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

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

Susanville City Council
Regular Meeting ♦ City Council Chambers
August 16, 2017 – 6:00 p.m.

Call meeting to order

Roll call of Councilmembers present

Next Resolution No. 17-5411

Next Ordinance No. 17-1012

- 1 **APPROVAL OF AGENDA:** (Additions and/or Deletions)

- 2 **PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS** (if any): Any person may address the Council at this time upon any subject for discussion during Closed Session.

- 3 **CLOSED SESSION:**
 - A CONFERENCE WITH LABOR NEGOTIATORS – pursuant to Government Code Section §54957.6
 - 1 Agency Negotiator: Jared G. Hancock
 Bargaining Unit: Administrative
 Fire
 Miscellaneous
 Public Works
 SPOA

 - B CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION - Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2) regarding one (1) potential case

 - C PUBLIC EMPLOYMENT - Pursuant to Government Code section 54757: Public Employee Performance Evaluation: City Administrator

- 4 **RETURN TO OPEN SESSION:** (recess if necessary)
 - *Reconvene in open session at 7:00 p.m.*
 - *Pledge of allegiance*
 - *Report any changes to agenda*
 - *Report any action out of Closed Session*
 - *Moment of Silence or Thought for the Day: Councilmember Stafford*
 - *Proclamations, awards or presentations by the City Council:*

5 **BUSINESS FROM THE FLOOR:**

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

6 **CONSENT CALENDAR:**

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

A Approve minutes from the City Council's July 17 and July 19, 2017 meetings

B Approve vendor warrants numbered 101007 through 101102 for a total of \$1,087,902.49 including \$129,615.78 in payroll warrants

7 **PUBLIC HEARINGS:** No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

9 **NEW BUSINESS:**

A Consider approval of **Resolution No. 17-5408** authorizing utilization of 7114 Water Capital Improvement Funds for Project No. 17-03, Water Main Replacement on Main Street (SR36) from Weatherlow Avenue to Park Street in the City of Susanville

B Consider approval of **Resolution No. 17-5409** authorizing the Public Works Director to execute STIP project right-of-way certifications including language indemnifying Caltrans in the event that right-of-way is not clear as certified by City.

C Consider approval of **Resolution No. 17-5410** authorizing budget amendment for Honey Lake Valley Community Swimming Pool

D Consider approval of Fee Reduction for a Use Permit application submittal for an over-height fence

E Consider circulation of Request for Proposals (RFP) for vendor to provide banking services for the City of Susanville

F Consider approval of Susanville Municipal Airport 201 Air Fair on August 19, 2017 Sponsored by the Experimental Aircraft Association (EAA) Chapter #794

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

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

12 **CONTINUING BUSINESS:** No business.

13 **CITY ADMINISTRATOR'S REPORTS:**

A K-9 Program update

B Comprehensive Economic Development Strategy (CEDS) Discussion

14 **COUNCIL ITEMS:**

A AB1234 travel reports:

15 **ADJOURNMENT:**

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

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

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

I, Gwenna MacDonald, certify that I caused to be posted notice of the regular meeting scheduled for August 16, 2017 in the areas designated on August 11, 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: August 16, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Minutes of the City Council's July 17 and 19, 2017 meetings

PRESENTED BY: Gwenna MacDonald, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's July 17 and 19, 2017 meetings.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of City Council's July 17 and 19, 2017 meetings.

ATTACHMENTS: Minutes: July 17, 2017
July 19, 2017

SUSANVILLE CITY COUNCIL
Special Meeting Minutes
July 17, 2017 – 6:00 p.m.

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

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

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

1 APPROVAL OF THE AGENDA:

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve the agenda as submitted; motion carried unanimously. Ayes: Wilson, Stafford, Franco, Schuster and Garnier.

2 PUBLIC COMMENT: No comments.

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

- A CONFERENCE WITH LEGAL COUNSEL - Anticipated Litigation - Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2) regarding one (1) potential case

4 ADJOURNMENT:

The City Council reconvened in open session at 7:59 p.m. It was announced that there was no reportable action taken.

Meeting adjourned at 8:00 p.m.

Kathie Garnier, Mayor

Respectfully submitted by

Gwenna MacDonald, City Clerk

*Approved on:*_____

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
July 19, 2017– 6:00 p.m.

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

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

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

1 APPROVAL OF AGENDA:

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

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No business.

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

- A CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION– Significant exposure to litigation pursuant Government Code section 54956.9(d)(2) regarding one (1) potential case
- B CONFERENCE WITH LABOR NEGOTIATORS – pursuant to Government Code Section §54957.6

- 1 Agency Negotiator: Jared G. Hancock
 Bargaining Unit: Fire, SPOA

At 7:10 the City Council adjourned closed session.

4 RETURN TO OPEN SESSION:

At 7:11 p.m. the City Council reconvened in Open Session.

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

Mr. Hancock reported that prior to Closed Session, the City Council approved the agenda with no changes. The City Council met in closed session and there was direction given but no reportable action taken. The City Council voted to table one item for discussion until the next regular meeting.

5 BUSINESS FROM THE FLOOR:

Chris Cole requested information regarding the ongoing investigation related to the hiring of the Police Chief, asking for confirmation that the investigator is in no way affiliated with the City.

Jessica Ryan, City Attorney, responded that the investigation was still ongoing and no information could be shared at this time.

Mr. Cole stated that he was not asking for details regarding the investigation, just whether or not the process was conducted independently from the City. He stated that the investigation should be conducted by an

individual completely impartial to and in no way affiliated with the City. He has knowledge that the investigator was at one time represented by the attorney that the City is using for the case, and in his opinion that invalidates the whole investigation and the matter should be dropped. He asked if the investigation was solely related to the hiring of the Police Chief, and not an investigation of two members of the department.

Ms. Ryan responded that the question is definitely related to an on-going investigation and the City would not be providing a comment.

Mr. Cole stated that it was not necessary to respond because he already knows the answer, and alleges that the investigation has turned into a witch hunt against two officers who have spent 28 years and 20 years, respectfully, putting their lives on the line for the community. It has negatively affected many members of the law enforcement community and it needs to be dropped. He cautioned that the national news media is in town and is going to be getting involved. Mr. Cole asked if the City could guarantee the high moral standards and background of the Pool Director, and confirm that he has had no contact with the police department in the past 90 hours.

Ms. Ryan stated that the questions being asked are related to an ongoing investigation and asking for any comment regarding that investigation is compromising the due process and confidentiality that the individuals involved are entitled to. Anything related to personnel matters are also not going to be commented on. She requested that if the members of the public had any information that they believed to be related to the investigation, to please submit the comments to her attention in writing. Ms. Ryan informed those present that it is a very difficult situation when there is an ongoing investigation and the City and City personnel are not in a position to comment or talk about it or it harms the integrity of the process. The people who are interviewed or a part of the process are also advised not to comment, but they do not always follow that advice and it can be harmful when information is relayed about what is happening.

Mr. Cole responded that it is likely that there will be lawsuits coming that will easily bankrupt the City, and he urged the Council to take action to cease the investigation and save the City.

Denise Pickens stated that she has serious concerns regarding safety in the community. The criminal element is out of control and she no longer feels safe after dark in the parking lots at Walmart and Safeway. She said that the Police Department morale, wages, and resources are in a terrible state and now with the loss of two more officers it is just going to keep getting worse. Ms. Pickens addressed the Mayor directly and insisted on obtaining information regarding a matter unrelated to City business.

Mayor Garnier responded that she would not be providing any comments on the matter.

Stephen King local attorney, spoke regarding due process, and the justice system which is to consider an individual innocent until proven guilty.

Alexis Gold spoke regarding a family member who had been accused of wrong-doing, and the hardship it created for her family.

Keith Cordoba commented regarding issues related to crime and corruption in local government.

Chris Montgomery discussed the increase in crime in the community and the concerns related to a stronger focus on public safety. The use of drugs among the youth is increasing every day, and law enforcement

should be the priority for the City. The neighborhood watch groups are great but it takes everyone in the community working together.

Mayor pro tem Franco stated that at every meeting this is a recurring concern and he urged staff to start a dialog with the community, with other safety groups and agencies, and start moving forward to take the community back. He agreed that it would have to be a community effort.

Chris Montgomery thanked Mayor pro tem Franco for his comments, adding that it is frustrating that the criminals keep getting picked up and then they can't keep them in jail. He stated that he thinks the community pool is a great thing and his kids love it, but people are angry when they see that the City can build a pool, but their stuff keeps getting stolen because crime is out of hand.

Jessica Ryan requested that the members present who have concerns and questions to write those down, and submit to the City in writing so that they can be addressed and responded to. It takes a group effort in the community and everyone is a part of it, but working together can only happen through good communication and collaboration.

Mike Pickens commented that with great power comes great responsibility and an obligation to have great integrity.

Nicholas McBride spoke regarding economic development issues and the regional plan that was developed by the Lassen Economic Development Council. He and Councilmember Wilson were very active and involved in that process as the council representatives, and he urged the City to adopt the document as its regional plan. It was developed through input from numerous business owners and community leaders, and bringing more positive growth and businesses into the community is an important part of reducing crime.

Mayor pro tem Franco stated that he works for the Forest Service and he sees the challenges that are created through budget cuts, retirements, and general attrition that the lack of resources brings about a situation where the local agencies have to work together because no one group can solve the problems alone. It is a good time to move forward and keep the pressure on the criminal activity and send the message to them that Susanville is no longer going to be a comfortable place for them to engage in the behavior.

Mayor Garnier thanked everyone present for their comments.

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

- A Approve minutes from the City Council's June 7, 2017 meeting
- B Approve vendor warrants numbered 100749 through 100877 for a total of \$771,235.59 including \$112,210.86 in payroll warrants
- C Receive and file Monthly Finance Report: June 2017

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

7 **PUBLIC HEARINGS:**

7A **Consider approval of Resolution No. 17-5384 establishing and adopting Schedules of Fees for Services previously Resolution No. 17-5368** Ms. Savage explained that the City Council considered and adopted the 2017-2018 Schedule of Fees for Services at the May 17, 2017 meeting by Resolution No.

17-5368. The adoption of the Property Maintenance ordinance which established a Vacant Neglected Building Monitoring Program through the approval of Ordinance No. 17-1011 in June 2017 included a fee associated with vacant buildings. It is necessary to revise the previously adopted Fee Schedule to include the \$1,000 fee that is required to include a property in the vacant building program, per the terms set forth in the ordinance. Ms. Savage concluded that this was the only change to the Schedule of Fees.

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

There being no comments, the public hearing was closed at 7:58 p.m.

Motion by Mayor pro tem Franco, second by Councilmember Wilson, to approve Resolution No. 17-5384; motion carried unanimously. Ayes: Franco, Wilson, Stafford, Schuster and Garnier.

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

9 **NEW BUSINESS:**

9A Consider request to allow the sale of alcoholic beverages concessions at the Diamond Mountain Golf Course Club House on August 19, 2017 and authorizing the Susanville Sunrise Rotary to obtain appropriate licensing Mr. Hancock explained that the City received a request from the Susanville Basque Club to conduct an alcoholic beverage sale at the Diamond Mountain Golf Course. The Club hosts a Picon Open Golf Tournament, which is scheduled for August 19, 2017 and Sunrise Rotary will be providing the alcohol concession at the event. City Council approval is required for the application process through the Department of Alcoholic Beverage Control. Mr. Hancock invited a representative from the Susanville Basque Club to speak.

Michelle Zubillaga discussed the tournament, and explained that the proceeds are used to fund academic scholarships for graduating high school seniors. The scholarships are not restricted to students of Basque heritage, and the Club is always looking for ways to raise money and share the Basque culture with the community. They are partnering with the Susanville Sunrise Rotary, as the club has a lot of experience with fund raising projects in the community.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to authorize the sale of Alcoholic Beverages for the event; motion carried unanimously. Ayes: Franco, Schuster, Wilson, Stafford and Garnier.

Councilmember Wilson announced that he would be recusing himself from consideration of the following item because the request is from one of his customers, and he exited the Council chambers.

9B Consider fee waiver request for use of Memorial Park for Art in the Park events, July 11 – August 15, 2017 Mr. Hancock reported that the City has received a request to waive fees for the use of Memorial Park for six days in July through August 15, 2017. Ms. Rhoda Ede-Weber is a local business owner and CEO of the newly-formed Amy's Corner. She is offering art projects for the community's children to be held in the picnic area of Memorial Park. She has received a lot of interest for the classes and wants to allow as many children as possible to participate and keeping the costs down will allow her to reduce the charges for each child. She has requested City Council support by either waiving or reducing the daily park use fee of \$59.00. The total unearned revenue for the event would be \$354.00.

Mayor Garnier commented that the event is benefiting the youth in the community and that is a good thing.

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to authorize a full waiver of the park use fees in the amount of \$354.00; motion carried. Ayes: Franco, Stafford, Schuster and Garnier. Abstain: Wilson.

Councilmember Wilson returned to the Council chambers.

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

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

12 **CONTINUING BUSINESS:** No business.

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

14 **COUNCIL ITEMS:**

14A **AB1234 travel reports:**

Mayor pro tem Franco stated that the City needs to open a dialog with the community regarding crime. The opinions expressed at the pas several meetings have been a reflection of the sentiment of the people and it is important to take the first step and listen to new ideas, explore new funding options, and really move forward to address the issues of crime in Susanville. Anyone with drug or criminal ties needs to become very uncomfortable with living here and take their illegal activity elsewhere. He requested that the matter be kept at the forefront of discussions.

Stephen King, local attorney, thanked the Police and Fire personnel for their actions during the recent fire event at his building.

Mayor Garnier stated that there has recently been a van parked in front of Memorial Park, and that she drives by twice a day, sometimes three, and it appears that someone is living out of it. She requested that the police department follow up.

15 **ADJOURNMENT:**

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

Meeting adjourned at 8:18 p.m.

Respectfully submitted by

Kathie Garnier, Mayor

Gwenna MacDonald, City Clerk

Approved on: _____

Reviewed by: DS City Administrator
 City Attorney

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

Submitted by: Deborah Savage, Finance Manager

Action Date: August 16, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Vendor and Payroll Warrants

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Warrants dated July 22, 2017 through August 4, 2017 numbered 101007 through 101102.

FISCAL IMPACT: Accounts Payable vendor warrants totaling \$ 958,286.71 plus \$ 129,615.78 in payroll warrants, for a total of \$ 1,087,902.49.

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
07/17	07/27/2017	101009	9027		REFUND GAS DEPOSIT	103056806618	1	7401-2228-000	DEPOSITS-CUSTOMER	179.00	179.00
Total 103056806618:											
07/17	07/27/2017	101010	1564	AMERICAN PUBLIC WOR	MEMBERSHIP DUES 9/1/17-8/31	656204 061217	1	7620-1430-105	PRE-PAID OTHER	33.32	33.32
07/17	07/27/2017	101010	1564	AMERICAN PUBLIC WOR	MEMBERSHIP DUES 9/1/17-8/31	656204 061217	2	7620-430-10-48	DUES AND MEMBERSHIPS	166.68	166.68
Total 656204 061217:											
07/17	07/27/2017	101011	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	635423234	1	7620-430-10-44	LINEN SERVICE	27.75	27.75
Total 635423234:											
07/17	07/27/2017	101011	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	635423235	1	7401-430-62-44	LINEN SERVICES	51.84	51.84
Total 635423235:											
07/17	07/27/2017	101011	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	635423236	1	2007-431-20-44	LINEN SERVICE	50.26	50.26
Total 635423236:											
07/17	07/27/2017	101011	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	635423237	1	7620-430-10-44	LINEN SERVICE	38.26	38.26
Total 635423237:											
07/17	07/27/2017	101011	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES - PW	6354373901	1	7620-430-10-44	LINEN SERVICE	27.75	27.75
Total 6354373901:											
07/17	07/27/2017	101011	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	635437391	1	7401-430-62-44	LINEN SERVICES	51.84	51.84
Total 635437391:											
07/17	07/27/2017	101011	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	635437392	1	2007-431-20-44	LINEN SERVICE	50.26	50.26

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 635437392:											
07/17	07/27/2017	101011	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	635437393	1	7620-430-10-44	LINEN SERVICE	28.27	28.27
Total 635437393:											
07/17	07/27/2017	101012	927	BAXTER AUTO PARTS IN	SUPPLES-FD	320185729	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	11.72	11.72
Total 320185729:											
07/17	07/27/2017	101013	76	BILLINGTON ACE HARD	SUPPLIES- GAS	389293	1	7401-430-62-46	SUPPLIES-GENERAL	15.43	15.43
Total 389293:											
07/17	07/27/2017	101013	76	BILLINGTON ACE HARD	SUPPLIES-WATER	389661	1	7110-430-42-46	SUPPLIES-GENERAL	24.10	24.10
Total 389661:											
07/17	07/27/2017	101013	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	389898	1	2007-431-20-46	SUPPLIES-GENERAL	9.26	9.26
Total 389898:											
07/17	07/27/2017	101013	76	BILLINGTON ACE HARD	SUPPLIES- GAS	389954	1	7401-430-62-46	SUPPLIES-GENERAL	16.86	16.86
Total 389954:											
07/17	07/27/2017	101013	76	BILLINGTON ACE HARD	SUPPLIES- GAS	389970	1	7401-430-62-46	SUPPLIES-GENERAL	2.40	2.40
Total 389970:											
07/17	07/27/2017	101013	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	389971	1	2007-431-20-46	SUPPLIES-GENERAL	18.33	18.33
Total 389971:											
07/17	07/27/2017	101013	76	BILLINGTON ACE HARD	SUPPLIES-WATER	390097	1	7110-430-42-46	SUPPLIES-GENERAL	3.85	3.85
Total 390097:											

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
07/17	07/27/2017	101013	76	BILLINGTON ACE HARD	SUPPLIES- GAS	390179	1	7401-430-62-46	SUPPLIES-GENERAL	17.20	17.20
Total 390179:											
07/17	07/27/2017	101013	76	BILLINGTON ACE HARD	SUPPLIES-GAS	390229	1	7401-430-62-46	SUPPLIES-GENERAL	17.20	17.20
Total 390229:											
07/17	07/27/2017	101014	8923	BLACH DISTRIBUTING LL	SUPPLIES- PROSHOP	91026274	1	7530-451-55-46	SUPPLIES - GENERAL	92.30	92.30
Total 91026274:											
07/17	07/27/2017	101014	8923	BLACH DISTRIBUTING LL	SUPPLIES-PRO SHOP G.C	91026501	1	7530-451-55-46	SUPPLIES - GENERAL	327.80	327.80
Total 91026501:											
07/17	07/27/2017	101015	1351	CEB	CA MUNICIPAL LAW HANDBOO	10661148	1	1000-411-40-46	BOOKS AND PERIODICALS	812.63	812.63
Total 10661148:											
07/17	07/27/2017	101015	1351	CEB	MUNICIPAL LAW HANDBOOKS	1066148	1	1000-411-40-46	BOOKS AND PERIODICALS	406.31	406.31
Total 1066148:											
07/17	07/27/2017	101016	9030	CHEMICAL SAFETY TRAI	MODULE 1A	17-024	1	1000-422-29-45	TRAINING	30,000.00	30,000.00
Total 17-024:											
07/17	07/27/2017	101016	9030	CHEMICAL SAFETY TRAI	MODULE 1B	17-025	1	1000-422-29-45	TRAINING	30,000.00	30,000.00
Total 17-025:											
07/17	07/27/2017	101017	1358	CLASSIC GOLF CAR INC.	BLADE CONNECTOR- GC	2312	1	7530-451-56-44	REPAIR & MAINTENANCE MISC	45.36	45.36
Total 2312:											
07/17	07/27/2017	101018	174	DATEMA, STEVEN K.	AIRPORT MANAGER 8/1/17 - 6/3	072617	1	7201-430-81-43	TECHNICAL SVCS	1,938.43	1,938.43

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 072617:											
07/17	07/27/2017	101019	194	DIAMOND SAW SHOP IN	MIX OIL- GC	15646	1	7530-451-52-46	SUPPLIES-GENERAL	16.50	16.50
07/17	07/27/2017	101019	194	DIAMOND SAW SHOP IN	MIX OIL- GC	15646	2	7530-451-52-44	REPAIR & MAINTENANCE - MIS	43.80	43.80
Total 15646:											
07/17	07/27/2017	101020	1260	DIRECTV INC	CABLE-GC	31913062083	1	7530-451-52-45	COMMUNICATIONS	182.96	182.96
Total 31913062083:											
07/17	07/27/2017	101021	198	DITCH WITCH EQUIPMEN	SUPPLIES- GAS	229242	1	7401-430-62-46	SUPPLIES-GENERAL	10.13	10.13
Total 229242:											
07/17	07/27/2017	101021	198	DITCH WITCH EQUIPMEN	SUPPLIES- WATER	229262	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	215.94	215.94
Total 229262:											
07/17	07/27/2017	101021	198	DITCH WITCH EQUIPMEN	SUPPLIES- GAS	229312	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	17.65	17.65
Total 229312:											
07/17	07/27/2017	101022	208		REIM HEALTH INSURANCE JUN	063017	1	7610-2239-006	RETIREE SICK LEAVE BANK PA	639.12	639.12
Total 063017:											
07/17	07/27/2017	101023	219	ED STAUB & SONS PETR	200 GAL DIESEL-GC	S16321	1	7530-451-52-46	GASOLINE	506.78	506.78
Total S16321:											
07/17	07/27/2017	101023	219	ED STAUB & SONS PETR	100 GAL GAS-GC	S16376	1	7530-451-52-46	GASOLINE	287.13	287.13
Total S16376:											
07/17	07/27/2017	101024	241	FEATHER PUBLISHING C	ADVERTISEMENT WEED ABATE	1332446	1	1000-425-20-45	ADVERTISING	117.60	117.60

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 1332446:											
07/17	07/27/2017	101024	241	FEATHER PUBLISHING C	ADVERTISMENT WEED ABATE	1334195	1	1000-425-20-45	ADVERTISING	117.60	117.60
Total 1334195:											
07/17	07/27/2017	101024	241	FEATHER PUBLISHING C	ADVERTISMENT FIREWORK SA	1334236	1	1000-425-20-45	ADVERTISING	154.35	154.35
Total 1334236:											
07/17	07/27/2017	101024	241	FEATHER PUBLISHING C	EMPLOYMENT AD FIRE CAPTAL	1334958	1	1000-422-10-45	ADVERTISING	100.75	100.75
Total 1334958:											
07/17	07/27/2017	101024	241	FEATHER PUBLISHING C	ADVERTISMENT FIREWORK SA	1336146	1	1000-425-20-45	ADVERTISING	154.35	154.35
Total 1336146:											
07/17	07/27/2017	101025	243	FEDEX	POSTAGE-GAS	4423377372	1	7401-430-62-46	POSTAGE	126.00	126.00
Total 4423377372:											
07/17	07/27/2017	101026	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	774145A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00
Total 774145A:											
07/17	07/27/2017	101026	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	774583A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00
Total 774583A:											
07/17	07/27/2017	101027	257	FOREST OFFICE EQUIP	FLYER PAPER-BUILD	772	1	1000-422-10-45	ADVERTISING	340.41	340.41
Total 772:											
07/17	07/27/2017	101028	265	FRONTIER	257-0315 AWOS AIRPORT	0315 071517	1	7201-430-81-45	COMMUNICATIONS	45.01	45.01
Total 0315 071517:											

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
07/17	07/27/2017	101028	265	FRONTIER	257-1182 NAT GAS TELEMETRY	1182 071017	1	7401-430-62-45	COMMUNICATIONS	36.98	36.98
Total 1182 071017:											
07/17	07/27/2017	101028	265	FRONTIER	252-1182 SCADA - WATER	1182 071017	1	7110-430-42-45	COMMUNICATIONS	331.53	331.53
Total 1182 071017:											
07/17	07/27/2017	101028	265	FRONTIER	252-4247 LASSEN CO AIR POLL	4247 071017	1	7620-430-11-45	COMMUNICATIONS	347.34	347.34
Total 4247 071017:											
07/17	07/27/2017	101028	265	FRONTIER	257-4725 CITY HALL FAX	4725 071517	1	1000-419-10-45	COMMUNICATIONS	37.58	37.58
07/17	07/27/2017	101028	265	FRONTIER	257-4725 CITY HALL FAX	4725 071517	2	1000-417-10-45	COMMUNICATIONS	37.57	37.57
Total 4725 071517:											
07/17	07/27/2017	101028	265	FRONTIER	257-5603 POLICE	5603 071017	1	1000-421-10-45	COMMUNICATIONS	887.65	887.65
Total 5603 071017:											
07/17	07/27/2017	101029	9029	HONEY LAKE VALLEY RE	POOL CREDIT CARD DEPOSIT	072617	1	1000-2228-005	DEPOSITS PAYABLE - HLVRA	23,503.55	23,503.55
Total 072617:											
07/17	07/27/2017	101030	335	J.W. WOOD CO INC	SUPPLIES- GC	S098976	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	89.00	89.00
Total S098976:											
07/17	07/27/2017	101031	1504	JESSICA RYAN	PROFESSIONAL SERVICES 7/1/	071817	1	1000-412-10-43	PROFESSIONAL SVCS	4,028.00	4,028.00
Total 071817:											
07/17	07/27/2017	101032	411	LASSEN MOTOR PARTS	SUPPLIES- GC	284231	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	3.60	3.60
Total 284231:											
07/17	07/27/2017	101032	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	284401	1	7110-430-42-44	REPAIR AND MAINTENANCE-MI	71.35	71.35

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 284401:											
07/17	07/27/2017	101032	411	LASSEN MOTOR PARTS	SUPPLIES-FD	284465	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	71.35	71.35
Total 284465:											
07/17	07/27/2017	101032	411	LASSEN MOTOR PARTS	CREDIT-FD	284472	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	101.93	101.93
Total 284472:											
07/17	07/27/2017	101032	411	LASSEN MOTOR PARTS	SUPPLIES-FD	284589	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	137.41	137.41
Total 284589:											
07/17	07/27/2017	101032	411	LASSEN MOTOR PARTS	SUPPLIES-GC	284691	1	7530-451-52-46	ELECTRICITY	14.99	14.99
Total 284691:											
07/17	07/27/2017	101033	425	LES SCHWAB TIRE CENT	2 TIRE MOUNT #178-GAS	60400198839	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	255.65	255.65
Total 60400198839:											
07/17	07/27/2017	101034	437	LMUD	JOHNSTONVILLE RD SPRINKLE	10262 071917	1	1000-452-30-46	ELECTRICITY	27.37	27.37
07/17	07/27/2017	101034	437	LMUD	JOHNSTONVILLE RD SPRINKLE	10262 071917	2	1000-452-30-46	ELECTRICITY	13.12	13.12
Total 10262 071917:											
07/17	07/27/2017	101034	437	LMUD	STREET LIGHTS	14039 070717	1	2007-431-60-46	ELECTRICITY	190.13	190.13
Total 14039 070717:											
07/17	07/27/2017	101034	437	LMUD	STREET LIGHTS	14041 070717	1	2007-431-60-46	ELECTRICITY	3,528.33	3,528.33
Total 14041 070717:											
07/17	07/27/2017	101034	437	LMUD	S GAY ST LIGHTS-STREETS	24323 070717	1	2007-431-60-46	ELECTRICITY	29.88	29.88

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 24323 070717:											
07/17	07/27/2017	101034	437	LMUD	STREET LIGHTS	2467 070717	1	2007-431-60-46	ELECTRICITY	29.88	29.88
Total 2467 070717:											
07/17	07/27/2017	101034	437	LMUD	SKYLINE DR WELL 4-WATER	29931 071317	1	7110-430-42-46	ELECTRICITY	1,052.14	1,052.14
Total 29931 071317:											
07/17	07/27/2017	101034	437	LMUD	HARRIS DR & HWY 36-WATER	30658 070717	1	7110-430-42-46	ELECTRICITY	467.49	467.49
Total 30658 070717:											
07/17	07/27/2017	101034	437	LMUD	UPTOWN DECOR LIGHTS-STRE	43511 070717	1	2007-431-60-46	ELECTRICITY	215.07	215.07
Total 43511 070717:											
07/17	07/27/2017	101034	437	LMUD	N PINE & COOK - SCADA-WATE	44153 070717	1	7110-430-42-46	ELECTRICITY	23.35	23.35
Total 44153 070717:											
07/17	07/27/2017	101034	437	LMUD	GLENN & CHERRY TR - SCADA-	44298 071317	1	7110-430-42-46	ELECTRICITY	24.80	24.80
Total 44298 071317:											
07/17	07/27/2017	101034	437	LMUD	PAIUTE LN SCADA-WATER	44316 071317	1	7110-430-42-46	ELECTRICITY	22.62	22.62
Total 44316 071317:											
07/17	07/27/2017	101034	437	LMUD	BAGWELL SPRINGS - SCADA-W	45542 071317	1	7110-430-42-46	ELECTRICITY	54.00	54.00
Total 45542 071317:											
07/17	07/27/2017	101034	437	LMUD	QUARRY ST LIGHTS-STREETS	49500 070717	1	2007-431-60-46	ELECTRICITY	58.49	58.49
Total 49500 070717:											

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
07/17	07/27/2017	101034	437	LMUD	MAIN & FOSS SIGNAL LIGHTS-	49501 070717	1	2007-431-60-46	ELECTRICITY	145.38	145.38
Total 49501 070717:											
07/17	07/27/2017	101034	437	LMUD	GEO PUMP #1	9297 070717	1	7301-430-52-46	ELECTRICITY	1,469.01	1,469.01
Total 9297 070717:											
07/17	07/27/2017	101035	1508	MAIN STREET LUBE	OIL & FILTER #94-PD	11044	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	52.21	52.21
Total 11044:											
07/17	07/27/2017	101035	1508	MAIN STREET LUBE	OIL & FILTER-WATER	11230	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	53.82	53.82
Total 11230:											
07/17	07/27/2017	101036	8909	PELZER GOLF SUPP	TEES- GC	7-17292	1	7530-451-55-46	SUPPLIES - GENERAL	121.20	121.20
Total 7-17292:											
07/17	07/27/2017	101037	563	POULSEN WELDING SHO	REPAIRS- STREETS	3268	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	67.79	67.79
Total 3268:											
07/17	07/27/2017	101038	572	QUILL CORPORATION	OFFICE SUPPLIES-PW	8008733	1	7620-430-10-46	SUPPLIES-GENERAL	46.60	46.60
Total 8008733:											
07/17	07/27/2017	101038	572	QUILL CORPORATION	OFFICE SUPPLIES-PW	8046415	1	7620-430-10-46	SUPPLIES-GENERAL	13.93	13.93
Total 8046415:											
07/17	07/27/2017	101038	572	QUILL CORPORATION	OFFICE SUPPLIES-POOL	8187532	1	1000-452-23-46	SUPPLIES GENERAL	20.36	20.36
Total 8187532:											
07/17	07/27/2017	101038	572	QUILL CORPORATION	OFFICE SUPPLIES-FIRE	8408978	1	1000-422-10-46	SUPPLIES-GENERAL	356.58	356.58

CITY OF SUSANVILLE

Check Register - Payments by Vendor
Check Issue Dates: 7/27/2017 - 7/28/2017

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 8408978:											
07/17	07/27/2017	101038	572	QUILL CORPORATION	OFFICE SUPPLIES-FIRE	8471071	1	1000-422-10-46	SUPPLIES-GENERAL	356.58	356.58
Total 8471071:											
07/17	07/27/2017	101039	582	RAY MORGAN CO INC	COPIER 6/17-PD	1666817	1	1000-421-10-44	RENT & LEASES EQUIP & VEHI	333.00	333.00
07/17	07/27/2017	101039	582	RAY MORGAN CO INC	DOWN & UPSTAIRS COPIER-6/1	1666817	2	1000-417-10-44	RENT & LEASES EQUIP & VEHI	2,049.41	2,049.41
Total 1666817:											
07/17	07/27/2017	101040	1368	SCHMIDT EQUIP. REPAI	CHP 108 INSPECTION-WATER	2849	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	150.00	150.00
Total 2849:											
07/17	07/27/2017	101040	1368	SCHMIDT EQUIP. REPAI	CHP 108 INSPECTION-STREET	2850	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	150.00	150.00
Total 2850:											
07/17	07/27/2017	101040	1368	SCHMIDT EQUIP. REPAI	CHP 108 INSPECTION-STREET	2851	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	150.00	150.00
Total 2851:											
07/17	07/27/2017	101040	1368	SCHMIDT EQUIP. REPAI	CHP 108 INSPECTION-STREET	2852	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	150.00	150.00
Total 2852:											
07/17	07/27/2017	101040	1368	SCHMIDT EQUIP. REPAI	CHP 108 INSPECTION-STREET	2853	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	150.00	150.00
Total 2853:											
07/17	07/27/2017	101041	1076	SIERRA COFFEE AND BE	BOTTLED WATER-PW	48164	1	7620-430-10-46	SUPPLIES-GENERAL	20.15	20.15
Total 48164:											
07/17	07/27/2017	101042	712	TNS TRUCKING CO	BASE ROCK & SAND-GAS	2877	1	7401-430-62-46	SUPPLIES-GENERAL	468.15	468.15
07/17	07/27/2017	101042	712	TNS TRUCKING CO	BASE ROCK & SAND-WATER	2877	2	7110-430-42-46	SUPPLIES-GENERAL	468.14	468.14

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 2877:											
07/17	07/27/2017	101042	712	TNS TRUCKING CO	CEMENT-WATER	2885	1	7110-430-42-46	SUPPLIES-GENERAL	936.29	936.29
Total 2885:											
07/17	07/27/2017	101043	737	UNITED RENTALS INC	SUPPLIES-GAS	148439124-001	1	7401-430-62-47	MACHINERY & EQUIPMENT	174.96	174.96
Total 148439124-001:											
07/17	07/27/2017	101043	737	UNITED RENTALS INC	SUPPLIES-GAS	148439759-001	1	7401-430-62-47	MACHINERY & EQUIPMENT	1,581.94	1,581.94
Total 148439759-001:											
07/17	07/28/2017	101048	8775		TR EX PLEASANTON CA 7/31/17	072817	1	1000-421-10-45	TRAINING	310.50	310.50
Total 072817:											
07/17	07/27/2017	101044	8960		REIM PARK FEE	072117	1	1000-452-20-36	RENT-CITY PARKS	354.00	354.00
Total 072117:											
07/17	07/27/2017	101045	770	WESTERN NEVADA SUP	SUPPLIES- WATER	67051505	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	11.48	11.48
Total 67051505:											
07/17	07/27/2017	101045	770	WESTERN NEVADA SUP	SUPPLIES - GAS	67062360	1	7401-430-62-46	SUPPLIES-GENERAL	497.80	497.80
Total 67062360:											
07/17	07/27/2017	101045	770	WESTERN NEVADA SUP	SUPPLIES- WATER	67077643	1	7110-430-42-46	SUPPLIES-GENERAL	300.30	300.30
Total 67077643:											
07/17	07/27/2017	101045	770	WESTERN NEVADA SUP	SUPPLIES- WATER	67083905	1	7110-430-42-46	SUPPLIES-GENERAL	33.94	33.94
Total 67083905:											

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
07/17	07/27/2017	101045	770	WESTERN NEVADA SUP	SUPPLIES- GAS	67086448	1	7401-430-62-46	SUPPLIES-GENERAL	105.64	105.64
Total 67086448:											
07/17	07/27/2017	101045	770	WESTERN NEVADA SUP	SUPPLIES-PW	67087091	1	7620-430-10-46	SUPPLIES-GENERAL	73.91	73.91
Total 67087091:											
07/17	07/27/2017	101045	770	WESTERN NEVADA SUP	CREDIT- GAS	CM67046347	1	7401-430-62-46	SUPPLIES-GENERAL	1.93-	1.93-
Total CM67046347:											
07/17	07/27/2017	101046	1198	WESTWOOD SANITATIO	TRAILER UNIT 5/24-6/16-PW	A-51066	1	7620-430-10-43	PROFESSIONAL SVCS	38.24	38.24
07/17	07/27/2017	101046	1198	WESTWOOD SANITATIO	TRAILER UNIT 5/24-6/16-PARKS	A-51066	2	1000-452-20-43	TECHNICAL SVCS	98.08	98.08
07/17	07/27/2017	101046	1198	WESTWOOD SANITATIO	TRAILER UNIT 5/24-6/16-POOL	A-51066	3	1000-452-23-46	SUPPLIES GENERAL	29.92	29.92
Total A-51066:											
07/17	07/27/2017	101047	9028		REFUND WATER DEPOSIT	10414550008	1	7110-2228-000	DEPOSITS-CUSTOMER	21.72	21.72
Total 10414550008:											
Grand Totals:										115,770.23	115,770.23

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	
07/17	07/28/2017	101048	8775		TR EX PLEASANTON CA 7/31/17	072817	1	1000-421-10-45	TRAINING	310.50	310.50	
Total 072817:											310.50	310.50
Grand Totals:											310.50	310.50

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
07/17	07/31/2017	101049	728	U S POSTMASTER	UB BILLING GAS	073117	1	7401-430-62-46	POSTAGE	272.47	272.47
07/17	07/31/2017	101049	728	U S POSTMASTER	UB BILLING WATER	073117	2	7110-430-42-46	POSTAGE	528.91	528.91
Total 073117:										801.38	801.38
Grand Totals:										801.38	801.38

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
08/17	08/03/2017	101062	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9946275651	1	7401-430-62-46	SUPPLIES-GENERAL	43.80	43.80
08/17	08/03/2017	101062	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9946275651	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	87.52	87.52
08/17	08/03/2017	101062	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9946275651	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	68.39	68.39
08/17	08/03/2017	101062	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9946275651	4	7110-430-42-46	SUPPLIES-GENERAL	51.00	51.00
08/17	08/03/2017	101062	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9946275651	5	7110-430-42-44	REPAIR AND MAINTENANCE-V	117.66	117.66
Total 9946275651:											
08/17	08/03/2017	101063	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER-FIR	07-282	1	1000-422-10-43	TECHNICAL SVCS	450.23	450.23
Total 07-282:											
08/17	08/03/2017	101063	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER-PAR	07-283	1	1000-452-21-43	TECHNICAL SVCS	165.62	165.62
Total 07-283:											
08/17	08/03/2017	101063	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER-CITY	07-284	1	1000-417-10-44	FACILITY - REPAIR & MAINTEN	158.71	158.71
Total 07-284:											
08/17	08/03/2017	101063	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER-MUS	07-285	1	1000-417-10-44	FACILITY - REPAIR & MAINTEN	65.86	65.86
Total 07-285:											
08/17	08/03/2017	101063	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER-GC	17-287	1	7530-451-52-44	REPAIR & MAINT - BUILDING	125.45	125.45
Total 17-287:											
08/17	08/03/2017	101064	1231	ASBURY ENVIRONMENT	SUPPLIES-STREETS	1500-00210621	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	33.51	33.51
08/17	08/03/2017	101064	1231	ASBURY ENVIRONMENT	SUPPLIES-GAS	1500-00210621	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	43.18	43.18
08/17	08/03/2017	101064	1231	ASBURY ENVIRONMENT	SUPPLIES-WATER	1500-00210621	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	57.37	57.37
Total 1500-00210621:											
08/17	08/03/2017	101064	1231	ASBURY ENVIRONMENT	SUPPLIES-STREETS	1500-00210699	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	213.79	213.79

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
08/17	08/03/2017	101064	1231	ASBURY ENVIRONMENT	SUPPLIES-GAS	1500-00210699	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	275.38	275.38
08/17	08/03/2017	101064	1231	ASBURY ENVIRONMENT	SUPPLIES-WATER	1500-00210699	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	366.01	366.01
Total 1500-00210699:											
08/17	08/03/2017	101065	8943	BANNER HEALTH	FIREFIGHTER PHYSICAL	073117	1	1000-422-10-43	PROFESSIONAL SVCS	147.00	147.00
Total 073117:											
08/17	08/03/2017	101066	66	BEAMS MD INC, JAY M	DMV PHYSICAL-GAS	1825A8595	1	7401-430-62-43	PROFESSIONAL SVCS	150.00	150.00
Total 1825A8595:											
08/17	08/03/2017	101067	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	390082	1	2007-431-20-46	SUPPLIES-GENERAL	7.51	7.51
Total 390082:											
08/17	08/03/2017	101067	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	390320	1	2007-431-20-46	SUPPLIES-GENERAL	9.24	9.24
Total 390320:											
08/17	08/03/2017	101067	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	390542	1	2007-431-20-46	SUPPLIES-GENERAL	16.58	16.58
Total 390542:											
08/17	08/03/2017	101067	76	BILLINGTON ACE HARD	SUPPLIES-FD	390609	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	54.75	54.75
Total 390609:											
08/17	08/03/2017	101067	76	BILLINGTON ACE HARD	SUPPLIES-WATER	390631	1	7110-430-42-46	SUPPLIES-GENERAL	27.02	27.02
Total 390631:											
08/17	08/03/2017	101067	76	BILLINGTON ACE HARD	SUPPLIES-FD	390696	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	34.12	34.12
Total 390696:											
08/17	08/03/2017	101067	76	BILLINGTON ACE HARD	SUPPLIES-WATER	390698	1	7110-430-42-46	SUPPLIES-GENERAL	5.58	5.58

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Total 390698:											
08/17	08/03/2017	101068	1438	CALIFORNIA WATER SE	O-RING SET-WATER	7604	1	7110-430-42-46	SUPPLIES-GENERAL	61.92	61.92
Total 7604:											
08/17	08/03/2017	101069	1351	CEB	MUNICIPAL LAW HANDBOOK	10661148	1	1000-411-40-46	BOOKS AND PERIODICALS	812.63	812.63
Total 10661148.:											
08/17	08/03/2017	101070	161	CSK AUTO INC	CREDIT-STREETS	2740-317892	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	6.25-	6.25-
Total 2740-317892:											
08/17	08/03/2017	101070	161	CSK AUTO INC	CREDIT-STREETS	2740-378474	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	30.10-	30.10-
Total 2740-378474:											
08/17	08/03/2017	101070	161	CSK AUTO INC	CREDIT-STREETS	2740-378476	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	12.31-	12.31-
Total 2740-378476:											
08/17	08/03/2017	101070	161	CSK AUTO INC	CREDIT- WATER	2740-385732	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	12.31-	12.31-
Total 2740-385732:											
08/17	08/03/2017	101070	161	CSK AUTO INC	CREDIT-STREETS	2740-390082	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	76.41-	76.41-
Total 2740-390082:											
08/17	08/03/2017	101070	161	CSK AUTO INC	CREDIT- GAS	2740-415216	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	76.43-	76.43-
Total 2740-415216:											
08/17	08/03/2017	101070	161	CSK AUTO INC	PARTS-STREETS	2740-419983	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	10.74	10.74
Total 2740-419983:											

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08/17	08/03/2017	101070	161	CSK AUTO INC	PARTS-STREETS	2740421020	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	72.18	72.18
Total 2740421020:											
08/17	08/03/2017	101070	161	CSK AUTO INC	PARTS-GAS	2740-421822	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	246.92	246.92
Total 2740-421822:											
08/17	08/03/2017	101070	161	CSK AUTO INC	CREDIT- WATER	2740-424137	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	76.84-	76.84-
Total 2740-424137:											
08/17	08/03/2017	101070	161	CSK AUTO INC	PARTS-WATER	2740-426306	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	16.42	16.42
Total 2740-426306:											
08/17	08/03/2017	101070	161	CSK AUTO INC	PARTS-PW	2740-440660	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	20.40	20.40
Total 2740-440660:											
08/17	08/03/2017	101070	161	CSK AUTO INC	CREDIT- WATER	2740-442042	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	467.63-	467.63-
Total 2740-442042:											
08/17	08/03/2017	101070	161	CSK AUTO INC	PARTS-STREETS	2740-444748	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	96.74	96.74
Total 2740-444748:											
08/17	08/03/2017	101070	161	CSK AUTO INC	CREDIT- GAS	2740-444791	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	96.74-	96.74-
Total 2740-444791:											
08/17	08/03/2017	101070	161	CSK AUTO INC	CREDIT- WATER	2740447480	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	22.49-	22.49-
Total 2740447480:											
08/17	08/03/2017	101070	161	CSK AUTO INC	PARTS-GAS	2740-454711	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	2.42	2.42
08/17	08/03/2017	101070	161	CSK AUTO INC	PARTS-STREETS	2740-454711	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	1.87	1.87
08/17	08/03/2017	101070	161	CSK AUTO INC	PARTS-WATER	2740-454711	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	3.21	3.21

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Total 2740-454711:											
08/17	08/03/2017	101070	161	CSK AUTO INC	PARTS-WATER	2740456091	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	57.90	57.90
Total 2740456091:											
08/17	08/03/2017	101070	161	CSK AUTO INC	CREDIT- GAS	2740-456537	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	57.90-	57.90-
Total 2740-456537:											
08/17	08/03/2017	101070	161	CSK AUTO INC	PARTS-GAS	2740456570	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	6.91	6.91
08/17	08/03/2017	101070	161	CSK AUTO INC	PARTS-WATER	2740456570	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	9.17	9.17
08/17	08/03/2017	101070	161	CSK AUTO INC	PARTS-STREETS	2740456570	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	5.36	5.36
Total 2740456570:											
08/17	08/03/2017	101070	161	CSK AUTO INC	PARTS-GAS	2740-4612423	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	5.30	5.30
Total 2740-4612423:											
08/17	08/03/2017	101070	161	CSK AUTO INC	PARTS-STREETS	2740-4665248	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	31.63	31.63
08/17	08/03/2017	101070	161	CSK AUTO INC	PARTS-WATER	2740-4665248	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	54.16	54.16
08/17	08/03/2017	101070	161	CSK AUTO INC	PARTS-GAS	2740-4665248	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	40.75	40.75
Total 2740-4665248:											
08/17	08/03/2017	101070	161	CSK AUTO INC	PARTS-GAS	2740-466558	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	328.08	328.08
08/17	08/03/2017	101070	161	CSK AUTO INC	PARTS-STREETS	2740-466558	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	254.71	254.71
08/17	08/03/2017	101070	161	CSK AUTO INC	PARTS-WATER	2740-466558	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	436.07	436.07
Total 2740-466558:											
08/17	08/03/2017	101070	161	CSK AUTO INC	PARTS-GC	2740-467419	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	1,018.86	1,018.86
Total 2740-467419:											
08/17	08/03/2017	101070	161	CSK AUTO INC	PARTS-GAS	2740-468506	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	21.72	21.72
08/17	08/03/2017	101070	161	CSK AUTO INC	PARTS-WATER	2740-468506	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	28.85	28.85

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08/17	08/03/2017	101070	161	CSK AUTO INC	PARTS-STREETS	2740-468506	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	16.85	16.85
Total 2740-468506:											
08/17	08/03/2017	101070	161	CSK AUTO INC	PARTS-GAS	2740-471335	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	6.10	6.10
Total 2740-471335:											
08/17	08/03/2017	101070	161	CSK AUTO INC	PARTS-GAS	2740471462	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	7.60	7.60
08/17	08/03/2017	101070	161	CSK AUTO INC	PARTS-STREETS	2740471462	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	5.89	5.89
08/17	08/03/2017	101070	161	CSK AUTO INC	PARTS-WATER	2740471462	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	10.08	10.08
Total 2740471462:											
08/17	08/03/2017	101070	161	CSK AUTO INC	CREDIT- GAS	4740458576	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	37.54-	37.54-
Total 4740458576:											
08/17	08/03/2017	101071	1145	CUSTOMER TALK PRINT	NAME PLATES	9369	1	1000-411-10-46	SUPPLIES-GENERAL	10.73	10.73
Total 9369:											
08/17	08/03/2017	101072	219	ED STAUB & SONS PETR	7.50 GAL PROPANE- AIRPORT	0318451	1	7201-430-81-46	PROPANE	20.50	20.50
Total 0318451:											
08/17	08/03/2017	101072	219	ED STAUB & SONS PETR	HARD WALL HOSE-PW	1387847	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	75.08	75.08
Total 1387847:											
08/17	08/03/2017	101073	230	ENTENMANN - ROVIN CO	DOME BADGE-FD	0128461	1	1000-422-10-46	SUPPLIES-GENERAL	120.71	120.71
Total 0128461:											
08/17	08/03/2017	101074	241	FEATHER PUBLISHING C	CCR WATER QUALITY-WATER	071817	1	7110-430-42-46	POSTAGE	71.25	71.25
Total 071817:											
08/17	08/03/2017	101074	241	FEATHER PUBLISHING C	CAROL MOYER GRANT-AIR PO	072517	1	7620-430-11-46	POSTAGE	98.70	98.70

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Total 072517:											
08/17	08/03/2017	101074	241	FEATHER PUBLISHING C	EMPLOYMENT AD WATER SYS	1329289	1	1000-416-10-45	ADVERTISING	98.70	98.70
Total 1329289:											
08/17	08/03/2017	101074	241	FEATHER PUBLISHING C	EMPLOYMENT AD WATER SYS	1331313	1	1000-416-10-45	ADVERTISING	58.25	58.25
Total 1331313:											
08/17	08/03/2017	101074	241	FEATHER PUBLISHING C	EMPLOYMENT AD FIRE CAPITAL	1337936	1	1000-416-10-45	ADVERTISING	100.75	100.75
Total 1337936:											
08/17	08/03/2017	101074	241	FEATHER PUBLISHING C	EMPLOYMENT AD MAINT. WOR	1337993	1	1000-416-10-45	ADVERTISING	48.75	48.75
Total 1337993:											
08/17	08/03/2017	101074	241	FEATHER PUBLISHING C	EMPLOYMENT AD MAINT. WOR	1339649	1	1000-416-10-45	ADVERTISING	48.75	48.75
Total 1339649:											
08/17	08/03/2017	101074	241	FEATHER PUBLISHING C	EMPLOYMENT AD ACCOUNT T	1341449	1	1000-416-10-45	ADVERTISING	45.25	45.25
Total 1341449:											
08/17	08/03/2017	101074	241	FEATHER PUBLISHING C	EMPLOYMENT AD GAS TECH II	1341492	1	1000-416-10-45	ADVERTISING	103.20	103.20
Total 1341492:											
08/17	08/03/2017	101074	241	FEATHER PUBLISHING C	EMPLOYMENT AD ACCOUNT T	1343165	1	1000-416-10-45	ADVERTISING	45.25	45.25
Total 1343165:											
08/17	08/03/2017	101074	241	FEATHER PUBLISHING C	EMPLOYMENT AD GAS TECH II	1343175	1	1000-416-10-45	ADVERTISING	103.20	103.20
Total 1343175:											

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08/17	08/03/2017	101075	243	FEDEX	POSTAGE-PW	5-872-06010	1	7620-430-10-46	POSTAGE	11.35	11.35
Total 5-872-06010:											
08/17	08/03/2017	101076	265	FRONTIER	257-1045 P/W ENGINEERING	1045 071517	1	7620-430-10-45	COMMUNICATIONS	61.76	61.76
Total 1045 071517:											
08/17	08/03/2017	101076	265	FRONTIER	257-1056 P/W SHOP	1056 072017	1	7620-430-10-45	COMMUNICATIONS	49.22	49.22
Total 1056 072017:											
08/17	08/03/2017	101076	265	FRONTIER	257-1057 FAX-PW	1057 072017	1	7620-430-10-45	COMMUNICATIONS	185.34	185.34
Total 1057 072017:											
08/17	08/03/2017	101076	265	FRONTIER	257-2845 U/B ROLL OVER	2845 071517	1	7620-430-10-45	COMMUNICATIONS	66.32	66.32
Total 2845 071517:											
08/17	08/03/2017	101076	265	FRONTIER	257-7236 NAT GAS	7236 072017	1	7620-430-10-45	COMMUNICATIONS	201.11	201.11
Total 7236 072017:											
08/17	08/03/2017	101076	265	FRONTIER	257-7237 NAT GAS	7237 072017	1	7620-430-10-45	COMMUNICATIONS	48.66	48.66
Total 7237 072017:											
08/17	08/03/2017	101077	1204	HARLAN'S BOBCAT SER	ABATEMENT SIERRA RD/ MOD	080117	1	1000-452-20-43	TECHNICAL SVCS	1,350.00	1,350.00
Total 080117:											
08/17	08/03/2017	101078	9031		REFUND GAS DEPOSIT	10223550015	1	7401-2228-000	DEPOSITS-CUSTOMER	199.50	199.50
Total 10223550015:											
08/17	08/03/2017	101079	335	J.W. WOOD CO INC	SUPPLIES- GC	S099248	1	7630-451-52-44	REPAIR & MAINTENANCE - MIS	7.21	7.21

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Total S099248:											
08/17	08/03/2017	101080	362	KAUFFMAN, BILL	CUSTODIAL SVCS-PW	753113	1	7620-430-10-44	CUSTODIAL	7.21	7.21
Total 753113:											
08/17	08/03/2017	101080	362	KAUFFMAN, BILL	CUSTODIAL SVCS	753114	1	1000-417-10-44	CUSTODIAL	250.00	250.00
Total 753114:											
08/17	08/03/2017	101081	374	L N CURTIS & SONS	EQUIPMENT-FD	115197	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	229.52	229.52
Total 115197:											
08/17	08/03/2017	101082	389	LASSEN CO AUDITOR	ANIMAL CONTROL THRU 7/16-6	071317	1	1000-421-10-45	ANIMAL CONTROL CONTRACT	31,591.53	31,591.53
08/17	08/03/2017	101082	389	LASSEN CO AUDITOR	DISPATCH SERVICES 7/16-6/17	071317	2	1000-421-10-45	DISPATCH CONTRACT	171,953.45	171,953.45
Total 071317:											
08/17	08/03/2017	101083	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	284876	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	7.43	7.43
Total 284876:											
08/17	08/03/2017	101083	411	LASSEN MOTOR PARTS	SUPPLIES- BUILDING	285110	1	1000-424-20-44	VEHICLE - REPAIR & MAINTEN	19.64	19.64
Total 285110:											
08/17	08/03/2017	101084	437	LMUD	LASSEN COLLEGE WELL #5-W	120270 071917	1	7110-430-42-46	ELECTRICITY	.35	.35
08/17	08/03/2017	101084	437	LMUD	LASSEN COLLEGE WELL #5-W	120270 071917	2	7110-430-42-46	ELECTRICITY	.70	.70
Total 120270 071917:											
08/17	08/03/2017	101084	437	LMUD	1505 MAIN ST	2876 072517	1	1000-422-10-46	ELECTRICITY	1.05	1.05
Total 2876 072517:											
08/17	08/03/2017	101085	1508	MAIN STREET LUBE	OIL & FILTER #51-WATER	11377	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	42.97	42.97
08/17	08/03/2017	101085	1508	MAIN STREET LUBE	OIL & FILTER #51-GAS	11377	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	42.97	42.97

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Total 11377:											
08/17	08/03/2017	101086	452	MARTIN SECURITY SYST	470-895 CIRCLE DR SECURITY	034454	1	7530-451-50-43	TECHNICAL SVCS	85.94	85.94
Total 034454:											
08/17	08/03/2017	101087	467	METER VALVE & CONTR	MACHINERY & EQUIPMENT-GA	12338	1	7401-430-62-47	MACHINERY & EQUIPMENT	291.38	291.38
Total 12338:											
08/17	08/03/2017	101088	1300		PHYSICAL FITNESS EQUIPMEN	073117	1	1000-422-10-47	MACHINERY AND EQUIPMENT	118.38	118.38
Total 073117:											
08/17	08/03/2017	101089	510	NATIONAL METER & AUT	CONNECTOR & PROTECTIVE P	S1086590.003	1	7110-430-42-46	SUPPLIES-GENERAL	152.59	152.59
Total S1086590.003:											
08/17	08/03/2017	101090	572	QUILL CORPORATION	OFFICE SUPPLIES-PW	8372724	1	7620-430-10-46	SUPPLIES-GENERAL	60.56	60.56
Total 8372724:											
08/17	08/03/2017	101090	572	QUILL CORPORATION	OFFICE SUPPLIES-FD	8516584	1	1000-422-10-46	SUPPLIES-GENERAL	49.28	49.28
Total 8516584:											
08/17	08/03/2017	101091	582	RAY MORGAN CO INC	FIRE COPIER 5/26/17-6/25/17	1683428	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	57.85	57.85
Total 1683428:											
08/17	08/03/2017	101092	1296		RETURN DEPOSIT 1550 CHEST	080117	1	1001-2228-001	DEPOSITS-CURB, GUTTER, SID	40,945.00	40,945.00
Total 080117:											
08/17	08/03/2017	101093	1368	SCHMIDT EQUIP. REPAI	STREET DUMP TRUCK REPAIR	2871	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	5,145.13	5,145.13
Total 2871:											

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08/17	08/03/2017	101093	1368	SCHMIDT EQUIP. REPAI	REPAIR & MAINT #440- STREET	2886	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	597.04	597.04
Total 2886:											
08/17	08/03/2017	101094	1076	SIERRA COFFEE AND BE	BOTTLED WATER	48176	1	1000-417-10-46	SUPPLIES-GENERAL	20.15	20.15
Total 48176:											
08/17	08/03/2017	101094	1076	SIERRA COFFEE AND BE	BOTTLED WATER-PW	48204	1	7620-430-10-46	SUPPLIES-GENERAL	14.50	14.50
Total 48204:											
08/17	08/03/2017	101095	1436	STANISLAUS FARM SUP	SUPPLIES-WATER	301002379	1	7110-430-42-46	SUPPLIES-GENERAL	13.40	13.40
08/17	08/03/2017	101095	1436	STANISLAUS FARM SUP	SUPPLIES-GAS	301002379	2	7401-430-62-46	SUPPLIES-GENERAL	13.40	13.40
Total 301002379:											
08/17	08/03/2017	101096	686	SUSANVILLE TRUCK & A	REPAIRS & MAINT. #E322-FD	377705	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	106.25	106.25
Total 377705:											
08/17	08/03/2017	101097	1407	SUSANVILLE WEED ABA	ABATEMENT 50 HARRIS DRIVE	080117	1	1000-425-20-43	TECHNICAL SVCS	112.50	112.50
08/17	08/03/2017	101097	1407	SUSANVILLE WEED ABA	ABATEMENT 70 ALEXANDER C	080117	2	1000-425-20-43	TECHNICAL SVCS	112.50	112.50
Total 080117:											
08/17	08/03/2017	101098	696	TECH SERVICES	MONTHLY MAINT. FEE TO ASS	1710	1	7201-430-81-43	TECHNICAL SVCS	575.00	575.00
Total 1710:											
08/17	08/03/2017	101099	1244	TITLEIST	GOLF BALLS- GC	904570027	1	7530-451-55-46	SUPPLIES - GENERAL	456.42	456.42
Total 904570027:											
08/17	08/03/2017	101100	731	UNDERGROUND SERVIC	YRLY MEMBERSHIP 17/18	17070316	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	260.25	260.25
08/17	08/03/2017	101100	731	UNDERGROUND SERVIC	YRLY MEMBERSHIP 17/18	17070316	2	7401-430-62-48	TAXES, FEES, PERMITS & CHA	260.25	260.25
Total 17070316:											

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
08/17	08/03/2017	101101	770	WESTERN NEVADA SUP	SUPPLIES- WATER	6705116	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	123.02	123.02
Total 6705116:											
08/17	08/03/2017	101101	770	WESTERN NEVADA SUP	SUPPLIES-PW	67087115	1	7620-430-10-46	SUPPLIES-GENERAL	8.45	8.45
Total 67087115:											
08/17	08/03/2017	101101	770	WESTERN NEVADA SUP	SUPPLIES - GC	67087142	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	228.40	228.40
Total 67087142:											
08/17	08/03/2017	101101	770	WESTERN NEVADA SUP	SUPPLIES- WATER	67091700	1	7110-430-42-46	SUPPLIES-GENERAL	275.33	275.33
Total 67091700:											
08/17	08/03/2017	101101	770	WESTERN NEVADA SUP	SUPPLIES- GAS	67095991	1	7401-430-62-46	SUPPLIES-GENERAL	12.74	12.74
Total 67095991:											
08/17	08/03/2017	101101	770	WESTERN NEVADA SUP	SUPPLIES - GC	67104843	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	18.63	18.63
Total 67104843:											
08/17	08/03/2017	101102	1378	ZITO MEDIA	CABLE-FD	356225062 072717	1	1000-422-10-45	COMMUNICATIONS	39.49	39.49
Total 356225062 072717:											
Grand Totals:										263,488.59	263,488.59

Report Criteria:

Report type: GL detail
Check Voided = False

Report Criteria:

Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
06/30/2017	CDPT	07/24/2017	665	AFLAC	14	8403-2239-0	392.42-
06/30/2017	CDPT	07/24/2017	665	AFLAC	14	7650-2203-0	132.05-
07/14/2017	CDPT	07/24/2017	665	AFLAC	14	8403-2239-0	392.42-
07/14/2017	CDPT	07/24/2017	665	AFLAC	14	7650-2203-0	132.05-
07/14/2017	CDPT	07/24/2017	665	AFLAC	14	1000-417-10-	.04
07/14/2017	CDPT	07/24/2017	667	P.E.R.S.	8	1000-413-20-	22,201.41-
07/14/2017	CDPT	07/24/2017	667	P.E.R.S.	8	1000-411-40-	5,298.42-
07/14/2017	CDPT	07/24/2017	667	P.E.R.S.	8	1000-416-10-	11,794.68-
07/14/2017	CDPT	07/24/2017	667	P.E.R.S.	8	1000-415-10-	21,662.58-
07/14/2017	CDPT	07/24/2017	667	P.E.R.S.	8	1000-424-20-	12,672.77-
07/14/2017	CDPT	07/24/2017	667	P.E.R.S.	8	1000-419-10-	12,218.75-
07/14/2017	CDPT	07/24/2017	667	P.E.R.S.	8	1000-452-20-	6,947.85-
07/14/2017	CDPT	07/24/2017	667	P.E.R.S.	8	2007-431-20-	14,054.61-
07/14/2017	CDPT	07/24/2017	667	P.E.R.S.	8	7620-430-10-	31,290.37-
07/14/2017	CDPT	07/24/2017	667	P.E.R.S.	8	7110-430-42-	25,368.43-
07/14/2017	CDPT	07/24/2017	667	P.E.R.S.	8	7401-430-62-	28,530.85-
07/14/2017	CDPT	07/24/2017	667	P.E.R.S.	8	7620-430-11-	13,865.29-
07/14/2017	CDPT	07/24/2017	667	P.E.R.S.	8	1000-421-10-	166,277.80-
07/14/2017	CDPT	07/24/2017	667	P.E.R.S.	8	1000-422-10-	89,534.19-
07/14/2017	CDPT	07/24/2017	667	P.E.R.S.	8	7650-2203-1	2,996.59-
07/14/2017	CDPT	07/24/2017	667	P.E.R.S.	8	7650-2203-1	3,040.69-
07/14/2017	CDPT	07/24/2017	667	P.E.R.S.	8	7650-2203-1	1,788.28-
07/14/2017	CDPT	07/24/2017	667	P.E.R.S.	8	7650-2203-1	2,782.54-
07/14/2017	CDPT	07/24/2017	667	P.E.R.S.	8	7650-2203-1	645.54-
07/14/2017	CDPT	07/24/2017	667	P.E.R.S.	8	7650-2203-1	1,487.84-
07/14/2017	CDPT	07/24/2017	667	P.E.R.S.	8	7650-2203-1	139.64-
07/14/2017	CDPT	07/24/2017	667	P.E.R.S.	8	7650-2203-1	92.63-
07/14/2017	CDPT	07/24/2017	667	P.E.R.S.	8	7650-2203-1	85.45-
07/14/2017	CDPT	07/24/2017	667	P.E.R.S.	8	7650-2203-1	1,423.82-
07/14/2017	CDPT	07/24/2017	667	P.E.R.S.	8	7650-2203-1	1,457.95-
07/14/2017	CDPT	07/24/2017	667	P.E.R.S.	8	7650-2203-1	1,536.93-
07/14/2017	CDPT	07/24/2017	667	P.E.R.S.	8	7650-2203-1	1,602.42-
07/14/2017	CDPT	07/24/2017	667	P.E.R.S.	8	7650-2203-1	727.64-
07/14/2017	CDPT	07/24/2017	667	P.E.R.S.	8	7650-2203-1	690.95-
07/14/2017	CDPT	07/24/2017	667	P.E.R.S.	8	7650-2203-1	15.00-
07/14/2017	CDPT	07/24/2017	667	P.E.R.S.	8	7650-2203-1	3,697.01-
07/14/2017	CDPT	07/24/2017	667	P.E.R.S.	8	7650-2203-1	951.55-
07/14/2017	CDPT	07/24/2017	667	P.E.R.S.	8	7650-2203-1	2,085.76-
07/14/2017	CDPT	07/24/2017	667	P.E.R.S.	8	7650-2203-1	24.00-
07/14/2017	CDPT	07/24/2017	667	P.E.R.S.	8	1000-421-10-	112.09-
07/14/2017	CDPT	07/24/2017	670	LINCOLN FINANCIAL LIF	22	7650-2203-1	144.95-
07/14/2017	CDPT	07/24/2017	670	LINCOLN FINANCIAL LIF	22	7650-2203-1	162.66-
07/14/2017	CDPT	07/24/2017	670	LINCOLN FINANCIAL LIF	22	1000-421-10-	.60-
07/14/2017	CDPT	07/24/2017	670	LINCOLN FINANCIAL LIF	22	1000-421-10-	1.34-
07/28/2017	CDPT	08/02/2017	673	P.E.R.S.	8	1000-421-10-	3,577.57
07/28/2017	CDPT	08/02/2017	673	P.E.R.S.	8	1000-421-10-	.60
07/28/2017	CDPT	08/02/2017	673	P.E.R.S.	8	7650-2203-1	2,921.99-
07/28/2017	CDPT	08/02/2017	673	P.E.R.S.	8	7650-2203-1	2,972.52-
07/28/2017	CDPT	08/02/2017	673	P.E.R.S.	8	7650-2203-1	2,831.70-
07/28/2017	CDPT	08/02/2017	673	P.E.R.S.	8	7650-2203-1	4,025.71-
07/28/2017	CDPT	08/02/2017	673	P.E.R.S.	8	7650-2203-1	622.51-
07/28/2017	CDPT	08/02/2017	673	P.E.R.S.	8	7650-2203-1	1,460.40-
07/28/2017	CDPT	08/02/2017	673	P.E.R.S.	8	7650-2203-1	139.64-
07/28/2017	CDPT	08/02/2017	673	P.E.R.S.	8	7650-2203-1	92.63-

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
07/28/2017	CDPT	08/02/2017	673	P.E.R.S.	8	7650-2203-1	85.45-
07/28/2017	CDPT	08/02/2017	673	P.E.R.S.	8	7650-2203-1	1,486.91-
07/28/2017	CDPT	08/02/2017	673	P.E.R.S.	8	7650-2203-1	1,554.27-
07/28/2017	CDPT	08/02/2017	673	P.E.R.S.	8	7650-2203-1	1,589.44-
07/28/2017	CDPT	08/02/2017	673	P.E.R.S.	8	7650-2203-1	1,657.16-
07/28/2017	CDPT	08/02/2017	673	P.E.R.S.	8	7650-2203-1	627.42-
07/28/2017	CDPT	08/02/2017	673	P.E.R.S.	8	7650-2203-1	654.16-
07/28/2017	CDPT	08/02/2017	673	P.E.R.S.	8	7650-2203-1	15.00-
07/28/2017	CDPT	08/02/2017	673	P.E.R.S.	8	7650-2203-1	3,627.29-
07/28/2017	CDPT	08/02/2017	673	P.E.R.S.	8	7650-2203-1	928.52-
07/28/2017	CDPT	08/02/2017	673	P.E.R.S.	8	7650-2203-1	3,129.18-
07/28/2017	CDPT	08/02/2017	674	CITY OF SUSANVILLE PA	1	7650-2203-1	8,333.75-
07/28/2017	CDPT	08/02/2017	674	CITY OF SUSANVILLE PA	1	7650-2203-1	8,333.75-
07/28/2017	CDPT	08/02/2017	674	CITY OF SUSANVILLE PA	1	7650-2203-1	2,771.88-
07/28/2017	CDPT	08/02/2017	674	CITY OF SUSANVILLE PA	1	1000-422-10-	4.46-
07/28/2017	CDPT	08/02/2017	674	CITY OF SUSANVILLE PA	1	7650-2203-1	2,771.88-
07/28/2017	CDPT	08/02/2017	674	CITY OF SUSANVILLE PA	1	7650-2203-1	26,058.72-
07/28/2017	CDPT	08/02/2017	675	EMPLOYMENT DEV. DEP	6	7650-2203-1	6,826.53-
07/28/2017	CDPT	08/02/2017	676	EMPLOYMENT DEV DEP	7	7650-2203-1	1,594.73-
06/30/2017	CDPT	07/24/2017	101006	GOLDEN ONE CREDIT U	12	7650-2203-0	553.00-
07/14/2017	CDPT	07/24/2017	101006	GOLDEN ONE CREDIT U	12	7650-2203-0	513.50-
07/28/2017	CDPT	08/02/2017	101058	CA STATE DISBURSEME	37	7650-2203-0	69.23-
07/28/2017	CDPT	08/02/2017	101059	NATIONWIDE RETIREME	5	7650-2203-0	965.00-
07/28/2017	CDPT	08/02/2017	101060	VALIC	4	7650-2203-0	1,753.08-
07/28/2017	CDPT	08/02/2017	101061	VANTAGEPOINT TRANS.	3	7650-2203-0	62.00-
Grand Totals:			79				577,916.01-

Report Criteria:

Transmittal checks included

Reviewed by: City Administrator
 City Attorney

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

Submitted by: Dan Newton, Public Works Director

Action Date: August 16, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution Number 17-5408 authorizing utilization of 7114 Water Capital Improvement Funds for Project No. 17-03, Water Main Replacement on Main Street (SR36) from Weatherlow Avenue to Park Street in the City of Susanville.

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: City Council has approved a Capital Improvement Plan for water main replacement as part of the September 2016 Water Rate Analysis and Calculations Report. A section of steel water main, located on Main Street between Weatherlow Avenue and Park Street is included in the Capital Improvement Plan to begin construction in the current fiscal year. Several leaks have surfaced on this section of water main over the past few years.

Main Street has been identified as part of a Caltrans pavement rehabilitation project (or CAP-M) scheduled to commence construction in 2018. Replacing water main prior to paving will help preserve the newly placed asphalt. An additional segment of old steel water main exists on Main St. between Park St. and Spring St. There are not sufficient funds available replace the entire segment prior to the Caltrans pavement overlay; however, the worst segment is being addressed.

Water revenues generated through the monthly infrastructure surcharge rate have been accruing since January, 2017. These revenues, added to the carry over (prior to January, 2017) results in a Fund 7114 total cash balance of approximately \$510,875. The City Engineer's cost estimate for the Main Street water main replacement is \$905,329 including contingencies and construction engineering.

There is not adequate cash available in the 7114 fund to complete the project. Due to the need to complete the project prior to the Caltrans CAP-M project, staff is recommending borrowing a portion of the \$3,000,000 rate stabilization fund 7111. There will be adequate revenue generated from the 7114 fund to repay the 7111 fund by the end of the fiscal year. The funds available in the 7111 are restricted by the bond covenants. The City is allowed to utilize these funds as long as the balance borrowed is repaid within 120 days from the end of the fiscal year from which they are borrowed.

FISCAL IMPACT: \$510,875 from Fund 7114 with project balance of approximately \$394,454 from Fund 7111 to be reimbursed when revenues are received.

ACTION REQUESTED: Motion to approve of Resolution Number 17-5408 authorizing utilization of 7114 Water Capitol Improvement Funds for Project No. 17-03, Water Main Replacement on Main Street (SR36) from Weatherlow to Park Street in the City of Susanville.

ATTACHMENTS: Resolution No. 17-5408
Susanville Water Division – Capital Improvement Plan

RESOLUTION NUMBER 17-5408
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING THE UTILIZATION OF 7114 WATER CAPITAL IMPROVEMENT
FUNDS TO COMPLETE THE 2017 WATER MAIN REPLACEMENT PROJECT NO. 17-
03 FOR MAIN STREET FROM WEATHERLOW AVENUE TO PARK STREET

WHEREAS, the City of Susanville operates and maintains a municipal water system serving Susanville and surrounding areas; and

WHEREAS, aging water main infrastructure within the City's water system leads to numerous water leaks which result in wasted water, damage to pavement, and costly leak repairs; and

WHEREAS, the City of Susanville Water Rate Analysis and Calculations Report, adopted September 21, 2016, has identified several water main replacement projects, one being the water main segment under Main Street between Weatherlow Avenue and Park Street; and

WHEREAS, the California Department of Transportation (Caltrans) is planning to implement a pavement rehabilitation project on Main Street in Susanville, beginning in the spring of 2018; and

WHEREAS, replacing water main under Main Street prior to the pavement overlay will help preserve the new pavement; and

WHEREAS, revenues generated from water infrastructure surcharge rate have been deposited in the restricted water fund account (7114) for the purpose of repair or replacement of the existing municipal water system, only upon project approval by City Council; and

WHEREAS, sufficient cash is not currently available in the 7114 fund to complete the project; however, sufficient revenues will be generated and deposited into the 7114 this fiscal year to cover the complete cost of the project; and

WHEREAS, per municipal bond covenants, the City maintains a \$3,000,000 balance in its Water Rate Stabilization Fund 7111, which can be drawn down, but must be replenished within one hundred twenty (120) days from the end of the fiscal year from which it was withdrawn; and

WHEREAS, the engineer's estimate, including contingencies and construction engineering for the project is \$905,329, the 7114 balance is \$510,875 and the remaining project funding needed is estimated at \$394,454; and

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

1. City Council approves the use of 7114 Water Capital Improvement funds for the completion of Project No. 17-03, Water Main Replacement on Main Street from Weatherlow to Park Street, in the amount of \$510,875.

2. City Council approves the temporary use of Water Rate Stabilization funds in the amount of \$394,454, said funds must be repaid as soon as possible but no later than 120 days from the end of fiscal year 17/18.

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 16th day of August, 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

Reviewed by: City Administrator
 City Attorney

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

Submitted by: Dan Newton, Public Works Director

Action Date: August 16, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 17-5409** authorizing the Public Works Director to execute STIP project right-of-way certifications including language indemnifying Caltrans in the event that right-of-way is not clear as certified by City.

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: As part of construction allocation requests for STIP projects, the State requires local agencies to certify that any right-of-way needed or impacted was cleared as being either acquired or accessible for construction related activities. This can also include relocation or removal of public utilities. In the event that the City certifies right-of-way and the right-of-way is not actually clear, as certified, Caltrans does not want to be held liable.

To certify right-of-way, the City is required to provide a resolution indemnifying Caltrans against any and all liability which may result in the event right-of-way is not clear as certified. Local agencies can authorize responsible officials such as the Public Works Director to execute right of way certifications and indemnify Caltrans as required.

Staff is now preparing a construction allocation request for STIP Project 'FC' and intends to submit the construction allocation request later this month. The streets included in "FC" are Alexander, Lassen, Mill, Paiute, Roop and Weatherlow with Hospital and West Lanes as additive work if bids are favorable to do so. The project will advertise for bids with anticipated award later this year.

FISCAL IMPACT: None.

ACTION REQUESTED: **Adopt Resolution No. 17-5409** authorizing the Public Works Director to execute STIP project right-of-way certifications including language indemnifying Caltrans in the event that right-of-way is not clear as certified by City.

ATTACHMENTS: Resolution No. 17-5409
Sample Right-of-Way Certification Document

RESOLUTION NUMBER 17-5409
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING THE PUBLIC WORKS DIRECTOR TO EXECUTE RIGHT-OF-WAY
CERTIFICATIONS INDEMNIFYING THE STATE OF CALIFORNIA AGAINST CLAIMS
ARISING FORM CITY'S CERTIFICATION OF RIGHT OF WAY ON STATE
TRANSPORTATION IMPROVEMENT PROGRAM (STIP) PROJECTS

WHEREAS, it is the desire of City of Susanville to certify right of way and associated utility relocations for the purpose of acquiring program allocations from the State Transportation Improvement Project (STIP); and

WHEREAS, the State of California (Caltrans) requires that right of way certifications provided by the City for the purpose of obtaining construction allocations for programmed projects include indemnification of Caltrans in the event the right-of-way is not clear as certified by City; and

WHEREAS, Caltrans requires a resolution of the City Council, authorizing an official employed by the agency to indemnify Caltrans when certifying right-of-way clearance; and

WHEREAS, the Public Works Department is responsible for the delivery of STIP projects within the City of Susanville.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville hereby agrees authorizes the Public Works Director to execute STIP project right-of-way certifications including language indemnifying Caltrans in the event that right-of-way is not clear as certified by City.

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 16th day of August, 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

**EXHIBIT 13-A SHORT FORM RIGHT OF WAY CERTIFICATION
LOCAL ASSISTANCE PROJECT
(Off-State Highway System Project)**

NAME OF THE LOCAL PUBLIC AGENCY

NOTE:

This form is intended for projects that do NOT require R/W acquisition, relocation assistance, have NO railroad involvement, and the **ONLY Utility Relocation** involvement is limited to utility cover adjustments.

For each item below, except Item 5, select the ONE option most suitable to your project. If the chosen option directs you to use Exhibit 13-B, please stop. This Short Form is not applicable to your project.

	_____ Project ID
	_____ Project Location
	_____ General Description

RIGHT OF WAY CERTIFICATION No. 1

1. STATUS OF REQUIRED PROPERTY RIGHTS

- No acquisition of right of way is required. All proposed work is within existing right of way.
- Right of way has been acquired in accordance with applicable policy and procedure covering the acquisition of real property. LPA has legal and physical possession, right to enter, and required permits. **If this box is checked, please use Exhibit 13-B.**

2. STATUS OF AFFECTED OPERATING RAILROAD FACILITIES

- None affected.
- The _____ Railroad has approved the proposed work, which is within their Right of Way but does not require the adjustment of railroad facilities. The necessary clauses will be placed in the contract special provisions. **If this box is checked, please use Exhibit 13-B.**
- The _____ Railroad (and when needed, the Public Utilities Commission) has approved the proposed work, which is within the railroad right of way and does require the adjustment of railroad facilities. The railroad, or its contract forces, will provide the necessary labor, materials and/or equipment to adjust their facilities. The necessary clauses will be placed in the contract special provisions. **If this box is checked, please use Exhibit 13-B.**

3. MATERIAL SITE(S)

- None required.
- Material site(s) required. **If this box is checked, please use Exhibit 13-B.**

4. DISPOSAL SITE(S)

- None required.
- Disposal site(s) required. **If this box is checked, please use Exhibit 13-B.**

5. STATUS OF REQUIRED UTILITY RELOCATION (Check all that apply)

- No relocation required, therefore Buy America requirements do not apply. Existing utilities located within project limits are shown on Project Plan.
- Project is not covered by NEPA document; therefore, Buy America requirements do not apply.
- Utility Agreements are not required on this project; therefore, Buy America requirements do not apply.
- Utility involvement is limited to adjusting UTILITY COVERS (manhole cover, water valve cover, and box lids) to grade and said work is compliant with all terms and conditions under MAP-21 including Buy America requirements. **If this box is checked, please complete page 5 of this form entitled "Utility Cover Adjustment Summary" and provide a copy of the Specific Authorization if federally participating.**
- All utility work (other than the adjustment of utility covers) has been completed. **If this box is checked, please use Exhibit 13-B.**
- All utility work (other than the adjustment of utility covers) will be completed by a stated date prior to award of the contract. **If this box is checked, please use Exhibit 13-B.**
- All necessary arrangements have been made for the completion of all remaining utility work (other than the adjustment of utility covers) required to be coordinated with project construction. Arrangements have been made with the owners of all utility encroachments which will remain within the right of way of the project so that adequate control of the right of way will be achieved. **If this box is checked, please use Exhibit 13-B.**
- Utility facilities (other than the adjustment of utility covers) will be relocated by the Project's Contractor under bid items. **If this box is checked, please use Exhibit 13-B.**

6. RIGHT OF WAY CLEARANCE

- There are no improvements or obstructions located within the limits of this project.
- All right of way clearance work has been completed and there are no improvements or obstructions remaining within the right of way area required for construction. **If this box is checked, please use Exhibit 13-B.**
- All necessary arrangements have been made for remaining right of way clearance work to be undertaken and completed as required for proper coordination with the construction schedule. **If this box is checked, please use Exhibit 13-B.**

7. AIRSPACE AGREEMENTS

- There are no airspace lease properties within the limits of this project.
- All necessary arrangements have been made with airspace lessee(s) and/or in Contract Provisions to minimize conflicts between lessee's activities and contractor's operations. **If this box is checked, please use Exhibit 13-B.**
- Airspace lease has been cancelled. **If this box is checked, please use Exhibit 13-B.**
- Other (If this box is checked, please use Exhibit 13-B)

8. COMPLIANCE WITH RELOCATION ASSISTANCE PROGRAM REQUIREMENTS

- Compliance was not required as there were no displacements for this project.
- Occupants who have not yet moved from the right of way will be protected against unnecessary inconvenience and disproportionate injury or any action coercive in nature. **If this box is checked, please use Exhibit 13-B.**
- LPA has complied with all the steps relative to the relocation advisory assistance and payments as required by applicable policy and procedure, and no person has been required to relocate without at least a 90 day written notice. If residential relocation was involved, all individuals and/or families have been relocated to decent, safe and sanitary housing, or the LPA has made replacement housing available to the displacees. **If this box is checked, please use Exhibit 13-B.**

9. COOPERATIVE AGREEMENTS

- None Required.
- Agency Agreement No. **(If checked, please attach a copy)**

10. ENVIRONMENTAL MITIGATION

- No environmental mitigation parcels are required for this project.
- All environmental mitigation parcels on this project have been acquired. **If this box is checked, please use Exhibit 13-B.**
- Acquisition of environmental mitigation parcels is ongoing. **If this box is checked, please use Exhibit 13-B.**

11. CERTIFICATION

I hereby certify the right of way on this project as conforming to 23 CFR 635.309(c)(1) and all terms and conditions under MAP-21, including Buy America requirements. The project may be advertised with contract award being made at any time.

12. INDEMNIFICATION BY LOCAL AGENCY

This Local Public Agency agrees to indemnify, defend, and hold harmless the Department of Transportation (Caltrans) from any and all liabilities which may result in the event the right of way for this project is not clear as certified. LPA shall pay from its own non-matching funds, any costs which arise out of delays to the construction of the project because utility facilities have not been removed or relocated, or because rights of way have not been made available to LPA for the orderly performance of the project work.

LOCAL PUBLIC AGENCY

CALTRANS ACCEPTANCE

Project ID:

The undersigned Caltrans Official has reviewed this Right of Way Certification as to form and content. Based on the review of the documents submitted, the Certificate is accepted on behalf of the local public agency. It remains the sole responsibility of the local public agency to ensure compliance with the Uniform Act.

Authorized Resolution No.:

Accepted as to form and content:

Dated:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

- Distribution:**
- 1) Local agency completes this form, signs and sends it to the DLAE.
 - 1) DLAE sends a copy to District Right of Way Local Programs Coordinator, keeps a copy for his/her files, and sends the signed original back to the local agency.

UTILITY COVER ADJUSTMENT SUMMARY

Items to be disclosed on this summary include: Covers of utility facilities, either **publicly owned** (by City/County and other public agencies, including the project sponsoring agency) or **privately owned** that services the general population. Utility covers of facility that directly services the street/roadway operation (such as an electric pull box, which services streetlight and traffic signals) do not require disclosure on this form.

a) PHYSICAL COVER ADJUSTMENTS PERFORMED BY OWNER

Notice # & Notice Date	Utility Agreement Date	Owner	Liability % Owner/LPA	Type of Facility	Encroachment Permit #	Federal Participation Yes (Y)* No (N)

*Include copy of Specific Authorization

b) UTILITY COVER ADJUSTMENTS WILL BE PERFORMED BY PROJECT CONTRACTOR

Bid Item #	Notice # & Notice Date	Utility Agreement Date	Owner	Liability % Owner/LPA	Type of Facility	Federal Participation Yes (Y)* No (N)

*Include copy of Specific Authorization

c) FEDERAL PARTICIPATION

<input type="checkbox"/> Yes <input type="checkbox"/> No	The adjustments comply with the 23 CFR 645.119 and the R/W Utility Relocation process in Chapter 14 of the Local Assistance Procedures Manual (LAPM)
<input type="checkbox"/> Yes <input type="checkbox"/> No	These adjustments are required as the direct result of the proposed construction activities and the local agency is legally liable to pay for the adjustment
<input type="checkbox"/> Yes <input type="checkbox"/> No	Adjustments specified for Federal participation have received FHWA Specific Authorization (Exhibit 14-C, LAPM) approval? If "no", not federally participating.

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Reviewed by: skw City Administrator
 ___ City Attorney

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

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: August 16, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 17-5410** Amendment of the 2017/2018 FY Budget

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The City has an agreement with the Honey Lake Valley Recreation Authority to provide Administrative, Management and Operational services for the Honey Lake Valley Community Pool. Staff costs are to be reimbursed at the rates in the agreement as well as any additional direct costs. Staff is requesting an increase to the appropriations in the 2017/2018 General Fund revenues and expenses in the amount of \$350,000 to cover the contract expenses from the beginning of July through the end of the fiscal year.

FISCAL IMPACT: \$350,000 to be reimbursed through the Honey Lake Valley Recreation Authority

ACTION REQUESTED: Motion to approve Resolution No. 17-5410 amending the FY 2017/2018 budget

ATTACHMENTS: Resolution No. 17-5410

**RESOLUTION NO. 17-5410
A RESOLUTION OF THE SUSANVILLE CITY COUNCIL
AUTHORIZING 2017/2018 BUDGET AMENDMENT**

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

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

WHEREAS, an increase to the appropriations in the 2017/2018 General Fund revenues and expenses in the amount of \$350,000 is required to cover the contract expenses.

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

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 16th day of August, 2017 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

Reviewed by: SW City Administrator
 _____ City Attorney

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

Submitted by: Craig Sanders, City Planner

Action Date: August 16, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Consider reduction in Use Permit application fee for an over-height fence installation at 999 Chestnut Street

PRESENTED BY: Craig Sanders, City Planner

SUMMARY: In 2014 the property owners of 999 Chestnut Street hired a contractor to erect a chain link fence along the easterly and northerly boundary of their property which is located at the northwest corner of Chestnut and N. Weatherlow. The fence replaced a lower (approximately 3 ½ feet) chain link fence in the same location. While investigating a complaint regarding a different property in the neighborhood for an over-height fence, staff observed the fence on this property. This fence is located within the side yard and front yard setbacks at a height of 6 feet. The section of the fence in the side yard setback has slats inserted in the fence while the section in the front yard setback does not have slats, allowing for visibility for drivers. City code allows chain link fences in the setback up to 5 feet in height provided no slats are inserted in the fence.

Options available to the property owner to correct the issue would be to reduce the height of the fence to 5 feet and remove the slats or obtain a use permit from the Planning Commission to allow the 6-foot height and slats to remain. The use permit application for fences has a two-tier fee system which was adopted in 2008. As applied to this situation if the property owner had applied for a use permit before building the fence the fee would have been \$421. If the property owner applies for a Use Permit after building a fence that is out of compliance the fee is \$1,033.

Fences 6 feet in height or less do not require a building permit therefore no review is required by the City. In this instance, the property owner relied on the fencing contractor for compliance with City regulations for the installation of the fence. The City received a request from the property owner to consider allowing a reduction in the Use Permit application fee from \$1,033 to \$421.

FISCAL IMPACT: Reduction is the collection of application fees of \$612.

ACTION REQUESTED: Consider approval of Use Permit application fee reduction to \$421.00

ATTACHMENTS: None

Reviewed by: City Administrator
 City Attorney

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

Submitted by: Deborah Savage, Finance Manager

Action Date: August 16, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Request for Proposal – Banking Services

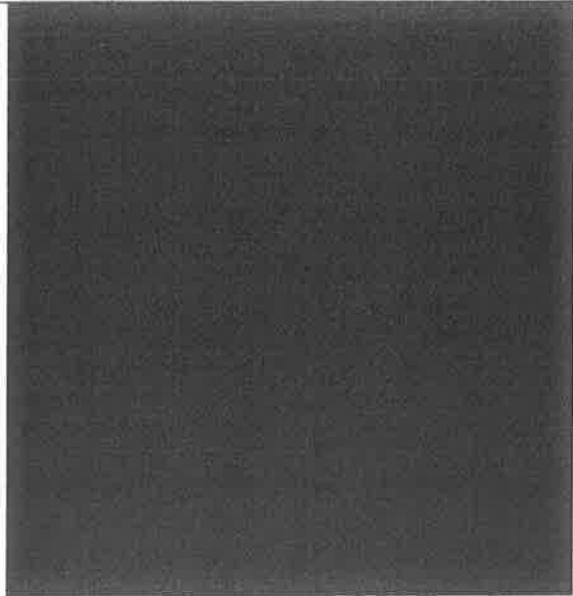
PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: The City has recently been informed that our bank, Bank of America will be closing in November 2017. The City will need a banking institution with a local branch to fill their depository needs. Bank of America also is our custodian for wire transfer services, debit/credit card processing, positive pay and payroll automated clearing house (ACH) services. Staff has prepared a Request for Proposal (RFP) for Banking Services and is presenting to the Council for their review. Staff is prepared to release the RFP on Thursday, August 17, 2017.

FISCAL IMPACT: N/A

ACTION REQUESTED: Direction to staff on recommended changes

ATTACHMENTS: City of Susanville Request for Proposals for Banking Services



City of
Susanville
Request for
Proposals for
Banking
Services

CITY OF SUSANVILLE, CALIFORNIA

REQUEST FOR PROPOSALS FOR BANKING SERVICES

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CITY OF SUSANVILLE, CALIFORNIA

REQUEST FOR PROPOSALS
FOR BANKING SERVICES

I. INTRODUCTION

A. General Information

The City of Susanville is requesting proposals from qualified firms ("Proposers") to provide professional banking services and related financial services ("Services"). Currently, the City's general banking and point of sale merchant services are provided by the Bank of the West. The City's primary objective is to evaluate the current market environment for banking services, and establish a new contract with a financially secure financial institution that best meets the needs of the City and offers the highest quality of service at the lowest overall cost. The City wishes to create efficiencies, make improvements where possible, and take advantage of new technologies.

The City encourages Proposers to submit the most competitive proposal possible, offering the highest quality service and enhancements to improve our current management of cash flow at a competitive price. While much of the information provided in this RFP is based upon current services, it is the City's desire to maximize the use of automated and electronic technology services to improve our banking, cash management, and customer service capabilities without sacrificing internal controls especially in the areas of account reconciliation, direct deposit, positive pay, ACH and wire transmissions, and other electronic transactions. Of equal consideration is a responsive service-oriented relationship with the selected Proposer(s). The City seeks an institution that demonstrates a strong commitment to customer service by demonstration of its services and products in addition to cost savings.

There is no express or implied obligation for the City of Susanville to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

For a firm to be considered, the City must receive one (1) original with signatures and five (5) copies of the proposal by 4:00 p.m. **Friday, September 8, 2017** at the following address:

City of Susanville
Attn: City Clerk
66 North Lassen Street
Susanville, CA 96130

All proposals must be in a sealed envelope and clearly marked "Sealed Proposal-Banking Services."

The City of Susanville reserves the right to reject any and all proposals submitted.

During this process, the City of Susanville reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. The City may accept any item or group of items of any proposal which will produce the most satisfactory results suited to the City's requirements.

The City of Susanville reserves the right to retain all proposals submitted, and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Susanville and the firm selected. To the fullest extent permitted by law, the City reserves the right to award any combination of services, reject any or all proposals, and/or waive informalities, minor irregularities, inconsequential deviations, and minor variations from specifications in proposals received. An "Evaluation Committee" comprised of City staff or such other persons as City may select in its sole discretion shall determine which proposer has submitted the proposal that best serves the overall interests of the City and attains the highest overall evaluation score. If no responsive proposals are received, the services performed or the supplies or equipment furnished may be obtained without further competitive bidding.

B. RFP Tentative Timeline

The following schedule details key dates and times related to this RFP. City reserves the right to revise this schedule.

It is anticipated the selection of a firm and approval by City Council will be completed on **Wednesday, September 20, 2017**. Following notification of the selected firm the next day, it is anticipated a contract will be executed between both parties by **Wednesday, October 4, 2017**.

For questions regarding the RFP, please contact Deborah Savage, Finance Manager at 530-252-5112 or email: dsavage@cityofsusanville.org

C. Background

The City of Susanville is a general law city operating under the Council-Administrator form of government and serves an area of 3.5 square miles. The City has a population of approximately 15,046, is located in Lassen County, and provides full municipal services. The City has approximately 72 full-time and 40 part-time temporary and seasonal employees. Total expenditures for all funds are budgeted at approximately \$16 million for the 2017-18 fiscal year.

D. Current Banking Structure

The City currently has one primary Operating Account.

- 1 Primary Operating Account – Deposit activity includes all cash and check transactions and credit card deposits. In addition, this account is used for all incoming and outgoing ACH transactions, as well as incoming and outgoing wires, and LAIF transfers. Payroll and Accounts Payable checks are also included in this account.

E. Terms of Contract

The City intends to award a five (5) year contract with five (5) one-year renewal options, subject to annual review and recommendation of the City Administrator, satisfactory negotiation of terms (including a price acceptable to both the City and the selected firm), concurrence of the City Council and annual availability of an appropriation.

II. NATURE OF SERVICES REQUIRED

A. General Requirement

The City would require that the bank have a local branch network in order to meet the organization's cash management needs.

Requirements include:

1. The bank must be a Federal or State of California chartered commercial banking institution with at least one full-service branch located within Susanville city limits.

2. The bank must be a qualified depository for public funds pursuant to the applicable State of California codes. All balances must be fully collateralized through the pool collateral system required under the State of California.
3. The bank must fulfill orders for currency and coin through the City's courier and provide full account reconciliation, positive pay, electronic fraud protection, electronic deposits and disbursement, online wire entry and online stop payment placement
4. Online reporting includes detail report of prior day transactions.
5. Provide key measures of the bank's financial strength, including ratings from nationally recognized rating service(s) and banking rating service(s). Include one copy of the bank's most recent audited financial statement and one copy of the bank's rating from a nationally recognized rating service.
6. Provide the financial institution's current level of public funds deposited and related collateral market value.

B. Deposit Services

The City collects approximately 3,000 checks per month (36,000 checks per year), and approximately \$10,000 - \$15,000 in currency and coin per week.

All monies collected within the City are physically routed from multiple locations to the City's Administrative Services Department located City Hall (66 North Lassen Street, Susanville, CA 96130), and the Finance Division is responsible for processing and preparing the deposits to the bank. All checks, cash and coin processed by the Finance Department are deposited daily at the banking center using sealed deposit bags.

Required services include:

- 1 Process the deposits of cash, and checks both at local bank branch or vault locations.
- 2 Image deposited items.
- 3 Provide online access for deposit reconciliation including images of deposited items and returned items.
- 4 Provide online and email notification of deposit issues within 24 hours.

C. Disbursement Services

The City issues a total of approximately 500 checks per month. Positive pay services and check reconciliation services are used.

- 1 Approximately 475 Accounts Payable checks and 25 Payroll checks per month are issued through the main operating account.

Accounts Payable positive pay data is transmitted to the bank weekly. Payroll positive pay is transmitted bi-weekly.

Payroll is processed bi-weekly. Approximately 88% of employees receive direct deposit of their pay. However, approximately 11 employees still receive checks; this tends to be seasonal, as part-time temporary employees are hired for the busy summer months.

Required services include:

- 1 Provide positive pay services with online transmission of check details.
- 2 Provide positive pay exception item review and correction online.
- 3 Provide online stop payment services (Specify timing and duration).
- 4 Provide an electronic file of paid/cleared check images (front and back), in addition to any alternative electronic archival system used by the bank.
- 5 Provide online access to cashed check images.
- 6 Cash payroll checks at no charge to the employee.
- 7 Specify payroll transmission deadlines.
- 8 Method of reversal of automatic direct deposits for errors.

D. Electronic Transfer of Funds

The City processes approximately 250 ACH Credits and 37 ACH Debits each month, which includes the bi-weekly direct deposit of payroll. A small number of wire transfers (approximately 5) are also received or executed each month.

Required services include:

- 1 Accept and send ACH transactions.
- 2 Accept ACH payment files from third parties.
- 3 Provide ACH debit blocking services.
- 4 Provide a secure electronic method with dual authorization for wiring funds.

E. Reporting

The City requires access to daily balances and transaction reporting information. The City requires access to prior day reporting including ledger balance, available balance, and summary and details of credits/debits posted. Current day (intra-day) reporting requirements include, but not limited to, details of electronic debits and credits, wire transfer activity, controlled disbursements, and ACH receipts.

Required services include:

1. Provide online balance reporting services.
2. Allow approximately 4 City employees with different levels of authorization to access the bank's online reporting system.

3. Provide account reconciliation services for disbursements (full, partial or positive pay, depending on account).
4. Provide monthly activity statements and reports for all accounts by the 10th day of the following month, with the ability to export transaction details into MS Excel.
5. Provide a detailed monthly account analysis statement for each individual account and a consolidated statement showing charges for all account services.

F. Bank Balances

During the past year, the City maintained an average collected balance of \$300,000. Balances are currently used to offset service fees and bank charges.

Required services include:

1. Total account will be interest bearing (or non-interest bearing for a reduction in fees) and must be 110% collateralized at all times pursuant to all applicable sections of the California Government Code.

III. PROPOSAL REQUIREMENTS

A. Submission of Proposal

The following material is required to be received by **4:00 p.m. on Friday, September 8, 2017** for a firm to be considered. Telephone, electronic, faxed, or late proposals will not be accepted and will be returned to the proposer unopened. Hand delivered proposals must be received at the Office of the City Clerk. It is the proposer's responsibility to see that their proposals are sent in sufficient time to be received by the department/location specified below before the submittal deadline. Proposer assumes the burden of delivery.

Submittal must include the number of proposals as per the directions outlined below. One document contained in the submittal must have original signatures and must be signed by a person who is authorized to bind the proposer.

The proposer shall place *one original with original signatures and five (5) copies* of the *'Technical Proposal'* in one sealed envelope and *one original with original signatures and five (5) copies* of the *'Total Cost Proposal'* in one sealed envelope. Envelopes shall be marked "**RFP for Banking Services**" and the **Type of Proposal**. Proposers should send the completed proposal to the following address:

City of Susanville
Attn: City Clerk
66 North Lassen Street
Susanville CA 96130

Technical Proposal

The following material is required to be received by **4:00 p.m. on Friday, September 8, 2017** for a firm to be considered:

One Original and Five (5) copies of the Technical Proposal, to include the following:

1. Title Page

Title page showing the request for proposal's subject, the company's name, address, telephone number of the contact person, and the date of the proposal.

2. Table of Contents

3. Transmittal Letter

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement as to why the firm believes itself to be best qualified to perform the services and a statement that the proposal is a firm and irrevocable offer for forty five (45) days.

4. Detailed Proposal

- a. Provide a general overview and brief history of your organization, including customer service philosophy, parent and/or subsidiary companies, and the number of employees.
- b. Provide the address of the primary office and/or branch location that will service the account and where the City will conduct its banking business.
- c. Describe the bank's direct experience in providing similar services for other governmental agencies, specifically local government agencies located in California. Please include the number of public agency clients, the dollar amount of public funds on deposit, the types of services offered, and the bank's knowledge of and adherence to the California Government Code.
- d. Provide the bank's current credit ratings by Standard & Poor's Rating Services and Moody's Investor Services. If the Proposer is not rated by these rating organizations, provide other evidence of the institution's financial strength.
- e. Discuss the firm's current capital structure, adequacy, and coverage. If applicable, provide the firm's risk-based capital classification (Well Capitalized, Adequately Capitalized, Under Capitalized, and Significantly Undercapitalized).
- f. Include an electronic copy of the most recent audited annual financial statement and the latest 10-k report with the proposal.
- g.

5. Personnel

- a. Provide the name, title, address, phone number, fax number and e-mail address of the primary contact person(s) assigned to this account.

b. Describe your firm's policy on changing the primary contact person on an account.

c. Name the individuals who will work with the City on a day-to-day basis.

Information should include:

- i. Identify what each person's role and responsibilities will be.
- ii. Biographical information.
- iii. Experience working with governmental agencies.
 - a. Number of years experience in this field.
 - b. Number of years with your firm.

d. Will a specific customer service representative or a customer service department be assigned to handle day-to-day transactions for the City?

- i. Describe the responsibilities of the customer service personnel, including the chain of command for problem resolutions.
- ii. Is local customer service support available at the bank's local branches?
- iii. If an error is discovered by the City, how would you propose to resolve it (i.e. who should the City contact first, etc.)?

6. References

Please provide at least three (3) references that are of similar size and scope of service utilization as the City, preferably local government agencies located in California.

7. Collateralization of Deposits

a. Confirm that the financial institution is a qualified depository for public funds pursuant to California Government Code Section 53648, and please detail the bank's procedures for collateralizing the deposits of public funds.

- i. What types of securities are used as collateral?
- ii. Which bank department is responsible for tracking deposits and monitoring collateral?
- iii. What is the bank's current level (\$ amount) of public funds deposits and the related collateral?
- iv. What is the frequency of reporting to the State Treasurer's Office?

b. Please include a copy of the Bank's Contract for Deposit of Moneys in the Section.

8. Deposit Processing

a. Please provide the address, name and telephone number of the branch managers at your branches in Susanville CA.

b. For deposits collected and transported by armored car, what bank location do you propose for the City's armored car to deposit funds for processing?

c. What is the cutoff time for deposits at the bank's local branch and at the bank's operations center to ensure same day credit?

d. Can checks, currency, and coin be included in the same deposit?

- e. Discrepancy in deposits.
 - i. How does the bank handle any deposit discrepancies?
 - ii. If the bank corrects a deposit, how will the City be informed of this change?
 - iii. Is there a threshold for deposit discrepancies before notifying the City?
 - iv. Does the bank use videotaping and dual custody for all deposits at the branch and operations center?
 - v. How does the bank substantiate its decisions in the case of discrepancies?

9. Returned Item Processing

- a. Please describe the bank's returned item handling procedures and notification options.
- b. Can returned items be automatically re-deposited? If so, how many times?
 - i. Does the bank offer any options that may increase the collection of NSF checks?
 - ii. Can the bank provide online access to electronic images (front and back) of returned items to the City? How soon after an item is returned can these images be accessed?

10. Electronic Business Payments

- a. What remittance detail is available for payments made to the City?
- b. If the City's bank account information changes, how will payments be redirected to the new account? Will individual businesses have to be notified of the account change?

11. Positive Pay

- a. Describe any specified transmission methods required by the bank?
- b. What is the deadline for the transmission of check data or issuance information to the bank?
- c. How frequently can transmission files be uploaded to the bank for the issuance of additional checks, and/or recently voided items? Is there a limit to the number of files per day?
- d. Does the bank offer the ability to manually enter single check disbursements used during the day?
- e. How will the City be notified of exceptions or rejected items? What is the procedure and timeline for paying or returning exception items?
- f. Does the bank provide online check imaging so that the City could review exception items electronically?

12. Stop Payments

- a. Can stop payments be placed online?
- b. How long will the stop payment remain in effect? Are there different term options?
- c. Can stop payments be automatically renewed? If so, for how long? Is there an associated fee for each renewal?

13. Wires and ACH Processing

.Describe the bank’s online transfer capabilities including the ability to create and store repetitive wire templates and to create future-dated wires. Can varying degrees of authorization be set, such as multiple authorizers, maximum dollar amounts, etc.?

- a. What is the cut-off time for same-day wire transfers?
- b. What ACH file transmission options are available?
- c. Can two (2) separate files be transferred on the same day?
- d. What are the transmission deadlines for ACH files?
- e. Can ACH payments be initiated online?
- f. What are the cut-off deadlines for ACH payments initiated online?
- g. How and by what method customers are notified that a transmission was successful in order to validate the credit totals transmitted? How soon is this provided after transmission?
- h. How are returned and rejected ACH transactions handled? What information does the bank provide to assist in identifying returned and rejected ACH transmission? When is this information available?
- i. Does the bank offer ACH Positive Pay?
- j. Describe the bank’s security system in general and how it will guard against unauthorized ACH debits to the City’s accounts. If an authorized ACH debit posts to the City’s account, describe how the transaction would be resolved.

14. Merchant Card Services

The City currently only accepts credit payments through the traditional credit card acceptance (in person) (e.g. card swipe) and over the phone.

- a. Please provide a detailed description of the entire merchant card process within your institution. Is your program housed through a third party vendor, if so, please explain.
- b. Provide a detailed rate and fee structure with breakdown of all fees, including bank and association charges.
- c. What type of online reporting services do you provide beside Card Processing Statement, such as above statistics in total?
- d. Discuss clearing time between deposit and posting to City’s main checking account.
- e. Discuss security features, including account number encryption and purging policy.
- f. Describe Payment Card Industry (PCI) data security standard compliance and liability. Please provide documentation.
- g. Discuss your chargeback policy (including the bank’s role in this process).

Statistics for 12 month activity, including City Services and Diamond Mountain Golf Course (July 2016 to June 2017):

1	Total Payment Processed	\$1.5 million
2	Net Sales Transactions Processed	10,068
3	Average Transactions Processed (“ticket size”)	\$326
4	Total Sales Refund Volume	\$50
5	Sales Refunds Transactions Processed	3

15. Implementation Plan and Costs

The City requires a smooth and low-cost transition to a new bank or to enhanced services with its existing bank.

- a. Please describe the bank's plan to implement the proposed services and to ensure a smooth, error-free conversion.
- b. Please detail all costs associated with the conversion of all the new services.
- c. Indicate the bank's plans for educating and training City employees in the use of your firm's systems. Will the bank provide on-site training for City personnel for all of the services needed?

16. Statements, Reconciliations, and Reporting

- a. How soon after the cut-off date will the statements and ARP ready?
- b. What types of indexing capabilities are available to locate checks from prior months?
- c. Are electronic images stored on the bank's online reporting system and for how long? If so, how does the bank charge for these services?
- d. Please describe the bank's online information reporting system and the types of reports that are available.
- e. Are there any limits on the number of the City users that could have access to the bank's online website and levels of authorization?
- f. What current day information is available through the reporting system?
- g. Can electronic reports be custom-tailored for the end user? Is there an additional charge?
- h. How many business days of balance history are stored on the reporting system for previous day and current day reporting?

17. Earnings Credit Rates

- a. Does the City have the option of compensating the bank on either a fee or balance basis? Is the price the same for either option? If not, what is the difference?
- b. How is your bank's earnings credit determined, adjusted, and applied? Please include in the explanation the impact of the bank's reserve requirement, the formula for converting service charges to balance requirements.
- c. Can excess earnings credit be carried over to a subsequent billing period? If so, how many periods?

18. Account Analysis Statements

- a. Please provide a sample analysis statement. How soon after month-end is the analysis statement mailed or readily available online?
- b. Will the bank pass on the FDIC charges to the City? If so, what is the current charge for an entire year on a \$5,000,000 balance? How is this charge computed?

19. Overdrafts

- c. Describe the bank's policy on and ability to provide daylight (intra-day) overdraft protection.
- d. What are the fees and interest charges associated with overdrafts? How are these charges calculated?
- e. Is there a fee per check or per occurrence when there is an overdraft? Is there a daily cap on fees?

20. City Issued Check Cashing

- a. Will the bank cash the City's checks without charge to either the City or check payee? If not, what is the charge? Is a check cashing agreement required? If yes, please include a copy.

21. Sample Contract

- a. Provide a sample of the proposed contract for your bank's services. Please also provide samples of all other documents which will need to be signed/entered into related to the provision of the services requested in this RFP including any documents referenced or incorporated into the contracts/agreements.

22. Pricing and Account Analysis

- a. Please provide a complete fee schedule for all of the services described in your financial institution's proposal. Fees related to all services described in the proposal must be listed. Also, include any one-time or set-up charges, research fees, minimum fees, or all other fees that will be charged. Include any incentives or price breaks offered based on volume or other measures.
- b. Is the bank willing to guarantee the proposed fees for the entire term of the contract up to five (5) years? If not, for how long are the fees guaranteed?

C. Sealed Total Cost Proposal

Please indicate the total cost and attach any cost breakdown. The proposer is to submit a detailed cost proposal for all services and materials. The proposer shall determine a not-to-exceed allowance for reimbursements included within the cost proposal. The City of Susanville will not be responsible for the expenses incurred in preparing and submitting the technical proposal or the sealed total cost proposal. Such costs should not be included in the proposal.

The first page of the sealed total cost bid should include the following information:

- 1 Name of Firm
- 2 Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the City of Susanville

IV. EVALUATION PROCEDURES

A. Evaluation Committee

Proposals will be reviewed by an Evaluation Committee which is expected to include the following: City Administrator, Finance Manager, Accounting Technician II

B. Review of Proposals

The Evaluation Committee will use a point formula during the review process to score proposals. Each member will first score each technical proposal by each of the criteria described in Section V (C) below. The full Evaluation Committee will then convene to review and discuss these evaluations and to combine the individual scores to arrive at a composite technical score for each firm. At this point, firms with an unacceptably low technical score will be eliminated from further consideration.

After the composite technical score for each firm has been established, additional points will be added to the technical score based on the price bid. The maximum score for price will be assigned to the firm offering the lowest total all-inclusive maximum price. Proportionate fractional scores will be assigned to other proposers.

The City of Susanville reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

C. Evaluation Criteria

The following represent the principal selection criteria which will be considered during the evaluation process.

Any award made pursuant to this RFP will be based upon the respondent's proposal with appropriate consideration given to functional, technical, business, cost, and management requirements. Written proposals that satisfy all requirements specified in this RFP will be evaluated. The intent is to assess the ability of the respondent to provide banking services and its associated requirements, and whose services best meet the needs of the City. The City may request additional information from any of the firms submitting proposals. The following criteria will be used in evaluating proposals and in the selection of a financial institution (not in priority order):

- 1 Compliance with the requirements of this RFP and quality of proposal, including completion of all required responses in the specified format.
- 2 Operational requirements such as: understanding the needs and requirements of the City, as set forth in this RFP; scope and services offered including degree of automation; and bank and branch locations.
- 3 An example of the respondent's ability to deliver the indicated service in accordance with the specifications set out in this RFP.
- 4 Firm experience, including the respondent's stability, resources, qualifications, and relevant experience and/or record of past performance in implementing and delivering such services to local governments with like-kind operations located within the State of California.
- 5 Availability of sufficient high quality respondent's personnel with the required skills and experience for the specific approach proposed.
- 6 Financial strength of the proposing institution, and adequacy of financial controls and protection against loss.
- 7 The quality and scope of the proposed conversion, implementation and transition plan, and the value of any new product or service suggestions or other new ideas and enhancements.
- 8 Respondent's acceptance of the City's contractual terms and conditions, as applicable.
- 9 Overall cost of respondent's proposal.

At any time, the City, at its discretion and without explanation to the prospective financial institutions, can choose to discontinue this RFP without obligation to such prospective financial institutions.

Onsite Interview and Presentation

After an evaluation of all proposals, the City may invite selected financial institutions to meet with the evaluation team. As part of the RFP process, you may be required to present your company's ability to provide banking services at the City of Susanville, 66 North Lassen Street, Susanville, CA 96130. The presentation allows you to demonstrate your services and to give the City a better chance to evaluate your capabilities in detail. Scores will be reassessed after this onsite presentation.

D. Final Selection

The Susanville City Council will select a firm based upon the recommendations of the Evaluation Committee.

It is anticipated that a firm will be chosen on **Wednesday, September 20, 2017**.

Following notification of the firm selected, it is expected a contract will be executed between both parties by **Wednesday, October 4, 2017**.

E. Collusion

By submitting a proposal, each Proposer represents and warrants that its proposal is genuine and not a sham or collusive or made in the interest of or on behalf of any person not named therein; that the Proposer has not directly induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and that the Proposer has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

F. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Susanville and the firm selected. The City of Susanville reserves the right without prejudice to reject any or all proposals.

Reviewed by JW City Administrator
 City Attorney

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Gwenna MacDonald, City Clerk

Action Date: August 16, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Susanville Municipal Airport 201 Air Fair: August 19, 2017 Sponsored by the Experimental Aircraft Association (EAA) Chapter #794

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: As part of the agreement between the City of Susanville and the Experimental Aircraft Association (EAA) Chapter #794, each year the EAA must notify the City of their intent to sponsor the annual Air Fair. This year, the EAA proposes to hold the Air Fair on Saturday, August 19, 2017. The agreement also requires the EAA to procure and maintain, at its own cost, public liability insurance with a combined single limit of \$5,000,000.00 naming the EAA and the City of Susanville as the insured. The EAA is requesting that the City pay for half of the insurance premium, in an amount not to exceed \$500.00

FISCAL IMPACT: The Agreement authorizes EAA #794 to set the rates and charges for admission to the Air Fair, and will pay the City twenty percent of the gross proceeds from ticket sales and parking fees. The cost to the City would be up to \$500 for one half of the insurance premium from Fund 7630.411.40.4512.

ACTION REQUESTED: Motion to authorize the Experimental Aircraft Association Lassen County Chapter #794 to sponsor the Susanville Municipal Airport 2017 Air Fair event on Saturday, August 19, 2017 and approve payment of half of the insurance premium in an amount not to exceed \$500.00

ATTACHMENTS: None

Reviewed by: skw City Administrator
 City Attorney

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

Submitted by: John King, Chief of Police

Action Date: August 16, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Police Canine Unit Report

PRESENTED BY: John King, Police Chief

SUMMARY: The Police Department provided an introduction and proposal to the City Council regarding the establishment of a police canine program. The purpose of a police canine program is to support daily functions of police operations in service to the community, and staff was directed to continue with identifying start-up and program maintenance costs for one canine team.

An updated cost breakdown including available funds and existing assets has been provided for review by the City Council. Program costs are also included in the mid-year budget discussion.

FISCAL IMPACT: 1 Unit: Startup cost \$29,175; annual cost \$26,400

ACTION REQUESTED: Discuss and provide direction to staff.

ATTACHMENTS: Updated program proposal

POLICE DEPARTMENT

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

To: Jared Hancock, City Administrator

From: John King, Chief of Police

Date: August 10, 2017

Re: Susanville Police Department Canine Program

I have spent considerable time consulting with multiple canine trainers and leaders of current police canine programs. The advice received for the process of implementing a successful canine program is rather consistent from all sources. The recommended procedure as follows:

Identify who our canine handler will be.

Work with the handler to attend and evaluate the local canine trainers.

Determine which canine training program best fits our needs and philosophy

Acquire a working canine and allow the canine and handler to bond prior to training.

Send the handler and canine to the basic canine course.

Continue with maintenance training.

Because many of these steps are fluid, it is difficult to establish a solid cost for the actual canine. The figures below are typical and within the range considered normal for a canine program.

Costs

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

- Purchase of Dogs
 - \$8,000 - \$10,000 per dog (may be less with agreed purchase of two)
 - 2 year old
 - Working life 7 – 9 years

- Initial Handler Training
 - \$4,500 per handler + Per Diem rate for the area.
 - Approximate five week course starting July 31, 2017
 - \$14,400 Backfill expense for handler absence.
Per Diem rate \$91.00 x 25 days = \$2275

- Equipment
 - Kennel
 - Donated
 - Installed at officers residence, including concrete slab
 - Misc leashes, collars, feed bowls, etc
 - Majority donated by Treats
 - Vehicle
 - Current asset
 - Donated by Galt Police Department
- Dog Food
 - Donated by Treats. Unlimited monthly amounts, consistent with Sheriff K9 benefit
- Veterinary Services
 - 40% - 100% discounted services. This service is already in place to serve LCSO Canines through Thompson Peak Veterinarian.
 - Several veterinarians have agreed to provide discounted or free services
 - K9 foundation assumes remainder of bill consistent with LCSO Canine program
- Continuous Training
 - \$300 monthly for a professional trainer (recommended)
 - POST recommends 16 hours monthly training
 - Teams train together on weekly or bi-weekly basis.
 - Approximately \$1600.00 per month overtime cost for training or backfill.
- Handler Compensation
 - Average cost \$300 per team per month
 - Agreed upon in Associations MOU
 - Required under FLSA

Item	Frequency	K9-1	Total	Funding Source
Purchase of dogs	One time	\$8,000-\$10,000	\$8,000-\$10,000	Donations
Initial handler training	One time	\$4,500	\$4,500	Donations
Kennel	One time	\$0.00	\$0.00	Donated by Ofc. Hoover
Vehicle	One time	Shared	\$0.00	Donated by Galt Police Dept.
Misc Equip	One time	Shared	\$0.00	Donated by Treats
Food	Monthly	Shared	\$0.00	Donated by Treats
* Training	Monthly	\$1600.00 + \$300 for training service	\$1900.00	Training fund
Veterinary	Annual	Shared	40%-100%	Donations/Police

Service			Discounted	Budget
FLSA Handler Compensation	Monthly	\$300	\$600 Average (negotiable)	Police Salary
Current Donations Received			\$10,000	

Cost Summary

Start-up costs

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

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

Maintenance costs

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

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

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

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

Adding a second Canine

Adding a second canine to the program does present some unique challenges and rewards. The two handlers can be scheduled on opposing ends of the current work week schedule, which will cut down on the amount of "call out" overtime expenses. A second handler will also prevent one handler and canine from being overworked, thereby shortening the working life of the canine.

Some of the costs associated with the canine program will be invisible, whether there is one canine or two simply will not matter. Other costs are unavoidable and will have the opposite effect, essentially doubling the commitment.

The largest area of concern remains the backfill/overtime expense for training time. Regardless of whether the handler is on days on or off, there will be a backfill/overtime expense to compensate the replacement officer, or the handler for training on days off. Adding a second canine does not eliminate this issue, rather doubles the impact. Both handlers and canines will require the minimum amounts of training.

Below is a list of the previous listed expenses, adjusted to reflect the addition of a second canine.

Item	Frequency	K9-1	K9-2	Total	Funding Source
Purchase of dogs	One time	\$8,000-\$10,000	\$8,000-\$10,000	\$16,000-\$20,000	Donations up to \$10,000 currently
Initial handler training	One time	\$4,500 *See SRO notes*	\$4,500	\$9,000	Donations
Kennel	One time	\$0.00	\$0.00	\$0.00	Donated by Ofc. Hoover/POA
Vehicle	One time	Shared	Shared	\$0.00	Donated by Galt Police Dept.
Misc Equip	One time	Shared	Shared	\$0.00	Donated by Treats
Food	Monthly	Shared	Shared	\$0.00	Donated by Treats
* Training	Monthly	\$1600.00 + \$300 for training service.	\$1600.00+ \$300 for training service	\$3800 Monthly	Training fund
Veterinary Service	Annual	Shared	Shared	40%-100% Discounted	Donations/Police Budget
FLSA Handler Compensation	Monthly	\$300	\$300	\$600 Average (negotiable)	Police Salary
Current				\$10,000	

Donations Received					
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Cost Summary for two canines

Start-up costs

• Dog Purchase	\$16,000-\$20,000
• Handler Training	\$9000
• Per Diem	\$4550
• Back fill for training	\$28,800
 Total	 \$58,350

Maintenance costs

• Professional trainer annually	\$7200.00
• Handler compensation/MOU annually	\$7200.00
• Training backfill	\$38,600.00
 Total	 \$53,000.00

The other associated costs will not be a visible expenditure. The vehicle for example can be shared by both handlers and therefore not an additional expense to acquire or maintain. The veterinary services will be consistent and cannot be attributed to any specific animal. Barring a lethal diagnosis in an animal i.e. twisted intestines or cancer, medical costs will incur regardless of which canine or how many canines are deployed. With the current medical structure in place through the Lassen Canine foundation, the city will not incur any of those costs.

The only distinguishable loss at this point for adding a second canine handler, is that there will not be a cost saving opportunity for the initial training. As mentioned above, there is a cost saving chance for one handler to attend training in the summer, thereby allowing the school resource officer (if appointed) to fill that vacancy. This saving opportunity will not present again until the summer of 2018.

AGENDA ITEM NO. 13B

Reviewed by: JW City Administrator
 City Attorney

 Motion only
 Public Hearing
 Resolution
 Ordinance
 X Information

Submitted by: Gwenna MacDonald, City Clerk

Action Date: August 16, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Comprehensive Economic Development Strategy (CEDS)

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: Consider and discuss the Comprehensive Economic Development Strategy document as developed by the Lassen County Economic Development Steering Committee.

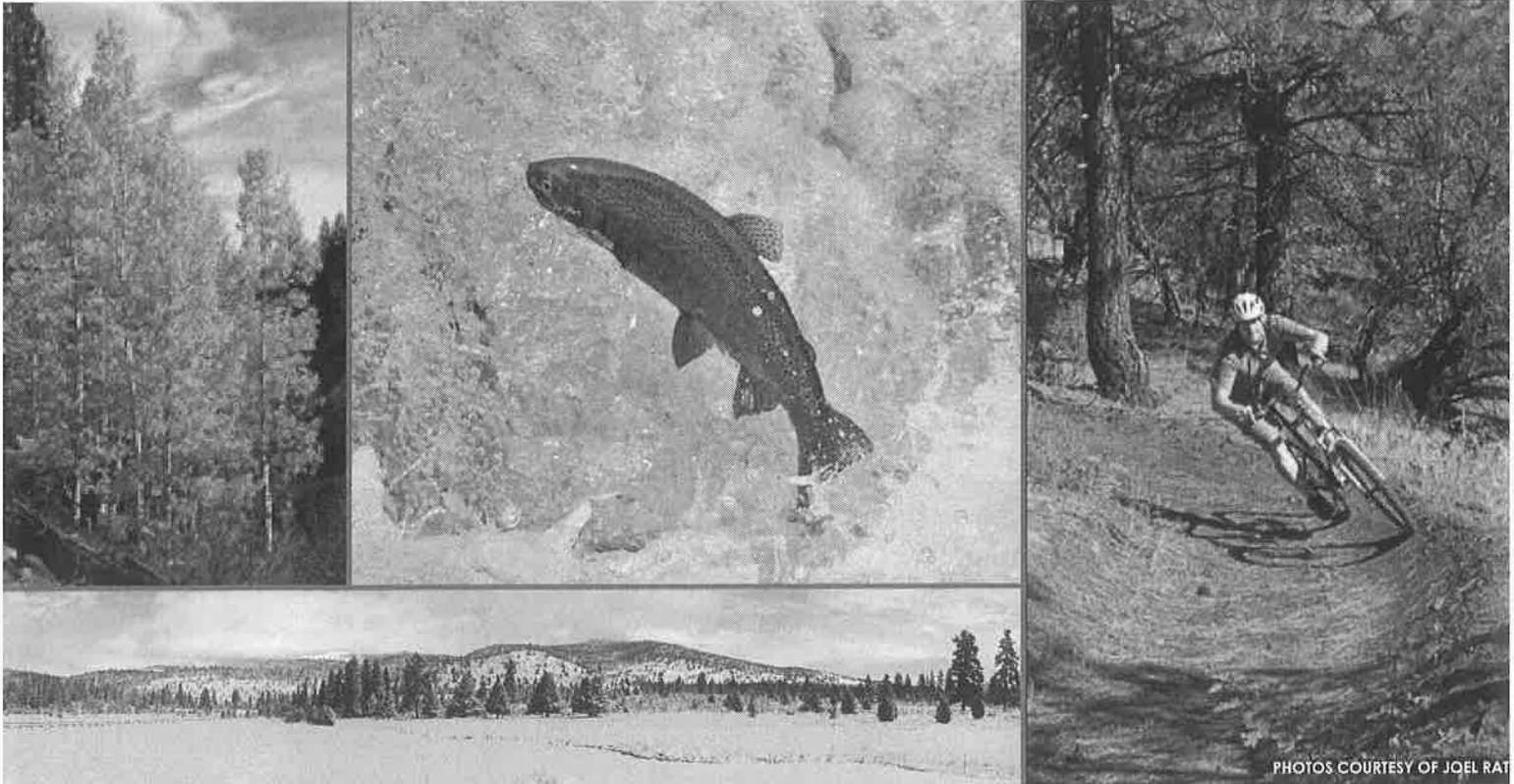
FISCAL IMPACT: None.

ACTION REQUESTED: Direction to staff.

ATTACHMENTS: Comprehensive Economic Development Strategy (CEDS)

LASSEN COUNTY

Comprehensive Economic Development Strategy



PHOTOS COURTESY OF JOEL RAT

CONNECTING ASSETS WITH OPPORTUNITIES

Funded by State of California Department of Housing and Community Development
Economic Development and Planning/Technical Assistance Program Grant

2012

LASSEN COUNTY BOARD OF SUPERVISORS

District 1 – Bob Pyle

District 2 – Jim Chapman

District 3 – Larry Wosick

District 4 – Brian Dahle, Chairman

District 5 – Jack Hanson, Vice-Chairman

LASSEN COUNTY ADMINISTRATION

Martin Nichols, Chief Administration Officer

Maurice Anderson, Planning and Community Development

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G. Marketing Concept – LLTT	
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J. CDBG – Rest Stop Welcome Center Guide	
K. Sample Tool Box & Façade Programs	
L. ICMA Rural Communities Smart Growth	
M. Lassen County CDBG Loan Program	
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1.0 INTRODUCTION

Lassen County is faced with a variety of economic challenges including the loss of a major industry sector (timber), declining revenues, stagnant population growth, high unemployment history, and an aging population but also has some unique assets that could create some economic opportunities.

The County previously had staff working at least part time on economic development following a 2004 Economic Development Strategy for the county with a 2009 addendum. The City had a similar type staff-driven plan. In 2010 the Lassen Economic Development Council (LEDC) was organized consisting of key stakeholders to work on issues and constraints to economic development. The LEDC had identified some projects which were being moved forward. However, there was no comprehensive economic development plan for the county and the city.

The County had received funding from the State of California, Community Development Block Grant program to develop an updated Economic Development Strategy. The County felt this was an opportunity to help strengthen the LEDC, a public-private partnership, and requested the LEDC to be the lead on developing a Comprehensive Economic Development Strategy (CEDS).

The Lassen County strategy follows the CEDS framework, documented in **Section 2.0 Comprehensive Economic Development Strategy**. The process looked at Lassen County through a different lens – using assets as the basis for connecting activities to opportunities which create ripple effects through creative collaboration.

Section 4.0, Action Plan, outlines the three initiatives identified by the CEDS committee as priority actions with recommended actions for moving forward and measuring performance progress. The Action Plan focuses on Lassen County assets that can generate or drive economic activity:

1. Attracting Visitors
2. Growing Local
3. Enhancing Traded Sectors

Each initiative is designed around Lassen County's key assets.

Section 5.0, Implementation, provides recommendations for organizational structure for the LEDC to operate as a public/private partnership. *Action Teams* are recommended for action plan tasks based on pledges provided by CEDS committee members at the August 29, 2012 CEDS priority action planning session. Also included are recommendations for technical assistance for launching the Action Plan Initiatives, professional services and applying to AmeriCorps for an intern to assist in the plan implementation.

An **Implementation Guide**, matrix, with Action Plan Tasks, assignments, resources and timelines is also included to help guide LEDC with implementation.

2.0 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY

In addition to developing a “roadmap” for economic development, the County also wanted to prepare the roadmap as an *Economic Development Administration’s (EDA) Comprehensive Economic Development Strategy (CED)*.

The CEDS process uses a four-step strategic planning framework that involves significant input from private sector, key stakeholders and public input. This framework was used for the Lassen County CEDS:

1. Analysis
2. Vision
3. Action Plan
4. Evaluation

The overall purpose of a CEDS is to bring together the public and private sectors, nonprofits, community-based organizations, and individuals to build a consensus of actions and priorities that will ultimately generate economic activity.

The LEDC sat as the CEDS Committee, conducting the planning work sessions, outreach, public hearings, and adoption of the CEDS. The Lassen County Board of Supervisors participated in the planning and also accepted the plan at a formal Board meeting for submittal to State of California, Department of Housing & Community Development, and project funder.

CEDS Strategic Planning Framework

1. **Analysis** – demographics, economy, investment climate, infrastructure, challenges, capital projects;
2. **Vision** – stakeholder interviews on vision, goals, and expected outcomes;
3. **Action Plan** – priority initiatives, engagement and commitment of partners to implementation;
4. **Evaluation** – performance measurements for effectiveness and progress.

2.1 CEDS Committee

As directed by the Economic Development Administration, the Comprehensive Economic Development Strategy (CEDS) Committee is “an entity identified by the planning organization (County) as responsible for developing, updating, or replacing a strategy and is the principal facilitator of the economic development Planning and implementation process”. The Lassen County Economic Development Council (LEDC) was selected to serve as the CEDS Committee, Planning, and Implementation Organization.

The LEDC is a coalition of stakeholders and institutions including regional business and community organizations, representatives from federal, state, county, regional, and local government agencies. Meeting the EDA requirements for the committee, Lassen County CEDS Committee representatives included:

Representing Local Government

- Jenna Aguilera, Lassen County Planning and Building Services
- Maurice Anderson, Lassen County Planning and Community Development
- Jim Chapman, Lassen County Board of Supervisors
- Jared Hancock, City of Susanville City Administrator
- Jack Hanson, Lassen County Board of Supervisors
- Nick McBride, Susanville City Council
- Martin Nichols, Lassen County Chief Administrative Officer
- Jamie Smith, Lassen County Planning and Building Services
- Brian Wilson, Susanville City Council
- Larry Wosick, Lassen County Board of Supervisors

Representing Business and Industry

- Nick Albonico, High Desert State Prison
- Chuck Downs, Subway
- Bob Edwards, Banner Lassen Medical Center
- Dick Ellena, Best Western Trailside Inn
- Rhonda Fuller, High Desert State Prison
- Campbell Jameson, Diamond Mountain Casino and Hotel
- Eric Mumaw, California Correctional Center

Representing Utilities

- Bob Marshall, Plumas-Sierra Rural Electric Cooperative
- Theresa Phillips, Lassen Municipal Utility District
- Scott Welch, Plumas-Sierra Rural Electric Cooperative

Representing State & Federal Gov

- Stan Bales, Bureau of Land Management
- Dennis Benson, Bureau of Land Management, Eagle Lake Field Office
- Heidi Perry-McCourt, Lassen National Forest
- Representing Banking and Finance
- Kathie Garnier, Eagle Home Mortgage and Historic Uptown Susanville Association
- Maria Nye, Plumas Bank

Representing Nonprofits

- Patti Hagata, Lassen County Chamber
- Louise Jensen, Lassen Land & Trails Trust

Representing Education and Workforce Development

- Dr. Marlon Hall, Lassen Community College
- Teri Hiser-Haynes, Alliance for Workforce Development

Representing Local Youth

- Elizabeth Fernandez, Lassen Community College Student Senate

2.2 Community Participation

Community participation was a critical component of crafting the Lassen County CEDS.

A diverse group of private and public sector people were contacted and interviewed to gather additional information and input to the initiatives and priorities stemming from the CEDS meetings, work sessions and presentations (July 3, August 17, August 29, September 11, 2012), and provide any additional input they wished.

The following individuals provided comments and input and were also added to the distribution list to receive further updates on the CEDS:

- Bob Pyle, Lassen County Supervisor
- Brian Dahle, Lassen County Supervisor
- Jim Wolcott, Lassen County Fair
- Ron Barnes, High Desert State Prison
- Robert Gower, California Correctional Cntr
- Robert Kennedy, SIRCo
- Jim Mackay, Susanville Indian Rancheria
- Jeff Trump, Haws, Theobald & Auman (CPA)
- Vicki Lozano, Mount Lassen Properties
- Penny Artz, County Cleaners
- Craig Hemphill, Lassen Ag Commissioner
- Eileen Majors, Mountain Living Magazine
- David Lile, U.S. Cooperative Extension
- Seth Peterson, Sierra Cascade Nursery
- Kerri Cobb, U.S. Bank
- Traci Holt, AFWD
- Joel Rathje, Lassen County Trails
- Eloise Debruler, FCI Herlong
- Bill Stewart, LMUD
- George Robson, Robson Planning
- Shelly Noack, Tri Counties Bank
- Garrett Taylor, Lassen College

The comprehensive make up of this planning group helps to ensure that the planning process reflects the needs and desires of stakeholders, local residents, and businesses.

Figure 1 - Diversity of CEDS Committee and Community Participants

	<i>Total</i>	<i>% of Total</i>
Public / Private	26 / 26	50% / 50%
Male / Female	34 / 18	65% / 35%
Minority Representation	5	10%
Youth Representation	1	2%

3.0 ECONOMIC ANALYSIS

The Analysis Phase of the strategic planning process is a review of the county's current socioeconomic conditions, review of existing documents and research, identification of local and regional resources and assessment of assets, opportunities, and challenges/constraints. Following are summary findings with detailed data included in the Appendix.

3.1 Socioeconomics Data¹

Figure 2 summarizes data in three major categories, business/industry, land use/transportation, and demographics. The most challenging factor is the declining population, visitors and revenue. Full data charts and factors affecting economic performance are included in Appendix A.

Figure 2 - Summary of Social and Economic Analysis

Business and Industry
<ul style="list-style-type: none"> ▪ The last lumber mill in Lassen County closed in 2007. \$7.4 million in payroll was lost. ▪ 85 percent of Lassen County's private sector employers have less than 10 employees and average sales of \$100 to \$400,000. ▪ Of those, 73 percent have less than five employees. ▪ Agriculture and ranching are somewhat secure operations. ▪ Major employers are federal, state, and county governments. ▪ Tourism related assets are underutilized. There are opportunities to capitalize on the market.
Land Use and Transportation
<ul style="list-style-type: none"> ▪ Approximately 63 percent of the land in Lassen County is owned or controlled by a government agency. ▪ Over 300,000 acres are currently in the Williamson Act. ▪ Traffic volume, speed and safety along State Route 36 are a major transportation issue in the county.
Demographics
<ul style="list-style-type: none"> ▪ Lassen County's unemployment rate has been consistently higher than the state rate and the span has steadily gotten greater. ▪ Households are growing at a much slower pace than they were in 2000. ▪ 64 percent of Lassen County's 2012 households have no one under the age of 18. A potential problem for employers.

¹ Appendix A – Data Analysis, *Factors Affecting Economic Performance*

3.2 Documents Review²

An extensive review of 40 reports, plans, studies, and strategies was conducted. Documents included County, City, State and Federal reports as well as organizational reports and plans.

A full listing of the documents and summary of goals/objectives of major reports is included in Appendix B.

Extensive research was also conducted to support the identification of actions and opportunities and development of strategic actions.

3.3 Local and Regional Resources

There is access to many local and regional organizations representing a broad range of perspectives and business services – from workforce development to renewable energy development. Many of the necessary ingredients for a successful action plan are already being worked on or are in the planning stage in Lassen County. The goal of the CEDS process is to bring all of these “silo” activities together in a cohesive plan adopted by all.

Figure 3 - Organizational Resources for the Lassen County CEDS

	Organizational Functions and/or CEDS Area of Expertise						
	Planning, Economic and Business Dev.	Financing	Business Assistance	Workforce Training & Education	Tourism & Visitors	Transportation & Infrastructure	
Local Government (city, county)	✗	✗				✗	
Alliance for Workforce Dev. (NoRTEC)	✗		✗	✗			
Lassen Community College				✗			
Community-based organizations (Chamber, HUSA, LLTT)	✗				✗		
Bureau of Land Management	✗				✗	✗	
Forest Service	✗				✗	✗	
Utilities	✗					✗	
Susanville Indian Rancheria Corporation	✗			✗	✗		
Banks		✗					

The LEDC is charged with implementation of the CEDS. Partnering with the many local and regional organizations will help to ensure the strategies and projects are successfully accomplished.

² Appendix B – Documents Reviewed

3.4 Assets, Opportunities, Challenges (Constraints)

Through review of existing documents, reports, meeting minutes and the first CEDS Work Session, the key assets, opportunities, and challenges (constraints) were identified and are summarized in Figure 4 below.

Figure 4 - Summary of Assets, Opportunities, Challenges and Constraints

Assets
<ul style="list-style-type: none"> ▪ Consensus on the County’s biggest asset – outdoor recreation and trails ▪ Susanville Park Ranch ▪ Talented and dedicated people ▪ Downtown ▪ Highway 395 traffic ▪ Agriculture, local production
Opportunities
<ul style="list-style-type: none"> ▪ Under-utilized assets ▪ Reno seen as competition but could be a market ▪ Change is happening, new collaborations are occurring (workforce, education, PSREC) ▪ New stakeholders at the table ▪ A belief that there is opportunity if resources and focus could occur ▪ May be at a tipping point
Challenges and Constraints
<ul style="list-style-type: none"> ▪ Stagnant population and household growth ▪ Logistically challenged for industry (remote) ▪ Perception of many false starts on plans for economic recovery. In reality, much has been done but no clear definition of expectations was communicated and no organization is viewed as the champion ▪ Lack of resources ▪ Customer service needs to be improved at businesses and government ▪ Federal and State control 63 percent of land ▪ Lassen is a drive-thru community ▪ Limited collaboration; working in silos even during downturn ▪ Mixed view on education ▪ No consistent message

4.0 VISION / GOALS

The ultimate goal for all involved is to increase economic prosperity for Lassen County. The current situation of declining population, visitors, and revenue has had a significant economic impact on the economy and the community.

The vision and goals were identified by the three economic drivers of Lassen County:

1. Visitor Serving Market
2. Population Driven Market
3. Traded Sector Market

4.1 Vision

The County's vision is embodied in its General Plan. For the economic development strategy a collective aspiration vision is:

One of the nation's top Outdoor Recreation Destinations and Community Living, where:

- The natural outdoors attracts visitors and residents;
- A vibrant and historic Hwy 395 welcomes visitors to stay;
- A quality learning environment effectively prepares people for life;
- Entrepreneurism is a way of life;
- Niche traded sectors provide a broad range of job opportunities;
- Infrastructure is maintained and developed to meet the needs of community, residents and business;
- Trusted, collaborative leadership participates in creating the future.

4.2 Goal Setting

The process began with the review of existing document goals and during the CEDS Committee first work session they were asked the question "***Where do we want Lassen County to be in three years?***" Goals and Aspirational Goals were developed for each of the three economic drivers.

Visitor-Serving Market – GOAL: Magnet to Draw Visitors

- ***Aspirational Goal: One of the Top 15 Mountain Biking Destination in the US***
- Draw visitors and strengthen tourism and recreational activities
- Comprehensive trail system
- Bicycling facilities, trails, promotions
- Effective management and preservation of natural resources to enable continued use by residents and visitors

Population-Driven Market – GOAL: Grow Local Business Opportunities

- ***Aspiration Goal: Become one of the 101 Best Outdoor Towns in America***
- Place making and improved retail offerings
- Skills training
- Entrepreneurial development

Traded Sector Market – GOAL: Prepare for and Expand Existing and New Opportunities

- Readiness
- Increased employment
- Business retention
- Expand infrastructure
- City/County coordinated economic development efforts

Figure 5 – Lassen County in 2015 – *Where do you want to be in three years?*

Visitor Serving Market	Population Serving Market	Traded Sector	Implementation
<ul style="list-style-type: none"> ▪ Regional coordinated effort with tourism, recruit to bring people and business ▪ Create sense of place; experience for locals and visitors in all areas ▪ More events (Desert BLM); get people to stay ▪ Kiosk, completed gateway ▪ More good restaurants ▪ Facade improvements, rehab properties ▪ Recreational infrastructure for tourism and locals 	<ul style="list-style-type: none"> ▪ Sense of pride, local investment through spending ▪ Swimming pool ▪ Education: Lassen Peaks, two years into program 	<ul style="list-style-type: none"> ▪ More base industry, manufacturing, etc. ▪ Break ground on an industry ▪ Three local businesses contracting with prison ▪ Three Tech Hub, business incubator / tech hub; public access, program writers working with Silicon Valley ▪ Business park to attract businesses ▪ Utility infrastructure, lowest rates, reliable ▪ South County: Army Depot, DOD, connect to Susanville ▪ Business friendly reputation 	<ul style="list-style-type: none"> ▪ City, county support ▪ Actionable, diverse, balanced Action Plan ▪ Professional ED point person supported by government and a group of volunteers ▪ Mission, motivation ▪ Align community college course with vision and objectives ▪ High Rec / High Tech; regional initiative: Lassen-Plumas-Sierra "The Lost Sierra" ▪ Challenge what we are doing ▪ Appreciation ▪ Tourism board supported by city, county, businesses, recreation

5.0 ACTION PLAN

Upon undertaking this planning process, a lack of focus and stakeholder fatigue was apparent. Interviews with stakeholders revealed high expectations for the process while also questioning “Why will this be different than other attempts”?

This process looks at Lassen County through a different set of lens, attempting to **connect the unique assets with opportunities to create ripple effects through creative collaboration.**

What will make this process different than previous attempts is:

- 1) a **focus on public-private process** involvement and **consensus on priorities**, and
- 2) a **commitment to implementation, resource development**, collaboration and realistic/agreed upon expectations.

5.1 Planning Process

The first CEDS Committee meeting was held July 3, 2012. At this in-depth work session the CEDS committee was asked to review the economy based on the economic drivers of the economy:

1. Visitor-serving market
2. Population-driven market
3. Traded sectors market (*those businesses exporting goods and services and bringing dollars back to the community*)



The Lassen County economy is made up of these three drivers and developing each driver to its potential requires different initiatives and actions. But the actions of each economic driver are connected and related to other drivers, thus increasing the opportunity for economic prosperity. This helped the Committee better articulate the assets, opportunities, and needs by economic market opportunity versus broad-based initiatives in hopes of improving the economy.

The CEDS Committee identified a variety of initiatives (existing and new/desired), prioritized them, identified the assets that would support the initiatives, and the challenges that may be in the way of success for each economic driver.

The work session provided the basis for the research and assessment phase during which the consulting team reviewed over 40 reports³ and conducted over 42 stakeholder interviews to identify common themes and collect input for strategies.

The second CEDS Committee work session was held on August 29, 2012. The committee reviewed findings with the most significant being:

³ See Appendix B – Listing of documents reviewed, summary of goals and objectives, and common themes.

Challenges:

- Decline of population, visitors and revenues
- Logistically challenged for base industries (manufacturing, unless there was an imperative to be in Lassen County, such as a feedstock)
- False starts
- Working in silos
- Lack of resources



Opportunities:

- Under-utilized assets
- Educational opportunities
- Reno – a competitor and a market
- No consistent message
- Sensitivity to the prisons



Sunshine (Positive) Findings:

- Change is happening, new collaborations
- New stakeholders – people are at the table
- Have talented and dedicated people
- Belief there is opportunity if resources and focus could occur
- Consensus – biggest asset is *outdoors – recreation & trails*



A conceptual Action Plan was presented for each economic driver. Each CEDS Committee member ranked specific actions by 1) easiest to implement/priority, 2) moderate to implement/priority and 3) hard to implement but still a priority. These ranking are the prioritized actions⁴ which became the key action initiatives for this strategy.

5.2 CEDS Committee Action Plan

Figure 6 - Initiatives and Action Items Adopted by CEDS Committee



⁴ See Appendix C – Work Session Participants, Presentations, and Work Papers

5.3 Initiative 1: Attracting Visitors

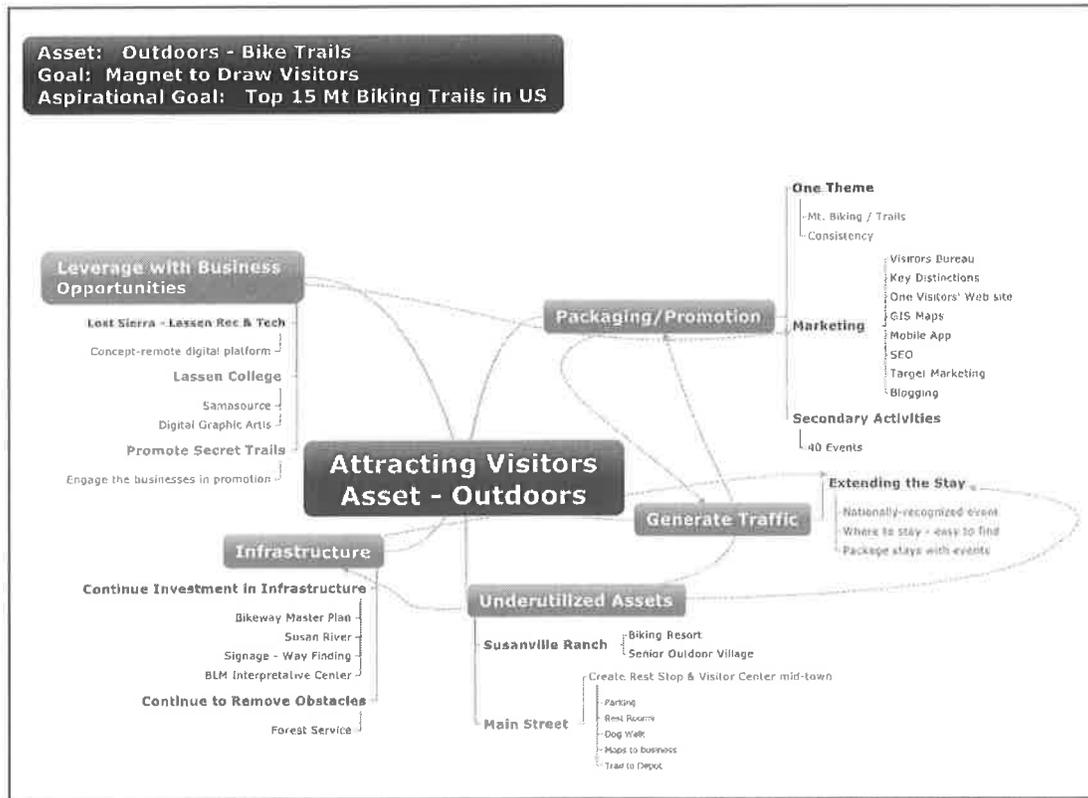
Goal — Magnet to draw visitors.

Aspirational Goal — Home to one of the top 15 Mountain Biking Trails in the U.S.

Examples (source: 101 Best Outdoor Towns):

- Fruita, CO (population 6,878) – www.gofruita.org
- Downieville, CA (population 391) – www.downievilleclassic.com
- Moab, UT (population 4,807) – www.discovermoab.com
- East Burke, VT (population 1,676) – www.burkevermont.com
www.kingdomtrails.com
- Davis, WV (population 624) – [Tucker County Facebook](#)

Figure 7 - Conceptual Action Plan Presented for CEDS Committee's Vote



Attracting Visitors Priority 1 Action — Package and Promote

- **One Theme – Lassen (Bike) Trails and Outdoors** – is Lassen County’s most unique asset to attract visitors and an asset that rivals other well-known locations. This asset theme should be consistently promoted by all organizations in Lassen County. Yet during the research phase of this project, only one website out of 25 viewed promoted this asset on their front (home) page.

A branding effort is not recommended at this time. Instead, consistently promote the Lassen County bike trails – it should become a key part of everyone’s vernacular and continuously promoted.

Recommend adopting the Plumas Sierra Rural Electric Cooperative (PSREC)’s Lassen Rec & Tech concept⁵ (www.recandtech.com) as the local brand and the Lost Sierra’s as the regional brand.

For a quick identity promoting the outdoors/bike trails, create a splash page website as the entry point for all Lassen County organizations. The splash page would be a marketing-oriented page which can be developed to be high on search engines but directs people quickly to links such as County, City, Chamber, etc. This will help to create a consistent promotion of the theme.

This will require some planning to incorporate marketing guidelines and promotional activities. The Action Team will need to collaborate on a “common” target marketing campaign, coordinate with PSREC and the other regions. The Lassen Land & Trails Trust (LLTT) has the beginnings of a marketing plan which will need to be expanded and more comprehensive.⁶

A key marketing tool is a map. The County has some excellent, possibly older maps that would be a great base map for creating a visitor and bike trail map (resource: Supervisor Hanson). Also the use of billboards long before arriving in Susanville, Lassen County – create an image of why the visitor wants to stop, promote Lassen County’s asset.

- **Operate like a Visitors Bureau.** The goal is to get on visitors’ radar screen in a different and consistent manner. This requires more coordination and acting more like a Visitors Bureau rather than depending on *random acts of marketing around existing events*. Do not set up a new visitor bureau organization. Build from within to be planning, operating, promoting and marketing as a visitor bureau through a team effort (Lassen Land & Trails Trust has the beginnings of a plan). At a later date reorganize as a visitor bureau, when operating aspects are in order.

Specific action items to accomplish the goal should include:

- Market key distinctions,
- Have one visitors’ website,
- Use technology particularly around the trails (GIS maps and mobile version of website),

⁵ Appendix F – PSREC The Lost Sierras and Lassen Rec & Tech Concept Paper

⁶ Appendix G – Initial Marketing Plan LLTT

- Increase search engine optimization (SEO) so that bike trails show on the first page of a Google search,
 - Conduct target marketing and blog about events and recreational opportunities,
 - Offer visitors to Lassen an opportunity to be a “tourism journalist;” give visitors a place on the new visitor website to share their experiences in Lassen County,⁷
 - Revisit the 2008 Lassen County Tourism Marketing Plan for items that should be incorporated into the marketing. Note the 2008 Plan also addressed organizational structure as a Visitor Promotion Organization. We would recommend you wait until a marketing plan is developed and roles/actions are on a pathway – it is more important to get started than focus on the organization at this time.
- **Generate Traffic** – Currently there are 40 annual events in Lassen County which should be incorporated into the marketing. No additional local events need to be planned or implemented, work to generate more traffic at these existing events.⁸
- Extend the Stay – Generate more visitor traffic and have those visitors stay longer.
 - Get National Recognition – Recruit a new nationally-recognized, hot event such as a Toughmudder.com or Adventure Racing (usara.com) event that utilizes trails, terrain, or even consider how property at Herlong could be used for an extreme event such as these. Package the opportunity and recruit summer and winter events.
 - Package Stays with Events – provide information on where to stay; make it easy to find; include campgrounds, lodging, and bed and breakfasts.
- **Bike Trails** – Bike trails and the outdoors are Lassen County’s strongest asset and best icons for attracting visitors. To reach the aspirational goal of one of the *Top 15 Mountain Biking Trails in the US*, continuous development must occur to improve, extend, and enhance the experience for avid mountain bikers to earn such a reputation.

Recommend an Action Team, separate from but coordinated and providing advise with the Package & Promote Action Team, be organized that is focused on the development and maintenance of the Bike Trails. This team should include the county, city, BLM, Forest Service and Lassen Land & Trails Trust.

Performance Measurements – Package & Promotion

- Visitor website launched; number of website hits; number of inquiries from website.
- Search engines optimized for top-of-page returns on searches for bicycle, trails, etc.
- Hotel, motel, and campsite vacancy rates, length of stay.
- Participants in bike events, miles of trails.
- Increase in Visitor spending.

⁷ <http://www.ely.org/journalist/share-your-visit-to-ely.html>

⁸ Appendix H – Lassen County Annual Events List

Attracting Visitors Priority 2 Action — Underutilized Assets

- **Susanville Park Ranch** – A key Lassen County asset is the 1,100-acre Susanville Park Ranch adjacent to bike trails. Given the need to attract both population and visitors, consider working with a developer to create:
 - A small bike-oriented resort geared to avid mountain bikers.
 - Also starting small, consider an outdoor village for active seniors which ties to becoming a best-rated Outdoor Town, Initiative #2.
- **A Rest Stop & Visitor Center centrally located on Main Street, Susanville** – The City of Susanville’s Main Street (Uptown and Downtown) is an asset on a major thoroughfare (Highway 395). There is an estimated average annual daily traffic of 50,000.⁹ To combat the ‘drive-thru’ syndrome and to get traffic to stop, ***create a Rest Stop and Visitor Center in mid-town***. The goal is to create a safe haven for visitors to stop and explore.

Rather than kiosks at either end of town, a center-city location will encourage people to explore Main Street, side streets, and businesses in town that are close walking distance now that they are out of the car. A kiosk could be part of the Visitor Center.

Travelers want to stop in safe places where there is ample parking for passenger cars and motorhomes, clean rest rooms, space to walk dogs, picnic tables and information on the area, local businesses, and events.

Use the rest stop / kiosk as an opportunity to promote and market, offer walking maps to the businesses, trail maps, walking path to the Depot.

An excellent resource for Tourism Marketing and tourism community development is *The 25 Immutable Rules of Successful Tourism*, by Roger Brooks and Maury Forman.¹⁰ Appendix E is a summary of the book but does not provide the extensive background of the Immutable Rules.

Performance Measurements

- Rest Stop and Visitor (Welcome) Center completion.
- New facility developments to attract visitors and residents.

⁹ Source: California Department of Transportation; traffic-counts.dot.ca.gov

¹⁰ *The 25 Immutable Rules of Successful Tourism*, Kendall/Hunt Publishing Company, available at Amazon, Barnes & Noble

Attracting Visitors Priority 3 Action — Leverage Business Opportunities

- **The Lost Sierras and Lassen Rec & Tech** – Plumas Sierra Rural Electric Cooperative (PSREC) has been working on “Rec & Tech” concept¹¹ — a collaboration between Lassen, Plumas and Sierra Counties — to market the regional recreation assets and an emerging technology sector. PSREC will host a joint website *and* a 50 MB high-speed connection tech hub located in donated space in each county.

The purpose is to:

1. Attract technology workers who do not need to live in urban areas if they have high-speed connections;
2. Encourage business travelers to extend and repeat their stays; and
3. Attract small tech businesses.

Recommend leveraging **The Lost Sierras** as the regional marketing brand and utilize the Lassen Rec & Tech as the local brand. Also use the donated website, **Lassen Rec & Tech**, as the Visitor/Economic Development website providing the content to populate the website. Work with PSREC to upgrade the website to function with the local brand and other technologies/tool for promoting the Lassen Rec & Tech

- **Digital Graphic Arts** – Coordinate efforts around building a remote digital platform and work with Lassen College’s new Digital Graphic Arts curriculum.

Review opportunities with Samasource.org a digital platform non-profit currently looking for a domestic pilot project to introduce their foreign intensive digital platform training program for low-income individuals. Samasource.org is seeking a partnership with community and college.

Engage local businesses in creative promotions around the digital and Rec & Tech theme and encourage participation in the tech hubs.

Performance Measurements

- Adoption of The Lost Sierra regional brand and the Lassen Rec & Tech local brand.
- Lassen Rec & Tech website launched; number of website hits; number of inquiries.
- Search engines optimized for top-of-page returns on relevant search terms.
- Tech hub(s) established; participation/use of tech hubs.
- Contact made with Samasource.org and progress.

¹¹ Appendix F – PSREC The Lost Sierras and Rec & Tech Concept

Attracting Visitors Continuous Action — Invest in Infrastructure

- Infrastructure was a close fourth priority with actions to continue *Investment in Infrastructure* particularly around supporting the Outdoor Visitor Attraction infrastructure such as: Bikeway Master Plan, Susan River, Signage, Way Finding and BLM Interpretative Center.¹²

Continuing to remove constraints and obstacles related to the outdoors and trails is critical to the county's future success. It was noted during the interviews that the Forest Service has been an obstacle to expanding the bike trails.

- The County, City, LEDC, and possibly surrounding counties (Plumas, Modoc, Sierra) need to organize as **one voice** and lobby for more assistance and investment in Lassen to promote the Outdoor and revitalize the economy. This effort is closely tied to the Priority Action 1 – Packaging & Promotion Bike Trails. If this is the key asset to be the County's brand then it needs to be continuously improved and exciting for the visitor as well as local residents.
- Other infrastructure needs, such as, water, sewer, etc. need to be documented and maintained on a *CEDS infrastructure project, Appendix D*, list for applications to state and federal agencies for funding.

Performance Measurements

- Removing constraints.
- Organized efforts to address issues and opportunities with state and federal representatives.
- Amount budgeted for infrastructure improvements; funding acquired; infrastructure investments made.

¹² See Appendix D – Listing of Infrastructure Projects

5.4 Initiative 2: Growing Local

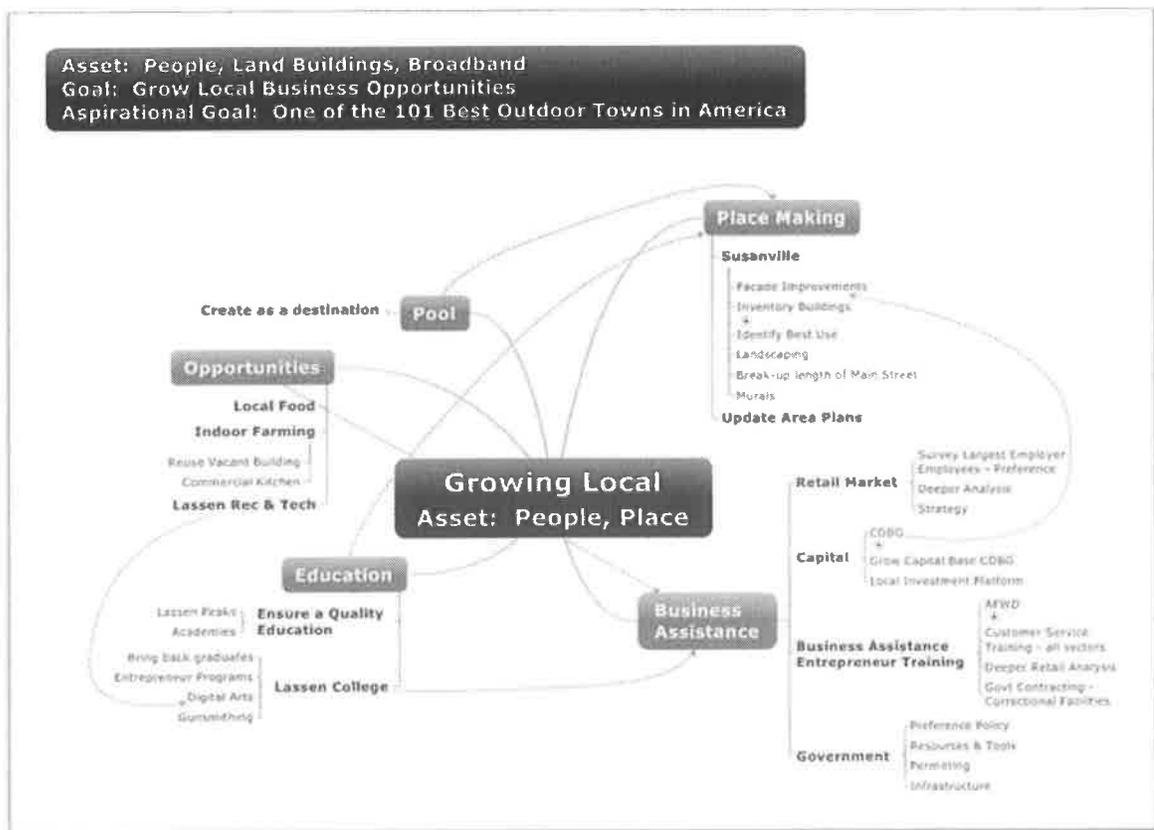
Goal — Grow local business opportunities.

Aspirational Goal — Become one of the 101 Best Outdoor Towns in America.

Examples, Top Five from 101 Best Outdoor Towns:

- Lake Placid, NY (population 2,638) – www.lakeplacid.com
- Hood River, OR (population 6,480) – ci.hood-river.or.us
- McCall, ID (population 2,415) – www.mccall.id.us
- Salida, CO (population 5,476) – cityofsalida.com
- Livingston, MT (population 6,851) – www.livingstonmontana.org

Figure 8 - Conceptual Action Plan Presented for CEDS Committee Vote



Growing Local Priority 1 Action — Transform with Place Making

- **Place Making** was rated by the CEDS Committee as the priority action for *Growing Local*. This mainly focused on Susanville, US Hwy 395 and building/façade improvements – *how attractive is Susanville to getting visitors to stop vs. 'drive thru'*. This action is a critical element to the development of a **Rest Stop & Visitor (Welcome) Center** as noted in Attracting Visitor Priority Action 2.

Recommend the first element of change on Hwy 395 be the Rest Stop/Welcome Center¹³, then phase building and façade improvements to demonstrate the transformation. The Rest Stop should act as a catalyze project that will stimulate investment and change. CDBG may be a source of funding at least for design but possibly building.

- **Building Assessments** - Much can be done by an Action Team to organize and prepare for a place-making, beautification, revitalization program, such as:
 - assessment of vacant buildings¹⁴ (see Appendix I for resources and forms)
 - agreements with landowners,
 - identification of reuse opportunities,
 - identification of best uses,
 - building constraints – codes, upgrades, frontage,
 - continue mural program

The goal for the Action Team is to create a **community-initiated revitalization effort**. This is ground work that would be very beneficial for City/County grant applications and for implementing a façade program¹⁵. Community-initiative efforts often stimulate more interest, action, and investment. While assessing vacant buildings the Action Team could also be identifying entrepreneurial opportunities for the buildings.

While assessing buildings the Action Team could also be identifying opportunities for landscaping, murals, and, slowing down and 'breaking up' the length of Main Street, such as with the Rest Stop/Visitor (Welcome) Center/Park) need to also be considered.¹⁶

- **Façade programs**¹⁷ – come in many different forms. Typically the goal is to assist business with the exterior of their buildings or frontage to be more attractive or blend with a theme. Façade program design may often depend on the funding source. One successful program design is where city/county offers xx number of hours of professional architectural assistance for design and drawings that meet the goals of the city for design concept. The improvement can then be funded through the businesses' own sources or application to any program loans assuming the business is eligible for the funds.
- **Planning** – The City has a number of plans already in place (or being worked on) that will support additional place making activities, Way Finding, Signage, Susan River, and

¹³ Appendix J – CDBG Guidelines for Potential Funding of Design/Build Rest Stop/Welcome Center

¹⁴ Appendix I – Resources for Community-Initiated Building Assessment & Development

¹⁵ Resource: Community Initiated Development: *A Manual for Community-Based Real Estate Development*
http://www.downtowndevelopment.com/community_initiated_development.php

¹⁶ Project for Public Spaces (www.pps.org) has some excellent examples and resources.

¹⁷ Appendix K – Sample Tool Box and Façade Programs

Revitalization Plan. These may take considerable resources to implement but should be incorporated in the Place Making strategy with budgets and realistic timelines.¹⁸

- **101 Best Outdoor Towns** – the aspirational goal is to be listed as one of the 101 Best Outdoor Towns, authors Sarah Tuff and Greg Melville. This book is a US Travel Specialty “*a unique guide for the millions of American urban dwellers and suburbanites seeking quick getaways to small, breathtaking locales where there are pulse-quickenning activities but a slower pace of life*”.

Performance Measurements

- Progress on Rest Stop and Visitor (Welcome) Center.
- Vacant building assessments completed; re-use opportunities identified.
- Facade improvement program established; funded; business accessing program.
- Plans funded and moving forward.

¹⁸ Appendix L – ICMA’s Putting Smart Growth to Work in Rural Communities

Growing Local Priority 2 Action — Business Opportunities

This is similar to the *Attracting Visitor* initiative, but in this case utilizing existing assets (vacant buildings and entrepreneurialism) is intended to lead to business opportunities.

- **Food Hubs** – Many rural communities are building local food hubs as a key element and community asset – not only for healthy foods for families but as businesses.

Lassen County typically does not grow row crops as an export item because of the short growing season. But consider creating an Indoor Farming Venue utilizing one of the larger vacant buildings in the downtown, www.huffingtonpost.com/2011/04/11/indoor-farming-sunless-food_n_847462.html. From an entrepreneurial standpoint the Indoor Farm could be developed and operated as a coop. Foods could be sold at the local Farmer's Market, to school and even to at other grocery outlets and markets. See www.pps.org for information on public markets and healthy food co-ops.

This concept should be reviewed with the Ag Commissioner, Ag Leaders, Lassen College and School Districts for input to design and marketing of the foods.

- **Commercial Kitchen** – Following along with the Food Hubs, there typically is an associated 'commercial kitchen' where entrepreneurs can develop new products that are locally produced and possibly sold out of the area. This concept has assisted many businesses in Mendocino County to get started. Working with the Business Assistance and Entrepreneur Program (AFWD/Lassen College) identify opportunities and demand for a commercial kitchen for locally produced foods.
- **Digital Workers-Tech Hubs** – The Lassen Rec & Tech Hub is also a part of this action. Locate Tech Hubs and connect workers with digital platform work in existing business spaces or a vacant building. PSREC will need assistance in identifying potential Tech Hubs for implementing the program. These facilities will require some equipment, furniture and basic working space environment, but 'hip' for the creative types, which will attract digital workers as well as be attractive to off-site technology businesses that use teleworkers.

Performance Measurements

- Building suitable for indoor farming co-op / commercial kitchen identified; availability confirmed; feasibility completed; participants in co-op.
- Feasibility of commercial kitchen.

Growing Local Priority 3 Action — Build a Community Pool

- The pool is a community-wide priority and adds to the quality of life. The challenge, as with all activities, is finding the resources to build and maintain it.

As planning for the pool proceeds it should be done with the thought of utilizing it as part of the destination experience.¹⁹ Investigate other models; see City of Mustang comments in foot note below.

Performance Measurements

- Funding for construction and maintenance identified; funding committed; construction progress; number of locals and visitors using pool.

¹⁹ City of Mustang, OK (population 18,000) created a 59,000 square foot Town Center that includes a community pool, banquet center, etc. This was funded through a sales tax increase that expires when debt is paid. They are paying off the debt quicker than expected because retail sales have increased. Ongoing maintenance is paid through general fund; they break-even or make slight profit each year. Contact: Justin Battles, Parks & Rec Director, City of Mustang, OK, 405.376.3411

Growing Local Action — Provide Business Assistance

Although not voted into one of the top three initiatives (primarily because the activities are on-going), several business assistance activities were addressed.

- **Retail Market** – There is considerable concern over the leakage of retail purchases to Reno. A high-level *Existing Retail Demand, Supply, and Leakage* report was run as part of the CEDS Analysis.²⁰ This report indicates sales leakage in seven merchandise categories totaling \$9.7 million in 2011, an estimated 7.6% of total household spending demand.

There could be more leakage due to visitor spending locally masking the supply-demand of local household spending. It would require a much deeper analysis to determine what portion of the supply (retail sales) are visitor spending and in which categories. See Appendix A – Data for further information on the analysis.

Discovering better methods to serve the local population and visitors could help keep more dollars locally. A study would also help to better understand the complex spending of visitors and residents and uncover opportunities to better serve both markets.

Recommend a full retail leakage report be completed as well as a survey of the largest employers' employees. Once both are completed, develop a strategy to take the analysis to existing businesses and work with them on their product mix and other identified needs and opportunities.

- **Capital** – Both the City of Susanville and the County of Lassen have CDBG Program Income and Revolving Loan Funds to assist business and micro-enterprises²¹. The County and City should continue to apply for funds to recapitalize these resources and help businesses that are eligible (County of Lassen just received 2012 approval). The County has an active CDBG Business Assistance and Micro Loan Program with staff and underwriter. Business Assistance is contracted with Alliance for Workforce Development. The City has funding for economic development projects and a loan program, however, requires a Reuse Plan before funds could be disbursed. The State will be issuing a standard Reuse Plan in early fall 2012 that the City may adopt and begin their program with their existing program income, this would nearly double the loan funds that are available to businesses.

Given the County already has the administrative infrastructure in place to market, manage and distribute loan funds:

- **Recommend** the City and County enter into an MOU allowing the County to administer CDBG ED loan funds for the City, thereby leveraging staff and administration costs. The MOU should be based on a HUD "Subrecipient Agreement" with appropriate changes to the title and language to reflect an MOU²².
- **Recommend** additional training for staff administrating the loan program, such as, Introduction to Economic Development offered by CALED, and National Development Council ED 101 Classes. This will help staff to screen viable loan projects.

²⁰ Appendix A – data report, *Factors Affecting Economic Performance*

²¹ Appendix M – County of Lassen CDBG Loan Program

²² http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_17086.pdf,

http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/communitydevelopment/library/subrecipient

Other local investment platforms are being developed and tested at the regional level through a consortium of nonprofit financing organizations such as NoRTEC and USDA. Given this initiative is in the works, recommend the County/City work with the consortium as they roll out programs to see how the jurisdictions can participate.

In the meantime, alternative financing assistance such as Cooperative Financing can be accessed through Lassen County's underwriter, USDA, and other organizations. USDA's recently released (August 2012) guidebook *Access to Capital*²³ will assist in identifying programs.

- Business Assistance/Entrepreneurial Training** – Business assistance and training is occurring through the Alliance for Workforce Development (AFWD). Given Lassen College's integration of entrepreneurship with key curriculum there will be additional opportunities for assistance and training. Recommend business assistance and training offer programs/courses on Customer Service, Hospitality, Retail Development and Government Contracting.

As part of this role, there should be a concerted business retention call program.

- Government** – As it relates to business assistance government's role is to provide access to and be a conduit for resources and tools which are deployed in the community by partner organizations.

Key areas where government must be efficient is in permitting and in responding to and serving the public. Government is typically the lead agency on readiness/business recruitment in absence of an assigned person or organization. A preference policy for local purchases of materials is used by many governments as a method of assisting local businesses.

Performance Measurements

- Retail demand and leakage; number of Downtown and Uptown businesses; new retail business licenses; Downtown and Uptown vacancy rates.
- Amount available in loan fund(s); amount loaned; amount (percentage) in arrears; dollar amount of loan applications in queue.
- Number of participants in workshops (customer service, hospitality, retail development, government contracting, entrepreneurship).
- Average number of days to issue permits; city/county dollars committed to economic development.

²³ Appendix N – CalFOR Access to Capital, USDA

Growing Local Action — Ensure a Quality Education

Education is always a key element of creating a quality community. Education was not voted as one of the top three initiatives by the committee but was of concern particularly as it relates to delivery of education, quality of the education and bringing back youth and may need to be revisited after other initiatives are up and running.

5.5 Initiative 3 – Enhance Traded Sectors

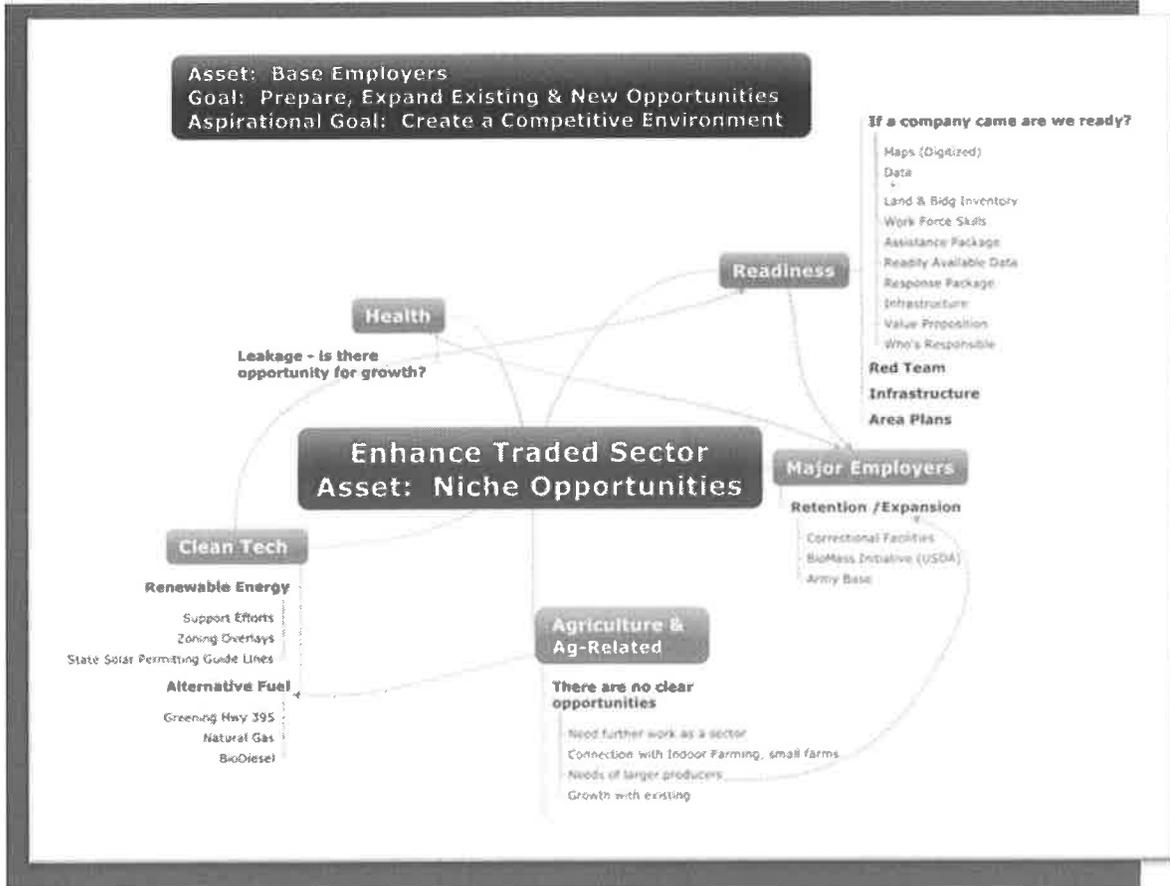
Goal — Prepare for and Expand Existing and New Opportunities.

Aspirational Goal — Create a Competitive Business Environment.

Examples of competitive communities prepared for economic development:

- McPherson, KS (population 13,770) www.mcphersonindustry.com
- Dawson County, NB (population 26,000) www.dawsonareadevelopment.com
- Medford, OR /SoREDI (population 75,000) – www.medfordmaps.org
www.soredi.org
- Grenada, MS (population 21,700) – www.grenadamississippi.com

Figure 9 - Conceptual Action Plan Presented for CEDS Committee's Vote



Enhance Traded Sectors Priority 1 Action — Readiness

- The County's preparedness was a key factor of the assessment process. The driving question is *"If a company came, is Lassen County ready?"* In the consultant's judgment, the answer is no.

There is much to be done to ensure the county is ready to take advantage of opportunities including:

- Digitize maps – Lassen County departments have not yet digitized their zoning, land use, etc. maps County planners and others are spending time and relying on hard copy ordinances to respond to questions and issue permits. This manual approach is inefficient and presents a less-than-business-friendly image. See www.medfordmaps.org for one example of digitized maps.
 - Update website with current data and content. See www.grenadameansbusiness.com for an example of content-rich website.²⁴
 - Inventory land and buildings. See www.mcphersonindustry.com/eds/properties for an example of presenting available sites.²⁵
 - Conduct a workforce skills assessment that documents the size of the workforce, education and skills, training programs, etc.
 - Prepare a response package that includes detailed information, sites and buildings, specific assistance and/or incentives offered; the value and benefits Lassen County can offer a business, etc.²⁶
 - Identify who is responsible for responding to leads.
- Red Team** – In addition to readiness, it is recommended a Red Team be formed with volunteers who are knowledgeable and prepared to work with businesses interested in locating or expanding in Lassen County.

At the August 29 CEDS meeting, a number of CEDS Committee members volunteered to be on the Red Team. Initially the Red Team should consist of representatives from: County, City, Workforce Development, Utilities, SIRCO, and Lassen College. Other members can be added as needed and dependent on the client.

- Infrastructure** – As with all the initiative, infrastructure development is key for traded sector – transportation, utilities, sewer, water, electricity, gas. Investments have been made in key areas and should be monitor around existing vacant building for the opportunities to facility a business expansion or location. Appendix D – Infrastructure project list.
- Retention/Expansion** – It is extremely important to call on the County's major employers at least annually. The purpose of the Red Team is to work on readiness and to come together for location and expansion projects. This Team should also be active in calling on the major employers to identify constraints and opportunities with these businesses.

²⁴ See Appendix Q – Website Data Tables

²⁵ See Appendix I – Site and Building Inventory Data Collection Templates

²⁶ See Appendix R – Outline of the Ideal Proposal Content

Performance Measurements

- Maps digitized; website content updated; website hits; inquiries from website.
- Sites and building inventory completed; acres ready for development; square feet of commercial, industrial, and retail available.
- Site visits conducted.
- New business location.
- Economic Impact reports prepared for major employers or new company expansions.

Enhance Traded Sector Priority 2 Action — Clean Tech Industry

- Clean technology, renewable energy and alternative fuel** are emerging industry sectors that have potential for future growth.

Activities focusing on these sectors should be conducted as a supporting role to the utility companies as it relates to energy. However, adopting or joining north state counties in reviewing clean energy zoning overlays and state solar permitting guidelines is a proactive move.

- The County should monitor the activities, and preferably be at the table, for the USDA North State Biomass Initiative regarding assistance in reopening of closed facilities (if the initiative continues).
- With its natural gas, the City of Susanville may wish to look at opportunities of greening Highway 395 and seeking assistance from California Energy Commission's AB118 program.

Performance Measurements

- Assist the utilities in receiving approval for new lines to distribute power.
- New renewable energy or alternative fuel projects.

Action — Major Employers

- Major employers (the correctional facilities, Army Base, health facilities, ranchers and agriculture firms) should all be part of a retention/expansion call program. This could be implemented as part of the Business Assistance Program and/or Red Team. The intent is to identify issues, needs and/or opportunities for expansion and job creation.

5.6 Regional Initiatives

The Lassen County CEDS links with regional perspectives. Where ever possible Lassen County and the LEDC should leverages activities with regional initiatives. Currently regional efforts include participating in:

- The Lost Sierras and Lassen Rec & Tech (Lassen, Plumas, Sierra Counties) – other regional counties will be target market to attract visitors.
- Capital – continue to work with underwriter to identify new local investment programs. Work with financing consortium in efforts to streamline CDBG regulations.
- Clean Tech – work with north state counties addressing and adopting energy zoning overlays, solar permitting, and alternative fuel/vehicle initiatives.
- Attraction – there is no active business recruitment being implemented by a regional organization; through the Red Team a lead will be identified to be the point person with State of California.

6.0 ORGANIZING FOR IMPLEMENTATION

Organizing for implementation is critical to the success of the plan particularly given much of the work will need to be collaborative actions and volunteers.

Throughout the planning process and work sessions, “ingredients” for successful roadmaps were reviewed. Without all five of these elements there may continue to be false starts, frustrations and no change:

1. **Vision** – completed
2. **Capacity and Skills** – for the most part these are available but additional economic development technical assistance for implementation and structure may be needed. Also given that all members of the LEDC, except County and City, are volunteers there is need for support to manage and coordinate the various activities and support the Action Teams.
3. **Consensus** – the CEDS Committee came to consensus on priority actions.
4. **Resources** – *this is the major missing component to moving forward some of the initiatives. There needs to be investment with an assurance of a return on investment.*
5. **Action Plan** – completed.

During the priority setting work session on August 29, 2012 attendees were asked to

- 1) Pledge how they could contribute to an initiative²⁷;
- 2) Who they felt should be the Champion for the initiative; and
- 3) Those who should be involved.

These are incorporated in the organization section.

Also a separate Implementation Guide has been prepared for LEDC’s use in next steps, moving each initiative forward, identifying key collaborators, champions, budgets and timelines. The Guide may also be used to monitor progress.

²⁷ Appendix O – Pledges

6.1 Organizational Structure

Because economic development is best facilitated as a public-private partnership, it is recommended the Lassen Economic Development Council (LEDC) take the lead for managing and guiding the implementation through Action Teams with involvement of both the County and City as lead entities.

The LEDC should expand/revise their current mission statement to include the implementation of the Lassen County Comprehensive Economic Development Strategy (Roadmap); develop guiding principles; and be a council associated with an administrative entity such as Alliance for Workforce Development.

LEDC should submit an application to AmeriCorps to request a year-long internship for a fellow student. This would provide some excellent support staff to LEDC.²⁸

Figure 10 outlines a proposed organizational structure for the LEDC.

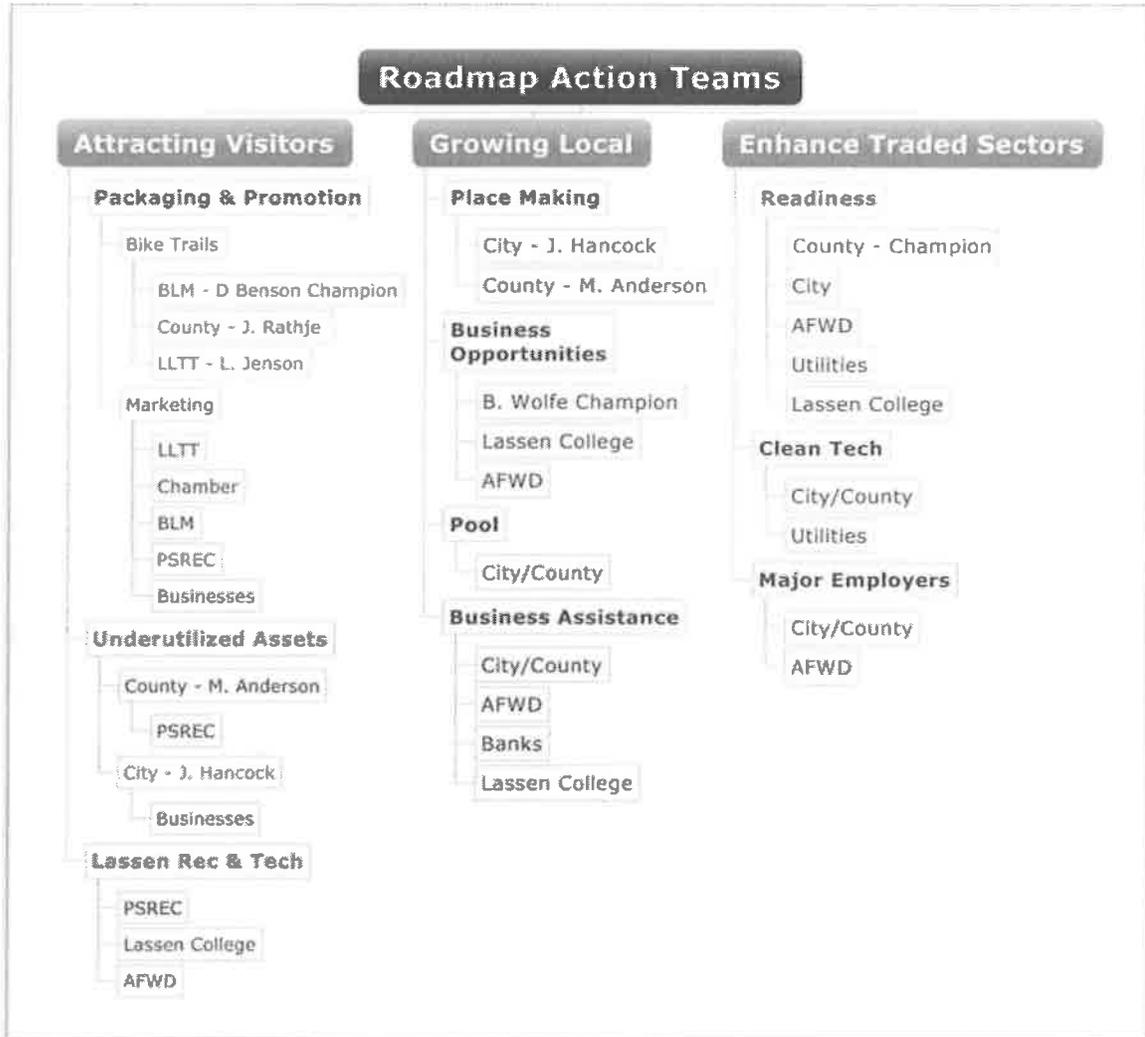
Figure 10 - Proposed Structure of LEDC



²⁸ Appendix P – AmeriCorps program information and applications

At the August 29, 2012 work session several members pledged to work on action items and identified some “Champions” to lead Action Task, as shown in **Action Team** graphic below.

Figure 11 – Proposed Action Teams



6.2 Capacity Building

To launch this action roadmap LEDC may need some additional professional assistance for the first 30 to 90 days, a capacity building phase. In the Implementation Schedule, a matrix is provided for “getting organized” action items which include:

- Public Meeting and acceptance of the CEDS Strategy.
- Additional work session(s) with Steering Committee to review action teams, champions, tasks, resources, timelines.
- Reviewing the “low hanging fruit” and ability to move forward quickly.
- Applying for an AmeriCorps Intern that could work with the Action Teams. This process could take 6 to 12 months to secure an intern.
- Requesting assistance from regional organizations such as NoRTEC for assistance in launching the plan.
- Requesting assistance from AFWD to be the administrative arm.
- Retaining professional services for key elements of the plan such as marketing.
- Additional CDBG / Loan Management training for county staff.
- Forming the Red Team.

6.3 Resource Development

Many of the actions can be developed through collaboration and pooling resources. Others will require seeking investment opportunities or grants.²⁹

Recommend a *Lassen Opportunity Fund* be created whereby collaborators, private businesses, and individuals could provide seed and on-going funding to initiatives based on deliverables and leveraging of funds. The Lassen Opportunity Fund goal should be \$150-\$250,000.

- Opportunity Fund could be “seeded” with a one-time \$35,000 - \$50,000 pledge each from the City and County and an agreement to provide a percent of the TOT and Sales Tax Revenue (which would be negotiated between LEDC, City and County) based on agreed upon deliverables and measurements.
- Raise additional seed funding from partner organizations.
- Raise seed and ongoing funding from local businesses particularly those who could benefit from participating in the plan.
- Request AFWD (a non-profit) if they could manage the fund for LEDC.

²⁹ Appendix S – Potential Funding Sources

About the Consulting Team

Chabin Concepts' core competency is strategic thinking, creative marketing, and economic development program implementation.

We are more than a consulting group – we are a solutions **network**. We use our network to bring our clients the best practices of renowned experts in urban and rural economic development, site location analysis, and hands-on experience in implementing and managing competitive and results-oriented economic development programs.

Our goal is to assist in positioning cities, counties, regions, and states to win new jobs and investment by engaging the community and leadership in strategic planning **and** tactical implementation – *delivering a "Roadmap" to accomplish the mission.*

The consulting team for the County of Lassen included Audrey Taylor, President of Chabin Concepts and Victoria Doll, Principal Chabin Concepts. Advice and assistance was also provided by Mary Bosch, President, Marketek, and Rick Farley, experienced professional in CDBG management and implementation.



Audrey Taylor, President and CEO, Chabin Concepts, www.chabinconcepts.com

With over 32 years' experience, Audrey has assisted and represented over 350 communities in California, Colorado, Oregon, Washington, Nevada, New Mexico, Oklahoma, Hawaii, and Alaska. She has worked with companies such as 3M, Sony, Spectra-Physics, Joy Signal, Rio Pluma, and NCI Building in strategic location analysis. Audrey is a member of the USDA CalFOR Access to Capital working group appointed by Dr. Glenda Humiston and also serves as the Marketing Chair for TeamCalifornia. She has been honored with the prestigious CALED Golden Bear award for her vision and drive in economic development.



Victoria Doll, Principal, Chabin Concepts

Victoria has spent the last 25 years of her career in economic development. She has written and implemented marketing and business attraction plans, business retention programs, market feasibility studies, conducted community assessments, industry research and cluster analysis, and implement Chabin's partner tool EDSuite web.



Participants in Lassen County CEDS Committee

This plan is a reflection of the opinions and priorities expressed by a cross-section of the community, including local, state and federal government, business and industry, banking and finance, education and workforce development, utilities, nonprofits, and local youth. Their active participation gave meaning to the recommendations within.

Jenna Aguilera, Lassen County Planning and Building Services | Maurice Anderson, Lassen County Planning and Community Development | Jim Chapman, Lassen County Board of Supervisors | Jared Hancock, City of Susanville City Administrator | Jack Hanson, Lassen County Board of Supervisors | Nick McBride, City of Susanville City Council | Martin Nichols, Lassen County Chief Administrative Officer | Jamie Smith, Lassen County Planning and Building Services | Brian Wilson, City of Susanville City Council | Larry Wosick, Lassen County Board of Supervisors | Stan Bales, Bureau of Land Management | Dennis Benson, Bureau of Land Management, Eagle Lake Field Office | Heidi Perry-McCourt, Lassen National Forest | Nick Albonico, High Desert State Prison | Chuck Downs, Subway | Bob Edwards, Banner Lassen Medical Center | Dick Ellena, Best Western Trailside Inn | Rhonda Fuller, High Desert State Prison | Campbell Jameson, Diamond Mountain Casino and Hotel | Eric Mumaw, California Correctional Center | Kathie Garnier, Eagle Home Mortgage and Historic Uptown Susanville Association | Maria Nye, Plumas Bank | Dr. Marlon Hall, Lassen Community College | Teri Hiser-Haynes, Alliance for Workforce Development | Bob Marshall, Plumas-Sierra Rural Electric Cooperative | Theresa Phillips, Lassen Municipal Utility District | Scott Welch, Plumas-Sierra Rural Electric Cooperative | Patti Hagafa, Lassen County Chamber | Louise Jensen, Lassen Land and Trails Trust | Elizabeth Fernandez, Lassen Community College Student Senate | Bob Pyle, Lassen County Supervisor | Brian Dahle, Lassen County Supervisor | Jim Wolcott, Lassen County Fair | Ron Barnes, High Desert State Prison | Robert Gower, California Correctional Center | Robert Kennedy, SIRCo | Jim Mackay, Susanville Indian Rancheria | Jeff Trump, Haws, Theobald & Auman (CPA) | Vicki Lozano, Mount Lassen Properties | Penny Artz, County Cleaners | Craig Hemphill, Lassen Ag Commissioner | Eileen Majors, Mountain Living Magazine | David Lile, U.S. Cooperative Extension | Seth Peterson, Sierra Cascade Nursery | Kerri Cobb, U.S. Bank | Traci Holt, AFWD | Joel Rathje, Lassen County Trails | Eloise Debruler, FCI Herlong | Bill Stewart, LMUD | George Robson, Robson Planning | Shelly Noack, Tri Counties Bank | Garrett Taylor, Lassen College |



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Lassen County CEDS

Appendix A – Data Analysis, Factors Affecting Economic Performance

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A. Summary / Highlights

Land Use and Transportation

- Approximately 59 percent of the land in Lassen County is owned or controlled by a federal, state, or local government agency.
- Over 330,000 acres are currently in the Williamson Act¹.
- In addition to private roadways, the public road system consists of 303 miles in the state highway system, 881 miles in the county roadway system, 50 miles in the City of Susanville, 536 miles controlled by federal agencies.
- Traffic volume, speed and safety along California State Route 36 and U.S. Route 395 are transportation concerns in the County. SR 36 is a major four-lane highway that runs through the heart of the City of Susanville (the County's only incorporated city). SR 36 is Susanville's Main Street. With the exception of a short freeway section between the southern border of the County and Hallelujah Junction, Route 395 mostly consists of a divided highway, with passing lanes, in Lassen County.
- Goods movement by trucking is an important transportation issue. The proportion of all traffic representing trucks reached as high as 24 percent on the state highway system. For trucks travelling between Reno and destinations along the I-5 corridor from Redding, California, north to Oregon, Route 395 and California State Route 44 is the shortest travel route.

Business and Industry

- The last lumber mill in Lassen County closed in 2007. This closure impacted the City of Susanville's and the County's revenues and employment opportunities.
- Most of Lassen County's private sector employers are small businesses. Over 75 percent have less than 10 employees; however, they employ only approximately 13 percent of the County's workforce. The quarter of employers that have more than 10 employees employ over 86 percent of the workforce.
- There are still some logging operations in Lassen County; however, all of the logs are shipped to mills in other areas. Average annual employment in the timber industry dropped from 1,189 to 851 (2005 to 2010), a loss of over \$7.4 million in payroll.
- Over 60 percent of employed persons in Lassen County work for the government, whether that be at the federal, state, or local level.

¹ Source: Lassen County Assessor, August 2015. The Williamson Act (officially, the California Land Conservation Act of 1965) is a California Law that provides relief of property tax to owners of farmland and open-space land in exchange for an agreement that the land will not be developed or otherwise converted to another use.

- Hay (primarily alfalfa) and livestock have long-been the principal agricultural commodities in Lassen County.
- Prisons are a major employer in Lassen County (two state and one federal facility). In 2012, the California Department of Corrections passed legislation to cut billions in spending in an effort to meet standards ordered by federal courts for inmate care. With this plan the state reduced its annual prison budget by billions of dollars. Furthermore, the passage of Proposition 47 is expected to substantially reduce the number of inmates in the County, as well as prison budgets throughout California.

Retail and Tourism

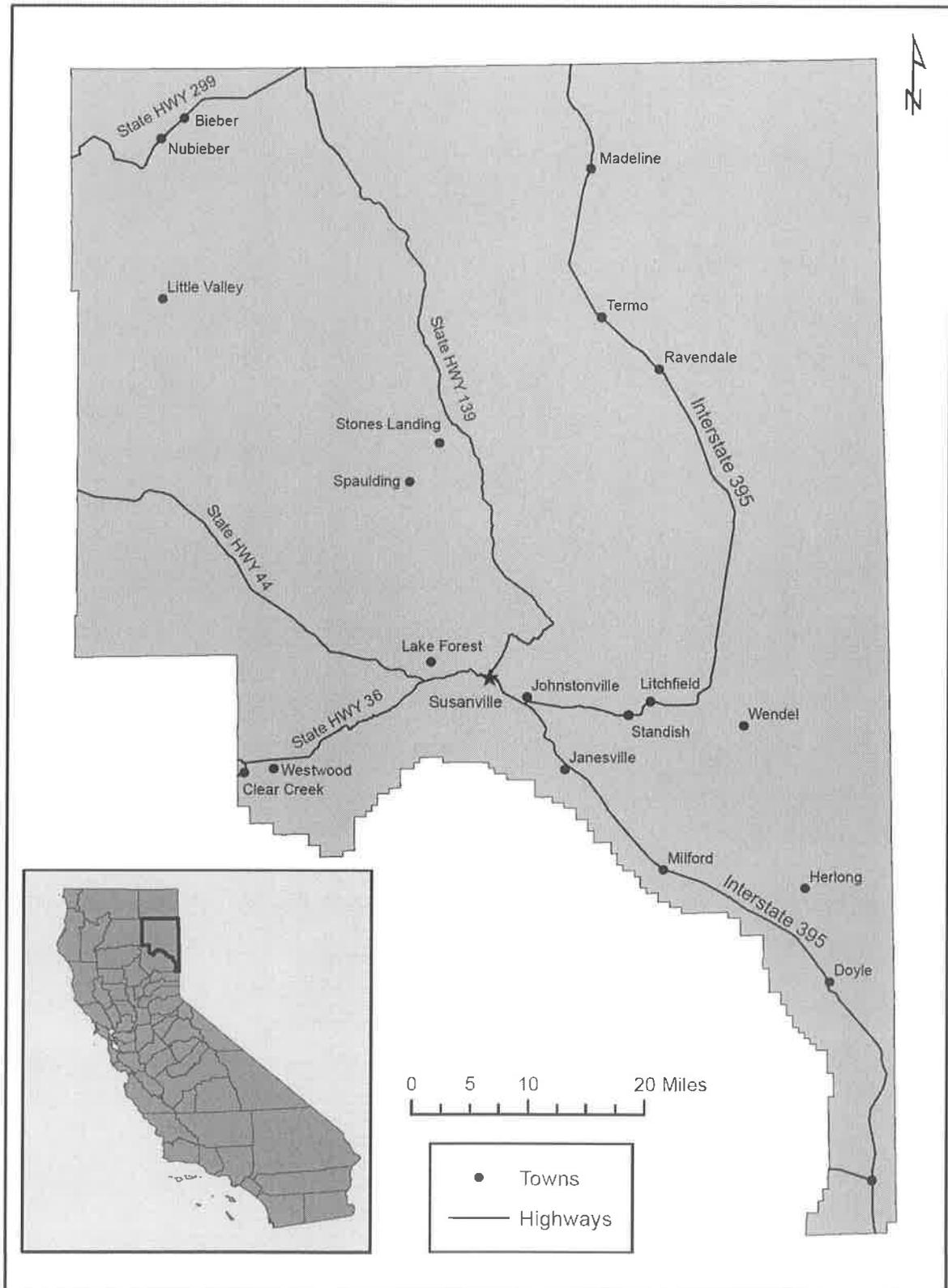
- Visitor information is available through the California Travel and Tourism Commission. Much of it is available at the County level; some is only available at the state or regional level; none is available at the City level. If Lassen County and City of Susanville retailers began a campaign to collect information on visitors they would have a much better handle on expanding their retail market and what products and services would be successful.

Population and Workforce Demographics

- Lassen County's unemployment rate is slightly higher than the state rate. As of June 2015, Lassen County's unemployment rate was 6.6 percent, matching its lowest pre-recession rate since September 2007. California's unemployment rate in June 2015 is 6.3 percent.
- The number of households in Lassen County grew 4.5 percent from 2000 to 2010, compared to a 9.3 percent jump in the creation of households throughout California during that period. Stable population numbers remain a central concern for the County's tax revenue base and its ability to maintain infrastructure, services, schools, retail sales, and the workforce.
- According to the 2010 Census, only about 29 percent of households in Lassen County have children of their own under the age of 18 living in that household. However, amongst "family households,"² that figure is 43 percent. These figures are important for employers as they enumerate a potential future workforce.
- The net population in Lassen County is 22,439 residents. An additional 9,310 residents are incarcerated in one of the three correctional institutions, thus the total population is estimated to be 31,749. The incarcerated residents have no connection whatsoever to the other residents of Lassen County. The amount of incarcerated population and its associated demographic makeup artificially skews the analysis and preparation of projections for reports, studies, and other documents reliant upon factual information.

² U.S. Census Bureau, 2010 Census. "Family households" consist of a householder and one or more other people related by birth, marriage, or adoption.

Figure 1 - Lassen County California



B. Geography and Land Use

Lassen County consists of approximately 4,720 square miles and a variety of geographic conditions. The County's topography consists of forest-covered mountains, valleys, rivers, and lakes. Plateaus cover about a third of the western county and sagebrush and juniper cover the eastern portion of the county. Most of the large valleys are remnants of ancient lake beds. Elevations range from 3,300 feet in the Fall River Valley (northwestern Lassen County) to about 8,700 feet at Hat Mountain in the northeast corner of the county.

Land Use Summary:

- Approximately 1.4 million acres are devoted to agriculture and ranching; including nearly 7,000 acres devoted to organic operations and over 2,000 organic-certified cattle.³
- 332,990 acres are currently in the Williamson Act.
- Approximately 59 percent of the land in Lassen County is owned or controlled by a Federal, State, or Local government agency.⁴
- In 2012, a total of 487 parcels throughout County had not been surveyed.

B1. State and Federal Lands

Approximately 59 percent of the land in Lassen County is owned or controlled by a federal, state, or local government agency, including: Lassen County, California Department of Corrections, Federal Bureau of Prisons, Bureau of Land Management, California Forest Service, US Department of the Interior National Park Service, Sierra Army Depot, and Susanville Indian Rancheria Corporation.

- Lassen National Forest – 1,700 square miles located in parts of Lassen, Shasta, Tehama, Plumas, and Butte Counties. Headquarter offices and ranger offices are located in Susanville and Lassen County.
- Lassen Volcanic National Park – A portion of the park's 106,452 acres are located in Lassen County. The park contains the largest plug dome volcano in the world, active boiling mud pots, fumaroles, and hot springs.
- Modoc National Forest – The 1.65 million acre national forest is located primarily in Modoc County north of Lassen; approximately 155,500 acres are located within Lassen County.

³ Source: Estimates obtained from 2013 Annual Crop & Livestock Report, Lassen County Department of Agriculture. This was the most recent report put out by the Agricultural Commissioner's Office.

⁴ Source: Lassen County Assessor, August 2015.

- Plumas National Forest – Located primarily in Plumas County, a portion of the 1.15 million acre national forest is located in south Lassen County.
- Humboldt-Toiyabe – Located mostly in the State of Nevada, this is the largest national forest outside of Alaska at 5.6 million acres. It spreads across 13 Nevada Counties and 6 California Counties including Lassen.

B2. Transportation Networks

a. Roadways and Highways

Lassen County's transportation network consists of interstates, state highways, regional and local arterials, and state/federal roadways within the national parks. According to the California Department of Transportation 2010 California Public Road Data mileage of maintained public roads in Lassen County by type of jurisdiction totals approximately 1,770 centerline miles. In addition to private roadways, the public road system consists of 303 miles in the state highway system, 881 miles in the county roadway system, 50 miles in the City of Susanville, 536 miles controlled by federal agencies.

These roads and highways provide local and national connectivity for the movement of goods, services, and people throughout the region. Efficient and safe travel on these roadways is especially important to the success and strength of Lassen County's major industry sectors – agriculture, ranching, and tourism. According to the Lassen County Regional Transportation Plan 2012, goods movement is an important transportation issue. The proportion of all traffic representing trucks reached as high as 24 percent on the state highway system. For trucks travelling between Reno and destinations along the I-5 corridor from Redding, California, north to Oregon, Route 395 and California State Route 44 is the shortest travel route. Route 395 is primarily a north-south route connecting the County to points north via Modoc County to Oregon, and points south, including the metropolitan area of Reno, Nevada.

Another major transportation issue in Lassen County is the traffic volumes and safety on California State Route 36 (City of Susanville's Main Street). While it is beneficial that this major highway runs through the heart of the City of Susanville (the County's only incorporated city), the fact that it remains a four-lane roadway through the city, speed and safety is an issue.

It would benefit residents, visitors, retailers and the commercial businesses along Main Street / SR 36 if traffic could be slowed and features introduced that would make it more pedestrian friendly.

- **U.S. Route 395** – US 395 is a major north/south highway. A total of 557 miles, the highway runs from southern California (at Interstate 15 in the Mojave Desert), to the Canadian border. US 395 runs along the east side of the Sierra Nevada Mountain Range, into Carson City and Reno, NV before returning to California just south of Susanville at Honey Lake. At the Susanville Municipal Airport US 395 heads east/northeast and serves the Lassen County communities of Ravendale,

Termo, and Madeline. With the exception of a short freeway section between the southern border of the County and Hallelujah Junction, in Lassen County US 395 is not a divided highway.

- **State Route 36** – SR 36 is an east/west state highway that begins in Humboldt County at an interchange with US 101. The highway enters Lassen County at the western border in the unincorporated community of Westwood. SR 36 intersects SR 44 before entering the City of Susanville. The highway continues north as Pine Street and then Main Street and continues east through downtown Susanville, ending at the SR 139 intersection.
- **State Route 44** – SR 44 is an east/west highway originating in Redding (Shasta County) and ending at Route 36 west of Susanville. SR44 is the main access highway to the north-west entrance to Lassen National Park. From the Park entrance, SR 44 joins the Volcanic Legacy Scenic Byway. When SR 44 reaches its end at Route 36, the byway continues southwest.
- **State Route 139** – Starting at SR 36 in Susanville, SR 139 runs north to the Oregon border. This is a primary route between Reno, NV and Klamath Falls, OR. SR 139 connects to SR 299 at the northern Lassen border with Modoc County. The entire route is a two-lane road. Portions of the highway are part of the Federal Volcanic Legacy Scenic Byway.
- **State Route 299** – SR 299 starts at US 101 in Arcata (Humboldt County) on the Pacific Ocean, heads east through the northern portion of Lassen County, to the California/Nevada border. SR 299 joins and is co-signed with SR 139 in Lassen County at the Modoc County border, north of the Lassen County unincorporated communities of Bieber and Nubieber. SR 299 eventually joins and is co-signed with U.S. Route 395 to Nevada.

Figure 2 – 2013 Average Annual Daily Traffic Count of Busiest Intersections/Locations⁵

Location / Intersection	Back AADT	Ahead AADT
SR 36 / Cottage Street	4,950	6,000
SR 36 / Pacific Street	11,400	11,400
SR 36 / Highway 139	11,400	14,500
SR 36 / Riverside Drive	14,500	15,900
US 395 / Sierra-Lassen County line	7,800	7,800
US 395 / Janesville Road	5,100	7,300

⁵ Source: California Department of Transportation; traffic-counts.dot.ca.gov

“Back AADT” represents traffic south or west of the count location and is the total volume for the year divided by 365 days. “Ahead AADT” represents traffic north or east of the count location and is the total volume for the year divided by 365 days. AADTs represent both directions of travel, and summing them together will result in erroneous data.

b. Airports⁶

Public airports in Lassen County serve a limited amount of general aviation, while serving an important role regarding emergency services. Lassen County also contains private, permission required prior to landing, airports.

Public, City of Susanville, general aviation:

- **Susanville Municipal Airport** (FAA Identifier - SVE) is a city-owned, 130-acre, general aviation public use airport located approximately six miles southeast of the central business district of Susanville. Elevation is 4,149 feet above mean sea level.⁷ It has two runways measuring 4,051 by 75 feet (asphalt/grooved) and 2,180 by 60 feet (dirt); and two helipads: 120 by 120 feet (asphalt) and 65 by 65 feet (asphalt).

Public, County of Lassen, general aviation airports:

- **Southard Field Airport (Bieber)** (FAA Identifier – O55) having a runway measuring 2980 by 35 feet (asphalt), with an elevation of 4163 feet above mean sea level.
- **Herlong Airport** (FAA Identifier – H37) having a runway measuring 3260 by 40 feet (asphalt), with an elevation of 4062 feet above mean sea level.
- **Ravendale Airport** (FAA identifier – O39) having a runway measuring 2920 by 30 feet (asphalt), with an elevation of 5306 feet above mean sea level.
- **Spaulding airport** (FAA identifier – 1Q2) having a runway measuring 4600 by 50 feet (asphalt), with an elevation of 5115.8 feet above mean sea level.

Private, permission required prior to landing, airports:

- **Lassen Community Hospital Helipad** (FAA Identifier – 99CN) is a concrete 86 by 50 feet helipad that is owned by Banner Lassen Medical Center, Susanville, CA
- **Amedee Airport** (FAA Identifier – AHC) runway measuring 10,000 by 150 feet (asphalt) is owned by the US Army

c. Public Transportation

Lassen Transit Service Agency (LTSA) provides public transportation services in the County. LTSA is a public agency formed through a Joint Powers Agreement between Lassen County and the City of Susanville.

⁶ www.airnav.com

⁷ Mean sea level (MSL): the average height of the ocean surface; i.e. halfway between high tide and low tide. MSL is used in aviation to measure altitude at flight levels.

In 2015, public transportation services include a fixed route with services within the Susanville city limits. Commuter services are also provided to the communities of Westwood, Chester, Herlong, and Doyle. Commuter services are also available into Susanville from Herlong.

A low-cost dial-a-ride program is available to qualified persons.

d. Freight Rail

Two Class 1 freight railroads traverse Lassen County, primarily by the Burlington Northern Santa Fe Railway Company (BNSF) and the Union Pacific Railroad (UPR). The California State Rail Plan 2007-08 to 2017-18⁸ references these, as “the two Class 1 railroad in California are the BNSF and the UP. These two railroads have extensive rail networks connecting California with the rest of the nation, particularly corridors to the Southwest, Midwest and Northwest.” The BNSF system map identifies BNSF trackage and trackage rights entering into Lassen County at Westwood through Westwood and Nubieber, and extending onto UP rail infrastructure entering into Lassen County at Chilcoot (Plumas County) and through Doyle to Herlong where it exits toward Flanagan, Nevada.

⁸ Source California Department of Transportation, http://www.dot.ca.gov/californiarail/docs/SRP07_-_FINAL_Apprvd.pdf

C. Business and Industry

Historically, ranching, agriculture, and timber have been the primary industries in Lassen County. In 2007, Sierra Pacific Industries, based in Redding, California, closed the last lumber mill in Lassen County’s only incorporated city, Susanville, due to a lack of large timber for the mill. There are still some logging operations in Lassen County; however, all of the logs are shipped to mills in other areas. This closure impacted the County’s revenues and employment opportunities.

Ranching and agriculture remain viable industries (see Figure 4). The primary employers in the county (over 60 percent in 2014) are government employers (e.g. state and federal prisons, Bureau of Land Management, US and county agencies).

Employers that employ 10 or more employees employ the bulk of the workforce in Lassen County; although only a quarter of employers hire 10 employees or more, these employers account for 86% of the jobs within the county. The majority of employers in the county (over 75 percent) have less than 10 employees, which accounts for the remaining 13 percent of the workforce. Most employers (60 percent of total employers) have between one and four employees. Private sector employers (36 percent of employment in Lassen County) are generally small businesses, employing less than 10 workers.

Figure 3 - Major Employers in Lassen County, 2015

Company	Industry	Company	Industry
Diamond Mountain Casino	Casinos	Safeway	Grocers-Retail
CalFIRE	State Government	Sierra-Cascade Nursery	Nurserymen
Lassen Community College	Universities and Colleges	Susanville Indian Rancheria	Tribal Government
County of Lassen	County Government	Susanville Nursing & Rehab Center	Nursing & Convalescent Homes
Lassen Indian Health Center	Medical Care	Susanville Supermarket	Grocers-Retail
Lassen National Forest	Federal Government	United States Department of the Army	Federal Government
Elementary, Middle and High School Districts	Public Education	URS	General Contractor
Northeastern Rural Health Clinics	Clinics	Walmart	Department Stores
California Department of Corrections and Rehabilitation	State Government	Federal Bureau of Prisons	Federal Government

Figure 4 - Percent Change of Employment by Industry since Recession (2007-2014)⁹

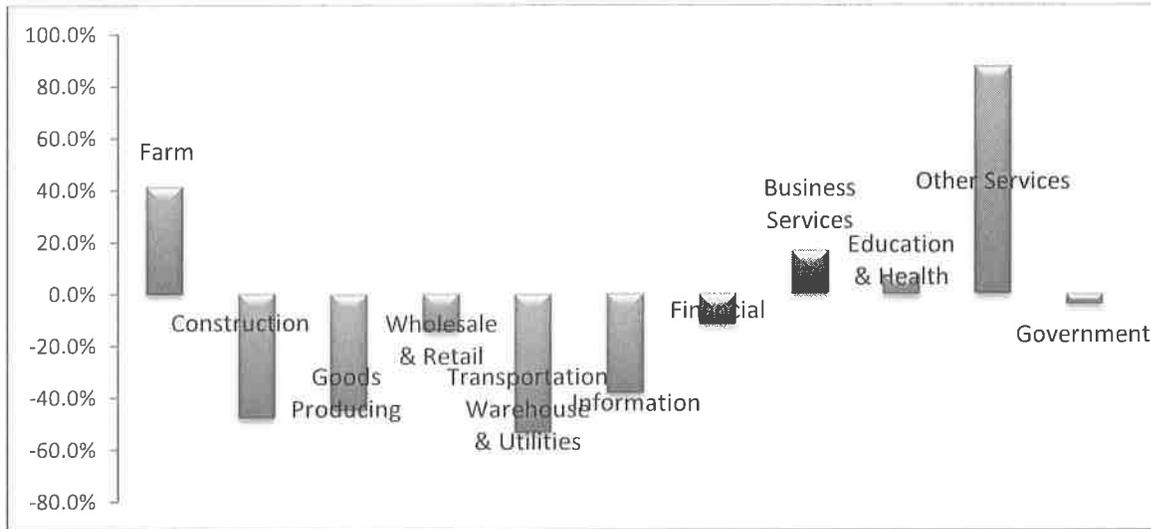
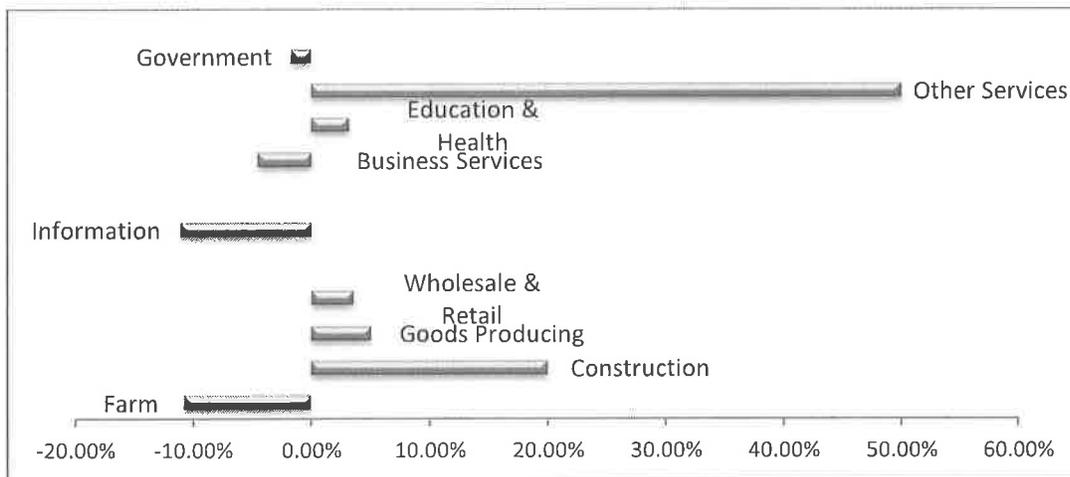


Figure 4.1-Percent Change of Employment by Industry since 2013 (2013-2014)¹⁰



C1. Agriculture¹¹

The value of agricultural products produced in Lassen County for 2013 was \$124,021,851. This is a 22% increase over 2012 brought about by another increase in wild rice acreage along with higher beef and

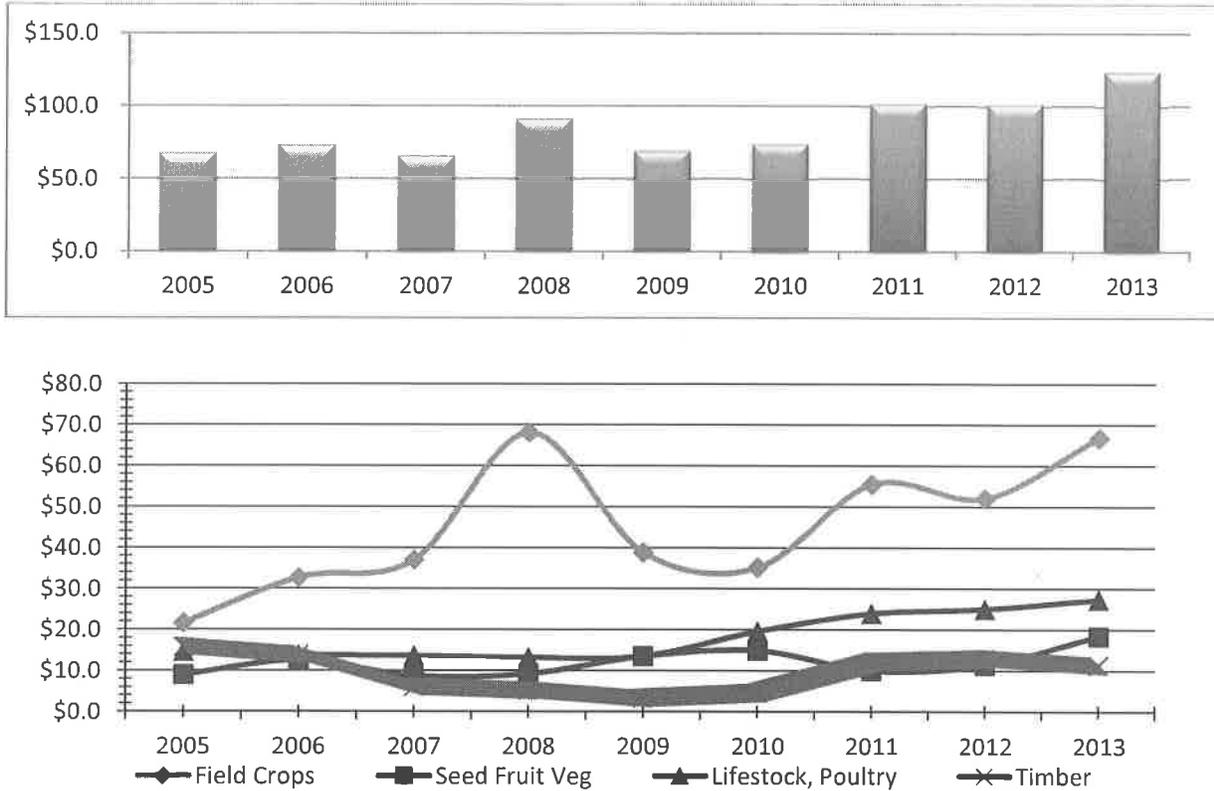
⁹ Source: California Employment Development Department, Labor Market Information Division, Historical Annual Average Industry Data

¹⁰ There was no change in employment in both the financial and transportation, warehousing, and utilities sector from 2013-2014.

¹¹ Source: Lassen County Department of Agriculture Annual Crop Reports 2005-2010

hay prices.¹² 2013 marks the third year in a row that the total value of Lassen County’s agricultural production increased.

Figure 5 – Ten-Year Comparison of Total Production Values in Lassen County (\$ million)¹³



a. Timber Harvest

Timber, forestry, and logging industries form the historical make up of economic activity in Lassen County and the northeastern region of California in general. In 2007 Sierra Pacific Industries, based in Redding, California, closed the last lumber mill in Lassen County’s only incorporated city, Susanville, because of a lack of large timber for the mill. There are still some logging operations in Lassen County; however all of the logs are shipped to mills in other areas. Lassen County was dramatically affected economically when the 2007-2009 recession hit right on top of the decline of the timber industry.

Average annual employment in the timber industry in NoRTEC member counties¹⁴ dropped from 1,189 to 851 (2005 to 2010), a loss of over \$7.4 million in payroll.¹⁵ In Lassen County itself, employment in

¹² Lassen County Department of Agriculture Annual Crop Report, 2013

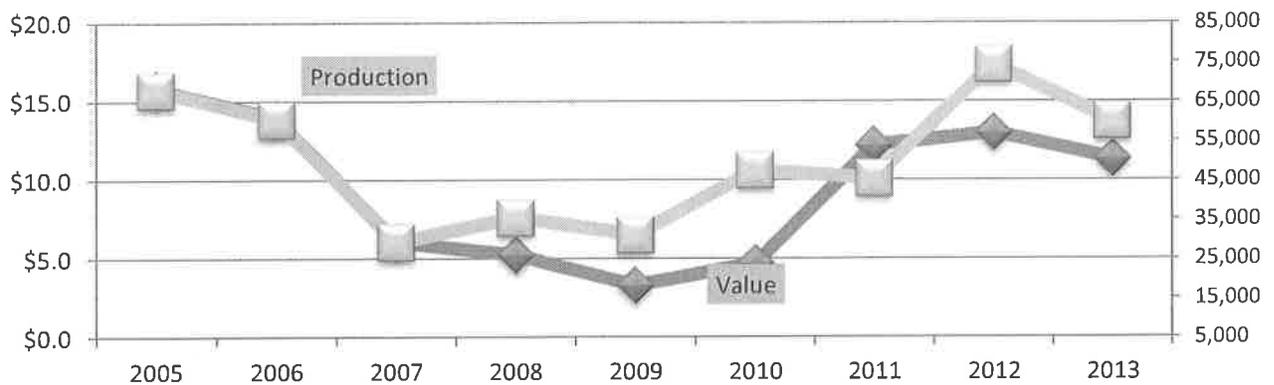
¹³ Includes production value of field crops; seed, fruit, vegetable and nursery crops; pasture land; timber harvest; livestock and poultry.

¹⁴ The Northern Rural Training and Employment Consortium is a consortium of eleven northern California counties established to address the needs of job seekers and businesses. Member counties include Butte, Del Norte, Lassen, Modoc, Plumas, Siskiyou, Tehama, Trinity, Shasta, Sierra, and Nevada counties.

timber and mining decreased from 140 to 100 employees during that span, down to 80 in 2014—a total decrease of 43 percent in 10 years.¹⁶

From the 2012 NoRTEC Cluster Study: “Forestry and Logging (sic) have experienced decades of decreasing employment levels due to declining resources, technology advances, park and reserve expansions, government regulation, and global competition. Consumer demand for construction materials plummeted following the housing bust... the local Forestry (sic) and Logging (sic) industry shed establishments, jobs, and payroll.”

Figure 7 – Value of Lassen County Timber Harvest (\$ million) and Board Feet in Production



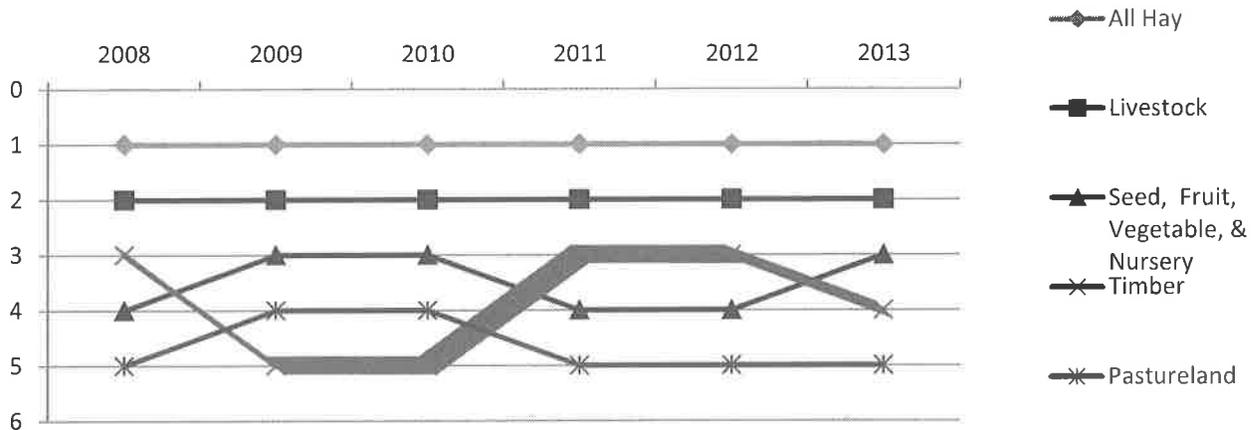
b. Top Crops

Hay (primarily alfalfa, but also grass alfalfa mix, grain hay, and grass hay) and livestock (cattle, sheep, goats, chickens, hogs, etc.) have long-been the principal agricultural commodities in Lassen County, accounting for three quarters of the value of agriculture in Lassen County in 2013, the most current year for which data is available. Hay production (valued at \$66.8 million) comprised 53.8 percent of the total value of agricultural production in Lassen County. The value of livestock and poultry (\$27.3 million) made up 22.1 percent of total agricultural production.

¹⁵ Source: NoRTEC Natural Resources Industry Cluster Analysis 2005-2010; California Employment Development Department Labor Market Information Division, June 2012

¹⁶ *Industry Employment & Labor Force by Annual Average*. State of California Employment Development Department.

Figure 8 – Top Five Commodities in Lassen County (Production Value), 2008-2013

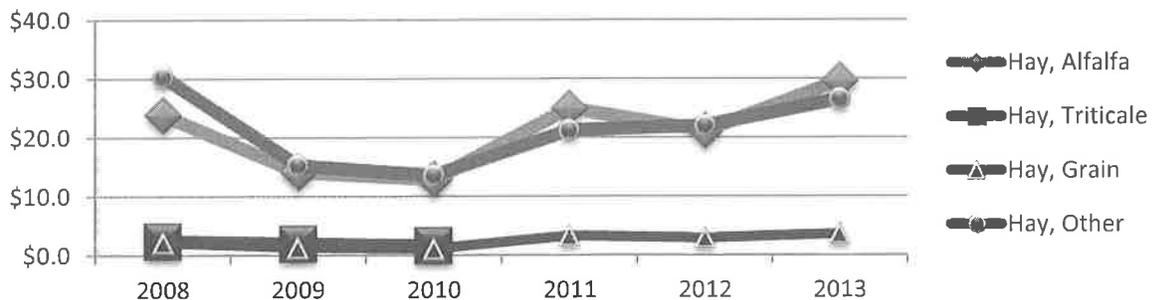


c. Crop Production

In 2013, hay remained the highest grossing crop in Lassen County. Increases in hay production per acre (a 26 percent increase for alfalfa hay) and prices (between 14-16 percent price increases for all types) explain the almost 30 percent increase in the total value of hay production in Lassen County in 2013 as compared to 2012 hay production values.

2,109 acres were dedicated to wild rice (valued at \$1.9 million), a 23.4 percent increase from 2012 acreage, which resulted in a 19.4 percent increase in the total value of wild rice in 2012. Miscellaneous crops, which include alfalfa seed, apples, asparagus, endive, garlic seed peaches, mint, canola, safflower, blueberries, watermelon, strawberries, miscellaneous vegetables, and greenhouse flowers, accounted for \$16.4 million in total value, a 69.5 percent increase from 2012.

Figure 9 – Value of Lassen County's Hay Crops (\$ million)¹⁷



¹⁷ 2011-2013 data for triticale hay is included in the Lassen County Agricultural Commissioner's "Grain, Hay" category

Figure 10 – Acres in Other Crop Production (does not include Hay, Pasture Lands)¹⁸

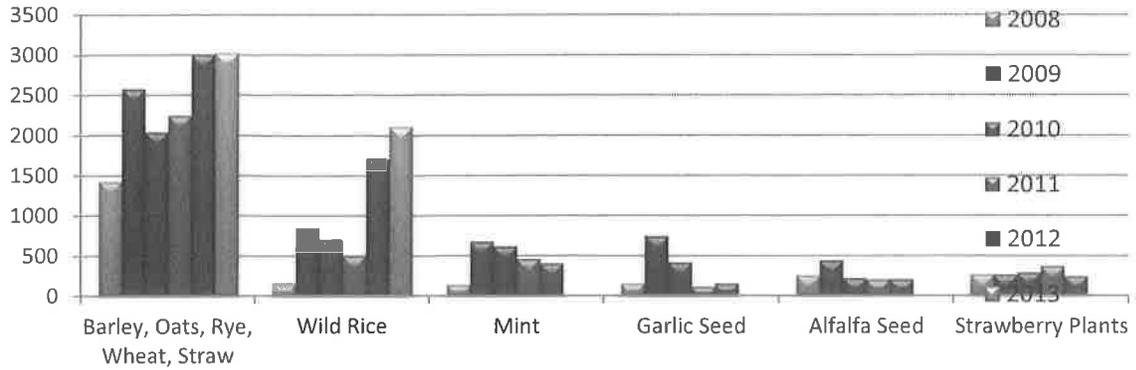
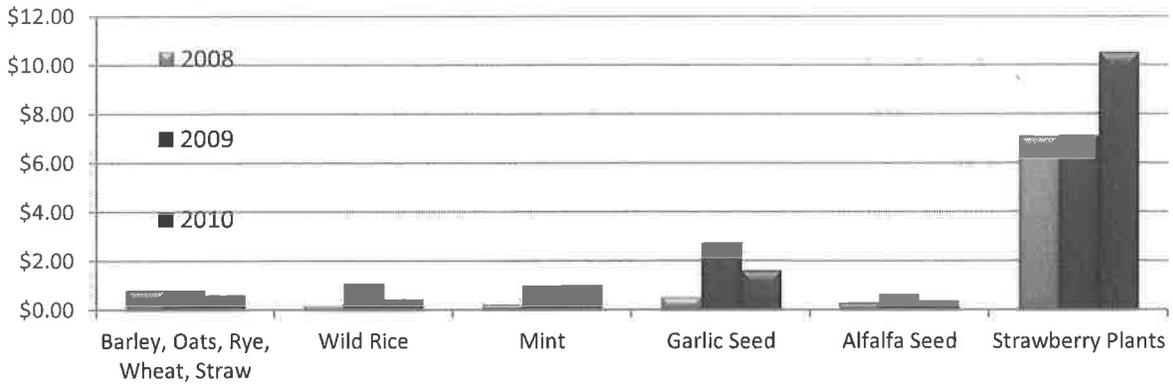


Figure 11 – Value of Lassen County Crop Production (\$ million)¹⁹



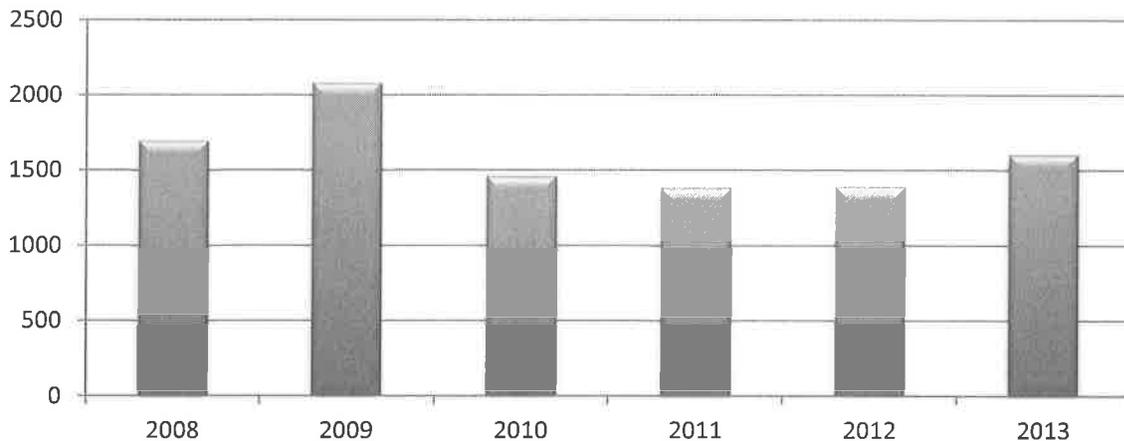
¹⁸ No 2013 data available for the “Miscellaneous Crops” category, which includes mint, garlic seed, alfalfa seed, and strawberry plants, among others

¹⁹ 2011-2013 data not available

d. Certified Organic Land

Alfalfa hay (1,542 acres) comprises 96 percent of organic crop land in Lassen County; asparagus and endive are also cultivated organically (24.5 and 38 acres, respectively). 5,350 acres of pasture and rangeland are certified organic, as well as 2028 cattle. The loss of organic cropland since 2009 as demonstrated in Figure 12 below came about because of a 500-acre decrease in organic grass/triticale hay. However, since 2009, there has been a 1,850-acre increase in organic pasture and rangeland.

Figure 12 – Number of Acres Certified Organic, Crop Production



e. Livestock and Poultry

The 44.6 percent increase in the value of production between 2009 and 2010 is attributed to a sharp increase in value of Cows (83.9 percent); Calves (53.1 percent); Bulls (52.4 percent). Also, even though the value per unit of Sheep/Lamb was up only slightly 2009 to 2010, the number of head increased by 36.6 percent. Since 2010, livestock and poultry prices have generally risen steadily despite similar number of head; hence the gains in total livestock and poultry value during that period. The total value of livestock and poultry rose 9.3 percent between 2012-2013 to a value of \$27.3 million.

Figure 13 – Value of Livestock and Poultry, Lassen County (\$ million)

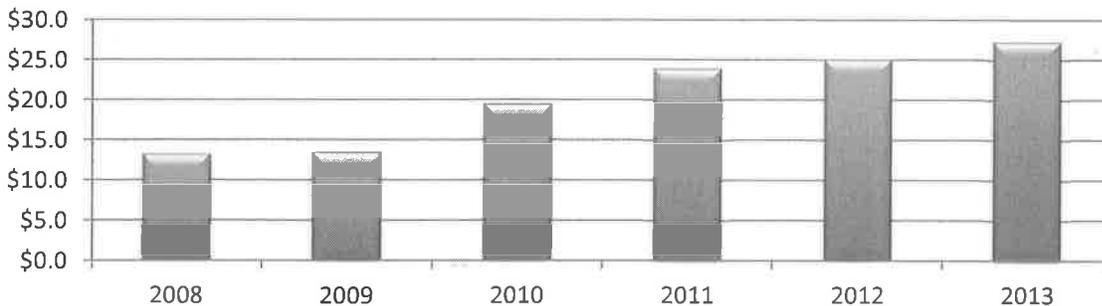
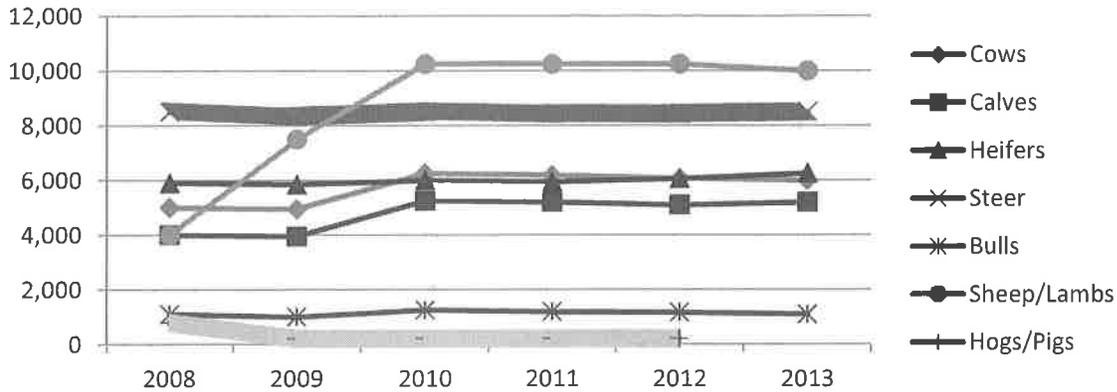


Figure 14 – Livestock and Poultry, Number of Head in Lassen County²⁰

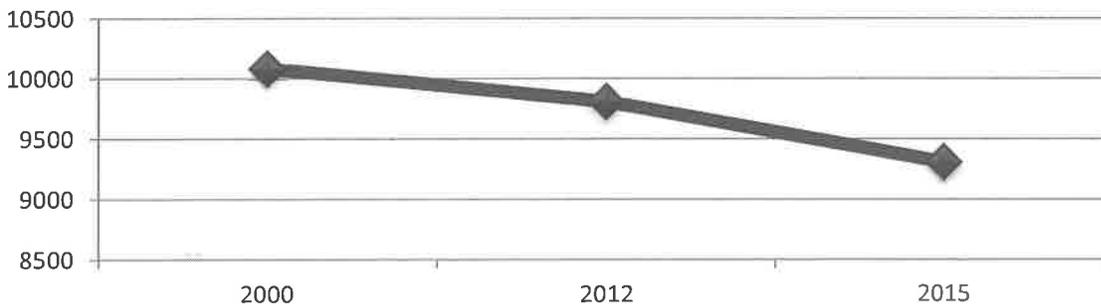


C2. Prisons

Lassen County is home to three correctional institutions:

- California Correctional Center – opened 1963
- High Desert State Prison – opened 1995
- Federal Correctional Institution, Herlong – opened 2005

Figure 15 – Total Inmate Population Estimates²¹



In 2012, the California Department of Corrections released a plan to cut billions in spending to meet standards ordered by federal courts for inmate care. This was intended to improve prison and parole

²⁰ In 2013 hog totals were included in the Miscellaneous Livestock Category; head count was not given

²¹ California Department of Corrections & Rehabilitation; Federal Bureau of Prisons; Figures include persons housed in camps; <http://www.cdcr.ca.gov/News/docs/3JP-Mar-2015/March-2015-Status-Report.pdf>; <http://www.bop.gov/locations/institutions/her/>; http://www.cdcr.ca.gov/Reports_Research/Offender_Information_Services_Branch/Projections/S15Pub.pdf#population

operations.²² With this plan the state reduced the annual prison budget by billions of dollars and achieved ongoing annual savings.

Furthermore, the passage of Proposition 47 in November 2014, which allows only a misdemeanor sentence instead of a felony sentence for certain drug and property offenses and also allows for resentencing of persons serving felony sentences for those offenses, has substantially impacted the adult institution populations. It is likely that the recent decline in the prison population of Lassen County is due to in large part to the implementation of Proposition 47; further declines in inmate population are expected. Still, cumulatively, the State prisons are approximately 1,600 inmates over capacity.

The prisons are required to purchase many commodity items from the California Prison Industry Authority (CALPIA). CALPIA is operated by the State to provide work for offenders in California's adult correctional institutions. CALPIA operates over 60 service, manufacturing, and agricultural industries at dozens of prisons throughout California. There are certain goods and services that wardens are able to purchase locally (e.g. some dairy products), however in Lassen County there are no vendors that can handle 100 percent of the quantity required.

C3. Retail

Retail leakage is the gap between retail supply (measured through sales) and the potential demand (based on household income and typical expenditures). An estimated \$41.3 million in retail and food service sales are lost (leakage) to neighboring communities, primarily Reno and Redding, based on interviews with local residents and businesses; the amount of retail sales lost to online sales is unknown.

Because of the limited nature of available data, this overview analysis is not an in-depth assessment of retail leakage in Lassen County. A deeper, more complex analysis needs to be done in order to arrive at more accurate, meaningful conclusions about retail leakage in Lassen County. Thus, the data in this section should be interpreted in a qualitative, and not quantitative, manner. Nevertheless, the conclusions presented in this section serve to shed light on the extent of potential business opportunities in the county.

Lassen County is undersupplied (i.e. has sales leakage) in seven broad merchandise categories —motor vehicle and parts dealers, home furnishings and appliance stores, building material and garden equipment and supplies, food and beverage stores, gasoline stations, clothing and clothing accessory stores, and food services and drinking places. Lassen County has an oversupply in the general category of “other retail groups,” which includes general merchandise; health and personal care stores; sporting

²² *The Future of California Corrections: A Blueprint to Save Billions of Dollars, End Federal Oversight, and Improve the Prison System.* The plan highlights, executive summary, and full plan can be accessed at <http://www.cdcr.ca.gov/2012plan/index.html>

goods, hobby, musical instruments, and book stores; miscellaneous stores²³; and non-store retailers²⁴. It is likely that “general merchandise” stores such as Wal-Mart explain the oversupply of wares within the category of “other retail groups.”

The two charts below break down the retail leakage and surplus for Lassen County:

Figure 16 – 2014 1st Quarter Existing Retail Balance (Millions)

Retail Sales Leakage / Undersupplied Categories are Opportunities for Lassen County (2014, 1st Quarter)

	Demand ²⁵ (Spending Potential)	Supply (Retail Sales)	Leakage
Motor Vehicles & Parts Dealers ²⁶	\$14,334,206	\$8,700,000	\$5,634,206
Home Furnishings & Appliance Stores	\$5,041,962	\$1,301,000	\$3,740,962
Building Material & Garden Equipment & Supplies	\$5,992,306	\$2,643,000	\$3,349,306
Food & Beverage Stores ²⁷	\$4,916,196	\$1,913,000	\$3,003,196
Gasoline Stations	\$11,116,439	\$7,517,000	\$3,599,439
Clothing & Clothing Accessories Stores	\$ 6,477,905	\$1,111,000	\$5,366,905
Food Services & Drinking Places ²⁸	\$13,236,702	\$3,497,000	\$2,502,884
Total Leakage²⁹			\$41,288,439
			Surplus
Other Retail Groups	\$9,449,116	\$11,415,820	\$2,502,884

²³ “Miscellaneous stores” include florists, office supply stores, gift stores, used merchandise stores, and other miscellaneous stores.

²⁴ Non-store retailers are online retailers.

²⁵ Potential retail sales (demand) are estimated using typical California household expenditure data generated by the California State Board of Equalization and is customized for the Lassen County market and households. This analysis calculates spending potential (demand) for goods and services in Lassen County under the hypothetical scenario that Lassen County per capita expenditures equal California per capita spending. In reality, spending per capita in Lassen County is much lower than the state average. This analysis estimates potential demand as if per capita spending in Lassen County were equal to the State average.

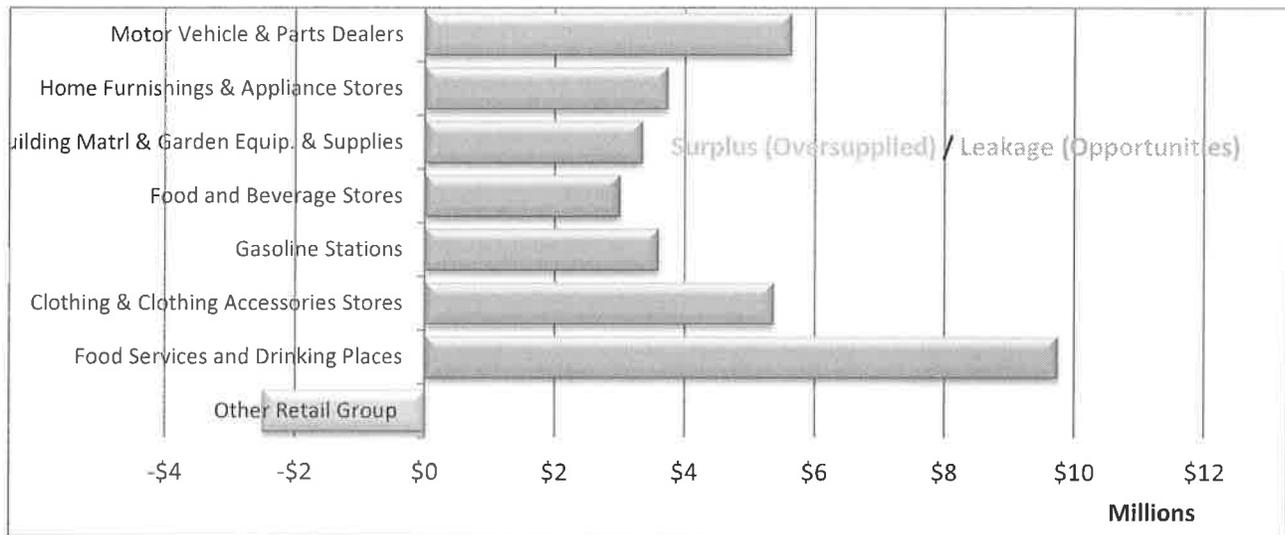
²⁶ New and used car dealers; auto parts, accessories, and tire stores

²⁷ Includes supermarkets/grocery stores, convenience stores, specialty food, and beer, wine, and liquor stores

²⁸ Alcoholic beverage drinking places, full-service restaurants, limited-service eating places

²⁹ Includes all retail & food services, including but not limited to the categories listed above

Source: Bureau of Labor Statistics Consumer Expenditure Survey, U.S. Census Bureau's Census of Retail Trade, ERSI, and Marketek Inc.

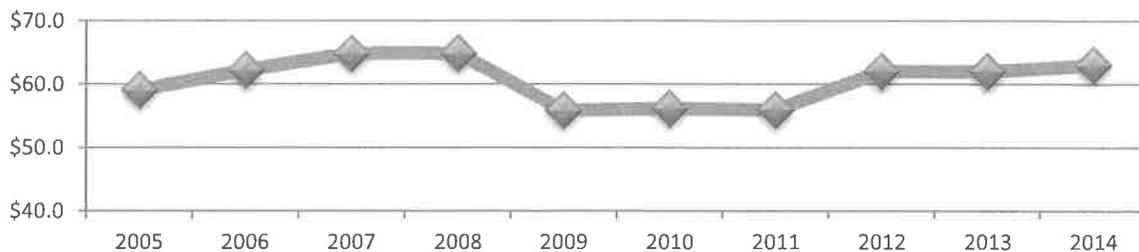


C4. Visitors and Tourism

The decline in 2009 of visitor spending in Lassen County is consistent with state and national travel data. Spending went from a high in 2007-2008 of \$64.9 million to \$55.9 million in 2009 and \$56.2 million in 2010 which is lower than the 2005 (pre-recession) spending level (\$59.1 million) (see Figure 17). However, during the continuing economic recovery, visitor spending has bounced back in 2014 to \$63 million, near the high of \$64.9 million visitors spent in Lassen County in 2007 and 2008.

Employment generated by visitor spending is at a 22-year low of 970, down 750 from the high of 1,720 in 2007. Over 90% of the jobs created in Lassen County due to travel spending are in the Accommodations, Food Service, and Arts, Entertainment, and Recreation industries. Figure 18 details total employment directly associated with tourism and travel spending in Lassen County.³⁰

Figure 17 - Visitor Spending in Lassen County (\$ million)³¹



³⁰ Includes both full-time and part-time positions, and salaried or self-employed individuals.

³¹ Source: California Travel Impacts by County, 1992-2014. California Travel & Tourism Commission. By Dean Runyan Associates. April 2015.

Figure 18 - Lassen County Employment Generated by Visitor Spending³²

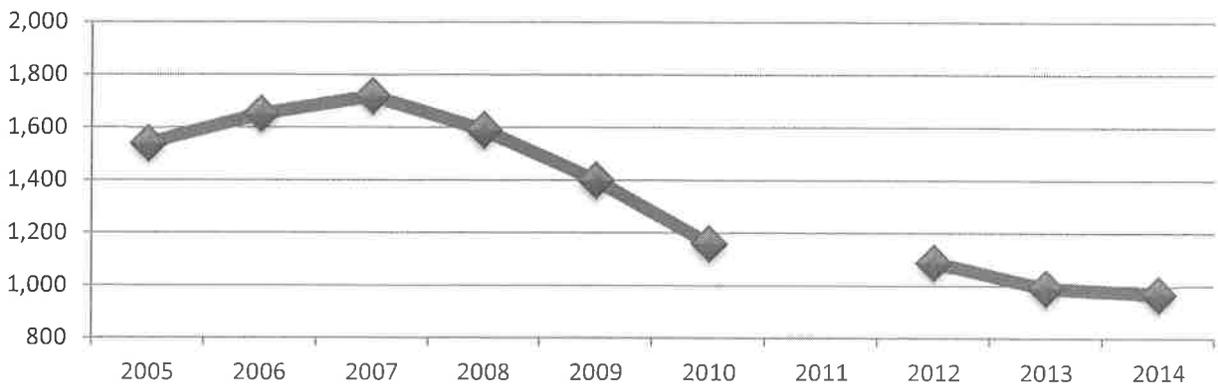
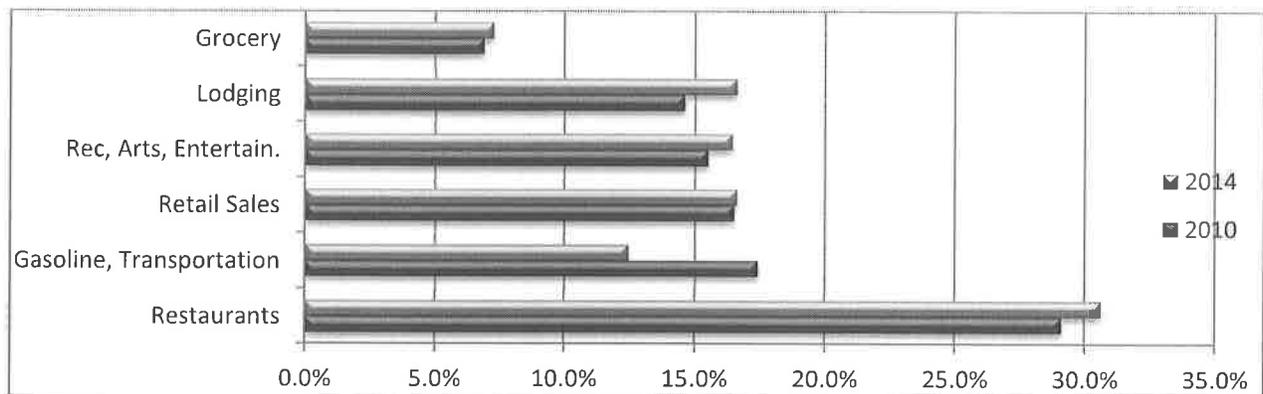


Figure 19 - Visitor Spending in Lassen County by Commodity Purchased³³

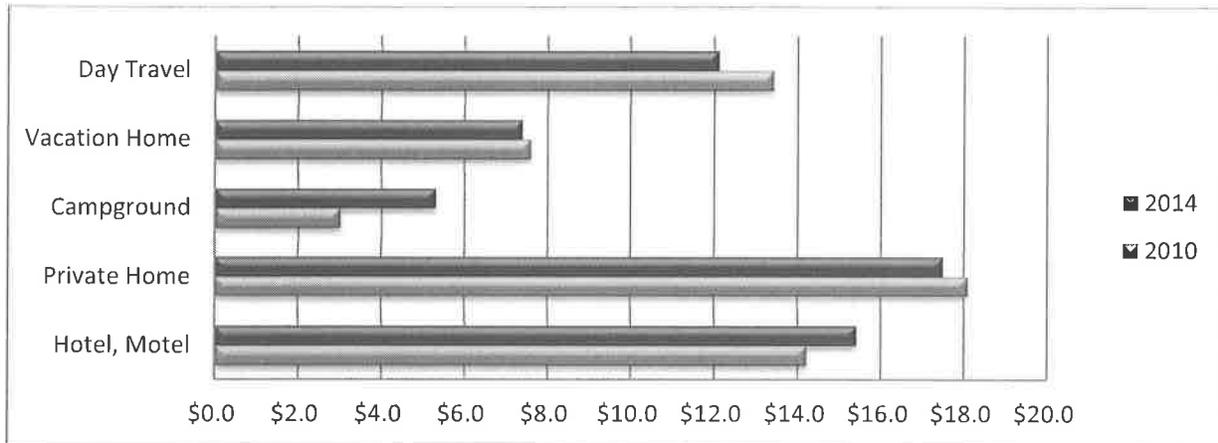


Most spending in 2014 (30.3 percent) comes from visitors that stay in the private homes of friends and family, although a sizeable portion of tourist spending (26.7 percent) is spent by visitors that stay in hotels and motels. Although their spending as a proportion of traveler spending decreased \$1.3 million compared to 2010, Day travelers represent the third largest tourist spending demographic (21 percent). Visitors that stay in vacation homes account for 12.8 percent of direct visitor spending. Campers on public and private campgrounds accounted for 9.2 percent of direct traveler spending, a decrease of \$2.3 million since 2010.

³² No data available for 2011.

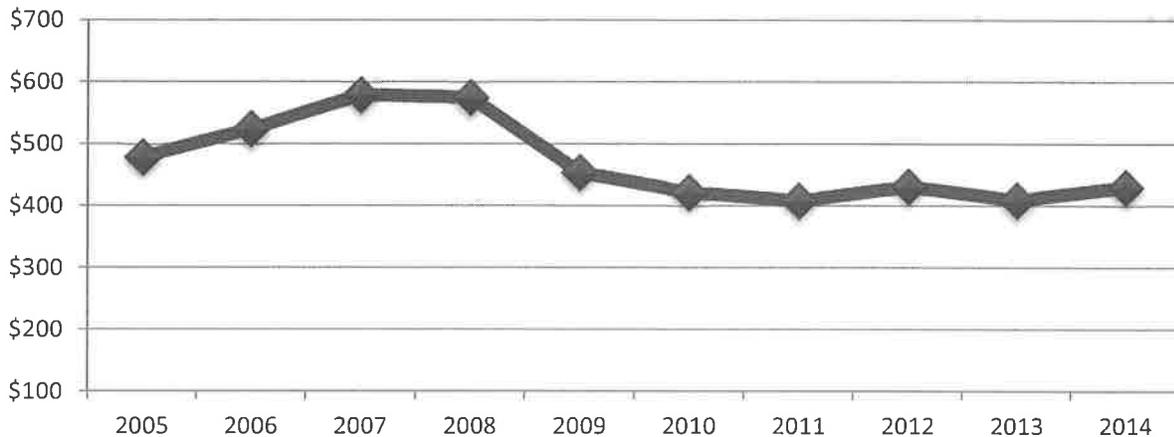
³³ Source: California Travel Impacts by County, 1992-2010. California Travel & Tourism Commission. By Dean Runyan Associates. April 2012.

Figure 20 - Visitor Spending by Type of Traveler Accommodation, (\$ million)⁹



The decline in TOT receipts started in 2008, which is consistent with state and national trends. As would be expected, over 93 percent of TOT receipts come from hotels and motels in the city of Susanville (see Figure 21). 2014 saw a five percent increase in TOT receipts from 2013; however, the 2014 figure approximates the post-recession average. 2014 TOT receipts (\$430 thousand) are down 25.7 percent from the pre-recession high of \$579 thousand TOT receipts collected in 2007.

Figure 21 - TOT Receipts, Lassen County (\$000)³⁴



³⁴ Source: California Travel Impacts by County, 1992-2014. California Travel & Tourism Commission. By Dean Runyan Associates. April 2015. Based on TOT rate of 10.0 percent; figures include TOT figures for the City of Susanville as well as the unincorporated areas of the County.

D. Labor Force and Households

Like most other rural northern California counties, Lassen County’s unemployment rate is generally higher than the state rate. That gap, however, has been closing in recent years. There was a 1.1 percentage point difference between Lassen County’s and the state’s rate in 2009; this grew to 1.8 points in 2010; and reached a high of 2 points different in 2012. The county’s percent unemployment rate, from June 2015, is just 0.3 percentage points higher than the state’s 6.3 percent rate.³⁵

Lassen County’s unemployment rate is also at an eight year post-recession low, equaling its unemployment rate for September of 2007. This 6.6 percent unemployment rate is actually lower than pre-recession rates as well, dating back to a 5.5 percent low in October of 2006. Serving to temper the current unemployment rate statistic, however, is the fact that 1,400 workers have dropped out of the labor force since September of 2007, and 2,050 workers have left the labor force since October 2006.³⁶

Figure 22 - Annual Average Unemployment, Lassen County³⁷

	2009 Annual Average	2010 Annual Average	2011 Annual Average	2012 Annual Average	2013 Annual Average	2014 Annual Average	2015 (June Figures)
Lassen County							
Labor Force	13,560	12,140	11,830	11,520	11,000	10,810	10,920
Unemployed	1,670	1,700	1,590	1,430	1,170	1,000	720
Unemployment Rate	12.3%	14.0%	13.5%	12.4%	10.6%	9.3%	6.6%
State of California							
Unemployment Rate	11.2%	12.2%	11.7%	10.4%	8.9%	7.5%	6.3%

D1. Occupations

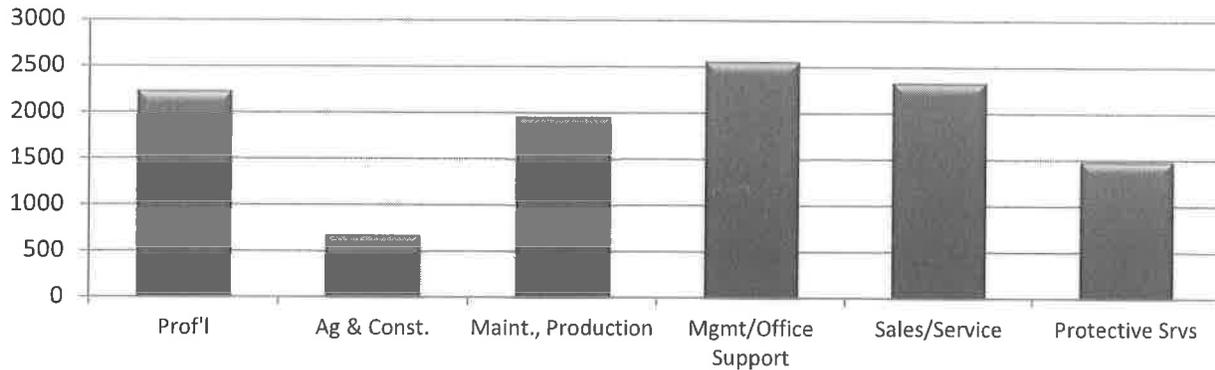
Professional occupations include architecture, engineering, business and financial, computer, education and training, health care practitioners, legal, and science-related. Sales and service occupations include sales people, community and social services, food prep and servers, business and personal services, and protective services, which accounts for nearly 40 percent of this category.

³⁵ The national rate is 5.3 percent. California’s unemployment rate has historically tracked higher than the national average.

³⁶ Source: California Employment Development Department, Labor Market Information Division, August 2015

³⁷ Source: California Employment Development Department, Labor Market Information Division, August 2012

Figure 23 - Estimated Distribution of Occupation Categories (2012)³⁸



D2. Commuting Patterns

A strong majority (over 80 percent) of Lassen County workers commutes less than 30 minutes and over three quarters drive alone. The average travel time is 19.4 minutes.

Figure 24 - Commute Time and Travel Mode, Lassen County³⁹

Mode of Transportation to Work	Number	Distribution
Drove Alone	7,096	75.3%
Car Pooled	1,112	11.8%
Public Transportation	122	1.3%
Walked	499	5.3%
Bicycle	75	0.8%
Taxicab, Motorcycle, or Other Means	85	0.9%
Worked at Home	433	4.6%
Travel Time to Work ⁴⁰	Number	Distribution
Less than 15 Minutes	3,651	40.6%
15 - 29 Minutes	3,606	40.1%
30 - 44 Minutes	863	9.6%
45 - 59 Minutes	450	5.0%
60 or more Minutes	423	4.7%
Average Travel Time (minutes)	19.4	

³⁸ Source: Claritas, 2012. More current data unavailable from source.

³⁹ 2013 American Community Survey

⁴⁰ Does not include workers 16 years or over who work at home.

D3. Households and Population

The California Department of Finance (DOF), Demographic Research Unit, is the designated by the State as the single official source of demographic data for state planning and budgeting. They provide official population estimates for research and analysis reference for population estimate for cities and counties, including forecasts of population, births and public school enrollment at the state and county level. This unit of state government is also the designated Census Data Center for demographic, social, economic, migration, and housing data from the decennial census, the American Community Survey, the Current Population Survey, and other surveys. It is important to note that the DOF includes incarcerated populations in its population estimates as “group quarters”. Lassen County contains three correctional institutions having a combined incarcerated population of 8,233 individuals (nearly 30 percent of Lassen County’s total population). Often reports, studies, and other documents include simply the “population” number and do not report or take into account that approximately 8,233 residents are in “group quarters”.

The DOF inclusion of incarcerated population is particularly troubling when attempting to present Lassen County demographic estimates that are based on population, e.g. age distribution, per capita income, education level, diversity, density, etc. The California Department of Finance defines the inmate population as “group quarters” and it has been appropriately apportioned by specific prisons, in Figure 25, below. Prison populations are not relevant to economic development in the area.

Figure 25 - Lassen County Population

	Population Estimates		
	2000	2012	2015 ⁴¹
Lassen County	33,828	35,050	32,092
California Correctional Center	5,753 ⁴²	4,459 ⁴³	2,966
High Desert State Prison ⁴⁴	4,334	3,717	3,494
FCI Herlong	n/a ⁴⁵	1,635 ⁴⁶	1,510
Total group quarters:	10,087	9,811	8,233
Net Population	23,741	25,239	23,859

⁴¹ State of California, Department of Finance, *E-1 Population Estimates for Cities, Counties and the State with Annual Percent Change — January 1, 2014 and 2015*. Sacramento, California, May 2015

⁴² Source: California Department of Corrections and Rehabilitation’s Monthly Inmate Population Reports, 2000 year end.

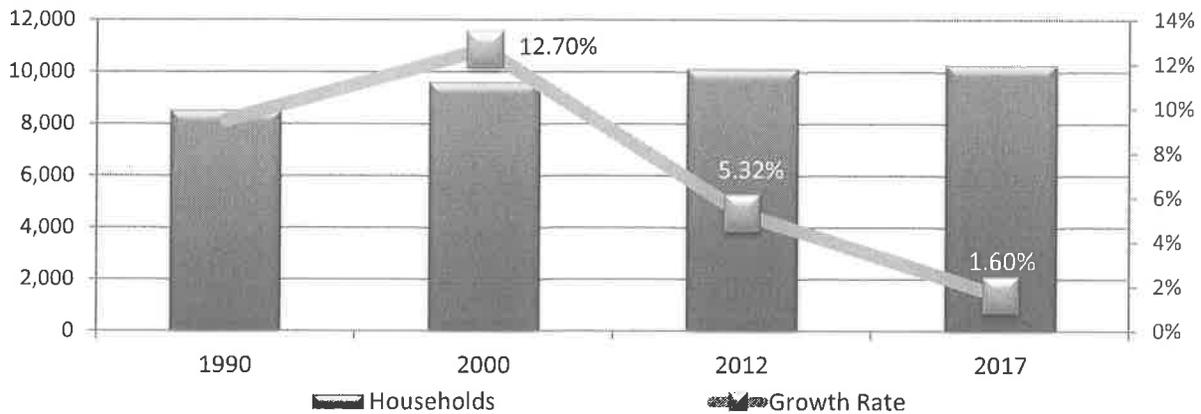
⁴³ Source: California Department of Corrections and Rehabilitation’s Weekly Inmate Population report, August 15, 2012

⁴⁴ Source: High Desert State Prison Public Information Office, August 2012

⁴⁵ Federal Correctional Institution Herlong opened in 2005

⁴⁶ Source: Federal Bureau of Prisons’ Weekly Population Report dated August 16, 2012.

Figure 26 - Lassen County Household Growth / Decline (Claritas, 2012)

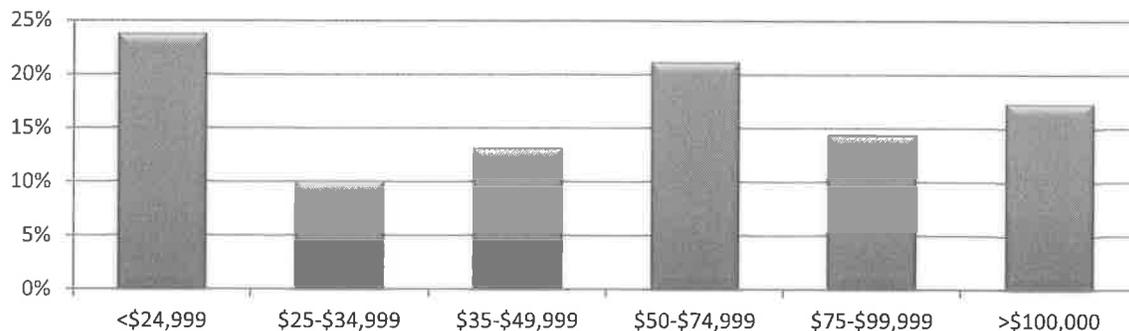


According to a study done in 2012, households in Lassen County are still growing but at a much slower pace than they were in 2000. If this trend continues, which is expected, there will be a significant impact to the County’s tax revenue and ability to maintain infrastructure and other services, schools, retail sales, and the workforce. Businesses’ ability to expand and possibly even to maintain their current level of employment will be hit especially hard if the decline is younger people.

Lassen County households are small. In 2012, 60 percent are one or two-person households. It is possible that this is due to some number of prison guards living in Lassen County (sharing quarters) while their families live elsewhere. A strong majority (75 percent) of 2012 households is married-couple families; next is female-householder families (15 percent) and male-householder families (10 percent).

Important to employers and potential employers is the fact that 64 percent of Lassen County’s 2012 households have no one under the age of 18 living there — indicating no workforce “pipeline.”

Figure 27 - Median Household Income⁴⁷



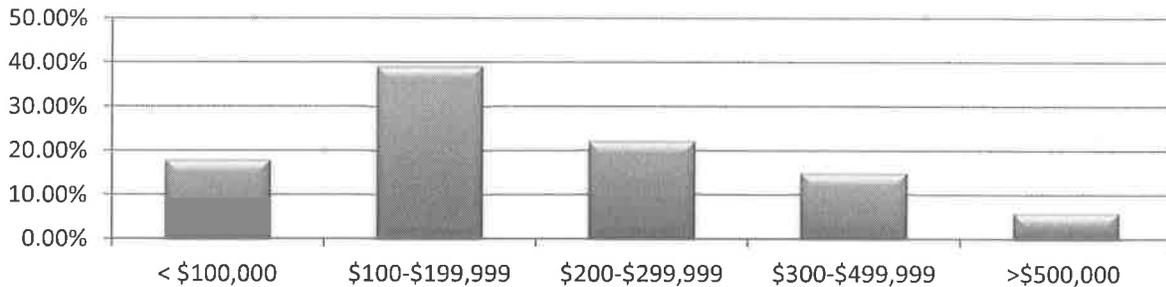
The largest sector of households is those earning under \$35,000 (33.91 percent) and over two thirds of those are earning less than \$25,000. Eleven percent of family households are at or below poverty status; a total of 680 households; 574 of these households include children.

⁴⁷ American Community Survey, 2013

D4. Housing

As of July 2012, 1 in every 310 housing units in Lassen County was in foreclosure (41 total). This is among the highest rates in the northern California counties.⁴⁸ The median home value in Lassen County is \$185,000⁴⁹. According to the U.S. Department of Housing and Urban Development, housing is considered “affordable” when families pay less than 30 percent of their income or less for housing (including rent or mortgage payments, insurance, taxes, and utilities). Families who pay more than 30 percent of their income for housing are considered cost burdened and may have difficulty affording necessities such as food, clothing, transportation and medical care. Given that definition, 40.45% of housing units with a mortgage are considered unaffordable.⁵⁰As with most areas in California and the nation, homes are not appreciating in Lassen County.

Figure 28 - Owner-Occupied Housing Values, 2013 (American Community Survey)



⁴⁸ Source: www.realtytrac.com

⁴⁹ American Community Survey, 2013

⁵⁰ Ibid.