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

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

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

WHEREAS, the amount determined to be the appropriations limit for 2017/2018 was computed by using the information provided by the State of California Department of Finance; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville that the appropriations limit of proceeds of taxes for the City of Susanville for fiscal year 2017/2018 is hereby determined to be the sum of \$ 10,573,670.

APPROVED: _____

Kathie Garnier, Mayor

ATTEST: _____

Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a special meeting of the City Council of the City of Susanville held on the 7th day of June, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney



May 2017

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

The California Revenue and Taxation Code, section 2227, requires the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2017, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2017-18. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2017-18 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. The Revenue and Taxation Code, section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The Code and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2017.**

Please Note: Prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

MICHAEL COHEN
Director
By:

AMY M. COSTA
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2017-18 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2017-18	3.69

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2017-18 appropriation limit.

2017-18:

Per Capita Cost of Living Change = 3.69 percent
 Population Change = 0.85 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.69 + 100}{100} = 1.0369$

Population converted to a ratio: $\frac{0.85 + 100}{100} = 1.0085$

Calculation of factor for FY 2017-18: $1.0369 \times 1.0085 = 1.0457$

Fiscal Year 2017-18

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2016 to January 1, 2017 and Total Population, January 1, 2017

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2016-2017	1-1-16	1-1-17	1-1-2017
Lassen				
Susanville	5.00	8,201	8,611	15,046
Unincorporated	-2.22	14,995	14,662	15,872
County Total	0.33	23,196	23,273	30,918

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Reviewed by: KA City Administrator
_____ City Attorney

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

Submitted By: Deborah Savage, Finance Manager

Action Date: June 21, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Accounts receivable write-off

PRESENTED BY: Deborah Savage, Finance Manager

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

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

At this time we are requesting that the Council approve writing off \$5,447.16 in uncollected utility revenue for the period of January 2017 thru June 2017.

FISCAL IMPACT: Write off \$5,447.16 in potential revenue with a portion to be later recovered through collections.

ACTION REQUESTED: Motion to approve the write-off of accounts receivable and send \$5,447.16 to collections.

ATTACHMENTS: Report of uncollectible amounts

6/13/2017

ACCOUNT #	TOTAL \$	WATER \$	GAS \$	ACTION TAKEN
105.0555.00.26	\$ 158.37	\$ 22.89	\$ -	MAILED TO ADDRESS IN UE NO RESPONSE, PHONE # RINGS UNABLE TO L/M
103.1275.00.13	\$ 111.45	\$ 45.78	\$ 65.67	NO RESPONSE TO BILLS, NO NEW ADDRESS IN UE, NO PHONE
104.2080.00.03	\$ 166.92	\$ 72.59	\$ 94.03	MAIL RETURNED FROM ADDRESS IN UE, NO RESPONSE TO MESSAGES LEFT.
105.1420.00.23	\$ 448.06	\$ 37.08	\$ 410.98	NO RESPONSE TO MAIL, NO NEW ADDRESS IN UE, P# D/C
102.3950.00.18	\$ 323.44	\$ 83.52	\$ 239.92	NO NEW ADDRESS IN UE, NO RESPONSE TO MAIL, PHONE NOT IN SERVICE
105.1976.00.09	\$ 184.14	\$ 16.47	\$ 167.67	NO NEW ADDRESS IN UE, NO RESPONSE TO MAIL, L/M NO RESPONSE
103.2410.11.02	\$ 112.36		\$ 112.36	NO NEW ADDRESS IN UE, NO RESPONSE TO MAIL, NO PHONE
101.0795.00.18	\$ 185.75	\$ 11.66	\$ 174.09	MAIL RETURNED, NO FORWARDING ADDRESS IN UE
105.3130.00.11	\$ 118.19	\$ 9.89	\$ 108.30	MAIL RETURNED FROM ADDRESS IN UE, NO RESPONSE TO MESSAGES LEFT.
103.3405.00.24	\$ 124.96	\$ 42.84	\$ 82.12	MAIL RETURNED FROM ADDRESS IN UE, NO RESPONSE TO MESSAGES LEFT.
104.2000.00.11	\$ 413.68	\$ 49.33	\$ 364.35	MAIL RETURNED FROM UE ADDRESS, P# D/C
102.3615.00.12	\$ 595.16	\$ 16.75	\$ 569.22	PAYMENT ARRANGEMENT MADE, CUSTOMER DID NOT FOLLOW THROUGH NO RESPONSE TO MAIL, NO NEW ADDRESS IN UE, NO ANSWER ON PHONE UNABLE TO LM.
105.1000.00.10	\$ 227.57	\$ 227.57	\$ -	MAIL RETURNED, MAILED TO ADDRESS IN UE, NO RESPONSE, PHONE # NOT IN SERVICE
103.30.26.00.13	\$ 191.70	\$ 86.12	\$ 105.58	SERVICE
101.0040.00.01	\$ 215.11	\$ 215.11	\$ -	MAIL RETURNED, CUSTOMER REFUSES TO PAY
102.2575.00.08	\$ 198.18	\$ 32.80	\$ 165.38	MAILED TO ADDRESS IN UE NO RESPONSE, PHONE NOT IN SERVICE
105.0340.00.16	\$ 168.22	\$ 100.14	\$ 68.08	MAIL RETURNED FROM UE ADDRESS, NO FORWARDING, P#'S WRONG NO RESPONSE TO BILL MAILED TO ADDRESS IN UE, UNABLE TO L/M OR CONTACT BY PHONE
105.2031.00.11	\$ 296.52	\$ 145.80	\$ 150.72	
102.4505.00.11	\$ 111.28	\$ -	\$ 111.28	MAIL RETURNED FROM ADDRESS IN UE, NO RESPONSE TO MESSAGES LEFT.
104.0760.00.00	\$ 629.81	\$ 629.81	\$ -	MAIL RETURNED FROM ADDRESS IN UE, NO RESPONSE TO MESSAGES LEFT.

104.0755.00.00	\$	167.18	\$	-	\$	167.18	MAIL RETURNED FROM ADDRESS IN UE, NO RESPONSE TO MESSAGES LEFT.
105.1976.00.10	\$	125.24	\$	31.75	\$	93.49	MAIL RETURNED FROM ADDRESS IN UE, NO RESPONSE TO MESSAGES LEFT.
101.2900.00.00	\$	173.87	\$	173.87	\$	-	MAIL RETURNED FROM ADDRESS IN UE, NO RESPONSE TO MESSAGES LEFT.
TOTALS	\$	5,447.16	\$	2,051.77	\$	3,250.42	

Reviewed by: City Administrator
 City Attorney

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

Submitted By: Gwenna MacDonald, City Clerk

Action Date: June 21, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Golf Course Club House Event July 15, 2017, from 5:00 p.m. to 12:00 a.m.

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The City has received a request from Lassen High School Alumni to hold a class reunion scheduled for Saturday, July 15, 2017 at the old club house at the Diamond Mountain Golf Course. The event will be catered by the T & A Lounge to provide alcoholic beverage sales. A letter of authorization from the City is required as part of the application process through the Department of Alcoholic Beverage Control. The T & A Lounge will be responsible for obtaining the license.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to authorize the sale of alcoholic beverages concessions at the Diamond Mountain Golf Course Club House on July 15, 2017.

ATTACHMENTS: Letter of request

June 14, 2017


Dear City of Susanville,

We are having our 40^t year Lassen High School class reunion at the Diamond Mountain Golf Course clubhouse on July 15, 2017 from 5:00-12:00 p.m.. We have asked the T&A Lounge to cater the bar. We would like to request your permission to have the authorization to sell alcohol at the event.

Sincerely,



Linda Dunn
Event Coordinator

CITY OF SUSANVILLE
RECEIVED
JUN 14 2017 
BUILDING & PLANNING

Reviewed by: City Administrator
 City Attorney

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: James M. Moore, Fire Chief

Action Date: June 21, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 17-5394** approving Agreement between Lassen Community College and the City of Susanville Fire Department to use Fire Department clinical facility (City Emergency Response Apparatus and Facilities) for the Health Occupation Program.

PRESENTED BY: James M. Moore, Fire Chief

SUMMARY: In May of 2017, Fire Department staff were contacted by Lassen College Director of Nursing Christi Myers with a need to provide the EMT students an opportunity to complete 10 patient assessments in order to meet some of the clinical skill requirements of the course. The students are currently participating in a ride-along program with SEMSA as well as working with Banner Lassen Medical Center to complete the assessments. The Susanville Fire Department responds to EMS calls for service on a daily basis which would be quite helpful to offer the EMT students an additional opportunity to meet the assessment requirements.

FISCAL IMPACT: None

ACTION REQUESTED: Motion to approve Resolution No. 16-5394 authorizing the execution of an agreement with Lassen Community College District to use the Susanville Fire Department clinical facility for the Lassen Community College Health Occupational Education program.

ATTACHMENTS: Resolution No. 17-5394
Contract with Lassen Community College

RESOLUTION NO. 17-5394
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING AGREEMENT WITH LASSEN COMMUNITY COLLEGE
FOR THE USE OF SUSANVILLE FIRE DEPARTMENT EMERGENCY RESPONSE
APPARATUS AND FACILITIES FOR PROVIDING CLINICAL TRAINING FOR THE
HEALTH OCCUPATION PROGRAM

WHEREAS, Lassen Community College has a need to provide clinical training for students participating in the Health Occupation Program; and

WHEREAS, the students must complete ten patient assessments as part of the Emergency Medical Technician training; and

WHEREAS, the Susanville Fire Department responds daily to emergency medical calls and is able to provide opportunities for the students to complete the required clinical training at facilities owned and maintained by the City of Susanville; and

WHEREAS, Lassen Community College has requested that they be authorized to use the Susanville Fire Department facilities; and

WHEREAS, an Agreement has been prepared to regulate the use of said facilities for training purposes and is attached hereto as Exhibit A; and

WHEREAS, Lassen Community College is responsible for providing insurance coverage for the program participants.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville approves said Agreement and authorizes the Fire Chief to execute 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 21st day of June, 2017 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

LASSEN COMMUNITY COLLEGE DISTRICT

AND

SUSANVILLE FIRE DEPARTMENT

This Agreement entered into this 21st day of June, 2017 by and between the Lassen Community College District, herein after called "College" and **Susanville Fire Department** herein after called "Department".

Whereas, the parties hereto desire that the College have supervised access to Department for its Emergency Medical Technician Program, it is hereby agreed as follows:

I.

The College and the Department will jointly plan for the organization, administration and operation of the College's Health Science programs including the **Emergency Medical Technician** program education at the Department. The clinical health occupation practice, preparation of all instructional schedules and regulations, and instructions of college students in health science programs shall be the responsibility of the College.

II.

Schedules and other plans for instruction and practice of the individual college student at the Department shall be prepared by the college faculty with primary view of obtaining maximum educational benefit from the Department facilities; however, such schedules and plans shall conform to the rules and regulations of the College and be subject to the approval of the Department.

III.

All students and instructional personnel will comply with all rules and regulations of the Department, and observe professional ethics of the private nature of the Department, the employees of the Department and patients both collectively and individually.

IV.

Standards of Emergency Medical Technician education shall meet the standards set forth by the California Department of Transportation and will further meet all standards required by the Local Emergency Medical Service Authority in accordance with the Emergency Medical Service Authority of the State of California.

V.

The College shall be responsible for the organization, administration, operation, and financing of its services and shall maintain appropriate files.

VI.

Space adequate for classroom instruction, conference, and Library facilities shall be made available by the College.

VII.

The maximum number of students assigned shall be jointly determined after consideration of the facilities and the adequacy, extent and variety of areas available. A skills competency sheet will be provided to the Department outlining the students' skill level and abilities.

VIII.

The instruction periods for each group of students shall be planned on academic semesters or an equivalent time period and will conform to the College calendar as approved by the Board of Trustees.

IX.

The students and faculty shall not be compensated by the Department for any services in connection with this educational program. Nor, shall the student(s) or the faculty be considered employees of the Department for any purpose whatsoever during educational program hours.

X.

There shall be no payment, nor consideration, other than those provided in the agreement, between the Department and the College in connection with this education program.

XI.

The student(s) shall purchase comprehensive liability with a liability endorsement, which includes malpractice and indemnify which indemnifies the Department in any action resulting from individual, and/or collective actions of the students and faculty while so engaged. Proof of such insurance shall be provided to the Department.

XII.

The College shall carry Workman's Compensation covering the faculty while engaged in the training program at the Department.

XIII.

It is agreed that the College and the Department will derive the greatest benefit from this agreement by promoting the interests of each other, by maximum consultation and cooperation, and by interpreting the provisions of this agreement in that manner which shall best promote the interests of patient care and health occupation education.

XIV.

The ratio of students to instructor shall be no more than 15 to 1. If at any time it becomes necessary to deviate from this, such deviation shall be agreed upon by the College and the Department Administration.

XV.

This agreement shall become effective as of **June 21st, 2017** and shall remain in effect until **June 21st, 2019**; provided that it may be revoked at the end of any academic semester by either the College or the Department upon presentation of written notice not less than thirty (30) days prior to the end of that semester.

In Witness Whereof, said parties to this agreement have executed these presents and hereunto set their hands on this day and year herein agreed.

XVI.

Any action brought to enforce any provisions of this agreement or for declaratory relief shall be filed and remain in a court of competent jurisdiction in the County of Lassen, State of California.

XVII.

The validity, interpretation and performance of this agreement shall be controlled and construed under the laws of the State of California.

XVIII.

Should any part of this agreement be deemed unenforceable, that part of the agreement will be severed from the agreement and the rest of the agreement will remain in full force and effect.

LASSEN COMMUNITY COLLEGE

Dated: _____

By: _____
Christi Myers Director of Nursing,
Lassen Community College

Dated: _____

By: _____
Dr. Marlon Hall Superintendent/President,
Lassen Community College

CITY OF SUSANVILLE

Dated: _____

By: _____
James M Moore, Chief
Susanville Fire Department

Dated: _____

By: _____
Jared G Hancock, City Administrator,
City of Susanville

AGENDA ITEM NO. 9E

Reviewed by: gmc City Administrator
 City Attorney

 Motion only
 Public Hearing
 X Resolution
 Ordinance
 Information

Submitted by: Gwenna MacDonald, City Clerk

Action Date: June 21, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution No. 17-5395 approving wireless service contract with AT&T

PRESENTED BY: John King, Police Chief

SUMMARY: To improve operational efficiency and to provide the necessary communication and data collection equipment for the Police Department, staff is requesting Council approval to enter into a wireless service contract with AT&T for cellular phones. The devices will be assigned to a vehicle and used by the officers on duty. The unlimited plan cost is included in the existing budget and proposed 2017/2018 fiscal year budget.

FISCAL IMPACT: \$3,720 annual cost included in the existing budget

ACTION REQUESTED: Motion to approve Resolution No. 17-5395 authorizing the City Administrator to enter into a wireless service agreement with AT&T.

ATTACHMENTS: Resolution No. 17-5395

RESOLUTION NO. 17-5395
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING WIRELESS SERVICE AGREEMENT WITH AT&T

WHEREAS, the Susanville Police Department has identified an opportunity to improve the operational efficiency of the Department through the acquisition of cellular phones; and

WHEREAS, the devices will be assigned to a vehicle and used by the staff on shift on a rotating basis; and

WHEREAS, AT&T provides an unlimited data plan through its standard service agreement; and

WHEREAS, the current budget includes the cost of providing the devices; and

WHEREAS, it is determined that the addition of the devices will provide the communication and data collection equipment needed to improve operational efficiency.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville authorizes the City to enter into a wireless service agreement with AT&T and authorizes the City Administrator to execute 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 21st day of June, 2017 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

Reviewed by: City Administrator
 City Attorney

 Motion only
 Public Hearing
 X Resolution
 Ordinance
 Information

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: June 21, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution No. 17-5393 Amendment of the 2016/2017 FY Budget

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The City Council, at its April 17, 2017 special meeting, approved the updated Administrative Services Agreement between the City and the Honey Lake Valley Recreation Authority (HLVRA) to also include Operational Services. The City is to provide employees to fill the additional positions of Pool Director, Assistant Pool Director, Swim Instructors and Lifeguards. Those hired will be City employees and not those of the HLVRA. All costs, as referenced in the agreement including staff time, office expenses and other direct costs, shall be reimbursed to the City by the HLVRA. However, the 2016/2017 budget did not include the costs associated with the agreement and a budget amendment is required. Staff is requesting an increase to the appropriations in the 2016/2017 General Fund revenues and expenses in the amount of \$60,000 to cover the contract expenses the beginning of May through the end of the fiscal year.

FISCAL IMPACT: \$60,000 to be reimbursed through the Honey Lake Valley Recreation Authority

ACTION REQUESTED: Motion to approve Resolution No. 17-5393 amending the FY 2016/2017 budget

ATTACHMENTS: Resolution No. 17-5393

**RESOLUTION NO. 17-5383
A RESOLUTION OF THE SUSANVILLE CITY COUNCIL
AUTHORIZING 2016/2017 BUDGET AMENDMENT**

WHEREAS, the Honey Lake Valley Recreation Authority has contracted with the City of Susanville to provide Management, Administrative and Operational Services in association with the Honey Lake Valley Community Pool; and

WHEREAS, as part of that contract, the City is to be reimbursed for staffing costs, office expenses and any other direct costs associated with the pool; and

WHEREAS, an increase to the appropriations in the 2016/2017 General Fund revenues and expenses in the amount of \$60,000 is required to cover the contract expenses.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville authorizes the necessary amendments to the budget.

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 21st day of June, 2017 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

Reviewed by: HW City Administrator
 City Attorney

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

Submitted by: James M Moore, Fire Chief

Action Date: June 21, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: State of California OES Hazardous (Haz-Mat) team training budget amendment

PRESENTED BY: James M Moore, Fire Chief

SUMMARY: At the May 17, 2017 meeting, the City Council approved Resolution No. 17-5380 authorizing the Fire Chief to sign an agreement with the State of California OES for Hazardous Materials team training. Cal OES is providing training for 17 team members through a six-week training course. The cost of the training is \$266,080.10 and will be paid through the State. Since that time, staff has received additional information from OES regarding the payment process. The City will be requesting reimbursement from the State and making the necessary payments to the contractor who is providing the training. The first class is scheduled to begin on July 10, 2017. Staff is requesting Council approval to increase budgeted revenues and expenses to cover the pass through cost.

FISCAL IMPACT: \$266,080.10 to be reimbursed through the State of California OES

ACTION REQUESTED: Motion to authorize the establishment of a revenue and expense budget to provide State of California OES Haz-Mat team training as authorized by Resolution No. 17-5380.

ATTACHMENTS: Resolution No. 17-5380
Agreement #6144-6 Hazardous Materials by Rail Training agreement

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RESOLUTION NO. 17-5380
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING AGREEMENT WITH STATE OF CALIFORNIA OFFICE OF
EMERGENCY SERVICES (OES) FOR HAZARDOUS MATERIALS TEAM TRAINING

WHEREAS, the State of California recognizes the need for a Haz-Mat emergency response team and vehicle in the region due to the increase in hazardous commodity transportation by rail; and

WHEREAS, the Susanville Fire Department has negotiated for a Type II Haz-Mat response team and vehicle to be placed in Susanville to provide mutual aid within the local operational area; and

WHEREAS, the Office of Emergency Services is providing a six-week training course for 17 team members including members from Plumas County, Lassen County, Cal-Fire and the City of Susanville, and

WHEREAS, the Office of Emergency Services will provide the reimbursement for training by way of an agreement attached hereto as Exhibit A to compensate the City for costs associated with backfilling positions or overtime created by staff attending and completing haz-mat training as required by Cal OES; and

WHEREAS, the Fire Chief will act as the designated Contract Manager for the purposes of implementation of Agreement No. 6144-6; and

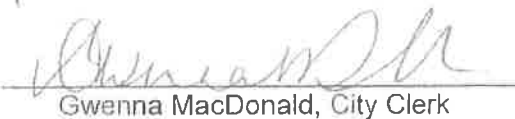
WHEREAS, the City Council acknowledges that the opportunity for housing the Haz-Mat emergency response vehicle and team will be a valuable asset to the fire department and our community.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville approves the Agreement for Hazardous Materials by Rail Training, authorizes the Fire Chief to sign the agreement.

APPROVED:


Kathie Garnier, Mayor

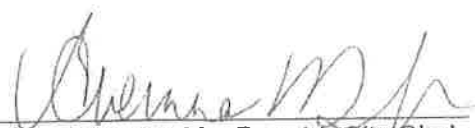
ATTEST:


Gwenna MacDonald, City Clerk

The foregoing Resolution No. 17-5380 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 17th day of May, 2017 by the following vote:

AYES:	Franco, Stafford, Wilson, Schuster and Garnier
NOES:	None
ABSENT:	None
ABSTAINING:	None

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Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: 
Jessica Ryan, City Attorney

STATE OF CALIFORNIA
STANDARD AGREEMENT
 STD 213 (Rev 06/03)

AGREEMENT NUMBER

6144-6

REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

California Governor's Office of Emergency Services (Cal OES)

CONTRACTOR'S NAME

Susanville Fire Department

Agreement is: May 26, 2017 or DGS approval, whichever is later, through June 30, 2018

3. The maximum amount of this Agreement is: \$266,080.10
 Two Hundred Sixty-Six Thousand Eighty Dollars and Ten Cents

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A: Statement of Work	4 pages
Exhibit B: Budget Detail and Payment Provisions	1 page
Exhibit B-1: Cost Worksheet	1 page
Exhibit C: General Terms and Conditions*	1 page
Exhibit D: Special Terms and Conditions	2 pages
Attachment A: Activity Calculation	1 page

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.
 These documents can be viewed at <http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx>

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		<i>California Department of General Services Use Only</i>
CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.) Susanville Fire Department		
BY (Authorized Signature) 	DATE SIGNED (Do not type) 5-19-2017	
PRINTED NAME AND TITLE OF PERSON SIGNING James Moore, Chief		
ADDRESS 1505 Main Street Susanville, CA 96130		
STATE OF CALIFORNIA		
AGENCY NAME California Governor's Office of Emergency Services (Cal OES)		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Sara Stillwell, Assistant Director, Administrative Services		
ADDRESS 3650 Schriever Avenue Mather, CA 95655		
		<input type="checkbox"/> Exempt per:

EXHIBIT A
STATEMENT OF WORK

SUSANVILLE FIRE DEPARTMENT
HAZARDOUS MATERIALS BY RAIL TRAINING (REIMBURSABLE)

1. BACKGROUND

This Agreement between the California Governor's Office of Emergency Services (hereinafter referred to as "Cal OES") and the Susanville Fire Department (hereinafter referred to as the "Fire Agency") shall govern the reimbursements for the Fire Agency's costs of backfilling positions or overtime costs to allow Fire Agency staff to attend and successfully complete hazardous materials training required by Cal OES (identified in section 6C), specifically related to the Hazardous Materials by Rail (HMBR) Program. Cal OES and Fire Agency will use the most cost effective means for providing funding for backfill or overtime costs. The intent is to provide the Fire Agency reimbursement for the least extraordinary costs incurred to send staff to Cal OES provided hazardous materials training (e.g. for on-duty staff attending training, Cal OES will reimburse backfill costs; for off-duty staff attending training, Cal OES will reimburse overtime costs of trainees).

This reimbursement will allow the Fire Agency to maintain regular staffing to avoid any degradation of services or reduction in emergency response capabilities to the local Fire Agency community during the training due to the absence of one or more trainees.

2. TERM AND PERIOD OF PERFORMANCE

- A. The period of performance shall be May 26, 2018 or upon DGS approval, whichever is later, through June 30, 2018.
- B. Upon mutual consent, Cal OES and the Fire Agency may execute written amendments for changes to this Agreement that include time and funding.

3. BUDGETED AMOUNT

A. Required Training

The award of this Agreement shall not exceed \$266,080.10 to include training, backfill and overtime and travel as appropriate. Any increases to this amount shall be agreed upon by Cal OES and the Fire Agency. Additionally, there is no obligation on Cal OES's part to utilize the entire amount. This contract includes \$201,350 to host Hazmat Technician A thru D and Hazmat Specialist F & G in your jurisdiction. This also includes tuition for three personnel to attend Assistant Safety Officer training to be scheduled by California Specialized Training Institute (CSTI) outside of your jurisdiction. This training should be completed by June 30, 2018.

In order to maximize the training benefit and build response capability statewide, Fire Agency and Cal OES agree that in any class offered under this Agreement, excess training spaces (up to normal class fill) will be open to enrollment for other agencies, at no tuition charge to those agencies or their personnel. Priority is HMBR team hosting the training, HMBR team from another jurisdiction, responders from hosting jurisdiction, and responders from another jurisdiction.

4. PROJECT DELIVERABLES

Cal OES will provide the previously mentioned financial resources to ensure Fire Agency can provide training to their 17 member Hazmat Type II Team. As such, in order to allow the Fire Agency the ability to maintain its regular staffing and response capabilities necessary to protect the health and safety of their communities, Cal OES will reimburse the Fire Agency for any vacated positions that require to be back-filled or for any overtime cost incurred by Fire Agency employees for and during the time of the training and related travel, for negotiated costs up to the amount of this Agreement.

5. CAL OES RESPONSIBILITIES

- A. Designate a Contract Manager to whom all Fire Agency communications would be addressed.
- B. Provide timely review and approval of invoices, information, and documents provided by the Fire Agency within a minimum of ten (10) business days. Invoice approvals shall be subject to conditions and categories of reimbursement identified in Exhibit B - Budget Detail and Payment Provisions.

6. FIRE AGENCY RESPONSIBILITIES

- A. Designate a Contract Manager to whom Cal OES communications would be addressed and who has the authority to act on all aspects of this agreement.
- B. Back-fill positions as required due to Fire Agency staff attending the Hazardous Materials by Rail Training provided by Cal OES.
- C. Ensure the 17 members of their Hazmat Type II Team have the following certified training:
 - Hazardous Materials Technician A (all members)
 - Hazardous Materials Technician B (all members)
 - Hazardous Materials Technician C (all members)
 - Hazardous Materials Technician D (all members)
 - Hazardous Materials Specialist F (all members)
 - Hazardous Materials Specialist G (all members)
 - Assistant Safety Officer (3 members)

7. ACCEPTANCE OF DELIVERABLES

It shall be Cal OES's sole determination as to whether a deliverable has been successfully completed and acceptable to Cal OES. Acceptance criteria shall consist of the following:

- A. Payment for tasks performed under this Agreement shall be as stated in Exhibit B-1 - Cost Worksheet. It shall be Cal OES's sole determination as to whether the tasks and deliverables identified in this Agreement have been successfully completed and are acceptable.
- B. Invoices shall be due and payable, and payment shall be made, only after satisfactory completion of the training and acceptance of the invoice by Cal OES.
- C. In the event not all Fire Agency staff successfully complete the course, Cal OES reserves the right to reduce the invoice by the number of Fire Agency staff who did not successfully complete the course.
- D. Invoices shall be submitted monthly in arrears, identifying staff name, classification, period of service, and the costs per category as shown on the Exhibit B-1 - Cost Worksheet.
- E. The Fire Agency costs related to failure by staff to successfully complete the course shall be costs of the Fire Agency, and shall not be billed to the Cal OES.
- F. Fire agency will provide Cal OES with documentation that all members have completed required training.

8. PROBLEM ESCALATION

The parties acknowledge and agree certain technical and project related problems or issues may arise, and such matters shall be brought to Cal OES's attention. Problems or issues shall normally be reported in regular status reports. There may be instances, however, where the severity of the problem justifies escalated reporting. To this extent the Fire Agency will determine the level of severity and notify the appropriate Cal OES personnel. Cal OES personnel notified, and the time period taken to report the problem or issue, shall be at a level commensurate with the severity of the problem or issue. Cal OES personnel include, but are not limited to, the following:

- First level: Lori Lopez, Emergency Services Coordinator
- Second level: Kim Zagaris, Chief, Fire and Rescue Services
- Third level: Dan Bout, Assistant Director, Response

9. CANCELLATION

Cal OES may exercise its option to terminate the Agreement at any time with 30 calendar days' prior written notice. In the event of such termination the Cal OES shall pay all amounts due the Fire Agency for all deliverables accepted prior to termination.

10. PROJECT REPRESENTATIVES

The project representatives during the term of this Agreement will be:

State: California Governor's Office of Emergency Services (Cal OES)	Fire Agency: Susanville Fire Department
Name: Chief Kim Zagaris c/o Lori Lopez <i>Project Manager</i>	Name: Chief James Moore
Address: 3650 Schriever Avenue Mather, CA 95655	Address: 1505 Main Street Susanville, CA 96130
Phone: 916-845-8711 or 8722	Phone: (530) - 257-5152
Fax: 916-845-8396	Fax: (530) - 257-5535
e-mail: Lori.lopez@caloes.ca.gov	e-mail: jmoore@cityofsusanville.org

Direct all Agreement inquiries to:

State: California Governor's Office of Emergency Services (Cal OES)	Fire Agency: Susanville Fire Department
Unit: Procurement and Logistics Services Branch	Name: Chief James Moore
Attention: Colleen Catabran <i>Contract Analyst</i>	Address: 1505 Main Street Susanville, CA 96130
Address: 3650 Schriever Avenue Mather, CA 95655	Phone: (530) - 257-5152
Phone: 916-845-8161	Fax: (530) - 257-5535
Fax: 916-845-8303	e-mail: jmoore@cityofsusanville.org
e-mail: Colleen.Catabran@caloes.ca.gov	

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

1. Payment for services performed under this Agreement shall be as stated on Exhibit B-1- Cost Worksheet. It shall be in Cal OES's sole determination as to whether a task has been successfully completed and is acceptable. Signed acceptance is required from the Cal OES's Project Manager before processing an invoice for payment.
2. Invoices shall be due and payable, and payment shall be made, only after satisfactory completion of the training and acceptance of the invoice by Cal OES. In the event not all Fire Agency staff successfully complete the course, Cal OES reserves the right to reduce the invoice in proportion to the number of Fire Agency students not successfully completing the course to total Fire Agency students successfully completing.
3. Invoices shall be submitted monthly in arrears, in triplicate, identifying staff name, classification, period of service, and the costs per category as shown on the Exhibit B-1 Cost Worksheet.
4. Submit invoices, in triplicate, with reference to the Contract number 6144-6 , to:

Governor's Office of Emergency Services
Attention: Accounting Unit
3650 Schriever Ave.
Mather, CA 95655

5. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, Cal OES shall have no liability to pay any funds whatsoever to the Fire Agency or to furnish any other considerations under this Agreement and the Fire Agency shall not be obligated to perform any provisions of this Agreement.
6. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, Cal OES shall have the option to either cancel this Contract with no liability occurring to Cal OES, or offer a contract amendment to the Fire Agency to reflect the reduced amount.
7. Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927. Payment to small/micro businesses shall be made in accordance with and within the time specified in Chapter 4.5, Government Code 927 et seq.

**EXHIBIT B-1
COST WORKSHEET**

Cost Worksheet	Total Cost
Course Administration	\$201,350
Salaries and Wages per team required to backfill behind trainee or overtime cost of trainee (See attached activity calculations)	\$62,514.60
Travel	\$2,215.50

Receipts and supporting documents for eligible reimbursements, must accompany the invoice for payment and be sent to Cal OES within two weeks of administering deliverables for processing.

Fire Agency travel reimbursements, while on approved program business, will be reimbursed based on the policies and rates determined by the California Department of Human Resources (CalHR) for excluded state employees and contractors. These rates and policies can be found at: <http://www.calhr.ca.gov/employees/Pages/travel-rules-excluded.aspx>. Reimbursement for travel expenses shall not be made for expenses incurred within 50 miles of the Fire Agency's home or headquarters

Above cost to be completed based on the classification levels staff utilized at the Fire Agency.

Invoices shall be submitted monthly in arrears, in triplicate, identifying staff name, classification, period of service, and the costs per category shown above.

The Fire Agency will only be reimbursed based on the above costs. No other costs will be reimbursed without prior approval.

Invoices shall be submitted monthly in arrears, in triplicate, identifying staff name, classification, period of service, and the costs per category shown above.

EXHIBIT C
GENERAL TERMS AND CONDITIONS (GTC-04/2017)

The General Terms and Conditions, GTC 04/2017, are hereby incorporated by reference and made a part of this Agreement as if attached hereto. This document may be viewed by visiting the following link:

<http://www.dgs.ca.gov/LinkClick.aspx?fileticket=x6TrRwzYLxs%3d&tabid=6133&portalid=32&mid=10104>

EXHIBIT D
SPECIAL TERMS AND CONDITIONS

1. RIGHT TO TERMINATE

Cal OES reserves the right to terminate this agreement subject to 30 days written notice to the Fire Agency. Fire Agency may submit a written request to terminate this agreement only if Cal OES should substantially fail to perform its responsibilities as provided herein.

However, the agreement can be immediately terminated for cause. The term "for cause" shall mean that the Fire Agency fails to meet the terms, conditions, and/or responsibilities of the contract. In this instance, the contract termination shall be effective as of the date indicated on Cal OES' notification to the Fire Agency.

This agreement may be suspended or cancelled without notice, at the option of the Fire Agency, if the Fire Agency or Cal OES's premises or equipment are destroyed by fire or other catastrophe, or so substantially damaged that it is impractical to continue service, or in the event the Fire Agency is unable to render service as a result of any action by any governmental authority.

2. CONTRACTS FUNDED BY THE FEDERAL GOVERNMENT

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

This contract is valid and enforceable only if sufficient funds are made available to Cal OES by the United States Government for the Fiscal Year(s) 16/17 covered by this agreement for the purposes of this program. In addition, this contract is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress, which may affect the provisions, terms, or funding of this contract in any manner.

It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this contract shall be amended to reflect any reduction in funds.

The department has the option to void the contract under the 30-day cancellation clause or to amend the contract to reflect any reduction of funds.

3. DISPUTES

If the Fire Agency believes that there is a dispute or grievance between the Fire Agency and Cal OES arising out of or relating to this contract, Fire Agency shall first discuss and attempt to resolve the issue informally with the agency contract

manager. If the issue cannot be resolved at this level, Fire Agency shall follow the following procedures:

- A. If the issue cannot be resolved informally with the Contract Manager, Fire Agency shall submit, in writing, a grievance report together with any evidence to the Contract Manager's Supervisor. The grievance report must state the issues in the dispute, the legal authority, or other basis for the Fire Agency's position and the remedy sought. Within ten (10) working days of receipt of the written grievance report from the Fire Agency, the Supervisor shall make a determination on the problem, and shall respond in writing to the Fire Agency indicating the decision and reasons therefore. Should the Fire Agency disagree with the Supervisor's decision, Fire Agency may appeal to the next level, following the procedure listed below.
- B. Fire Agency must submit a letter of appeal to the Agency Secretary explaining why the Supervisor's decision is unacceptable. The letter must include, as an attachment, copies of the Fire Agency's original grievance report, evidence originally submitted, and response from Supervisor. Fire Agency's letter of appeal must be submitted within ten (10) working days of the receipt of the Supervisor's written decision. The Secretary or designee shall, within twenty (20) working days of receipt of Fire Agency's letter of appeal, review the issues raised and shall render a written decision to the Fire Agency. The decision of the Secretary or designee shall be final.

**ATTACHMENT A
 ACTIVITY CALCULATION**

FIRE AGENCY		TRAINING CLASSES				BACKFILL			
Member	Rank	Classes Needed	Number of Classes	\$90/Lodging & Tax (%)13.0	Per Diem (Meal) Total	OT Hours	Backfill Hourly Rate	Cost	Total Cost
Robert Brown	Fire Captain	ASO	1	\$508.50	\$230.00	120	\$59.98	\$ 7,197.60	\$ 7,936.10
Dan Weaver	Battalion Chief	ASO	1	\$508.50	\$230.00	120	\$67.93	\$ 8,151.60	\$ 8,890.10
Travis Goings	Patrol Sergeant	A-D, F-G, ASO	7	\$508.50	\$230.00	350	\$80.10	\$ 28,035.00	\$ 28,773.50
Sara Chandler	Environmental Health Specialist II	A-D, F-G	6	-	-	240	\$41.46	\$ 9,950.40	\$ 9,950.40
Michael Struve	Preparedness Coordinator	A-D, F-G	6	-	-	240	\$38.25	\$ 9,180.00	\$ 9,180.00
(Name)	Captain	F-G	2	-	-			\$ -	\$ -
(Name)	Captain	F-G	2	-	-			\$ -	\$ -
(Name)	Captain	F-G	2	-	-			\$ -	\$ -
(Name)	Captain	F-G	2	-	-			\$ -	\$ -
(Name)	Operator	F-G	2	-	-			\$ -	\$ -
(Name)	Operator	F-G	2	-	-			\$ -	\$ -
(Name)	Operator	F-G	2	-	-			\$ -	\$ -
(Name)	Operator	F-G	2	-	-			\$ -	\$ -
(Name)	Operator	F-G	2	-	-			\$ -	\$ -
(Name)	Operator	F-G	2	-	-			\$ -	\$ -
(Name)	Operator	F-G	2	-	-			\$ -	\$ -
(Name)	Operator	F-G	2	-	-			\$ -	\$ -
(Name)	Firefighter	A-D	4	-	-			\$ -	\$ -
(Name)	Firefighter	A-D	4	-	-			\$ -	\$ -
									\$ 64,730.10

FIRE AGENCY TOTAL COST: \$ 64,730.10

FIRE AGENCY		FIRE AGENCY	
Lodging Rate	Per Diem Rate		
Rate Max	Daily	\$	
90.00	Total:	\$ 101.70	\$ 46.00
Tax (%)13.0	Weekly:		\$ 230.00
Daily Total:	Backfill Hours:	\$ 101.70	
Weekly:		\$ 508.50	