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

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

**Susanville City Council**  
**Regular Meeting ♦ City Council Chambers**  
**January 18, 2017 \* 6:00 p.m.**

*Call meeting to order*

*Next Resolution No. 17-5347*

*Roll call of Councilmembers present*

*Next Ordinance No. 17-1011*

- 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.    Employee Status Report
    2.    Police Sergeant Recruitment
    3.    City council
  - B     CONFERENCE WITH LEGAL COUNSEL Anticipated litigation – pursuant to Government Code 54956.9(d)(2): one
  - C     CONFERENCE WITH LEGAL COUNSEL Anticipated litigation – pursuant to Government Code 54956.9(d)(2): three
  - D     CONFERENCE WITH LEGAL COUNSEL Anticipated litigation – pursuant to Government Code 54956.9(d)(2): various
  
- 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:*
  - *Proclamations, awards or presentations by the City Council:*
    1.    **Service Recognition: Interim Police Chief James Uptegrove**
    2.    **Service Recognition: Denise Bera**
    3.    **Service Recognition: Public Works staff**
    4.    **Service Recognition: Ron Jarrell**

5 **BUSINESS FROM THE FLOOR:**

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

1. **Jim Reichle - Main Street Revitalization Presentation**

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 December 7, 2016 meeting

B Approve vendor warrants numbered 99362 through 99420 for a total of \$188,273.00 including \$98,436.37 in payroll warrants

C Receive and file Finance Reports: November and December 2016

7 **PUBLIC HEARINGS:** No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

9 **NEW BUSINESS:**

A Consider approval of **Resolution No. 17-5346** authorizing the purchase of emergency equipment from Sierra Electronics.

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

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

12 **CONTINUING BUSINESS:** No business.

13 **CITY ADMINISTRATOR'S REPORTS:**

A Property Maintenance Ordinance Update

14 **COUNCIL ITEMS:**

A AB1234 travel reports:

15 **ADJOURNMENT:**

- *The next regular City Council meeting will be held on February 1, 2017 at 6:00 p.m.*

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

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

I, Gwenna MacDonald, certify that I caused to be posted notice of the regular meeting scheduled for January 18, 2017 in the areas designated on January 13, 2017.

  
Gwenna MacDonald, City Clerk

Reviewed by:    City Administrator  
   City Attorney

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

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

**Action Date:** January 18, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Minutes of the City Council's December 7, 2016 meeting

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

**SUMMARY:** Attached for the Council's review are the minutes of the City Council's December 7, 2016 meeting.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Motion to waive oral reading and approve minutes of City Council's December 7, 2016 meeting.

**ATTACHMENTS:** Minutes: December 7, 2016

**SUSANVILLE CITY COUNCIL**  
**Regular Meeting Minutes**  
**December 7, 2016 – 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, and Kathie Garnier. Absent: Rod E. De Boer.

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

**1 APPROVAL OF AGENDA:**

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

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

**3 CLOSED SESSION:** At 6:04 p.m. the Council entered into Closed Session to discuss the following:

- A CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code 54956.8:
  - Property: APN: 101-050-53
  - Agency negotiator: Jared G. Hancock
  - Negotiating parties: City of Susanville/Unknown
  - Under negotiation: Easement Terms
- B PUBLIC EMPLOYMENT – pursuant to Government Code §54957:
  - 1 Approved Position List
- C CONFERENCE WITH LEGAL COUNSEL Anticipated litigation – pursuant to Government Code 54956.9(d)(2): one

**4 RETURN TO OPEN SESSION:** At 7:03 p.m. the City Council recessed Closed Session and reconvened in Open Session.

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

Mr. Hancock reported that prior to Closed Session, the City Council approved the agenda as submitted, and there was no reportable action. The Council would be reconvening in Closed Session at the conclusion of Open Session.

Mayor Garnier announced that Item 9A would be moved for consideration to immediately follow Item 6 – Consent Calendar.

Mr. Hancock offered the Thought of the Day.

**5      BUSINESS FROM THE FLOOR:**

**2017 Lassen County Point in Time Homeless Count – January 25, 2017**

**Jenna Aguilera**, Lassen County Health and Social Services, discussed the 2017 Lassen County Point in Time homeless count which is a program designed to collect information regarding homeless citizens. She described the benefit to the City and County in conducting this count, explaining the methods that would be utilized to advertise the census as well as ways to encourage participation from the homeless population.

**Officer Terra Avilla**, Susanville Peace Officer's Association, provided an update to the City Council regarding the Shop with a Cop program. It is a holiday event that offers an opportunity for local youth to enjoy a day of shopping and holiday festivities. She stated that this year, there are approximately 100 children who have applied to participate, and with the generosity of community donations as well as funding raised from the annual Policeman's Ball, SPOA is hoping that every child who has applied is able to participate. She stated that the shopping day is scheduled for December 17<sup>th</sup> at 7:20 a.m., and this year the PD will be joined by other members of public safety in an event renamed Holiday with a Hero.

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

- A      Receive and file minutes from the City Council's October 19 and November 2, 2016 regular meetings and November 10 and 17, 2016 special meetings
- B      Approve vendor warrants numbered 98834 through 99014 for a total of \$1,268,487.74 including \$208,442.92 in payroll warrants
- C      Receive and finance monthly Finance Reports: October 2016

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

Mr. Hancock explained that the next item would be a summary of the City's annual financial audit, and that Mr. Ahmed Badawi of Badawi and Associates, would be available to conduct the presentation via teleconference.

He turned the floor over to Deborah Savage, Finance Manager.

**9A Consider Resolution No. 16-5343 accepting the City of Susanville's Audited Financial Statements for the Fiscal Year ending June 30, 2016** Ms. Savage explained that the firm of Badawi & Associates has completed the audit of the City's Financial Statements for the fiscal year ended June 30, 2016. The audit included the financial statements of the governmental entities, business activities, each major fund, and the aggregate remaining fund information of the City, which includes the City's basic financial statements. Ms. Savage reported that the City has again received an unmodified or clean opinion on the financial statements. The City has received an unmodified opinion on its annual audit since 2004. Ms. Savage stated that Mr. Badawi would now present the audit report to the City Council.

Mr. Badawi thanked the Council for allowing him the opportunity to present the report and stated that through the power point he would review information related to the Engagement Team, Deliverables and Scope of the Audit, Areas of Primary Emphasis, Auditors Report and Financial Statements, Required Communications, New Accounting Standards and a review of any questions or items of discussion.

Mr. Badawi reviewed the following information:

#### Deliverables and Scope of Audit

Mr. Badawi explained that the deliverables include the Report of Independent Auditors on the City of Susanville's basic financial statements, internal controls over financial reporting and compliance, compliance and internal control over compliance with major Federal Award programs, financial review of the Lassen County Air Pollution Control District and the management communication letter.

#### Auditors Report

Mr. Badawi explained that the City has received an unmodified or clean opinion. The financial statements are presented in all material respects, significant accounting policies have been consistently applied, estimates are reasonable and disclosures are properly reflected in the financial statements.

#### Government-Wide Financial Statements – Assets

Mr. Badawi compared the City's Cash and Investments, Restricted Cash, Accounts Receivable, Loans Receivable, Other Assets and Capital Assets for the period of 2014, 2015 and 2016.

#### Government-Wide Financial Statements - Liabilities

Mr. Badawi compared the City's accounts payment, deposits, interest and wages payable, unearned revenue, compensated absences, early retirement incentive and sick leave conversion, net pension liability, capital leases, notes and bonds payable for the period of 2014, 2015 and 2016.

#### Government-Wide Financial Statements – Net Position

Mr. Badawi compared the City's Net Investment in Capital Assets, Restricted and Unrestricted funds for the period of 2014, 2015 and 2016.

#### Government-Wide Financial Statements – Net Cost of Service

Mr. Badawi reviewed a slide depicting the net cost of service to tax revenue for the period of 2014, 2015 and 2016. The 2016 Net Cost of Services is \$5,748,553 compared to the Tax Revenue of \$4,843,604.

#### General Fund Expenditure Coverage

Mr. Badawi explained that the measure of the City's ability to operate with no revenues using available net position is 6 months, which exceeds the 2 to 4 months recommended by the Government Finance Officers Association.

#### Pension Liability

Mr. Badawi explained that the annual net pension liability changes annually due to a variety of factors established by CalPERS. Mr. Badawi reviewed the City's annual pension costs for 2013, 2014 and 2015, explaining the calculation and increase based upon shared exposure by other agencies in the State pool. The estimated cost for 2015 is \$992,261.

#### Required Communications

Mr. Badawi described the communication requirements and responsibilities for conducting the audit. The audit is an expression of an opinion on whether financial statements are fairly stated, to evaluate internal control over financial reporting, to evaluate compliance with laws, contract and grants, to evaluate the tone of management, to ensure financial statements are clear and transparent, to communicate those findings with the governing body and to maintain independence and strict adherence to the AICPA and the Board of Accountancy rules and regulations. Management is responsible for the financial statements,

to establish and maintain internal controls to prevent and detect fraud, make all financial records available, inform the audit firm of any known fraud and suspected fraud, to comply with laws and regulations, and to take corrective action on any findings.

Mr. Badawi concluded his presentation by stating that there were no disagreements with Management and no significant risks or exposures were identified. He stated that the City of Susanville has always been prepared and cooperative throughout the audit process, and he thanked the City for the opportunity to provide audit services.

There were no questions from the City Council. Mayor Garnier thanked Mr. Badawi for his presentation.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve Resolution No. 16-5343; motion carried. Ayes: Wilson, Stafford, Franco and Garnier. Absent: De Boer.

## **7 PUBLIC HEARINGS:**

### **7A Consider Resolution No. 16-5290 adopting a Negative Declaration as the Environmental Document for File GZ 15-018 to amend the General Plan Land Use Element Diagram and Rezone Assessor's Parcel Number 105-130-06**

**Consider Ordinance No. 16-1008 amending Title 17, Section 17.04.070 of the Susanville Municipal Code to rezone parcel APN 105-130-06 to R-3 Duplex and Triplex Residential: Waive first reading and introduce** Mr. Sanders, City Planner, explained that the project involves a proposed amendment to the City of Susanville General Plan Land Use Element map to change the land use designation and zoning of a 2 acre parcel from Single Family Residential with an R-1 zoning to a designation of Duplex and Triplex Residential with an R-3 zoning. The site is located at 460 Russell Avenue and is currently developed with a single family dwelling which the applicant is planning to convert into a triplex. The City Council previously heard the proposed project on May 18, 2016 and recommended that a site development plan be developed and reviewed by the Planning Commission as part of the application so that the Council members and the public will know what is proposed to be built on the site. The applicant submitted a Use Permit and Architectural and Site Plan Review application which was heard by the Planning Commission on October 11<sup>th</sup> and October 25<sup>th</sup>. At the October 25<sup>th</sup> meeting the Commission voted unanimously to approve the proposed project layout and adopted Planning Commission Resolution 16-1043. The approved plan calls for 30 dwelling units in the form of two triplex structures and six fourplex structures with an access driveway running down the center of the property. One of the triplex buildings will be two-stories as will all of the fourplex buildings. The fourplex units are designed in a townhouse style with the living area on the ground floor and bedrooms on the second floor which helps with privacy to adjacent properties.

Mr. Sanders stated that issues that were raised at the first City Council meeting included increased traffic congestion, loss of privacy, increased noise, impacts to water pressure, increased crime and reduction in property values. Those issues were reviewed and discussed at length by the Planning Commission, particularly the traffic issue. Immediately after the last City Council Meeting the public works staff installed traffic counters on both Russell Avenue and Paul Bunyan Avenue. The counters were in place for 7 days from May 31 to June 7, 2016. The result of the traffic count showed that both street are operating at a level of service A, which is considered to be the most free-flowing level, including peak hour which was typically from 2:00-3:00 p.m. The addition of 30 units, consisting of triplex and fourplex dwelling structures would increase peak hour trips by approximately 22 trips raising the number from 124 to 146 on Russell Avenue. This would still leave the level of service at A and well below the 300 trips needed to change the level of service to B for the peak hour. As a whole, the Planning Commission found that

privacy, increase in crime, water pressure and noise impacts would be minimal and that the project could raise property values in the neighborhood.

Mr. Sanders requested comments or questions from the City Council.

Mayor Garnier asked who owned the buffer zone between the property and the neighbors.

Mr. Sanders responded that the single family residential homeowners adjacent to the property also owned the buffer zone. The fence change from stone block to vinyl was supported by the neighbors and the Planning Commission.

At 7:57 p.m. Mayor Garnier opened the public hearing and requested comments from the public.

An unidentified member of the audience asked what kind of rents will be charged for the units, if there will be an onsite manager and expressed concerns with water pressure.

Mr. Sanders responded that the individual units would not be sold, but retained by one owner, and they were anticipated to be higher-end rentals. He deferred to Public Works Director Newton to address the concern regarding water pressure.

Mr. Newton responded that it was not anticipated that water pressure would be an issue with this number of units. There is currently between 70 and 80 pounds of pressure in the line, and with the multifamily design there is not the same demand for irrigation as there is with individual single family homes with more grass and yard space.

Mayor pro tem Franco stated that it was important for members of the public to communicate with the Public Works Department if they were experiencing water pressure issues so that they can be addressed.

An unidentified member of the audience asked how tall the buildings would be.

Mr. Sanders responded that the height would be 22 feet at the peak.

An unidentified member of the audience talked about the road width and set back requirements, noting that the trees along the edge of the property belong to the single family residential property owners.

Mr. Sanders explained that the issue of the existing mature trees on the southern property boundary was discussed at length at the Planning Commission, and was a factor in requesting that the block fence be replaced with a vinyl fence. The block wall would have required more in-depth and invasive footings that could potentially interfere with the root system in the established trees. The residents who live in the single family homes agreed, and the Planning Commission supported the applicant's request to modify the fence required for a multi-family development.

**Alicia Motts** discussed her concerns related to traffic and parking. She stated that the on-site parking seems inadequate and will likely create an issue of people parking along Russell Avenue which presents additional safety issues.

Mr. Sanders responded that the applicant is required by the Zoning Code to create 60 parking spaces for the project, and the proposed design includes 69 spaces, with an additional area at the rear of the project

for overflow parking. The units are all 2-bedroom, so they are not geared to accommodate larger families with multiple drivers, so it is not anticipated that parking will be an issue.

**Ashley Standiford**, Susanville Rentals, stated that she manages 75 rental properties, including the Bunyan luxury apartments which she characterized as being the best rentals in town. The company qualifies renters conventionally, and requires three times rent to income ratio. They conduct a full background check, and typically rent to singles or couples. The project cannot be compared to the duplexes in the neighborhood, as those properties are owned by individuals and not investors. She discussed the vacancy rates among other property managers in town, which is a positive for the rental business, but it is not good for people who have jobs and want to move to Susanville and enjoy quality housing options.

**Gentry Standiford** commented that she operates Susanville Mini Storage, and the only U-haul franchise in town, so she has the opportunity to meet with people moving to and from the community and the lack of available rentals is a complaint that she hears all the time. The builder has been in the community since 1976, and site selection is important when building a multi-family project. The proposal was before the City Council in May, and they heard the concerns expressed by the public and the Council. They took those concerns back to the drawing board and designed a project that was ultimately a more professional design. She explained the phased project that includes the existing dwelling which would be a tri-plex, the second phase which includes the construction of another tri-plex that would be facing Russell Avenue, and include a widening of the street and installation of curb, gutter and sidewalk. Phase three would involve the installation of four-plexes, and the design modification included removal of the patios, installing entries to the units on different corners for increased privacy, and the bedrooms will all be located on the second floor, with living spaces on the first floor to mitigate concerns regarding privacy issues, as people normally spend the majority of their time in the living spaces of the home.

She continued that the project would be landscaped, the road paved, and the neighbors expressed concern with the masonry fence so the applicant is proposing the installation of a high-quality vinyl privacy fence. Ms. Standiford concluded by stating that the applicant has made every effort to address the concerns expressed by the neighbors, and they are excited about the project.

**Everd McCain** stated that it is a good project, staff has been thorough in the process to ensure that all zoning requirements have been met. The Planning Commission has considered and discussed the project on several occasions, and will be a real asset to the community.

**Larry Standiford** added that most of the issues have already been covered, and he discussed the importance of site selection and avoiding leapfrog development. It is a good location, convenient to shopping and the new business development in the middle of town, and it will be a good project.

**Alicia Motts** discussed the General Plan and the established zoning for the neighborhood. She stated that it is concerning that anyone can purchase an R-1 zoned property, apply to have it changed to R-3, and then build as many houses as they want. It will change the character of the neighborhood, and she reiterated her concerns with traffic and over crowding a single family residential neighborhood.

**Mr. Standiford** responded that just because the property is zoned R-1 does not mean that only one home can be built, the zoning for R-1 allows for 9 homes per acre, with a height restriction of 35 feet. Instead of quality multi-family units that are restricted to 24 feet in height, ten different families could go in and build homes that are 35 feet tall, and that would cause much more of an over-crowding issue.

Mr. Hancock provided clarification that the dwelling units per acre that are allowed under R-1 zoning are between 1 and 7 dwelling units. He explained that by law, the City has the authority to re-evaluate designated zoning and make determinations regarding the appropriateness of the designation.

Mr. Sanders added that the City has policies that are addressed in the Housing Element, which is part of the General Plan, that require that a range of housing types for people of all economic backgrounds be provided through multi-family zoning throughout the community.

An unidentified audience member complimented the Standifords on the quality of their projects, and her concern with the rezone is that it may set a precedent. There are several vacant lots along Russell Avenue, and it would be feasible for those property owners to also come in and request a rezone in order to increase the value of their vacant land.

There being no further questions or comments, Mayor Garnier closed the public hearing at 8:48 p.m.

Councilmember Wilson noted that his concerns related to the privacy, parking and traffic seem to have been addressed, and he complimented the applicant on the design of the project. He stated that his concern is with utilizing the single family owner's property as a buffer to ensure that the proper distance for a set back is maintained, as it essentially locks the single family homeowner in to being unable to do anything else with their property. He asked if the City had other available parcels in town that are already zoned R-3 and if it is adequate according to the policies set forth in the Housing Element.

Mr. Hancock stated that the State determines the number of parcels that should be available for multi-family construction based upon population and various other projections, and at this time the City has sufficient land available, however not all of the parcels are this size and some are not able to be developed as easily and not all have the infrastructure already on site.

Mr. Sanders added that this is considered more of an in-fill project.

Councilmember Wilson referred to the concern expressed by the public member that other property owners on Russell Avenue would want to have their property rezoned, and confirmed with Mr. Sanders that the State limits amendments to the General Plan to four per calendar year. He expressed concern with making the amendment for one lot without looking at the long-term direction for the rest of the street.

Mr. Sanders responded that the last time the City Council approved a General Plan amendment to rezone a property was in 2008, so it is a relatively infrequent action and not likely that all of the other property owners would follow suit.

Councilmember Wilson commented that to his understanding, in-fill development typically referred to going back in to develop various parcels throughout the City when there was no other available land zoned for that use.

Mr. Sanders answered that in-fill development refers to the use of the land that is surrounded by other similar development.

Mayor pro tem Franco commented that when he moved in to his home, there were only two rental properties (single family homes) on his street, and now there are five. He has no control over that and he

understood the sentiments expressed by the members of the public. It is a sensitive issue, but at the same time he recognizes that the City needs to have housing available for current residents as well as those who are interested in moving to the community. They are often very talented people who are paid well, and they will be spending their high salaries which improves the city for everyone. He added that maintaining the standards of high quality construction that has been demonstrated by other projects completed by the Standifords reduces the risk of the negative element moving into the neighborhood.

Mayor Garnier admitted that this has been a tough decision, and in May when the project was first brought forward she had a lot of concerns related to traffic and privacy however the additional detail and information provided by the applicant regarding the project has helped to alleviate those concerns. She explained that this concern from the residents that run-down properties that are a nuisance in the neighborhood would not be an issue if the City updated the ordinance regarding property maintenance, and enforced a standard that would create a sense of confidence in residents that new development did not also mean another poorly-maintained property. She understood the concerns expressed by the public regarding the project, but believes it will be a win/win situation for the neighborhood.

Motion by Councilmember Stafford to approve Resolution No. 16-5290. The motion died for lack of a second.

Mayor pro tem Franco stated that he does not want to leave the applicant hanging and feels it would be irresponsible on his part. He was not on the City Council in May when the item was previously considered, and he asked Mr. Sanders if the applicant had made sufficient effort to get together with the residents and address concerns and have a dialog with the homeowners to get together on the project.

Ms. Sanders stated that he has met with many people regarding the project, and the applicant had met individually with property owners as well. The Planning Commission conducted two public hearings regarding the project, with both being well attended with a lot of questions and participation from the audience.

Councilmember Wilson noted that the resolution would be approved tonight, but the ordinance would have to come back for a second reading, so there was still an opportunity for additional meetings and dialog to occur between the developer and homeowners.

Mr. Sanders concurred, stating that the ordinance would require a second reading, and if it was not approved, than the resolution which adopts the negative declaration would have no effect on the zoning.

Councilmember Wilson requested that the motion be restated.

Motion by Councilmember Stafford, second by Councilmember Wilson, to approve Resolution No. 16-5290; motion carried. Ayes: Wilson, Stafford and Garnier. No: Franco. Absent: De Boer.

Mr. Hancock clarified that the action taken was approval of Resolution No. 16-5290, adopting a Negative Declaration as the environmental document for File GZ 15-018 to amend the General Plan Land Use Element diagram and rezone the parcel. Action for the ordinance would be to waive the first reading, and introduce. Action to approve Resolution No. 16-5290 and amend the General Plan is to be contingent on approval of the second reading of the ordinance, which would be considered at the next meeting.

Motion by Councilmember Stafford, second by Mayor pro tem Franco, to waive the first reading and

introduce Ordinance No. 16-1006; motion carried. Ayes: Wilson, Stafford, Franco and Garnier. Absent: De Boer.

Mr. Hancock thanked everyone present for participating in the process and conducting the discussion with respect for one another, which is not always the case at these types of hearings. He expressed his appreciation for everyone's participation and courtesy.

**7B Consider Resolution 16-5339 setting fees and policies for the water utility of the City of Susanville** Mr. Newton reported that on September 21, 2016 the City Council approved the Water Rate Analysis and Calculations report, which is the basis for the justification of the proposed water rate change. The rate change would provide additional revenue to fund infrastructure improvements as well as operations and maintenance costs. As presented in the report, the proposed rate modification would not change the existing base rate. The quantity rate would transition from a five-tier rate to a two tiered rate based on the time of year, with the two-tiered rate applying equally to all account holders, and in effect during the time of year when increased production costs are created from the need to pump ground water to meet irrigation demands. The proposed quantity rate will not result in an increase to customers who use 300 cubic feet of water or less each month. Customers will be assessed an infrastructure surcharge based on their meter size with the majority of residential customers being assessed \$15.00 monthly. The Report also proposes a drought surcharge to become effective when the City implements either Stage 1, 2, or 3 of its Water Shortage Contingency plan.

Mr. Newton explained that Proposition 218 requires that property owners be notified of the proposed rate increase 45 days prior to the public hearing. The City has provided those notifications in addition to water utility account holders who may not be property owners, but will still be impacted by the proposed change. Notices of the proposed change included the date of the public hearing and the procedure to protest the rate increase. Written protests were to be submitted prior to or at the public hearing, with only one protest permitted per parcel. If protests are received from a majority of the affected parcels, Council cannot adopt the proposed rate increase. The City has received 24 written protests, with three more received at the meeting. Mr. Newton explained that it would take 1,600 protests in order to disqualify the rate increase.

Mr. Newton referred to the Water Bill Comparisons spreadsheet that provides an example of four water customers and how the rate increase would affect those users.

At 9:24 p.m. Mayor Garnier called for a brief recess so that staff could obtain additional information related to the proposed water rate increase.

At 9:36 p.m. Mayor Garnier reconvened the City Council and requested consideration of Item 7C while staff prepared the additional information.

**7C Consider Resolution No. 16-5340 accepting Annual Report of FY 2015-2016 Development/Mitigation Fees** Ms. Savage reported that Government Code Section 66000 provides legal authority for local agencies to charge and collect development impact fees to mitigate the impact of new development on existing facilities and to maintain existing service levels. The City has established mitigation funds for Police, Fire, Streets and Parkland Dedication Fees that apply equally to all new development within the City limits. In some instances, fees have been assessed for specific development for public facilities that benefit a targeted geographic area. In 1992, the City Council approved Phase One of the Skyline Terrace Tentative Subdivision Map and later established five mitigation fees for that project area, including:

Resolution No. 93-2471 Establishing the Skyline Drive/Numa Signal Traffic Signal Fund  
Resolution No. 93-2473 Establishing the Skyline/Hwy 139 Traffic Signal Fund and Resolution  
Resolution No. 95-2649 Establishing a Class 1 Bicycle Lane Construction Fund for Skyline Road  
Resolution No. 14-5108 Establishing Traffic Signal Fund by combining Skyline/Numa and Skyline/139

All of the mitigation funds are deposited into separate accounts and interest income is allocated accordingly. These funds are considered "restricted" funds and expenditures are made only for the purpose for which the fee was originally collected. The City is required to provide an annual report regarding these funds.

At 9:37 p.m. Mayor Garnier opened the public hearing and requested comments regarding the report.

There being no comments, at 9:38 p.m. Mayor Garnier closed the public hearing.

Councilmember Wilson asked if the funds collected for the traffic signal fund that were consolidated after project completion were ever re-designated for another project.

Ms. Savage responded that staff was still working with legal counsel and researching whether or not those funds were eligible to be re-designated for a different project in the same area. The language in the establishing resolution was very specific, and it is anticipated that the issue will be resolved soon, pending receipt of a final legal opinion.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve Resolution No. 16-5340; motion carried. Ayes: Wilson, Stafford, Franco, and Garnier. Absent: De Boer.

Mayor Garnier requested continued consideration of Item 7B, Resolution 16-5339 setting fees and policies for the water utility of the City of Susanville.

**Mr. McCabe** asked if the Council was going to continue with consideration of the item if the additional information provided had not been distributed to the public.

Mr. Newton clarified that the current information contained in the September 2016 Water Rate Analysis and Calculations Report which was posted on the website, distributed with the agenda packets and available in the lobby to the public was in fact the current and correct information. The additional copies on the table that were available for the convenience of the public at the meeting was the incorrect copy. Mr. Newton apologized for the confusion.

Mr. Newton continued with the presentation by reviewing the differences related to the tiered infrastructure surcharge based upon the size of the meter. The previous analysis was based upon a flat meter rate. The basis of the new analysis resulted in the a lesser impact to users that typically use a larger volume of water, and that is what is demonstrated in the water rate comparison.

Mr. Newton reviewed the resolution, and noted that the proposed infrastructure surcharge is for a period of five years. The Water Rate Analysis is a five-year report, and the objective is to conduct another review in five years to reevaluate and assess the costs related to providing service and develop an appropriate rate at that time. The other item is the effective date of the increase, should the City Council choose to adopt the resolution. The effective date would be January 1, 2017 for the base rate, and the quantity rate would be based upon the individual users and the first reading cycle that occurs after January 1<sup>st</sup>.

At 9:53 p.m. Mayor Garnier opened the public hearing and requested comments from the public.

**David Teeter**, District 2 Board of Supervisor elect, stated that the City Council made the decision to fund system improvements ahead of time rather than finance through the sale of bonds, and he supports that decision to move forward with the proposed increase. He added that the citizens of Flint Michigan would probably have much rather paid a surcharge than found themselves in the position they are in with no water.

There being no further comments, Mayor Garnier closed the public hearing at 9:55 p.m.

Motion by Councilmember Stafford, second by Mayor pro tem Franco, to approve Resolution No. 16-5339; motion carried. Ayes: Stafford, Franco and Garnier. No: Wilson. Absent: De Boer.

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

**9**      **NEW BUSINESS:**

9A      Consider Resolution No. 16-5343 accepting the City of Susanville's Audited Financial Statements for the Fiscal Year ending June 30, 2016. This item was considered after Consent Calendar.

**9B**      **Consider Ordinance No. 16-1007 adoption of 2016 California Building Codes: Waive first reading and introduce** Mr. Sanders reported that the State of California updates the State Building Codes every three years and requires their use by all local jurisdictions issuing building permits. The 2016 Building Codes become effective on January 1, 2017 and will become effective by the City on that date. Ordinance No. 16-1007 amends Title 15 of the Susanville Municipal Code, adopting the 2016 California Building Code. In addition, there are several appendices that are adopted to assist with implementation of the Code which are not mandated by the State but are provided for use if the local jurisdiction adopts them. The Building Official and the Fire Chief have reviewed all of the appendixes and have determined that several are relevant to the community by benefiting the Building Division and the Fire Department in implementation of the Codes. One key change from the previous code adoption is the addition of Chapter 15.02 which covers the authority of the Building Official and administration of building codes. These provisions are absent in the current code. Additionally, the proposed changes include elimination of Appendix B of the California Building Code. Appendix B required the appointment of an independent Board of Appeals to hear any disputes over the Building Official's application of the building codes. The City has been very effective in resolving any issues internally, so the need for a sitting independent appeal board does not appear to be necessary. Staff is recommending that code sections be added identifying the City Administrator to serve the function of the appeals board with any further appeal being presented to the City Council. Mr. Sanders added that adoption of the Building Code requires that the City Council meet public noticing requirements by scheduling a public hearing for the second reading. Staff recommends that a public hearing be scheduled for January 4, 2017 to meet this requirement.

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to waive the first reading and introduce Ordinance No. 16-1007; motion carried. Ayes: Wilson, Stafford, Franco and Garnier. Absent: De Boer.

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

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

12 **CONTINUING BUSINESS:**

**12A Consider Ordinance No. 16-1006 amending Section 6.08.070, of the Susanville Municipal Code increasing fees for impounds of animals and daily care: Waive second reading and adopt** Mr. Hancock reported that the City Council introduced Ordinance No. 16-1006 which amends the Susanville Municipal Code to increase fees and daily care for impounded and quarantined canines at the Lassen County Animal Shelter. The amended fees are increased to \$50.00 for the first impound, plus \$12.00 per day for each day that the animal is kept. If the same animal is impounded a second or third time, the fees increase to \$100.00 for the second impound and \$200.00 for the third and each subsequent impound. If the animal is not impounded for a period of 12 months then the impound fee for the canine will return to \$50. Animals that are subject to quarantine for bites that do not meet the conditions of a home quarantine will be assessed a \$50.00 to \$200.00 impound fee based on the number of violations and impound schedule plus a \$20.00 per day maintenance fee, for each day the animal is kept.

There were no comments.

Motion by Councilmember Stafford, second by Mayor pro tem Franco, to waive the second reading and adopt Ordinance No. 16-1006; motion carried. Ayes: Wilson, Stafford, Franco and Garnier. Absent: De Boer.

**12B Consider approval of Resolution No. 16-5341 approving and authorizing Mayor to execute Memorandum of Understanding with the Miscellaneous Bargaining Unit for Fiscal Year 2016/2017 and 2017/2018** Mr. Hancock explained that an agreement has been reached with the Miscellaneous bargaining unit for the period of July 1, 2016 through June 30, 2018 and approved by the Council during closed session. The agreement is brought for consideration and ratification in open session. Mr. Hancock reviewed the changes from the existing agreement, including the update of Exhibit A – Positions, an increase in employee paid CalPERS contributions, a salary increase of one percent effective July 1, 2017 and an amendment to the provision of a uniform allowance.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve Resolution No. 16-5341; motion carried. Ayes: Wilson, Stafford, Franco and Garnier. Absent: De Boer.

**12C Consider approval of Resolution No. 16-5342 approving and authorizing Mayor to execute Memorandum of Understanding with the Public Works Bargaining Unit for Fiscal Year 2016/2017 and 2017/2018** Mr. Hancock reported that an agreement has also been approved by Council with the Public Works bargaining unit. It also includes an updated Exhibit A to reflect the current approved positions, as well as an updated salary matrix and increase in employee CalPERS contribution.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve Resolution No. 16-5342; motion carried. Ayes: Wilson, Stafford, Franco and Garnier. Absent: De Boer.

13 **CITY ADMINISTRATOR'S REPORTS:**

**13A Golf Course update** Mr. Hancock reported that winter preparations have begun for the Diamond Mountain Golf Course. Irrigation lines have been winterized as well as the old clubhouse. The course has been cleared of all debris from early winter storms, maintenance equipment has been stored for the winter and staffing has been reduced to cover core functions. The City has hired a new Golf Course

Manager, Alan Hoover, who has experience in both private and municipal courses and managing capital improvements, restaurant sales, tournaments, marketing as well as practical experience with course renovation and maintenance. It is the intent to keep the Course open during the winter months as much as possible. Mr. Hancock stated that due to the effort of Ron Jarrell who stepped up and volunteered his time over the past several months, as well as the hard work of the golf course staff, the course was able to move past some rough spots and improvements have been made and he is excited about moving in a positive direction. In addition, he has received a lot of positive feedback from the community. Staff has also recently been notified by the American Legion that they are interested in taking over operation of the Diamond Mountain Bar and Grill next season, and he will keep the City Council updated regarding their proposal.

Councilmember Wilson asked if holders of annual memberships have been notified that their membership will expire at the end of the month.

Mr. Hancock stated that staff is working on advertisements for the sale of 2017/2018 Annual Memberships to be available during the holidays and that information is also provided to annual membership card holders.

There was a general discussion regarding the effect of pine beetles, gophers and geese on the condition of the course.

Mayor Garnier suggested that due to the late hour, consideration of Item 13B should be postponed to the next meeting. It was the consensus of the Council to do so.

**13B Public Works Department update**

*Item continued to December 21, 2016.*

**13C Lassen Library District update** Mr. Hancock reported that the City of Susanville and the Susanville Library District entered into a loan agreement in 1996 for purchase and acquisition of the property that is located at 1618 Main Street. The contract includes a provision that the City is provided annual financial reports stating the financial condition of the library, and they have been brought to the Council for acceptance and filing.

**14 COUNCIL ITEMS:**

**14A AB1234 travel reports:**

Mr. Hancock asked if Council would like a report at the next meeting regarding the Point in Time Homeless Count item. He and Lieutenant Wood from the Police Department have been involved in the discussions and meetings.

It was the consensus of the Council that they would like to see the final report when it is completed and there was no need for additional presentations.

Councilmember Wilson asked Mr. Hancock if he had reviewed the questions that would be included on the survey.

**David Teeter**, District 2 Board of Supervisor elect, stated that the survey is laying the ground work for eventual qualification for grant money and that the State has been involved in the setting the dates and process.

Mr. Hancock stated that he has reviewed the questions and the objectives include determining the size of the problem and the resources that will be reasonable and adequate to deal with the problem. Homelessness is a common issue when people fall on hard times, and providing the resources needed until they can get back on their feet is important while at the same time not inviting or encouraging people to come to the community only to take advantage of those services. The overlying message is that Susanville is not a safe community to be in if you are homeless. The extremes in weather and lack of other resources are factors that create a dangerous situation for people who are not able to travel out of the area.

**15     ADJOURNMENT:**

At 10:28 p.m., Mayor Garnier called for a five minute recess prior to reconvening in closed session.

At 10:31 p.m. the City Council reconvened in closed session.

The City Council adjourned closed session at 11:12 p.m.

Mr. Hancock announced that no reportable action was taken.

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

Meeting adjourned at 11:13 p.m.

Respectfully submitted by

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

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

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

Reviewed by: DSH City Administrator  
     City Attorney

X Motion only  
     Public Hearing  
     Resolution  
     Ordinance  
     Information

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

**Action Date:** January 18, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Vendor and Payroll Warrants

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

**SUMMARY:** Warrants dated December 21, 2016 through January 5, 2017 numbered 99362 through 99420.

**FISCAL IMPACT:** Accounts Payable vendor warrants totaling \$ 89,836.63 plus \$ 98,436.37 in payroll warrants, for a total of \$ 188,273.00.

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

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

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
01/17	01/05/2017	99375	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER-AIRP	12206	1	7201-430-81-43	TECHNICAL SVCS	491.88	491.88
Total 12206:											
01/17	01/05/2017	99376	1235	AMERICAN DOCUMENT	RECORDS DESTRUCTION-500	83084	1	1000-417-10-43	TECHNICAL SVCS	970.00	970.00
Total 83084:											
01/17	01/05/2017	99377	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES 12/15/16	634991495	1	7620-430-10-44	LINEN SERVICE	32.19	32.19
Total 634991495:											
01/17	01/05/2017	99377	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 12/15/16-G	634991496	1	7401-430-62-44	LINEN SERVICES	51.73	51.73
Total 634991496:											
01/17	01/05/2017	99377	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 12/15/16-ST	634991497	1	2007-431-20-44	LINEN SERVICE	50.26	50.26
Total 634991497:											
01/17	01/05/2017	99377	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 12/15/16-W	634991498	1	7110-430-42-44	LINEN SERVICE	40.80	40.80
Total 634991498:											
01/17	01/05/2017	99378	8808		REFUND GAS DEPOSIT	10203141403	1	7401-2228-000	DEPOSITS-CUSTOMER	19.54	19.54
Total 10203141403:											
01/17	01/05/2017	99379	927	BAXTER AUTO PARTS IN	SHOP TOWELS-GAS	32177552	1	7401-430-62-46	SUPPLIES-GENERAL	3.57	3.57
Total 32177552:											
01/17	01/05/2017	99380	76	BILLINGTON ACE HARD	SUPPLIES-GAS	373494	1	7401-430-62-46	SUPPLIES-GENERAL	9.56	9.56

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 373494:											
01/17	01/05/2017	99380	76	BILLINGTON ACE HARD	FASTENERS-STREETS	373561	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	9.56	9.56
Total 373561:											
01/17	01/05/2017	99380	76	BILLINGTON ACE HARD	SUPPLIES-GAS	373580	1	7401-430-62-46	SUPPLIES-GENERAL	18.36	18.36
Total 373580:											
01/17	01/05/2017	99380	76	BILLINGTON ACE HARD	SUPPLIES-GAS	373583	1	7401-430-62-46	SUPPLIES-GENERAL	1.73	1.73
Total 373583:											
01/17	01/05/2017	99380	76	BILLINGTON ACE HARD	SUPPLIES	373767	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	38.74	38.74
Total 373767:											
01/17	01/05/2017	99380	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	373879	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	84.20	84.20
Total 373879:											
01/17	01/05/2017	99380	76	BILLINGTON ACE HARD	SUPPLIES-GAS	373914	1	7401-430-62-46	SUPPLIES-GENERAL	9.47	9.47
Total 373914:											
01/17	01/05/2017	99380	76	BILLINGTON ACE HARD	ICE MELT-SNOW	373995	1	2006-431-25-46	SUPPLIE - GENERAL	34.81	34.81
Total 373995:											
01/17	01/05/2017	99380	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	373997	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	20.26	20.26
Total 373997:											
01/17	01/05/2017	99380	76	BILLINGTON ACE HARD	SUPPLIES-WATER	373998	1	7110-430-42-46	SUPPLIES-GENERAL	16.08	16.08
Total 373998:											

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
01/17	01/05/2017	99380	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	374001	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	24.17	24.17
Total 374001:											
01/17	01/05/2017	99380	76	BILLINGTON ACE HARD	SUPPLIES	374136	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	24.17	24.17
Total 374136:											
01/17	01/05/2017	99380	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	374175	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	13.52	13.52
Total 374175:											
01/17	01/05/2017	99380	76	BILLINGTON ACE HARD	SUPPLIES-GC	374346	1	7530-451-52-44	REPAIR & MAINT - BUILDING	96.74	96.74
Total 374346:											
01/17	01/05/2017	99380	76	BILLINGTON ACE HARD	SUPPLIES-GC	374482	1	7530-451-52-44	REPAIR & MAINT - BUILDING	7.73	7.73
Total 374482:											
01/17	01/05/2017	99381	8568		COMMUNITY CENTER DEPOSIT	122016	1	1000-2228-009	DEPOSITS-COMM CENTER RE	50.00	50.00
01/17	01/05/2017	99381	8568		COMMUNITY CENTER KITCHEN	122016	2	1000-2228-009	DEPOSITS-COMM CENTER RE	50.00	50.00
Total 122016:											
01/17	01/05/2017	99382	100	CALIFORNIA CHAMBER	CA EMPLOYER POSTERS 2017	11086065	1	1000-411-40-46	BOOKS AND PERIODICALS	187.59	187.59
Total 11086065:											
01/17	01/05/2017	99383	8809		COMMUNITY CENTER DEPOSIT	122016	1	1000-2228-009	DEPOSITS-COMM CENTER RE	50.00	50.00
Total 122016:											
01/17	01/05/2017	99384	148	COMPUTER LOGISTICS	MONTHLY SER 2HRS	69007	1	1000-417-10-44	MISC - REPAIR & MAINTENANC	220.00	220.00
Total 69007:											
01/17	01/05/2017	99384	148	COMPUTER LOGISTICS	ANTI VIRUS-BARRACUDA 200G	69017	1	1000-421-10-43	PROFESSIONAL SVCS	50.00	50.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 69017:											
01/17	01/05/2017	99385	152	COUSO TECHNOLOGY &	WEBSITE MAINT 12/16-1/17	542392	1	1000-417-10-43	TECHNICAL SVCS	340.00	340.00
Total 542392:											
01/17	01/05/2017	99386	161	CSK AUTO INC	PARTS #72-GAS	2740450487	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	62.45	62.45
Total 2740450487:											
01/17	01/05/2017	99386	161	CSK AUTO INC	PARTS-GAS	2740450488	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	31.15	31.15
Total 2740450488:											
01/17	01/05/2017	99386	161	CSK AUTO INC	PARTS-STREETS	2740450498	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	3.89	3.89
01/17	01/05/2017	99386	161	CSK AUTO INC	PARTS-WATER	2740450498	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	6.67	6.67
01/17	01/05/2017	99386	161	CSK AUTO INC	PARTS-GAS	2740450498	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	5.02	5.02
Total 2740450498:											
01/17	01/05/2017	99386	161	CSK AUTO INC	PARTS- SNOW	2740451022	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	18.47	18.47
Total 2740451022:											
01/17	01/05/2017	99386	161	CSK AUTO INC	PARTS #42- STREETS	2740451094	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	36.25	36.25
Total 2740451094:											
01/17	01/05/2017	99386	161	CSK AUTO INC	PARTS #42- STREETS	2740451150	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	8.18	8.18
Total 2740451150:											
01/17	01/05/2017	99387	194	DIAMOND SAW SHOP IN	CHAINSAW PARTS-FIRE	15156	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	79.50	79.50
Total 15156:											
01/17	01/05/2017	99388	1565	DIRTY JOE'S CAR WASH	CAR WASH-PD	438895 120216	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	6.00	6.00

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 438835 120216:											
01/17	01/05/2017	99389	219	ED STAUB & SONS PETR	PROPANE- GC	S19993	1	7530-451-52-46	GASOLINE	223.15	223.15
Total S19993:											
01/17	01/05/2017	99390	1484	EDGES ELECTRICAL GR	COMMUNITY CENTER LIGHTS	S3947205.001	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	313.41	313.41
Total S3947205.001:											
01/17	01/05/2017	99391	241	FEATHER PUBLISHING C	PUBLIC HEARING NOTICE ANA	7775	1	1000-411-40-45	ADVERTISING	151.90	151.90
Total 7775:											
01/17	01/05/2017	99392	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-G	690089A	1	7530-451-50-43	TECHNICAL SVCS	27.00	27.00
Total 690089A:											
01/17	01/05/2017	99392	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-G	690090A	1	7530-451-50-43	TECHNICAL SVCS	27.00	27.00
Total 690090A:											
01/17	01/05/2017	99392	1033	FGL ENVIRONMENTAL	WEEKLY ANALYSIS	690091A	1	7110-430-42-43	TECHNICAL SVCS	109.00	109.00
Total 690091A:											
01/17	01/05/2017	99393	265	FRONTIER	257-1182 NAT GAS TELEMETRY	1182 121016	1	7401-430-62-45	COMMUNICATIONS	35.11	35.11
Total 1182 121016:											
01/17	01/05/2017	99393	265	FRONTIER	252-1182 WATER SCADA	2-1182 121016	1	7110-430-42-45	COMMUNICATIONS	323.38	323.38
Total 2-1182 121016:											
01/17	01/05/2017	99393	265	FRONTIER	257-2845 UTILITY ROLL OVER	2845 121516	1	7620-430-10-45	COMMUNICATIONS	127.89	127.89
Total 2845 121516:											

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
01/17	01/05/2017	99393	265	FRONTIER	252-4247 LASSEN CO AIR POLL	4247 121016	1	7620-430-11-45	COMMUNICATIONS	168.05	168.05
Total 4247 121016:											
01/17	01/05/2017	99393	265	FRONTIER	257-4725 CITY HALL FAX	4725 121516	1	1000-419-10-45	COMMUNICATIONS	32.08	32.08
01/17	01/05/2017	99393	265	FRONTIER	257-4725 CITY HALL FAX	4725 121516	2	1000-417-10-45	COMMUNICATIONS	32.08	32.08
Total 4725 121516:											
01/17	01/05/2017	99394	1289	FULL SPECTRUM INC	11/17-12/15 SCADA SERVICES	20161216	1	7110-430-42-43	TECHNICAL SVCS	3,440.00	3,440.00
Total 20161216:											
01/17	01/05/2017	99395	6661	HANCOCK, JARED	TR EX LAKEWOOD CO 1/10/17-	010417	1	7401-430-62-45	TRAVEL	172.50	172.50
Total 010417:											
01/17	01/05/2017	99396	1019	HONEY LAKE VALLEY RE	WATER MASTER FEE- 2016-201	121016	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	707.00	707.00
Total 121016:											
01/17	01/05/2017	99397	328	INDEPENDENT BUSINES	LASER A/P CHECKS	33347	1	1000-415-10-46	SUPPLIES-GENERAL	507.87	507.87
Total 33347:											
01/17	01/05/2017	99398	335	J.W. WOOD CO INC	SUPPLIES-PARKS	S094327	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	43.18	43.18
Total S094327:											
01/17	01/05/2017	99399	362	KAUFFMAN, BILL	CUSTODIAL SVCS 12/2016	589285	1	1000-417-10-44	CUSTODIAL	650.00	650.00
Total 589285:											
01/17	01/05/2017	99399	362	KAUFFMAN, BILL	CUSTODIAL SVCS 12/2016 - PW	589286	1	7620-430-10-44	CUSTODIAL	250.00	250.00
Total 589286:											
01/17	01/05/2017	99400	372	KRONICK, MOSKOVITZ	PROFESSIONAL SERVICES 11/	284920	1	1000-412-10-43	PROFESSIONAL SVCS	1,035.00	1,035.00

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 284920:											
01/17	01/05/2017	99401	411	LASSEN MOTOR PARTS	BATTERY CABLE-STREETS	267342	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	18.04	18.04
Total 267342:											
01/17	01/05/2017	99401	411	LASSEN MOTOR PARTS	STRAPS-SNOW	267367	1	2006-431-25-46	SUPPLIE - GENERAL	54.05	54.05
Total 267367:											
01/17	01/05/2017	99402	8806		REFUND WATER DEPOSIT	10224150010	1	7110-2228-000	DEPOSITS-CUSTOMER	38.92	38.92
Total 10224150010:											
01/17	01/05/2017	99403	437	LMUD	AIRPORT VASI LIGHTS	10108 122216	1	7201-430-81-46	ELECTRICITY	20.00	20.00
Total 10108 122216:											
01/17	01/05/2017	99403	437	LMUD	JOHNSTONVILLE RD SPRINKLE	10262 121616	1	1000-452-30-46	ELECTRICITY	21.89	21.89
Total 10262 121616:											
01/17	01/05/2017	99403	437	LMUD	GOLF COURSE IRR WELL30 HP	122907 122216	1	7530-451-52-46	ELECTRICITY	33.95	33.95
Total 122907 122216:											
01/17	01/05/2017	99403	437	LMUD	GOLF COURSE PUMP STATION	122910 122216	1	7530-451-52-46	ELECTRICITY	92.65	92.65
Total 122910 122216:											
01/17	01/05/2017	99403	437	LMUD	GOLF COURSE IRR PUMP/8TH	122929 122216	1	7530-451-52-46	ELECTRICITY	24.51	24.51
Total 122929 122216:											
01/17	01/05/2017	99403	437	LMUD	GOLF COURSE PUMP HOUSE	132052 122216	1	7530-451-52-46	ELECTRICITY	51.24	51.24
Total 132052 122216:											

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
01/17	01/05/2017	99403	437	LMUD	470-895 CIRCLE DR-CLUB HOU	144281 122216	1	7530-451-52-46	ELECTRICITY	261.18	261.18
Total 144281 122216:											
01/17	01/05/2017	99403	437	LMUD	SKYLINE DR WELL 4-WATER	29931 121216	1	7110-430-42-46	ELECTRICITY	32.49	32.49
Total 29931 121216:											
01/17	01/05/2017	99403	437	LMUD	LITTLE LEAGUE PARK AREA LI	3522 122216	1	1000-452-20-46	ELECTRICITY	33.77	33.77
Total 3522 122216:											
01/17	01/05/2017	99403	437	LMUD	GLENN & CHERRY TR - SCADA-	44298 121216	1	7110-430-42-46	ELECTRICITY	28.14	28.14
Total 44298 121216:											
01/17	01/05/2017	99403	437	LMUD	PAIUTE LN SCADA-WATER	44316 121216	1	7110-430-42-46	ELECTRICITY	25.96	25.96
Total 44316 121216:											
01/17	01/05/2017	99403	437	LMUD	BAGWELL SPRINGS - SCADA-W	45542 121216	1	7110-430-42-46	ELECTRICITY	60.39	60.39
Total 45542 121216:											
01/17	01/05/2017	99403	437	LMUD	AIRPORT LOT 5	51908 122216	1	7201-430-81-46	ELECTRICITY	20.15	20.15
Total 51908 122216:											
01/17	01/05/2017	99403	437	LMUD	AIRPORT HANGER 6	54333 122216	1	7201-430-81-46	ELECTRICITY	20.00	20.00
Total 54333 122216:											
01/17	01/05/2017	99403	437	LMUD	925 SIERRA RD SPORTS CTR	60453 122216	1	1000-452-20-46	ELECTRICITY	20.00	20.00
Total 60453 122216:											
01/17	01/05/2017	99403	437	LMUD	AIRPORT OFFICE	7146 122216	1	7201-430-81-46	ELECTRICITY	550.02	550.02

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 7146 122216:											
01/17	01/05/2017	99403	437	LMUD	AIRPORT GAS PUMP	7154 122216	1	7201-430-81-46	ELECTRICITY	550.02	550.02
Total 7154 122216:											
01/17	01/05/2017	99403	437	LMUD	GOLF COURSE CLUB HOUSE	7394 122216	1	7530-451-52-46	ELECTRICITY	28.59	28.59
Total 7394 122216:											
01/17	01/05/2017	99403	437	LMUD	GOLF COURSE CART BARN 2	7400 122216	1	7530-451-52-46	ELECTRICITY	24.36	24.36
Total 7400 122216:											
01/17	01/05/2017	99403	437	LMUD	GOLF COURSE BARN 1 & 3	9312 122216	1	7530-451-52-46	ELECTRICITY	20.15	20.15
Total 9312 122216:											
01/17	01/05/2017	99404	452	MARTIN SECURITY SYST	470-895 CIRCLE DR SECURITY	032642	1	7530-451-52-43	TECHNICAL SERVICES	75.00	75.00
Total 032642:											
01/17	01/05/2017	99404	452	MARTIN SECURITY SYST	75 WEATHERLOW SECURITY 1/	032718	1	1000-451-80-43	TECHNICAL SVCS	99.00	99.00
Total 032718:											
01/17	01/05/2017	99404	452	MARTIN SECURITY SYST	60 N LASSEN SECURITY 1/17	032806	1	1000-417-10-43	TECHNICAL SVCS	43.00	43.00
Total 032806:											
01/17	01/05/2017	99405	480	MINERS & PISANI INC	GAS METERS-GAS	21501	1	7401-430-63-47	MACHINERY & EQUIPMENT	2,748.26	2,748.26
Total 21501:											
01/17	01/05/2017	99405	480	MINERS & PISANI INC	GAS METERS-GAS	21549	1	7401-430-62-46	SUPPLIES-GENERAL	196.58	196.58
Total 21549:											

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
01/17	01/05/2017	99406	8805	MODERN BUILDING CO.	REFUND GAS DEPOSIT	10306901915	1	7401-2228-000	DEPOSITS-CUSTOMER	28.33	28.33
Total 10306901915:											
01/17	01/05/2017	99407	486		TR EX LAKEWOOD CO 1/10/17-	10417	1	7401-430-62-45	TRAVEL	172.50	172.50
Total 10417:											
01/17	01/05/2017	99408	931		TR EX LAKEWOOD CO 1/10/17-	010417	1	7401-430-62-45	TRAVEL	172.50	172.50
Total 010417:											
01/17	01/05/2017	99409	1182	NORTHERN CALIFORNIA	GLOVES-GAS	197300	1	7401-430-62-46	SUPPLIES-GENERAL	82.40	82.40
Total 197300:											
01/17	01/05/2017	99410	546	PAYLESS BUILDING SUP	SUPPLIES-GC	2484777	1	7530-451-52-44	REPAIR & MAINT - BUILDING	106.92	106.92
Total 2484777:											
01/17	01/05/2017	99410	546	PAYLESS BUILDING SUP	SUPPLIES-GC	2484817	1	7530-451-52-44	REPAIR & MAINT - BUILDING	60.30	60.30
Total 2484817:											
01/17	01/05/2017	99411	556	PITNEY BOWES	MONTHLY MAINT POSTAGE MA	1002667711	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	270.90	270.90
Total 1002667711:											
01/17	01/05/2017	99412	572	QUILL CORPORATION	OFFICE SUPPLIES-PW	2687923	1	7620-430-10-46	SUPPLIES-GENERAL	55.85	55.85
Total 2687923:											
01/17	01/05/2017	99413	8505		COMMUNITY CENTER DEPOSIT	122016	1	1000-2228-009	DEPOSITS-COMM CENTER RE	50.00	50.00
Total 122016:											
01/17	01/05/2017	99414	1259	SIERRA AUCTION & TRAI	HYDRAULIC FITTING-WATER	499071	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	19.29	19.29

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 499071:											
01/17	01/05/2017	99415	1449	STI INVESTIGATIONS	EMPLOYMENT BACKGROUND	01472	1	1000-416-10-43	TECHNICAL SVCS	19.29	19.29
Total 01472:											
01/17	01/05/2017	99416	1265	SUSANVILLE PAINT CEN	SUPPLIES-GC	30429	1	7530-451-52-44	REPAIR & MAINT - BUILDING	28.62	28.62
Total 30429:											
01/17	01/05/2017	99417	1492	ULINE, INC.	SUPPLIES-GAS	82778788	1	7401-430-62-46	SUPPLIES-GENERAL	28.62	28.62
Total 82778788:											
01/17	01/05/2017	99418	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	9776212492	1	7620-430-10-45	COMMUNICATIONS	355.04	355.04
01/17	01/05/2017	99418	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	9776212492	2	1000-452-20-45	COMMUNICATIONS	27.52	27.52
01/17	01/05/2017	99418	749	VERIZON WIRELESS	CELLULAR PHONES - BUILDIN	9776212492	3	1000-424-20-45	COMMUNICATIONS	.22	.22
01/17	01/05/2017	99418	749	VERIZON WIRELESS	CELLULAR PHONES - AIR POLL	9776212492	4	7620-430-11-45	COMMUNICATIONS	53.90	53.90
Total 9776212492:											
01/17	01/05/2017	99419	770	WESTERN NEVADA SUP	SUPPLIES- WATER	16861421	1	7110-430-42-46	SUPPLIES-GENERAL	436.68	436.68
Total 16861421:											
01/17	01/05/2017	99419	770	WESTERN NEVADA SUP	SUPPLIES- WATER	16861428	1	7110-430-42-46	SUPPLIES-GENERAL	1,509.13	1,509.13
Total 16861428:											
01/17	01/05/2017	99420	8607		REFUND GAS DEPOSIT	10420500027	1	7401-2228-000	DEPOSITS-CUSTOMER	792.88	792.88
Total 10420500027:											
Grand Totals:										21,169.67	21,169.67

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	
12/16	12/29/2016	99363	728	U S POSTMASTER	UB BILLING WATER	122916	1	7110-430-42-46	POSTAGE	527.70	527.70	
12/16	12/29/2016	99363	728	U S POSTMASTER	UB BILLING GAS	122916	2	7401-430-62-46	POSTAGE	271.84	271.84	
Total 122916:											799.54	799.54
Grand Totals:											799.54	799.54

Report Criteria:  
 Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
12/30/2016	CDPT	01/05/2017	585	CITY OF SUSANVILLE PA	1	7650-2203-1	6,283.30-
12/30/2016	CDPT	01/05/2017	585	CITY OF SUSANVILLE PA	1	7650-2203-1	6,283.30-
12/30/2016	CDPT	01/05/2017	585	CITY OF SUSANVILLE PA	1	7650-2203-1	2,071.54-
12/30/2016	CDPT	01/05/2017	585	CITY OF SUSANVILLE PA	1	7650-2203-1	2,071.54-
12/30/2016	CDPT	01/05/2017	585	CITY OF SUSANVILLE PA	1	7650-2203-1	15,156.69-
12/30/2016	CDPT	01/05/2017	586	EMPLOYMENT DEV DEP	6	7650-2203-1	4,318.37-
12/30/2016	CDPT	01/05/2017	587	EMPLOYMENT DEV DEP	7	7650-2203-1	1,167.60-
12/30/2016	CDPT	01/05/2017	588	P.E.R.S.	8	7650-2203-1	3,312.87-
12/30/2016	CDPT	01/05/2017	588	P.E.R.S.	8	7650-2203-1	3,121.96-
12/30/2016	CDPT	01/05/2017	588	P.E.R.S.	8	7650-2203-1	1,936.04-
12/30/2016	CDPT	01/05/2017	588	P.E.R.S.	8	7650-2203-1	2,266.46-
12/30/2016	CDPT	01/05/2017	588	P.E.R.S.	8	7650-2203-1	651.78-
12/30/2016	CDPT	01/05/2017	588	P.E.R.S.	8	7650-2203-1	1,441.02-
12/30/2016	CDPT	01/05/2017	588	P.E.R.S.	8	7650-2203-1	132.62-
12/30/2016	CDPT	01/05/2017	588	P.E.R.S.	8	7650-2203-1	87.57-
12/30/2016	CDPT	01/05/2017	588	P.E.R.S.	8	7650-2203-1	1,057.29-
12/30/2016	CDPT	01/05/2017	588	P.E.R.S.	8	7650-2203-1	1,108.87-
12/30/2016	CDPT	01/05/2017	588	P.E.R.S.	8	7650-2203-1	1,526.13-
12/30/2016	CDPT	01/05/2017	588	P.E.R.S.	8	7650-2203-1	1,603.39-
12/30/2016	CDPT	01/05/2017	588	P.E.R.S.	8	7650-2203-1	907.47-
12/30/2016	CDPT	01/05/2017	588	P.E.R.S.	8	7650-2203-1	953.40-
12/30/2016	CDPT	01/05/2017	588	P.E.R.S.	8	7650-2203-1	15.00-
12/30/2016	CDPT	01/05/2017	588	P.E.R.S.	8	7650-2203-1	3,964.73-
12/30/2016	CDPT	01/05/2017	588	P.E.R.S.	8	7650-2203-1	942.17-
12/30/2016	CDPT	01/05/2017	588	P.E.R.S.	8	7650-2203-1	1,936.04-
12/30/2016	CDPT	01/05/2017	588	P.E.R.S.	8	7650-2203-1	312.10-
12/30/2016	CDPT	01/05/2017	588	P.E.R.S.	8	1000-421-10-	8.37-
12/30/2016	CDPT	01/05/2017	99368	CA STATE DISBURSEME	36	7650-2203-0	103.84-
12/30/2016	CDPT	01/05/2017	99369	CA STATE DISBURSEME	37	7650-2203-0	69.23-
12/30/2016	CDPT	01/05/2017	99370	NATIONWIDE RETIREME	5	7650-2203-0	965.00-
12/30/2016	CDPT	01/05/2017	99371	STATE FRANCHISE TAX	26	7650-2203-0	80.13-
12/30/2016	CDPT	01/05/2017	99372	STATE OF CALIF FRAN T	41	7650-2203-0	25.00-
12/30/2016	CDPT	01/05/2017	99373	VALIC	4	7650-2203-0	1,867.62-
12/30/2016	CDPT	01/05/2017	99374	VANTAGEPOINT TRANS.	3	7650-2203-0	62.00-
Grand Totals:			<u>34</u>				<u>67,810.44-</u>

Report Criteria:

Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
12/29/2016	CDPT	12/29/2016	583	CITY OF SUSANVILLE PA	1	7650-2203-1	15.53-
12/29/2016	CDPT	12/29/2016	583	CITY OF SUSANVILLE PA	1	7650-2203-1	15.53-
12/29/2016	CDPT	12/29/2016	583	CITY OF SUSANVILLE PA	1	7650-2203-1	3.63-
12/29/2016	CDPT	12/29/2016	583	CITY OF SUSANVILLE PA	1	7650-2203-1	3.63-
12/29/2016	CDPT	12/29/2016	583	CITY OF SUSANVILLE PA	1	7650-2203-1	16.40-
12/29/2016	CDPT	12/29/2016	584	EMPLOYMENT DEV DEP	7	7650-2203-1	2.26-
Grand Totals:			6				56.98-

Reviewed by:    City Administrator  
   City Attorney

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

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

**Action Date:** January 18, 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 months of November and December 2016.

**FISCAL IMPACT:** None

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

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

## POOLED CASH & INVESTMENTS

November 30, 2016

POOLED CASH FUND	
Bank of America - Checking	259,771
LAIF	10,444,431
Total Cash & Investments	<u>10,704,201</u>

### Pooled Cash Allocation:

General Fund	636,037
General Fund Restricted	1,169,848
Special Revenue	348,825
Capital Projects	13,848
Debt Service	506,632
Enterprise	
Airport	(18,051)
Geothermal	326,236
Golf Course	(35,358)
Natural Gas	3,392,547
Water	3,466,497
Internal Service	406,969
Trust & Agency	490,170
Total Cash & Inv. Allocations	<u>10,704,201</u>

## CASH WITH FISCAL AGENTS

November 30, 2016

General	
Special Revenue	
Capital Projects	
Debt Service	291,637
Enterprise	3,326,704
Internal Service	
Trust & Agency	
Total Cash with Fiscal Agents	<u>3,618,341</u>

GRAND TOTAL	<u><u>14,322,542</u></u>
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CITY OF SUSANVILLE  
 COMBINED CASH AND INVESTMENTS  
 NOVEMBER 30, 2016

COMBINED ACCOUNTS

9999-1011-001	B OF A # 08038-80200	259,770.85
9999-1030-001	LAIF	10,444,430.64
	TOTAL COMBINED CASH AND INVESTMENTS	10,704,201.49
9999-1000-000	CLAIM ON CASH	( 10,704,201.49)
	TOTAL UNALLOCATED CASH	<u>.00</u>

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

1001	ALLOCATION TO GF-DEPOSITS PAYABLE	82,619.84
1002	ALLOCATION TO GF-ECONOMIC DEVELOPMENT	3,441.68
1004	ALLOCATION TO GF-PANCERA	18,264.06
1005	ALLOCATION TO GF-RESERVE ACCOUNT	972,968.39
1006	ALLOCATION TO POLICE FACILITIES & EQUIP FUND	29,085.46
1007	ALLOCATION TO FIRE FACILITIES & EQUIP FUND	36,571.48
1008	ALLOCATION TO ADMIN SVCS FACILITIES & EQUIP	26,896.90
2002	ALLOCATION TO STATE COPS	4,725.86
2006	ALLOCATION TO SNOW REMOVAL	54,864.69
2007	ALLOCATION TO STREETS & HIGHWAYS	( 704,083.80)
2010	ALLOCATION TO STREET MITIGATION	23,829.99
2011	ALLOCATION TO POLICE MITIGATION	11,010.28
2012	ALLOCATION TO FIRE MITIGATION	113,532.45
2013	ALLOCATION TO PARK DEDICATION FUND	162,084.97
2014	ALLOCATION TO STATE OF CA - PROP 30/AB 109	24,335.00
2016	ALLOCATION TO CDBG REVOLVING LOAN FUND	101,494.69
2018	ALLOCATION TO HOME REVOLVING FUND	349,116.29
2030	ALLOCATION TO TRAFFIC SAFETY	62,523.88
2035	ALLOCATION TO TRAFFIC SIGNALS FUND	96,662.08
2037	ALLOCATION TO SKYLINE BICYCLE LANE	7,530.06
4001	ALLOCATION TO MARK ROOS SERIES B/92	27,489.04
4003	ALLOCATION TO CITY HALL	41,199.03
4004	ALLOCATION TO 2013 CALPERS REFUNDING LOAN	499,050.65
4005	ALLOCATION TO COMMUNITY POOL DEBT SERVICE	( 19,907.33)
7111	ALLOCATION TO WATER RATE STABILIZATION FUND	3,000,000.00
7114	ALLOCATION TO WATER CAPITAL IMPROVEMENTS	224,193.75
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND	1,807,075.00
7610	ALLOCATION TO OPEB	61,169.80
7630	ALLOCATION TO RISK MANAGEMENT FUND	166,635.91
7650	ALLOCATION TO PAYROLL	57,335.90
8401	ALLOCATION TO HUSA BUSINESS IMPROVE DIST	7,514.38
8402	ALLOCATION TO LAFCO	48,452.08
8403	ALLOCATION TO SEC 125 & AFLAC	1,802.17
8404	ALLOCATION TO AIR POLLUTION	228,682.49
8405	ALLOCATION TO AIR POLLUTION-CARL MOYER	203,718.56
	ALLOCATIONS TO RESTRICTED FUNDS	<u>7,831,885.68</u>

UNRESTRICTED FUNDS

CITY OF SUSANVILLE  
COMBINED CASH AND INVESTMENTS  
NOVEMBER 30, 2016

1000 ALLOCATION TO GENERAL FUND	636,037.46
3015 ALLOCATION TO CITY HALL PARKING LOT PROJECT	13,847.97
7110 ALLOCATION TO WATER SYSTEM	229,160.05
7112 ALLOCATION TO JOHNSTONVILLE WATER SYSTEM	13,143.40
7201 ALLOCATION TO AIRPORT	( 18,050.62)
7301 ALLOCATION TO GEOTHERMAL UTILITY	326,236.00
7401 ALLOCATION TO NATURAL GAS	1,585,472.00
7530 ALLOCATION TO GOLF COURSE	( 35,357.51)
7620 ALLOCATION TO PW ADMIN & ENGINEERING FUND	121,827.06
	<hr/>
ALLOCATIONS TO UNRESTRICTED FUNDS	2,872,315.81
	<hr/>
TOTAL ALLOCATIONS TO OTHER FUNDS	10,704,201.49
ALLOCATION FROM COMBINED CASH FUND - 9999-1000-000	( 10,704,201.49)
	<hr/>
ZERO PROOF IF ALLOCATIONS BALANCE	.00
	<hr/> <hr/>

# RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance
11/1/2016				\$250,335.64
11/1/2016			\$23,705.78	\$274,041.42
11/1/2016		-\$20.00		\$274,021.42
11/1/2016		-\$9.62		\$274,011.80
11/1/2016			\$20,150.72	\$294,162.52
11/1/2016			\$4,827.61	\$298,990.13
11/1/2016			\$220.00	\$299,210.13
11/1/2016			\$20,463.59	\$319,673.72
11/2/2016			\$5,317.48	\$324,991.20
11/2/2016			\$24,168.99	\$349,160.19
11/3/2016		-\$53,433.81		\$295,726.38
11/3/2016			\$3,662.08	\$299,388.46
11/3/2016			\$349.73	\$299,738.19
11/3/2016			\$1,649.60	\$301,387.79
11/3/2016			\$1,409.16	\$302,796.95
11/3/2016			\$134.23	\$302,931.18
11/3/2016		-\$191.00		\$302,740.18
11/4/2016		-\$16.30		\$302,723.88
11/4/2016		-\$1,614.44		\$301,109.44
11/4/2016		-\$279.74		\$300,829.70
11/4/2016		-\$8,351.85		\$292,477.85
11/4/2016			\$24,332.38	\$316,810.23
11/4/2016			\$6,424.55	\$323,234.78
11/4/2016			\$594.80	\$323,829.58
11/7/2016			\$47,724.44	\$371,554.02
11/7/2016			\$5,684.44	\$377,238.46
11/7/2016			\$1,885.29	\$379,123.75
11/8/2016			\$17,577.67	\$396,701.42
11/8/2016		-\$100,038.88		\$296,662.54
11/8/2016		-\$3,368.64		\$293,293.90
11/8/2016		-\$34,246.86		\$259,047.04
11/8/2016		-\$4,922.92		\$254,124.12
11/8/2016		-\$1,213.52		\$252,910.60
11/8/2016		-\$29,804.85		\$223,105.75
11/8/2016		-\$3,622.50		\$219,483.25
11/8/2016			\$3,164.63	\$222,647.88
11/8/2016			\$172.00	\$222,819.88
11/9/2016			\$635.53	\$223,455.41
11/9/2016			\$683.56	\$224,138.97
11/9/2016			\$439.24	\$224,578.21
11/9/2016			\$31.93	\$224,610.14
11/9/2016		-\$10.00		\$224,600.14
11/9/2016		-\$237.82		\$224,362.32
11/9/2016			\$14,711.17	\$239,073.49
11/9/2016			\$57,954.88	\$297,028.37
11/10/2016				\$297,028.37
11/10/2016		-\$146,044.11		\$150,984.26
11/10/2016			\$5,030.75	\$156,015.01
11/10/2016		-\$8,333.75		\$147,681.26
11/10/2016			\$14,238.11	\$161,919.37
11/10/2016			\$2,663.12	\$164,582.49
11/14/2016		-\$45,204.72		\$119,377.77
11/14/2016		-\$1,200.86		\$118,176.91
11/14/2016		-\$3,086.00		\$115,090.91
11/14/2016			\$25,316.30	\$140,407.21
11/14/2016			\$3,593.53	\$144,000.74
11/14/2016			\$318.50	\$144,319.24
11/15/2016		-\$1,174.44		\$143,144.80
11/15/2016		-\$7,584.57		\$135,560.23
11/15/2016			\$26,523.19	\$162,083.42
11/15/2016			\$2,447.12	\$164,530.54
11/15/2016			\$1,142.56	\$165,673.10
11/16/2016			\$17,372.96	\$183,046.06
11/16/2016			\$650.94	\$183,697.00
11/16/2016			\$147.53	\$183,844.53
11/16/2016			\$94.00	\$183,938.53

# RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance
11/16/2016			\$611.12	\$184,549.65
11/16/2016			\$310.93	\$184,860.58
11/16/2016			\$198.64	\$185,059.22
11/16/2016			\$11.28	\$185,070.50
11/16/2016			\$159,600.00	\$344,670.50
11/16/2016			\$2,049.81	\$346,720.31
11/17/2016			\$39,528.11	\$386,248.42
11/17/2016			\$2,738.54	\$388,986.96
11/17/2016			\$35.00	\$389,021.96
11/18/2016			\$9,223.93	\$398,245.89
11/18/2016			\$2,971.65	\$401,217.54
11/21/2016		-\$46.87	\$21,869.05	\$423,039.72
11/21/2016			\$5,191.88	\$428,231.60
11/22/2016			\$9,148.31	\$437,379.91
11/22/2016			\$2,139.42	\$439,519.33
11/22/2016			\$650,000.00	\$1,089,519.33
11/22/2016			\$870,000.00	\$1,959,519.33
11/22/2016		-\$100,775.48		\$1,858,743.85
11/22/2016		-\$4,259.92		\$1,854,483.93
11/22/2016		-\$34,921.78		\$1,819,562.15
11/22/2016		-\$4,935.14		\$1,814,627.01
11/22/2016		-\$1,233.76		\$1,813,393.25
11/22/2016		-\$27,029.20		\$1,786,364.05
11/22/2016		-\$10,397.69		\$1,775,966.36
11/22/2016		-\$72,215.00		\$1,703,751.36
11/22/2016				\$1,703,751.36
11/22/2016				\$1,703,751.36
11/23/2016		-\$680,450.66		\$1,023,300.70
11/23/2016			\$116.98	\$1,023,417.68
11/23/2016			\$47.77	\$1,023,465.45
11/23/2016			\$857.27	\$1,024,322.72
11/23/2016			\$326.69	\$1,024,649.41
11/23/2016			\$543.31	\$1,025,192.72
11/23/2016			\$264.74	\$1,025,457.46
11/23/2016			\$400.00	\$1,025,857.46
11/23/2016		-\$25.10		\$1,025,832.36
11/23/2016		-\$879,994.05		\$145,838.31
11/24/2016			\$12,724.82	\$158,563.13
11/24/2016			\$2,851.35	\$161,414.48
11/28/2016		-\$224.00	\$53,496.18	\$214,686.66
11/28/2016			\$4,425.09	\$219,111.75
11/28/2016			\$492.89	\$219,604.64
11/29/2016			\$9,946.99	\$229,551.63
11/29/2016			\$3,349.12	\$232,900.75
11/30/2016				\$232,900.75
11/30/2016				\$232,900.75
11/30/2016		-\$13,639.24		\$219,261.51
11/30/2016		-\$1,960.68		\$217,300.83
11/30/2016		-\$632.41		\$216,668.42
11/30/2016		-\$8,034.18		\$208,634.24
11/30/2016		-\$800.26	\$12,270.50	\$220,104.48
11/30/2016			\$383.61	\$220,488.09
11/30/2016			\$9.14	\$220,497.23
11/30/2016			\$82.77	\$220,580.00
11/30/2016			\$107.58	\$220,687.58
11/30/2016			\$228.15	\$220,915.73
11/30/2016			\$272.36	\$221,188.09
11/30/2016			\$332.39	\$221,520.48
11/30/2016			\$445.70	\$221,966.18
11/30/2016			\$520.60	\$222,486.78
11/30/2016			\$915.97	\$223,402.75
11/30/2016			\$29,509.40	\$252,912.15
11/30/2016			\$538.18	\$253,450.33
11/30/2016			\$6,310.77	\$259,761.10
11/30/2016			\$9.75	\$259,770.85

## POOLED CASH & INVESTMENTS

December 31, 2016

POOLED CASH FUND	
Bank of America - Checking	658,876
LAIF	10,384,431
Total Cash & Investments	<u>11,043,306</u>

### Pooled Cash Allocation:

General	747,056
General Fund Restricted	1,167,149
Special Revenue	539,470
Capital Projects	13,848
Debt Service	373,914
Enterprise	
Airport	(23,696)
Geothermal	306,150
Golf Course	(41,854)
Natural Gas	3,471,333
Water	3,474,641
Internal Service	545,956
Trust & Agency	469,339
Total Cash & Inv. Allocations	<u>11,043,306</u>

## CASH WITH FISCAL AGENTS

December 31, 2016

General	
Special Revenue	
Capital Projects	
Debt Service	151,235
Enterprise	3,326,908
Internal Service	
Trust & Agency	
Total Cash with Fiscal Agents	<u>3,478,143</u>
GRAND TOTAL	<u>14,521,449</u>

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1/11/2017 16:07

Totals may not add due to rounding

CITY OF SUSANVILLE  
 COMBINED CASH AND INVESTMENTS  
 DECEMBER 31, 2016

COMBINED ACCOUNTS

9999-1011-001	B OF A # 08038-80200	658,875.81
9999-1030-001	LAIF	10,384,430.64
		11,043,306.45
	TOTAL COMBINED CASH AND INVESTMENTS	11,043,306.45
9999-1000-000	CLAIM ON CASH	( 11,043,306.45)
		.00
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

1001	ALLOCATION TO GF-DEPOSITS PAYABLE	82,619.84
1002	ALLOCATION TO GF-ECONOMIC DEVELOPMENT	3,441.68
1004	ALLOCATION TO GF-PANCERA	18,264.06
1005	ALLOCATION TO GF-RESERVE ACCOUNT	972,968.39
1006	ALLOCATION TO POLICE FACILITIES & EQUIP FUND	26,386.88
1007	ALLOCATION TO FIRE FACILITIES & EQUIP FUND	36,571.48
1008	ALLOCATION TO ADMIN SVCS FACILITIES & EQUIP	26,896.90
2002	ALLOCATION TO STATE COPS	( 8,557.48)
2006	ALLOCATION TO SNOW REMOVAL	48,829.11
2007	ALLOCATION TO STREETS & HIGHWAYS	( 470,136.41)
2010	ALLOCATION TO STREET MITIGATION	23,829.99
2011	ALLOCATION TO POLICE MITIGATION	11,010.28
2012	ALLOCATION TO FIRE MITIGATION	113,532.45
2013	ALLOCATION TO PARK DEDICATION FUND	162,084.97
2014	ALLOCATION TO STATE OF CA - PROP 30/AB 109	22,279.00
2016	ALLOCATION TO CDBG REVOLVING LOAN FUND	101,582.39
2018	ALLOCATION TO HOME REVOLVING FUND	368,116.38
2030	ALLOCATION TO TRAFFIC SAFETY	62,707.91
2035	ALLOCATION TO TRAFFIC SIGNALS FUND	96,662.08
2037	ALLOCATION TO SKYLINE BICYCLE LANE	7,530.06
4001	ALLOCATION TO MARK ROOS SERIES B/92	27,489.04
4003	ALLOCATION TO CITY HALL	52,451.03
4004	ALLOCATION TO 2013 CALPERS REFUNDING LOAN	308,377.65
4005	ALLOCATION TO COMMUNITY POOL DEBT SERVICE	( 14,403.33)
7111	ALLOCATION TO WATER RATE STABILIZATION FUND	3,000,000.00
7114	ALLOCATION TO WATER CAPITAL IMPROVEMENTS	224,193.75
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND	1,807,075.00
7610	ALLOCATION TO OPEB	49,412.19
7630	ALLOCATION TO RISK MANAGEMENT FUND	234,946.20
7650	ALLOCATION TO PAYROLL	154,741.68
8401	ALLOCATION TO HUSA BUSINESS IMPROVE DIST	7,126.88
8402	ALLOCATION TO LAFCO	40,843.68
8403	ALLOCATION TO SEC 125 & AFLAC	3,200.75
8404	ALLOCATION TO AIR POLLUTION	214,448.77
8405	ALLOCATION TO AIR POLLUTION-CARL MOYER	203,718.56
		8,020,241.81
	ALLOCATIONS TO RESTRICTED FUNDS	8,020,241.81

UNRESTRICTED FUNDS

CITY OF SUSANVILLE  
COMBINED CASH AND INVESTMENTS  
DECEMBER 31, 2016

1000 ALLOCATION TO GENERAL FUND	747,055.84
3015 ALLOCATION TO CITY HALL PARKING LOT PROJECT	13,847.97
7110 ALLOCATION TO WATER SYSTEM	237,450.73
7112 ALLOCATION TO JOHNSTONVILLE WATER SYSTEM	12,996.27
7201 ALLOCATION TO AIRPORT	( 23,696.46)
7301 ALLOCATION TO GEOTHERMAL UTILITY	306,149.97
7401 ALLOCATION TO NATURAL GAS	1,664,258.17
7530 ALLOCATION TO GOLF COURSE	( 41,853.52)
7620 ALLOCATION TO PW ADMIN & ENGINEERING FUND	106,855.67
	<hr/>
ALLOCATIONS TO UNRESTRICTED FUNDS	3,023,064.64
	<hr/>
TOTAL ALLOCATIONS TO OTHER FUNDS	11,043,306.45
ALLOCATION FROM COMBINED CASH FUND - 9999-1000-000	( 11,043,306.45)
	<hr/>
ZERO PROOF IF ALLOCATIONS BALANCE	<hr/> <hr/> .00

# RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance
12/1/2016				\$259,770.85
12/1/2016		-57,566.77		\$202,204.08
12/1/2016		-2,698.58		\$199,505.50
12/1/2016			\$12,480.98	\$211,986.48
12/1/2019			\$4,950.71	\$216,937.19
12/2/2016			\$22,734.01	\$239,671.20
12/2/2016			\$6,241.21	\$245,912.41
12/5/2016			\$70,517.30	\$316,429.71
12/5/2016				\$316,429.71
12/5/2016			\$5,118.77	\$321,548.48
12/6/2016			\$26,613.77	\$348,162.25
12/6/2016			\$509.10	\$348,671.35
12/6/2016			\$5,082.95	\$353,754.30
12/6/2016		-93,552.14		\$260,202.16
12/6/2016		-3,343.03		\$256,859.13
12/6/2016		-32,246.83		\$224,612.30
12/6/2016		-4,378.34		\$220,233.96
12/6/2016		-1,163.63		\$219,070.33
12/6/2016		-27,226.90		\$191,843.43
12/6/2016		-4,057.50		\$187,785.93
12/6/2016				\$187,785.93
12/7/2016			\$13,749.36	\$201,535.29
12/7/2016			\$2,849.24	\$204,384.53
12/7/2016			\$638.93	\$205,023.46
12/7/2016			\$1,070.94	\$206,094.40
12/7/2016			\$1,234.19	\$207,328.59
12/7/2016			\$866.69	\$208,195.28
12/8/2016		-3,212.47		\$204,982.81
12/8/2016		-177.47		\$204,805.34
12/8/2016		-930.00		\$203,875.34
12/8/2016		-191.00		\$203,684.34
12/8/2016		-8,397.12		\$195,287.22
12/8/2016			\$60,000.00	\$255,287.22
12/8/2016		-226,312.25	\$15,512.53	\$44,487.50
12/8/2016			\$5,117.34	\$49,604.84
12/9/2016			\$742.14	\$50,346.98
12/9/2016			\$641.12	\$50,988.10
12/9/2016			\$2,811.90	\$53,800.00
12/9/2016			\$1,176.10	\$54,976.10
12/9/2016			\$46,174.60	\$101,150.70
12/9/2016			\$3,850.13	\$105,000.83
12/9/2016		-266.80		\$104,734.03
12/9/2016		-1,678.05		\$103,055.98
12/12/2016				\$103,055.98
12/12/2016			\$38,775.21	\$141,831.19
12/12/2016			\$2,373.71	\$144,204.90
12/13/2016			\$376.94	\$144,581.84
12/13/2016			\$117.46	\$144,699.30
12/13/2016			\$31.93	\$144,731.23
12/13/2016			\$11.28	\$144,742.51
12/13/2016			\$530.95	\$145,273.46
12/13/2016			\$17,168.83	\$162,442.29
12/13/2016			\$1,893.62	\$164,335.91
12/13/2016			\$258.29	\$164,594.20
12/14/2016				\$164,594.20
12/14/2016			\$427,300.60	\$591,894.80
12/14/2016			\$2,345.39	\$594,240.19
12/15/2016			\$148.00	\$594,388.19
12/15/2016			\$13,358.65	\$607,746.84
12/15/2016			\$2,948.70	\$610,695.54
12/15/2016			\$144.00	\$610,839.54
12/15/2016			\$191.35	\$611,030.89
12/15/2016			\$164.00	\$611,194.89
12/15/2016			\$149.22	\$611,344.11
12/15/2016		-66,480.26		\$544,863.85
12/15/2016		-8,694.88		\$536,168.97

# RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance
12/15/2016		<b>-\$3,748.56</b>		\$532,420.41
12/15/2016		<b>-\$188.38</b>		\$532,232.03
12/16/2016			<b>\$543.88</b>	\$532,775.91
12/16/2016		<b>-\$1,227.44</b>		\$531,548.47
12/16/2016		<b>-\$85,061.78</b>		\$446,486.69
12/16/2016				\$446,486.69
12/16/2016			<b>\$43,894.23</b>	\$490,380.92
12/16/2016			<b>\$2,996.14</b>	\$493,377.06
12/15/2016		<b>-\$1,206.56</b>		\$492,170.50
12/16/2016			<b>\$400.00</b>	\$492,570.50
12/19/2016			<b>\$96.43</b>	\$492,666.93
12/16/2016		<b>-\$155.53</b>		\$492,511.40
12/19/2016			<b>\$224.00</b>	\$492,735.40
12/19/2016			<b>\$46,984.97</b>	\$539,720.37
12/19/2016			<b>\$4,912.64</b>	\$544,633.01
12/20/2016			<b>\$26,369.89</b>	\$571,002.90
12/20/2016			<b>\$3,350.03</b>	\$574,352.93
12/20/2016			<b>\$1,990.78</b>	\$576,343.71
12/21/2016			<b>\$15,441.04</b>	\$591,784.75
12/21/2016			<b>\$3,665.05</b>	\$595,449.80
12/21/2016		<b>-\$109,657.72</b>		\$485,792.08
12/21/2016		<b>-\$8,422.39</b>		\$477,369.69
12/21/2016		<b>-\$42,205.27</b>		\$435,164.42
12/21/2016		<b>-\$7,418.92</b>		\$427,745.50
12/21/2016		<b>-\$1,535.43</b>		\$426,210.07
12/21/2016		<b>-\$32,067.61</b>		\$394,142.46
12/21/2016		<b>-\$11,217.34</b>		\$382,925.12
12/21/2016		<b>-\$72,215.00</b>		\$310,710.12
12/21/2016		<b>-\$34,706.28</b>		\$276,003.84
12/21/2016			<b>\$424.77</b>	\$276,428.61
12/22/2016			<b>\$27,813.89</b>	\$304,242.50
12/22/2016			<b>\$6,360.43</b>	\$310,602.93
12/22/2016			<b>\$102.38</b>	\$310,705.31
12/22/2016			<b>\$246.52</b>	\$310,951.83
12/23/2016			<b>\$451,899.71</b>	\$762,851.54
12/27/2016			<b>\$79.50</b>	\$762,931.04
12/27/2016			<b>\$48,817.56</b>	\$811,748.60
12/27/2016			<b>\$2,810.56</b>	\$814,559.16
12/28/2016			<b>\$304.87</b>	\$814,864.03
12/28/2016			<b>\$11,011.58</b>	\$825,875.61
12/28/2016			<b>\$5,904.15</b>	\$831,779.76
12/28/2016			<b>\$848.28</b>	\$832,628.04
12/29/2016			<b>\$54.61</b>	\$832,682.65
12/29/2016			<b>\$916.61</b>	\$833,599.26
12/29/2016			<b>\$8,425.46</b>	\$842,024.72
12/29/2016			<b>\$4,277.99</b>	\$846,302.71
12/29/2016			<b>\$139.93</b>	\$846,442.64
12/29/2016		<b>-\$218,640.00</b>		\$627,802.64
12/29/2016		<b>-\$930.00</b>		\$626,872.64
12/29/2016		<b>-\$799.54</b>		\$626,073.10
12/29/2016		<b>-\$212.74</b>		\$625,860.36
12/29/2016		<b>-\$54.72</b>		\$625,805.64
12/29/2016		<b>-\$2.26</b>		\$625,803.38
12/30/2016			<b>\$108.82</b>	\$625,912.20
12/30/2016			<b>\$805.58</b>	\$626,717.78
12/30/2016			<b>\$36.96</b>	\$626,754.74
12/30/2016			<b>\$246.35</b>	\$627,001.09
12/30/2016			<b>\$449.98</b>	\$627,451.07
12/30/2016			<b>\$1,270.76</b>	\$628,721.83
12/30/2016			<b>\$815.92</b>	\$629,537.75
12/30/2016			<b>\$28,455.74</b>	\$657,993.49
12/30/2017			<b>\$965.72</b>	\$658,959.21
12/30/2016		<b>-\$74.97</b>		\$658,884.24
12/30/2016		<b>-\$8.43</b>		\$658,875.81
12/30/2016			<b>\$0.50</b>	\$658,876.31

Fund #	Fund Title	Audited		Unaudited	
		6/30/16	YTD	YTD	November
		Fund Balance	Revenue	Expenditures	Fund Balance
					11/30/16
100X	General Fund	2,704,355	1,109,299	2,228,167	1,585,487
2002	State COPS	54,963	(11)	50,228	4,723
2006	Snow Removal	58,003	(55)	3,083	54,865
2007	Streets	123,356	452,577	1,381,600	(805,668)
2010	Street Mitigation	21,329	2,502	0	23,831
2011	Police Mitigation	24,056	3,257	16,302	11,010
2012	Fire Mitigation	108,456	5,077	0	113,533
2013	Park Dedication	164,276	(99)	2,079	162,097
2014	State of CA - Prop 30/AB 109	34,615	0	10,280	24,335
2016	State Comm. Dev. Rev. FD	1,313,557	(269)	222,249	1,091,039
<del>2017</del>	<del>State Economic Rev. FD</del>	Combined 2017 with 2016 for First Time Homebuyers			
2018	Home Revolving Fund	706,318	10,377	160	716,536
2030	Traffic Safety	76,442	2,387	16,302	62,527
2035	Traffic Signals Fund	96,717	(56)	0	96,661
2037	Skyline Bicycle Lane	7,535	(4)	0	7,531
3015	City Hall Parking Lot	13,848	0	0	13,848
4001	Miller Fletcher	592,779	54	2,940	589,894
4003	City Hall Debt Service	52,245	56,260	67,305	41,200
4004	2013 CalPERS Refunding Loan	359,218	139,835	0	499,053
4005	Community Pool Debt Service	35,959	27,520	83,386	(19,907)
711X	Water Funds	2,607,824	1,196,092	960,763	2,843,152
7201	Airport	2,283,374	75,497	106,639	2,252,232
7301	Geothermal	572,623	29,527	23,609	578,541
740X	Natural Gas	(570,739)	780,460	1,515,912	(1,306,192)
7530	Golf Course	2,428,874	134,331	144,468	2,418,738
7620	PW Admin/Engineering	87,848	99,999	96,565	91,282
7630	Risk Management	381,562	295,252	510,178	166,636
8402	LAFCO	34,817	25,927	12,289	48,455
8404	Air Pollution	270,773	78,462	110,705	238,530
8405	Air Pollution - Carl Moyer	263,958	179,841	240,000	203,799
	<b>TOTALS</b>	<b>14,908,939</b>	<b>4,704,040</b>	<b>7,805,209</b>	<b>11,807,770</b>

Fund #	Fund Title	Audited			Unaudited
		6/30/16	YTD	YTD	December
		Fund Balance	Revenue	Expenditures	Fund Balance
					12/31/2016
100X	General Fund	2,704,355	1,694,873	2,670,156	1,729,072
2002	State COPS	54,963	(11)	63,512	(8,560)
2006	Snow Removal	58,003	(55)	7,235	50,714
2007	Streets	123,356	890,939	1,584,142	(569,848)
2010	Street Mitigation	21,329	2,502	0	23,831
2011	Police Mitigation	24,056	3,257	16,302	11,010
2012	Fire Mitigation	108,456	5,077	0	113,533
2013	Park Dedication	164,276	(99)	2,079	162,097
2014	State of CA - Prop 30/AB 109	34,615	0	12,336	22,279
2016	State Comm. Dev. Rev.FD	1,313,557	(269)	222,369	1,090,919
<del>2017</del>	<del>State Economic Rev.-FD</del>	Combined 2017 with 2016 for First Time Homebuyers			
2018	Home Revolving Fund	706,318	12,417	200	718,536
2030	Traffic Safety	76,442	2,571	16,302	62,711
2035	Traffic Signals Fund	96,717	(56)	0	96,661
2037	Skyline Bicycle Lane	7,535	(4)	0	7,531
3015	City Hall Parking Lot	13,848	0	0	13,848
4001	Miller Fletcher	592,779	(129,885)	143,402	319,492
4003	City Hall Debt Service	52,245	67,512	67,305	52,452
4004	2013 CalPERS Refunding Loan	359,218	167,802	218,640	308,380
4005	Community Pool Debt Service	35,959	33,024	83,386	(14,403)
711X	Water Funds	2,607,824	1,325,894	1,153,346	2,780,372
7201	Airport	2,283,374	79,333	128,627	2,234,080
7301	Geothermal	572,623	39,794	30,039	582,378
740X	Natural Gas	(570,739)	1,309,682	1,899,152	(1,160,210)
7530	Golf Course	2,428,874	143,901	162,415	2,410,360
7620	PW Admin/Engineering	87,848	117,573	127,978	77,442
7630	Risk Management	381,562	363,562	510,178	234,946
8402	LAFCO	34,817	25,927	19,897	40,846
8404	Air Pollution	270,773	85,107	132,246	223,635
8405	Air Pollution - Carl Moyer	263,958	179,841	240,000	203,799
	<b>TOTALS</b>	<b>14,908,939</b>	<b>6,420,209</b>	<b>9,511,244</b>	<b>11,817,904</b>

Reviewed by: JGH City Administrator  
       City Attorney

       Motion Only  
       Public Hearing  
  X   Resolution  
       Ordinance  
       Information

**Submitted By:** Matt Wood, Police Lieutenant

**Action Date:** January 5, 2017

**PRESENTED BY:** Jim Uptegrove, Chief of Police

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 17-5346** authorizing the purchase of emergency vehicle equipment from Sierra Electronics.

**SUMMARY:** The Susanville Police Department is in need of emergency equipment for a new patrol vehicle suitable for law enforcement use. We have made contact with Sierra Electronics and received a quote that would meet our specifications for the sales price of \$11,817.24 including tax. If the purchase is approved, it is our intention to deliver payment upon installation of the equipment.

**FISCAL IMPACT:** \$4475.28 from line 2030-421-10-4742 (Traffic Safety), and \$7341.96 from line 2011-465-31-4742 (Police Mitigation)

**ACTION REQUESTED:** Motion to approve Resolution No. 17-5346 authorizing purchase of emergency vehicle equipment from Sierra Electronics.

**ATTACHMENTS:** Quotes from Sierra Electronics and Motorola Solutions (as provided by Sierra Electronics). The radio from Motorola will require a separate purchase order for Motorola per Motorola Solutions.

**RESOLUTION NO. 17-5346**  
**A RESOLUTION OF THE SUSANVILLE CITY COUNCIL APPROVING THE**  
**PURCHASE OF EMERGENCY VEHICLE EQUIPMENT AND AUTHORIZING BUDGET**  
**AMENDMENT**

**WHEREAS**, the City has a need to purchase emergency vehicle equipment suitable for law enforcement use; and

**WHEREAS**, the Susanville Police Department has received a quote from Sierra Electronics and Motorola solutions for emergency vehicle equipment in the combined amount of \$11,817.24; and

**WHEREAS**, an amendment to the Fiscal Year 2016/2017 budget in the Traffic Safety and Police Mitigation funds in the amount of \$11,817.24 is necessary to purchase the emergency vehicle equipment.

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

1. The Police Department is authorized to purchase the emergency vehicle equipment from Sierra Electronics and Motorola Solutions for a cost of \$11,817.24; and
2. The Finance Division is authorized to amendment to the Fiscal Year 2016/2017 budget accordingly.

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

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

The foregoing Resolution No. 17-5346 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 18th of January, 2017 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

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



# QUOTE

**Number** DVPQ5992  
**Date** Nov 21, 2016

**Sold To**  
**SUSANVILLE POLICE DEPARTMENT**  
MATT WOOD  
1801 MAIN ST.  
SUSANVILLE, CA 96130  
Lassen  
  
Phone (530) 257-5603  
Fax (530) 257-7366

**Ship To**  
**SUSANVILLE POLICE DEPARTMENT**  
MATT WOOD  
1801 MAIN ST.  
SUSANVILLE, CA 96130  
Lassen  
  
Phone (530) 257-5603  
Fax (530) 257-7366

**VEHICLE IS 2015 FORD INTERCEPTOR UTILITY.**

Salesperson	Quote Valid	Ship Via	Terms
DAN PENA	30 DAYS	INSTALL	NET 30

Line	Qty	Description	Unit Price	Ext. Price
1	1	47" 21TR Plus Standard Model LED LIGHTBAR red drivers (steady burn) / blue passenger / takedown / alley / rear amber arrowstick / vehicle specific bracket	1,448.00	1,448.00
2	1	Full Feature 200w Siren w/ Hard-Wired Microphone, Electronic Air Horn, plus 3-Level Progressive Slide Switch, & 6 Standard Push On/Off Button	533.00	533.00
3	1	Siren Speaker With Interceptor UV Bracket	141.38	141.38
4	1	Rear Deck Dual 4 LED Lighthouse w/Shroud, - Red/Blue	188.28	188.28
5	1	TROY Adjustable 14" Equipment Console includes, seat brackets, equipment brackets	252.00	252.00
6	1	APX 02 REMOTE MOUNT FACEPLATE	0.00	0.00
7	1	MASTERCOM FACE PLATE	0.00	0.00
8	1	INTERCEPTOR SUV FLOOR MOUNTING PLATE	90.00	90.00
9	2	DC CIGARETTE LIGHTER OUTLET	11.70	23.40
10	1	CUP HOLDER EXTERNAL SINGLE	45.00	45.00
11	1	MICROPHONE CLIP	15.00	15.00
12	1	Recessed back panel, 50% polycarbonate, 50% square-hole punched design	699.50	699.50
13	1	Rear partition, plastic seat, seat mount/panels, OS belt system	999.00	999.00
14	1	Standard mount, full seat slide, some seat-back recline, .25" poly upper panels, officer safe	0.00	0.00
15	1	Flat kick panel with big-foot pockets	0.00	0.00
16	1	Driver & passenger side steel door panels	187.20	187.20
17	1	Driver & passenger side window guards, welded bars, vertical design	190.80	190.80
18	1	PB450L4 PUSH BUMPER S Aluminum with 4 LED Lighthoods	739.00	739.00
19	1	DUAL WEAPON VERTICAL WEAPONS RACK 2 XL universal locks included	348.78	348.78
20	1	INSTALL CUSTOMER SUPPLIED MOTOROLA APX4500 REMOTE MOUNT	0.00	0.00

Line	Qty	Description	Unit Price	Ext. Price
21	1	SECURE IDLE FORD INTERCEPTOR UTILITY	158.67	158.67
22	1	COPELAND EQUIPMENT TIMER	71.72	71.72
23	1	PARK KILL SIREN AND FRONT STROBES	0.00	0.00
24	1	HORN RING	0.00	0.00
25	1	WIRING KIT	150.00	150.00
26	1	EQUIPMENT FREIGHT CHARGES	0.00	0.00
27	34	INSTALL LABOR	65.00	2,210.00

INSTALLATION / PROGRAMMING NOTES:

SIERRA ELECTRONICS EMPLOYS CERTIFIED ELECTRONICS TECHNICIANS AND INSTALLERS.

QUOTE VALID 30 DAYS

DIRECT QUESTIONS REGARDING THIS QUOTE TO  
DAN PENA  
OFFICE- 775-359-1121  
CELL - 775-846-6904  
EMAIL danp@sierraelectronics.com

<b>SubTotal</b>	8,829.57
<b>Tax</b>	485.22
<b>Shipping</b>	0.00
<b>Total</b>	<b>9,314.79</b>



**Quote Number:** QU0000383870  
**Effective:** 21 NOV 2016  
**Effective To:** 20 JAN 2017

**Bill-To:**  
SUSANVILLE, CITY OF  
1801 MAIN ST  
SUSANVILLE, CA 96130  
United States

**Ultimate Destination:**  
SUSANVILLE, CITY OF  
1801 MAIN ST  
SUSANVILLE, CA 96130  
United States

**Attention:**  
**Name:** Matt Wood  
**Phone:** 530-257-5603

**Sales Contact:**  
**Name:** Dan Pena MR  
**Email:** danp@sierraelectronics.com  
**Phone:** 775-359-1121

**Contract Number:** HGAC  
**Freight terms:** FOB Destination  
**Payment terms:** Net 30 Due

Item	Quantity	Nomenclature	Description	Your price	Extended Price
1	1	M22KSS9PW1AN	APX4500 VHF	\$2,309.25	\$2,309.25
1a	1	GA05100AA	ENH: STD WARRANTY APPLIES-NO SFS	-	-
1b	1	Q811BU	ADD: SOFTWARE P25 CONVENTIONAL	-	-
1c	1	G67CF	ADD:REMOTE MOUNT MID POWER	-	-
1d	1	G629AC	ADD: 1/4 WAVE BROADBAND ANT 146-174	-	-
1e	1	G142AD	ADD: NO SPEAKER NEEDED	-	-
1f	1	W22BA	ADD: STD PALM MICROPHONE APEX	-	-
1g	1	GA00804AA	ADD: APX O2 CONTROL HEAD (Grey)	-	-
1h	1	G444AH	ADD: APX CONTROL HEAD SOFTWARE	-	-
1i	1	GA00235AA	ADD: NO GPS ANTENNA NEEDED	-	-

**Estimated Tax Amount** \$173.20  
**Estimated Freight Amount** \$20.00  
**Total Quote in USD** \$2,502.45

**THIS QUOTE IS BASED ON THE FOLLOWING:**

1 This quotation is provided to you for information purposes only and is not intended to be an offer or a binding proposal.

If you wish to purchase the quoted products, Motorola Solutions, Inc. ("Motorola") will be pleased to provide you with our standard terms and conditions of sale (which will include the capitalized provisions below), or alternatively, receive your purchase order which will be acknowledged.

Thank you for your consideration of Motorola products.

- 2 Quotes are exclusive of all installation and programming charges (unless expressly stated) and all applicable taxes.
- 3 Purchaser will be responsible for shipping costs, which will be added to the invoice.
- 4 Prices quoted are valid for thirty(30) days from the date of this quote.
- 5 Unless otherwise stated, payment will be due within thirty days after invoice. Invoicing will occur concurrently with shipping.

MOTOROLA DISCLAIMS ALL OTHER WARRANTIES WITH RESPECT TO THE ORDERED PRODUCTS, EXPRESS OR IMPLIED INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

MOTOROLA'S TOTAL LIABILITY ARISING FROM THE ORDERED PRODUCTS WILL BE LIMITED TO THE PURCHASE PRICE OF THE PRODUCTS WITH RESPECT TO WHICH LOSSES OR DAMAGES ARE CLAIMED. IN NO EVENT WILL MOTOROLA BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES.

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

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

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

**Action Date:** January 18, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Update on Property Maintenance Ordinance – initial drafts

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

**SUMMARY:** This is an update on progress made with respect to a property maintenance ordinance and is for information purposes and direction from the Council. Attached are draft code sections addressing vacant and neglected buildings and property maintenance in general. Staff will also be proposing amendments to the existing administrative citation chapter and the public nuisance chapter of the code. Those revisions will be presented at future meeting or workshop as directed by Council.

The proposed amendments to the Susanville Municipal Code for implementing a complete a property maintenance process including enforcement and implementation consist of four main components as well as a couple of other minor changes. The four main components are:

1. The addition of Chapter 15.09 which addresses vacant and neglected buildings. The purpose of this chapter is to require that vacant dwellings and buildings within the incorporated limits of the City of Susanville are properly secured and boarded during periods of vacancy pursuant to a permit, and that dwellings and buildings which remain vacant and unoccupied for appreciable periods of time do not become public nuisances.

Under the provisions of this chapter vacant building are require to be maintained in a structurally sound condition, free from any electrical, natural gas, plumbing or sanitary condition which would create a safety, fire or public health hazard. Structures which have been subjected to vandalism or unauthorized entry must be secured in the manner outlined in the chapter. Debris must be removed from the property and the property shall be maintained in a manner which minimizes the appearance of vacancy which includes maintaining the exterior of the structure and yard area.

2. The addition of Chapter 8.52 which addresses property maintenance in general. The purpose of this chapter to provide a just, equitable, and practical method, to address lands or buildings which are dilapidated, unsafe, dangerous, unsanitary, cluttered with weeds and/or debris, abandoned vehicles, machinery or equipment, junk, trash, or are a menace, or hazard to life, limb, safety, health, morals, property values, aesthetic standards, or the general welfare of the city. These lands or structures may be required to be repaired, renovated, vacated, demolished, made safe, or cleaned up by removal of the offensive conditions.

Chapter 8.52 identifies 13 categories of property conditions which are considered nuisances including faulty weather protection, overgrown vegetation, parking or storage of vehicle or equipment in a front yard, junk or debris in a yard, storage of commercial vehicles in a residential

zone, graffiti, dilapidated fences, and animal keeping in violation of city code. Violations of this chapter are enforced through Chapter 8.32 as a public nuisance.

3. An update of Chapter 8.40 addressing administrative citations. The purpose of this section is to provide an alternative method of enforcement of the Susanville Municipal Code, conditions imposed on permits, entitlements, and CEQA reviews, and the terms of City agreements made pursuant to the City's constitutional police power by levying fines through a citation process.

The primary changes to the chapter are the substitution of a hearing board (planning commission) rather than a hearing officer in order to ensure a neutral hearing body, defined late payment charges, and providing for a property assessment or lien for non-payment of citations related to real property.

4. A major revision to Chapter 8.32 which defines and addresses administrative remedies for public nuisances. The purpose of this chapter is to provide an administrative nuisance abatement process to enable the city to respond effectively to public nuisances in order to maintain and protect the public peace, safety, welfare and order and to provide security and protection to the community from harms and wrongdoings. This process makes available an alternative remedy to instituting a civil suit to enjoin public nuisances by authorizing the administrative body to impose orders and conditions to abate and halt public nuisances and when necessary allows the city to enter onto a property to abate the nuisance.

The primary changes to this chapter include changes to the definitions of public nuisances, a codified warning process, a faster enforcement/hearing procedure, and a provision whereby the city may obtain a warrant to enter onto property to clean up a nuisance with either the use of city personnel or by utilizing an outside contractor. The means to recover the cost for such a clean-up have been expanded to match the California government code and include liens, an assessment on the property tax bill, or personal debt. Provisions are included to allow the sale of the property to recover the costs, if necessary. The table below compares the existing enforcement process against the proposed process.

Current process	Proposed process
1. No formal advance warning notice	1. Any designated city official, i.e. building official, fire chief, etc. can initiate a process through a "notification of nuisance" letter.
2. A city department refers situation to city attorney	2. Property owner may be served personally by registered or certified mail at address listed on tax roll. A specified abatement period of not less than 10 days is given.
3. City attorney and city administrator must independently review and agree that a nuisance exists.	3. If abatement doesn't occur an administrative citation may be issued or "Notice of Intention to Abate" notice is issued to the property owner in the same manner as notification of nuisance letter, in addition notice is posted on the property.
4. City attorney issues a nuisance abatement cease and desist order with a compliance date.	4. The Notice of intention to Abate specifies an abatement date of not less than 10 days and sets a date for a public hearing with hearing board. The hearing date is at least 10 days after the abatement date.
5. Cease and desist order must be personally served on the property owner and delivered by mail to address on the tax roll for the property	5. The hearing board conducts a public hearing on the specified date and time in the Notice of Intention to Abate. The responsible party has the opportunity to dispute the

	nuisance.
6. If personal service is not completed, notice must be posted on property and published in the newspaper for 3 consecutive weeks	6. The hearing board, based on testimony, shall determine if a nuisance exists. Finding in the affirmative, a nuisance abatement order is issued which sets forth when the nuisance shall be abated and if not abated the city may abate and charge all costs associated with the abatement process also includes lien potential.
7. If compliance isn't obtained the city attorney requests that a hearing be set before the hearing board (planning commission)	7 Nuisance abatement order is formally served and posted on property
8. Notice of the hearing date and time must be personally served on the property owner. If personal service cannot be completed the same posting and three week newspaper process in step 6 must be used.	8. The order applies to the property for 1 year even if nuisance is abated. Should nuisance reappear or a different nuisance start, city can abate without further hearings.
9. The hearing board conducts a public hearing where the property owner may dispute the nuisance or ask for more time to comply	9. Hearing board order can be appealed to city council but all costs associated with appeal must be borne by appellant if upheld, a \$200 deposit is required.
10. The hearing board has two week to render a decision including findings.	10. There is a right of judicial review in superior court.
11. If the board finds that the nuisance exists and the property owner didn't have a valid reason for not complying a nuisance abatement order is issued with a new compliance date. The order may also require payment of administrative abatement costs along with penalties up to \$10,000. A payment date is set.	11. If abatement doesn't occur in the specified time city can obtain a warrant to enter on property to abate and charge costs to property owner.
12. If costs and penalties are not paid, a lien may be levied against the property. Interest may be charged.	12. Cost of abatement is reviewed by city council at a public hearing, property owner is notified of hearing. If upheld, a resolution is passed which identifies the property, responsible party, work done and costs. Resolution also acts as the lien document if recorded.
13. If compliance is obtained the city attorney files a report to the city clerk stating compliance has been achieved.	13 Costs can be recovered as lien against the property, special assessment on property taxes or personal debt.
14. There is a right of judicial review in superior court.	14. Property can be foreclosed on and sold to recover debt to city. Three year timeline for tax sale if a tax assessment is used
15. If administrative costs and penalties aren't paid within 90 days or challenged in court, a lien procedure shall be initiated.	
16. The finance manager prepares an accounting of costs and requests a hearing at with the hearing board. Notice of the hearing must be served in the must be served on the property owner.	
17. The hearing board conducts a public	

<p>hearing where the property owner can protest the lien and lien amount. The board can confirm, modify or discharge the amount of the lien.</p>	
<p>18. If the lien is confirmed by resolution of the board it is recorded as a judgment lien 30 days after the adoption of the resolution in the county recorder's office. Additional administrative charges may be included.</p>	
<p>19. There is no stated process to foreclose on the lien or mechanism to force the nuisance to be abated or property to be cleaned up.</p>	

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

**ACTION REQUESTED:** Staff is seeking direction from Council to proceed with the proposed amendments and future introduction, for discussion purposes, of amendments to the administrative citation chapter and public nuisance abatement chapter including possible a public workshop(s).

**ATTACHMENTS:** Draft Chapter 15.09 Vacant and Neglected Buildings  
Draft Chapter 8.52 Property Maintenance

## **Chapter 15.09 – NEGLECTED AND VACANT BUILDINGS**

### **15.09.010 - Findings**

The City Council finds and declares that vacant and/or neglected structures attract vagrants, gang members and criminals as prime locations to conduct illegal activities; that vacant and neglected structures which are improperly secured are vulnerable to being set on fire by unauthorized persons; that vacant and neglected structures are a blight and cause deterioration and instability in neighborhoods; that vacant and neglected structures invite the dumping of garbage and trash; and that vacant and neglected structures pose serious threats to the public's health and safety and therefore constitute public nuisances.

### **15.09.020 – Purpose**

The purpose of this chapter is to require that vacant dwellings and buildings within the incorporated limits of the City of Susanville are properly secured and boarded during periods of vacancy pursuant to a permit, and that dwellings and buildings which remain vacant and unoccupied for appreciable periods of time do not become public nuisances.

### **15.09.010 - Cumulative remedies.**

The remedies, penalties and other provisions of this chapter are cumulative to each other and to any other available under other city ordinances, state law, common law or equity, and nothing in this chapter shall be read, interpreted or construed in any manner so as to limit any existing right or power of the city to abate neglected vacant buildings.

### **15.09.020 - Neglected vacant building.**

A neglected vacant building is a building which is vacant and is not maintained in accordance with the provisions of this chapter.

### **15.09.030 - Vacant building.**

- A. "Vacant building" means any building or structure, or unit in a building or structure, which is unoccupied. The definition includes without limitation, buildings or structures of any nature intended for human habitation, occupation or use and includes manufactured housing or mobile homes.
- B. A building or structure, or unit in a building or structure, is not deemed to be vacant for purposes of this chapter if:
  - 1. Construction or alteration of the building, structure or unit is in progress pursuant to a valid, unexpired building permit
  - 2. The building or structure meets minimum building code standards, does not otherwise constitute a public nuisance, is ready for use or occupancy and is actively being offered for sale, lease or rent; or

3. The building or structure, including the premises on which it is located, does not otherwise constitute a public nuisance and is not likely to become a public nuisance because it is being actively maintained and monitored. Active maintenance and monitoring shall include:

- a. Maintenance of landscaping and plant materials in good condition;
- b. Maintenance of the exterior of the building or structure, including, but not limited to, its paint and finishes, in good condition;
- c. Regular removal of all exterior trash, debris and graffiti;
- d. Maintenance of the building or structure in continuing compliance with all applicable codes and regulations;
- e. Active prevention of all criminal activity on the premises, including, but not limited to, use and sale of controlled substances, prostitution and criminal street gang activity;

4. A building or structure, or unit in a building or structure, is not deemed to be vacant for purposes of this chapter if documentation is provided to the city showing that the property is subject to current litigation over insurance settlement for damages that caused the building to become vacant.

**15.09.040 - Compliance required.**

It is unlawful for any person who owns, controls, or is the responsible agent for a vacant building to maintain, or cause or permit the maintenance of the vacant building as a neglected vacant building or in a neglected condition.

15.09.050 - Neglected vacant building—Public nuisance.

A neglected vacant building is declared to be a public nuisance.

**15.09.060 - Structural and building standards.**

- A. All vacant buildings shall be maintained in a structurally sound condition.
- B. All electrical, natural gas, sanitary, and plumbing facilities shall be maintained in a condition which does not create a hazard to public health or safety.

**15.09.070 - Fire safety standards.**

- A. All vacant buildings shall be maintained in a manner which does not create an unreasonable risk of fire, including the removal of weeds, brush, vegetation, and debris which may constitute a fire hazard.
- B. No vacant building or portion thereof shall be used for the storage of hazardous, combustible or flammable liquids or other materials which would constitute a safety or fire hazard.
- C. Heating facilities maintained in accordance with applicable codes. If heating equipment in a vacant buildings is to be disabled fuel supply shall be removed or terminated in accordance with applicable codes and ordinances and the water supply to the building turned off to prevent burst water pipes in freezing weather conditions.

D. The street address of the building shall be posted and shall be visible from the street.

**15.09.080 - Security standards.**

A. All vacant buildings shall be maintained in a way which secures it from any unauthorized entry.

B. The owner or responsible agent of a vacant building which has remained unoccupied for a period of more than thirty days and which has suffered from vandalism, broken windows, broken doors or which had an unauthorized entry must provide security which is adequate to prevent further deterioration and/or unauthorized entry and must meet or exceed the following minimum standards or equivalent standards as determined by the City building official:

1. All windows and sliding doors shall provide resistance to entry equivalent to or greater than that of a solid sheet of three-eighths inch CCX plywood, cut to fit the opening, and securely nailed using 10D galvanized nails into the header, trimmer stud and sill, spaced not more than six inches on the center.
2. Doors and service openings or a stairway, landing, ramp, porch, roof or similarly accessible area shall provide resistance to entry equivalent to or greater than that of a closed solid core door one and three-eighths inches thick equipped with a one inch throw deadbolt with two and one half inches long # 8 screws in the strike-plate penetrating into the trimmer stud.
3. As an alternate to subsection B2 of this section and except as provided in subsection 4 of this section, exterior doors shall be secured from the interior of the building by toe nailing them to the door frame using 16D galvanized nails nailed at six inches on center penetrating into the trimmer stud.
4. There shall be at least one operable door into each building and into each unit of the building. If an existing door is operable, it may be used and secured with a suitable lock such as a hasp and padlock or a one-inch deadbolt or deadlatch with two and one-half inch long # 8 screws in the strike-plate penetrating into the trimmer stud.
5. All doors shall be kept locked. When a door cannot be made operable, a temporary replacement door shall be constructed of three-quarter inch CCX plywood and shall be secured as described in subsections B2 and 3 of this section.
6. All materials used to cover and secure window door or other openings shall be painted to match or complement the color of the main structure.

**15.09.090 - Debris removal.**

All vacant buildings including all adjoining yard areas shall be maintained free of debris, combustible materials, litter and garbage.

**15.09.110 - Appearance.**

- A. All vacant buildings must be maintained in a manner which minimizes the appearance of vacancy, including the prompt removal of graffiti.
- B. All exterior surfaces, including any boarded windows or doors shall be applied with sufficient paint, siding, stucco or other finish to weatherproof the vacant building and to create a sufficient appearance of repair. If the building is subject to an existing use permit all conditions related to maintenance of the exterior of the structure or parcel on which the building is located shall continue to be complied with including the maintenance of landscaping.
- C. The exterior of the vacant building property, including all landscaping, shall be kept in such condition as not to create the appearance of an unsecured, unoccupied structure or other hazard to public safety. Grasses and weeds shall be cut to a height not to exceed 6" and dead shrubs and trees removed.
- D. Signage and its support(s) that no longer relate to the activities in the building shall be removed from the site. Any remaining signage shall be maintained in a manner which minimizes the appearance of vacancy.

**15.09.120 - Violations.**

Any person violating the provisions of this chapter may be charged with either an infraction for each day such violation continues or with a misdemeanor.

**15.09.130 - Enforcement.**

Violations of this chapter may be abated as a public nuisance pursuant to Chapter 8.32 of this code and/or administrative citation(s) issued pursuant to Chapter 8.40 of this code.

## **Chapter 8.52 Property Maintenance**

### **8.52.010 Purpose and Intent of chapter.**

It is the purpose of this chapter to provide a just, equitable, and practical method, in addition to any other remedy available by law or equity, whereby lands or buildings which are dilapidated, unsafe, dangerous, unsanitary, cluttered with weeds and/or debris, abandoned vehicles, machinery or equipment, junk, trash, or are a menace, or hazard to life, limb, safety, health, morals, property values, aesthetic standards, or the general welfare of the city, may be required to be repaired, renovated, vacated, demolished, made safe, or cleaned up by removal of offensive conditions.

Additionally the purpose of this chapter is to provide minimum standards for the maintenance of property in the city. Where this chapter imposes a greater restriction upon property or structures thereon than is imposed or required by existing provisions of law, ordinance, contract or deed, the provisions of this chapter shall control. It is not intended by this chapter to repeal, abrogate, annul or in any way impair or interfere with existing provisions of other laws or ordinances or with private restrictions placed upon property by covenant, deed or other private agreement or with restrictive covenants running with the land to which the city is a party.

### **8.52.020 Responsibilities for property maintenance.**

Every owner, lessee, occupant or person having charge or control of buildings, structures or property within the city is required to maintain the buildings, structures or property in a manner so as not to violate the provisions of this chapter, and the owner, lessee, occupant or person having charge or control of the building, structure or property remains liable for violations hereof regardless of any contract or agreement with any third party regarding the same. The duty imposed by this section on an owner shall in no instance relieve those other persons referred to herein from the same duty.

### **8.52.030 Classification of nuisances.**

The following acts and conditions, when performed or existing upon any lot or parcel of land within the city, are declared to be unlawful and are defined as and declared to be public nuisances which are injurious or potentially injurious to the public health, safety and welfare, which have a tendency to degrade the appearance and property values of surrounding property and/or which cause damage to public rights-of-way:

- A. Structures or buildings, both permanent and temporary, or other lot improvements, which are subject to any of the following conditions:
  - 1. Faulty weather protection, including, but not limited to, the following:
    - a. Crumbling, cracked, missing, broken or loose exterior plaster, siding of any kind, roofs, foundations or floors;
    - b. Broken or missing windows or doors; and
    - c. Painted or unpainted surfaces suffering from dry rot, warping or termite infestation;

2. Building or structures which are under construction or rehabilitation and are not completed within a reasonable time or whose building permit for such construction or rehabilitation has expired;

3. Fences or walls which are in a hazardous condition, which are in disrepair or which hinder free access to public sidewalks or rights-of-way. All fencing including gates shall be maintained in sound condition free of damage, breaks, or missing structural members. Areas that are leaning, buckling, sagging, or deteriorating shall be repaired or replaced with material compatible with the undamaged portions of the fence. Where fencing has been painted and it shall be maintained and kept free of chipping, peeling, scaling or missing paint;

4. Substantial deterioration of porches, landings, patios, stairways or guardrails which, although not otherwise constituting an unsafe structure as defined in this code, are visible from public rights-of-way or neighboring properties and are injurious or potentially injurious to the public health, safety and welfare or have a tendency to degrade the appearance and property values of surrounding property;

5. Broken or defective decorative elements of a building, structure, parking lot or landscaped area which are injurious or potentially injurious to the public health, safety and welfare or have a tendency to degrade the appearance and property values of surrounding property;

6. Litter, debris or abandoned personal property scattered in the interior of a vacant or unoccupied building or structure in such a manner as to create a fire hazard, health hazard or other condition which is injurious or potentially injurious to public health, safety and welfare;

B. Vegetation, trees, landscaping or other plant materials which are subject to any of the following conditions:

1. Overgrown or in such a condition that they are or are likely to:

- a. Harbor rats, vermin or other vectors;
- b. Provide a harboring place for vagrants or other persons;
- c. Which encroaches into, over, or upon any public right-of-way, including, but not limited to, streets, alleys, or sidewalks, so as to constitute either a danger to the public safety or property or any impediment to public travel; or
- d. Be injurious to the public health, safety and welfare or have a tendency to depreciate the appearance and property values of surrounding properties;

2. Dead, decayed, diseased, hazardous or in such a condition that they are or are likely to:

- a. Be injurious to the public health, safety and welfare or have a tendency to depreciate the appearance and property values of surrounding properties;

- b. Create a fire hazard or health hazard;
- 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;
- D. Attractive nuisances, those objects which, by their nature and according to the law, may attract children or other curious individuals including, but not limited to, hazardous pools, ponds, iceboxes, refrigerators, neglected machinery, excavations, stagnant water or abandoned wells;
- E. Storage or scattering over any portion of the property of any of the following:
  - 1. Debris, rubbish, rubble, construction debris, litter or trash which is not stored in trash receptacles or which is scattered and blowing onto adjacent public or private property;

2. Abandoned, broken, wrecked, inoperable or discarded household or office furnishings, housewares, appliances, electronic equipment or devices, machines and tools or similar objects of equipment;
  3. Abandoned, broken, wrecked, inoperable or discarded personal effects, including, but not limited to, books, magazines, newspapers, papers, nicknacks, ornamental objects, clothing or similar articles;
  4. Outdoor storage of usable building materials for more than 180 days, except where construction or remodeling is occurring under a valid permit or as may be permitted by the zoning classification of the property. The material shall be stored in a neat and orderly manner so as not to create a health or fire hazard;
  5. Outdoor storage or scattering of cardboard, newspaper, magazines, scrap metal, tin, wire, aluminum, plastic or glass containers, except within approved refuse or recycling containers or as may be permitted by this code or the zoning classification of the property;
  6. Abandoned, inoperative, wrecked or dismantled vehicles or parts thereof in violation of Chapter 10.22 of this code;
  7. Outdoor storage or scattering of materials, equipment or other items on residentially used property which is not typically associated with such use, which is inconsistent with the zoning classification of the property and which creates a fire hazard or health hazard or which is otherwise injurious or potentially injurious to the public health, safety and welfare;
  8. Excessive accumulation of animal waste or the presence of any animal carcass.
- F. Packing boxes or similar storage containers which are stored in yards or unenclosed patios, porches, carports or storage units and which create a fire hazard or health hazard or which are otherwise injurious or potentially injurious to the public health, safety and welfare;
- G. Excessive accumulation of grease, oil or other residues on paved or unpaved surface areas open to the public or when such material flows or seeps onto any public street, sidewalk or public property;
- H. Storage or the parking of buses, tow trucks, dump trucks, grading equipment, tractors, commercial trailers or coaches or any other commercial vehicle over 25 feet long, 8 feet high or 90 inches wide in a residential zone. Parking of vehicles less than 25 feet in length shall be on a paved driveway if a paved driveway has been developed on the property or on an existing gravel driveway if the property was developed prior to the requirement for a paved driveway;

- I. To allow or permit graffiti to remain on any building, fence, wall, structure, sign or vehicle when visible to the public street, highway, right-of-way or public place for more than 1 week. For the purpose of this section, "**graffiti**" means any unauthorized inscription, word, figure, mark or design that is written, marked, etched, scratched, drawn or painted on any surface in violation of this code or other state or local law;
- J. Signs constructed, erected or maintained in violation of the provisions of Chapter 17.128 of this code or an applicable specific plan ordinance;
- K. Any device, decoration, design, fence or structure which, by reason of its condition or its location, is injurious or potentially injurious to the public health, safety and welfare or has a tendency to degrade the appearance and property values of surrounding property;
- L. Animals, livestock, poultry, insects, or bees kept, bred, or maintained for any purpose and in violation of this code or any other code adopted by this city.
- M. Maintenance of buildings, structures or premises in such condition as to be detrimental to the public health, safety or general welfare or in such manner as to constitute a public nuisance as defined by Cal. Civil Code § 3480 or other applicable law.

**8.52.040 Declaration of nuisance.**

Whenever the City Planner, City Building Official, City Fire Chief or any person designated by the City Administrator to enforce the codes of the City determines that a nuisance, as defined by section 8.52.030, exists on any building, structure or property located within the city, he or she shall utilize the process for abating public nuisances as contained in Chapter 8.32 of this code.