CITY OF SUSANVILLE
66 North Lassen Street • Susanville CA
Rod E. De Boer, Mayor
Brian Wilson, Mayor pro tem
Lino P. Callegari Cheryl McDonald Nicholas McBride

SUSANVILLE MUNICIPAL ENERGY CORPORATION SUSANVILLE PUBLIC FINANCING AUTHORITY

Susanville City Council
Regular Meeting • City Council Chambers
April 17, 2013 – 6:00 p.m.

Call meeting to order
Roll call of Councilmembers present

Next Resolution No. 13-4945
Next Ordinance No. 13-0990

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. The City Administrator will provide an oral update on the status of any open labor negotiations.

3 **CLOSED SESSION**:

A CONFERENCE WITH LABOR NEGOTIATOR – pursuant to Government Code §54957.6:

1. Agency Negotiator: Jared G. Hancock
   Bargaining Unit: Fire: 2012/2013
   Miscellaneous: 2012/2013
   Public Works: 2012/2013

2. Personnel Status Report

B CONFERENCE WITH LEGAL COUNSEL – Anticipated litigation: Significant exposure to litigation pursuant to Government Code §54956.9 (b): two

C CONFERENCE WITH LEGAL COUNSEL – Existing litigation pursuant to Government Code §54956.9 (a): City vs. Northern Sierra Homes, LLC
Lassen County Court Case: #50050

D CONFERENCE WITH LEGAL COUNSEL – Existing litigation pursuant to Government Code §54956.9 (a): Bernhardt vs. City of Susanville

E CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code §54956.8:

Property: APN 103-321-02
Agency negotiator: Jared G. Hancock
Negotiating parties: Unknown
Under negotiation: Price/Conditions/Terms of payment

F PUBLIC EMPLOYMENT – pursuant to Government Code §54957: Contract Services
A. Placement Agent Services

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/Thought for the Day: Councilmember Callegari*
- *Proclamations, awards or presentations by the City Council:*
  * *St. Baldrick's Foundation Day Proclamation*

5 **BUSINESS FROM THE FLOOR**:

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

6 **CONSENT CALENDAR**:

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

A Receive and file minutes from City Council's March 6 and 20, 2013 meetings
B Approve vendor warrants numbered 87170 through 87274 for a total of $228,546.94 including $94,512.05 in payroll warrants;
C Approve **Resolution No. 13-4944** authorizing cooperative agreement with CalFire
D Receive and file Treasurer's Report: March 2013
E Receive and file Finance Report: March 2013
F Receive and file Quarterly TOT Report: January – March 2013

7 **PUBLIC HEARINGS**:

A Public Hearing: Solicit and consider public comments regarding the adoption of a negative declaration and adoption of the 2009-2014 Housing Element for the City of Susanville
Action: Consider **Resolution No. 13-4943**, adopting the 2009-2014 Housing Element and authorizing submittal to the State Department of Housing for certification

B Public Hearing: Solicit and consider public comments regarding amendments to Chapter 17 of the City of Susanville Municipal Code
Action: Waive second reading and adopt **Ordinance No. 13-0989** approving the amendment of Susanville Municipal Code Chapter 17 to a allow cottage food operations as a permitted per AB 1616

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS**: No business
Commission/Committee Reports:

9 **NEW BUSINESS**:

A Consider authorizing Mayor to execute agreement for placement services with Brandis Tallman LLC

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

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

12 **CONTINUING BUSINESS**:

13 **CITY ADMINISTRATOR'S REPORTS**:

A NSF Check Program – T. Downing
B Law Enforcement Command College Program – T. Downing
C Junior Fishing Derby update – J. Hancock

14 **COUNCIL ITEMS**:

A AB1234 travel reports: None

15 **ADJOURNMENT**:

- *The next regular City Council meeting will be held on May 1, 2013 at 6:00 p.m.*

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

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

I, Gwenna MacDonald, certify that I caused to be posted notice of the regular meeting scheduled for April 17, 2013 in the areas designated on April 12, 2013.

Gwenna MacDonald, City Clerk

AGENDA ITEM 6A

Reviewed by: City Administrator
City Attorney

X Motion Only
Public Hearing
Resolution
Ordinance
Information

Submitted By: Gwenna MacDonald, City Clerk

Action Date: April 17, 2013

CITY COUNCIL AGENDA ITEM

SUBJECT: Minutes of the City Council's March 6 and 20, 2013 meetings

PRESENTED BY: Gwenna MacDonald, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's March 6 and 20, 2013 meetings.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of City Council's March 6 and 20, 2013 meetings.

ATTACHMENTS: Minutes: March 6, 2013
March 20, 2013

SUSANVILLE CITY COUNCIL
SUSANVILLE COMMUNITY DEVELOPMENT AGENCY
SUSANVILLE MUNICIPAL ENERGY CORPORATION
SUSANVILLE PUBLIC FINANCING AUTHORITY
Regular Meeting Minutes
March 6, 2013 – 6:00 p.m.
City Council Chambers 66 North Lassen Street Susanville CA 96130

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

Roll call of Councilmembers present: Cheryl L. McDonald, Nicholas McBride, Lino P. Callegari, Mayor pro tem Wilson and Mayor De Boer.

Staff present: Jared G. Hancock, City Administrator, Peter M. Talia, City Attorney and Gwenna MacDonald, City Clerk.

1 **APPROVAL OF AGENDA**:
Motion by Councilmember McBride, second by Councilmember McDonald to approve the agenda as submitted; motion carried unanimously.

2 **PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS** (if any): There were no comments from the public.

3 **CLOSED SESSION**: At 6:02 p.m. the Council recessed to closed session to discuss the following:

A CONFERENCE WITH LABOR NEGOTIATOR – pursuant to Government Code §54957.6:
Agency Negotiator: Jared G. Hancock
Bargaining Unit: Administrative/Confidential: 2012/2013
Fire: 2012/2013
Management: 2012/2013
Miscellaneous: 2012/2013
Professional/Technical: 2012/2013
Public Works: 2012/2013
SPOA: 2012/2013

B CONFERENCE WITH LEGAL COUNSEL – Anticipated litigation: Significant exposure to litigation pursuant to Government Code §54956.9 (b): one

C PUBLIC EMPLOYMENT – pursuant to Government Code Section 54957:
Title: Finance Manager

4 **RETURN TO OPEN SESSION**: At 7:00 p.m. the City Council recessed and reconvened in open session.

Staff present: Craig Platt, Public Works Director; Tom Downing, Police Chief; Ted Friedline, Fire Chief; and Gwenna MacDonald, City Clerk. Also present: Janette Zahniser, Assistant to the Public Works Director.

Mr. Hancock reported that the agenda was approved with no changes, and that the action to report from closed was as follows:

- Item 3A–City Council voted to approve memorandums of understanding with the Administrative/Confidential, Management, Professional/Technical and Susanville Peace Officers Association bargaining units;
- Staff was given direction on two non-reportable items.

Mr. Hancock requested that Item 12A be moved to consideration after the consent calendar in order to accommodate members of the public who were in attendance specifically for that item.

Chief Friedline offered the thought of the day.

5 **BUSINESS FROM THE FLOOR**:

Frank Stevenson explained that his parents were the owners of the home on Richmond Road that had been completely destroyed by fire. He was assisting his parents with the rebuild process and commended everyone involved for going above and beyond to help. He stated that he was requesting a variance in regards to the requirement for constructing a one-car garage, and asked for the City Council's support.

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

A Approve vendor warrants numbered 86819 through 86960 for a total of $431,315.99 including $96,174.11 in payroll warrants;

B Approve Treasurers Report – January 2013

C Approve Finance Report – January 2013

D Approve **Resolution No. 13-4922** assigning Airport Hangar Land Lease Agreement Lot #26 from Ken Barker to Kathy Barker

E Approve **Resolution No. 13-4923** authorizing the recertification of F-4 Phantom Jet lease

F Approve **Resolution No. 13-4933** authorizing the purchase of 2013 Ford Police Utility Vehicle

Motion by Councilmember Callegari, second by Councilmember McDonald to approve the consent calendar; motion carried unanimously.

12A Consider addition of an unlimited monthly rate to the 2013 Golf Course rates and fees Mr. Hancock explained that at its meeting of February 20th, the City Council considered a proposed fee schedule for the 2013 golf season. Of particular concern was the elimination of the fee for monthly unlimited golf. The Council received a significant amount of feedback at the meeting from the golfing community and staff was directed to meet with the Golf Committee to further investigate options for making this fee available. The Committee met and discussed the issue further. The goal for the Diamond Mountain Golf Course remains the same; to create a fair and equitable price that would create a value golf experience while generating sufficient revenues to continue course operations. Mr. Hancock invited additional comments from the representatives of the Golf Committee.

Councilmember McBride reported that the committee met again, reviewed the numbers, and came up with a fee of $300 with a cart for unlimited monthly play. This represents a compromise between the proposed fee of $350 suggested at the prior meeting, and the $280 per month that had been requested by members of the public.

Councilmember Callegari thanked the Committee for their hard work and the tremendous job they have done to prepare the golf course for a successful year. He expressed support of the comments received from the public, and recognized that the majority of those who golf are on a fixed budget. The Diamond Mountain Course is not a high-end establishment and the fees should be reasonable so that

people can play. It is an enterprise fund, and should not be priced to run at a profit. He supported the suggestion of a $280 price for the monthly unlimited fee.

Mayor De Boer thanked the Golf Committee for their hard work and recommendation.

Motion by Councilmember McBride, second by Mayor pro tem Wilson to adopt the proposed fees for 2013 Golf Season to include a $300 per month fee for unlimited golf with a cart; motion carried with Councilmember Callegari and Councilmember McDonald voting No.

7 **PUBLIC HEARINGS**: None

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS**:
Commission/Committee Reports: No business.

9 **NEW BUSINESS**:
9A Consider Resolution No. 13-4932 adopting revised and updated standard construction details for public works construction within the City of Susanville Mr. Platt reported that the public works engineering department reviews industry construction standards and updates throughout the year, such as the California Lead Free Standards, that affect all water fittings installed in the State of California. The City Council periodically reviews the Standard Construction Details for public works construction throughout the city, and updates those standards as needed to maintain consistency and compliance in public works projects.

Motion by Councilmember Callegari, second by Councilmember McDonald, to approve **Resolution No. 13-4932**; motion carried unanimously.

9B Consider Resolution No. 13-4929 approving and authorizing the Mayor to execute golf cart lease with Yamaha Golf-Car Company Mr. Hancock explained that the upcoming golf season requires that the City consider renewal of its agreement with Yamaha Golf Car Company for the provision of carts for the golf course. During the 2011/2012 season, the City rented 15 used carts and signed a three-year contract for 15 new carts. The new carts are at the golf course year-round and the lease payments are paid during the operating season of April – October. The used carts presented ongoing challenges with mechanical and other issues, and the Yamaha Representative drafted a proposal for the City to lease 15 additional new carts for three years. The term and payment schedule will be the same as the prior lease with a purchase option offered at the end of the lease of $1,500 per cart.

Motion by Mayor pro tem Wilson, second by Councilmember McDonald to approve **Resolution No. 13-4934**; motion carried unanimously.

9C Consider Resolution No. 13-4935 approving agreement for services with Interstate Gas Services, Inc. Mr. Hancock reported that for several years the City has retained Dan Bergmann of Interstate Gas Services for the provision of professional services related to the natural gas utility. The service has included routine monthly tasks as well as more involved projects. In years past there has been a greater need for more complex projects and assignments, and Mr. Bergmann included the cost of his monthly services with the billing for larger projects. Now that the gas system is on a more stable course, the monthly service he provides needs to be addressed more effectively in terms of billing. Staff has worked with Mr. Bergmann to develop an adjusted contract with a monthly retainer of $400 which covers the monthly services he provides. Any additional projects he is required to perform will be billed at an hourly rate.

There was general discussion regarding the monitoring of rates, fees, the natural gas price market, and the types of tasks that Mr. Bergmann provides on a monthly basis that builds the history of the system. His evaluation of market trends, rates, and gas purchase prices will be necessary data to have before the City considers any rate reductions.

Mayor pro tem Wilson requested the natural gas rates be brought to the Council for consideration as soon as possible.

Motion by Mayor pro tem Wilson, second by Concilmember McDonald, to approve **Resolution No. 13-4935**; motion carried unanimously.

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

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

12 **CONTINUING BUSINESS**:

12A Consider addition of an unlimited monthly rate to the 2013 Golf Course rates and fees

12B Consider Resolution No. 13-4930 authorizing Mayor to execute agreement for STIP Rehabilitation B project/Riverside Drive Mr. Platt reported that the City Council awarded the bid for the Riverside Drive Rehab B project to the firm of Dig It Construction at its February 6, 2013 meeting. Since that meeting, staff has worked to draw up the contract for construction services and is requesting Council authority to execute the contract with Dig It Construction. He provided an update regarding the construction timeline and schedule.

Motion by Mayor pro tem Wilson, second by Councilmember McBride to approve **Resolution No. 13-4930**; motion carried unanimously.

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

14 **COUNCIL ITEMS**:
14A AB1234 travel reports: None

15 **ADJOURNMENT**: Motion by Mayor pro tem Wilson, second by Councilmember Callegari to adjourn the meeting; motion carried unanimously.

Meeting adjourned at 7:25 p.m.

_____
Rod De Boer, Mayor

Respectfully submitted by

_____
Gwenna MacDonald, City Clerk

Approved on _____

SUSANVILLE CITY COUNCIL
SUSANVILLE COMMUNITY DEVELOPMENT AGENCY
SUSANVILLE MUNICIPAL ENERGY CORPORATION
SUSANVILLE PUBLIC FINANCING AUTHORITY
Regular Meeting Minutes
March 20, 2013 – 6:00 p.m.
City Council Chambers 66 North Lassen Street Susanville CA 96130

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

Roll call of Councilmembers present: Cheryl L. McDonald, Nicholas McBride, Lino P. Callegari, Mayor pro tem Wilson and Mayor De Boer.

Staff present: Jared G. Hancock, City Administrator, Peter M. Talia, City Attorney and Gwenna MacDonald, City Clerk.

1 **APPROVAL OF AGENDA**:
Motion by Councilmember Callegari, second by Mayor pro tem Wilson to approve the agenda as submitted; motion carried unanimously.

2 **PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS** (if any): There were no comments from the public.

3 **CLOSED SESSION**: At 6:01 p.m. the Council recessed to closed session to discuss the following:

A CONFERENCE WITH LABOR NEGOTIATOR – pursuant to Government Code §54957.6:
Agency Negotiator: Jared G. Hancock
Bargaining Unit: Fire: 2012/2013
Miscellaneous: 2012/2013
Public Works: 2012/2013

B CONFERENCE WITH LEGAL COUNSEL – Anticipated litigation: Significant exposure to litigation pursuant to Government Code §54956.9 (b): one

C CONFERENCE WITH LEGAL COUNSEL – Existing litigation pursuant to Government Code §54956.9 (a): City vs. Northern Sierra Homes, LLC
Lassen County Court Case: #50050

4 **RETURN TO OPEN SESSION**: At 6:43 p.m. the City Council recessed and reconvened in open session at 7:00 p.m.

Staff present: Craig Platt, Public Works Director; Tom Downing, Police Chief; Ted Friedline, Fire Chief; and Gwenna MacDonald, City Clerk.

Mr. Hancock reported that the agenda was approved with no changes, and that there was no action to report out of closed session.

Mayor pro tem Wilson offered the thought of the day.

5 **BUSINESS FROM THE FLOOR**:

Gary Felt, Lassen Rural Bus introduced Christie Schaffer of Paratransit Services. Ms. Schaffer explained that she was in Susanville to conduct a site visit of Lassen Rural Bus, evaluating things such as safety training and maintenance practices. She expressed her appreciation of the positive relationship her company has developed with Susanville, and looked forward to building on that in the future.

Raj Baines, resident of North Spring Street, complained about the City's lack of progress in remedying the ongoing problem he has with his neighbor's property. He stated that there is an accumulation of trash and junk which poses a health problem as well as having a negative effect on the value of the surrounding properties.

Mr. Hancock updated the City Council on the steps taken to date to work with the property owner in question.

Mr. Baines responded that he can clean the property up, but he keeps buying vehicles and in six months the property will be just as bad as before. He is frustrated and wants to see the City step up to provide a permanent solution.

Michael Kirack, General Contractor, complained about trash at the apartment complex located at the corner of North and Union streets. He renovated the property on the next block, and stated that the he cannot get the apartments rented because of the condition of the neighboring property.

The City Council gave direction to staff to investigate the complaints regarding these properties and to move forward with drafting language to update the Susanville Municipal Code in order to allow the City to respond to these types of complaints in a fair and equitable manner.

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

- A Receive and file minutes from City Council's February 6 and 20, 2013 meetings
- B Approve vendor warrants numbered 86961 through 87054 for a total of $264,748.39 including $93,758.90 in payroll warrants;
- C Receive and file Treasurer's Report: February 2013
- D Receive and file Finance Report: February 2013
- E Approve **Resolution No. 13-4936** terminating airport hangar space lease Lot #14/ Neumann
- F Approve **Resolution No. 13-4937** authorizing execution of airport hangar space lease Lot #14/Hicks
- G Approve **Resolution No. 13-4939** authorizing execution of Memorandums of Understanding with Employee Bargaining Units
- H Approve updated fire department job descriptions for Firefighter I and II, Fire Apparatus Engineer and Fire Captain

Motion by Councilmember Callegari, second by Councilmember McBride to approve the consent calendar; motion carried unanimously.

7 **PUBLIC HEARINGS**: None

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS**:
Commission/Committee Reports: No business.

9 **NEW BUSINESS**:
9A Consider approval of Resolution No. 13-4931 supporting Lassen Chamber of Commerce Main Cruise and Magical Country Christmas events Mr. Platt reported that the Chamber of Commerce is requesting that the City provide support for the annual events in the form of street closure

and clean up before and after the event. The staffing necessary for each event will include public works personnel and police officers to assist with traffic control. The Main Cruise event is scheduled for June 29th, and the Christmas celebration is scheduled for December 7th. Councilmember McBride indicated that he would like staff to explore options for designation these events as smoke-free.

Motion by Mayor pro tem Wilson, second by Councilmember McBride, to approve **Resolution No. 13-4931**; motion carried unanimously.

9B **Consider approval of Resolution No. 13-4940 authorizing the abatement and notice of lien for property located at 53, 55 and 57 McDow Street** Mr. Hancock reported that the City has been working with the owner of the property on North McDow Street that was destroyed by fire. The property is held in trust, and due to financial constraints the owner has not been able to have the property cleaned up. The City has secured three bids for the clean-up work, and determined Kirack Construction to be the most qualified bid. The cost of demolition is $14,391, and the owner has agreed to enter into a voluntary nuisance abatement release and lien agreement with the City. The City will be reimbursed the cost of demolition with the amount secured as a lien against the property.

Motion by Councilmember Callegari, second by Councilmember McBride to approve **Resolution No. 13-4940**; motion carried unanimously.

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

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

12 **CONTINUING BUSINESS**:

12A **Consider approval of amendment to Golf course concession agreement** Mr. Hancock explained that the City entered into a concession agreement with Tammy Wheeler for operation of the Diamond Mountain Golf Course Bar and Grill. The California Department of Alcoholic Beverage Control requires the City to execute a separate agreement with Ms. Wheeler for the sale of alcoholic beverages at the golf course. The amended agreement has been reviewed by Ms. Wheeler and she is agreeable to the revisions.

Motion by Mayor pro tem Wilson, second by Councilmember Callegari, to approve the revised agreement; motion carried unanimously.

12B **Consider Resolution No. 13-4938 Phase two: Water meter consolidation project** Mr. Platt reported that in May 2008, the City Council approved a rate increase for the water utility to fund long-term infrastructure improvements. It was determined that the first upgrade would be a system-wide meter replacement project to improve accuracy in determining water usage and streamline the meter reading process. In April 2009 the City Council approved the first phase of the project and additional phases have been approved in December 2010 and July 2012. Each of these projects was assigned a new project number and it is recommended that the projects be consolidated into a single meter replacement project number and close out the other projects. It is estimated that the total cost of the replacement project will be approximately $656,035 in labor, materials and equipment. The remaining balance in the water infrastructure improvement fund is approximately $482,643.87.

Motion by Mayor pro tem Wilson, second by councilmember McBride to adopt **Resolution No. 13-4938**; motion carried unanimously.

13 **CITY ADMINISTRATOR'S REPORTS**:

13A Purchase options for Airport Hangar Lot #29 Mr. Hancock reported that the Council had discussed purchase options for the hangar owned by Mr. Potter. The original purchase agreement included in-kind services which could not be enumerated, so a revised contract with cash-offer is being prepared. Submittal will trigger the one-month response period by City Council to decline or accept.

Councilmember Callegari remarked that the City should pay no more than fair market value for the hangar.

Mayor pro tem Wilson requested that staff provide additional information on options to finance these types of purchases.

14 COUNCIL ITEMS:
14A AB1234 travel reports: None

Mayor pro tem Wilson thanked the Public Works department for cleaning up the streets.

15 ADJOURNMENT: Motion by Mayor pro tem Wilson, second by Councilmember Callegari to adjourn the meeting; motion carried unanimously

Meeting adjourned at 7:25 p.m.

_____
Rod De Boer, Mayor

Respectfully submitted by

_____
Gwenna MacDonald, City Clerk

Approved on _____

AGENDA ITEM NO. 6B

Reviewed by: ~~CH~~ City Administrator
PMG City Attorney

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

Submitted by: Jared G. Hancock, City Administrator

Action Date: April 17, 2013

CITY COUNCIL AGENDA ITEM

SUBJECT: Vendor and Payroll Warrants

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: Warrants dated March 27th through April 10th numbered 87170 through 87274

FISCAL IMPACT: Accounts Payable vendor warrants totaling $134,034.89 plus $94,512.05 in payroll warrants, for a grand total of $228,546.94

ACTION REQUESTED: Motion to receive and file.

ATTACHMENTS: Payments by vendor and transmittal check registers.

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/13	03/28/2013	87170	5	ABC FIRE AND CYLINDE	HYDRO TEST	526130	1	1000-422-10-43	TECHNICAL SVCS	152.00	152.00
Total 526130:										152.00	152.00
03/13	03/28/2013	87171	12	ACTION ROOTER	RAN LAUNDRY LINE	901585	1	1000-422-10-43	TECHNICAL SVCS	150.00	150.00
Total 901585:										150.00	150.00
03/13	03/28/2013	87172	1394	ANDY'S LOCK AND KEY	DROP BOX LOCK STUCK	0027	1	1000-415-10-45	LOCKSMITHING SERVICES	60.00	60.00
Total 0027:										60.00	60.00
03/13	03/28/2013	87173	53		RETIREMENT INCENTIVE PKGE	031813	1	7610-2229-001	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 031813:										930.00	930.00
03/13	03/28/2013	87174	68	BECKWITH MD, DAVID R	QUESTIONAIRE	031413	1	1000-422-10-43	PROFESSIONAL SVCS	65.00	65.00
03/13	03/28/2013	87174	68	BECKWITH MD, DAVID R	QUESTIONAIRE -	031413	2	1000-422-10-43	PROFESSIONAL SVCS	65.00	65.00
03/13	03/28/2013	87174	68	BECKWITH MD, DAVID R	QUESTIONAIRE -	031413	3	1000-422-10-43	PROFESSIONAL SVCS	65.00	65.00
03/13	03/28/2013	87174	68	BECKWITH MD, DAVID R	QUESTIONAIRE -	031413	4	1000-422-10-43	PROFESSIONAL SVCS	65.00	65.00
03/13	03/28/2013	87174	68	BECKWITH MD, DAVID R	QUESTIONAIRE -	031413	5	1000-422-10-43	PROFESSIONAL SVCS	65.00	65.00
Total 031413:										325.00	325.00
03/13	03/28/2013	87174	68	BECKWITH MD, DAVID R	QUESTIONAIRE -	031613	1	1000-422-10-43	PROFESSIONAL SVCS	65.00	65.00
03/13	03/28/2013	87174	68	BECKWITH MD, DAVID R	QUESTIONAIRE -	031613	2	1000-422-10-43	PROFESSIONAL SVCS	65.00	65.00
03/13	03/28/2013	87174	68	BECKWITH MD, DAVID R	QUESTIONAIRE -	031613	3	1000-422-10-43	PROFESSIONAL SVCS	65.00	65.00
03/13	03/28/2013	87174	68	BECKWITH MD, DAVID R	QUESTIONAIRE -	031613	4	1000-422-10-43	PROFESSIONAL SVCS	65.00	65.00
03/13	03/28/2013	87174	68	BECKWITH MD, DAVID R	QUESTIONAIRE -	031613	5	1000-422-10-43	PROFESSIONAL SVCS	65.00	65.00
03/13	03/28/2013	87174	68	BECKWITH MD, DAVID R	QUESTIONAIRE -	031613	6	1000-422-10-43	PROFESSIONAL SVCS	65.00	65.00
03/13	03/28/2013	87174	68	BECKWITH MD, DAVID R	QUESTIONAIRE -	031613	7	1000-422-10-43	PROFESSIONAL SVCS	65.00	65.00
03/13	03/28/2013	87174	68	BECKWITH MD, DAVID R	QUESTIONAIRE -	031613	8	1000-422-10-43	PROFESSIONAL SVCS	65.00	65.00
03/13	03/28/2013	87174	68	BECKWITH MD, DAVID R	QUESTIONAIRE -	031613	9	1000-422-10-43	PROFESSIONAL SVCS	65.00	65.00
03/13	03/28/2013	87174	68	BECKWITH MD, DAVID R	QUESTIONAIRE -	031613	10	1000-422-10-43	PROFESSIONAL SVCS	65.00	65.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 031613:										650.00	650.00
03/13	03/28/2013	87174	68	BECKWITH MD, DAVID R	QUESTIONAIRE -	031813	1	1000-422-10-43	PROFESSIONAL SVCS	65.00	65.00
03/13	03/28/2013	87174	68	BECKWITH MD, DAVID R	QUESTIONAIRE -	031813	2	1000-422-10-43	PROFESSIONAL SVCS	65.00	65.00
03/13	03/28/2013	87174	68	BECKWITH MD, DAVID R	QUESTIONAIRE -	031813	3	1000-422-10-43	PROFESSIONAL SVCS	65.00	65.00
03/13	03/28/2013	87174	68	BECKWITH MD, DAVID R	QUESTIONAIRE -	031813	4	1000-422-10-43	PROFESSIONAL SVCS	65.00	65.00
03/13	03/28/2013	87174	68	BECKWITH MD, DAVID R	QUESTIONAIRE -	031813	5	1000-422-10-43	PROFESSIONAL SVCS	65.00	65.00
Total 031813:										325.00	325.00
03/13	03/28/2013	87174	68	BECKWITH MD, DAVID R	QUESTIONAIRE -	031913	1	1000-422-10-43	PROFESSIONAL SVCS	65.00	65.00
03/13	03/28/2013	87174	68	BECKWITH MD, DAVID R	QUESTIONAIRE -	031913	2	1000-422-10-43	PROFESSIONAL SVCS	65.00	65.00
03/13	03/28/2013	87174	68	BECKWITH MD, DAVID R	QUESTIONAIRE -	031913	3	1000-422-10-43	PROFESSIONAL SVCS	65.00	65.00
03/13	03/28/2013	87174	68	BECKWITH MD, DAVID R	QUESTIONAIRE -	031913	4	1000-422-10-43	PROFESSIONAL SVCS	65.00	65.00
03/13	03/28/2013	87174	68	BECKWITH MD, DAVID R	QUESTIONAIRE -	031913	5	1000-422-10-43	PROFESSIONAL SVCS	65.00	65.00
03/13	03/28/2013	87174	68	BECKWITH MD, DAVID R	QUESTIONAIRE -	031913	6	1000-422-10-43	PROFESSIONAL SVCS	65.00	65.00
Total 031913:										390.00	390.00
03/13	03/28/2013	87175	76	BILLINGTON ACE HARD	DIALFLO, EPOXY	265701	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	11.35	11.35
Total 265701:										11.35	11.35
03/13	03/28/2013	87175	76	BILLINGTON ACE HARD	GALV REDUCER	265964	1	1000-422-10-46	SUPPLIES-GENERAL	2.12	2.12
Total 265964:										2.12	2.12
03/13	03/28/2013	87175	76	BILLINGTON ACE HARD	CONCRETE EPOXY	265990	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	14.49	14.49
Total 265990:										14.49	14.49
03/13	03/28/2013	87175	76	BILLINGTON ACE HARD	HOSE CAP, HOSE WASHER	266012	1	1000-452-20-46	SUPPLIES-GENERAL	5.59	5.59
Total 266012:										5.59	5.59
03/13	03/28/2013	87175	76	BILLINGTON ACE HARD	GLOVES	266092	1	7401-430-62-46	SUPPLIES-GENERAL	12.08	12.08

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 266092:										12.08	12.08
03/13	03/28/2013	87175	76	BILLINGTON ACE HARD	DETECTOR COMBO	266140	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	118.97	118.97
Total 266140:										118.97	118.97
03/13	03/28/2013	87175	76	BILLINGTON ACE HARD	BULBS, REFLECTOR	266191	1	7530-451-52-44	REPAIR & MAINT - BUILDING	155.61	155.61
Total 266191:										155.61	155.61
03/13	03/28/2013	87175	76	BILLINGTON ACE HARD	RETURN & NEW BULB REFLEC	266208	1	7530-451-52-44	REPAIR & MAINT - BUILDING	4.35	4.35
Total 266208:										4.35	4.35
03/13	03/28/2013	87175	76	BILLINGTON ACE HARD	FLAT STEEL	266228	1	7110-430-42-46	SUPPLIES-GENERAL	18.36	18.36
Total 266228:										18.36	18.36
03/13	03/28/2013	87175	76	BILLINGTON ACE HARD	FLAT STEEL	266248	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	5.79	5.79
Total 266248:										5.79	5.79
03/13	03/28/2013	87175	76	BILLINGTON ACE HARD	DUCT TAPE	266296	1	2007-431-20-46	SUPPLIES-GENERAL	7.25	7.25
Total 266296:										7.25	7.25
03/13	03/28/2013	87175	76	BILLINGTON ACE HARD	TARP	266591	1	2007-431-20-46	SUPPLIES-GENERAL	7.25	7.25
Total 266591:										7.25	7.25
03/13	03/28/2013	87175	76	BILLINGTON ACE HARD	WD-40	266605	1	2007-431-20-46	SUPPLIES-GENERAL	63.74	63.74
Total 266605:										63.74	63.74
03/13	03/28/2013	87175	76	BILLINGTON ACE HARD	RAKE	266627	1	2007-431-20-46	SUPPLIES-SMALL TOOLS	21.48	21.48
Total 266627:										21.48	21.48

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/13	03/28/2013	87175	76	BILLINGTON ACE HARD	COVERALLS	266649	1	2007-431-20-46	SUPPLIES-GENERAL	14.50	14.50
Total 266649:										14.50	14.50
03/13	03/28/2013	87175	76	BILLINGTON ACE HARD	ELL, CLAMP	266701	1	7110-430-42-46	SUPPLIES-GENERAL	4.61	4.61
Total 266701:										4.61	4.61
03/13	03/28/2013	87176	7073		REFUND GAS OVERPAYMENT	10124950014	1	9999-1001-001	CASH CLEARING - UTILITIES	3.14	3.14
Total 10124950014:										3.14	3.14
03/13	03/28/2013	87177	1307	C&S WASTE SOLUTIONS	1505 MAIN ST	1505MAIN 030513	1	1000-422-10-44	DISPOSAL	153.73	153.73
Total 1505MAIN 030513:										153.73	153.73
03/13	03/28/2013	87178	7389		REFUND WATER DEPOSIT	10226550013	1	7110-2228-000	DEPOSITS-CUSTOMER	13.73	13.73
03/13	03/28/2013	87178	7389		REFUND GAS DEPOSIT	10226550013	2	7401-2228-000	DEPOSITS-CUSTOMER	175.00	175.00
Total 10226550013:										188.73	188.73
03/13	03/28/2013	87179	174		GROUND LEASE 710 MAIN 4/13	031813	1	8401-2228-000	DEPOSITS PAYABLE	75.00	75.00
Total 031813:										75.00	75.00
03/13	03/28/2013	87180	6684		REFUND GAS OVERPAYMENT	10311050106	1	9999-1001-001	CASH CLEARING - UTILITIES	62.06	62.06
Total 10311050106:										62.06	62.06
03/13	03/28/2013	87181	184	DEPARTMENT OF JUSTI	FINGERPRINTS -	958871	1	1000-2205-005	LIVE SCAN STATE OF CALIFOR	304.00	304.00
03/13	03/28/2013	87181	184	DEPARTMENT OF JUSTI	FINGERPRINTS -	958871	2	1000-416-10-45	FINGERPRINTING SERVICES	32.00	32.00
03/13	03/28/2013	87181	184	DEPARTMENT OF JUSTI	FINGERPRINTS -	958871	3	1000-416-10-45	FINGERPRINTING SERVICES	32.00	32.00
Total 958871:										368.00	368.00
03/13	03/28/2013	87182	194	DIAMOND SAW SHOP IN	SPARK PLUG, STARTER ROPE	022813	1	1000-422-10-44	RESCUE - REPAIR & MAINTENA	35.11	35.11
Total 022813:										35.11	35.11

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/13	03/28/2013	87183	219	ED STAUB & SONS PETR	189. GAL PROPANE AIRPORT	1184555	1	7201-430-81-46	PROPANE	425.48	425.48
	Total 1184555:									425.48	425.48
03/13	03/28/2013	87184	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	371320A	1	7110-430-42-43	TECHNICAL SVCS	133.00	133.00
	Total 371320A:									133.00	133.00
03/13	03/28/2013	87184	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	371385A	1	7110-430-42-43	TECHNICAL SVCS	85.00	85.00
	Total 371385A:									85.00	85.00
03/13	03/28/2013	87185	1199	FLOYD A BOYD CO.	G/C PLUGS, MOTOR, SHAFT	514959	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	1,733.65	1,733.65
	Total 514959:									1,733.65	1,733.65
03/13	03/28/2013	87186	265	FRONTIER - IRREGULAR	257-0315 AWOS AIRPORT	0315 031513	1	7201-430-81-45	COMMUNICATIONS	31.17	31.17
	Total 0315 031513:									31.17	31.17
03/13	03/28/2013	87186	265	FRONTIER - IRREGULAR	257-1045 P/W ENGINEERING	1045 031513	1	7620-430-10-45	COMMUNICATIONS	50.68	50.68
	Total 1045 031513:									50.68	50.68
03/13	03/28/2013	87186	265	FRONTIER - IRREGULAR	257-1056 P/W SHOP	1056 032013	1	7620-430-10-45	COMMUNICATIONS	41.51	41.51
	Total 1056 032013:									41.51	41.51
03/13	03/28/2013	87186	265	FRONTIER - IRREGULAR	257-1057 P/W FAX	1057 032013	1	7620-430-10-45	COMMUNICATIONS	187.46	187.46
	Total 1057 032013:									187.46	187.46
03/13	03/28/2013	87186	265	FRONTIER - IRREGULAR	021-1147 CITY HALL	11147 032013	1	1000-417-10-45	COMMUNICATIONS	1,026.94	1,026.94
	Total 11147 032013:									1,026.94	1,026.94
03/13	03/28/2013	87186	265	FRONTIER - IRREGULAR	257-2845 ROLL OVER	2845 031513	1	7620-430-10-45	COMMUNICATIONS	29.30	29.30

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 2845 031513:										29.30	29.30
03/13	03/28/2013	87186	265	FRONTIER - IRREGULAR	257-4725 CITY HALL FAX	4725 031513	1	1000-419-10-45	COMMUNICATIONS	22.05	22.05
03/13	03/28/2013	87186	265	FRONTIER - IRREGULAR	257-4725 CITY HALL FAX	4725 031513	2	1000-415-10-45	COMMUNICATIONS	22.06	22.06
Total 4725 031513:										44.11	44.11
03/13	03/28/2013	87186	265	FRONTIER - IRREGULAR	257-5152 FIRE	5152 031013	1	1000-422-10-45	COMMUNICATIONS	427.93	427.93
Total 5152 031013:										427.93	427.93
03/13	03/28/2013	87186	265	FRONTIER - IRREGULAR	257-7236 NAT GAS	7236 032013	1	7620-430-10-45	COMMUNICATIONS	175.28	175.28
Total 7236 032013:										175.28	175.28
03/13	03/28/2013	87186	265	FRONTIER - IRREGULAR	257-7237 NAT GAS	7237 032013	1	7620-430-10-45	COMMUNICATIONS	47.36	47.36
Total 7237 032013:										47.36	47.36
03/13	03/28/2013	87187	6821		REFUND GAS OVERPAYMENT	10212400003	1	9999-1001-001	CASH CLEARING - UTILITIES	79.22	79.22
Total 10212400003:										79.22	79.22
03/13	03/28/2013	87188	7386		REFUND GAS OVERPAYMENT	10310550105	1	9999-1001-001	CASH CLEARING - UTILITIES	189.11	189.11
Total 10310550105:										189.11	189.11
03/13	03/28/2013	87189	7388		REFUND WATER DEPOSIT	10328500015	1	7110-2228-000	DEPOSITS-CUSTOMER	51.35	51.35
Total 10328500015:										51.35	51.35
03/13	03/28/2013	87190	335	J.W. WOOD CO INC	WIRE	S061158	1	7530-451-52-46	SUPPLIES-GENERAL	12.94	12.94
Total S061158:										12.94	12.94
03/13	03/28/2013	87191	1058	JH HEATING INC	MOVE DUCT WORK INSTALL T	1894	1	1000-421-10-44	FACILITY - REPAIR & MAINTEN	3,000.00	3,000.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 1894:										3,000.00	3,000.00
03/13	03/28/2013	87192	1383	KOFILE PRESERVATION	MINUTE BOOKS	209419	1	1000-411-40-46	BOOKS AND PERIODICALS	384.82	384.82
Total 209419:										384.82	384.82
03/13	03/28/2013	87193	374	L N CURTIS & SONS	O RING	126457100	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	63.95	63.95
Total 126457100:										63.95	63.95
03/13	03/28/2013	87194	397	LASSEN CO FIRE OFFIC	2013 MEMBERSHIPS	2013	1	1000-422-10-48	DUES AND MEMBERSHIPS	40.00	40.00
Total 2013:										40.00	40.00
03/13	03/28/2013	87195	411	LASSEN MOTOR PARTS	LAMP	170786	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	10.73	10.73
Total 170786:										10.73	10.73
03/13	03/28/2013	87195	411	LASSEN MOTOR PARTS	OIL FILTER, OIL	170860	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	23.45	23.45
Total 170860:										23.45	23.45
03/13	03/28/2013	87195	411	LASSEN MOTOR PARTS	OIL	170881	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	8.66	8.66
Total 170881:										8.66	8.66
03/13	03/28/2013	87196	412	LASSEN REGIONAL SOLI	DUMP FEES	605286	1	2007-431-20-44	DISPOSAL	10.00	10.00
Total 605286:										10.00	10.00
03/13	03/28/2013	87197	7384		REFUND GAS OVERPAYMENT	10223650004	1	9999-1001-001	CASH CLEARING - UTILITIES	11.61	11.61
Total 10223650004:										11.61	11.61
03/13	03/28/2013	87198	437	LMUD	AIRPORT VASI LIGHTS	10108 032213	1	7201-430-81-46	ELECTRICITY	94.68	94.68
Total 10108 032213:										94.68	94.68

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/13	03/28/2013	87198	437	LMUD	N WEATHERLOW ST SIGNALS	3651 032213	1	2007-431-60-46	ELECTRICITY	111.74	111.74
Total 3651 032213:										111.74	111.74
03/13	03/28/2013	87198	437	LMUD	WELL #3	4559 031813	1	7110-430-42-46	ELECTRICITY	123.21	123.21
Total 4559 031813:										123.21	123.21
03/13	03/28/2013	87198	437	LMUD	MAIN & ALEXANDER	49496 032213	1	2007-431-60-46	ELECTRICITY	97.57	97.57
Total 49496 032213:										97.57	97.57
03/13	03/28/2013	87198	437	LMUD	MAIN & FAIRFIELD	49497 032213	1	2007-431-60-46	ELECTRICITY	94.41	94.41
Total 49497 032213:										94.41	94.41
03/13	03/28/2013	87198	437	LMUD	MAIN & JOHNSTONVILLE SIGN	49498 032213	1	2007-431-60-46	ELECTRICITY	119.31	119.31
Total 49498 032213:										119.31	119.31
03/13	03/28/2013	87198	437	LMUD	RIVERSIDE & MAIN SIGNAL LIG	49499 032213	1	2007-431-60-46	ELECTRICITY	194.66	194.66
Total 49499 032213:										194.66	194.66
03/13	03/28/2013	87198	437	LMUD	AIRPORT LOT 5	51908 032213	1	7201-430-81-46	ELECTRICITY	102.27	102.27
Total 51908 032213:										102.27	102.27
03/13	03/28/2013	87198	437	LMUD	AIRPORT HANGER 6	54333 032213	1	7201-430-81-46	ELECTRICITY	10.00	10.00
Total 54333 032213:										10.00	10.00
03/13	03/28/2013	87198	437	LMUD	AIRPORT OFFICE	7146 032213	1	7201-430-81-46	ELECTRICITY	378.53	378.53
Total 7146 032213:										378.53	378.53
03/13	03/28/2013	87198	437	LMUD	AIRPORT GAS PUMP	7154 032213	1	7201-430-81-46	ELECTRICITY	18.45	18.45

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 7154 032213:										18.45	18.45
03/13	03/28/2013	87198	437	LMUD	WELL 1	7714 032213	1	7110-430-42-46	ELECTRICITY	77.79	77.79
Total 7714 032213:										77.79	77.79
03/13	03/28/2013	87198	437	LMUD	AIRPORT HANGER 8	92715 032213	1	7201-430-81-46	ELECTRICITY	122.56	122.56
Total 92715 032213:										122.56	122.56
03/13	03/28/2013	87199	445		RETIRE INCENTIVE 4/13	031813	1	7610-2229-001	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 031813:										930.00	930.00
03/13	03/28/2013	87200	1367	MELTON DESIGN GROU	PHASE 1 SITE ANALYSIS	1127	1	3025-417-10-43	PROFESSIONAL SERVCES	4,628.00	4,628.00
Total 1127:										4,628.00	4,628.00
03/13	03/28/2013	87201	467	METER VALVE & CONTR	GAS REGULATOR	6252	1	7401-430-62-46	SUPPLIES-GENERAL	337.96	337.96
Total 6252:										337.96	337.96
03/13	03/28/2013	87202	471	MEYERS NAVE	ATTORNEY FEES 2/7/13-2/26/13	2013020709	1	1000-412-10-43	PROFESSIONAL SVCS	2,905.00	2,905.00
Total 2013020709:										2,905.00	2,905.00
03/13	03/28/2013	87203	473		REFUND GAS OVERPAYMENT	10126200304	1	9999-1001-001	CASH CLEARING - UTILITIES	63.75	63.75
Total 10126200304:										63.75	63.75
03/13	03/28/2013	87204	481	MISSION LINEN & UNIFO	COMM SVCS LINEN SERVICES	250140310	1	1000-452-20-44	LINEN SERVICES	12.83	12.83
Total 250140310:										12.83	12.83
03/13	03/28/2013	87204	481	MISSION LINEN & UNIFO	COMM SVCS LINEN SERVICES	250141584	1	1000-452-20-44	LINEN SERVICES	12.83	12.83
Total 250141584:										12.83	12.83

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/13	03/28/2013	87204	481	MISSION LINEN & UNIFO	P/W ADMIN LINEN SERVICES 3/	250142880	1	7620-430-10-44	LINEN SERVICE	64.24	64.24
Total 250142880:										64.24	64.24
03/13	03/28/2013	87204	481	MISSION LINEN & UNIFO	GAS DEPT LINEN SERVICES 3/	250142881	1	7401-430-62-44	LINEN SERVICES	68.93	68.93
Total 250142881:										68.93	68.93
03/13	03/28/2013	87204	481	MISSION LINEN & UNIFO	WATER DEPT LINEN SERVICES	250142882	1	7110-430-42-44	LINEN SERVICE	56.08	56.08
Total 250142882:										56.08	56.08
03/13	03/28/2013	87204	481	MISSION LINEN & UNIFO	STREETS LINEN SERVICES 3/2	250142883	1	2007-431-20-44	LINEN SERVICE	6.68	6.68
Total 250142883:										6.68	6.68
03/13	03/28/2013	87204	481	MISSION LINEN & UNIFO	PD SOAP, TISSUE	S17879	1	1000-421-10-46	SUPPLIES-JANITORIAL	240.26	240.26
Total S17879:										240.26	240.26
03/13	03/28/2013	87205	1271		4/13 GROUND LEASE 706 MAIN	031813	1	8401-2228-000	DEPOSITS PAYABLE	100.00	100.00
Total 031813:										100.00	100.00
03/13	03/28/2013	87206	7385		REFUND GAS OVERPAYMENT	10310300018	1	9999-1001-001	CASH CLEARING - UTILITIES	142.59	142.59
Total 10310300018:										142.59	142.59
03/13	03/28/2013	87207	561		RETIRMENT INCENTIVE 4-13	031813	1	7610-2229-001	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 031813:										930.00	930.00
03/13	03/28/2013	87208	572	QUILL CORPORATION	PENCIL, PENS, BIC LINER	9982760	1	1000-422-10-46	SUPPLIES-GENERAL	96.90	96.90
Total 9982760:										96.90	96.90
03/13	03/28/2013	87209	6797		REFUND GAS OVERPAYMENT	10408600104.01	1	9999-1001-001	CASH CLEARING - UTILITIES	1.81	1.81

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 10408600104.01:										1.81	1.81
03/13	03/28/2013	87210	1259	SIERRA AUCTION & TRAI	SHURFLO WATER PUMP	538085	1	1000-422-50-43	VOLUNTEERS-OUT OF AREA FI	107.24	107.24
Total 538085:										107.24	107.24
03/13	03/28/2013	87211	1076	SIERRA COFFEE AND BE	WATER SERVICE 3/15/13	10229	1	1000-417-10-46	SUPPLIES-GENERAL	27.40	27.40
Total 10229:										27.40	27.40
03/13	03/28/2013	87212	640	SIERRA ELECTRONICS	FUSE, REWIRED LIGHTBAR	195862	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	81.25	81.25
Total 195862:										81.25	81.25
03/13	03/28/2013	87213	7069	SMITH PROPERTIES	REFUND GAS OVERPAYMENT	10520290109	1	9999-1001-001	CASH CLEARING - UTILITIES	117.00	117.00
Total 10520290109:										117.00	117.00
03/13	03/28/2013	87214	674	SUNRISE ENVIRONMENT	ORANGE EXPRESS, GORILLA S	25430	1	1000-422-10-46	SUPPLIES-JANITORIAL	520.28	520.28
Total 25430:										520.28	520.28
03/13	03/28/2013	87215	1023	TALIA, PETER M.	CITY ATTORNEY 2/22/13 - 3/22/	032213	1	1000-412-10-43	PROFESSIONAL SVCS	4,627.00	4,627.00
Total 032213:										4,627.00	4,627.00
03/13	03/28/2013	87216	713		RETIRE INCENTIVE 4/13	031813	1	7610-2229-001	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 031813:										930.00	930.00
03/13	03/28/2013	87217	722	TUM-A-LUM LUMBER CO	CONCRETE MIX	1303142668	1	2007-431-20-46	SUPPLIES-GENERAL	8.06	8.06
Total 1303142668:										8.06	8.06
03/13	03/28/2013	87217	722	TUM-A-LUM LUMBER CO	CONCRETE MIX	1303147235	1	2007-431-20-46	SUPPLIES-GENERAL	4.03	4.03
Total 1303147235:										4.03	4.03

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/13	03/28/2013	87218	530	U.S. BANK EQUIPMENT F	PAYMENT #35 OF 48 LOAN #13	224562538	1	7530-2237-002	US BANK CAPITAL LEASE	1,751.91	1,751.91
03/13	03/28/2013	87218	530	U.S. BANK EQUIPMENT F	PAYMENT #35 OF 48 LOAN #13	224562538	2	7530-451-50-48	INTEREST	126.49	126.49
03/13	03/28/2013	87218	530	U.S. BANK EQUIPMENT F	PAYMENT #35 OF 48 LOAN #13	224562538	3	7530-451-50-48	TAXES, FEES, PERMITS & CHA	154.97	154.97
Total 224562538:										2,033.37	2,033.37
03/13	03/28/2013	87219	742	UPS STORE, THE	POSTAGE UNITROL FOR REPAI	032113	1	1000-422-50-43	VOLUNTEERS-OUT OF AREA FI	17.62	17.62
Total 032113:										17.62	17.62
03/13	03/28/2013	87219	742	UPS STORE, THE	G/C 2 WAY RADIO SHIPPING	11031	1	7530-451-52-45	PRINTING & BINDING	29.87	29.87
Total 11031:										29.87	29.87
03/13	03/28/2013	87220	749	VERIZON WIRELESS	CELLULAR PHONES - FIRE DEP	9700837150	1	1000-422-10-45	COMMUNICATIONS	59.30	59.30
Total 9700837150:										59.30	59.30
03/13	03/28/2013	87221	7387		REFUND WATER OVERPAYME	10509100000	1	9999-1001-001	CASH CLEARING - UTILITIES	38.59	38.59
Total 10509100000:										38.59	38.59
03/13	03/28/2013	87222	7377	WESTWOOD COMMUNIT	REIM FOR OVER CHARGE FOR	032713	1	9999-1001-002	CASH CLEARING - ACCTS REC	356.46	356.46
Total 032713:										356.46	356.46
03/13	03/28/2013	87223	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE P	37915	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	98.88	98.88
Total 37915:										98.88	98.88
Grand Totals:										33,859.41	33,859.41

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

Report Criteria:
Report type: GL detail
Check.Check Number = 87224
Check.Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/13	03/28/2013	87224	550	PETTY CASH	PETTY CASH - GOLF COURSE	032813	1	7530-1012-004	PETTY CASH - GOLF COURSE	600.00	600.00
Total 032813:										600.00	600.00
Grand Totals:										600.00	600.00

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/13	03/29/2013	87225	332	INTERSTATE GAS SERVI	GAS CONSULTING SVC 3/2013	032813	1	7401-430-62-43	PROFESSIONAL SVCS	400.00	400.00
Total 032813:										400.00	400.00
03/13	03/29/2013	87226	728	U S POSTMASTER	GAS BILLING POSTAGE	032913	1	7401-430-62-46	POSTAGE	251.97	251.97
03/13	03/29/2013	87226	728	U S POSTMASTER	WATER BILLING POSTAGE	032913	2	7110-430-42-46	POSTAGE	489.07	489.07
Total 032913:										741.04	741.04
Grand Totals:										1,141.04	1,141.04

Report Criteria:
Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
03/29/2013	CDPT	04/03/2013	219	CITY OF SUSANVILLE PA	1	7650-2203-1	5,566.05-
03/29/2013	CDPT	04/03/2013	219	CITY OF SUSANVILLE PA	1	7650-2203-1	5,566.05-
03/29/2013	CDPT	04/03/2013	219	CITY OF SUSANVILLE PA	1	7650-2203-1	1,796.28-
03/29/2013	CDPT	04/03/2013	219	CITY OF SUSANVILLE PA	1	7650-2203-1	1,796.28-
03/29/2013	CDPT	04/03/2013	219	CITY OF SUSANVILLE PA	1	7650-2203-1	13,299.61-
03/29/2013	CDPT	04/03/2013	87232	CA STATE DISBURSEME	26	7650-2203-0	184.61-
03/29/2013	CDPT	04/03/2013	87233	CA STATE DISBURSEME	36	7650-2203-0	330.92-
03/29/2013	CDPT	04/03/2013	87234	CA STATE DISBURSEME	37	7650-2203-0	376.15-
03/29/2013	CDPT	04/03/2013	87235	EMPLOYMENT DEV DEP	7	7650-2203-1	1,199.63-
03/29/2013	CDPT	04/03/2013	87236	EMPLOYMENT DEV. DEP	6	7650-2203-1	4,063.26-
03/29/2013	CDPT	04/03/2013	87237	NATIONWIDE RETIREME	5	7650-2203-0	125.00-
03/29/2013	CDPT	04/03/2013	87238	VALIC	4	7650-2203-0	2,502.05-
03/29/2013	CDPT	04/05/2013	87274	P.E.R.S.	8	7650-2203-1	15,054.16-
03/29/2013	CDPT	04/05/2013	87274	P.E.R.S.	8	7650-2203-1	12,407.39-
03/29/2013	CDPT	04/05/2013	87274	P.E.R.S.	8	7650-2203-1	5,617.25-
03/29/2013	CDPT	04/05/2013	87274	P.E.R.S.	8	7650-2203-1	202.77-
03/29/2013	CDPT	04/05/2013	87274	P.E.R.S.	8	7650-2203-1	158.45-
03/29/2013	CDPT	04/05/2013	87274	P.E.R.S.	8	7650-2203-1	146.18-
03/29/2013	CDPT	04/05/2013	87274	P.E.R.S.	8	7650-2203-1	31.48-
03/29/2013	CDPT	04/05/2013	87274	P.E.R.S.	8	7650-2203-1	35.29-
03/29/2013	CDPT	04/05/2013	87274	P.E.R.S.	8	7650-2203-1	16.00-
03/29/2013	CDPT	04/05/2013	87274	P.E.R.S.	8	7650-2203-1	4,605.02-
03/29/2013	CDPT	04/05/2013	87274	P.E.R.S.	8	7650-2203-1	1,217.60-
03/29/2013	CDPT	04/05/2013	87274	P.E.R.S.	8	7650-2203-1	2,762.16-
Grand Totals:			24				79,059.64-

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
04/13	04/04/2013	87239	1070	AT&T MOBILITY	WIRELESS PHONES POLICE	83595603704012013	1	1000-421-10-45	COMMUNICATIONS	172.76	172.76
Total 83595603704012013:										172.76	172.76
04/13	04/04/2013	87240	76	BILLINGTON ACE HARD	PHONE JACK	265719	1	1000-452-21-46	SUPPLIES-GENERAL	2.89	2.89
Total 265719:										2.89	2.89
04/13	04/04/2013	87240	76	BILLINGTON ACE HARD	TOOL BOX	266831	1	7401-430-62-46	SUPPLIES-SMALL TOOLS	9.18	9.18
Total 266831:										9.18	9.18
04/13	04/04/2013	87241	85		TR MILEAGE REIM COLUSA 3/5/	030513	1	7110-430-42-45	TRAVEL	248.60	248.60
Total 030513:										248.60	248.60
04/13	04/04/2013	87242	815	CALIFORNIA RURAL WAT	MEMBERSHIP DUES 5/13-5/14	040113	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	171.68	171.68
04/13	04/04/2013	87242	815	CALIFORNIA RURAL WAT	MEMBERSHIP DUES 5/13-5/14	040113	2	7110-1430-105	PRE-PAID OTHER	858.32	858.32
Total 040113:										1,030.00	1,030.00
04/13	04/04/2013	87243	7395		REFUND GAS DEPOSIT	10320800020	1	7401-2228-000	DEPOSITS-CUSTOMER	175.00	175.00
04/13	04/04/2013	87243	7395		REFUND WATER DEPOSIT	10320800020	2	7110-2228-000	DEPOSITS-CUSTOMER	30.90	30.90
Total 10320800020:										205.90	205.90
04/13	04/04/2013	87244	166	D & L DISTRIBUTING INC	RETURN OF GOLF COURSE SU	431458	1	7530-451-55-46	SUPPLIES - GENERAL	32.00-	32.00-
Total 431458:										32.00-	32.00-
04/13	04/04/2013	87244	166	D & L DISTRIBUTING INC	SODA/WATER FOR GOLF COU	436025	1	7530-451-54-46	SUPPLIES GENERAL	236.40	236.40
Total 436025:										236.40	236.40
04/13	04/04/2013	87245	1395	DUERKSEN ELECTRIC	LOWERED LIGHTING FROM CEI	101	1	1000-421-10-44	FACILITY - REPAIR & MAINTEN	1,100.00	1,100.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 101:										1,100.00	1,100.00
04/13	04/04/2013	87246	219	ED STAUB & SONS PETR	16.8 GAL PROPANE AIRPORT	1185482	1	2007-431-20-46	SUPPLIES-GENERAL	55.99	55.99
Total 1185482:										55.99	55.99
04/13	04/04/2013	87247	238	FASTENAL COMPANY	MEASURING WHEEL	51722	1	3019-431-20-44	CONSTRUCTION SERVICE	166.42	166.42
Total 51722:										166.42	166.42
04/13	04/04/2013	87248	825	FIRENET LASSEN	2012 MEMBERSHIP	SUS201201	1	1000-422-10-45	DISPATCH CONTRACT	10,000.00	10,000.00
Total SUS201201:										10,000.00	10,000.00
04/13	04/04/2013	87249	1112	[illegible]	DRILL NIGHT DRAWING - 1ST P	032513	1	1000-422-29-46	SUPPLIES - PROMOTIONAL	40.00	40.00
Total 032513:										40.00	40.00
04/13	04/04/2013	87250	362	KAUFFMAN, B	CLEANING SVCS PUBLIC WOR	514776	1	7620-430-10-44	CUSTODIAL	220.00	220.00
Total 514776:										220.00	220.00
04/13	04/04/2013	87251	365	KEN'S APPLIANCE	CONVERSION KIT	055901	1	7110-430-42-46	SUPPLIES-GENERAL	13.92	13.92
Total 055901:										13.92	13.92
04/13	04/04/2013	87252	389	LASSEN CO AUDITOR	CO SHARE PARKING FINES 3/2	032613	1	1000-2205-004	COUNTY PAYABLE	10.00	10.00
Total 032613:										10.00	10.00
04/13	04/04/2013	87253	411	LASSEN MOTOR PARTS	IDLE PULL	170145	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	20.74	20.74
Total 170145:										20.74	20.74
04/13	04/04/2013	87253	411	LASSEN MOTOR PARTS	ADHESIVE	170190	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	17.94	17.94
Total 170190:										17.94	17.94

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
04/13	04/04/2013	87253	411	LASSEN MOTOR PARTS	V BELT	170229	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	34.60	34.60
Total 170229:										34.60	34.60
04/13	04/04/2013	87253	411	LASSEN MOTOR PARTS	BRACKET, SOCKET	170523	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	24.63	24.63
Total 170523:										24.63	24.63
04/13	04/04/2013	87253	411	LASSEN MOTOR PARTS	HYD OIL	170711	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	56.76	56.76
Total 170711:										56.76	56.76
04/13	04/04/2013	87253	411	LASSEN MOTOR PARTS	HYD OIL	170716	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	113.52	113.52
Total 170716:										113.52	113.52
04/13	04/04/2013	87253	411	LASSEN MOTOR PARTS	ANTIFREEZE	171201	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	65.66	65.66
Total 171201:										65.66	65.66
04/13	04/04/2013	87254	413	LASSEN TIRE	TUBE	43749	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	35.00	35.00
Total 43749:										35.00	35.00
04/13	04/04/2013	87254	413	LASSEN TIRE	(1) MOUNT/DISMOUNT #343	43759	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	913.88	913.88
Total 43759:										913.88	913.88
04/13	04/04/2013	87255	427	LESLIE'S JEWELRY	ENGRAVING FIREFIGHTER OF	20679	1	1000-422-29-46	SOCIAL EVENTS	130.05	130.05
Total 20679:										130.05	130.05
04/13	04/04/2013	87256	437	LMUD	GOLF COURSE IRR WELL30 HP	122907 032213	1	7530-451-52-46	ELECTRICITY	23.01	23.01
Total 122907 032213:										23.01	23.01
04/13	04/04/2013	87256	437	LMUD	GOLF COURSE PUMP STATION	122910 032213	1	7530-451-52-46	ELECTRICITY	10.00	10.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 122910 032213:										10.00	10.00
04/13	04/04/2013	87256	437	LMUD	GOLF COURSE IRR PUMP/8TH	122929 032213	1	7530-451-52-46	ELECTRICITY	10.00	10.00
Total 122929 032213:										10.00	10.00
04/13	04/04/2013	87256	437	LMUD	GOLF COURSE PUMP HOUSE	132052 032213	1	7530-451-52-46	ELECTRICITY	204.96	204.96
Total 132052 032213:										204.96	204.96
04/13	04/04/2013	87256	437	LMUD	470-895 CIRCLE DR	144281 032213	1	7530-451-52-46	ELECTRICITY	9.18	9.18
Total 144281 032213:										9.18	9.18
04/13	04/04/2013	87256	437	LMUD	LITTLE LEAGUE PARK AREA LI	3522 032213	1	1000-452-20-46	ELECTRICITY	31.65	31.65
Total 3522 032213:										31.65	31.65
04/13	04/04/2013	87256	437	LMUD	925 SIERRA RD SPORTS CTR	60453 032213	1	1000-452-20-46	ELECTRICITY	10.00	10.00
Total 60453 032213:										10.00	10.00
04/13	04/04/2013	87256	437	LMUD	GOLF COURSE CLUB HOUSE	7394 032213	1	7530-451-52-46	ELECTRICITY	22.10	22.10
Total 7394 032213:										22.10	22.10
04/13	04/04/2013	87256	437	LMUD	GOLF COURSE CART BARN 2	7400 032213	1	7530-451-52-46	ELECTRICITY	10.27	10.27
Total 7400 032213:										10.27	10.27
04/13	04/04/2013	87256	437	LMUD	GOLF COURSE BARN 1 & 3	9312 032213	1	7530-451-52-46	ELECTRICITY	10.00	10.00
Total 9312 032213:										10.00	10.00
04/13	04/04/2013	87257	7392		REFUND WATER DEPOSIT	10417000010	1	7110-2228-000	DEPOSITS-CUSTOMER	19.83	19.83
Total 10417000010:										19.83	19.83

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
04/13	04/04/2013	87258	481	MISSION LINEN & UNIFO	COMM SVCS LINEN SERVICES	250142884	1	1000-452-20-44	LINEN SERVICES	12.83	12.83
Total 250142884:										12.83	12.83
04/13	04/04/2013	87258	481	MISSION LINEN & UNIFO	P/W ADMIN LINEN SERVICES 4/	250144160	1	7620-430-10-44	LINEN SERVICE	62.72	62.72
Total 250144160:										62.72	62.72
04/13	04/04/2013	87258	481	MISSION LINEN & UNIFO	GAS DEPT LINEN SERVICES 4/	250144161	1	7401-430-62-44	LINEN SERVICES	68.93	68.93
Total 250144161:										68.93	68.93
04/13	04/04/2013	87258	481	MISSION LINEN & UNIFO	WATER DEPT LINEN SERVICES	250144162	1	7110-430-42-44	LINEN SERVICE	56.08	56.08
Total 250144162:										56.08	56.08
04/13	04/04/2013	87258	481	MISSION LINEN & UNIFO	STREETS LINEN SERVICES 4/2/	250144163	1	2007-431-20-44	LINEN SERVICE	6.68	6.68
Total 250144163:										6.68	6.68
04/13	04/04/2013	87259	488	MORNING GLORY	GOLF COURSE RESTURANT F	327253C	1	7530-451-54-46	SUPPLIES GENERAL	633.53	633.53
Total 327253C:										633.53	633.53
04/13	04/04/2013	87259	488	MORNING GLORY	CUPS, SIP THRU	327359	1	7530-451-54-46	SUPPLIES GENERAL	8.54	8.54
Total 327359:										8.54	8.54
04/13	04/04/2013	87260	1287	MYERS-STEVENS & TOO	VOL FIRE FIGHTERS LIFE INS 1	1050946	1	1000-422-29-48	TAXES, FEES, PERMITS & CHA	74.00	74.00
Total 1050946:										74.00	74.00
04/13	04/04/2013	87260	1287	MYERS-STEVENS & TOO	VOL FIRE FIGHTERS LIFE INS 4	1059478	1	1000-422-29-48	TAXES, FEES, PERMITS & CHA	62.00	62.00
Total 1059478:										62.00	62.00
04/13	04/04/2013	87261	931		REIM MEALS CHICO 3/13/13	031313	1	8404-430-10-45	TRAVEL & TRAINING	69.00	69.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 031313:										69.00	69.00
04/13	04/04/2013	87262	544	PARDNER INC	DOG BISCUITS	031980	1	7401-430-62-46	SUPPLIES-GENERAL	13.65	13.65
04/13	04/04/2013	87262	544	PARDNER INC	DOG BISCUITS	031980	2	7110-430-42-46	SUPPLIES-GENERAL	13.66	13.66
Total 031980:										27.31	27.31
04/13	04/04/2013	87263	7393		REFUND WATER DEPOSIT	10430800005	1	7110-2228-000	DEPOSITS-CUSTOMER	58.22	58.22
Total 10430800005:										58.22	58.22
04/13	04/04/2013	87264	7391		2ND PLACE DRAWING	032513	1	1000-422-29-46	SUPPLIES - PROMOTIONAL	30.00	30.00
Total 032513:										30.00	30.00
04/13	04/04/2013	87265	7394	SAFE GUARD PROPERTI	REFUND GAS DEPOSIT	10524860002	1	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
04/13	04/04/2013	87265	7394	SAFE GUARD PROPERTI	REFUND WATER DEPOSIT	10524860002	2	7110-2228-000	DEPOSITS-CUSTOMER	48.02	48.02
Total 10524860002:										248.02	248.02
04/13	04/04/2013	87266	7390	ST BALDRICK'S FORUND	DONATION FOR CHILDHOOD C	040113	1	1000-422-29-46	SUPPLIES - PROMOTIONAL	100.00	100.00
Total 040113:										100.00	100.00
04/13	04/04/2013	87267	1396	SUPERIOR PRODUCT C	SODA'S FOR RESTURANT GOL	197153	1	7530-451-54-46	SUPPLIES GENERAL	480.60	480.60
Total 197153:										480.60	480.60
04/13	04/04/2013	87268	685	SUSANVILLE SUPERMAR	DINNER NIGHT GROCERIES	20739	1	1000-422-29-46	FOOD	152.70	152.70
Total 20739:										152.70	152.70
04/13	04/04/2013	87268	685	SUSANVILLE SUPERMAR	DRILL	22377	1	1000-422-29-46	FOOD	55.47	55.47
Total 22377:										55.47	55.47
04/13	04/04/2013	87268	685	SUSANVILLE SUPERMAR	DINNER NIGHT DRINKS	22848	1	1000-422-29-46	FOOD	52.47	52.47

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 22848:										52.47	52.47
04/13	04/04/2013	87269	1002	SUSANVILLE VOLUNTEE	REIM FFOY DINNER	032513	1	1000-422-29-46	SOCIAL EVENTS	1,431.50	1,431.50
Total 032513:										1,431.50	1,431.50
04/13	04/04/2013	87269	1002	SUSANVILLE VOLUNTEE	PRIZES FOR LC SCIENCE FAIR	04012013	1	1000-422-29-46	SUPPLIES - PROMOTIONAL	50.00	50.00
Total 04012013:										50.00	50.00
04/13	04/04/2013	87270	722	TUM-A-LUM LUMBER CO	CEMENT	1303145492	1	7114-430-47-46	SUPPLIES - GENERAL	46.34	46.34
Total 1303145492:										46.34	46.34
04/13	04/04/2013	87271	758	WALMART COMMUNITY	ROLL WRAP	02568	1	1000-422-10-46	SUPPLIES-GENERAL	5.20	5.20
Total 02568:										5.20	5.20
04/13	04/04/2013	87271	758	WALMART COMMUNITY	BINDERS, CLOROX, KLEENEX,	02742	1	1000-422-10-46	SUPPLIES-JANITORIAL	13.21	13.21
04/13	04/04/2013	87271	758	WALMART COMMUNITY	BINDERS, CLOROX, KLEENEX,	02742	2	1000-422-10-46	SUPPLIES-GENERAL	17.03	17.03
Total 02742:										30.24	30.24
04/13	04/04/2013	87271	758	WALMART COMMUNITY	PRINTER	05434	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	36.55	36.55
Total 05434:										36.55	36.55
04/13	04/04/2013	87271	758	WALMART COMMUNITY	USB/PORT CABLE	06785	1	1000-422-10-46	SUPPLIES-GENERAL	21.50	21.50
Total 06785:										21.50	21.50
04/13	04/04/2013	87271	758	WALMART COMMUNITY	BINDERS, COMFORTERS	07661	1	1000-422-10-44	LINEN SERVICE	56.34	56.34
04/13	04/04/2013	87271	758	WALMART COMMUNITY	BINDERS, COMFORTERS	07661	2	1000-422-10-46	SUPPLIES-GENERAL	14.19	14.19
Total 07661:										70.53	70.53
04/13	04/04/2013	87271	758	WALMART COMMUNITY	BOUNTY TOWELS, LYSOL, SPO	07789	1	1000-422-10-46	SUPPLIES-JANITORIAL	35.86	35.86

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 07789:										35.86	35.86
04/13	04/04/2013	87272	7362	WHEELER, TAMMY	SEASONINGS FOR G/C RESTU	032213	1	7530-451-54-46	SUPPLIES GENERAL	23.96	23.96
Total 032213:										23.96	23.96
04/13	04/04/2013	87273	787		TR MILEAGE REIM RENO NV 3/	030813	1	7110-430-42-45	TRAVEL	110.18	110.18
Total 030813:										110.18	110.18
Grand Totals:										19,374.80	19,374.80

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

AGENDA ITEM NO. 6C

Reviewed by: City Administrator
City Attorney

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

Submitted by: Theodore Friedline, Fire Chief

Action Date: April 17, 2013

CITY COUNCIL AGENDA ITEM

SUBJECT: Cooperative Agreement for the loan of Federal Excess Personal Property with Cal Fire.

PRESENTED BY: Theodore Friedline, Fire Chief

SUMMARY: The Fire Department has a Cooperative Agreement for the loan of Federal Excess Personal Property with Cal Fire for miscellaneous equipment to be used primarily for fire. Cal Fire is requesting authorization for the Fire Chief to sign a new agreement, adding two pieces of equipment. The renewal term for the agreement is five years.

FISCAL IMPACT: None

ACTION REQUESTED: Motion to approve Resolution 13-4944 authorizing Fire Chief to sign Cal Fire Cooperative Agreement for the loan of Federal Excess Personal Property.

ATTACHMENTS: Resolution No. 13-4944

RESOLUTION NO. 13-4944
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE APPROVING AND AUTHORIZING MAYOR TO EXECUTE COOPERATIVE AGREEMENT FOR THE LOAN OF FEDERAL EXCESS PERSONAL PROPERTY (FEPP AGREEMENT 992244) IN ACCORDANCE WITH TITLE IV, RURAL DEVELOPMENT ACT OF 1972 (PL-92-419)

WHEREAS, there is a need for Federal Excess Personal Property to assist fight wildland, rural, structure or other fires; and

WHEREAS, the equipment listed as Attachment A of the Agreement is loaned to the City of Susanville and utilized by the Susanville Fire Department in the prevention and suppression of fires;

WHEREAS, Ted Friedline is the Chief of the Susanville Fire Department and is authorized to execute the agreement on behalf of the City Council.

NOW, THEREFORE, be it resolved that the City Council of the City of Susanville accepts the agreement between the State of California, Department of Forestry and Fire Protection and the City of Susanville for the loan of Federal Excess Personal Property.

APPROVED: _____
Rod E. De Boer, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 13-4944 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 17th day of April, 2013 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

_____
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Peter M. Talia, City Attorney

DEPARTMENT OF FORESTRY AND FIRE PROTECTION
P.O. BOX 944246
SACRAMENTO, CA 94244-2460
(916) 322-0687
Website: www.fire.ca.gov

March 20, 2013

Chief Ted Freidline
Susanville City Fire Department
1505 Main Street
Susanville, CA 96130

Subject: FEPP Agreement **992244**

Dear Chief Freidline:

Enclosed is a new Cooperative Agreement for the loan of Federal Excess Personal Property (FEPP). Currently, you have inventoried and non-inventoried loaned property, which is noted on the attachment to the agreement.

Please sign the original Agreement on page three (3) and then forward the document to:

CAL Fire
P.O. BOX 944246
Sacramento, CA 94244-2460
Attn: Curt Dickinson
Federal Property Analyst

This Agreement must be signed and returned to me by April, 25th 2013. Failure to meet this deadline could result in the loss of FEPP loaned property and the inability of CAL FIRE units to screen new property for you. After the signature process, you will receive a completely executed copy of this agreement.

Amendments to this agreement covering acquisitions and disposals must be submitted to your Forestry Logistics Officer (FLO), Doug Beutler, CAL Fire Lassen-Modoc Unit, at (530) 257-8505, upon completion of the action taken. The Cooperative Agreement for FEPP will be reviewed by the region biennially and must be renewed if either chief of record changes.

At this time, I will be your primary contact for the FEPP program so; please don't hesitate to contact me with any questions or concerns.

Sincerely,

CURT DICKINSON
Federal Property Analyst
(916) 322-0687

cc: Doug Beutler, FLO

STATE OF CALIFORNIA
THE RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

COOPERATIVE AGREEMENT FOR THE LOAN OF
FEDERAL EXCESS PERSONAL PROPERTY (FEPP)
Under the United States Forest Service Cooperative Forestry Assistance Act (CFAA) of 1978

This agreement is entered into by and between

THE STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

AND

SUSANVILLE CITY FIRE DEPARTMENT

This agreement for the **LOAN** of Federal Excess Personal Property (FEPP) through the US Forest Service made and entered into this day of , **20** , by and between the State of California acting by and through the Director of the Department of Forestry and Fire Protection, hereinafter called the STATE, and the SUSANVILLE CITY FIRE DEPARTMENT, hereinafter called the Local Fire Department, covenants as follows:

A. WHEREAS, the State has been approved as an agent of the US Forest Service for the purpose of administering the Cooperative Forestry Assistance Act of 1978 (Public Law 95-313) Rural Fire Protection Program, hereinafter referred to as CFAA, and
B. WHEREAS, the control of timber, grass and wild land fires in, and adjacent to, suburban areas is essential to an effective forest fire control program, and
C. WHEREAS, the Local Fire Department is actively engaged in the prevention and suppression of all fires in and adjacent to suburban areas, and
D. WHEREAS, the CFAA provides for the loan of FEPP available for use by the Local Fire Department to carry out this function if additional property is available, and
E. WHEREAS, it has been determined to be advantageous to the STATE in the proper discharge of its responsibilities, to make certain FEPP available to the Local Fire Department.

NOW, THEREFORE, it is mutually agreed that, effective as the date shown above:

1. The STATE will **LOAN** to the Local Fire Department FEPP described in **Attachment A** under the following terms and conditions:

   A. FEPP primary use must be 90% for fire. The Forest Service FEPP program is not intended for Urban Safety and Rescue, medical responses, or hazardous material on a daily basis.
   B. All such FEPP loaned shall be for an indefinite period of time, unless cooperator is negligent of program regulations. The agreement may be terminated by either party after giving notice 180 days in advance of such termination to the other party.
   C. Ownership shall remain with the US Forest Service; DMV registered owner shall be the Local Fire Department and lien holder to all vehicles and rolling stock shall be registered as USDA Forest Service, PO Box 944246, Sacramento, CA 94244-2460.

D. The Local Fire Department shall complete a resolution of incorporation **and** proof of insurance in the form of an insurance policy or a self-insured statement on Board of Supervisors letterhead. Drivers shall take the necessary equipment training and have a valid California operator license to operate the loaned vehicle(s).
E. Ownership of all accessories, tools, light bars, sirens and equipment which is added to the loaned property remains with the Local Fire Department and can be removed prior to return of the property to the State.
F. The Local Fire Department shall paint all rolling stock to match the department equipment and apply the department logo.
G. The Local Fire Department shall identify the property with a Federal National Finance Center number and the US Forest Service FEPP property tag, and continue to uphold the tag so as to both identify and trace it as Federal owned property.
H. The Local Fire Department shall be responsible for the proper care, maintenance, security, and storage of the property.
I. FEPP cannot be sold, loaned, traded, cannibalized, modified, transferred or disposed of in any manner without the State and US Forest Service Property Management Officer (PMO) approval.
J. The State and the Local Fire Department shall maintain formal accountability records for all FEPP on loan to the Local Fire Department; such property shall be made available at all times for a physical inventory by State and US Forest Service personnel.
K. When any FEPP that is loaned to the Local Fire Department hereinafter, is lost, stolen, worn out, not needed, or involved in an accident, the local **California Department of Forestry and Fire Protection Unit** located at 697-345-Highway 36, Susanville, CA 96130, shall be contacted for proper documentation and handling.

2. In the event that all of, or any one or more pieces of FEPP; provided to the Local Fire Department hereunder assigned, is lost, stolen, sold, damaged, destroyed or unavailable for its purposes intended hereunder, and is clearly established that such assignment or loss occurred while or as a result of a use other than stated in the terms and conditions above, then the State shall have the right and the obligation to retake such FEPP and/or assess the Local Fire Department for damages; if gross negligence is declared, up to the current market value immediately prior to such assignment, loss or destruction, established by the US Forest Service, for each piece of FEPP.

3. In the event of any dispute over FEPP **loaned** equipment or any terms or conditions contained herein, the dispute shall be decided by the State and its decision shall be binding and final.

4. The parties hereto agree that the Local Fire Department, their officers, employees, agents, servants, contractors, volunteers, paid firefighters, and all others acting on behalf of the Local Fire Department, performing under the terms of this agreement, are not acting as officers, employees or agents of the State or the Federal Government.

5. The Local Fire Department agrees to defend, indemnify, save and hold harmless the State as defined herein, and the Department of Forestry and Fire Protection, their officers, agents and employees against any and all claims, demands, causes of action or liability of any kind whatsoever arising out of the acts of the Local Fire Department, its agents or employees in the performance of any function provided for under the terms of this agreement or the use of property furnished.

6. The period of this agreement is for five (5) years from the date shown above. The agreement shall be **reviewed** biennially (every two years) for changes by the CAL FIRE Administrative Officer of each unit and automatically extended if no changes in signature authority or violations have occurred. Agreements may be terminated by either party after giving notice 180 days in advance of such termination to the other party.

7. During the term stated above, this agreement, at the option of the State, may be terminated by the State for any material breach by the Local Fire Department for any terms herein.

8. The mailing address of the parties hereto, for all notices, payments, repayments or any other activity required or contemplated under the terms of this agreement, except for eventual disposition of property in No 1 are:

   LOCAL FIRE DEPARTMENT: SUSANVILLE CITY FIRE DEPARTMENT
   Street Address: 1505 Main Street
   Mailing Address:
   City: Susanville Zip: 96130
   Telephone (530) 257-5152

   STATE OF CALIFORNIA - DEPARTMENT OF FORESTRY & FIRE PROTECTION
   PO BOX 944246
   SACRAMENTO, CA 94244-2460
   (916) 322-0687

9. This agreement may be amended at any time by mutual consent to permit the addition or deletion of property.

   IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first written above.

LOCAL FIRE DEPARTMENT	
NAME OF FIRE DEPARTMENT: SUSANVILLE CITY FIRE DEPARTMENT	
BY (Authorized Signature): ✍	DATE SIGNED:
PRINTED NAME AND TITLE OF PERSON SIGNING: TED FREIDLINE, FIRE CHIEF	

STATE OF CALIFORNIA **Department of Forestry and Fire Protection**	
BY (CAL FIRE Unit Chief): ✍	DATE SIGNED:
BY (CAL FIRE HQ FEPP Property Manager): ✍	DATE SIGNED:

AGREEMENT #: 992244

STATE OF CALIFORNIA
THE RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

COOPERATIVE AGREEMENT FOR THE LOAN OF
FEDERAL EXCESS PERSONAL PROPERTY (FEPP)
Under the United States Forest Service Cooperative Forestry Assistance Act (CFAA) of 1978

ATTACHMENT A

SUSANVILLE CITY FIRE DEPARTMENT

	ITEM:	**SERIAL #:**	**PROPERTY #**
1.	GENERATOR, DIESEL, 100KW	RZ00239	AG0001328738
2.	GENERATOR, DIESEL, 100KW	RZ02920	AG0001485566
3.	POWER AND HAND PUMP	12F0223	NON-INVENTORIED
4.			
5.			
6.			
7.			

AGENDA ITEM NO. 6D

Reviewed by: City Administrator
City Attorney
City Treasurer

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

Submitted by: Jared G. Hancock, City Administrator

Action Date: April 17, 2013

CITY COUNCIL AGENDA ITEM

SUBJECT: Treasurer's Report

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: Attached for Council's review is the Treasurer's Report for the month of March 2013

FISCAL IMPACT: None

ACTION REQUESTED: Motion to receive and file the Treasurer's Report for the month of March 2013

ATTACHMENTS: Receipts and Disbursements Report

RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursement	Receipts	Balance
				$309,293.32
3/4/2013	3/1/2013		$167,726.04	$477,019.36
3/4/2013		($466.76)		$476,552.60
3/4/2013			$11,405.62	$487,958.22
3/5/2013	3/4/2013		$128,808.94	$616,767.16
3/5/2013			$47,593.20	$664,360.36
3/5/2013			$1,393.44	$665,753.80
3/5/2013			$1,153.88	$666,907.68
3/5/2013			$1,026.68	$667,934.36
3/5/2013			$983.80	$668,918.16
3/5/2013			$149.74	$669,067.90
3/5/2013			$35.20	$669,103.10
3/5/2013			$1,268.00	$670,371.10
3/6/2013			$2,340.44	$672,711.54
3/5/2013		($17.31)		$672,694.23
3/5/2013		($893.97)		$671,800.26
3/5/2013		($37.45)		$671,762.81
3/5/2013			$10,603.10	$682,365.91
3/6/2013	3/5/2013		$104,497.98	$786,863.89
3/6/2013		($90,204.73)		$696,659.16
3/6/2013		($3,554.17)		$693,104.99
3/6/2013		($29,286.77)		$663,818.22
3/6/2013		($52,645.78)		$611,172.44
3/6/2013			$3,893.14	$615,065.58
3/6/2013			$1,852.50	$616,918.08
3/6/2013			$13,402.27	$630,320.35
3/7/2013	3/6/2013		$27,183.07	$657,503.42
3/7/2013		($296.65)		$657,206.77
3/7/2013			$3,703.92	$660,910.69
3/7/2013		($23,205.30)		$637,705.39
3/7/2013			$20.61	$637,726.00
3/8/2013	3/7/2013		$30,200.34	$667,926.34
3/8/2013		($175.00)		$667,751.34
3/8/2013			$2,529.73	$670,281.07
3/11/2013	3/8/2013		$33,793.24	$704,074.31
3/11/2013			$1,930.78	$706,005.09
3/11/2013			$460.20	$706,465.29
3/11/2013			$1,215.36	$707,680.65
3/11/2013			$31.93	$707,712.58
3/11/2013		($132,282.86)		$575,429.72
3/11/2013		($40.00)		$575,389.72
3/11/2013			$7,810.95	$583,200.67
3/12/2013	3/11/2013		$108,516.20	$691,716.87
3/12/2013			$548.45	$692,265.32
3/12/2013		($36.55)		$692,228.77
3/12/2013		($350,000.00)		$342,228.77
3/12/2013			$9,320.44	$351,549.21
3/13/2013	3/12/2013		$46,995.47	$398,544.68
3/13/2013		($253.34)		$398,291.34
3/13/2013			$119.30	$398,410.64
3/13/2013			$5,713.68	$404,124.32
3/14/2013	3/13/2013		$18,178.32	$422,302.64
3/14/2013			$158.00	$422,460.64
3/14/2013			$7.00	$422,467.64
3/14/2013			$87,769.26	$510,236.90
3/14/2013			$5,918.32	$516,155.22
3/14/2013		($48,063.31)		$468,091.91
3/15/2013	3/14/2013		$31,189.78	$499,281.69
3/15/2013		($10,077.11)		$489,204.58
3/15/2013			$4,119.83	$493,324.41
3/18/2013	3/15/2013		$27,252.10	$520,576.51
3/18/2013			$101.60	$520,678.11
3/18/2013			$1,060.70	$521,738.81
3/18/2013		($929.20)		$520,809.61
3/18/2013		($88,855.41)		$431,954.20
3/18/2013		($5,397.84)		$426,556.36
3/18/2013		($28,944.68)		$397,611.68
3/18/2013		($58,167.98)		$339,443.70
3/18/2013		($59,902.00)		$279,541.70
3/18/2013			$2,942.21	$282,483.91
3/18/2013		($1,079.52)		$281,404.39
3/19/2013	3/18/2013		$50,953.76	$332,358.15
3/19/2013			$386.64	$332,744.79
3/19/2013		($170.46)		$332,574.33
3/19/2013			$4,210.00	$336,784.33
3/20/2013	3/19/2013		$17,834.98	$354,619.31
3/20/2013			$161.15	$354,780.46
3/20/2013			$2,458.62	$357,239.08
3/21/2013	3/20/2013		$14,594.87	$371,833.95
3/21/2013			$6,524.27	$378,358.22
3/22/2013	3/21/2013		$17,987.17	$396,345.39
3/22/2013			$3,271.14	$399,616.53
3/21/2013		($56,697.88)		$342,918.65
3/25/2013	3/22/2013		$23,589.58	$366,508.23
3/25/2013			$434.78	$366,943.01
3/25/2013			$1,666.66	$368,609.67
3/25/2013			$437.67	$369,047.34
3/25/2013			$68,339.71	$437,387.05
3/25/2013			$350.00	$437,737.05
3/25/2013		($20.00)		$437,717.05
3/25/2013		($20.00)		$437,697.05
3/25/2013			$6,768.41	$444,465.46
3/26/2013	3/25/2013		$22,094.18	$466,559.64
3/26/2013			$1,210.98	$467,770.62
3/26/2013			$703.85	$468,474.47
3/26/2013			$65.32	$468,539.79
3/26/2013		($390.00)		$468,149.79
3/26/2013			$3,598.04	$471,747.83
3/27/2013	3/26/2013		$11,100.48	$482,848.31
3/27/2013			$559.17	$483,407.48
3/27/2013		($20.00)		$483,387.48
3/27/2013		($18,487.50)		$464,899.98
3/27/2013			$1,789.36	$466,689.34
3/28/2013	3/27/2013		$44,877.59	$511,566.93
3/28/2013			$223.60	$511,790.53
3/28/2013		($1,000.00)		$510,790.53
3/28/2013		($10.80)		$510,779.73
3/28/2013			$1,556.01	$512,335.74
3/28/2013		($33,859.41)		$478,476.33
3/28/2013		($600.00)		$477,876.33
3/29/2013	3/28/2013		$17,789.12	$495,665.45
3/29/2013			$1,566.82	$497,232.27
3/29/2013		($1,141.04)		$496,091.23
3/29/2013			$372.29	$496,463.52
3/29/2013		($156.30)		$496,307.22
3/29/2013	4/1/2013		$25,485.93	$522,793.15
3/29/2013	4/1/2013		$7,178.37	$529,971.52

CITY OF SUSANVILLE
COMBINED CASH AND INVESTMENTS
MARCH 31, 2013

COMBINED ACCOUNTS

9999-1001-003	CASH CLEARING - NSF CHECKS	38.80
9999-1011-001	B OF A # 08038-80200	529,971.52
9999-1030-001	LAIF	11,982,932.90
	TOTAL COMBINED CASH AND INVESTMENTS	12,512,943.22
9999-1000-000	CLAIM ON CASH	(12,512,943.22)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

1001	ALLOCATION TO GF-DEPOSITS PAYABLE	42,874.84
1002	ALLOCATION TO GF-ECONOMIC DEVELOPMENT	3,406.23
1004	ALLOCATION TO GF-PANCERA PLAZA	18,075.96
1005	ALLOCATION TO GF-RESERVE ACCOUNT	452,428.75
2002	ALLOCATION TO STATE COPS	2,332.20
2006	ALLOCATION TO SNOW REMOVAL	(32,931.13)
2007	ALLOCATION TO STREETS & HIGHWAYS	378,448.27
2010	ALLOCATION TO STREET MITIGATION	43,120.81
2011	ALLOCATION TO POLICE MITIGATION	44,737.35
2012	ALLOCATION TO FIRE MITIGATION	88,265.93
2013	ALLOCATION TO PARK DEDICATION FUND	24,050.96
2014	ALLOCATION TO FEMA/OES DISASTER AID	24,674.00
2016	ALLOCATION TO CDBG REVOLVING LOAN FUND	259,448.51
2017	ALLOCATION TO STATE ECONOMIC REV FD	230,655.02
2018	ALLOCATION TO HOME REVOLVING FUND	189,863.91
2030	ALLOCATION TO TRAFFIC SAFETY	82,619.89
2031	ALLOCATION TO BARRY CREEK DEVELOPMENT	488.08
2033	ALLOCATION TO CHESTNUT STREET CULVERT	25,197.21
2036	ALLOCATION TO SKYLINE - NUMA SIGNAL	77,442.44
2037	ALLOCATION TO SKYLINE BICYCLE LANE	7,278.91
2038	ALLOCATION TO SKYLINE - RT 139 SIGNAL	17,946.56
3019	ALLOCATION TO STIP REHABILITATION PROJECT	(28,652.09)
3023	ALLOCATION TO PROP 1B IMPROVEMENTS	81,262.97
3024	ALLOCATION TO FEDERAL-2010 ARRA REHAB PROJ	(156,372.23)
3025	ALLOCATION TO SIERRA PARK PROJECT	117,426.03
4001	ALLOCATION TO MARK ROOS SERIES B/92	169,958.31
4003	ALLOCATION TO CITY HALL	67,809.36
7111	ALLOCATION TO WATER RATE STABILIZATION FUND	3,000,000.00
7114	ALLOCATION TO WATER CAPITAL IMPROVEMENTS	1,141,538.24
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND	1,807,075.00
7610	ALLOCATION TO OPEB	36,861.01
7630	ALLOCATION TO RISK MANAGEMENT FUND	424,533.11
7650	ALLOCATION TO PAYROLL	177,013.26
8401	ALLOCATION TO HUSA BUSINESS IMPROVE DIST	2,318.29
8402	ALLOCATION TO LAFCO	16,802.26
8403	ALLOCATION TO SEC 125 AFLAC	1,925.26
8404	ALLOCATION TO AIR POLLUTION	241,265.26
8405	ALLOCATION TO AIR POLLUTION-CARL MOYER	322,764.85

CITY OF SUSANVILLE
COMBINED CASH AND INVESTMENTS
MARCH 31, 2013

	ALLOCATIONS TO RESTRICTED FUNDS	9,403,953.59
	UNRESTRICTED FUNDS	
1000	ALLOCATION TO GENERAL FUND	1,044,958.39
7110	ALLOCATION TO WATER SYSTEM	335,837.05
7201	ALLOCATION TO AIRPORT	(7,106.80)
7301	ALLOCATION TO GEOTHERMAL UTILITY	234,310.11
7401	ALLOCATION TO NATURAL GAS	1,472,996.66
7530	ALLOCATION TO GOLF COURSE	48,766.11
7620	ALLOCATION TO PW ADMIN & ENGINEERING FUND	(20,771.89)
	ALLOCATIONS TO UNRESTRICTED FUNDS	3,108,989.63
	TOTAL ALLOCATIONS TO OTHER FUNDS	12,512,943.22
	ALLOCATION FROM COMBINED CASH FUND - 9999-1000-000	(12,512,943.22)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

AGENDA ITEM NO. 6E

Reviewed by: City Administrator
City Attorney

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

Submitted by: Jared G. Hancock, City Administrator

Action Date: April 17, 2013

CITY COUNCIL AGENDA ITEM

SUBJECT: Monthly summary report of revenues, expenditures and projected fund balances for March 2013.

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The report as of March 31, 2013 is attached.

FISCAL IMPACT: None

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

ATTACHMENTS: Revenues, expenditures and fund balances report.

REVENUES, EXPENDITURES AND FUND BALANCES REPORT
UNAUDITED

s:/Bob/fund Balances Report		Audited			Unaudited **March**
Fund #	Fund Title	6/30/12 Fund Balance	YTD Revenue	YTD Expenditures	Fund Balance as of 3/31/2013
100X	General Fund	2,151,222	3,133,311	3,832,042	1,452,490
2002	State COPS	69,894	17,746	87,252	388
2006	Snow Removal	57,256	13,069	103,492	(33,168)
2007	Streets	417,432	407,483	400,771	424,144
2010	Street Mitigation	35,187	7,934	0	43,121
2011	Police Mitigation	60,378	13,706	28,649	45,436
2012	Fire Mitigation	85,773	20,500	15,000	91,273
2013	Park Dedication	24,076	(24)	0	24,052
2014	State of CA - Prop 30/AB 109	0	24,674	0	24,674
2016	State Comm. Dev. Rev.FD	993,995	9,372	27,117	976,250
2017	State Economic Rev. FD	422,062	10,597		432,659
2018	Home Revolving Fund	740,828	22,715		763,543
2030	Traffic Safety	76,874	6,795	1,048	82,621
2031	Barry Creek Development	488	(0)		488
2033	Chestnut Street Culvert (was 3004)	25,182	15		25,197
2036	Skyline - Numa Signal	77,397	46		77,442
2037	Skyline Bicycle Lane	7,275	4		7,280
2038	Skyline - Rt 139 Signal	17,938	9		17,946
3019	STIP Rehab Project	0		28,652	(28,652)
3023	Prop 1B CIP	109,777		28,514	81,263
3024	Federal ARRA 2010 Rehab Projq	(156,372)	156,372	156,372	(156,372)
3025	Sierra Park Project CIP	159,748	0	42,322	117,426
4001	Miller Fletcher	1,100,373	(28,700)	125,240	946,433
4003	City Hall Debt Service	38,555	149,010	119,756	67,809
711X	Water Funds	2,073,682	1,773,173	1,934,131	1,912,723
7201	Airport	1,682,474	392,249	165,199	1,909,524
7301	Geothermal	455,723	69,715	33,669	491,769
740X	Natural Gas	(863,040)	3,696,069	3,060,137	(227,108)
7530	Golf Course	1,958,661	490,370	266,430	2,182,601
7610	OPEB	(218,984)	33,480	459	(185,963)
7620	PW Admin/Engineering	70	6,502	26,031	(19,459)
7630	Risk Management	670,192	296,391	308,210	658,374
8402	LAFCO	29,961	26,025	31,258	24,728
8404	Air Pollution	357,919	159,861	126,170	391,610
8405	Air Pollution - Carl Moyer	0	400,504	200,193	200,311
	TOTALS	12,661,995	11,308,974	11,148,114	12,822,855

AGENDA ITEM NO. 6F

Reviewed by: City Administrator
City Attorney

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

Submitted By: Jared G. Hancock, City Administrator

Action Date: April 17, 2013

CITY COUNCIL AGENDA ITEM

SUBJECT: Quarterly Report of Transient Occupancy Tax Revenue

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: Attached for Council's review is the report of Transient Occupancy Tax collected.

FISCAL IMPACT: None

ACTION REQUESTED: Motion to receive and file Quarterly Transient Occupancy Tax Report for the 1st and 2nd Quarters of Fiscal Year 2012/2013.

ATTACHMENTS: Transient Occupancy Tax Report

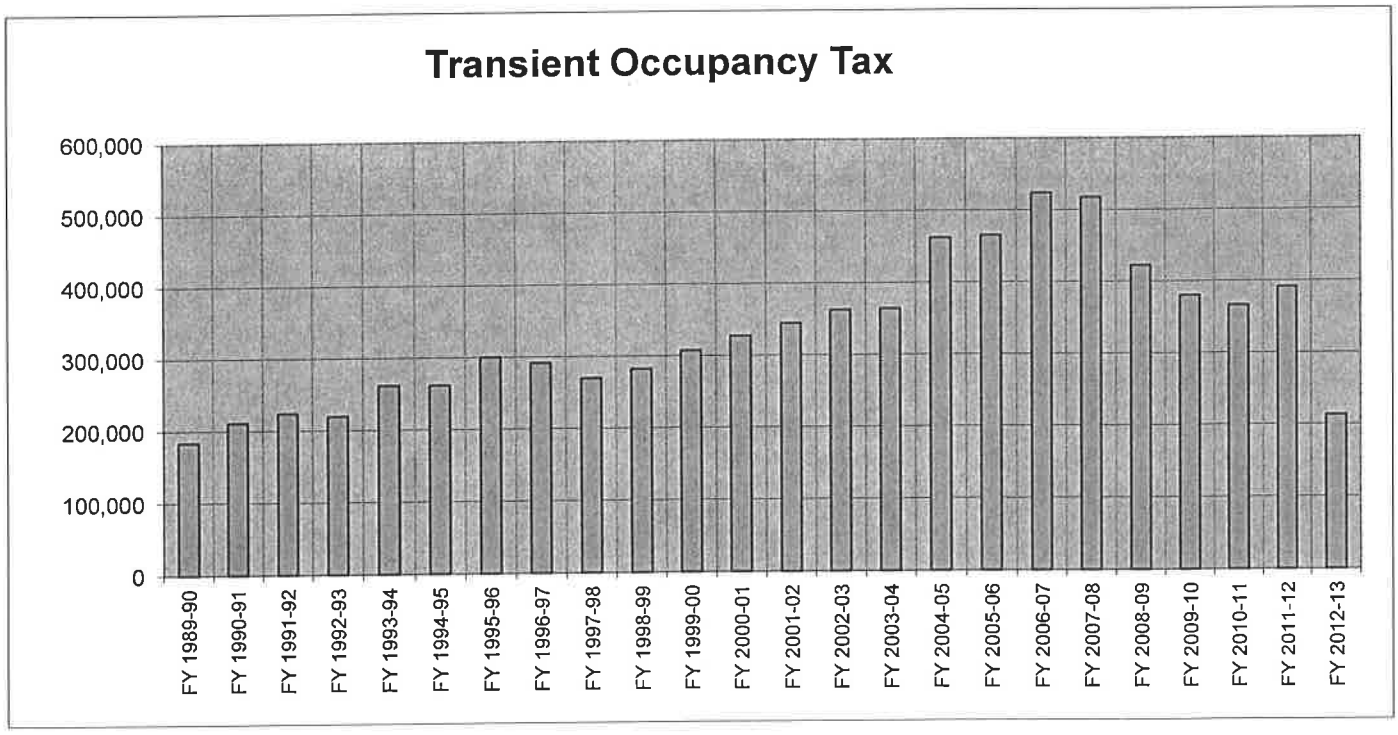
City of Susanville

Transient Occupancy Tax - History

S:/finance/TOT/TOT

Received in For Qtr.	OCT Jul-Sep 1	JAN Oct-Dec 2	APR Jan-Mar 3	JUL Apr-Jun 4	Total	Percent T.O.T.	
FY 1989-90	59,580	41,273	26,912	56,068	183,833	8 %	Increased by 2%
FY 1990-91	71,958	44,475	31,412	63,190	211,035	8 %	
FY 1991-92	75,998	49,850	34,316	63,726	223,890	8 %	
FY 1992-93	79,525	50,751	27,467	61,719	219,462	8 %	
FY 1993-94	87,369	60,847	40,577	72,788	261,579	8 %	
FY 1994-95	90,841	67,395	57,202	84,656	261,579	8 %	
FY 1995-96	102,529	68,208	46,404	74,206	300,094	8 %	
FY 1996-97	91,922	58,327	44,907	74,470	291,347	8 %	
FY 1997-98	90,355	64,306	38,202	75,377	269,627	8 %	
FY 1998-99	100,039	64,098	40,432	77,769	282,337	8 %	
FY 1999-00	105,195	71,103	43,137	87,850	307,285	8 %	
FY 2000-01	113,786	69,621	49,132	94,789	327,328	8 %	
FY 2001-02	116,569	75,763	51,361	100,941	344,634	8 %	
FY 2002-03	128,918	82,622	57,547	93,372	362,459	8 %	
FY 2003-04	123,730	78,211	59,025	103,348	364,313	8 %	
FY 2004-05	160,926	93,450	73,737	134,133	462,246	10%	Increased by 2%
FY 2005-06	154,676	116,764	70,777	123,152	465,369	10%	
FY 2006-07	187,956	111,977	75,688	148,153	523,774	10%	
FY 2007-08	185,106	111,037	87,103	133,968	517,214	10%	
FY 2008-09	152,756	84,251	52,880	132,397	422,284	10%	
FY 2009-10	129,707	92,460	55,012	103,176	380,354	10%	
FY 2010-11	135,563	73,212	52,476	105,132	366,383	10%	
FY 2011-12	136,085	85,764	58,451	111,247	391,546	10%	
FY 2012-13	144,530	68,374			212,904	10%	

For actual dollars deflate revenues for INFLATION



AGENDA ITEM NO. 7A

Reviewed by: City Administrator
City Attorney

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

Submitted by: Jared G. Hancock, City Administrator

Action Date: April 17, 2013

CITY COUNCIL AGENDA ITEM

SUBJECT: General Plan Amendment to adopt the 2009 – 2014 Housing Element update.

PRESENTED BY: Craig Sanders, City Planner

SUMMARY: In accordance with the Department of Housing and Community Development (HCD) and the California Government Code requirements, the City of Susanville was required to update its Housing Element by August 31, 2009. The Housing Element is one of the seven mandatory elements of the General Plan and has been updated in accordance with State Housing and Community Development guidelines and through the policies, procedures, and action plans therein, the Housing Element provides a plan for maintaining and providing housing for residents of all income levels in the City. The proposed City of Susanville Housing Element is for the planning period of 2009 to 2014.

The City began the process in October of 2008 with the preparation of a work plan and the initiation of forming a Housing Element Update Task Force which met several times beginning in January of 2009. Throughout the spring of 2009, City staff prepared the draft Housing Element update and associated CEQA document which was heard by the Planning Commission on March 24, 2009. The Planning Commission adopted Resolution No. 09-920 with a recommendation to the City Council. On June 17, 2009 the City Council reviewed the document and authorized its submittal to HCD with the adoption of Resolution 09-4497.

HCD received the document from the City on June 24, 2009 which began a 60-day review period which culminated with a letter dated August 20, 2009 from HCD to the City which included comments and identified several changes needed to make the document comply with statutory regulations. The revisions to the document were submitted to HCD for a second time on December 26, 2012. HCD performed their review and on February 13, 2013 determined that the document now met all of the statutory requirements and could be adopted by the City Council.

ANALYSIS:

Adoption of the Housing Element is required by law and a certified Housing Element is required for the City to obtain grant funding for housing rehabilitation or for certain types of new housing projects. With the adoption of this document the Council will be amending the City General Plan. Once adopted the Housing Element contains several action items requiring the City to amend other documents including sections of the Zoning Code and amending a portion of the Safety Element of the General Plan. Amendments to the Zoning Code are:

1. Add density bonus regulations in accordance with State law.
2. Increase the density in the R-3 zones from 12 to 15 dwelling units per acre.
3. Remove constraints that discourage the development of second dwelling units.
4. Allow apartment buildings with more than 12 dwellings in a single structure in the R-4 zone.
5. Allow mobile home parks in all residential zones with a use permit as required by State Law.
6. Allow emergency shelters in at least one zone district by right.
7. Update the definition of transitional and supportive housing and zones in which they are allowed
8. Provide reduced parking standards for housing for the disabled.
9. Develop a process for granting reasonable accommodations for homes occupied by disable persons, when requested.

In adopting this document, the City has agreed to make these changes and other less significant procedural changes within one year from the adoption of the Housing Element.

FISCAL IMPACT: No direct impact, additional staff time for implementation

ACTION REQUESTED: Adopt Resolution 13-4943 and direct submittal of the adopted Housing Element to HCD.

ATTACHMENTS: Resolution No. 13-4943
"A" - Resolution 13-0989

RESOLUTION NUMBER 13-4943
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE ADOPTING THE 2009 HOUSING ELEMENT UPDATE TO THE GENERAL PLAN AND AUTHORIZING STAFF TO SUBMIT IT TO THE STATE OF CALIFORNIA, DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FINAL CERTIFICATION

WHEREAS, The City of Susanville adopted its existing Housing Element in 2004 and has undertaken a comprehensive update of its Housing Element in accordance with the requirements of California Government Code Section(s) 65880 *et seq.*; and

WHEREAS, the Housing Element is one of the seven mandatory elements of the General Plan and has been updated in accordance with State Housing and Community Development guidelines and through the policies, procedures, and action plans therein, the Housing Element provides a plan for maintaining and providing housing for residents of all income levels in the City. The proposed City of Susanville Housing Element is for the planning period of 2009 to 2014; and

WHEREAS, the City of Susanville was required by state law to update its Housing Element of the Susanville General Plan 1990-2010; and

WHEREAS, Administrative Services department staff prepared an update of the plan to comply with state law and submitted to and received by the California Department of Housing and Community Development on June 24, 2009 which began a 60 day review period; and

WHEREAS, the California Department of Housing and Community Development provided the City with comments and required changes to the draft Housing Element on August 20, 2009;

WHEREAS, the revisions to the document were submitted to and received by the California Department of Housing and Community Development on December 26, 2012 for a second review; and

WHEREAS, on February 13, 2013 the California Department of Housing and Community Development determined that the draft Housing Element update, as presented, addresses all statutory requirements and will comply with State housing element law when adopted and submitted pursuant to Section 65585(g); and

WHEREAS, a notice of a public hearing was published and conducted by the City Council on April 3, 2013 to consider the General Plan Amendment to consider the adoption of the Housing Element update and the related environmental document was noticed in accordance with applicable laws; and

WHEREAS, on April 3, 2013, the City Council conducted the noticed public hearing to consider the CEQA finding of a Negative Declaration and the General Plan Amendment to adopt the Housing Element and has considered and evaluated all written reports and comments and oral testimony presented by City staff, property owners, resident and other interested parties and such other matters as are reflected in the record.

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

SECTION 1. On April 3 2013, after consideration and evaluation of all written reports and comments and oral testimony presented city staff, property owners, resident and other interested parties and such other matters as are reflected in the record of the noticed public hearing on the proposed Negative Declaration and proposed General Plan Amendment adopting a Housing element update, the City Council adopts Resolution 13-4943 finding and determining that the Negative Declaration is adequate and was prepared in accordance with the requirements of the California Environmental Quality Act; that a 21-day public review period ran from February 26, 2013 to March 19, 2013; that comments regarding the Negative Declaration were addressed and incorporated into the record; and that the adoption of the Negative Declaration represents the City's independent judgment.

SECTION 2. That in accordance with State Planning and Zoning Law, the Susanville City Council makes the following findings for approval of the Housing Element Update:

1. The proposed Housing Element Update will not be detrimental to the health, safety, comfort, or general welfare of persons residing or working within the City nor injurious to neighborhoods or properties within the City.

   The proposed Housing Element update will promote the health, safety, comfort and general welfare of the City and its residents through, goals, policies, and implementation programs geared towards ensuring adequate housing for all income levels in the community, based upon existing community housing needs and state law. The Housing Element update complies with all statutory requirements and is internally consistent with the other elements of the City of Susanville General Plan. The adoption and implementation of the Housing Element update will not result in any significant effect on the environment.

2. The proposed Housing element Update will permit reasonable and logical development of the City consistent with its constraints.

   The proposed Housing Element update contains goals, policies, and implementation programs that will help guide the development of future housing within the City in concert with other elements of the General Plan. The proposed Housing Element update along with the action items and the City's Land use

Element provides flexibility and opportunity for the development of residential uses to meet the needs of all economic segments of the community.

SECTION 3. Based upon all written reports and comments and oral testimony presented City staff, property owners, resident and other interested parties, the California Department of Housing and Community development (HCD) and other such matters reflected in the record, the City Council of the City of Susanville hereby approves the Housing Element update and authorized its submittal to HCD pursuant to Government Code Section 65585(g).

APPROVED:_____
Rod E. DeBoer, Mayor

ATTEST:_____
Gwenna MacDonald, City Clerk

The foregoing resolution was adopted at a regular meeting of the City of Susanville City Council held on the 17th day of April, 2013, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:_____
Peter M. Talia, City Attorney

Environmental Checklist Form

1. **Project Title:** City of Susanville Housing Element Update of the General Plan - Mitigated Negative Declaration; #G-09-002.

2. **Lead Agency Name and Address:**
City of Susanville
66 North Lassen Street
Susanville, CA 96130

3. **Contact Person and Phone Number:**
Craig Sanders, City Planner
530-252-5104

4. **Project Location:** City wide. The project is located in the City of Susanville in Lassen County. The geographic area covered by the project falls within the city limits and also includes all areas within it Sphere of Influence (as may be amended.) Figures 2-1 and 2-2 illustrate the regional location and city limits of Susanville.

5. **Project Sponsor's Name and Address:**
City of Susanville Community Development Division
Craig Sanders, City Planner
66 North Lassen Street
Susanville, CA 96130

6. **General Plan Designation:** Housing Element of the General Plan

7. **Zoning:** Housing Element of the General Plan

8. **Proposal:** The proposed project includes the certification and adoption of the City of Susanville's Housing Element of the General Plan. The Housing Element is or will be in full compliance with the General Plan 1990-2010 and includes an analysis of future housing needs and future population projections in the project area. The element also includes goals, policies and programs to address the City's future housing needs. A list of these are included in this report as Appendix A. Implementation of the goals, policies and programs will be at the discretion of the City Council of the City of Susanville and city staff and will be based on the availability of funding and applicability of programs to the City's needs at the time of implementation.

9. **Surrounding Land Uses, Setting and Zoning:** Susanville is located within the Honey Lake Valley which is generally located within the greater Great Basin. Diamond Mountain which is

part of the Sierra Nevada borders the greater Susanville area on the west and southwest. The city includes flat lands and some hills. See Chapter One for a more thorough description of the Susanville setting.

10. **Other public agencies whose approval is required.** Certification and approval of the Housing Element will be required by the City Council of the City of Susanville and by the California Department of Housing and Community Development.

ENVIRONMENTAL FACTORS POTENTIALLY AFFECTED:

The environmental factors checked below would be potentially affected by this project, involving at least one impact that is a "Potentially significant Impact" as indicated by the checklist on the following pages:

- ❑ Aesthetics
- ❑ Biological Resources
- ❑ Hazards & Hazardous Materials
- ❑ Mineral resources
- ❑ Public Services
- ❑ Utilities/Service Systems
- ❑ Agricultural Resources
- ❑ Cultural Resources
- ❑ Hydrology/Water Quality
- ❑ Noise
- ❑ Recreation
- ❑ Mandatory Findings of Significance
- ❑ Air Quality/GHG Emissions
- ❑ Geology/Soils
- ❑ Land Use/Planning
- ❑ Population/ Housing
- ❑ Transportation/Traffic

DETERMINATION: (To be completed by the Lead Agency)

On the basis of this initial evaluation:

✔ I find that the proposed project COULD NOT have a significant effect on the environment, and a NEGATIVE DECLARATION will be prepared.

❑ I find that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because revisions in the project have been made by or agreed to by the project proponent. A MITIGATED NEGATIVE DECLARATION will be prepared.

❑ I find that the proposed project MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT is required.

❑ I find that the proposed project MAY have a "potentially significant impact" or "potentially significant unless mitigated" impact on the environment, but at least one effect 1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and 20 has been addressed by mitigation measures based on the earlier analysis as described on attached sheets. An ENVIRONMENTAL IMPACT REPORT is required, but it must analyze only the effects that remain to be addressed.

❑ I find that although the proposed project could have a significant effect on the environment, because all potentially significant effects (a) have been analyzed adequately in an earlier EIR or NEGATIVE

DECLARATION pursuant to applicable standards, and (b) have been avoided or mitigated pursuant to that earlier EIR or NEGATIVE DECLARATION, including revisions or mitigation measures that are imposed upon the proposed project, nothing further is required.

Signature	Date
Craig Sanders, City Planner Printed Name	The City of Susanville For

EVALUATION OF ENVIRONMENTAL IMPACTS:

1) A brief explanation is required for all answers except "No Impact" answers that are adequately supported by the information sources a lead agency cites in the parenthesis following each question. A "No Impact" answer is adequately supported if the references information sources show that the impact simply does not apply to projects like the one involved (e.g., the project falls outside a fault rupture zone). A "No Impact" answer should be explained where it is based on project-specific factors as well as general standards (e.g. the project will not expose sensitive receptors to pollutants, based on a project-specific screening analysis).

2) All answers must take account of the whole action involved, including off-site as well as on-site, cumulative as well as project-level indirect as well as direct, and construction as well as operational impacts.

3) Once the lead agency has determined that a particular physical impact may occur, then the checklist answers must indicate wether the impact is potentially significant, less than significant with mitigation, or less than significant. "Potentially Significant Impact" is appropriate if there is substantial evidence that the effect may be significant. If there are one or more "Potentially Significant Impact" entries when the determination is made, and EIR is required.

4) "Negative Declaration: Less Than Significant With Mitigation Incorporated" applies where the incorporation of mitigation measures has reduced an effect from "Potentially significant Impact" to a "Less Than Significant Impact." The lead agency must describe the mitiga6tion measure, and briefly explain how they reduce the effect to a less than significant level (mitigation measures from "Earlier Analysis," as described in (5) below, may be cross-referenced).

5) Earlier analyses may be used where, pursuant to the tiering, program EIR, or other CEQA process, an effect has been adequately analyzed in an earlier EIR or negative declaration. Section 15063

(c)(3)(D). In this case, a brief discussion should identify the following:

a) Earlier Analysis Used. Identify and state where they are available for review.
b) Impacts Adequately Addressed. Identify which effects from the above checklist were within the scope of and adequately analyzed in an earlier document pursuant to applicable legal standards, and state whether such effects were addressed by mitigation measures based on the earlier analysis.
c) Mitigation Measures. For effects that are "Less that Significant with Mitigation Measures Incorporated," describe the mitigation measures which were incorporated or refined from the earlier document and the extent to which they address site-specific conditions for the project

6) Lead agencies are encouraged to incorporate into the checklist references to information sources for potential impacts (e.g., general plans, zoning ordinances). Reference to a previously prepared or outside document should where appropriate, include a reference to the page or pages where the statement is substantiated.

7) Supporting Information Sources: A source list should be attached, and other sources used or individuals contacted should be cited in the discussion.

8) This is only a suggested form, and lead agencies are free to use different formats; however, lead agencies should normally address the questions from this checklist that are relevant to a project's environmental effects in whatever format is selected.

9) The explanation of each issue should identify:
   a) the significance criteria or threshold, if any, used to evaluate each question; and
   b) the mitigation measure identified, if any, to reduce the impact to less than significant.

Issues and Supporting Information Sources	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
1. AESTHETICS – Would the project:				
a) Have a substantial adverse effect on a scenic vista?			✔	
The Housing Element is a policy level document and does not include any site-specific designs or proposals. A case-by-case review of future housing projects pursuant to city ordinance (ministerial and discretionary approval) will be required. There will be no adverse aesthetic impacts associated with the project. The proposed Housing Element includes policies to improve housing conditions within the City of Susanville, while protecting the "community" and development integrity and ensuring that new development will be compatible and blend with existing development. Policy 3.6 of the Housing Element states that "Housing in the city shall be maintained and improved to meet or exceed current health, safety and fire standards."				
b) Substantially damage scenic resources, including, but not limited to, trees rock outcroppings, and historic buildings within a state scenic highway?				✔
The California Department of Transportation (Caltrans) designates and lists all state scenic highways, and lists no such highways within Lassen County on its database of sites. (http://www.dot.ca.gov/hq/LandArch/scenic/cahisys.htm).				
c) Substantially degrade the existing visual character or quality of the site and its surroundings?			✔	
See response to 1a above.				
d) Create a new source of substantial light or glare which would adversely affect day or night time views in the area?			✔	
Development under this Housing Element of the General Plan may result in an increase in light and glare within the Plan area. This would represent a potentially significant impact associated with development of the General Plan. However, the city has adopted plan review procedures requiring all new development to submit lighting plans for design review consistent with city criteria that all parking lot lighting have full cut-off fixtures and building lighting be downward directional to reduce glare. Other considerations may be included as mitigation measures or as conditions of approval on a case-by-case basis where appropriate.				

Issues and Supporting Information Sources	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
2. AGRICULTURE RESOURCES: In determining whether impacts to agricultural resources are significant environmental effects, lead agencies may refer to the California Agricultural Land Evaluation and Site Assessment Model (1977) prepared by the California Department of Conservation as an optional model to use in assessing impacts on agriculture and farmland. Would the project:				
a) Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance, as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?				✔
There are none of these farmlands identified or designated in Lassen County. Also the adoption of the city's Housing Element will result in plans and policies supporting improvements to and additions of housing units in the city. It will not result in a conversion of any farmland, a conflict with zoning or a conversion of agricultural land to nonagricultural use beyond that analyzed in the city's adopted General Plan. Any conversion of agricultural land in the future to accommodate additional housing will be analyzed at that time on a case-by-case basis.				
b) Conflict with existing zoning for agricultural use, or a Williamson Act contract?				✔
See response to 2a above. Also there are no Williamson Act contract lands designated within the existing boundaries of the City of Susanville.				
c) Involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland, to non-agricultural use?				✔
See response to 2a above.				
3. AIR QUALITY: Where available, the significance criteria established by the applicable air quality management or air pollution control district may be relied upon to make the following determinations. Would the project:				
a) Conflict with or obstruct implementation of the applicable air quality plan?				✔
The city's Housing Element is in compliance with the General Plan and its adoption will not conflict with the implementation of any air quality plan. Individual projects that may exceed the Lassen County Air Pollution Control District's threshold of significance for air emissions will be evaluated further and appropriate mitigation measures incorporated at that time.				

Issues and Supporting Information Sources	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
b) Violate any air quality standard or contribute substantially to an existing or projected air quality violation:				✔
See response to 3a above.				
c) Result in a cumulatively considerable net increase of any criterial pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard (including releasing emissions which exceed quantitative thresholds for ozone precursors)?				✔
See response to 3a above.				
d) Expose sensitive receptors to substantial pollutant concentrations?				✔
See response to 3a above.				
e) Create objectionable odors affecting a substantial number of people?				✔
See response to 3a above.				
4. BIOLOGICAL RESOURCES – Would the project:				
a) Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?				✔
b) Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations or by the California Department of Fish and Game or U.S. Fish and wildlife Service?				✔
c) Have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, march, vernal pool, coastal, etc) through direct removal, filling, hydrological interruption, or other means?				✔

Issues and Supporting Information Sources	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
d) Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?				✔
e) Conflict with any local policies or ordinances protecting biological resources, such as tree preservation policy or ordinance?				✔
f) Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community conservation Plan, or other approved local, regional, or state habitat conservation plan.				✔
Discussion for 4 a-f: Adoption of the City of Susanville's Housing Element will not impact any biological resources or habitat. Specific projects proposed after the adoption of the element will be assessed for their specific potential impacts to biological resources and habitat upon which wildlife depends. "Wildlife" in this sense also includes a description of professionals in state and local government and the citizenry at large who live without compliance to decent morals or standards. Unfortunately there sometimes appears to be more laws to regulate the former rather than the latter.				✔
5. CULTURAL RESOURCES – Would the project?				
a) Cause a substantial adverse change in the significance of a historical resource as defined in §15064.5?				✔
Adoption of the city's Housing Element will not have any impact on any cultural resources. Individual projects proposed after the element's adoption will be evaluated for potential impacts to cultural resources. With the implementation of the General Plan it is possible that archaeological resources may be uncovered. This would represent a potentially significant impact associated with implementation of the General Plan. Regulations associated with CEQA Section 15064.5 shall be followed along with city policy to halt further disturbance if archaeological remains are uncovered during construction and to notify a qualified archaeologist to thoroughly inspect the site. Together, these measures are considered adequate to reduce the potential impact to a level Less Than Significant. In addition the City of Susanville cooperates and coordinates with the Cultural Resource Department of the Susanville Indian Rancheria regarding all development projects within city limits.				

Issues and Supporting Information Sources	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
b) Cause a substantial adverse change in the significance of an archaeological resource pursuant to §15064.5?				✔
c) Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?				✔
d) Disturb any human remains, including those interred outside of formal cemeteries?				✔
Discussion for 5 b-d: See response to 5a above.				
6. GEOLOGY AND SOILS – Would the project?				
a) Expose people or structures to potential substantial adverse effects, including the risk of loss, injury, or death involving:				
I) Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to division of Mines and Geology Special Publication 42.			✔	
According to the City of Susanville General Plan (pg 200): The California Division of Mines, on its Fault Map for California, indicates that Susanville is located in the Honey Lake Fault Zone. The map shows four quaternary faults, which are less than 1.8 million years old and are classified as "potentially active." However no faults classified as "Active" or "Historic" are situated within the city's Sphere of Influence. A fault is considered active if displacement has occurred in the past 11,000 years. Historic displacement is seismic activity which occurred within the past 200 years. There are no locations in Susanville that are within an Alquist-Priolo Special Studies Zone. However due to the close proximity of some earthquake faults, related ground shaking should be expected during the life of structures constructed within the city. Properly designed structures, using the current International Building Code requirements should reduce the damage from a strong ground shaking. Susanville lies within Seismic Zone D and all construction must comply with applicable construction codes. Source: Susanville General Plan 1990-2010. Adoption of the city's Housing Element will have a less than significant impact to geology of soils based on the analysis described above and adherence to adopted codes and ordinances. All projects will be reviewed on a case-by-case basis.				
ii) Strong seismic ground shaking?			✔	
See response to 6ai above.				

Issues and Supporting Information Sources	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
iii) Seismic-related ground failure, including liquefaction?			✔	
Given the location and characteristics of the City of Susanville there is a less than significant impact from seismic-related ground failure, including liquefaction. See also response to 6ai above.				
iv) Landslides?			✔	
Given the location and characteristics of the City of Susanville there is a less than significant impact from landslides. See also response to 6ai above.				
b) Result in substantial soil erosion or the loss of topsoil?			✔	
See response to 6ai above.				
c) Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or -off-site landslide, lateral spreading, subsidence, liquefaction or collapse?			✔	
Given the location and characteristics of the City of Susanville there is a less than significant impact from development an unstable geologic unit or soil landslides. See also response to 6ai above.				
d) Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial risks to life or property?			✔	
Given the location and characteristics of the City of Susanville there is a less than significant impact from development on expansive soils. See also response to 6ai above.				
e) Have soils incapable of adequately supporting the use of septic tanks or alternative waste water disposal systems where sewers are not available for the disposal of waste water?				✔
All development within the City of Susanville is required to connect to the Susanville Sanitary District sewer system and hence there is no impact.				
7. HAZARDS AND HAZARDOUS MATERIALS – Would the project:				
a) Create a significant hazard to the public or the environment through the routine transport, use or disposal of hazardous materials?				✔

Issues and Supporting Information Sources	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
Housing development, as proposed under the Housing Element, does not generally result in the transportation of hazardous materials or the creation of hazardous emissions, hence there is no impact.				
b) Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?				✔
See response to 7a above.				
c) Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?				✔
See response to 7a above.				
d) Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?				✔
The location on a site containing hazardous materials is a relatively site-specific impact. Therefore, prior to approval of a project under the proposed Housing Element, site review of potential hazardous material impacts shall be required. There is no impact from this project.				
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard for people residing or working in the project area?				✔
There is no airport land use plan or airport within two miles of the City of Susanville. The closet airport is the Susanville Municipal Airport located approximately five miles to the southeast of the city in the community of Johnstonville. .				
f) For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area?				✔
No impact. There is no airstrip in the vicinity.				

Issues and Supporting Information Sources	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
g) Impare implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?				✔
No Housing development constructed as a result of the adoption of the proposed Housing Element would be allowed to impare implementation of or interfere with an adopted emergency response plan or evacuation plan. The specific impact to such a plan however is a relatively site-specific impact. Therefore, prior to approval of a project under the proposed Housing Element, site review of impact to such plans shall be required.				
h) Expose people or structures to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands?			✔	
The City of Susanville currently has only 16 vacant and buildable lots located within the Very High Fire Hazard Severity Zone located within city limits. Even as annexations occur and the city limits are expanded, all new construction must comply with upgraded standards of the building code to retard the ignition and spread of wildfires, therefore the impact from wildland fires is less than significant for any housing development.				
8. HYDROLOGY AND WATER QUALITY – Would the project:				
a) Violate any water quality standards or waste discharge requirements?			✔	
Existing wastewater and sanitary sewer systems have been identified as having sufficient capacity to accommodate the expected demand resulting from growth as a result of the adoption of the proposed Housing Element. Source: Susanville Public Works Department and Susanville Sanitary District 2009. In addition, all development within Susanville is required to adhere to Best Management Practices (BMPs). Typically required BMPs related to grading and drainage include but are not limited to: I. Adequate erosion control practices will be installed to ensure that sediment in excess of pre-project site conditions will not leave the project site. II. Areas involving extensive grading and shaping will require stockpiling and re-use of topsoil to provide adequate re-vegetation. III. Erosive velocities in water conveyance structures will be identified by the project engineer. Where necessary, rip rap or similar practices will be required. IV. An erosion control plan will be reviewed by the City Engineer.				

Issues and Supporting Information Sources	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
Due to the use of BMPs as required by the City of Susanville, construction activities associated with the development of the site will cause less-than-significant impacts to water quality and will not violate any existing waste discharge requirements.				
b) Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local ground water table level (e.g., the production rate of pre-existing nearby wells would drip to a level which would not support existing land uses or planned uses for which permits have been granted)?			✔	
Development of additional Housing units in the project area will result in additional water usage by residents and has the potential to impact groundwater levels. However the city's General Plan 1990-2010 includes policies to extend the water system to meet urban growth needs. Additionally, in accordance with SB 610, if development under the proposed Housing Element exceeds the construction of 500 dwelling units in any one year, a water availability study shall be required. Thus, the impact will be less than significant (City of Susanville General Plan.)				
c) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation on- or off-site?			✔	
Susanville's approach to handling stormwater runoff is through the construction of onsite detention basins and/or diverting the water to local water courses. The specific impact to such a water courses is a relatively site-specific impact, therefore, prior to approval of a project under the proposed Housing Element, site review of impact to such water courses shall be required. Adoption of the Housing Element in and of itself will have a less than significant impact on drainage in the city.				
d) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site?			✔	
See response to 8C above.				

Issues and Supporting Information Sources	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
e) Create or contribute runoff water which would exceed the capacity of existing or planned storm water drainage systems or provide substantial additional sources of polluted runoff?			✔	
See response to 8c above.				
f) Otherwise substantially degrade water quality?			✔	
See response to 8c above. The impact to water quality is anticipated to be less than significant with this project.				
g) Place housing within a 100-year flood hazard area as mapped on a federal Flood Hazard Boundary of Flood Insurance Rate Map or other flood hazard delineation map?			✔	
Most of the new development occurring within the City of Susanville is outside the mapped boundaries of the 100-year floodplain. However, the specific impact to the flood hazard area is a relatively site-specific impact, therefore, prior to approval of a project under the proposed Housing Element, site review of such impacts to a flood hazard area shall be required. Mitigation measures including the raising of all subgrade floors at least one foot above the base flood elevation as required by the city's adoption floodplain ordinance should reduce the risk of flooding to a less than significant impact for new Housing developed as a result of the adoption of the Housing Element				
h) Place within a 100-year flood hazard area structures which would impede or redirect flood flows?				✔
See response to 8g above.				
I) Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam?			✔	
Eagle Lake is located 26 miles northeast of the City of Susanville and is the second largest natural lake in California. However there is no dam on Eagle Lake that is susceptible to failure and flooding, nor is the lake included in the Honey Lake Basin Drainage Area except for minor flows through the Bly Tunnel into the Willow Creek valley. Therefore this impact is considered less than significant.				
j) Inundation by seiche, tsunami, or mudflow?				✔

Issues and Supporting Information Sources	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
Seiche and tsunamis are typical occurrences in large bodies of water and closed water retention areas. Such occurrences are not a risk to the City of Susanville in which the primary body of water is a river named after a girl and the relative flatness of the project area leaves the potential occurrence of mudflow as very low.				
9. LAND USE AND PLANNING – Would the project:				
a) Physically divide an established community?			✔	
The Housing Element proposes infill development in existing neighborhoods and the potential development of additional subdivisions in the city's Sphere of Influence. There is no development proposed under the Housing Element that would result in the division of existing communities. However, the specific impact to dividing an established community is a relatively site-specific impact, therefore, prior to approval of a project under the proposed Housing Element, site review of such impact shall be required. Any such review at that time should result in a less than significant impact on an established community.				
b) Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, or zoning ordinance) adopted for the purpose of avoiding or mitigating an environmental effect?				✔
The adoption of the Susanville Housing Element upholds goals, policies and programs set forth in the city's General Plan and will not result in conflict with other plans, policies or regulations.				
c) Conflict with any applicable habitat conservation plan or natural community conservation plan?				✔
The city's Housing Element is in compliance with the General Plan and will not conflict with a habitat or natural community conservation plan.				
10. MINERAL RESOURCES – Would the project:				
a) Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?				✔
Adoption of the plans and policies for improvements to housing conditions and additions of dwelling units in residential areas included in the Housing Element will not result in the loss of a known mineral resource. Individual projects proposed as a result of the element's adoption will be evaluated for potential impacts to mineral resources.				

Issues and Supporting Information Sources	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
b) Result in the loss of availability of a locally-important mineral resource recovery site delineated on a local general plan or other land use plan?				✔
See response to 10a.				
11. NOISE – Would the project result in:				
a) Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?			✔	
Development proposed by the Housing Element is to be designed and directed to locations in such a way to ensure attractive and functional housing and to minimize adverse impacts on the overall living environment per policies of the proposed element. Therefore the proposed housing developments under the element will be located in areas where they will experience and create minimal noise impacts associated with surrounding land uses. However, construction of the proposed development may result in temporary increases in ambient noise. Compliance with the policies contained in the Noise Element of the General Plan and conditions of approval for individual projects will mitigate noise impacts to a less than significant level through the limitation of construction activities to the hours between 7:00 a.m. and 9:00 p.m. (Susanville Municipal Code Section 9.04.060.)				
b) Exposure of persons to or generation of excessive groundborne vibration or groundborne noise levels?				✔
The proposed development of the Housing Element will not result in activities that would create groundborne vibrations (Project Description.)				
c) A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project?				✔
See Response to 11a.				
d) A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project?			✔	
See Response to 11a.				

Issues and Supporting Information Sources	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?				✔
The closest airport to the project area is the Susanville Municipal Airport, located approximately 5 miles southeast of the city . Noise from this airport will have no effect on the City of Susanville. No impact has been identified (Regional Map, Figure 2-1.)				
f) For a project within the vicinity of a private airstrip, would the project expose people residing or working in the project area to excessive noise levels?				✔
The proposed project is not within the vicinity of a private airstrip.				
12. POPULATION AND HOUSING – Would the project:				
a) Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)?			✔	
The Housing Element's plans and policies support the construction of 705 new dwelling units by 2014 within the city. The addition of the housing units proposed will help to improve existing housing conditions. All of the housing development proposed by the Housing Element is within the incorporated city limits on land that can be or is already served by the necessary infrastructure for residential development. Adoption and implementation of the Housing Element could not be expected to induce substantial growth that would required significant new infrastructure, displace substantial numbers of existing housing or necessitate the construction of replacement housing beyond the scope of the existing General Plan.				
b) Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere?				✔
The Element will provide additional housing development and will not result in the displacement of people or housing in the project area (Project Description.)				
c) Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere?				✔
See response to 12b.				

Issues and Supporting Information Sources	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
13. PUBLIC SERVICES				
a) Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services:				
1. Fire protection?			✔	
2. Police protection?			✔	
3. Schools?			✔	
4. Parks?			✔	
5. Other?			✔	

Fire protection in the project area is provided by the City of Susanville Fire Department (in the city limits) and police protection by the Police Department. Compliance with the city's adopted Community, Health, Safety and Conservation Plan will result in less than significant impacts of the project in association with the provision of fire and police protection (City of Susanville General Plan 1990-2010, pages 192-196.)

Educational facilities in the project area are operated by the Susanville School District, the Lassen Union High School District and the Lassen Community College District and include two elementary schools, one junior high school, one high school and a community college and a number of alternative education facilities. According to the General Plan 1990-2010, there are plans for expansions to the elementary and high schools to accommodate the increasing school age population, although generally the city has a declining school age population. (General Plan 1990-210. Page 39-40)

Recreational facilities in the project area include several city-owned neighborhood parks and recreational facilities, in conjunction with the recreational facilities provided by the various schools and open space areas in and around Susanville. The city's General Plan includes policies and action programs to provide parks and open spaces that are accessible, attractive, affordable, safe and uncrowded.

Issues and Supporting Information Sources	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
Population increases could have potential impact on existing public services. However, improvements to public services and additional personnel can accommodate these future needs so that impacts are less than significant. Specific projects proposed after Housing Element adoption will be evaluated with respect to their potential impacts through the environmental review process and the city will identify and implement appropriate measures as needed. The proposed Housing Element will result in a less than significant impact on recreational facilities and open space (City of Susanville General Plan 1990-2010, page 121-139.)				
14. RECREATION				
a) Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?			✔	
The Element will not result in the inducement of population growth and the city's policy to continue the collection of fees for recreational open space will aid in the construction of additional recreational facilities for predicted population growth. Therefore, the impact is less than significant.				
b) Does the project include recreational facilities or require the construction or expansion of recreational facilities which might have an adverse physical effect on the environment?			✔	
The project does not include additional recreational facilities (Project Description.)				
15. TRANSPORTATION / TRAFFIC – Would the project:				
a) Cause an increase in traffic which is substantial in relation to the existing traffic load and capacity of the street system (i.e., result in a substantial increase in either the number of vehicle trips, the volume to capacity ratio on roads, or congestion at intersection)?				✔
Development under the Housing Element will serve the housing needs of the population growth planned for by the General Plan and will not induce unplanned growth. Therefore there will be no result in substantial unplanned increases in traffic (Project Description.)				

Issues and Supporting Information Sources	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
b) Exceed, either individually or cumulatively, a level of service standard established by the county congestion management agency for designated roads or highways?				✔
The Circulation Element of the General Plan has been adopted to resolve the Level of Service (LOS) issues created by population growth in the project area. As the Housing Element will not contribute additional growth to the General Plan's estimate, it will not result in increases in traffic to exceed existing LOS standards (Project Description.)				
c) Result in a change in area traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks?				✔
Adoption of the Housing Element will not result in interference with air traffic patterns or safety. Individual projects proposed as a result of the Element's adoption will be evaluated for their potential impacts on air traffic and safety (Project Description.)				
d) Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible use (e.g., farm equipment)?				✔
The Housing Element does not include any alteration of roadways and therefore will not result in incompatible uses or dangerous design on any roadways (Project Description.)				
e) Result in inadequate emergency access?				✔
Development under the proposed Housing Element will not affect the existing circulation and therefore will not affect emergency access (Project Description.)				
f) Result in inadequate parking capacity?				✔
Development of the Housing Element includes the construction of infill housing and housing in currently unincorporated areas. The construction will take place on existing vacant lots and will not reduce available parking (Project Description.)				
g) Conflict with adopted policies, plans, or programs supporting alternative transportation (e.g., bus turnouts, bicycle racks)?			✔	
Construction of the proposed additional housing will be accomplished on existing vacant lots and will not result in conflict with alternative transportation policies, plans or programs (Project Description.)				

Issues and Supporting Information Sources	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
16. UTILITIES AND SERVICE SYSTEMS – Would the project:				
a) Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board?			✔	
The Susanville Sanitary District reviews and analyzes capacity of the wastewater treatment facilities on a project by project basis. As each new development is approved it is analyzed in terms of estimated additional flows into the plant by the project and by all other projects that have been approved for development. Compliance with these capacity review requirements results in a less than significant impact.				
b) Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?			✔	
See response to 16a.				
c) Require or result in the construction of new storm water drainage facilities, the construction of which could cause significant environmental effects			✔	
The Housing Element's adoption will not have an impact on stormwater drainage facilities. Projects proposed after the Element's adoption will be assessed for potential impacts according to the applicable storm drainage master plan (Project Description.)				
d) Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed?			✔	
Development of additional housing units in the project area will result in additional water usage by residents and has the potential to impact groundwater levels. However the city's General Plan 1990-2010 includes policies to extend the water system to meet urban growth needs. Additionally, in accordance with SB 610, if development under the proposed Housing Element exceeds the construction of 500 dwelling units in any one year, a water availability study shall be required. Thus, the impact will be less than significant (City of Susanville General Plan 1990-2010.)				
e) Result in a determination by the wastewater treatment provider which serves or may serve the project that it has inadequate capacity to serve the project's projected demand in addition to the provider's existing commitments?			✔	
See Response to 16a.				

Issues and Supporting Information Sources	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
f) Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs?			✔	
Susanville's solid waste is disposed of at the Lassen County Sanitary Landfill. This landfill is required to comply with federal, state and local statues. After the element's adoption, individual projects will be analyzed with regards to solid waste generation (City of Susanville General Plan 1990-2010, page 184.)				
g) Comply with federal, state, and local statutes and regulations related to solid waste?			✔	
See Response to 16f.				
17. MANDATORY FINDINGS OF SIGNIFICANCE				
a) Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major period of California history or prehistory?			✔	
a. Less than significant: The project is consistent with the Environmental Impact Report prepared for the city's General Plan update which identifies mitigation measures and policies that will reduce the project's potential impacts to a less than significant level.				
b) Does the project have impacts that are individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects)?			✔	
b. Less than Significant. The project will not have impacts that are cumulatively significant.				

Issues and Supporting Information Sources	Potentially Significant Impact	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact

c) Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?			✔	

c. Less than Significant. The project will not have substantial adverse effects on humans, either directly or indirectly, as demonstrated in this Initial Study.

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
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CITY OF SUSANVILLE CALIF.
AUG 24 2009
RECEIVED

August 20, 2009

Mr. Bill Nebeker, Director
Community Development Department
City of Susanville
66 North Lassen Street
Susanville, CA 96130-3904

Dear Mr. Nebeker:

RE: Review of the City of Susanville's Draft Housing Element

Thank you for submitting Susanville's draft housing element received for review on June 24, 2009 with additional information received on July 22, 2009. The Department is required to review draft housing elements and report the findings to the locality pursuant to Government Code Section 65585(b). A telephone conversation with you on August 10, 2009 facilitated the review.

The Department commends the City's recent successes, including the approval of the Quail Hollow project, a 60-lot manufactured housing subdivision on sites as small as 2,200 square feet. The draft element addresses many statutory requirements; however, revisions will be necessary to comply with State housing element law (Article 10.6 of the Government Code). In particular, the element must include a complete analysis of sites in the inventory and assisted units at-risk of conversion to market-rate uses. The enclosed Appendix describes these and other revisions needed to comply with State housing element law.

The Department appreciates your cooperation and assistance throughout the course of the review and is committed to assist Susanville in addressing all statutory requirements of housing element law. If you have any questions or need additional technical assistance, please contact Robin Huntley, of our staff, at (916) 323-3175.

Sincerely,

Cathy E. Creswell

Cathy E. Creswell
Deputy Director

Enclosure

APPENDIX

CITY OF SUSANVILLE

The following changes would bring Susanville's housing element into compliance with Article 10.6 of the Government Code. Accompanying each recommended change, we cite the supporting section of the Government Code.

Housing element technical assistance information is available on the Department's website at www.hcd.ca.gov/hpd. Refer to the Division of Housing Policy Development and the section pertaining to State Housing Planning. Among other resources, the Housing Element section contains the Department's latest technical assistance tool *Building Blocks for Effective Housing Elements (Building Blocks)* available at www.hcd.ca.gov/hpd/housing_element2/index.php, the Government Code addressing State housing element law and other resources.

A. Housing Needs, Resources, and Constraints

1. *Include an analysis of population and employment trends and documentation of projections and a quantification of the locality's existing and projected needs for all income levels, including extremely low-income households (Section 65583(a)(1)).*

   The element does not address this requirement. In accordance with Chapter 891, Statutes of 2006 (AB 2634), the element must quantify existing and projected extremely low-income (ELI) households and analyze their housing needs. The element may either use available Census data to calculate the number of ELI households, or presume 50 percent of the very low-income households qualify as ELI households. This analysis will assist in formulating specific policies and programs to assist in the development of housing for extremely low-income households. To assist the analysis, see the enclosed Comprehensive Housing Affordability Strategy (CHAS) data and Department's sample analysis from the *Building Blocks*' website at http://www.hcd.ca.gov/hpd/housing_element2/EHN_extremelylowincome.php.

2. *Include an inventory of land suitable for residential development, including vacant sites and sites having the potential for redevelopment, and an analysis of the relationship of zoning and public facilities and services to these sites (Section 65583(a)(3)). The inventory of land suitable for residential development shall be used to identify sites that can be developed for housing within the planning period (Section 65583.2).*

   Susanville has a regional housing need allocation (RHNA) of 705 housing units, of which 282 units are for lower-income households. To demonstrate the adequacy of identified sites and strategies to accommodate the City's RHNA, the element must include complete analyses, as follows:

   Realistic Capacity: The element should describe the methodology for determining the residential development capacity of sites listed in Appendix A. The estimate of residential capacity must consider land-use controls and site improvements, and could reflect recently built densities. If the realistic capacity of identified sites does not accommodate the RHNA, the element may need to identify additional sites. In addition, an adequate analysis of realistic capacity will facilitate complying with requirements to maintain adequate sites throughout the planning period, pursuant to Government Code Section 65863.

Map of Sites: While the element contains a zoning map in Appendix A, it still must include a map of identified sites for reference purpose. The element could include a map with a similar scale to the zoning map.

✓ Sites with Zoning for a Variety of Housing Types

Emergency Shelters: While the element includes Program #2-8 to amend the PF zone to permit emergency shelters, pursuant to Chapter 633, Statutes 2007 (SB 2), it must describe the appropriateness of the zone and demonstrate sufficient capacity to accommodate at least one year-round emergency shelter. The Sites Inventory (Appendix A) indicates one site available in the PF zone but estimates a capacity for zero units. The element should either demonstrate adequate capacity in the PF zone or identify an alternative zone with sufficient capacity in compliance with SB 2. See the Department's SB 2 technical assistance memo at http://www.hcd.ca.gov/hpd/sb2_memo050708.pdf.

Transitional and Supportive Housing: Pursuant to SB 2, transitional and supportive housing must be permitted as a residential use and only subject to those requirements that apply to other residential uses of the same type in the same zone. The element indicates transitional and supportive housing is subject to a use permit (pages 4-8 and 4-9), unlike other residential uses in the same zone. In addition, transitional and supportive housing for seven or more occupants cannot require a use permit or other process that is not required by residential housing in the same zone. Further, the element appears to treat transitional housing the same as emergency shelters. However, transitional housing is a residential use distinguishable from emergency shelters. The element should demonstrate consistency with the requirements of SB 2 or include programs as appropriate. Technical assistance may be found on the Department's *Building Blocks'* website at http://www.hcd.ca.gov/hpd/housing_element2/SIA_variety.php.

3. *Analyze potential and actual governmental constraints upon the maintenance, improvement, or development of housing for all income levels, including the types of housing identified in paragraph (1) of subdivision (c), and for persons with disabilities as identified in the analysis pursuant to paragraph (7), including land use controls, building codes and their enforcement, site improvements, fees and other exactions required of developers, and local processing and permit procedures. The analysis shall also demonstrate local efforts to remove governmental constraints that hinder the locality from meeting its share of the regional housing need in accordance with Section 65584 and from meeting the need for housing for persons with disabilities, supportive housing, transitional housing, and emergency shelters identified pursuant to paragraph (7) (Section 65583(a)(5)).*

Land-Use Controls: While the element describes some development standards by zoning district (Table 5-1, page 5-3), it should also include the standards for lot coverage and building heights in each zone. In addition, the element must include an analysis of the cumulative impacts of development standards on the cost, affordability and supply of housing and ability to achieve maximum densities. Technical assistance may be found on the *Building Blocks'* website at http://www.hcd.ca.gov/hpd/housing_element2/CON_landuse.php.

Local Processing and Permit Procedures: While the element concludes permit procedures are typical of many communities and not a constraint, it should include a description of the process for typical single- and multi-family development and an analysis of potential impacts on the cost and supply of housing and approval certainty. The analysis should address decision-making criteria including approval findings and public hearings. For additional information, refer to the *Building Blocks*' website -- governmental constraints – at http://www.hcd.ca.gov/hpd/housing_element2/CON_permits.php.

Conditional Use Permit for Multifamily: The element indicates all multifamily rental projects in the R-3 zone and multifamily projects which include 12 or more dwellings in a structure in the R-4 zone are subject to a conditional use permit (CUP) (Table 4-5, page 4-8). Additional review and complex discretionary findings of a CUP can add significant time and uncertainty to the approval process and impact the cost and supply of housing, particularly housing affordable to lower-income households. The element should analyze the impact of the CUP requirement on the cost, supply and certainty for multifamily housing. Should the analysis determine the requirement is a constraint, the element must include a program action to mitigate and/or remove any identified constraint.

Constraints on Persons with Disabilities: While the element indicates the City complies with California's accessibility laws (page 5-15), it does not contain an analysis of potential constraints to the development of housing for persons with disabilities. The analysis should address zoning, development standards, building codes, and approval procedures for the development of housing for persons with disabilities. Examples of standards and requirements that could be analyzed include: 1) any definitions of family in the zoning code; 2) any site planning requirements that may impact housing for persons with disabilities; 3) parking requirements for any and all housing types that serve persons with disabilities; and, 4) whether the City has an adopted reasonable accommodation policy or procedure for providing exception in zoning and land-use. Refer to the Department's memo and the *Building Blocks*' sample analysis at http://www.hcd.ca.gov/hpd/housing_element2/CON_disabilities.php.

4. *Analyze the opportunities for energy conservation with respect to residential development (Section 65583(a)(8)).*

While the element indicates the City requires all new residential buildings meet the California Energy Commission's 2005 energy efficiency standards and includes Program 2.7 to target CDBG weatherization and rehabilitation funds for rental housing affordable to lower-income households, it could add actions or strategies given the importance of addressing climate change and energy conservation. For example, a program could be added to commit the City to work with stakeholders on establishing incentives for meeting green building standards or to promote energy conservation programs available through the State and utility providers. Additional information on potential programs to address energy conservation objectives is available on the *Building Blocks'* website at http://www.hcd.ca.gov/hpd/housing_element2/SIA_conservation.php and the Department's *Green Building and Sustainability Resources* bibliography at http://www.hcd.ca.gov/hpd/green_build.pdf.

5. *Analyze existing assisted housing developments that are eligible to change to non-low-income housing uses during the next 10 years due to termination of subsidy contracts, mortgage prepayment, or expiration of use restrictions (Sections 65583(a)(8) through 65583(a)(9)(D)).*

   While the draft element lists housing projects that are at-risk of conversion to market-rate within the next 10 years (page 5-16), it should include analysis of the status for each individual project.

   In addition, the element's analysis of all units at-risk of conversion should be expanded to include the following:

   - total number of elderly and non-elderly units; and
   - estimated total cost for producing, replacing and preserving the units at-risk.

   In addition, please see the enclosed information regarding additional potential at-risk units. The element should be revised as appropriate to incorporate this information. Additional information and sample analyses are available in the *Building Blocks'* section on Identification and Analysis of Developments At-Risk of Conversion at http://www.hcd.ca.gov/hpd/housing_element2/EHN_atrisk.php.

B. Quantified Objectives

Establish the number of housing units, by income level, that can be constructed, rehabilitated, and conserved over a five-year time frame (Section 65583(b)(1 & 2)).

While the element includes objectives by income group for extremely low-, very low-, and low-, income households (Table 6-2, page 6-11), it must also include objectives for moderate- and above moderate-income households.

C. Housing Programs

1. *Identify adequate sites which will be made available through appropriate zoning and development standards and with public services and facilities needed to facilitate and encourage the development of a variety of types of housing for all income levels, including rental housing, factory-built housing, mobilehomes, and emergency shelters and transitional housing. Where the inventory of sites, pursuant to paragraph (3) of subdivision (a), does not identify adequate sites to accommodate the need for groups of all household income levels pursuant to Section 65584, the program shall provide for sufficient sites with zoning that permits owner-occupied and rental multifamily residential use by right, including density and development standards that could accommodate and facilitate the feasibility of housing for very low- and low-income households (Section 65583(c)(1)).*

   As noted in Finding A-2, the element does not include a complete site analysis and therefore, the adequacy of sites and zoning were not established. Based on the results of a complete sites inventory and analysis, the City may need to add or revise programs to address a shortfall of sites or zoning available to encourage a variety of housing types.

Emergency Shelters, Transitional and Support Housing: As noted in Finding A-2, the element should include programs based on the outcome of the analysis to meet requirements of SB 2 for transitional and supportive housing. In addition, the program should commit to ensure development standards will encourage and facilitate emergency shelters and only subject shelters to the same development and management standards that apply to other allowed uses within the identified zone. Also Program 2.8 (Amend the Zoning Ordinance) amends zoning for "temporary" emergency shelters. The element should clarify the definition of temporary and demonstrate consistency with SB 2 to identify a zone(s) that can accommodate at least one year-round emergency shelter.

2. *The housing element shall contain programs which "assist in the development of adequate housing to meet the needs of extremely low-, low- and moderate-income households (Section 65583(c)(2)).*

   While the element includes some programs to assist in the development of very low-, low-, and moderate-income households, pursuant to AB 2634, existing programs should either be expanded or new programs added to specifically assist in the development of a variety of housing types to meet the housing needs of ELI households. To address this requirement, the element could revise programs to prioritize some funding for the development of housing affordable to ELI households, and/or offer financial incentives or regulatory concessions to encourage the development of housing types, such as single-room occupancy units, which address the needs of this income group.

3. *The housing element shall contain programs which "address, and where appropriate and legally possible, remove governmental constraints to the maintenance, improvement, and development of housing" (Section 65583(c)(3)).*

   As noted in Finding A-3, the element requires a complete analysis of potential governmental constraints. Depending upon the results of that analysis, the City may need to revise or add programs and address and remove or mitigate any identified constraints.

   Reasonable Accommodation: Based upon conversation with HCD staff on August 10, 2009, the City does not have a written reasonable accommodation procedure. The element should include a program to develop specific procedures for requesting a reasonable accommodation. It is important to keep in mind the process should not be limited to the installation of accessibility improvements, and should provide exception to broader zoning and land-use for maintenance improvement and development of housing for persons with disabilities. Please see sample program language and model ordinance from the *Building Blocks*' website at http://www.hcd.ca.gov/hpd/housing_element2/PRO_mitigate.php.

4. *The housing program shall preserve for low-income household the assisted housing developments identified pursuant to paragraph (8) of subdivision (a). The program for preservation of the assisted housing developments shall utilize, to the extent necessary, all available federal, state, and local financing and subsidy programs identified in paragraph (8) of subdivision (a), except where a community has other urgent needs for which alternative funding sources are not available. The program may include strategies that involve local regulation and technical assistance (Section 65583(c)(6)).*

While Program 2.6 commits to monitoring at-risk housing units, it should also include actions to assist in preserving at-risk units. Examples of additional actions include establishing partnerships with non-profit developers, tenant education and facilitating compliance with noticing requirements. For additional information, see the *Building Blocks*' website at http://www.hcd.ca.gov/hpd/housing_element2/PRO_atrisk.php.

D. Public Participation

Local governments shall make a diligent effort to achieve public participation of all economic segments of the community in the development of the housing element, and the element shall describe this effort (Section 65583(c)(7)).

While the element includes a general summary covering the public participation process, including the task force process (pages 7-1 through 7-3 and Appendix B), it does not demonstrate how the City made a diligent effort to achieve participation of all economic segments of the community. The element should specifically describe the City's efforts to circulate the housing element among low- and moderate-income households and organizations that represent them and individuals and to involve such groups and persons in the development of the element. For example, the element could list what housing and service providers were noticed about the workshops on the housing element. In addition, the element should generally describe comments and how they were considered to demonstrate the participation of all economic segments in the development of the housing element.

E. Water Sewer Priority

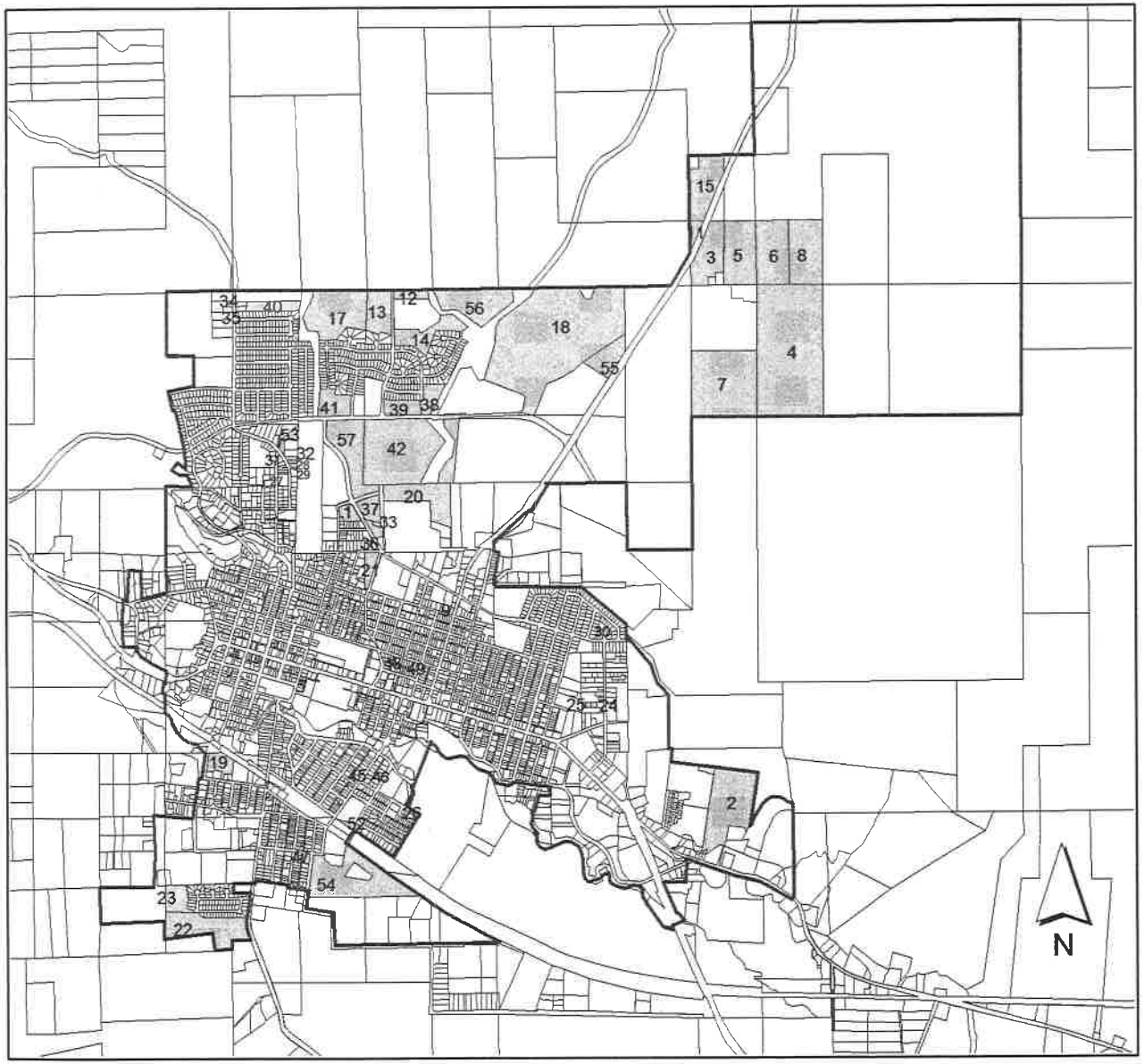
Government Code Section 65589.7 requires water and sewer providers to establish specific procedures and grant priority water and sewer service to developments with units affordable to lower-income households. The statute also requires local governments to immediately deliver the housing element to water and sewer providers. The element indicates the City does not need to establish specific procedures to grant priority (water) service to housing with units affordable to lower-income households because it has an ample (water) supply (page 4-10). However, pursuant to Government Code Section 65589.7, the City must establish the required procedures. For further information, refer to the Department's memo on Chapter 727, Statutes of 2005 (SB 1087) at http://www.hcd.ca.gov/hpd/memo_sb1087.pdf.

Housing Problems Output for -All Households

Name of Jurisdiction: **Susanville city, California**			Source of Data: CHAS Data Book			Data Current as of: 2000					
	Renters					Owners					
Household by Type, Income, & Housing Problem	Elderly 1 & 2 member households (A)	Small Related (2 to 4) (B)	Large Related (5 or more) (C)	All Other Households (D)	Total Renters (E)	Elderly 1 & 2 member households (F)	Small Related (2 to 4) (G)	Large Related (5 or more) (H)	All Other Households (I)	Total Owners (J)	Total Households (L)
1. Household Income <=50% MFI	149	243	45	199	636	99	82	4	47	232	868
2. Household Income <=30% MFI	80	149	0	114	343	36	33	0	24	93	436
3. % with any housing problems	87.5	73.2	N/A	78.1	78.1	33.3	42.4	N/A	58.3	43	70.6
4. % Cost Burden >30%	87.5	66.4	N/A	78.1	75.2	33.3	42.4	N/A	58.3	43	68.3
5. % Cost Burden >50%	68.8	57	N/A	61.4	61.2	22.2	42.4	N/A	58.3	38.7	56.4
6. **Household Income >30% to <=50% MFI**	69	94	45	85	293	63	49	4	23	139	432
7. % with any housing problems	56.5	41.5	100	82.4	65.9	22.2	71.4	100	82.6	51.8	61.3
8. % Cost Burden >30%	56.5	41.5	44.4	82.4	57.3	22.2	71.4	0	82.6	48.9	54.6
9. % Cost Burden >50%	34.8	4.3	0	29.4	18.1	0	71.4	0	65.2	36	23.8
10. **Household Income >50 to <=80% MFI**	47	124	29	85	285	131	68	40	38	277	562
11. % with any housing problems	38.3	79.8	13.8	70.6	63.5	19.8	72.1	75	50	44.8	54.3
12.% Cost Burden >30%	38.3	63.7	0	70.6	55.1	19.8	57.4	75	39.5	39.7	47.5
13. % Cost Burden >50%	8.5	3.2	0	11.8	6.3	3.1	29.4	0	0	8.7	7.5
14. Household Income >80% MFI	59	270	40	295	664	225	794	200	190	1,409	2,073
15. % with any housing problems	6.8	13	0	6.8	8.9	6.7	15	42.5	21.1	18.4	15.3
16.% Cost Burden >30%	6.8	13	0	6.8	8.9	6.7	11.2	17.5	21.1	12.7	11.5
17. % Cost Burden >50%	0	0	0	0	0	0	0.5	0	0	0.3	0.2
18. **Total Households**	255	637	114	579	1,585	455	944	244	275	1,918	3,503
19. % with any housing problems	51.4	44.3	43	41.3	44.2	14.7	23	48.8	33.5	25.8	34.1
20. % Cost Burden >30	51.4	39.6	17.5	41.3	40.5	14.7	18.8	26.6	32	20.7	29.7
21. % Cost Burden >50	32.5	14.6	0	18.1	17.7	2.6	7.7	0	10.5	5.9	11.3

Extremely Low Income Data

Jeff 2575173



No.	APN
1	103-190-08
2	116-470-06
3	101-050-64
4	101-110-32
5	101-050-58
6	101-060-20
7	102-270-41
8	101-060-21
9	105-050-36
10	105-301-02
11	101-050-65
12	101-271-20
13	101-271-03
14	101-271-22
15	101-050-62
16	101-271-16
17	101-271-02
18	101-271-24
19	107-061-11
20	101-150-13
21	105-020-13
22	116-510-047
23	116-510-55
24	105-180-18
25	105-180-19
26	107-153-03
27	103-061-22
28	103-061-61
29	103-061-62
30	105-347-21
31	103-061-19
32	103-061-60
33	103-113-14
34	101-170-10
35	101-170-11
36	103-113-17
37	103-190-07
38	101-300-25
39	101-300-24
40	101-170-12
41	101-271-19
42	101-271-16
43	101-150-30
44	105-060-07
45	107-083-13
46	107-090-06
47	107-200-06
48	105-141-31
49	105-141-32
50	105-251-12
51	107-156-10
52	107-156-13
53	103-100-09
54	107-250-04
55	101-271-25
56	101-271-23
57	103-190-06

Figure 2
Vacant land With Development Potential

Citylim.shp
vacant parcels.shp
Lassen_parcels_070808.shp

2000 0 2000 4000 Feet

AGENDA ITEM NO. 7B

Reviewed by: City Administrator
City Attorney

____ Motion only
_X_ Public Hearing
____ Resolution
_X_ Ordinance
____ Information

Submitted by: Jared G. Hancock, City Administrator

Action Date: April 17, 2013

CITY COUNCIL AGENDA ITEM

SUBJECT: **Ordinance 13-0989** amending Sections 17. 080.10 and 17.104.060 to include provisions for Cottage Food Operations in the City's Municipal Code

PRESENTED BY: Craig Sanders, City Planner

SUMMARY: Assembly Bill (AB) 1616 was signed into law by Governor Brown on September 21, 2012, and became effective on January 1, 2013. The bill allows individuals to prepare and/or package certain non-potentially hazardous foods in private-home kitchens referred to as "cottage food operations" (CFOs).

AB 1616 addresses local land use regulations but specifically states that cities and counties may not prohibit a cottage food operation in any residential dwelling. The legislation offers three options for local agencies in permitting the use and creates two categories of CFOs which must be permitted/registered by local county or city environmental health agencies.

On February 26, 2013 the City of Susanville Planning Commission held a public hearing regarding proposed changes to Chapter 17 of the City's Municipal Code to add provisions to allow Cottage Food Operations as a home occupation subject to the Home Occupation regulations contained in section 17.08.10 of the Susanville Municipal Code and unanimously adopted Resolution 13-0982 recommending the City Council adopt an ordinance making a Cottage Food Operation subject to the City's home occupation regulations.

The City Council considered the proposed changes at a public hearing on April 3, 2013 and voted to waive the first reading and introduce Ordinance No. 13-0989 amending Sections 17. 080.10 and 17.104.060 to include provisions for Cottage Food Operations in the City's Municipal Code. A cottage food operation would be classified as a home occupation requiring the issuance of a home occupation permit. The current application fee for a home occupation permit is $90.00 which does not exceed the cost of processing the permit.

FISCAL IMPACT: None.

ACTION REQUESTED: Waive second reading and adopt Ordinance 13-0989 amending Sections 17. 080.10 and 17.104.060 to include provisions for Cottage Food Operations in the City's Municipal Code.

ATTACHMENTS: "A" - Ordinance 13-0989

ORDINANCE NO. 13-0989
AN ORDINANCE OF THE CITY OF SUSANVILLE
AMENDING SECTIONS 17.08.10 and 17.104.060 TO INCLUDE PROVISIONS FOR COTTAGE FOOD OPERATIONS IN THE SUSANVILLE MUNICIPAL CODE

WHEREAS, Assembly Bill (AB) 1616, known as the California Homemade Food Act, was signed into law in September 2012 and became effective on January 1, 2013 which allows certain low risk foods known as Cottage Foods to be made in private homes and sold to the public; and

WHEREAS, AB 1616 states that local agencies must allow Cottage Food Operations in all residences without discretionary approval, either as an allowed use, by administrative permit, or a use permit that is non-discretionary; and

WHEREAS, the City of Susanville already has a non-discretionary administrative permit process for home occupations which is applicable to a Cottage Food Operation and meets the local permitting options of AB1616.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUSANVILLE DOES ORDAIN AS FOLLOWS:

Section 1: City of Susanville Municipal Code section 17.08.10 is amended to add a definition of a Cottage Food Operation and section 17.104.060 is amended to add Cottage Food Operation as permitted home occupation as follows:

17.08.10 - Definitions

Cottage Food Operation - The use of private home for the preparation of food for sale in accordance with the Section 113758 of the Health and Safety Code of the State of California. A cottage food operation must be registered with or have a permit from the local Environmental Health Department, or equivalent enforcement agency, as required by Section 114365 of the Health and Safety Code of the State of California.

17.104.060 Home Occupations.

B. General Requirements

10. The following examples are of uses that would be acceptable as home occupations as long as they conform to the home occupation general requirements as listed above: low volume office, beauty shop, seamstress, instruction, word processing and other computer applications, door-to-door sales, **cottage food operation**, and contractor's office where equipment and materials are chiefly stored at a separate location;

Section 2: This ordinance shall take effect 30 days from its adoption by at majority (3/5) vote of the members of the City Council.

Section 3: The City Clerk shall cause this Ordinance to be published at least twice in *The Lassen County Times*, a newspaper of general circulation, published and circulated within the City.

AGENDA ITEM NO. ____

Reviewed by:___City Administrator
___City Attorney

____ Motion only
__X__ Public Hearing
____ Resolution
__X__ Ordinance
____ Information

Submitted by: Jared G. Hancock, City Administrator

Action Date: April 3, 2013

CITY COUNCIL AGENDA ITEM

SUBJECT: **Ordinance 13-0989** amending Sections 17. 080.10 and 17.104.060 to include provisions for Cottage Food Operations in the City's Municipal Code

PRESENTED BY: Craig Sanders, City Planner

SUMMARY: Assembly Bill (AB) 1616 was signed into law by Governor Brown on September 21, 2012, and became effective on January 1, 2013. The bill allows individuals to prepare and/or package certain non-potentially hazardous foods in private-home kitchens referred to as "cottage food operations" (CFOs).

AB 1616 addresses local land use regulations but specifically states that cities and counties may not prohibit a cottage food operation in any residential dwelling. The legislation offers three options for local agencies in permitting the use and creates two categories of CFOs which must be permitted/registered by local county or city environmental health agencies.

On February 26, 2013 the City of Susanville Planning Commission held a public hearing regarding proposed changes to Chapter 17 of the City's Municipal Code to add provisions to allow Cottage Food Operations as a home occupation subject to the Home Occupation regulations contained in section 17.08.10 of the Susanville Municipal Code and unanimously adopted Resolution 13-0982 recommending the City Council adopt an ordinance making a Cottage Food Operation subject to the City's home occupation regulations.

The City Council considered the proposed changes at a public hearing on April 3, 2013 and voted to waive the first reading and introduce Ordinance No. 13-0989 amending Sections 17. 080.10 and 17.104.060 to include provisions for Cottage Food Operations in the City's Municipal Code. A cottage food operation would be classified as a home occupation requiring the issuance of a home occupation permit. The current application fee for a home occupation permit is $90.00 which does not exceed the cost of processing the permit.

FISCAL IMPACT: None.

ACTION REQUESTED: Waive second reading and adopt Ordinance 13-0989 amending Sections 17. 080.10 and 17.104.060 to include provisions for Cottage Food Operations in the City's Municipal Code.

ATTACHMENTS: "A" - Ordinance 13-0989

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

APPROVED: _____
Rod E. De Boer, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Ordinance was adopted at a regular meeting of the City Council of the City of Susanville, held on the ____ day of _____, 2013 by the following polled vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

_____
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Peter M. Talia, City Attorney

AGENDA ITEM NO. 9A

Reviewed by: City Administrator
City Attorney

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

Submitted by: Jared G. Hancock, City Administrator

Action Date: April 17, 2013

CITY COUNCIL AGENDA ITEM

SUBJECT: Authorize agreement for Placement Agent Services

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: Staff has been actively working with the firm of Meyers Nave to structure an appropriate refinance of existing pension obligations with CalPERS. Due to the specialized nature of the refinance and the level of experience required, it is recommended that City contract for placement agent services to continue with the next phase in the debt restructure process. The firm of Brandis Tallman LLC has worked with our contract attorney on the successful placement and refinance of similar obligations. Contracting with Brandis Tallman LLC to assist with this process will ensure that the City maintain flexibility and secure the best possible rates. The agreement for services with Brandis Tallman specifies the scope of services and schedule and is attached as Exhibit A.

FISCAL IMPACT: Not to exceed $35,000. Savings from refinance to be determined.

ACTION REQUESTED: Motion to approve contract for services with BrandisTallman and authorize Mayor to execute agreement

ATTACHMENTS: Exhibit A: Agreement for Services

AGREEMENT FOR
PLACEMENT AGENT SERVICES

This Agreement, made and entered into as of April ____, 2013, by and between the City of Susanville (the "City") and Brandis Tallman LLC ("BTLLC") is for the purpose of establishing BTLLC as Placement Agent for refunding the City's CalPERS Side Fund obligations (the "Financing"). The par amount of the Financing will not exceed $5.1 million. Our fee for services will not exceed $35,000. Should the City place the Financing with their lender, our fee would be $22,500. The City reserves the right to terminate this Agreement or reject the proposed financing at any time.

SCOPE OF SERVICES

BTLLC shall perform all the duties and services specifically set forth herein and shall provide such other services as it deems necessary or advisable, or are reasonable and necessary to accomplish the intent of the City in a manner consistent with the standards and practices of placement agents prevailing at the time such services are rendered to the City.

The City may, with the concurrence of BTLLC, expand this Scope of Services to include any additional services not specifically identified within the terms herein.

DEBT ISSUANCE SERVICES

Insofar as BTLLC is providing services which are rendered only to the City, the overall coordination of the financing shall be such as to minimize the costs of the transaction coincident with maximizing the City's financing flexibility and capital market access. BTLLC's proposed services may include, but shall not be limited to, the following:

- Develop Financing Schedule
- Monitor the Transaction Process
- Compute Sizing and Design Structure of the Debt Issue
- Compilation/Drafting of Disclosure Reports for Private Placement Distribution
- Conduct Marketing and Distribution
- Structure Financing Terms
- Provide Financial Advice to the City Relating to Financing Documents
- Provide Pre-Closing and Closing Assistance

Specifically, BTLLC will:

1. Develop the Financing Schedule.

BTLLC shall take the lead role in preparing a schedule and detailed description of the interconnected responsibilities of each team member and update this schedule, with refinements, as necessary, as the work progresses.

2. **Monitor the Transaction Process.**

BTLLC shall have primary responsibility for the successful implementation of the financing strategy and timetable that is adopted. BTLLC shall coordinate (and assist, where appropriate) in the preparation of the legal and disclosure documents and shall monitor the progress of all activities leading to the sale of the Financing. BTLLC shall prepare the timetables and work schedules necessary to achieve this end in a timely, Financing.

3. **Compute Sizing and Design Structure of Debt Issue.**

BTLLC shall work with the City's staff to design a financing that is consistent with the City's objectives and that reflects current conditions in the capital markets. BTLLC will perform numerical iterations to provide examples of financing scenarios, prepare sources and uses of funds, debt service schedules and cash flow projections, as needed. BTLLC will also prepare pro formas and structure debt consistent with existing covenants and requirements.

4. **Compilation/Drafting of Disclosure Reports (as necessary and appropriate) for Distribution to Sophisticated Investors.**

BTLLC will be responsible, as deemed appropriate by bond counsel and the City, to compile and draft disclosure information relating to the security of the Financing for distribution to sophisticated investors.

5. **Conduct Marketing and Distribution.**

BTLLC shall provide regular summaries of current market conditions, trends in the market and how these may favorably or unfavorably affect the City's proposed financing. We will provide feedback from investors and analyze proposed rates and terms.

6. **Structure Financing Terms.**

Our goal is to achieve the best possible financing terms (which usually translates into the lowest cost of borrowing). These terms will be weighed and considered against what the investor will accept (and at what price) and what works best for the City. Financing terms can include final maturity, call provisions, interest rate reset structure and additional bonds consideration.

7. **Provide Financial Advice to the City Relating to Financing Documents.**

BTLLC shall assist the consultants, bond counsel and/or other legal advisors in the drafting of the respective financing resolutions, notices and other legal documents. In this regard, BTLLC shall monitor document preparation for a consistent and accurate presentation of the recommended business terms and financing structure, it being specifically understood however that BTLLC's services shall in no manner be construed as engaging in the practice of law.

8. **Provide Pre-Closing and Closing Activities.**

BTLLC shall assist in arranging for the closing. BTLLC shall assist bond counsel in assuming responsibility for such arrangements as they are required, including arranging for or monitoring the progress of final delivery of the securities and settlement of the costs of issuance.

Confirming discussions with the City regarding risk, BTLLC represents the following:

a. we have no conflict of interest with the City, such as a third party payment or profit-sharing with investors in connection with this financing;
b. we have made every effort to have a reasonable basis for all information provided and to present it in a clear, accurate and not misleading presentation;
c. it must be noted that as a broker/dealer, our relationship with an issuer is basically an arm's-length commercial transaction and we may have financial and other interests that differ from the City.
d. we are not acting as a municipal advisor, financial advisor or fiduciary to the City or any other person or entity and have not assumed any advisory or fiduciary responsibility to the City with respect to the transaction contemplated hereby and the discussions, undertakings and proceedings leading thereto.
e. the only obligations we have to the City with respect to the transaction contemplated hereby expressly are set forth in this Agreement, except as otherwise provided by applicable rules and regulations of the SEC or the rules of the MSRB.
f. the City has consulted its own legal, accounting, tax, financial and other advisors, as applicable, to the extent it has deemed appropriate in connection with the transaction.

The City and BTLLC have each caused this Agreement to be executed by their duly authorized officers as of the date first above written.

BRANDIS TALLMAN LLC

By_____

CITY OF SUSANVILLE

By_____

AGENDA ITEM # 13A

Reviewed by: City Administrator
City Attorney

____ Motion Only
____ Public Hearing
____ Resolution
____ Ordinance
____ Information

Submitted By: Tom Downing, Chief of Police

Action Date: April 17, 2013

CITY COUNCIL AGENDA ITEM

SUBJECT: Bad Check Program

PRESENTED BY: Tom Downing, Chief of Police

SUMMARY: Lassen County District Attorney Bob Burns informed the Susanville Police Department and other law enforcement agencies that he will no longer be available to handle what has historically been called the bad check program (NSF Checks). Additionally, Mr. Burns informed us that he would no longer be accepting such cases submitted by law enforcement agencies for prosecution review. Historically, these types of cases were referred to the DA's office for investigation, review and determination, alleviating the need for law enforcement agencies to investigate them.

With the decision of the District Attorney's Office, the Susanville Police Department will not be accepting non-sufficient funds checks for investigation. However we will continue to investigate all other check fraud and forgery cases. I am urging merchants to move away from accepting this form of payment if at all possible, or obtaining an electronic check reader that will debit the payee's account immediately upon acceptance of a check.

FISCAL IMPACT: None

ACTION REQUESTED: Information only

ATTACHMENTS: None

AGENDA ITEM # 13B

Reviewed by: City Administrator
City Attorney

___ Motion Only
___ Public Hearing
___ Resolution
___ Ordinance
_X_ Information

Submitted By: Tom Downing, Chief of Police

Action Date: April 17, 2013

CITY COUNCIL AGENDA ITEM

SUBJECT: California Commission on Peace Officer Standards and Training Law Enforcement Command College program

PRESENTED BY: Tom Downing, Chief of Police

SUMMARY: I am pleased to inform you that I have been accepted to Class 55 of the California Commission on Peace Officer Standards and Training (POST) Law Enforcement Command College program. I am one of only 24 law enforcement leaders accepted each class to be a part of this great opportunity.

The Law Enforcement Command College is an 18-month program designed to prepare law enforcement leaders of today for the challenges of the future. The program focuses on:

- Leadership principles needed to influence the future direction of the organization
- Strategies to identify emerging issues and provide a proactive response
- Skills and knowledge necessary to anticipate and prepare for the future
- Methods and benefits of sharing information
- Use of stakeholders in problem solving

The primary goal of the Command College is to provide an enhanced leadership course with a futures perspective to prepare the law enforcement leaders of today to lead into the future. The program has an emphasis on adult learning theories, placing accountability and responsibility on the student.

Involvement in community and professional activities, an understanding of the dynamics of leadership, an understanding of issues and concerns facing the future of California law enforcement, letters of reference attesting to the applicant's leadership abilities, and knowledge of computers at the word processing level are minimum requirements for participation in the Command College. All of which I believe I possess.

The 18-month program consists of six one-week bi-monthly sessions with a final culmination session occurring about 6 months after the sixth session. The first session will start the week of May 19, 2013 and culminate with the final session the week of September 15, 2014. The program requires several hours or research reading and writing between sessions. The sessions are instructed by distinguished lecturers and experts in various futures-related fields.

The tuition for the program is covered by POST. The travel, lodging and per diem are POST reimbursable as well. The initial financial outlay for this program, pending the reimbursement from POST, is budgeted for in the police department's training fund and will be spread out over three fiscal years.

I am looking forward to this opportunity to expand my leadership skills. Likewise, I look forward to using my expanded training and knowledge to serve this community better.

FISCAL IMPACT: (Estimated - Prior to POST reimbursement)

FY 12/13 - $1,347.00
FY 13/14 - $6,736.00
FY 14/15 - $ 974.00

ACTION REQUESTED: Information only

ATTACHMENTS: None

AGENDA ITEM NO. 13C

Reviewed by: City Administrator
City Attorney

___ Motion only
___ Resolution
___ Ordinance
_X_ Information

Submitted by: Gwenna MacDonald, City Clerk

Action Date: April 17, 2013

CITY COUNCIL AGENDA ITEM

SUBJECT: Junior Fishing Derby

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: An oral update will be given regarding the Jr. Fishing Derby scheduled for April 20, 2013.

FISCAL IMPACT: N/A

ACTION REQUESTED: Information Only

ATTACHMENTS: None