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

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

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

*Call meeting to order*

*Roll call of Councilmembers present*

*Next Resolution No. 17-5445*

*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: Dan Newton  
         Bargaining Unit: Firefighters
  - B    PUBLIC EMPLOYMENT – pursuant to Government Code §54957
    - 1    Acting Public Works Director
- 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: Chief James Moore*
  - *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     Accept minute correction from the City Council's September 6, 2017 meeting and approve minutes from the City Council's September 20, 2017 meeting
- B     Approve vendor warrants numbered 101451 through 101563 for a total of \$370,967.87 including \$105,784.86 in payroll warrants

**7**     **PUBLIC HEARINGS:**

- A     Consider **Resolution No. 17-5439** accepting Annual Report of FY 2016-2017 Development/Mitigation Fees
- B     Consider **Resolution No. 17-5440** approving the supplemental activity request for the Homeownership Assistance Program

**8**     **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

**9**     **NEW BUSINESS:**

- A     Consider **Resolution No. 17-5438** approving budget amendments for the Riverside Park Project and Homeownership Assistance Program
- B     Consider **Resolution No. 17-5441** approving of FY 2017-2018 Fire Department budget amendment to authorize purchase of used Type III engine and surplus the currently owned Type III engine
- C     Consider **Resolution No. 17-5442** authorizing closure of Main Street on October 31, 2017 for HUSA Safe and Sane Halloween event
- D     Consider **Resolution No. 17-5443** accepting donation for purchase of Neighborhood Watch Signs
- E     Consider **Resolution No. 17-5444** authorizing Building Permit Fee Waiver at Susanville Municipal Airport for PAPI Project - Permit #17-263

**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     Police Department Update
- B     City Administrator Recruitment Update

**14**    **COUNCIL ITEMS:**

- A     AB1234 travel reports:

**15**    **ADJOURNMENT:**

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

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

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

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

A handwritten signature in cursive script, appearing to read "Gwenna MacDonald", written over a horizontal line.

Gwenna MacDonald, City Clerk

Reviewed by:  Interim City Administrator  
           City Attorney

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

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

**Action Date:** October 18, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Minutes of the City Council's September 6 and 20, 2017 meetings

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

**SUMMARY:** Attached for the Council's review are the minutes of the City Council's September 6 and 20, 2017 meetings. The minutes from September 6, 2017 were approved on October 4, 2017 with a correction requested. The revised September 6, 2017 minutes are included for review and acceptance of those changes.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Motion to waive oral reading and approve minutes of City Council's September 20, 2017 meeting and to accept the revision to the September 6, 2017 meeting minutes.

**ATTACHMENTS:** Minutes: September 20, 2017  
September 6, 2017

**SUSANVILLE CITY COUNCIL**  
**Regular Meeting Minutes**  
**September 6, 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 Wilson, to approve the agenda as submitted; motion carried unanimously. Ayes: Stafford, Wilson, Franco, Schuster and Garnier.

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

**3      CLOSED SESSION: At 6:07 p.m. the Council entered into Closed Session to discuss the following:**

A      CONFERENCE WITH LABOR NEGOTIATORS – pursuant to Government Code Section §54957.6

1. Agency Negotiator: Jared G. Hancock

Bargaining Unit: Fire

2. Agency Negotiator: Jared G. Hancock

Bargaining Unit: SPOA

B      PUBLIC EMPLOYMENT – pursuant to Government Code §54957:

1. Community Services Officer

2. Police Officer Trainee

3. Golf Course Manager

4. City Planner

5. Special Legal Counsel

6. City Administrator: 2 items

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

D      CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code §59456.8:

Property: Public Road and Utility Infrastructure for subdivision in Wood Duck Court

Agency negotiator: Jared G. Hancock

Negotiation parties: City of Susanville/AI Robbins

Under Negotiation: Price/Conditions/Terms

At 7:03 p.m. the City Council recessed Closed Session.

**4      RETURN TO OPEN SESSION:**

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

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

Mr. Hancock reported that prior to Closed Session, the City Council approved the agenda, and there has been a revised Item 9D provided to the Council and public. The City Council met in Closed Session and gave direction on two items, with one item of reportable action; staff would be proceeding with an open recruitment for a City Administrator and he would be working with Public Works Director Dan Newton who would be serving as the Interim City Administrator.

Chief King offered the Thought of the Day.

**5** **BUSINESS FROM THE FLOOR:** No comments.

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

- A Approve minutes from the City Council's August 2, 2017 meeting
- B Approve vendor warrants numbered 101103 through 101272 for a total of \$669,988.24 including \$139,113.84 in payroll warrants

Councilmember Schuster requested the removal of Item 6B for separate discussion.

Motion by Councilmember Wilson, second by Councilmember Stafford to approve Item 6A; motion carried. Ayes: Wilson, Stafford, Schuster and Garnier. Abstain: Franco.

Councilmember Schuster asked if the claim for services from Kronich, Moskovitz Tiedemann and Girard was a retainer or consulting fee, as the charge of \$20,000 seemed a bit high.

Mr. Hancock explained that the City has an agreement with the firm to perform human resources specific work on a time and materials basis, and the charge represents work performed.

Motion by Mayor pro tem Franco, second by Councilmember Stafford to approve Item 6B; motion carried. Ayes: Franco, Stafford, Wilson and Garnier. No: Schuster.

**7** **PUBLIC HEARINGS:**

**7A Consider approval of Resolution No. 17-5413 approving the Urban Water Management Plan (UWMP) update** Mr. Newton explained that Urban Water Management Plans are prepared by urban water suppliers to support long-term resource planning and to ensure that adequate water supplies are available to meet existing and future water demands. The City falls in this category as serving more than 3,000 water connections, and is required by the California Government Code to prepare the Urban Water Management Plan and submit it to the Department of Water Resources (DWR). The Plan must be updated every 5 years, and DWR will review the Plan to ensure that the requirements identified in the Water Code have been completed. Mr. Newton reviewed the Plan, noting that it is broken down into sections that address the purpose and process of Plan development and implementation, and then addresses information specific to the system, including the system description, water sources, system demands, water supply, the water shortage contingency plan, and demand management measures. Mr. Newton reviewed the timeline to update the Plan, stating that work on the City's Urban Water Management Plan was completed with the assistance of Full Spectrum Engineering, and a draft was circulated in June 2017. Comments were solicited from the public and various stake holders and will be accepted through the public hearing that has been

scheduled for consideration of the document. Upon approval by City Council, the document will be submitted to the Department of Water Resources for review.

At 7:18 p.m. Mayor Garnier opened the public hearing and requested comments from the public regarding the Urban Water Management Plan. There being no comments or questions, Mayor Garnier closed the public hearing at 7:19 p.m.

Motion by Councilmember Wilson, second by Mayor pro tem Franco, to approve Resolution 17-5413; motion carried unanimously. Ayes: Wilson, Franco, Stafford, Schuster and Garnier.

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

Commission/Committee Reports:

**9**      **NEW BUSINESS:**

**9A**      **Consider approval of Resolution No. 17-5411 approving hold harmless training agreement with Susanville Indian Rancheria for property at 477-280 N. Weatherlow** Chief Moore explained that the Fire Department is always seeking opportunities to conduct operational fire training and has been in contact with the Susanville Indian Rancheria to utilize a structure that is scheduled for demolition. The property is located at 477-280 N. Weatherlow and the Rancheria has agreed to allow the Susanville Fire Department to utilize the facility for firefighting training prior to destruction and removal of the building. This provides valuable training for the Department and the agreement is modeled after the agreement the City utilized when the Department conducted training at the old Tri-Counties Bank building prior to its demolition to make way for the new Rite-Aid building. The agreement provides that the City will pay \$1.00 to the Susanville Indian Rancheria to use the building for training purposes.

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to approve Resolution No. 17-5411; motion carried unanimously. Ayes: Franco, Stafford, Wilson, Schuster and Garnier.

**9B**      **Consider approval of Resolution No. 17-5412 authorizing execution of software maintenance and support agreement with Caselle** Ms. Savage reported that the City has utilized a government software program called Caselle since November 2002. This software includes payroll, accounts payable, accounts receivable, utility management and general ledger functions. The original software program was upgraded in 2007 at a cost of \$42,000 for purchasing the software and \$13,251 in quarterly software assurance charges for training and updates. The software assurance program provides the City with the opportunity to upgrade software at no extra charge, provides priority responses to support requests, unlimited support requests, program updates, and free access to Webinar Training and Knowledgebase curriculum. The City currently pays \$15,096 annually for the software assurance program. The proposal submitted by Caselle would increase this annual charge for the software upgrade to \$21,600 annually. If the invoice is paid annually and not monthly, the City will save an additional five percent for an annual cost of \$20,520. The upgraded software program, Caselle Connect, also includes features to assist the City with Affordable Care Act (ACA) reporting requirements which is not offered on the current program version. In addition, the City received notification that it will no longer be providing updates as of December 31, 2017 which will impact all users' year end reporting for W-2's and 1099's.

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to approve Resolution No. 17-5412; motion carried unanimously. Ayes: Franco, Stafford, Wilson, Schuster and Garnier.

**9C Consider request to allow the sale of alcoholic beverages concessions at the Diamond Mountain Golf Course Club House on September 23, 2017 for the Lassen Football Booster Golf Tournament** Mr. Hancock explained that the City has received the request from the Lassen High School Football Boosters to allow the sale of alcoholic beverage concessions at their annual fundraising tournament. The concessions will be provided under the license provided by Gino Surian, owner of the T&A Lounge, and the Department of Alcoholic Beverage Control requires a letter of authorization from the City as part of the application process.

Motion by Councilmember Stafford, second by Councilmember Schuster, to allow the sale of alcoholic beverages for the event; motion carried unanimously. Ayes: Stafford, Schuster, Wilson, Franco and Garnier.

**9D Consider request for a facility use fee waiver and to allow the sale of alcoholic beverages concessions at the Diamond Mountain Golf Course Club House on September 9, 2017 for the Lassen College Athletic Golf Tournament** Mr. Hancock explained that the Lassen College Foundation is hosting a golf tournament to generate funding for the Lassen College Foundation's scholarship fund and for the Athletic Boosters. The tournament, scheduled for September 9, 2017, will include the sale of alcoholic beverages. Due to the short time frame, staff tentatively authorized the sale as part of the application process. In addition to ratifying the request, the College is also requesting a fee waiver of \$87.50 for utilization of the Diamond Mountain Golf Course.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve the sale of alcoholic beverages and a waiver of the \$87.50 facility use fee; motion carried unanimously. Ayes: Wilson, Stafford, Schuster, Franco and Garnier.

Mayor Garnier recused herself from consideration of Item 9E due to ownership of property on Wood Duck Court, and exited the Council Chambers.

**9E Consider approval of Resolution No. 17-5414 accepting the offer of dedication of Wood Duck Court** Mr. Hancock explained that the City received a request from Mr. Al Robbins to transfer the private access right of way, utility infrastructure and future maintenance responsibilities at Wood Duck Court to the City. The City Council has considered and reviewed the terms of the agreement, which was drafted and provided to Mr. Robbins for his review and comment. The documents were signed and received by the City. The roadway and infrastructure is well maintained and in good condition, and the one recommendation would be that Mayor pro tem Franco be authorized to sign the documents on behalf of the City in lieu of Mayor Garnier.

There were no questions or comments.

Motion by Councilmember Stafford, second by Councilmember Wilson, to approve Resolution No. 17-5414 and authorize Mayor pro tem Franco to sign the related documents; motion carried. Ayes: Stafford, Wilson, Schuster and Franco. Abstain: Garnier.

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

**9F Consider approval of Resolution No. 17-5415 executing Proposition 1 IRWM Disadvantaged Community Involvement Program Agreement with the California Rural Water Association (CRWA)** Mr. Hancock explained that several local agencies that have authority over water in the region, along with the City, formed the Lahontan Basins Water Management Group. The City serves as the lead agency and

provides staffing services for the group. Through the new Prop 1 bond measure, the State has made funding available for smaller agencies and districts whose applications for Prop 84 funding did not rate high or were not competitive. This was due to a variety of reasons, including being unable to document that they were a disadvantaged community, did not have the expertise to conduct CEQA or other required environmental requirements, or the funding to put together plans or deliver shovel ready projects. Lahontan Basins partnered with the California Rural Water Association, and an application was put together on behalf of 7 regions. Funding was received in the amount of \$2.45 million dollars, and of that amount \$322,590 is specifically for the Lahontan Basins. This is money that will be available to conduct workshops, mapping, income surveys, assist with engineering and environmental studies to create shovel ready projects that will be more competitive. The City will work with other agencies including the Susanville Indian Rancheria, Lassen Irrigation Company, Honey Lake Valley RCD, and many others through this process. The grant funding will funnel through the City, as the sub-recipient, and there is a general administration component of the funding. The agreement for review by City Council is between the City as sub-recipient and the California Rural Water Authority, who has a separate agreement with the State Department of Water Resources. Once the agreement is approved, the City will be working with the Inter Regional Water Management Group to develop a scope of work, identifying who will be providing which services, and those types of items.

Mayor pro tem Franco asked what types of projects would be funded, and who makes that determination.

Mr. Hancock responded that the funding at this point is to conduct community outreach, planning, engineering, prepare project cost estimates, conduct income surveys, and many other functions.

Mayor pro tem Franco asked how the projects would be prioritized or identified as being eligible for funding.

Mr. Hancock explained that the process would be facilitated by the IRWM, and that the City appointee to the group is Dan Newton. The board members have all been provided with a list of project applications from last year and the ranking sheet to identify where they were less competitive. The applications will be reviewed to determine what might have made the project a stronger candidate for funding. The board will look at the types of projects, and the impact that they might have on the entire region. Mr. Hancock gave an example of a project submitted by Lassen Irrigation Company which was to provide for lining of a diversion canal that travels from Johnstonville to Leavitt Lake. The project ranks high on the list due to the amount of water that is lost through the process, but a barrier for the project was that they were not considered a disadvantaged community and as such, would have to provide a twenty-five percent project match. By utilizing funding to complete income surveys and mapping to include the Leavitt Lake area to designate the area as a disadvantaged community would have provided for a stronger application. Mr. Hancock explained that there are other projects in the North County area where there are water systems serving only two or three users and they do not have the financial mechanism to conduct studies, or take water samples, and they do not have a backup water source. For those projects, funding to conduct a feasibility study for consolidation would be a tremendous help. There are an unlimited number of things that people could apply for, but the board will primarily be focusing on applications that have already been received but were not funded, and what steps can be taken to make them more competitive.

Mayor Garnier asked what the timeline is for expending the grant funds.

Mr. Hancock responded that he estimated it would be approximately 18 months.

Mr. Newton added that the State anticipates making another call for projects in the Spring 2018 funding cycle, and it would be advantageous to have work completed for projects to be ready for that announcement.

Mayor pro tem Franco asked who would be providing the required services, and if there was a list available.

Mr. Hancock responded that some of the resources were provided in the application, and it would include regional government agencies and directly contracting with firms to provide project specific analysis. Administrative costs normally average between 12 to 18 percent, so that has already proven to be a benefit for the City's budget to provide IRWM with management services, and it also gives the City an advantage of being aware of funding opportunities and it makes the region very competitive to obtain as much funding as possible.

Mayor pro tem Franco asked if the City has the staffing capacity to handle the additional workload.

Mr. Hancock responded that it is an ongoing discussion that will have to occur, since it is going to be an extra workload. The recommendation would be that the City continue to provide that resource to the IRWM group, and the City is one of the few agencies with financial capacity to operate on a reimbursement basis.

There were no more questions or comments.

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to approve Resolution No. 17-5415; motion carried unanimously. Ayes: Franco, Stafford, Wilson, Schuster and Garnier.

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

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

**12      CONTINUING BUSINESS:** No business.

**13      CITY ADMINISTRATOR'S REPORTS:**

**13A    Public Works Department Update**

Mr. Newton reviewed the accomplishments, key projects in progress, and ongoing responsibilities of the various divisions of the Public Works department, including Administration/Engineering, Streets, Water/Geothermal and Natural Gas. Mr. Newton described the on-call rotation process which improves the efficiency and responsiveness of the department by providing a higher level of expertise available for after-hours emergency service and provides a larger number of employees available to participate in the rotation. The Department conducted a water audit which is a required report that is submitted to the State. Water is tracked coming into the system at the production source and for all customers to track usage and gauge efficiencies regarding how much water is leaking out of the system.

Mr. Newton reviewed the street projects, noting that there were several which were being wrapped up, and staff is working on another large project coming up which involves Weatherlow, Mill, Lassen Street, a portion of Alexander Street between Burger King and Main, and Paiute. The department is attempting to complete as much work as possible, with consideration to the high cost of installing Americans with Disabilities Act (ADA) compliance.

Mayor pro tem Franco asked about an oil seal that was being applied to a few streets.

Mr. Newton replied that there were a few streets completed by one particular contractor, and the streets were not looking as they should. The City utilizes a firm to conduct material testing and there was some advice given regarding the streets, which included an oil seal, however the City will still have a hard time accepting the asphalt in those certain portions of the project. Mr. Newton discussed the ongoing duties of the Streets Division, which is always very busy, and these include vegetation control, sweeping, alley maintenance, curb painting, clearing the roadway after accidents, clearing floodways and pothole repair.

Mayor Garnier pointed out that there was a large hole at the corner of Main Street and Rob's Way that was reappearing, most likely due to the heavy traffic in that area.

Mr. Newton explained that the Water/Geothermal Division had been busy this summer with a high number of leaks and service calls. He discussed Service calls, meter installations and pending installation contracts for the natural gas division, in addition to annual reporting requirements and leak surveys. The department is also staying ahead of paving projects by stubbing out the service connections in order to avoid having to cut into new asphalt.

Mayor Garnier thanked Mr. Newton for the report.

### **13B Riverside Park Project Update**

Mr. Hancock explained that the City received funding in the amount of \$450,000 through the Community Development Block Grant (CDBG) for the Riverside Park Project. Staff has been working on the preliminary design phase of the project. The design will be used as the basis for the preparation of engineered plans and specifications utilized to put the project out to bid. The proposed design must be submitted to the State prior to the preparation of the plans and specifications, and staff is requesting City Council feedback prior to submitting the updated layout to the State. Mr. Hancock reviewed the project features as depicted in the project rendering, which included ADA improvements, creation of angled parking, new curb/gutter/sidewalk improvements, the addition of a bike lane, the creation of a central group gathering area, and a relocation of play equipment to improve visibility for parents whose children are playing on the tot equipment. Mr. Hancock mentioned that a concern had been raised regarding the current Peggy's Playground equipment, and it was not being removed from the park, just moved back to allow for improved safety and supervision purposes. The existing mounded feature creates visibility problems, where a child can be out of sight and near the street, so the concept is to bring everything closer to the middle of the park, and away from the street. Mr. Hancock invited questions and comments from the City Council.

Mayor pro tem Franco asked if the existing restroom was being removed.

Mr. Hancock responded that the original plan called for the restroom building to be replaced, however it was damaged during the storms which came through the area in February, and repairs had to be completed at that time. Now the proposal is to expand the existing facility.

Mayor Garnier asked if there were any improvements planned for the South Side of the park along Monrovia. She also noted that the proposed zipline feature seems out of place when all of the traditional slides had been removed from the parks around town due to safety concerns.

Mr. Hancock explained that the project scope had been narrowed in the application phase to provide for \$450,000 in improvements, the majority of which have been utilized to install the ADA improvements to the

north side of the park. The long term vision for the park was to propose the relocation of the baseball diamond to the Southeast corner of the park. This would free up enough space to allow the soccer field to exist without slightly overlapping the dirt infield. The proposed zipline and adventure area is a feature that was proposed to be included at a future point in time, however it is not included in the existing budget. Regarding the traditional metal slides, communities have been encouraged to phase them out due to law suits related to falls, and the slides which are currently utilized in parks have features designed for child safety.

Councilmember Schuster stated that she has been visiting Riverside Park since 1962, and asked who created the proposed design, and noted that the large existing shade trees do not appear to be included in the design. She asked if the trees would be kept, adding that they are very important to the character and history of the park.

Mr. Hancock responded that the design was developed based upon feedback received from the community and Council, and was completed by Melton Design Group. The design could accommodate some of the trees, but the recommendation is to remove some as well, due to the safety issue of trees that are reaching the end of their lifespan. The species develop center rot as they age, are prone to weak limbs, and they pose a safety issue. The removal could be phased, with the planting of species that are more appropriate for long-term use in parks.

Mayor pro tem Franco added that the trees are not great trees, as both elm and cottonwood trees are prone to rot.

Councilmember Schuster asked if all of the grass was being removed around the front areas and replaced with a dirt or gravel surface.

Mr. Hancock explained that one of the reasons the City's application scored so high was the installation of improvements that are compliant with the Americans for Disabilities (ADA) Act. The high traffic areas were proposed to be converted to a higher compaction material in order to accommodate those ADA features. There is a product that is a mixture of decomposed granite and resin which results in a natural-looking pathway that is a firmer surface with less dust than a natural decomposed granite path.

Mayor pro tem Franco asked if the project includes the relocation of the baseball diamond.

Mr. Hancock responded that it would be proposed as a future phase of the project, but it is not in the current budget.

Councilmember Schuster asked if the proposed monument sign had been designed, and suggested including a reference to the Fruit Growers neighborhood.

Mr. Hancock replied that a mock-up of the sign has not been prepared, adding that one requirement of the CDBG program is to display signage that indicates the park improvements were completed utilizing Community Development Block Grant funding and that a reference to the Fruit Growers neighborhood could be considered.

Mayor Garnier commented that the installation of the sign would be a good project for the Rotary Club.

Councilmember Schuster asked what types of community outreach efforts were conducted as part of the project.

Mr. Hancock explained that the project was opened up to the community for feedback at public hearings, with a basic park layout provided, and the feedback received was largely positive, with people excited about the park receiving a facelift.

Councilmember Schuster stated that she visits the park regularly with her grandson, and since she has a strong attachment to the park, she contacted five mothers and asked for their feedback regarding the proposed design. She stated that the feedback she received from them was a common concern by what appeared to be a lot of dirt, they were concerned about the shade trees that are at the park, and that it looks too much like what is already available at the Bizz Johnson Trail. The park is the prettiest feature in the neighborhood, it is a lot of green space, and losing that would be a loss since there is not a lot of green in the area.

Councilmember Stafford suggested reducing the ADA features to pathways, and not an entire removal of the existing turf.

Mr. Hancock explained that at this stage, there is still a lot of flexibility with park design. The consultants deal primarily with the conversion of existing park spaces to more eco-friendly landscapes that focus on drought tolerant landscaping and features which they see as a benefit to communities who are dealing with water restriction issues. If the direction is to leave more of the design as a grass area, that is a simple design modification. The design can be reconfigured to leave as many of the existing trees as possible, identify those that pose the most immediate safety issues, and phase in the planting of new trees that are a larger size, and a more appropriate species that will be there for many years to come. **Mr. Hancock stated that the information regarding the trees can be provided to Council, and used as a basis to determine the phased process of replacing the old trees, and gradually removing those that are in the worst shape and that pose the biggest safety hazard. There is still ample amount of time to address that issue while the proposed design modifications are reviewed by the State.**

Councilmember Stafford remarked that he was not a big fan of the central gathering area that features a fire pit, and asked if it was too late to replace that feature with a splash pad.

Mr. Hancock responded that it could be incorporated in with a future phase, as funding becomes available, but it is not in the budget to install with the current project.

Mayor pro tem Franco commented that the park does need an upgrade. He has attended a lot of barbecues and agency events through work at the park, and it is run down, and a bit shabby. The barbecue areas are not currently handicapped accessible, and it is a pleasant atmosphere but really does show its age. The City has received a lot of funding to make some major improvements, and he also would support replacing the center barbecue feature with a splash pad, as funding becomes available.

Mr. Hancock reviewed the comments and suggestions received so far as follows:

- Remove center barbecue pit and designate as a future splash park
- Retain as much of the existing turf as possible
- Replace some of the native planter areas under trees and leave those as grass
- Have further discussion regarding the transition plan with the mature trees.

Mayor Garnier asked if the gateway to SPI is going to be upgraded.

Mr. Hancock explained that the existing fencing, while not ideal, would remain in place.

Councilmember Wilson remarked that he is thrilled to have \$450,000 to spend on upgrading a City park. At a time when grant funding is scarce, staff should be commended for securing nearly one-half million dollars to fund park improvements. If it were for the construction of a brand-new park, it would not be a problem, but there are a number of people in the community who have a personal attachment to the existing park. Removing the trees will be a similar situation as when the middle school removed old and dying trees to make way for a larger, improved parking lot; it was extremely upsetting for many people in the community. He encouraged the design revisions to focus on retaining as many of the existing trees as possible.

Mr. Hancock requested direction on the items discussed, and moved on to the next topic by explaining that there is a the State's requirement for agencies to utilize all Program Income (PI) funding that is on hand, prior to drawing down any grant funds. The program income is generated by the repayment of prior grant-funded loans that the City has made, and currently there is approximately \$350,000 in PI on hand. The City anticipated funding first-time homebuyer assistance projects with the PI, and will be doing another advertising push to expend the money, however if the interest remains limited then we will need to use the additional dollars for the park.

Councilmember Wilson asked if the Program Income could be spent to expand the park project.

Mr. Hancock explained that features could be added within the existing scope of the project.

There was a general discussion regarding the availability and demand for the first time homebuyer program funded by program income, and the requirements for spending PI on hand prior to drawing down funds awarded through the grant. The Council discussed options for allocating any remaining Program Income to fund additional features in the Riverside Park Project after another push for First Time Homebuyer Loans.

Mr. Hancock summarized the City Council priorities for the park design:

- Installation of splash pad feature
- Upgraded Fencing along east side of the park
- Relocation of baseball diamond
- Create parking on Limoneria

**13C Community Crime Reduction Initiatives** Mr. Hancock explained that recent public comments and discussions before City Council have focused on the reduction of crime in the community. Direction has been given by Council to begin the facilitation of a panel discussion with local leaders and subject matter experts to improve safety and security in the community. The process will include the solicitation of comments, questions, and concerns from the community to be addressed during a public forum setting. An invitation letter will be sent to identify tentative dates, and questions will be prepared and submitted for discussion.

Mayor pro tem Franco commented that Crossroads was not on the list of recipients of the letter, and suggested that they should be included in the discussions.

Mr. Hancock indicated that the second phase of the process would definitely include Crossroads as well as other community service groups, such as Lassen Family Services, to address a component of the problem,

which is what people can do to obtain help. The first phase is geared more towards having solid information from subject matter experts that can be developed into a public frequently asked questions and answers. The panel would include representatives from the District Attorney's Office, the Lassen County Sheriff's Office, the Public Defender's Office, the Courts, and those type of people who will be able to weigh in on the various topics of discussion. Mr. Hancock added that the City Council would be kept updated as the date for that panel discussion is finalized.

**Sam Williams**, Lassen County Times, asked if the Council could comment on the details of the mutual separation agreement with Mr. Hancock that was announced at the August 16<sup>th</sup> meeting.

Ms. Ryan stated that the terms of the agreement specify that Mr. Hancock's final day as City Administrator is October 11, 2017. Mr. Hancock will receive a cash payment of \$125,000 which represents full and final payment for all wage and benefit obligations that the City owes, in addition to accrued vacation, including a severance payment that is outlined in his employment contract. Mr. Hancock waives all rights to unemployment benefits, and during his remaining time as City Administrator he may provide up to 12 hours per week of independent consulting services to entities other than the City of Susanville, and as the City Attorney, Ms. Ryan indicated that she would be providing a determination as to whether or not said consulting would post a conflict of interest between those services and his responsibilities at the City. The City and Mr. Hancock will enter into a post-consulting agreement so that if the City is in need of any consulting services after October 11, then he will be available to provide those services and he would be working as an independent contractor under the terms of that agreement.

**14     COUNCIL ITEMS:**

**14A    AB1234 travel reports:**

**15     ADJOURNMENT:**

At 9:29 p.m. Mayor Garnier called for a five minute recess prior to reconvening in Closed Session.

At 9:34 p.m. the City Council reconvened in Closed Session.

Meeting adjourned at 11:37 p.m. Direction was given to staff in closed session, but there was no reportable action taken.

Respectfully submitted by

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

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

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

**SUSANVILLE CITY COUNCIL**  
**Regular Meeting Minutes**  
**September 20, 2017– 6:00 p.m.**

Meeting was called to order at 6:00 p.m. by Mayor pro tem Franco.

Roll call of Councilmembers present: Brian Wilson, Kevin Stafford, Mendy Schuster and Mayor pro tem Franco. Absent: Kathie Garnier.

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

**1      APPROVAL OF AGENDA:**

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

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

**3      CLOSED SESSION: At 6:02 p.m. the Council entered into Closed Session to discuss the following:**

A      CONFERENCE WITH LABOR NEGOTIATORS – pursuant to Government Code Section §54957.6

1      Agency Negotiator: Jared G. Hancock  
         Bargaining Unit: Professional/Technical Unit

B      PUBLIC EMPLOYMENT – pursuant to Government Code §54957

1      City Administrator

At 7:03 p.m. the City Council recessed Closed Session.

**4      RETURN TO OPEN SESSION:**

At 7:04 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 as submitted. The City Council met in Closed Session and there was no reportable action taken. At the conclusion of Open Session, the Council would be reconvening in Closed Session.

Dan Newton offered the Thought of the Day.

**5      BUSINESS FROM THE FLOOR:**

**Jim Reichle** stated that he has lived in the community for 30 years, and over the past several years he has had the opportunity to work with Mr. Hancock on numerous occasions. He has appreciated all of the hard work Mr. Hancock has dedicated to the City and thanked him for his service.

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

A      Approve minutes from the City Council's August 7 and 16, 2017 meetings

B Receive and file monthly Finance Reports: July 2017

Motion by Councilmember Stafford, second by Councilmember Schuster, to approve the minutes from the August 7, 2017 meeting; motion carried. Ayes: Stafford, Schuster, Wilson and Franco. Absent: Garnier.

Motion by Councilmember Stafford, second by Councilmember Wilson, to approve the minutes from the August 16, 2017 meeting; motion carried. Ayes: Stafford, Wilson and Schuster. Abstain: Franco. Absent: Garnier.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve Item 6B; motion carried. Ayes: Wilson, Stafford, Schuster and Franco. Absent: Garnier.

7 **PUBLIC HEARINGS:** No business.

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

9 **NEW BUSINESS:**

**9A Consider request for a facility use fee waiver on October 12, 2017 for the Lassen Family Services Court Appointed Special Advocates (CASA) Volunteers appreciation lunch** Mr. Hancock reported that the City received a request from Lassen Family Services for use of the Community Center on October 12, 2017 between 10:00 a.m. and 2:00 p.m. for their annual CASA Volunteer Awards and Appreciation Luncheon. Lassen Family Services is a non-profit corporation and they have requested that the City waive the rental fee for use of the Community Center and kitchen for the event. The rental fee is \$133.00 plus a \$100 refundable deposit.

Motion by Councilmember Stafford, second by Councilmember Wilson to approve the fee waiver request; motion carried. Ayes: Stafford, Wilson, Schuster and Franco. Absent: Garnier.

**9B Consider request for facility use of the Diamond Mountain Golf Course Clubhouse** Mr. Hancock explained that the City owns the Golf Course Clubhouse and rents it out on occasion for events. Staff was approached by a group of people who were looking for a venue to conduct Yoga classes, and in exchange for utilizing the Clubhouse, they cleaned and did a lot of work to get the facility presentable and usable for the summer. They held trial classes and received a positive feedback from the Community. They are proposing to use the facility regularly through the fall and winter, and have requested a monthly payment to cover expenses for heating, and they would continue to clean the facility and maintain it in good order. The usage fee for the facility is \$100 for up to four hours, and they are proposing between \$100 and \$200 per month to pay for the heating and electricity. Mr. Hancock invited questions or comments, adding that there were several people in attendance in support of the item.

**Jim Reichle** thanked the Council for their consideration of the request. The instructors lead a class of anywhere between five and 20 students through a variety of poses, and the classes can last from 45 minutes to 2 hours, depending on the class level. Over the years, there have been classes given throughout town, and the attendance is encouraging, but nowhere nearly enough to generate funding to pay for the rental cost of the facility. The Golf Course is a beautiful, relaxing setting for the activity

and they are hoping to add some evening classes, and if there is a conflict on days for other users of the facility, then the class would not be held on that day.

Councilmember Wilson asked if the group was operating as a business.

**Kelly Fairbank** stated that they do accept donations from the participants, but there is no charge to participate, so there is never a guarantee that they will be paid. Everyone who is involved in teaching and conducting the classes do it because they love yoga.

**Linda Robinette** commented that as the Council can see, most of the people who participate are seniors. It helps a great deal for mobility, flexibility and at one time they conducted classes at the Best Western, but they have lost that space since the facility sold. It is important for the health and well being of the community and the seniors to have a setting where they can take the classes.

**Ellie Orbetan** instructor discussed some of the classes that they hope to add this fall.

Councilmember Wilson commented that the City no longer has a Parks and Recreation Department, and it seems to be a good use for the space that would otherwise go unused.

Mayor pro tem Franco remarked that there is a benefit during the cold months to have a space occupied and heated.

Mr. Hancock explained that the proposed rental charge was in part because the actual cost to heat the facility was an unknown. He suggested that if the Council wished to approve the request, that the cost could be left as the range listed, and then when actual costs were identified, staff could meet with the group and discuss an actual set payment.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve the request in the amount of \$100 per month; motion carried. Wilson, Stafford, Schuster and Franco. Absent: Garnier.

**9C Consider request by the Pre-K through 8<sup>th</sup> Lassen County Cross Country League to hold an event at Diamond Mountain Golf Course on October 19, 2017** Mr. Hancock explained that the City has received a request from the Lassen County Cross Country League to host a cross-country event at the Diamond Mountain Golf Course on October 19, 2017 for Pre-K through 8<sup>th</sup> grade runners. The proposed course would be around Emerson Lake, with two separate courses for Pre-K through 4<sup>th</sup> grade, and another for 5<sup>th</sup> through 8<sup>th</sup> grade. The participants would utilize service roads, and there will be volunteers stationed along the way to provide safety and supervision. There will be signage in place, and for additional safety the City may want to consider shutting down the front 9 holes for play during that time, which would be approximately one hour and 15 minutes. The event does not pose a conflict with other players or school leagues, and would be a good promotional opportunity for the Golf Course.

Mayor pro tem Franco stated that it was a good idea, and he supported making it known through advertising and notices that the front 9 would be closed or play delayed on that day.

Councilmember Wilson commented that he would be supportive of taking additional precaution by just closing the front 9 during the afternoon during the event.

Motion by Councilmember Wilson, second by Councilmember Stafford, to allow the Lassen County Cross Country League to hold the event on October 19<sup>th</sup> as requested; motion carried. Ayes: Wilson, Stafford, Schuster and Franco. Absent: Garnier.

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

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

**12**     CONTINUING BUSINESS: No business.

**13**     CITY ADMINISTRATOR'S REPORTS:

**13A**    **CDBG Supplemental Activity Update** Mr. Hancock explained that this is a follow up item to the Riverside Park project discussion and related to the City's existing Program Income. Council directed staff to focus on an increased advertising and public outreach effort to make the public aware of the funding that is available, which is approximately \$350,000, to spend on Homebuyer Assistance loans. Any funding that is not expended by the beginning of next year would be rolled over into the Riverside Park project. Part of the process requires that the City file a Supplemental Activity Request to the State, and that includes holding a public hearing. The hearing has been scheduled for October 18<sup>th</sup>, and staff wanted to make the Council aware of that process since the noticing to the paper for the hearing has gone out.

**14**     COUNCIL ITEMS:

**14A**    **AB1234 travel reports:**

**15**     ADJOURNMENT:

At 7:40 p.m. Mayor Garnier called for a five minute recess prior to reconvening in Closed Session.

At 7:46 p.m. the City Council reconvened in Closed Session.

At 8:57 p.m. the Council adjourned Closed Session and reconvened in Open Session. It was announced that no reportable action was taken in Closed Session.

The meeting was adjourned at 8:58 p.m.

Respectfully submitted by

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

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

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

AGENDA ITEM NO. 6B

Reviewed by:    Interim City Administrator  
   City Attorney

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

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

**Action Date:** October 18, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Vendor and Payroll Warrants

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

**SUMMARY:** Warrants dated September 23, 2017, through October 6, 2017 numbered 101451 through 101563.

**FISCAL IMPACT:** Accounts Payable vendor warrants totaling \$ 265,183.01 plus \$ 105,784.86 in payroll warrants, for a total of \$ 370,967.87.

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

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

Report Criteria:  
 Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
09/22/2017	CDPT	09/27/2017	697	P.E.R.S.	8	1000-421-10-	2.33-
09/22/2017	CDPT	09/27/2017	697	P.E.R.S.	8	7650-2203-1	2,767.21-
09/22/2017	CDPT	09/27/2017	697	P.E.R.S.	8	7650-2203-1	2,881.59-
09/22/2017	CDPT	09/27/2017	697	P.E.R.S.	8	7650-2203-1	1,221.68-
09/22/2017	CDPT	09/27/2017	697	P.E.R.S.	8	7650-2203-1	2,107.46-
09/22/2017	CDPT	09/27/2017	697	P.E.R.S.	8	7650-2203-1	411.11-
09/22/2017	CDPT	09/27/2017	697	P.E.R.S.	8	7650-2203-1	1,208.53-
09/22/2017	CDPT	09/27/2017	697	P.E.R.S.	8	7650-2203-1	139.64-
09/22/2017	CDPT	09/27/2017	697	P.E.R.S.	8	7650-2203-1	92.63-
09/22/2017	CDPT	09/27/2017	697	P.E.R.S.	8	7650-2203-1	85.45-
09/22/2017	CDPT	09/27/2017	697	P.E.R.S.	8	7650-2203-1	1,497.76-
09/22/2017	CDPT	09/27/2017	697	P.E.R.S.	8	7650-2203-1	1,565.62-
09/22/2017	CDPT	09/27/2017	697	P.E.R.S.	8	7650-2203-1	1,768.38-
09/22/2017	CDPT	09/27/2017	697	P.E.R.S.	8	7650-2203-1	1,843.71-
09/22/2017	CDPT	09/27/2017	697	P.E.R.S.	8	7650-2203-1	627.92-
09/22/2017	CDPT	09/27/2017	697	P.E.R.S.	8	7650-2203-1	654.69-
09/22/2017	CDPT	09/27/2017	697	P.E.R.S.	8	7650-2203-1	14.00-
09/22/2017	CDPT	09/27/2017	697	P.E.R.S.	8	7650-2203-1	3,477.39-
09/22/2017	CDPT	09/27/2017	697	P.E.R.S.	8	7650-2203-1	722.61-
09/22/2017	CDPT	09/27/2017	697	P.E.R.S.	8	7650-2203-1	1,519.16-
09/22/2017	CDPT	09/27/2017	698	CITY OF SUSANVILLE PA	1	7650-2203-1	6,586.31-
09/22/2017	CDPT	09/27/2017	698	CITY OF SUSANVILLE PA	1	7650-2203-1	6,586.31-
09/22/2017	CDPT	09/27/2017	698	CITY OF SUSANVILLE PA	1	7650-2203-1	2,070.63-
09/22/2017	CDPT	09/27/2017	698	CITY OF SUSANVILLE PA	1	7650-2203-1	2,070.63-
09/22/2017	CDPT	09/27/2017	698	CITY OF SUSANVILLE PA	1	7650-2203-1	14,086.09-
09/22/2017	CDPT	09/27/2017	699	EMPLOYMENT DEV. DEP	6	7650-2203-1	3,942.13-
09/22/2017	CDPT	09/27/2017	700	EMPLOYMENT DEV DEP	7	7650-2203-1	1,178.71-
09/22/2017	CDPT	09/27/2017	101456	CA STATE DISBURSEME	37	7650-2203-0	69.23-
09/22/2017	CDPT	09/27/2017	101457	NATIONWIDE RETIREME	5	7650-2203-0	785.00-
09/22/2017	CDPT	09/27/2017	101458	VALIC	4	7650-2203-0	1,753.08-
09/22/2017	CDPT	09/27/2017	101459	VANTAGEPOINT TRANS.	3	7650-2203-0	62.00-
Grand Totals:			<u>31</u>				<u>63,798.99-</u>

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
09/17	09/28/2017	101460	21	AIRGAS USA, LLC	CHLORINE- WATER	9067224188	1	7110-430-42-46	SUPPLIES-GENERAL	361.84	361.84
Total 9067224188:											
09/17	09/28/2017	101460	21	AIRGAS USA, LLC	CHLORINE- WATER	9067751600	1	7110-430-42-46	SUPPLIES-GENERAL	787.45	787.45
Total 9067751600:											
09/17	09/28/2017	101460	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9947712811	1	7401-430-62-46	SUPPLIES-GENERAL	45.26	45.26
09/17	09/28/2017	101460	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9947712811	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	96.58	96.58
09/17	09/28/2017	101460	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9947712811	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	74.97	74.97
09/17	09/28/2017	101460	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9947712811	4	7110-430-42-46	SUPPLIES-GENERAL	52.70	52.70
09/17	09/28/2017	101460	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9947712811	5	7110-430-42-44	REPAIR AND MAINTENANCE-V	128.36	128.36
Total 9947712811:											
09/17	09/28/2017	101461	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER-STR	08-311	1	2007-431-20-43	TECHNICAL SVCS	302.52	302.52
09/17	09/28/2017	101461	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER-GAS	08-311	2	7401-430-62-43	TECHNICAL SVCS	302.51	302.51
09/17	09/28/2017	101461	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER-PW	08-311	3	7620-430-10-43	TECHNICAL SVCS	302.51	302.51
09/17	09/28/2017	101461	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER-WAT	08-311	4	7110-430-42-43	TECHNICAL SVCS	302.51	302.51
09/17	09/28/2017	101461	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER-WAT	08-311	5	7110-430-42-43	TECHNICAL SVCS	549.50	549.50
Total 08-311:											
09/17	09/28/2017	101462	40	AMPS ELECTRIC	GENERATOR REPAIRS-PW	2451	1	7301-430-52-44	REPAIR AND MAINTENANCE-MI	375.00	375.00
Total 2451:											
09/17	09/28/2017	101463	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	63551058	1	7110-430-42-44	LINEN SERVICE	28.27	28.27
Total 63551058:											
09/17	09/28/2017	101463	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES - PW	635536104	1	7620-430-10-44	LINEN SERVICE	27.75	27.75

Check Issue Dates: 9/28/2017 - 9/28/2017

Sep 28, 2017 04:15PM

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 635536104:											
09/17	09/28/2017	101463	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	635536105	1	7401-430-62-44	LINEN SERVICES	51.84	51.84
Total 635536105:											
09/17	09/28/2017	101463	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	635536106	1	2007-431-20-44	LINEN SERVICE	50.26	50.26
Total 635536106:											
09/17	09/28/2017	101463	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	635536107	1	7110-430-42-44	LINEN SERVICE	28.27	28.27
Total 635536107:											
09/17	09/28/2017	101463	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES - PW	635551055	1	7620-430-10-44	LINEN SERVICE	18.25	18.25
Total 635551055:											
09/17	09/28/2017	101463	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	635551056	1	7401-430-62-44	LINEN SERVICES	51.84	51.84
Total 635551056:											
09/17	09/28/2017	101463	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	635551057	1	2007-431-20-44	LINEN SERVICE	50.26	50.26
Total 635551057:											
09/17	09/28/2017	101463	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES - PW	635565194	1	7620-430-10-44	LINEN SERVICE	27.75	27.75
Total 635565194:											
09/17	09/28/2017	101463	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	635565195	1	7401-430-62-44	LINEN SERVICES	51.84	51.84
Total 635565195:											
09/17	09/28/2017	101463	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	635565196	1	2007-431-20-44	LINEN SERVICE	50.26	50.26
Total 635565196:											

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
09/17	09/28/2017	101463	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	635565197	1	7110-430-42-44	LINEN SERVICE	28.27	28.27
Total 635565197:											
09/17	09/28/2017	101464	9096		WOODSTOVE REBATE	092017	1	8404-430-12-48	GRANTS	28.27	28.27
Total 092017:											
09/17	09/28/2017	101465	76	BILLINGTON ACE HARD	SUPPLIES-MEM. PARK FLOOD	34340	1	1003-452-20-46	SUPPLIES GENERAL	384.49	384.49
Total 34340:											
09/17	09/28/2017	101465	76	BILLINGTON ACE HARD	SUPPLIES-MEM. PARK FLOOD	393069	1	1003-452-20-46	SUPPLIES GENERAL	194.21	194.21
Total 393069:											
09/17	09/28/2017	101465	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	394376	1	2007-431-20-46	SUPPLIES-GENERAL	194.21	194.21
Total 394376:											
09/17	09/28/2017	101465	76	BILLINGTON ACE HARD	SUPPLIES - GAS	394534	1	7401-430-62-46	SUPPLIES-GENERAL	2.89	2.89
Total 394534:											
09/17	09/28/2017	101465	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	394701	1	2007-431-20-46	SUPPLIES-GENERAL	26.03	26.03
Total 394701:											
09/17	09/28/2017	101465	76	BILLINGTON ACE HARD	SUPPLIES-WATER	394791	1	7110-430-42-46	SUPPLIES-GENERAL	79.68	79.68
Total 394791:											
09/17	09/28/2017	101465	76	BILLINGTON ACE HARD	SUPPLIES-FD	394797	1	1000-422-10-46	SUPPLIES-GENERAL	13.36	13.36
09/17	09/28/2017	101465	76	BILLINGTON ACE HARD	SUPPLIES-FD	394797	2	1000-422-10-46	SUPPLIES-SMALL TOOLS	10.05	10.05
Total 394797:											
09/17	09/28/2017	101465	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	394942	1	2007-431-20-46	SUPPLIES-GENERAL	20.44	20.44

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 394942:											
09/17	09/28/2017	101465	76	BILLINGTON ACE HARD	SUPPLIES - GAS	3949540	1	7401-430-62-46	SUPPLIES-GENERAL	20.44-	20.44-
Total 3949540:											
09/17	09/28/2017	101465	76	BILLINGTON ACE HARD	SUPPLIES - GAS	395067	1	7401-430-62-46	SUPPLIES-GENERAL	44.35	44.35
Total 395067:											
09/17	09/28/2017	101465	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	395078	1	2007-431-20-46	SUPPLIES-GENERAL	17.84	17.84
Total 395078:											
09/17	09/28/2017	101465	76	BILLINGTON ACE HARD	SUPPLIES-WATER	395081	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	17.84	17.84
Total 395081:											
09/17	09/28/2017	101465	76	BILLINGTON ACE HARD	SUPPLIES - WATER	395151	1	7110-430-42-46	SUPPLIES-GENERAL	92.93	92.93
Total 395151:											
09/17	09/28/2017	101465	76	BILLINGTON ACE HARD	SUPPLIES - WATER	395465	1	7110-430-42-44	REPAIR AND MAINTENANCE-F	25.09	25.09
Total 395465:											
09/17	09/28/2017	101466	9075		REFUND GAS DEPOSIT	10203173003	1	7401-2228-000	DEPOSITS-CUSTOMER	38.57	38.57
Total 10203173003:											
09/17	09/28/2017	101467	8591		REIM CPR CLASS	091917	1	1000-422-10-46	SUPPLIES-GENERAL	195.94	195.94
Total 091917:											
09/17	09/28/2017	101468	98	CALIFORNIA ASSOCIATI	ANNUAL LTD PREMIUM 10/17	092817	1	7630-411-40-45	INSUR.FIRE SALARY PROTECTI	15.98	15.98
Total 092817:											
										1,176.00	1,176.00

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09/17	09/28/2017	101469	9093		REFUND GAS DEPOSIT	10120650341	1	7401-2228-000	DEPOSITS-CUSTOMER	87.20	87.20
Total 10120650341:											
09/17	09/28/2017	101470	1351	CEB ATTN: ACCOUNTS R	EASEMENTS & BOUNDARIES L	10668567	1	7620-430-10-46	BOOKS AND PERIODICALS	177.85	177.85
Total 10668567:											
09/17	09/28/2017	101471	9030	CHEMICAL SAFETY TRAI	HAZARDOUS MATERIALS TRAI	17-029	1	1000-422-29-45	TRAINING	30,000.00	30,000.00
Total 17-029:											
09/17	09/28/2017	101472	148	COMPUTER LOGISTICS	100 HOUR CONTRACT RENEW	70346	1	1000-1430-106	PREPAID COMPUTER HOURS	8,500.00	8,500.00
Total 70346:											
09/17	09/28/2017	101473	194	DIAMOND SAW SHOP IN	PRESSURE WASHER-PARKS	15776	1	1000-452-21-47	MACHINERY AND EQUIPMENT	1,411.20	1,411.20
Total 15776:											
09/17	09/28/2017	101473	194	DIAMOND SAW SHOP IN	CHAINSAW REPAIRS-WATER	15786	1	7110-430-42-44	REPAIR AND MAINTENANCE-MI	47.42	47.42
Total 15786:											
09/17	09/28/2017	101473	194	DIAMOND SAW SHOP IN	TRIMMERS PARTS-WATER	15835	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	343.15	343.15
Total 15835:											
09/17	09/28/2017	101474	1260	DIRECTV INC	CABLE-GC	32391892043	1	7530-451-52-45	COMMUNICATIONS	182.96	182.96
Total 32391892043:											
09/17	09/28/2017	101475	198	DITCH SWITCH EQUIPMEN	SUPPLIES-GAS	230369	1	7401-430-62-46	SUPPLIES-GENERAL	421.76	421.76
Total 230369:											
09/17	09/28/2017	101476	219	ED STAUB & SONS PETR	6000 GAL UNLEADED	1387418	1	1000-1410-001	INVENTORIES-GASOLINE	12,839.55	12,839.55

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 1387418:											
09/17	09/28/2017	101477	226	EMPLOYMENT DEVELOP	WITHHOLDING	092217	1	1000-412-10-43	PROFESSIONAL SVCS	1,740.18	1,740.18
Total 092217:											
09/17	09/28/2017	101478	238	FASTENAL COMPANY	SUPPLIES- FD	76377	1	1000-422-10-46	SUPPLIES-GENERAL	11.99	11.99
Total 76377:											
09/17	09/28/2017	101478	238	FASTENAL COMPANY	SUPPLIES- FD	76407	1	1000-422-10-46	SUPPLIES-GENERAL	14.59	14.59
Total 76407:											
09/17	09/28/2017	101479	241	FEATHER PUBLISHING C	PUBLIC HEARING ABATEMENT	7810	1	1000-411-40-45	ADVERTISING	39.20	39.20
Total 7810:											
09/17	09/28/2017	101480	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-W	777314A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00
Total 777314A:											
09/17	09/28/2017	101480	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING JO	777315A	1	7112-430-42-43	TECHNICAL SERVICES	28.00	28.00
Total 777315A:											
09/17	09/28/2017	101480	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	777335A	1	7110-430-42-43	TECHNICAL SVCS	85.00	85.00
Total 777335A:											
09/17	09/28/2017	101480	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	777800A	1	7110-430-42-43	TECHNICAL SVCS	133.00	133.00
Total 777800A:											
09/17	09/28/2017	101481	265	FRONTIER	257-0315 AWOS AIRPORT	0315 091517	1	7201-430-81-45	COMMUNICATIONS	45.01	45.01
Total 0315 091517:											

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
09/17	09/28/2017	101481	265	FRONTIER	257-1000 DSL SERVICE	1000 090517	1	1000-417-10-45	COMMUNICATIONS	145.00	145.00
09/17	09/28/2017	101481	265	FRONTIER	257-1000 GAS - DEBIT MACHIN	1000 090517	2	7401-430-62-45	COMMUNICATIONS	24.15	24.15
09/17	09/28/2017	101481	265	FRONTIER	257-1000 WATER - DEBIT MACH	1000 090517	3	7110-430-42-45	COMMUNICATIONS	24.15	24.15
09/17	09/28/2017	101481	265	FRONTIER	257-1000 ADMIN FAX	1000 090517	4	1000-413-20-45	COMMUNICATIONS	5.56	5.56
09/17	09/28/2017	101481	265	FRONTIER	257-1000 CITY CLERK FAX	1000 090517	5	1000-411-40-45	COMMUNICATIONS	5.56	5.56
09/17	09/28/2017	101481	265	FRONTIER	257-1000 ADMIN	1000 090517	6	1000-413-20-45	COMMUNICATIONS	1.86	1.86
09/17	09/28/2017	101481	265	FRONTIER	257-1000 CITY CLERK	1000 090517	7	1000-411-40-45	COMMUNICATIONS	3.10	3.10
09/17	09/28/2017	101481	265	FRONTIER	257-1000 FINANCE	1000 090517	8	1000-415-10-45	COMMUNICATIONS	3.10	3.10
09/17	09/28/2017	101481	265	FRONTIER	257-1000 COMM DEVELOPMEN	1000 090517	9	1000-419-10-45	COMMUNICATIONS	3.10	3.10
09/17	09/28/2017	101481	265	FRONTIER	257-1000 CITY HALL	1000 090517	10	1000-417-10-45	COMMUNICATIONS	232.85	232.85
09/17	09/28/2017	101481	265	FRONTIER	257-1000 CITY HALL	1000 090517	11	1000-417-10-45	COMMUNICATIONS	.06	.06
Total 1000 090517: 448.49 448.49											
09/17	09/28/2017	101481	265	FRONTIER	257-1045 PW ENGINEERING	1045 091517	1	7620-430-10-45	COMMUNICATIONS	59.88	59.88
Total 1045 091517: 59.88 59.88											
09/17	09/28/2017	101481	265	FRONTIER	257-1056 PW SHOP	1056 092017	1	7620-430-10-45	COMMUNICATIONS	49.22	49.22
Total 1056 092017: 49.22 49.22											
09/17	09/28/2017	101481	265	FRONTIER	257-1057 FAX-PW	1057 092017	1	7620-430-10-45	COMMUNICATIONS	169.40	169.40
Total 1057 092017: 169.40 169.40											
09/17	09/28/2017	101481	265	FRONTIER	252-1182 SCADA - WATER	1182 091017	1	7110-430-42-45	COMMUNICATIONS	331.10	331.10
Total 1182 091017: 331.10 331.10											
09/17	09/28/2017	101481	265	FRONTIER	257-2845 U/B ROLL OVER	2845 091517	1	7620-430-10-45	COMMUNICATIONS	66.32	66.32
Total 2845 091517: 66.32 66.32											
09/17	09/28/2017	101481	265	FRONTIER	252-4247 LASSEN CO AIR POLL	4247 091017	1	7620-430-11-45	COMMUNICATIONS	170.61	170.61
Total 4247 091017: 170.61 170.61											
09/17	09/28/2017	101481	265	FRONTIER	257-4725 CITY HALL FAX	4725 091517	1	1000-415-10-45	COMMUNICATIONS	37.55	37.55

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
09/17	09/28/2017	101481	265	FRONTIER	257-4725 CITY HALL FAX	4725 091517	2	1000-417-10-45	COMMUNICATIONS	37.54	37.54
Total 4725 091517:											
09/17	09/28/2017	101481	265	FRONTIER	257-5152 FIRE	5152 091017	1	1000-422-10-45	COMMUNICATIONS	509.95	509.95
Total 5152 091017:											
09/17	09/28/2017	101481	265	FRONTIER	257-5603 POLICE	5603 091017	1	1000-421-10-45	COMMUNICATIONS	901.65	901.65
Total 5603 091017:											
09/17	09/28/2017	101481	265	FRONTIER	257-1182 NAT GAS TELEMETRY	7-1182 091017	1	7401-430-62-45	COMMUNICATIONS	37.73	37.73
Total 7-1182 091017:											
09/17	09/28/2017	101481	265	FRONTIER	257-7236 NAT GAS	7236 092017	1	7620-430-10-45	COMMUNICATIONS	201.11	201.11
Total 7236 092017:											
09/17	09/28/2017	101481	265	FRONTIER	257-7237 NAT GAS	7237 092017	1	7620-430-10-45	COMMUNICATIONS	65.34	65.34
Total 7237 092017:											
09/17	09/28/2017	101482	9074		REFUND GAS DEPOSIT	10526800034	1	7401-2228-000	DEPOSITS-CUSTOMER	123.67	123.67
Total 10526800034:											
09/17	09/28/2017	101483	9098		REFUND WATER DEPOSIT	10437100011	1	7110-2228-000	DEPOSITS-CUSTOMER	1.06	1.06
09/17	09/28/2017	101483	9098		REFUND GAS DEPOSIT	10437100011	2	7401-2228-000	DEPOSITS-CUSTOMER	201.06	201.06
Total 10437100011:											
09/17	09/28/2017	101484	6661		TR EX SACRAMENTO 9/13-9/15	092817	1	1000-413-20-45	TRAVEL	8.50	8.50
Total 092817:											
09/17	09/28/2017	101485	312	HISTORIC USA	8/17 COLLECTIONS, NET	092117	1	8401-2228-000	DEPOSITS PAYABLE	6,661.87	6,661.87
09/17	09/28/2017	101485	312	HISTORIC USA	5%FEE 8/17 COLLECTIONS	092117	2	8401-2228-000	DEPOSITS PAYABLE	350.63	350.63

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
09/17	09/28/2017	101485	312	HISTORIC USA	5%FEE 8/17 COLLECTIONS	092117	3	1000-415-10-34	REIMBURSEMENTS (HUSA/LAF	350.63-	350.63-
Total 092117:											
09/17	09/28/2017	101486	332	INTERSTATE GAS SERVI	SUPPLIES-STREETS	16281	1	2007-431-20-46	SUPPLIES-GENERAL	618.83	618.83
Total 16281:											
09/17	09/28/2017	101487	1504	JESSICA RYAN	PROFESSIONAL SERVICES 9/1-	091517	1	1000-412-10-43	PROFESSIONAL SVCS	2,287.50	2,287.50
Total 091517:											
09/17	09/28/2017	101488	9097		REFUND WATER DEPOSIT	10326850005	1	7110-2228-000	DEPOSITS-CUSTOMER	25.00	25.00
09/17	09/28/2017	101488	9097		REFUND GAS DEPOSIT	10326850005	2	7401-2228-000	DEPOSITS-CUSTOMER	156.18	156.18
Total 10326850005:											
09/17	09/28/2017	101489	1350	JONES & MAYER	PROFESSIONAL SERVICES-PD	73121	1	1000-421-10-43	PROFESSIONAL SVCS	765.00	765.00
Total 73121:											
09/17	09/28/2017	101490	9090		REFUND GAS DEPOSIT	10112900309	1	7401-2228-000	DEPOSITS-CUSTOMER	180.58	180.58
Total 10112900309:											
09/17	09/28/2017	101491	5027		REFUND GAS OVERPAYMENT	10504900023	1	9999-1001-001	CASH CLEARING - UTILITIES	100.91	100.91
Total 10504900023:											
09/17	09/28/2017	101491	5027		REFUND GAS OVERPAYMENT	10531901000	1	9999-1001-001	CASH CLEARING - UTILITIES	407.85	407.85
Total 10531901000:											
09/17	09/28/2017	101492	411	LASSEN MOTOR PARTS	SUPPLIES-PARKS	287030	1	1000-452-20-47	MACHINERY AND EQUIPMENT	9.30	9.30
Total 287030:											
09/17	09/28/2017	101492	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	287876	1	7401-430-62-46	SUPPLIES-GENERAL	6.48	6.48

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 287876:											
09/17	09/28/2017	101492	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	287909	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	29.65	29.65
09/17	09/28/2017	101492	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	287909	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	39.39	39.39
09/17	09/28/2017	101492	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	287909	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	23.01	23.01
Total 287909:											
09/17	09/28/2017	101492	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	287988	1	7110-430-42-46	SUPPLIES-GENERAL	53.24	53.24
09/17	09/28/2017	101492	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	287988	2	7401-430-62-46	SUPPLIES-GENERAL	40.06	40.06
09/17	09/28/2017	101492	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	287988	3	2007-431-20-46	SUPPLIES-GENERAL	31.10	31.10
Total 287988:											
09/17	09/28/2017	101492	411	LASSEN MOTOR PARTS	SUPPLIES- STREETS	288283	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	56.82	56.82
Total 288283:											
09/17	09/28/2017	101493	413	LASSEN TIRE	6 TIRE MOUNTS-FD	49064	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	350.43	350.43
Total 49064:											
09/17	09/28/2017	101493	413	LASSEN TIRE	4 TIRE MOUNTS-FD	49086	1	1000-422-50-44	VEHICLE - REPAIR & MAINTEN	120.00	120.00
Total 49086.:											
09/17	09/28/2017	101494	413	SUSANVILLE TOWING	TOW VEHICLE-PD	61938	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	100.00	100.00
Total 61938.:											
09/17	09/28/2017	101495	437	LMUD	JOHNSTONVILLE RD SPRINKLE	10262 091617	1	1000-452-30-46	ELECTRICITY	38.75	38.75
Total 10262 091617:											
09/17	09/28/2017	101495	437	LMUD	STREET LIGHTS	14039 090717	1	2007-431-60-46	ELECTRICITY	190.13	190.13
Total 14039 090717:											

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
09/17	09/28/2017	101495	437	LMUD	STREET LIGHTS	14041 090717	1	2007-431-60-46	ELECTRICITY	3,528.33	3,528.33
Total 14041 090717:											
09/17	09/28/2017	101495	437	LMUD	S GAY ST LIGHTS-STREETS	24323 090717	1	2007-431-60-46	ELECTRICITY	23.06	23.06
Total 24323 090717:											
09/17	09/28/2017	101495	437	LMUD	STREET LIGHTS	2467 090717	1	2007-431-60-46	ELECTRICITY	1,556.57	1,556.57
Total 2467 090717:											
09/17	09/28/2017	101495	437	LMUD	SKYLINE DR WELL 4-WATER	29931 091317	1	7110-430-42-46	ELECTRICITY	1,574.02	1,574.02
Total 29931 091317:											
09/17	09/28/2017	101495	437	LMUD	HARRIS DR & HWY 36-WATER	30658 090717	1	7110-430-42-46	ELECTRICITY	473.30	473.30
Total 30658 090717:											
09/17	09/28/2017	101495	437	LMUD	472-105 JOHNSTONVILLE WAT	350161 091917	1	7112-430-42-46	ELECTRICITY	84.22	84.22
Total 350161 091917:											
09/17	09/28/2017	101495	437	LMUD	UPTOWN DECOR LIGHTS-STRE	43511 090717	1	2007-431-60-46	ELECTRICITY	215.07	215.07
Total 43511 090717:											
09/17	09/28/2017	101495	437	LMUD	N PINE & COOK - SCADA-WATE	44153 090717	1	7110-430-42-46	ELECTRICITY	22.77	22.77
Total 44153 090717:											
09/17	09/28/2017	101495	437	LMUD	GLENN & CHERRY TR - SCADA-	44298 091317	1	7110-430-42-46	ELECTRICITY	23.64	23.64
Total 44298 091317:											
09/17	09/28/2017	101495	437	LMUD	PAIUTE LN SCADA-WATER	44316 091317	1	7110-430-42-46	ELECTRICITY	21.89	21.89

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 44316 091317:											
09/17	09/28/2017	101495	437	LMUD	BAGWELL SPRINGS - SCADA-W	45542 091317	1	7110-430-42-46	ELECTRICITY	58.36	58.36
Total 45542 091317:											
09/17	09/28/2017	101495	437	LMUD	WELL #3-WATER	4559 091917	1	7110-430-42-46	ELECTRICITY	7,295.72	7,295.72
Total 4559 091917:											
09/17	09/28/2017	101495	437	LMUD	QUARRY ST LIGHTS-STREETS	49500 090717	1	2007-431-60-46	ELECTRICITY	58.49	58.49
Total 49500 090717:											
09/17	09/28/2017	101495	437	LMUD	MAIN & FOSS SIGNAL LIGHTS-	49501 090717	1	2007-431-60-46	ELECTRICITY	141.17	141.17
Total 49501 090717:											
09/17	09/28/2017	101495	437	LMUD	GEO PUMP #1	9297 090717	1	7301-430-52-46	ELECTRICITY	1,344.68	1,344.68
Total 9297 090717:											
09/17	09/28/2017	101496	452	MARTIN SECURITY SYST	SECURITY SYSTEM OLD CHAM	34894	1	1000-452-20-43	TECHNICAL SVCS	980.26	980.26
Total 34894:											
09/17	09/28/2017	101497	9084		REFUND GAS DEPOSIT	10111120003	1	7401-2228-000	DEPOSITS-CUSTOMER	178.53	178.53
Total 10111120003:											
09/17	09/28/2017	101498	531	MOBIL 1 LUBE EXPRESS	OIL CHANGE #73-GAS	9400	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	121.90	121.90
Total 9400:											
09/17	09/28/2017	101499	9078		REFUND WATER DEPOSIT	10504900023	1	7110-2228-000	DEPOSITS-CUSTOMER	50.00	50.00
09/17	09/28/2017	101499	9078		REFUND GAS DEPOSIT	10504900023	2	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00

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Total 10504900023:											
09/17	09/28/2017	101500	546	PAYLESS BUILDING SUP	SUPPLIES-WATER	2490095	1	7110-430-42-46	SUPPLIES-GENERAL	250.00	250.00
Total 2490095:											
09/17	09/28/2017	101500	546	PAYLESS BUILDING SUP	SUPPLIES-GAS	2490701	1	7401-430-62-46	SUPPLIES-GENERAL	6.44	6.44
Total 2490701:											
09/17	09/28/2017	101501	556	PITNEY BOWES	RENTAL FEES 7/19-10/18	3101581657	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	1,116.49	1,116.49
Total 3101581657:											
09/17	09/28/2017	101502	895	POLLARDWATER	AQUA SCOPE-WATER	88341	1	7110-430-42-46	SUPPLIES-GENERAL	2,708.06	2,708.06
Total 88341:											
09/17	09/28/2017	101503	572	QUILL CORPORATION	OFFICE SUPPLIES CREDIT	867138	1	1000-415-10-46	SUPPLIES-GENERAL	127.08-	127.08-
Total 867138:											
09/17	09/28/2017	101503	572	QUILL CORPORATION	OFFICE SUPPLIES	9191765	1	1000-415-10-46	SUPPLIES-GENERAL	127.08-	127.08-
Total 9191765:											
09/17	09/28/2017	101503	572	QUILL CORPORATION	OFFICE SUPPLIES-GAS	9264092	1	7401-430-62-46	SUPPLIES-GENERAL	78.80	78.80
Total 9264092:											
09/17	09/28/2017	101503	572	QUILL CORPORATION	OFFICE SUPPLIES-PW	9266881	1	7620-430-10-46	SUPPLIES-GENERAL	15.00	15.00
Total 9266881:											
09/17	09/28/2017	101503	572	QUILL CORPORATION	OFFICE SUPPLIES-PW	9272615	1	7620-430-10-46	SUPPLIES-GENERAL	50.34	50.34
Total 9272615:											

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09/17	09/28/2017	101503	572	QUILL CORPORATION	OFFICE SUPPLIES	9416801	1	1000-415-10-46	SUPPLIES-GENERAL	60.04	60.04
Total 9416801:											
09/17	09/28/2017	101503	572	QUILL CORPORATION	OFFICE SUPPLIES-PW	9789824	1	7620-430-10-46	SUPPLIES-GENERAL	48.83	48.83
Total 9789824:											
09/17	09/28/2017	101503	572	QUILL CORPORATION	OFFICE SUPPLIES-PW	9876807	1	7620-430-10-46	SUPPLIES-GENERAL	60.54	60.54
Total 9876807:											
09/17	09/28/2017	101503	572	QUILL CORPORATION	OFFICE SUPPLIES	9939568	1	1000-415-10-46	SUPPLIES-GENERAL	66.94	66.94
Total 9939568:											
09/17	09/28/2017	101503	572	QUILL CORPORATION	OFFICE SUPPLIES	9986605	1	1000-415-10-46	SUPPLIES-GENERAL	34.73	34.73
Total 9986605:											
09/17	09/28/2017	101503	572	QUILL CORPORATION	OFFICE SUPPLIES	9991776	1	1000-415-10-46	SUPPLIES-GENERAL	18.22	18.22
Total 9991776:											
09/17	09/28/2017	101504	582	RAY MORGAN CO INC	COPIER- FD	1761559	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	32.09	32.09
Total 1761559:											
09/17	09/28/2017	101505	9077		REFUND GAS DEPOSIT	10239950008	1	7401-2228-000	DEPOSITS-CUSTOMER	137.75	137.75
Total 10239950008:											
09/17	09/28/2017	101506	592	REYNOLDS & RAYMOND	OIL & FILTER- ADMIN	12661	1	1000-417-10-44	VEHICLE - REPAIR & MAINTEN	158.72	158.72
Total 12661:											
09/17	09/28/2017	101507	1368	SCHMIDT EQUIP. REPAI	REPAIRS-GAS	2935	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	528.59	528.59

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Total 2935:											
09/17	09/28/2017	101508	1076	SIERRA COFFEE AND BE	BOTTLED WATER	48546	1	1000-417-10-46	SUPPLIES-GENERAL	14.50	14.50
Total 48546:											
09/17	09/28/2017	101508	1076	SIERRA COFFEE AND BE	BOTTLED WATER-PW	48565	1	7620-430-10-46	SUPPLIES-GENERAL	20.15	20.15
Total 48565:											
09/17	09/28/2017	101509	1270	SILVER STATE BARRICA	SUPPLIES- STREETS	94818	1	2007-431-20-46	SUPPLIES-GENERAL	369.60	369.60
Total 94818:											
09/17	09/28/2017	101510	9064		TR EX MCCLELLAN 10/15-10/20	092717	1	1000-421-10-45	TRAINING	352.00	352.00
Total 092717:											
09/17	09/28/2017	101511	1094	STANTEC CONSULTING,	APPLICATION APPEAL REFUND	092617	1	1000-419-10-34	ZONING & SUBDIVISION FEES	461.00	461.00
Total 092617:											
09/17	09/28/2017	101512	664	STEVE'S PUMPS & WELL	SERVICE CALL GOLF COURSE	350	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	240.00	240.00
Total 350:											
09/17	09/28/2017	101513	1265	SUSANVILLE PAINT CEN	SUPPLIES-PARK	34235	1	1003-452-20-46	SUPPLIES GENERAL	1,205.53	1,205.53
Total 34235:											
09/17	09/28/2017	101513	1265	SUSANVILLE PAINT CEN	SUPPLIES- MEM. PARK FLOOD	34357	1	1003-452-20-46	SUPPLIES GENERAL	554.63	554.63
Total 34357:											
09/17	09/28/2017	101513	1265	SUSANVILLE PAINT CEN	SUPPLIES- MEM. PARK FLOOD	34439	1	1003-452-20-46	SUPPLIES GENERAL	689.06	689.06
Total 34439:											
										528.59	528.59
										14.50	14.50
										14.50	14.50
										20.15	20.15
										20.15	20.15
										369.60	369.60
										369.60	369.60
										352.00	352.00
										352.00	352.00
										461.00	461.00
										461.00	461.00
										240.00	240.00
										240.00	240.00
										1,205.53	1,205.53
										1,205.53	1,205.53
										554.63	554.63
										554.63	554.63
										689.06	689.06
										689.06	689.06

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09/17	09/28/2017	101514	1407	SUSANVILLE WEED ABA	ABATEMENT 300 CARROLL ST	092617	1	1000-425-20-43	TECHNICAL SVCS	200.00	200.00
Total 092617:											
09/17	09/28/2017	101515	958	TECHNOFLO SYSTEMS	REPAIRS-WATER	18049	1	7110-430-42-44	REPAIR AND MAINTENANCE-MI	537.59	537.59
Total 18049:											
09/17	09/28/2017	101516	530	U.S. BANK EQUIPMENT F	COPIER-FIRE	339006587	1	1000-421-10-43	PROFESSIONAL SVCS	160.96	160.96
Total 339006587:											
09/17	09/28/2017	101517	737	UNITED RENTALS INC	SUPPLIES-STREETS	149707793-001	1	2007-431-32-44	CONSTRUCTION SERVICES	1,447.87	1,447.87
Total 149707793-001:											
09/17	09/28/2017	101518	738	UNITED STATES POSTAL	POSTAGE FOR POSTAGE MET	092217	1	1000-1410-002	INVENTORIES-POSTAGE	2,000.00	2,000.00
Total 092217:											
09/17	09/28/2017	101519	9076		REFUND GAS DEPOSIT	10512550009	1	7401-2228-000	DEPOSITS-CUSTOMER	62.55	62.55
Total 10512550009:											
09/17	09/28/2017	101520	770	WESTERN NEVADA SUP	SUPPLIES- PARKS	66839263	1	1000-452-21-46	SUPPLIES-GENERAL	35.32	35.32
Total 66839263:											
09/17	09/28/2017	101520	770	WESTERN NEVADA SUP	SUPPLIES-WATER	66916236	1	7110-430-42-46	SUPPLIES-GENERAL	74.45	74.45
Total 66916236:											
09/17	09/28/2017	101520	770	WESTERN NEVADA SUP	SUPPLIES-POOL	67036917	1	1000-452-23-46	SUPPLIES GENERAL	247.32	247.32
Total 67036917:											
09/17	09/28/2017	101520	770	WESTERN NEVADA SUP	SUPPLIES-POOL	67041021	1	1000-452-23-46	SUPPLIES GENERAL	163.01	163.01

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 67041021:											
09/17	09/28/2017	101520	770	WESTERN NEVADA SUP	SUPPLIES- GAS	67046347	1	7401-430-62-46	SUPPLIES-GENERAL	26.19	26.19
Total 67046347:											
09/17	09/28/2017	101520	770	WESTERN NEVADA SUP	SUPPLIES-PW	67062643	1	7620-430-10-46	SUPPLIES-GENERAL	26.47	26.47
Total 67062643:											
09/17	09/28/2017	101520	770	WESTERN NEVADA SUP	SUPPLIES - GAS	67132196	1	7401-430-62-46	SUPPLIES-GENERAL	2,155.48	2,155.48
Total 67132196:											
09/17	09/28/2017	101520	770	WESTERN NEVADA SUP	SUPPLIES- GAS	67132217	1	7401-430-62-46	SUPPLIES-GENERAL	1,028.59	1,028.59
Total 67132217:											
09/17	09/28/2017	101520	770	WESTERN NEVADA SUP	SUPPLIES- WATER	67153789	1	7110-430-42-46	SUPPLIES-GENERAL	308.43	308.43
Total 67153789:											
09/17	09/28/2017	101520	770	WESTERN NEVADA SUP	SUPPLIES- WATER	67154755	1	7110-430-42-46	SUPPLIES-GENERAL	324.07	324.07
Total 67154755:											
09/17	09/28/2017	101520	770	WESTERN NEVADA SUP	SUPPLIES- WATER	67156826	1	7110-430-42-46	SUPPLIES-GENERAL	54.70	54.70
Total 67156826:											
09/17	09/28/2017	101520	770	WESTERN NEVADA SUP	SUPPLIES- WATER	67163166	1	7110-430-42-46	SUPPLIES-GENERAL	135.10	135.10
Total 67163166:											
09/17	09/28/2017	101520	770	WESTERN NEVADA SUP	SUPPLIES- GAS	67166034	1	7401-430-62-46	SUPPLIES-GENERAL	1.93	1.93
Total 67166034:											

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09/17	09/28/2017	101520	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67169003	1	7110-430-42-46	SUPPLIES-GENERAL	105.77	105.77
Total 67169003:											
09/17	09/28/2017	101520	770	WESTERN NEVADA SUP	SUPPLIES - GAS	67169503	1	7401-430-62-46	SUPPLIES-GENERAL	20.32	20.32
Total 67169503:											
09/17	09/28/2017	101520	770	WESTERN NEVADA SUP	SUPPLIES- WATER	67169513	1	7110-430-42-46	SUPPLIES-GENERAL	688.37	688.37
Total 67169513:											
09/17	09/28/2017	101520	770	WESTERN NEVADA SUP	SUPPLIES- WATER	67171046	1	7110-430-42-46	SUPPLIES-GENERAL	345.69	345.69
Total 67171046:											
09/17	09/28/2017	101520	770	WESTERN NEVADA SUP	SUPPLIES- WATER	67172482	1	7110-430-42-46	SUPPLIES-GENERAL	43.94	43.94
Total 67172482:											
09/17	09/28/2017	101520	770	WESTERN NEVADA SUP	SUPPLIES-GAS	CM66908707	1	7401-430-62-46	SUPPLIES-GENERAL	133.85-	133.85-
Total CM66908707:											
09/17	09/28/2017	101520	770	WESTERN NEVADA SUP	SUPPLIES-POOL	CM67041021	1	1000-452-23-46	SUPPLIES GENERAL	163.01-	163.01-
Total CM67041021:											
09/17	09/28/2017	101521	9092		REFUND GAS DEPOSIT	10408940001	1	7401-2228-000	DEPOSITS-CUSTOMER	195.80	195.80
Total 10408940001:											
09/17	09/28/2017	101522	9089		REFUND GAS DEPOSIT	10100200514	1	7401-2228-000	DEPOSITS-CUSTOMER	192.10	192.10
Total 10100200514:											
09/17	09/28/2017	101523	9091		REFUND WATER DEPOSIT	10505000019	1	7110-2228-000	DEPOSITS-CUSTOMER	18.71	18.71



Report Criteria:

Report type: GL detail  
 Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount	
10/17	10/02/2017	101524	728	U S POSTMASTER	UB BILLING WATER	100217	1	7110-430-42-46	POSTAGE	530.13	530.13	
10/17	10/02/2017	101524	728	U S POSTMASTER	UB BILLING GAS	100217	2	7401-430-62-46	POSTAGE	273.09	273.09	
Total 100217:											803.22	803.22
Grand Totals:											803.22	803.22

Report Criteria:

Report type: GL detail  
Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
10/17	10/05/2017	101525	9104		REFUND WATER DEPOSIT	10218200005	1	7110-2228-000	DEPOSITS-CUSTOMER	37.41	37.41
Total 10218200005:											
10/17	10/05/2017	101526	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	394030	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	34.70	34.70
Total 394030:											
10/17	10/05/2017	101526	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	394927	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	74.27	74.27
Total 394927:											
10/17	10/05/2017	101526	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	395050	1	1000-452-20-46	SUPPLIES-GENERAL	18.67	18.67
Total 395050:											
10/17	10/05/2017	101526	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	395055	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	3.96	3.96
Total 395055:											
10/17	10/05/2017	101526	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	395289	1	1000-452-20-46	SUPPLIES-GENERAL	2.66	2.66
Total 395289:											
10/17	10/05/2017	101526	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	395484	1	1000-452-20-46	SUPPLIES-GENERAL	12.13	12.13
Total 395484:											
10/17	10/05/2017	101526	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	395564	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	81.04	81.04
Total 395564:											
10/17	10/05/2017	101526	76	BILLINGTON ACE HARD	SUPPLIES-MEM PARK FLOOD	395652	1	1003-452-20-46	SUPPLIES GENERAL	16.73	16.73

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Total 395652:											
10/17	10/05/2017	101526	76	BILLINGTON ACE HARD	SUPPLIES- PARKS	395720	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	110.96	110.96
Total 395720:											
10/17	10/05/2017	101527	9106		REFUND GAS DEPOSIT	10100201020	1	7401-2228-000	DEPOSITS-CUSTOMER	182.45	182.45
Total 10100201020:											
10/17	10/05/2017	101528	9105		REFUND GAS DEPOSIT	10236350005	1	7401-2228-000	DEPOSITS-CUSTOMER	87.91	87.91
Total 10236350005:											
10/17	10/05/2017	101529	1409	C&S ENGINEERS/COMPA	PROFESSIONAL SERVICES 5/3	0166343	1	7201-430-85-43	PROFESSIONAL SVCICIES	5,089.50	5,089.50
Total 0166343:											
10/17	10/05/2017	101530	1116	CALIFORNIA BUILDING S	3RD QTR SPEC REV FUND SB 1	100317	1	1000-2205-006	DEPOSIT PAYABLE-SB 1473	141.15	141.15
Total 100317:											
10/17	10/05/2017	101531	9102		REFUND WATER DEPOSIT	10310050015	1	7110-2228-000	DEPOSITS-CUSTOMER	28.47	28.47
Total 10310050015:											
10/17	10/05/2017	101532	1358	CLASSIC GOLF CAR INC.	SUPPLIES- GC	2572	1	7530-451-55-46	SUPPLIES - GENERAL	18.45	18.45
Total 2572:											
10/17	10/05/2017	101533	148	COMPUTER LOGISTICS	MONTHLY SERVICES 25 HOUR	70387	1	1000-417-10-43	TECHNICAL SVCS	220.00	220.00
Total 70387:											
10/17	10/05/2017	101533	148	COMPUTER LOGISTICS	ANTI- VIRUS BARRACUSA 300	70396	1	1000-417-10-43	TECHNICAL SVCS	50.00	50.00
Total 70396:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
10/17	10/05/2017	101534	152	COUSO TECHNOLOGY &	WEBSITE MAINT	542698	1	1000-417-10-43	TECHNICAL SVCS	340.00	340.00
Total 542698:											
10/17	10/05/2017	101535	182	DEPARTMENT OF CONS	3RD QUARTER SMIP FEE REPO	100317	1	1000-2205-003	DEPOSITS-STRONG MOTION P	18.47	18.47
Total 100317:											
10/17	10/05/2017	101536	1537	DEPARTMENT OF TOXIC	EPA ID VERIFICATION FEE	092717	1	7530-451-50-48	TAXES, FEES, PERMITS & CHA	200.00	200.00
Total 092717:											
10/17	10/05/2017	101537	194	DIAMOND SAW SHOP IN	SUPPLIES -PARKS	15795	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	33.15	33.15
Total 15795:											
10/17	10/05/2017	101538	208		REIM HEALTH INSURANCE	100317	1	7610-2239-006	RETIREE SICK LEAVE BANK PA	639.12	639.12
Total 100317:											
10/17	10/05/2017	101539	238	FASTENAL COMPANY	SUPPLIES-PARKS	76536	1	1000-452-21-46	SUPPLIES-GENERAL	28.60	28.60
Total 76536:											
10/17	10/05/2017	101540	241	FEATHER PUBLISHING C	EMPLOYMENT AD GAS TECH II	1356102	1	1000-416-10-45	ADVERTISING	103.20	103.20
Total 1356102:											
10/17	10/05/2017	101540	241	FEATHER PUBLISHING C	EMPLOYMENT AD PAID INTER	1357252	1	1000-416-10-45	ADVERTISING	95.55	95.55
Total 1357252:											
10/17	10/05/2017	101540	241	FEATHER PUBLISHING C	EMPLOYMENT AD PAID INTER	1358915	1	1000-416-10-45	ADVERTISING	95.55	95.55
Total 1358915:											
10/17	10/05/2017	101540	241	FEATHER PUBLISHING C	EMPLOYMENT AD PAID INTER	1360623	1	1000-416-10-45	ADVERTISING	95.55	95.55

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 1360623:											
10/17	10/05/2017	101540	241	FEATHER PUBLISHING C	EMPLOYMENT AD STREET MAI	1361386	1	1000-416-10-45	ADVERTISING	95.55	95.55
Total 1361386:											
10/17	10/05/2017	101540	241	FEATHER PUBLISHING C	EMPLOYMENT AD PAID INTER	1362349	1	1000-416-10-45	ADVERTISING	95.55	95.55
Total 1362349:											
10/17	10/05/2017	101540	241	FEATHER PUBLISHING C	PUBLIC HEARING CDBG STATE	7812	1	1000-417-10-45	ADVERTISING	73.50	73.50
Total 7812:											
10/17	10/05/2017	101541	276	GOLD RUN CABINET & D	SUPPLIES-PARKS	13613	1	1000-452-21-46	SUPPLIES-GENERAL	28.61	28.61
Total 13613:											
10/17	10/05/2017	101542	9107		REFUND WATER DEPOSIT	10510950010	1	7110-2228-000	DEPOSITS-CUSTOMER	32.46	32.46
Total 10510950010:											
10/17	10/05/2017	101543	335	J.W. WOOD CO INC	SUPPLIES-PARKS	S100274	1	1000-452-21-46	SUPPLIES-GENERAL	72.15	72.15
Total S100274:											
10/17	10/05/2017	101543	335	J.W. WOOD CO INC	SUPPLIES-PARKS	S100513	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	40.91	40.91
Total S100513:											
10/17	10/05/2017	101544	372	KRONICK. MOSKOVITZ	PROFESSIONAL SERVICES 8/2	287991	1	1000-412-10-43	PROFESSIONAL SVCS	14,299.83	14,299.83
Total 287991:											
10/17	10/05/2017	101544	372	KRONICK. MOSKOVITZ	PROFESSIONAL SERVICES 8/2	287992	1	1000-412-10-43	PROFESSIONAL SVCS	14,299.83	14,299.83
Total 287992:											

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10/17	10/05/2017	101545	411	LASSEN MOTOR PARTS	SUPPLIES- STREETS	287926	1	2007-431-32-44	CONSTRUCTION SERVICES	15.85	15.85
Total 287926:											
10/17	10/05/2017	101545	411	LASSEN MOTOR PARTS	SUPPLIES-PARKS	288083	1	1000-452-20-44	VEHICLE - REPAIR & MAINTEN	1.23	1.23
Total 288083:											
10/17	10/05/2017	101546	412	LASSEN REGIONAL SOLI	DUMP-PARKS	42385	1	1000-452-20-46	SUPPLIES-GENERAL	28.00	28.00
Total 42385:											
10/17	10/05/2017	101547	437	LMUD	AIRPORT VASI LIGHTS	10108 092517	1	7201-430-81-46	ELECTRICITY	20.00	20.00
Total 10108 092517:											
10/17	10/05/2017	101547	437	LMUD	GOLF COURSE IRR WELL30 HP	122907 092517	1	7530-451-52-46	ELECTRICITY	2,106.47	2,106.47
Total 122907 092517:											
10/17	10/05/2017	101547	437	LMUD	GOLF COURSE PUMP STATION	122910 092517	1	7530-451-52-46	ELECTRICITY	1,600.76	1,600.76
Total 122910 092517:											
10/17	10/05/2017	101547	437	LMUD	GOLF COURSE IRR PUMP#8TH	122929 092517	1	7530-451-52-46	ELECTRICITY	1,042.55	1,042.55
Total 122929 092517:											
10/17	10/05/2017	101547	437	LMUD	GOLF COURSE PUMP HOUSE	132052 092517	1	7530-451-52-46	ELECTRICITY	20.73	20.73
Total 132052 092517:											
10/17	10/05/2017	101547	437	LMUD	470-895 CIRCLE DR-CLUB HOU	144281 092517	1	7530-451-52-46	ELECTRICITY	760.98	760.98
Total 144281 092517:											
10/17	10/05/2017	101547	437	LMUD	LITTLE LEAGUE AREA LIGHTS-	3522 092517	1	1000-452-20-46	ELECTRICITY	33.77	33.77

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 3522 092517:											
10/17	10/05/2017	101547	437	LMUD	AIRPORT LOT 5	51908 092517	1	7201-430-81-46	ELECTRICITY	20.00	20.00
Total 51908 092517:											
10/17	10/05/2017	101547	437	LMUD	AIRPORT HANGER 6	54333 092517	1	7201-430-81-46	ELECTRICITY	20.00	20.00
Total 54333 092517:											
10/17	10/05/2017	101547	437	LMUD	925 SIERRA RD SPORTS CTR	60453 092517	1	1000-452-20-46	ELECTRICITY	20.00	20.00
Total 60453 092517:											
10/17	10/05/2017	101547	437	LMUD	AIRPORT OFFICE	7146 092517	1	7201-430-81-46	ELECTRICITY	402.55	402.55
Total 7146 092517:											
10/17	10/05/2017	101547	437	LMUD	AIRPORT GAS PUMP	7154 092517	1	7201-430-81-46	ELECTRICITY	29.17	29.17
Total 7154 092517:											
10/17	10/05/2017	101547	437	LMUD	GOLF COURSE CLUB HOUSE	7394 092517	1	7530-451-52-46	ELECTRICITY	78.31	78.31
Total 7394 092517:											
10/17	10/05/2017	101547	437	LMUD	GOLF COURSE CART BARN 2	7400 092517	1	7530-451-52-46	ELECTRICITY	49.79	49.79
Total 7400 092517:											
10/17	10/05/2017	101547	437	LMUD	1801 MAIN ST	8314 092517	1	1000-421-10-46	ELECTRICITY	1,641.44	1,641.44
Total 8314 092517:											
10/17	10/05/2017	101547	437	LMUD	GOLF COURSE BARN 1 & 3	9312 092517	1	7530-451-52-46	ELECTRICITY	20.00	20.00
Total 9312 092517:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
10/17	10/05/2017	101548	9103		REFUND GAS DEPOSIT	10306902021	1	7401-2228-000	DEPOSITS-CUSTOMER	119.28	119.28
Total 10306902021:											
10/17	10/05/2017	101549	452	MARTIN SECURITY SYST	470-895 CIRCLE DR PROSHOP	034957	1	7530-451-52-43	TECHNICAL SERVICES	40.00	40.00
Total 034957:											
10/17	10/05/2017	101549	452	MARTIN SECURITY SYST	75 WEATHERLOW SECURITY	035030	1	1000-452-20-43	TECHNICAL SVCS	198.00	198.00
Total 035030:											
10/17	10/05/2017	101549	452	MARTIN SECURITY SYST	60 N LASSEN SECURITY	035119	1	1000-417-10-43	TECHNICAL SVCS	83.00	83.00
Total 035119:											
10/17	10/05/2017	101549	452	MARTIN SECURITY SYST	115 WEATHERLOW SECURITY	1000323	1	1000-451-80-43	TECHNICAL SVCS	84.00	84.00
Total 1000323:											
10/17	10/05/2017	101550	1367	MELTON DESIGN GROU	PROFESSIONAL SERVICES	5107	1	2016-463-70-43	PROFESSIONAL SERVICES	13,643.75	13,643.75
Total 5107:											
10/17	10/05/2017	101551	1463	MILLER CLEANING SERV	CUSTODIAL SERVICES-PD	MCS2045	1	1000-421-10-44	CUSTODIAL	360.00	360.00
Total MCS2045:											
10/17	10/05/2017	101552	516	NFPA	SUBSCRIPTION 1YR	352620 031617	1	1000-422-10-48	DUES AND MEMBERSHIPS	336.30	336.30
10/17	10/05/2017	101552	516	NFPA	SUBSCRIPTION 1YR	352620 031617	2	1000-1430-105	PREPAID - OTHER	1,008.70	1,008.70
Total 352620 031617:											
10/17	10/05/2017	101553	9099		REFUND WATER DEPOSIT	10424700022	1	7110-2228-000	DEPOSITS-CUSTOMER	75.00	75.00
Total 10424700022:											
10/17	10/05/2017	101554	9101		WOODSTOVE REBATE	092817	1	8404-430-12-48	GRANTS	1,500.00	1,500.00

Check Issue Dates: 10/5/2017 - 10/5/2017

Oct 05, 2017 11:56AM

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 092817:											
10/17	10/05/2017	101555	546	PAYLESS BUILDING SUP	SUPPLIES- MEMORIAL PARK F	2491052	1	1003-452-20-46	SUPPLIES GENERAL	246.19	246.19
Total 2491052:											
10/17	10/05/2017	101555	546	PAYLESS BUILDING SUP	SUPPLIES- MEMORIAL PARK F	2491074	1	1003-452-20-46	SUPPLIES GENERAL	20.74	20.74
Total 2491074:											
10/17	10/05/2017	101555	546	PAYLESS BUILDING SUP	SUPPLIES-PARKS	2491106	1	1000-452-21-44	FACILITY - REPAIR & MAINTEN	28.45-	28.45-
Total 2491106:											
10/17	10/05/2017	101555	546	PAYLESS BUILDING SUP	SUPPLIES- MEMORIAL PARK F	2491303	1	1003-452-20-46	SUPPLIES GENERAL	96.19	96.19
Total 2491303:											
10/17	10/05/2017	101555	546	PAYLESS BUILDING SUP	SUPPLIES-PARKS	2491331	1	1000-452-21-46	SUPPLIES-GENERAL	77.46	77.46
Total 2491331:											
10/17	10/05/2017	101555	546	PAYLESS BUILDING SUP	SUPPLIES- MEMORIAL PARK F	2491479	1	1003-452-20-46	SUPPLIES GENERAL	161.78	161.78
Total 2491479:											
10/17	10/05/2017	101555	546	PAYLESS BUILDING SUP	SUPPLIES-PARKS	2491688	1	1000-452-21-46	SUPPLIES-GENERAL	23.58	23.58
Total 2491688:											
10/17	10/05/2017	101555	546	PAYLESS BUILDING SUP	SUPPLIES-PARKS	3491687	1	1000-452-21-46	SUPPLIES-GENERAL	385.98	385.98
Total 3491687:											
10/17	10/05/2017	101556	548	PEE WEE ENTERPRISES	SUPPLIES-PARK	17092009	1	1000-452-21-46	SUPPLIES-GENERAL	187.69	187.69
Total 17092009:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
10/17	10/05/2017	101557	1296	RENTAL GUYS	PRESSURE WASHER- MEM. PA	632945-5	1	1003-452-20-46	SUPPLIES GENERAL	149.82	149.82
Total 632945-5:											
10/17	10/05/2017	101557	1296	RENTAL GUYS	CHIPPER- PARKS	635300-5	1	1000-452-21-46	SUPPLIES-GENERAL	212.06	212.06
Total 635300-5:											
10/17	10/05/2017	101558	8548		REIM SUPPLIES- GC	092717	1	7530-451-52-46	SUPPLIES-GENERAL	24.83	24.83
Total 092717:											
10/17	10/05/2017	101559	9100		WOODSTOVE REBATE	092817	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 092817:											
10/17	10/05/2017	101560	969	SIERRA PACIFIC TURF S	FERTILIZER	0512259	1	7530-451-52-46	SUPPLIES-GENERAL	241.16	241.16
Total 0512259:											
10/17	10/05/2017	101561	1265	SUSANVILLE PAINT CEN	SUPPLIES- MEM. PARK FLOOD	34082	1	1003-452-20-46	SUPPLIES GENERAL	68.02	68.02
Total 34082:											
10/17	10/05/2017	101561	1265	SUSANVILLE PAINT CEN	SUPPLIES- MEM. PARK FLOOD	34340	1	1003-452-20-46	SUPPLIES GENERAL	384.49	384.49
Total 34340:											
10/17	10/05/2017	101561	1265	SUSANVILLE PAINT CEN	SUPPLIES- MEM. PARK SUPPLI	34580	1	1003-452-20-46	SUPPLIES GENERAL	332.68	332.68
Total 34580:											
10/17	10/05/2017	101561	1265	SUSANVILLE PAINT CEN	SUPPLIES- MEM. PARK FLOOD	34720	1	1003-452-20-46	SUPPLIES GENERAL	649.44	649.44
Total 34720:											
10/17	10/05/2017	101561	1265	SUSANVILLE PAINT CEN	SUPPLIES- MEM. PARK FLOOD	34764	1	1003-452-20-46	SUPPLIES GENERAL	593.91	593.91

CITY OF SUSANVILLE

Check Register - Payments by Vendor  
 Check Issue Dates: 10/5/2017 - 10/5/2017

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 34764:											
10/17	10/05/2017	101561	1265	SUSANVILLE PAINT CEN	SUPPLIES- PARKS	34874	1	1000-452-20-47	MACHINERY AND EQUIPMENT	593.91	593.91
Total 34874:											
10/17	10/05/2017	101561	1265	SUSANVILLE PAINT CEN	SUPPLIES-MEM. PARK FLOOD	34900	1	1003-452-20-46	SUPPLIES GENERAL	517.95	517.95
Total 34900:											
10/17	10/05/2017	101562	1474	THE SOURCE	EMPLOYMENT SCREEN	2529488	1	1000-416-10-43	PROFESSIONAL SVCS	20.00	20.00
Total 2529488:											
10/17	10/05/2017	101563	8878	WOOD RODGERS, INC.	PROFESSIONAL SERVICES	111723	1	2007-431-37-43	TECHNICAL SERVICES	2,100.43	2,100.43
Total 111723:											
10/17	10/05/2017	101563	8878	WOOD RODGERS, INC.	PROFESSIONAL SERVICES	111724	1	2007-431-36-43	TECHNICAL SERVICES	2,298.59	2,298.59
Total 111724:											
Grand Totals:											
										83,490.84	83,490.84

Report Criteria:

Report type: GL detail  
 Check.Voided = False

Reviewed by:  Interim City Administrator  
 City Attorney

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

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

**ACTION DATE:** October 18, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 17-5439**, FY 2016-17 Annual Report of Development/Mitigation Fees

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

**SUMMARY:** Government Code Section 66000, also known as the Mitigation Fee Act, provides the legal authority for local agencies to charge and collect development impact fees for new development within their jurisdiction. The fees require new developments to pay their fair share of their impact on existing facilities and to pay for new facilities to maintain existing service levels. Government Code 66001 requires local agencies that impose a fee as a condition of approval of a development project to identify the purpose of the fee and the use to which the fee is to be put. After the adoption of the 1990 General Plan, the City contracted with The Abby Group to prepare a Capital Facilities Mitigation Analysis which projected population growth and future development and the cost of the additional public facilities that would be needed to serve the increased population. The cost of the new facilities was then divided by the number of projected homes and square feet of commercial development to determine a fair share cost for each new development. Periodically, the City has increased these fees to more closely keep up with inflation.

In some cases, the City has also adopted additional provisions outlining the use of specific funds. Municipal Code Title 3, Chapter 32, outlines the use of Public Facilities impact fees for Police, Fire, Street and Traffic Facility and Maintenance. Municipal Code Title 16, Chapter 32, outlines the use of Parkland Dedication Fees. Most Impact fees apply equally to all new development within the City limits. However, in some instances, fees have been assessed to a specific development for public facilities that will benefit a specific geographic area. On June 1, 1992, the City Council approved Phase One of the Skyline Terrace Tentative Subdivision Map and later established five mitigation fees for that project area.

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

All of the mitigation funds are deposited into separate accounts and interest income is allocated accordingly. These funds are considered "restricted" funds and expenditures are made only for the purpose for which the fee was originally collected. Government Code 6600 (b) outlines the annual reporting requirements.

With the construction of the Skyline/Hwy 139 traffic signal, the City may be required to return the fees collected. The attached resolution is very specific for the purpose of the fee that was collected and it cannot be used for any other purpose. Staff will bring back a report to council with a list of the fee payers at a subsequent meeting.

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

**ACTION REQUESTED:** Motion to adopt Resolution 17-5439 Accepting Annual Report of Development/Mitigation Fees for Fiscal Year 2016-17.

**ATTACHMENTS:** Resolution No. 17-5439  
Resolution No. 93-2473

**RESOLUTION NO. 17-5439**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**ACCEPTING REVENUES AND EXPENDITURES REPORT FOR THE CITY OF**  
**SUSANVILLE MITIGATION FUNDS**

**WHEREAS,** the City of Susanville charges capital facilities and maintenance improvement fees for developments within the city limits; and

**WHEREAS,** the purpose of these fees is to reduce the impact on the City of Susanville caused by new development; and

**WHEREAS,** the money is collected and deposited into separate funds and interest income is allocated on average cash balance in each fund; and

**WHEREAS,** the City of Susanville has set up the following funds:

Street Mitigation Fund  
Police Mitigation Fund  
Fire Mitigation Fund  
Park Dedication Fund  
Traffic Signals Fund  
Skyline Bicycle Lane Fund

**WHEREAS,** Government Code Section 66006 requires local agencies to report information on the collection and use of development/mitigation fees; and

**WHEREAS,** the following fees were charged, collected and spent in fiscal year 2016-2017 as itemized on Appendix A:

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville does hereby accept the revenues and expenditures report for The City of Susanville's Mitigation Funds.

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

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

The foregoing Resolution was adopted at a regular adjourned meeting of the City Council of the City of Susanville, held on the 18th day of October, 2017.

By the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

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



**APPENDIX A**  
**RESOLUTION #17-5439**

**Streets Mitigation Fund**

Amount of fees:	\$	0.96 square foot of new commercial/residential conditioned living space	
Beginning Fund Balance at 7/1/16:	\$	21,329	
Fees and interest collected during FY 2016-17:			
Fees	\$	7,241	
Interest	\$	116	
Expenditures and type during FY 2016-17:	\$	0	
Fees returned or allocated during FY 2016-17:	\$	0	
Ending Fund Balance at 6/30/17:	\$	28,686	
Amount of fees in ending balance at the Five Year Point:	\$	0	
Funds committed to the following project:			

**Police Mitigation Fund**

Amount of fees:	\$	1.24 per square foot of new commercial/residential conditioned living space	
Beginning Fund Balance at 7/1/16:	\$	24,056	
Fees and interest collected during FY 2016-17:			
Fees	\$	9,353	
Interest	\$	62	
Expenditures and type during FY 2016-17:			
Police Vehicles	\$	22,382	
Fees returned or allocated during FY 2016-17:	\$	0	
Ending Fund Balance at 6/30/17:	\$	11,089	
Amount of fees in ending balance at the Five Year Point:	\$	0	
Funds committed to the following project:			

**Fire Mitigation Fund**

Amount of fees: \$ 0.91 per square foot of all new residential space  
\$ 1.13 per square foot of all new commercial space

Beginning Fund Balance at 7/1/17:	\$ 108,455
Fees and interest collected during FY 2016-17:	
Fees	\$ 10,977
Interest	\$ 628
Expenditures and type during FY 2016-17:	\$ 0
Fees returned or allocated during FY 2016-17:	\$ 0
Ending Fund Balance at 6/30/17:	\$ 120,060
Amount of fees in ending balance at the Five Year Point:	\$ 0

Funds committed to the following project:

**Park Dedication Fund**

Amount of fees: \$ 571.58 - single family homes  
\$ 457.62 - per unit for duplexes, triplexes and fourplexes  
\$ 413.84 - per unit for multifamily dwellings  
\$ 388.34 - per unit for mobile homes in mobile home parks

Beginning Fund Balance at 7/1/16:	\$ 164,276
Fees and interest collected during FY 2016-17:	
Fees	\$ 0
Interest	\$ 877
Expenditures and type during FY 2016-17:	
Professional On-Call Park Design	\$ 2,079
Fees returned or allocated during FY 2016-17:	\$ 0
Ending Fund Balance at 6/30/17:	\$ 163,074
Amount of fees in ending balance at the Five Year Point:	\$ 160,792

Funds committed to the following project: Cameron Community Park

**Skyline Bicycle Lane Established by Res #95-2649**

Amount of fees: \$ 173.72 - per lot per year and increases \$5.16 per year within Skyline Terrace

Beginning Fund Balance at 7/1/16:	\$ 7,535
Fees and interest collected during FY 2016-17:	

	Fees	\$	0
	Interest	\$	41
Expenditures and type during FY 2016-17:		\$	0
Fees returned or allocated during FY 2016-17:		\$	0
Ending Fund Balance at 6/30/17:		\$	7,576
Amount of fees in ending balance at the Five Year Point:		\$	7,112
Funds committed to the following project: Bicycle lane constructed in 1998.			

**Traffic Signals Fund Established by Res #14-5108**

Beginning Fund Balance at 7/1/16:		\$	96,717
Fees and interest collected during FY 2016-17:			
	Fees	\$	0
	Interest	\$	614
Expenditures and type during FY 2014-15:		\$	0
Fees returned or allocated during FY 2014-15:		\$	0
Ending Fund Balance at 6/30/15:		\$	97,331
Amount of fees in ending balance at the Five Year Point:		\$	94,652
Funds committed to the following project:			
	Skyline/Numa:	\$	79,020
	Skyline/139 Signal (To be returned)	\$	18,311

**RESOLUTION NO. 93-2473**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE  
ESTABLISHING THE "SKYLINE DRIVE - HIGHWAY 139 TRAFFIC SIGNAL FUND" FOR  
THE PURPOSE OF IMPLEMENTING TRAFFIC CIRCULATION MITIGATION MEASURE  
No. 1 FROM THE ENVIRONMENTAL IMPACT REPORT FOR PHASE ONE OF THE  
SKYLINE TERRACE TENTATIVE SUBDIVISION MAP**

**WHEREAS**, the City Council certified the Final Environmental Impact Report (FEIR) for Phase One of the Skyline Terrace Tentative Subdivision Map on June 1, 1992 which identified potentially significant environmental effects associated with increased traffic from development on the site as well as the improvements necessary to mitigate those potential effects; and,

**WHEREAS**, the FEIR concluded that the increased traffic from development within Phase One will contribute to the need for construction of a traffic signal at the intersection of Skyline Drive and State Highway 139 and recommended implementation of Traffic Circulation Mitigation Measure #1 requiring the subdivider to pay his proportionate share of this improvement; and,

**WHEREAS**, the mitigation monitoring program for Traffic Circulation Mitigation Measure #1 was approved by the City Council on October 4, 1993 and called for creation of the "Skyline Drive - Highway 139 Traffic Signal Fund" for the purpose of documenting the project expenses and identifying the subdivider's contribution toward those expenses; and,

**WHEREAS**, the mitigation monitoring program approved by the City Council estimated the total cost for constructing a traffic signal at the intersection of Skyline Drive and State Highway 139 to be \$250,000 and assigned a twenty percent share of that cost, or a total of \$50,000, to the Phase One project; and,

**WHEREAS**, the mitigation monitoring program approved by the City Council provided that Phase One's share of the cost for constructing a traffic signal at the intersection of Skyline Drive and State Highway 139 be paid for in proportion to the amount of traffic which each type of land use in the subdivision generates; and,

**WHEREAS**, Traffic Circulation Mitigation Measure #1 in the FEIR required that the traffic signal at the intersection of Skyline Drive - Highway 139 traffic signal be installed when future traffic conditions warrant it. Nothing in this Resolution shall limit the City's ability to require any subdivider or developer to construct the traffic signal at the time of subdivision or construction nor the City's ability to enter into a reimbursement agreement in the event that the traffic signal is necessary prior to receipt of sufficient contributions into the Fund; and,

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**WHEREAS**, contributions shall be made to the "Skyline Drive - Highway 139 Traffic Signal Fund" at the time of filing of each final map in Phase One and shall be used exclusively for construction of a traffic signal at the intersection of Skyline Drive and Highway 139; and,

**WHEREAS**, the mitigation monitoring program approved by the City Council recognized the confined study area of the traffic study in the FEIR limits the City's ability to precisely allocate the costs of constructing a traffic signal at the intersection of Skyline Drive and State Highway 139 to existing traffic and lands outside Phase One; and,

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Susanville hereby creates the "Skyline Drive - Highway 139 Traffic Signal Fund" based upon the fair-share of the estimated construction cost for Phase One being \$50,000 and the cost allocation formula as shown in the approved mitigation monitoring program. Excess funds, if any, shall be returned to the current owners of record.

**BE IT FURTHER RESOLVED**, the City Council may consider adjustments to the traffic signal cost allocation formula or the fair-share amount for Phase One, as provided for in the approved mitigation monitoring program, following preparation of a supplemental traffic impact analysis documenting trip generation rates and trip distribution patterns.

APPROVED: *Lino P. Callegari*  
Lino P. Callegari, Mayor

ATTEST: *Mary A. Fahlen*  
Mary A. Fahlen, CMC, City Clerk

The foregoing resolution was adopted at an adjourned meeting of the City Council of the City of Susanville held on the 1st day of November, 1993, by the following vote:

- AYES: Middleton, Sayers, Jeskey, and Callegari
- NOES: None
- ABSENT: McCann, Jr.
- ABSTAINING: None

*Mary A. Fahlen*  
Mary A. Fahlen, CMC, City Clerk

Reviewed by:     Interim City Administrator  
    City Attorney

    Motion only  
  X   Public Hearing  
  X   Resolution  
    Ordinance  
    Information

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

**Action Date:** October 18, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Resolution No. 17-5440, Approving Supplemental Activity Application for the Homeownership Assistance Program

**PRESENTED BY:** Dan Newton, Interim City Administrator

**SUMMARY:** The City of Susanville has Program Income (PI) on hand from the repayment of loans given through funds granted by the State CDBG Program for the Homeownership Assistance Program. The money is loaned to individuals who income qualify to purchase residences in the City and when those loans are repaid, they are designated as PI.

The City of Susanville applied for the 2016 Community Development Block Grant NOFA and was awarded \$450,000 for the Riverside Park Project. During the application process staff was to determine the amount of projected PI that would be on hand at the time of award and less than \$100,000 in PI was available. With the level of interest in the program at that time and the limited payoffs of loans received, staff anticipated that there would be little to no PI left when/if the application was funded. Due to this assessment and the fact that staff was also requesting funding for the Homeownership Assistance Program in the grant application, the Supplemental Activity was not included in the NOFA application.

Since that time, payments have occurred, including the final City reimbursement payment of \$249,954 from monies previously borrowed, resulting in approximately \$321,000 in PI being on hand at this time. Due to the City having the open grant for the Riverside Park Project, in order to be able to spend the PI on the Homeownership Assistance, a Supplemental Activity Application is required. However, PI funds not spent by April 10, 2018 will be rolled over to the Riverside Park Project and an amended Riverside Park plan will be submitted to the State for approval.

At this time, staff is requesting approval to submit the Supplemental Activity Application to the State for up to \$321,000 in PI for the Homeowner Assistance Program and to roll remaining funds as of April 10, 2018 over to the Riverside Park Project.

**FISCAL IMPACT:** None.

**ACTION**

**REQUESTED:** Motion to approve Resolution No. 17-5440 approving Supplemental Activity Application for the Homeownership Assistance Program

**ATTACHMENTS:** Resolution No. 17-5440  
 Supplemental Activity Application

**RESOLUTION NO. 17-5440**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**APPROVING THE SUBMISSION OF SUPPLEMENTAL ACTIVITY APPLICATION**  
**FOR THE HOMEOWNERSHIP ASSISTANCE PROGRAM FOR COMMUNITY**  
**DEVELOPMENT BLOCK GRANT PROGRAM INCOME AS REQUIRED BY THE**  
**FEDERAL RULES GOVERNING THE COMMUNITY DEVELOPMENT BLOCK**  
**GRANT PROGRAM**

**WHEREAS**, the City of Susanville previously received funding from the State of California Department of Housing and Community Development Block Grant Program; and

**WHEREAS**, repayments of grant-funded loans have resulted in Program Income for the City of Susanville; and

**WHEREAS**, the City of Susanville was awarded funding in 2016 for the Riverside Park Project and is currently an open grant; and

**WHEREAS**, Federal regulations and the State Department of Housing and Community Development require that all jurisdictions receiving program income either create a Revolving Loan Fund for a specific activity or classify funds as Program Income and apply for a Supplemental Activity prior to expending funds; and

**WHEREAS**, the City of Susanville has determined that retaining funds as Program Income and submitting a Supplemental Activity Application for up to \$321,000 would provide the most flexibility and optimize the implementation of the Homeownership Assistance Program to provide the maximum community benefit; and

**WHEREAS**, the City Council of the City of Susanville held a public hearing and solicited input from the community regarding the program; and

**WHEREAS**, the City Council of the City of Susanville has reviewed and approved the Supplemental Activity Application and hereby finds that the Application would be in the best interests of the citizens of the City of Susanville; and

**WHEREAS**, it is necessary to submit the Supplemental Activity Application to the State of California Department of Housing and Community Development for approval prior to expending funds for the program; and

**WHEREAS**, on April 10, 2018, any remaining Program Income on hand will be committed to the Riverside Park Project.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS**; the City Council of the City of Susanville hereby approves the Supplemental Activity Application for the Homeownership Assistance Program, authorizes its submittal to the State Department of Housing and Community Development and authorizes any Program Income remaining as of April 10, 2018, to be committed to the Riverside Park Project.

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

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

The foregoing Resolution No. 17-5440 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 18<sup>th</sup> day of October, 2017 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

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

**CDBG SUPPLEMENTAL ACTIVITY REQUEST  
- PROGRAMS -**



GRANTEE: <u>CITY OF SUSANVILLE</u>	CONTACT PERSON: <u>QUINCY MCCOURT</u>	PHONE: <u>(916) 213-4234</u> EMAIL: <u>QMCCOURT@CITYOFSUSANVILLE.ORG</u>
DATE SUBMITTED BY JURISDICTION: _____	CDBG REPRESENTATIVE: <u>MAX EMAMI</u>	

**1. INDICATE THE CDBG PROGRAM ACTIVITY and MATRIX CODE TO BE INCLUDED AS A SUPPLEMENTAL ACTIVITY:**

**Activity: Check the appropriate box (may only have one activity per form):**

**Housing RLF:**

- Owner Occupied Rehab and/or Tenant Occupied Rehab (14A/14B)  
National Objective: Low/Mod Housing
- Homebuyer Assistance (13)  
National Objective: Low/Mod Housing

**Economic Development RLF:**

- Microenterprise Financial Assistance (18C)  
National Objective: Low/Mod Limited Clientele
- Special Economic Development Business Assistance (18A)  
National Objective: Low/Mod Jobs

**Contract Number This Activity is to be Added To:**    16-CDBG-11146

**Note:** If the Grantee has a RLF for the same Activity, all RLF funds must be expended prior to using this supplemental activity.

<b>CITIZEN PARTICIPATION:</b>	<b><i>No CDBG Activity can be approved without the required Citizen Participation being completed.</i></b>
	Public Notice: <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Not Completed    Comments: _____
	Resolution of the Governing Body (Authorizing submittal of the Supplemental Activity Request, designating the Authorized Representative) has been: <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Not Completed    Comments: _____
<b>Please submit evidence of the above with this request.</b>	

On behalf of the City/County of SUSANVILLE, I submit this CDBG Supplemental Activity Request and understand that, upon approval, this activity will be amended into an open CDBG contract and all conditions of that contract will be applicable, including the requirement to clear General Condition before incurring costs.

Authorized Representative Signature: \_\_\_\_\_

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

Print Name and Title of Authorized Signer:

DAN NEWTON, INTERIM CITY ADMINISTRATOR

Print Name of Preparer: QUINCY MCCOURT Date: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

*(FOR USE BY CDBG PROGRAM ONLY)*

**6. ACTIVITY APPROVAL:**

APPROVED

APPROVED WITH SPECIAL CONDITIONS:

Activity Eligibility 105(a): \_\_\_\_\_

NOT APPROVED Date: \_\_\_\_\_

**7. REASONS FOR NOT APPROVING:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CDBG Representative: \_\_\_\_\_ Date: \_\_\_\_\_

CDBG Program Manager: \_\_\_\_\_ Date: \_\_\_\_\_

CDBG Section Chief: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by:  Interim City Administrator  
 City Attorney

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

**Submitted by:** Quincy McCourt, Project Manager

**Action Date:** October 18, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 17-5438** approving budget amendments for the Riverside Park Project and Homeownership Assistance Program

**PRESENTED BY:** Dan Newton, Interim City Administrator

**SUMMARY:** The City was awarded a CDBG to fund various upgrades and improvements at the Riverside Park. The next phase of the project is the preparation of the construction drawings and in order to request reimbursement for the grant, 100 percent of the City's Program Income (PI) must be expended. The existing PI will fund the Homeownership Assistance Program and any remaining funds will be dedicated to the Riverside Park Project as of April 10, 2018. Staff is requesting an increase to the appropriations in the 2017/2018 budget of \$450,000 for the Riverside Park project, and \$321,000 for the Homeownership Assistance Program to cover the contract expenses incurred from July 1, 2017 through June 30, 2018.

**FISCAL IMPACT:** Increase to the 2017-2018 Budget for the Riverside Park project (\$450,000) and the Homeownership Assistance Program (\$321,000).

**ACTION REQUESTED:** Motion to approve Resolution No. 17-5438

**ATTACHMENTS:** Resolution No. 17-5438

**RESOLUTION NO. 17-5438  
A RESOLUTION OF THE SUSANVILLE CITY COUNCIL  
APPROVING BUDGET AMENDMENTS FOR THE RIVERSIDE PARK PROJECT  
AND HOMEOWNERSHIP ASSISTANCE PROGRAM**

**WHEREAS,** the City was awarded a Community Development Block Grant (CDBG) in the amount of \$450,000 to be invested into improvements at Riverside Park; and

**WHEREAS,** as part of that contract, the City is to expend 100 percent of current Program Income (PI); and

**WHEREAS,** the current balance of Program Income (PI) is \$321,000; and

**WHEREAS,** the PI will be invested in the Homeownership Assistance Program and any remainder will go to the Riverside Park Project; and

**WHEREAS,** an increase to the appropriations in the 2017/2018 Budget of \$450,000 for the Riverside Park Project and \$321,000 for the Homeownership Assistance Program is required.

**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 18th day of October, 2017 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

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

Reviewed by:      Interim City Administrator  
     City Attorney

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

**Submitted by:** James M. Moore, Fire Chief

**Action Date:** October 18, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 17-5441** Approving and authorizing the purchase of an 2001 International West Mark Wildland Type III fire engine from Bureau of Land Management and surplus of Engine #628-1991 Navistar.

**PRESENTED BY:** James M. Moore, Fire Chief

**SUMMARY:** The Fire Department recently received notification from the Bureau of Land Management that an International West Mark Wildland Type III fire engine is coming up for surplus. This type of fire engine would be an asset to the current Fire Department fleet allowing more opportunities for rental income to the City. The Fire Department’s current rental engine is advanced in age, does not possess the needed equipment and features to be useful to other agencies and in the event of a break down, most necessary replacement parts are obsolete. The purchase price of the 2001 International West Mark at Fair Market Value is projected to be \$22,000 to \$25,000. The Fire Department currently has funds available in their Facilities and Equipment reserve fund and we are requesting a budget of \$30,000 in the event that the current FMV of this engine exceeds the projection. If the Council authorizes the purchase, the Fire Department would surplus Engine #628 and the proceeds from the surplus sale would be returned to the Fire Department reserve fund.

**FISCAL IMPACT:** \$30,000 purchase from the Fire Department Facilities and Equipment reserve fund and proceeds of surplus sale of Engine 628 to be placed in the reserve fund.

**ACTION REQUESTED:** Motion to approve Resolution No. 17-5441 approving and authorizing the purchase of 2001 International West Mark Wildland Type III fire engine from Bureau of Land Management, surplus of Engine #628-1991 Navistar and authorizing the Finance Division to adjust the 2017-2018 Budget accordingly.

**ATTACHMENTS:** Resolution No. 17-5441

**RESOLUTION NO. 17-5441**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**APPROVING AND AUTHORIZING THE PURCHASE OF A 2001 INTERNATIONAL**  
**WEST MARK WILDLAND TYPE III FIRE ENGINE FROM BUREAU OF LAND**  
**MANAGEMENT AND SURPLUS OF ENGINE #628-1991 NAVISTAR**

**WHEREAS**, the City of Susanville Fire Department has a need of a Wildland Type III fire engine; and

**WHEREAS**, Bureau of Land Management is surplusing a 2001 International West Mark Wildland Fire Engine; and

**WHEREAS**, the Fire Department has a need to replace Engine #628-1991 Navistar;

**NOW, THEREFORE, BE IT RESOLVED** the City Council of the City of Susanville hereby authorizes the purchase of the 2001 International West Mark Fire Engine utilizing funds from the Fire Facility and Equipment reserve fund, surplus Engine #628 and authorizing the Finance Division to adjust the 2017-2018 budget accordingly

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

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

The foregoing Resolution No. 17-5441 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 18th day of October 2017 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

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

Reviewed by:    Interim City Administrator  
   City Attorney

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

**Submitted by:** Kristin Shepard, Administrative Specialist

**Action Date:** October 18, 2017

**CITY COUNCIL AGENDA ITEM**

**PRESENTED BY:** Dan Newton, Interim City Administrator

**SUBJECT:** **Resolution Number 17-5442** supporting the Historical Uptown Susanville Association (HUSA), Safe and Sane Halloween event on October 31, 2017, and authorizing the Public Works Director to submit an application for a Caltrans encroachment permit for the event.

**SUMMARY:** The Historical Uptown Susanville Association (HUSA) requests City Council support for the Safe and Sane Halloween event. HUSA is requesting closure of Main Street (State Route 36) from Roop Street to Weatherlow Street on Tuesday, October 31, 2017, from 3:00 pm to 5:00 pm. In addition, HUSA is requesting the closure of South Gay Street (Pancera Plaza) from Main Street to Cottage Street on Tuesday, October 31, 2017, from 12:00 pm to 5:00 pm.

This event requires two Street Division crewmembers to sweep Main Street (State Highway Route 36) before and after the event and six Public Works Department employees to set up, take down traffic control signs, and assist seven Police Officers with traffic control.

A Caltrans Encroachment Permit is required for the closure of Main Street. Caltrans does not charge the City and Encroachment Permit fee but they do require the City to accept all liability for this event as the Encroachment Permit Permittee.

**FISCAL IMPACT:**

Public Works Dept. Estimate Costs	\$1,800
Police Dept. Estimated Costs	\$ 875
<b>TOTAL ESTIMATED COST</b>	<b>\$2,675</b>

**ACTION REQUESTED:** Motion to adopt Resolution Number 17-5442 authorizing the closure of Main Street from Roop to Weatherlow and South Gay Street from Main to Cottage (Pancera Plaza) in support of the HUSA Safe and Sane Halloween event on October 31, 2017, from 12:00 p.m. to 5:00 p.m.

**ATTACHMENTS:** Resolution Number 17-5442

**RESOLUTION NUMBER 17-5442**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE SUPPORTING CLOSURE OF MAIN STREET (STATE ROUTE 36) FROM ROOP STREET TO WEATHERLOW STREET ON TUESDAY, OCTOBER 31, 2017, FROM 3:00 PM TO 5:00 PM; AUTHORIZING CLOSURE OF SOUTH GAY STREET FROM COTTAGE STREET TO MAIN STREET ON TUESDAY, OCTOBER 31, 2017, FROM 12:00 PM TO 5:00 PM; AND AUTHORIZING PUBLIC WORKS DIRECTOR TO SUBMIT AN APPLICATION FOR A CALTRANS ENCROACHMENT PERMIT FOR THE SAFE AND SANE EVENT.**

**WHEREAS**, Historical Uptown Susanville Association (HUSA) is hosting their annual Safe and Sane Halloween event on Tuesday, October 31, 2017, from 3:00 pm to 5:00 pm; and

**WHEREAS**, HUSA has requested the closure of South Gay Street (Pancera Plaza) from Main Street to Cottage Street from 12:00 pm to 5:00 pm on Tuesday, October 31, 2017, for the event; and

**WHEREAS**, HUSA has requested the closure of Main Street from Roop Street to Weatherlow Street for the duration of the event; and

**WHEREAS**, Caltrans requires an Encroachment Permit application to be submitted in order to close Main Street (State Route 36) for this event.

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

- 1) The City of Susanville supports the Historical Uptown Susanville Association (HUSA) Annual Safe and Sane Halloween event to be held on Tuesday, October 31, 2017, from 3:00 pm to 5:00 pm; and
- 2) The City supports the closure of Main (State Route 36) from Roop Street to Weatherlow Street from 3:00 pm to 5:00 pm on Tuesday, October 31, 2017, for the event; and
- 3) The City authorizes the closure of South Gay Street (Pancera Plaza) from Main Street to Cottage Street from 12:00 pm to 5:00 pm on Tuesday, October 31, 2017, for the event; and
- 3) The City Council authorizes the Public Works Director to submit an application for a Caltrans Encroachment Permit for the closure of Main Street (State Route 36) for the event as required.

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

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

The foregoing **Resolution No. 17-5442** was adopted at a regular meeting of the City Council of the City of Susanville, held on the 18th day of October 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

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Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

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Jessica Ryan, City Attorney

AGENDA ITEM NO. 9D

Reviewed by:   *A*   Interim City Administrator  
           City Attorney

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

**Submitted by:** John King, Police Chief

**Action Date:** October 18, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 17-5443** approving and accepting donation of Discretionary Funding for North Central Neighborhood Watch Signs

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

**SUMMARY:** The Police Department received funds from the Lassen County Board of Supervisors in the amount of \$460.00 to support the North Central district. The funds will account for 24 aluminum 12"x18" signs. An arrangement has already been made between LMUD and Public Works to post the signs. There are no other expenses to the City for overseeing this process.

**FISCAL IMPACT:** None

**ACTION REQUESTED:** Motion to approve **Resolution No. 17-5443** accepting donation of Discretionary Funding for North Central Neighborhood Watch Signs

**ATTACHMENTS:** Resolution No. 17-5443

**RESOLUTION NO. 17-5443**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**APPROVING AND ACCEPTING DONATION OF DISCRETIONARY FUNDING FROM**  
**LASSEN COUNTY BOARD OF SUPERVISORS**

**WHEREAS**, the City of Susanville has been notified that the Lassen County Board of Supervisors have made a donation of \$460.00 to the City of Susanville Police Department; and

**WHEREAS**, the donation has been made to support the North Central Neighborhood Watch District by purchasing 24 aluminum Neighborhood Watch signs; and

**WHEREAS**, the City Public Works Department and Lassen Municipal Utility District have coordinated the posting of the signs; and

**WHEREAS**, the City being authorized to accept gifts and donations; and

**WHEREAS**, the City Council acknowledges that the North Central Neighborhood Watch Group will be an effective method to improve the safety of the community.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Susanville that the City accepts the donation of funding from the Lassen County Board of Supervisors.

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

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

The foregoing **Resolution No. 17-5443** was adopted at a regular meeting of the City Council of the City of Susanville held on the 18<sup>th</sup> day of October, 2017, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

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

Reviewed by:    Interim City Administrator  
   City Attorney

   Motion only  
   Public Hearing  
  X Resolution  
   Ordinance  
   Information

**Submitted by:** Quincy McCourt, Project Manager

**Action Date:** October 18, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 17-5444** approving the waiver of fees for the PAPI project at the Susanville Municipal Airport

**PRESENTED BY:** Dan Newton, Interim City Administrator

**SUMMARY:** The project is underway at the Susanville Municipal Airport to upgrade the Visual Approach Slope Indicators (VASI) to Precision Approach Path Indicators (PAPI). The City of Susanville has issued Building Permit #17-263 for the project. The associated fees with the permit are:

1. \$46.00 - Application Fee
2. \$1,716.15 - Permit Fee
3. \$9.17 - S.B. 1473 Fee - This cannot be waived as it is a state requirement.

Staff is requesting City Council authorization to waive the building permit # 17-263, fees #1 and #2 totaling in the amount of \$1,762.15.

**FISCAL IMPACT:** Savings of \$1,762.15.

**ACTION REQUESTED:** Motion to approve Resolution No. 17-5444 approving the waiver of fees for the PAPI project at the Susanville Municipal Airport

**ATTACHMENTS:** Resolution No. 17-5444

**RESOLUTION NO. 17-5444**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**APPROVING THE WAIVER OF BUILDING PERMIT FEES FOR THE PAPI PROJECT**  
**AT THE SUSANVILLE MUNICIPAL AIRPORT**

**WHEREAS,** the Airport is upgrading its Visual Approach Slope Indicators (VASI) to Precision Approach Path Indicators (PAPI); and

**WHEREAS,** as part of that project, the City has issued Building Permit #17-263; and

**WHEREAS,** associated fees for Building Permit #17-263 are comprised of a \$46.00 application fee, a \$1,716.15 permit fee and a \$9.17 S.B. 1473 fee; and

**WHEREAS,** of those fees, a waiver of \$1,762.15 is permissible.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville approves the waiver of building permit fees for the PAPI project at the Susanville Municipal Airport in the amount of \$1,762.15.

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 18th day of October, 2017 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

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

AGENDA ITEM NO. 13A

Reviewed by:    Interim City Administrator  
   City Attorney

   Motion Only  
   Public Hearing  
   Resolution  
   Ordinance  
   Information

**Submitted By:** John King, Police Chief

**Action Date:** October 18, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Police Department Quarterly Report

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

**SUMMARY:** Staff will provide an update of the operations and projects of the Police Department.

**FISCAL IMPACT:** None

**ACTION REQUESTED:** Information only

**ATTACHMENTS:** Quarterly Status report.

**SUBJECT:** Quarterly Status Report – Police Department

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

The following is a summary of the projects and activities of the Susanville Police Department for the time period of April through June 2017:

### Personnel

- Currently the department is not fully staffed. We have one officer vacancy, and two staff member vacancies.

Officer Liess departed. Officer Sobol hired as SRO

The administrative assistant position was filled by Victoria Estrada.

The Evidence Technician was filled by Kim Warren

Officer recruitments are ongoing currently, with the intent to maintain an eligible hire list.

- Departmental training is currently focused on recovering lost skillsets due to retirements and departures.
- Officer skill maintenance remains and ongoing focus.
- A permanent SRO was selected and started the school year on time. Officer Sobol will be attending mandated SRO training in October.
- No known impending departures.

### Community Outreach

- We are continuing to work with our neighborhood watch groups listed below:
  - Depot Six
  - Susanville Indian Rancheria
  - Pine View Mobile Home Park
  - North Central

- Eschaton Village
  - Arnolds Orchard
  - Court House group – recently added
- 
- The Police Department assisted in the Main Street Cruise event with street closures and courtesy patrols.
  - The Police Department staffed the Lassen County fair with assistance from the Lassen Sheriff's department.

### **Crime Stoppers**

- Crime Stoppers continues to generated multiple calls
- Crime Stoppers has led to 6 arrests in this quarter
- Crime Stoppers has paid out over \$900.00 in reward money this quarter.

### **Administrative**

- Staff continues to meet with LCSO to implement a new RMS. RIMS appears to be the most suitable model for both LCSO and SPD
- Staff continues to work with LCSO, Behavioral Health, Banner Hospital and Mental Health to improve the Mental Health detection, identification and treatment process for persons in crisis. This group continues to meet and evaluate different crisis processes.

### **Facility**

- The Police building is old. Current lighting is no longer serviceable. The PD is working to start a bid process to replace all lights in the building with more efficient lights.

### **Crime Stats:**

- See attached.

Reviewed by:    Interim City Administrator  
   City Attorney

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

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

**Action Date:** October 18, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** City Administrator Recruitment Update

**PRESENTED BY:** Dan Newton, Interim City Administrator

**SUMMARY:** An update on the current recruitment for City Administrator will be provided at the meeting.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Information only.

**ATTACHMENTS:** None.