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**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**

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SUSANVILLE MUNICIPAL ENERGY CORPORATION

SUSANVILLE PUBLIC FINANCING AUTHORITY

**Susanville City Council**  
**Regular Meeting ♦ City Council Chambers**  
**June 19, 2013 – 5:30 p.m.**

*Call meeting to order*

*Roll call of Councilmembers present*

*Next Resolution No. 13-4967*

*Next Ordinance No. 13-0992*

- 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:     Administrative Confidential: 2013/2014  
  Fire: 2013/2014  
  Management: 2013/2014  
  Miscellaneous: 2013/2014  
  Professional/Technical: 2013/2014  
  Public Works: 2013/2014  
  SPOA: 2013/2014
    - 2       Personnel Status report
    - 3       Approved employee position list
  
  - 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):
    - 1)     City vs. Northern Sierra Homes, LLC Lassen County Court Case: #50050
    - 2)     United States District Court Case No. 2:10-CV-03048-MCE-GGH, Nancy Schwartz v. Lassen County, et al.
    - 3)     Jordan Drury vs. City of Susanville; Claim SCGA-01653A
  
  - D     PUBLIC EMPLOYMENT – pursuant to Government Code §54957:  
      Contract Services - Finance Manager
  
  - E     PUBLIC EMPLOYEE PERFORMANCE EVALUATION – pursuant to Government Code §54957: City Administrator

4 **RETURN TO OPEN SESSION:** (recess if necessary)

- *Reconvene in open session at 7:00 p.m.*
- *Pledge of allegiance*
- *Report any changes to agenda*
- *Report any action out of Closed Session*
- *Moment of Silence/Thought for the Day:* Councilmember McBride
- *Proclamations, awards or presentations by the City Council:*
  - Officer Bosson: MADD Award Certificate
  - Army Week Proclamation
  - National Refuse Collectors 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 May 22, 2013 meeting
- B Approve vendor warrants numbered 87813 through 87950 for a total of \$446,386.47 including \$128,576.70 in payroll warrants
- C Approve **Resolution No. 13-4962** declaring surplus vehicle and authorizing sale
- D Approve write-off of delinquent accounts receivable
- E Receive and file Finance Report: May 2013
- F Receive and file Treasurers Report: May 2013

7 **PUBLIC HEARINGS:**

**A Historic Uptown Susanville Association (HUSA) Assessments**

- 1 Public Hearing: Solicit and consider public comment relative to setting FY 2013/2014 assessments
- 2 Action: Consider **Resolution No. 12-4961**, Setting assessments for FY 2013/2014 (HUSA)

**B Fiscal Year 2013/2014 Budget**

- 1 Public Hearing: Solicit and consider public comments relative to proposed annual budget
- 2 Action: Consider **Resolution No. 13-4955**, Establishing appropriations limit for FY 2013/2014 pursuant to California Constitution Article XIII-B and Government Code §7910  
Action: Consider **Resolution No. 13-4954**, Adopting the FY 2013/2014 budget

**C CEQA Findings of Fact for the Sierra Community Park**

- 1 Public Hearing: Solicit and consider public comments regarding the adoption of a Mitigated Negative Declaration and Mitigation Monitoring and Reporting program for the Sierra Community Park Project

- 2     Action: Consider **Resolution No. 13-4956**, adopting the Mitigated Negative Declaration and Mitigation Monitoring and Reporting program

**D     Adding Chapter 8.40 – Sales and Use of Fireworks to Susanville Municipal Code**

- 1     Public Hearing: Solicit and consider public comments regarding the establishment of regulations pertaining to the use of fireworks.  
2     Action: Consider **Ordinance No. 13-0990** limiting the use of Fireworks: Waive second reading and adopt

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

9     **NEW BUSINESS:**

- A     Consider approval of **Resolution No. 13-4963** authorizing agreement with Lassen County Farm Bureau for third annual Rock the Wake event  
B     Consider approval of **Resolution No. 13-4964** authorizing agreement with Greendot Transportation Solutions for Planning Professional services  
C     Consider establishment of Weed Abatement Deadline for June 24, 2013  
D     Consider approval of **Resolution No. 13-4965** authorizing emergency repair of Main Street water line  
E     Consider approval of **Resolution No. 13-4966** authorizing allocation of Board of State and Community Corrections funding for fiscal year 2013/2014  
F     Consider approval of Lassen Land and Trails Trust request for sponsorship

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

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

12    **CONTINUING BUSINESS:**

- A     Consider approval of **Resolution No. 13-4952** amending Resolution No. 10-4625 and setting fees and policies for the natural gas utility

13    **CITY ADMINISTRATOR'S REPORTS:**

- A     Lassen Land and Trails Trust Summer Camp – J. Hancock

14    **COUNCIL ITEMS:**

- A     AB1234 travel reports: None

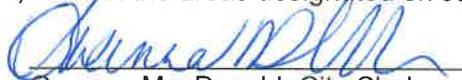
15    **ADJOURNMENT:** *Meeting adjourned in memory of Luke Sheehy*

- *The City Council has announced that no meeting will be held July 3, 2013*
- *The next regular City Council meeting will be held on July 17, 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](http://www.cityofsusanville.org), unless there were systems problems posting to the website.*

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

I, Gwenna MacDonald, certify that I caused to be posted notice of the regular meeting scheduled for June 19, 2013 in the areas designated on June 14, 2013.

  
Gwenna MacDonald, City Clerk

Reviewed by: ~~City Administrator~~  Motion Only  
~~City Attorney~~  Public Hearing  
 Resolution  
 Ordinance  
 Information

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

**Action Date:** June 19, 2013

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Minutes of the City Council's May 22, 2013 meeting

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

**SUMMARY:** Attached for the Council's review are the minutes of the City Council's May 22, 2013 meeting.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Motion to waive oral reading and approve minutes of City Council's May 22, 2013 meeting.

**ATTACHMENTS:** Minutes: May 22, 2013

**SUSANVILLE CITY COUNCIL**  
**Special Meeting Minutes**  
**May 22, 2013 – 3:00 p.m.**

City Council Chambers

66 North Lassen Street

Susanville CA 96130

Meeting was called to order at 3:00 p.m. by Mayor De Boer.

Roll Call of City Councilmembers: Cheryl McDonald, Nicholas McBride, Brian Wilson, Lino P. Callegari and Rod E. De Boer, Mayor.

Staff present: Jared G. Hancock, City Administrator; Peter M. Talia, City Attorney; Tom Downing; Police Chief; Theodore Friedline, Fire Chief, Craig Platt, Public Works Director; James Moore, Battalion Chief; Janette Zahniser, Assistant to the Public Works Director; Debi Savage, Assistant to City Administrator and Gwenna MacDonald, City Clerk.

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

**2 PUBLIC COMMENT:**

Mr. Hancock recognized the participation of Councilmember McBride and Battalion Chief Moore in the recent fundraiser held on behalf of St. Baldrick's Foundation in their effort to find a cure for childhood cancer.

**3 SCHEDULED MATTERS:**

3A Budget workshop: FY 2013/2014 Mr. Hancock explained the workshop objectives which included obtaining City Council and community input, reviewing budget objectives, individual funds, revenue, expenses, and the next steps in the budget adoption process. The City takes a conservative approach to the budget. There are potential revenue sources each year including project reimbursements, SCORE reimbursements, out of area fire suppression reimbursements, but the projected revenue is based upon consistent sources of income. The expenditures represent fully funded staffing levels, and vacancies due to staff turnover will result in a savings of funds. A percentage of the remaining cash at the year end has traditionally been put to reserves or with the remainder going into the unallocated cash account. At this time, there is not a structural surplus in the budget, and he explained that the Council could choose a different approach to the budget, utilizing anticipated revenues and including in the revenue line item.

Mayor pro tem Wilson asks where the unexpected sources of revenue are allocated. Mr. Hancock explained that revenue such as the SCORE refund is credited towards the risk management line item. If the cash is not for a specific expense it is put in the general fund non-allocated cash fund. Reimbursements for enterprise funds are reimbursed proportionately.

Mr. Hancock reviews the figures for revenue and expenses, and explained that revenue was higher than anticipated due to out of area fires, and the expenses were increased because of the PERS calculation and increase in insurance premium.

Slide Two:

**General Fund**

	<u>12/13 Budget</u>	<u>12/13 YTD</u>	<u>13/14 Budget</u>
Revenue	\$4,990,809	\$4,732,224	\$4,802,603
Expenses	\$5,525,978	\$4,370,114	\$5,025,646

General Fund Reserve: \$452,428

Unallocated Cash Balance: \$847,021

The general fund expense does not include the refinance of the side fund, which should occur this fiscal

year. Once a lender is chosen, the City will be able to quantify the savings.

Slide Three:

**Water Enterprise Fund**

	<u>12/13 Budget</u>	<u>12/13 YTD</u>	<u>13/14 Budget</u>
Revenue	\$2,384,508	\$1,726,749	\$2,384,508
Expenses	\$2,406,428	\$1,849,853	\$2,356,969
Cash in CIP Fund		\$1,117,528	
Cash in Rate Stabilization Fund		\$3,000,000	

Mr. Hancock explained that staff was not anticipating any increase in water usage or in water rates. The CIP Fund was discussed, and Councilmember Callegari requested that the money spent for capital improvements be published on the city's website in order to keep the community informed of the improvements to their water system.

Slide Four:

**Natural Gas Enterprise Fund**

	<u>12/13 Budget</u>	<u>12/13 YTD</u>	<u>13/14 Budget</u>
Revenue	\$4,626,135	\$4,001,056	\$4,626,135
Expenses	\$4,145,203	\$3,793,982	\$4,225,242
Cash in Rate Stabilization Fund		\$1,807,075	

Mr. Hancock explained that the revenue reflects the one-month delay with billing, but that the City is on track with natural gas sales for the year, and have benefited from the decrease in commodity costs. He discussed the concept of rolling over savings to fund a customer rebate option.

Slide Five:

**Airport Enterprise Fund**

	<u>12/13 Budget</u>	<u>12/13 YTD</u>	<u>13/14 Budget</u>
Revenue	\$82,300	\$88,720	\$92,300
Enterprise	\$84,806	\$74,330	\$108,938

Mr. Hancock indicated the balance does not reflect the general fund cash transfer which was made to eliminate the negative cash balance, and does not include the unfunded depreciation amount of \$137,424. The Council discussed setting aside an amount to build match funds for future FAA funding opportunities.

Slide Six:

**Golf Course Enterprise Fund**

	<u>12/13 Budget</u>	<u>12/13 YTD</u>	<u>13/14 Budget</u>
Revenue	\$336,401	\$315,332	\$336,400
Enterprise	\$339,956	\$251,484	\$350,544

Mr. Hancock stated that the balances do not reflect the general fund transfer to remove negative cash or the unfunded depreciation amount of \$40,000.

Councilmember Callegari asked about the loan paid to Plumas Bank, and stated that the Golf Course is an enterprise fund and should be self-sustaining so that the voters can make an informed decision about

whether or not to support those enterprises. The Council discussed the golf course lots that were listed for sale, the increase in expenses, and the accounting of long-term debt on the enterprise funds.

Slide Seven

**Long Term Debt**

- \$1,607,930 – City Hall
- \$5,000,000 – Pension Obligations
- \$34,770,000- Utility Infrastructure

Mr. Hancock reviewed the City's long-term debt obligations.

Slide Eight

**Budget Policies – Review**

Mr. Hancock reviewed the City's budget policies as established by Resolution No. 09-4543:

- Adopt a budget by June 30th of each year
- Review all fees and charges annually
- Fund balances in excess of the reserve requirements may be used to fund one-time expenditures
- Strive to reach and maintain a general fund reserve equal to 20% of annual operating revenues
- 50% of prior fiscal year audited actual surplus (when available) to be set aside until 20% goal is reached
- Cash reserve above the 20% set aside in reserve will become available for spending (one-time expenditure).
- Maintain fiscal solvency
- A 4/5 vote is required to bypass or amend budget policies

Mayor pro tem Wilson clarified that the City's current reserve balance is \$452,000.

Slide Nine

**Council Objectives and Discussions**

**Community Vitality**

Economic Development Fund  
Roadway Repair & Maintenance  
Airport Improvement Fund  
Sierra Park, Skyline Park Expansion,  
Skate Park Completion  
Community Pool  
South East Gateway  
Sidewalk Completion Plan  
Beautification, Code Enforcement,  
Property Maintenance  
River Parkway  
Johnstonville/Airport Well

**Services and Operations**

Debt Reduction Plan  
Cost Allocation Plan  
Mitigation Fund Objectives  
Depreciation Adjustments  
Natural Gas Rates  
Enterprises with Negative Cash  
Organization Structure  
Compensation, Attraction and Retention  
General Plan Update  
Technology / Remote Access  
City Hall Parking Lot  
Facility and Equipment Funding

Mr. Hancock explained that the goals and priorities which have been expressed by Council and the community naturally fell into two groups: Community Vitality and Services/Operations. He reviewed the services and operations list items that have been completed or are in progress. The goals which would contribute to the health and vitality of the community include projects which would be expensive to complete, and Mr. Hancock suggested expensing them out into smaller components so that when the City is approached by community groups or eagle scouts looking for community projects, a smaller portion of the project could be taken on by various groups.

He discussed the County's progress in establishing a group of stakeholders who are working towards bringing a swimming pool to the community. Improving the image and pedestrian safety are key priorities in the South East Gateway project, and community beautification is a component of the City's work in code enforcement.

Mayor De Boer asked how soon the updates to the Municipal Code would be brought to City Council.

Mr. Hancock reviewed progress made to date in identifying a simple, consistent and fair process which balances the rights of property owners with the rights of other citizens to enjoy use of their own property without the nuisance that comes with garbage, rubbish, and trash complaints. Community input and feedback in that process will be important.

There was a general discussion regarding the properties wherein nuisances have been reported.

Councilmember Callegari asked about the parcel of property located across from the mill on Riverside Drive, and whether staff has made any progress with obtaining it as part of a river parkway improvement project.

Council discussed abatement goals and progress on the City-owned property located at 600 Nevada Street and the old hospital site. The property at the end of Cornell Street along the River Trail was discussed, with Councilmember McBride suggesting that it would make a good second access point to the ball park. Councilmember Callegari requested that staff add an item to the objects to create an asset inventory and possible liquidation plan for some of the city's excess properties.

Mayor pro tem Wilson requested that the City establish an Airport Capital Improvement Plan fund, and it was the consensus of the Council to do so.

Mayor pro tem Wilson addressed the subject of a community swimming pool, adding that the current direction required bringing it to the voters as a tax measure. He suggested the City and County contributing \$200,000 each year towards construction, maintenance and operations cost. While it is a process that moves slowly, it is clear that time and time again, the community sentiment is that a pool is the most important item on the wish list.

It was the consensus of the Council to put the support of a community swimming towards the top of the Community Vitality list.

There were no further comments or suggestions.

## **15     ADJOURNMENT:**

Motion by Mayor pro tem Wilson, second by Councilmember Callegari to adjourn the meeting; motion carried.

Meeting adjourned at 4:42 p.m.

Respectfully submitted by

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

\_\_\_\_\_  
Rod E. De Boer, Mayor

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

Reviewed by: ~~City~~ City Administrator  
~~City~~ City Attorney

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

**Submitted by:** Jared G. Hancock, City Administrator

**Action Date:** June 19, 2013

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Vendor and Payroll Warrants

**PRESENTED BY:** Jared G. Hancock, City Administrator

**SUMMARY:** Warrants dated May 29th through June 11<sup>th</sup> numbered 87813 through 87950

**FISCAL IMPACT:** Accounts Payable vendor warrants totaling \$317,809.77 plus \$128,576.70 in payroll warrants, for a total of \$446,386.47.

**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
05/13	05/30/2013	87816	53		RETIREMENT INCENTIVE PKGE	052213	1	7610-2228-001	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 052213:											
										930.00	930.00
05/13	05/30/2013	87817	76	BILLINGTON ACE HARD	SPRAYER	271476	1	2007-431-20-46	SUPPLIES-SMALL TOOLS	10.74	10.74
Total 271476:											
										10.74	10.74
05/13	05/30/2013	87818	1358	CLASSIC GOLF CAR INC.	MECH LABOR AND PARTS	00025662	1	7530-451-56-44	REPAIR & MAINTENANCE MISC	117.86	117.86
Total 00025662:											
										117.86	117.86
05/13	05/30/2013	87819	7454		REFUND GAS DEPOSIT	10426710006	1	7401-2228-000	DEPOSITS-CUSTOMER	156.28	156.28
Total 10426710006:											
										156.28	156.28
05/13	05/30/2013	87820	174	DATEMA, STEVEN K.	GROUND LEASE 710 MAIN 6/13	052213	1	8405-2228-000	DEPOSITS PAYABLE	75.00	75.00
Total 052213:											
										75.00	75.00
05/13	05/30/2013	87821	7455		REFUND GAS DEPOSIT	10324101706	1	7401-2228-000	DEPOSITS-CUSTOMER	184.54	184.54
Total 10324101706:											
										184.54	184.54
05/13	05/30/2013	87822	7451	DOW, JAY	CARL MOYER CYCLE 14	051713	1	8405-430-10-48	GRANTS	35,000.00	35,000.00
Total 051713:											
										35,000.00	35,000.00
05/13	05/30/2013	87823	7456		REFUND GAS DEPOSIT	10439200011	1	7401-2228-000	DEPOSITS-CUSTOMER	45.53	45.53
Total 10439200011:											
										45.53	45.53
05/13	05/30/2013	87824	219	ED STAUB & SONS PETR	66.6 GAL PROPANE GOLF COU	0099365	1	7530-451-52-46	GASOLINE	136.75	136.75

M = Manual Check, V = Void Check

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 0099353:											
05/13	05/30/2013	87824	219	ED STAUB & SONS PETR	55.20 GAL PROPANE AIRPORT	1191595	1	7201-430-81-46	PROPANE	129.78	129.78
Total 1191595:											
05/13	05/30/2013	87825	7450	ESTILL, JOHN	CARL MOYER CYCLE 14	051713	1	8405-430-10-48	GRANTS	35,000.00	35,000.00
Total 051713:											
05/13	05/30/2013	87826	243	FEDEX	POSTAGE P/D 04/18/13	227641706	1	1000-421-10-46	POSTAGE	17.95	17.95
05/13	05/30/2013	87826	243	FEDEX	POSTAGE PMW 050313 DMV	227641706	2	7620-430-10-46	POSTAGE	53.78	53.78
05/13	05/30/2013	87826	243	FEDEX	POSTAGE PMW 042913	227641706	3	7620-430-10-46	POSTAGE	6.83	6.83
Total 227641706:											
05/13	05/30/2013	87827	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	372197A	1	7110-430-42-43	TECHNICAL SVCS	85.00	85.00
Total 372197A:											
05/13	05/30/2013	87828	265	FRONTIER - IRREGULAR	257-1045 PW ENGINEERING	1045 051513	1	7620-430-10-45	COMMUNICATIONS	50.37	50.37
Total 1045 051513:											
05/13	05/30/2013	87828	265	FRONTIER - IRREGULAR	257-1056 PW SHOP	1056 052013	1	7620-430-10-45	COMMUNICATIONS	40.97	40.97
Total 1056 052013:											
05/13	05/30/2013	87828	265	FRONTIER - IRREGULAR	257-1057 PW FAX	1057 052013	1	7620-430-10-45	COMMUNICATIONS	185.79	185.79
Total 1057 052013:											
05/13	05/30/2013	87828	265	FRONTIER - IRREGULAR	021-1147 CITY HALL	11147 052013	1	1000-417-10-45	COMMUNICATIONS	1,025.49	1,025.49
Total 11147 052013:											
05/13	05/30/2013	87828	265	FRONTIER - IRREGULAR	257-7236 NAT GAS	7236 052013	1	7620-430-10-45	COMMUNICATIONS	175.03	175.03

M = Manual Check, V = Void Check

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 7236 052013:											
05/13	05/30/2013	87828	285	FRONTIER - IRREGULAR	257-7237 NAT GAS	7237 052013	1	7620-430-10-45	COMMUNICATIONS	50.95	50.95
Total 7237 052013:											
05/13	05/30/2013	87829	1043	GALVAN, JESSE	LETTERING FOR PATROL CAR	SVP132	1	1000-421-10-46	SUPPLIES-SAFETY ITEMS	325.00	325.00
Total SVP132:											
05/13	05/30/2013	87830	280	GRANITE CONSTRUCTIO	COLD MIX ASPHALT	479077	1	2007-431-20-46	SUPPLIES-GENERAL	1,600.14	1,600.14
Total 479077:											
05/13	05/30/2013	87831	7457		REFUND GAS DEPOSIT	10437400022	1	7401-2228-000	DEPOSITS-CUSTOMER	91.36	91.36
Total 10437400022:											
05/13	05/30/2013	87832	332	INTERSTATE GAS SERVI	GAS CONSULTING SVC 5/2013	052213	1	7401-430-62-43	PROFESSIONAL SVCS	400.00	400.00
Total 052213:											
05/13	05/30/2013	87833	372	KRONICK MOSKOVITZ	PROFESSIONAL SVCS THRU 4/	267092	1	1000-412-10-43	PROFESSIONAL SVCS	414.00	414.00
Total 267092:											
05/13	05/30/2013	87834	412	LASSEN REGIONAL SOLI	DUMP FEES	612460	1	2007-431-20-44	DISPOSAL	7.50	7.50
Total 612460:											
05/13	05/30/2013	87834	412	LASSEN REGIONAL SOLI	DUMP FEES	612466	1	2007-431-20-44	DISPOSAL	1.12	1.12
Total 612466:											
05/13	05/30/2013	87834	412	LASSEN REGIONAL SOLI	DUMP FEES	612566	1	2007-431-20-44	DISPOSAL	3.36	3.36
Total 612566:											

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
05/13	05/30/2013	87835	413	LASSEN TIRE	2 NEW TIRES/DISMOUNTMOU	44083	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	253.06	253.06
Total 44083:											
05/13	05/30/2013	87836	7453		REFUND WATER DEPOSIT	10416850013	1	7110-2228-000	DEPOSITS-CUSTOMER	9.20	9.20
05/13	05/30/2013	87836	7453		REFUND GAS DEPOSIT	10416850013	2	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
Total 10416850013:											
05/13	05/30/2013	87837	437	LMUD	AIRPORT VASI LIGHTS	10108 052213	1	7201-430-81-46	ELECTRICITY	115.25	115.25
Total 10108 052213:											
05/13	05/30/2013	87837	437	LMUD	GOLF COURSE IRR WELL30 HP	122907 052213	1	7530-451-52-46	ELECTRICITY	1,071.70	1,071.70
Total 122907 052213:											
05/13	05/30/2013	87837	437	LMUD	GOLF COURSE PUMP STATION	122910 052213	1	7530-451-52-46	ELECTRICITY	878.56	878.56
Total 122910 052213:											
05/13	05/30/2013	87837	437	LMUD	GOLF COURSE IRR PUMP/8TH	122929 052213	1	7530-451-52-46	ELECTRICITY	554.68	554.68
Total 122929 052213:											
05/13	05/30/2013	87837	437	LMUD	GOLF COURSE PUMP HOUSE	132052 052213	1	7530-451-52-46	ELECTRICITY	83.06	83.06
Total 132052 052213:											
05/13	05/30/2013	87837	437	LMUD	470-895 CIRCLE DR	144281 052213	1	7530-451-52-46	ELECTRICITY	778.45	778.45
Total 144281 052213:											
05/13	05/30/2013	87837	437	LMUD	LITTLE LEAGUE PARK AREA LI	3522 052213	1	1000-452-20-46	ELECTRICITY	31.65	31.65
Total 3522 052213:											
05/13	05/30/2013	87837	437	LMUD	N WEATHERLOW ST SIGNALS	3651 052213	1	2007-431-60-46	ELECTRICITY	111.74	111.74

M = Manual Check, V = Void Check

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 3651 052213:											
05/13	05/30/2013	87837	437	LMUD	WELL #3	4559 051613	1	7110-430-4246	ELECTRICITY	111.74	111.74
Total 4559 051613:											
05/13	05/30/2013	87837	437	LMUD	MAIN & ALEXANDER	49496 052213	1	2007-431-6046	ELECTRICITY	3,030.15	3,030.15
Total 49496 052213:											
05/13	05/30/2013	87837	437	LMUD	MAIN & FAIRFIELD	49497 052213	1	2007-431-6046	ELECTRICITY	99.05	99.05
Total 49497 052213:											
05/13	05/30/2013	87837	437	LMUD	MAIN & JOHNSTONVILLE SIGN	49498 052213	1	2007-431-6046	ELECTRICITY	98.20	98.20
Total 49498 052213:											
05/13	05/30/2013	87837	437	LMUD	RIVERSIDE & MAIN SIGNAL LIG	49499 052213	1	2007-431-6046	ELECTRICITY	122.56	122.56
Total 49499 052213:											
05/13	05/30/2013	87837	437	LMUD	AIRPORT LOT 5	51908 052213	1	7201-430-8146	ELECTRICITY	199.26	199.26
Total 51908 052213:											
05/13	05/30/2013	87837	437	LMUD	AIRPORT HANGER 6	54333 052213	1	7201-430-8146	ELECTRICITY	11.89	11.89
Total 54333 052213:											
05/13	05/30/2013	87837	437	LMUD	925 SIERRA RD SPORTS CTR	60453 052213	1	1000-452-2046	ELECTRICITY	10.00	10.00
Total 60453 052213:											
05/13	05/30/2013	87837	437	LMUD	AIRPORT OFFICE	7146 052213	1	7201-430-8146	ELECTRICITY	10.00	10.00
Total 7146 052213:											
										381.65	381.65

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
05/13	05/30/2013	87837	437	LMUD	AIRPORT GAS PUMP	7154 052213	1	7201-430-81-46	ELECTRICITY	18.05	18.05
Total 7154 052213:											
05/13	05/30/2013	87837	437	LMUD	GOLF COURSE CLUB HOUSE	7394 052213	1	7530-451-52-46	ELECTRICITY	110.30	110.30
Total 7394 052213:											
05/13	05/30/2013	87837	437	LMUD	GOLF COURSE CART BARN 2	7400 052213	1	7530-451-52-46	ELECTRICITY	21.09	21.09
Total 7400 052213:											
05/13	05/30/2013	87837	437	LMUD	WELL 1	7714 052213	1	7110-430-42-46	ELECTRICITY	40.72	40.72
Total 7714 052213:											
05/13	05/30/2013	87837	437	LMUD	1801 MAIN ST	8314 052213	1	1000-421-10-46	ELECTRICITY	740.57	740.57
Total 8314 052213:											
05/13	05/30/2013	87837	437	LMUD	AIRPORT HANGER 8	92715 052213	1	7201-430-81-46	ELECTRICITY	10.00	10.00
Total 92715 052213:											
05/13	05/30/2013	87837	437	LMUD	GOLF COURSE BARN 1 & 3	9312 052213	1	7530-451-52-46	ELECTRICITY	10.14	10.14
Total 9312 052213:											
05/13	05/30/2013	87838	445		RETIRES INCENTIVE 6/13	052213	1	7610-2229-001	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 052213:											
05/13	05/30/2013	87839	467		METER VALVE & CONTR RADIOS GAS	6416	1	7401-1410-004	INVENTORY-GAS REGULATOR	2,700.22	2,700.22
Total 6416:											
05/13	05/30/2013	87840	7452		REFUND CLUBHOUSE DEP	052413	1	7530-451-50-36	RENTS & ROYALTIES	100.00	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 052413:											
05/13	05/30/2013	87841	481	MISSION LINEN & UNIFO	COMM SVCS LINEN SERVICES	250153274	1	1000-452-20-46	SUPPLIES-GENERAL	86.00	86.00
05/13	05/30/2013	87841	481	MISSION LINEN & UNIFO	COMM SVCS LINEN SERVICES	250153274	2	1000-452-20-44	LINEN SERVICES	12.83	12.83
Total 250153274:											
05/13	05/30/2013	87841	481	MISSION LINEN & UNIFO	P/W ADMIN LINEN SERVICES 5/	250154567	1	7620-430-10-44	LINEN SERVICE	67.29	67.29
Total 250154567:											
05/13	05/30/2013	87841	481	MISSION LINEN & UNIFO	GAS DEPT LINEN SERVICES 5/	250154569	1	7401-430-62-44	LINEN SERVICES	68.93	68.93
Total 250154569:											
05/13	05/30/2013	87841	481	MISSION LINEN & UNIFO	WATER DEPT LINEN SERVICES	250154570	1	7110-430-42-44	LINEN SERVICE	56.08	56.08
Total 250154570:											
05/13	05/30/2013	87841	481	MISSION LINEN & UNIFO	STREETS LINEN SERVICES 5/2	250154571	1	2007-431-20-44	LINEN SERVICE	6.68	6.68
Total 250154571:											
05/13	05/30/2013	87842	503	NAEF, ADA B.	13/14 GEO WELL PROPERTY L	051913	1	7301-1430-105	PREPAID MISC	1,200.00	1,200.00
Total 051913:											
05/13	05/30/2013	87843	510	NATIONAL METER & AUT	REGISTERS AND EMRS	S1045248001	1	7110-430-42-46	SUPPLIES-GENERAL	873.89	873.89
Total S1045248001:											
05/13	05/30/2013	87844	1271	NOBLES, TIMOTHY R.	06/13 GROUND LEASE 706 MAI	052213	1	8401-2228-000	DEPOSITS PAYABLE	100.00	100.00
Total 052213:											
05/13	05/30/2013	87845	550	PETTY CASH	G/C PRINTING	052313	1	7530-451-52-45	ADVERTISING	11.86	11.86
05/13	05/30/2013	87845	550	PETTY CASH	CALENDARS AND PLANNERS	052313	2	1000-415-10-46	SUPPLIES-GENERAL	10.72	10.72
05/13	05/30/2013	87845	550	PETTY CASH	KEY CUT	052313	3	1000-417-10-46	SUPPLIES-GENERAL	1.82	1.82

M = Manual Check, V = Void Check

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	
05/13	05/30/2013	87845	550	PETTY CASH	POSTAGE SONOMA	052313	4	1000-416-10-46	POSTAGE	19.95	19.95	
05/13	05/30/2013	87845	550	PETTY CASH	WASH & VACCUM EXPLORER	052313	5	1000-417-10-44	VEHICLE - REPAIR & MAINTEN	11.00	11.00	
05/13	05/30/2013	87845	550	PETTY CASH	COPIES RECORDERS	052313	6	7620-430-10-46	SUPPLIES-GENERAL	10.00	10.00	
05/13	05/30/2013	87845	550	PETTY CASH	RECORD LOT MERGERS, PARC	052313	7	1000-419-10-34	ZONING & SUBDIVISION FEES	65.00	65.00	
Total 052313:											130.35	130.35
05/13	05/30/2013	87846	561		RETIREMENT INCENTIVE 6-13	052213	1	7610-2229-001	EARLY RETIREMENT INCENTIV	930.00	930.00	
Total 052213:											930.00	930.00
05/13	05/30/2013	87847	572	QUILL CORPORATION	MAGNIFYING GLASS	2616186	1	7620-430-10-46	SUPPLIES-GENERAL	23.10	23.10	
Total 2616186:											23.10	23.10
05/13	05/30/2013	87848	1296	RENTAL GUYS	TRAILER RENTAL AND LIFTING	4995345	1	7114-430-47-46	SUPPLIES - GENERAL	225.23	225.23	
Total 4995345:											225.23	225.23
05/13	05/30/2013	87849	1076	SIERRA COFFEE AND BE	PMW WATER SERVICES 5/22/13	40860	1	7620-430-10-46	SUPPLIES-GENERAL	14.50	14.50	
Total 40860:											14.50	14.50
05/13	05/30/2013	87849	1076	SIERRA COFFEE AND BE	WATER SERVICE 5/22/13	40864	1	1000-417-10-46	SUPPLIES-GENERAL	14.50	14.50	
Total 40864:											14.50	14.50
05/13	05/30/2013	87850	1009	TALLEY INC	CRIMP, MOUNT BRACKET	10130613	1	7114-430-47-46	SUPPLIES - GENERAL	185.49	185.49	
Total 10130613:											185.49	185.49
05/13	05/30/2013	87850	1009	TALLEY INC	CRIMP TOOL,GROUND KITS	10131399	1	7114-430-47-46	SUPPLIES - GENERAL	106.18	106.18	
Total 10131399:											106.18	106.18
05/13	05/30/2013	87851	1244	TITLEIST	GOLF BALLS	1731131	1	7530-451-55-46	SUPPLIES - GENERAL	758.63	758.63	
Total 1731131:											758.63	758.63

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
05/13	05/30/2013	87852	713		RETIRE INCENTIVE 6/13	052213	1	7610-2229-001	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 052213:											
05/13	05/30/2013	87853	530	U.S. BANK EQUIPMENT F	PAYMENT #37 OF 48 LOAN #13	228651782	1	7530-2237-002	US BANK CAPITAL LEASE	1,769.44	1,769.44
05/13	05/30/2013	87853	530	U.S. BANK EQUIPMENT F	PAYMENT #37 OF 48 LOAN #13	228651782	2	7530-451-50-48	INTEREST	108.96	108.96
05/13	05/30/2013	87853	530	U.S. BANK EQUIPMENT F	PAYMENT #37 OF 48 LOAN #13	228651782	3	7530-451-50-48	TAXES, FEES, PERMITS & CHA	154.97	154.97
Total 228651782:											
05/13	05/30/2013	87854	770	WESTERN NEVADA SUP	CORP STOP	65521487	1	7110-430-42-46	SUPPLIES-GENERAL	235.37	235.37
Total 65521487:											
05/13	05/30/2013	87854	770	WESTERN NEVADA SUP	WATER LINE LEAK REPAIR	65521489	1	7110-430-42-46	SUPPLIES-GENERAL	94.94	94.94
Total 65521489:											
05/13	05/30/2013	87854	770	WESTERN NEVADA SUP	HANDWHEEL, EPOXY	65526826	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	813.64	813.64
Total 65526826:											
05/13	05/30/2013	87854	770	WESTERN NEVADA SUP	PIPE	65527931	1	7401-430-62-46	SUPPLIES-GENERAL	86.46	86.46
Total 65527931:											
05/13	05/30/2013	87854	770	WESTERN NEVADA SUP	END RING, COUPLING BOX	65528660	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	343.48	343.48
Total 65528660:											
05/13	05/30/2013	87854	770	WESTERN NEVADA SUP	TUBING, BUSHING, ADAPTER	65530657	1	7401-430-62-46	SUPPLIES-GENERAL	142.52	142.52
Total 65530657:											
05/13	05/30/2013	87854	770	WESTERN NEVADA SUP	RINGS, GASKETS, COUPLING B	65531519	1	7110-430-42-46	SUPPLIES-GENERAL	324.82	324.82
Total 65531519:											
05/13	05/30/2013	87854	770	WESTERN NEVADA SUP	RETURN HANDWHEEL	CM65528626	1	7110-430-42-46	SUPPLIES-GENERAL	63.49	63.49

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total CM65526826:											
05/13	05/30/2013	87855	1198	WESTWOOD SANITATIO	FULL LOAD 320 GAL GOLF COU	38214	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	880.00	880.00
Total 38214:											
05/13	05/30/2013	87855	1198	WESTWOOD SANITATIO	PORTABLE TOILET - GOLF COU	38311	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	.44	.44
Total 38311:											
05/13	05/30/2013	87855	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE P	38312	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	98.88	98.88
Total 38312:											
Grand Totals:											
										99,832.43	99,832.43

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

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
05/13	05/31/2013	87856	1287	MYERS-STEVENSON & TOO	VOL FIRE FIGHTERS LIFE INS 7	1064628	1	1000-1430-105	PREPAID - OTHER	62.00	62.00
Total 1064628:											
05/13	05/31/2013	87857	728	U S POSTMASTER	WATER BILLING POSTAGE	053113	1	7110-430-42-46	POSTAGE	482.84	482.84
05/13	05/31/2013	87857	728	U S POSTMASTER	GAS BILLING POSTAGE	053113	2	7401-430-62-46	POSTAGE	248.73	248.73
Total 053113:											
05/13	05/31/2013	87858	1402	ZAENGLER FURNITURE	P/D CARPET TRAINING ROOM	3877	1	1000-421-10-44	FACILITY - REPAIR & MAINTEN	2,800.00	2,800.00
Total 3877:											
Grand Totals:											
										3,593.57	3,593.57

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
06/13	06/06/2013	87859	75	BETER WELDING & FABR	ERECT NEW SCORE BOARD M	22337	1	1000-452-21-43	TECHNICAL SVCS	6,500.00	6,500.00
Total 22337:										6,500.00	6,500.00
Grand Totals:										6,500.00	6,500.00

Report Criteria:

Transmittal checks included

Pay Period	Date	Journal	Code	Check	Issue Date	Check Number	Payee	ID	GL Account	Amount
06/07/2013	06/07/2013	CDPT		227	06/07/2013	227	CITY OF SUSANVILLE PA	1	7650-2203-1	1,154.16-
06/07/2013	06/07/2013	CDPT		227	06/07/2013	227	CITY OF SUSANVILLE PA	1	7650-2203-1	1,154.16-
06/07/2013	06/07/2013	CDPT		227	06/07/2013	227	CITY OF SUSANVILLE PA	1	7650-2203-1	269.91-
06/07/2013	06/07/2013	CDPT		227	06/07/2013	227	CITY OF SUSANVILLE PA	1	7650-2203-1	269.91-
06/07/2013	06/07/2013	CDPT		227	06/07/2013	227	CITY OF SUSANVILLE PA	1	7650-2203-1	1,058.80-
06/07/2013	06/07/2013	CDPT		87878	06/07/2013	87878	EMPLOYMENT DEV DEP	7	7650-2203-1	184.38-
06/07/2013	06/07/2013	CDPT		87879	06/07/2013	87879	EMPLOYMENT DEV DEP	6	7650-2203-1	379.32-
06/07/2013	06/07/2013	CDPT		87880	06/07/2013	87880	P.E.R.S.	8	7650-2203-1	227.89-
06/07/2013	06/07/2013	CDPT		87880	06/07/2013	87880	P.E.R.S.	8	7650-2203-1	1,980.93-
06/07/2013	06/07/2013	CDPT		87880	06/07/2013	87880	P.E.R.S.	8	7650-2203-1	28.43-
06/07/2013	06/07/2013	CDPT		87880	06/07/2013	87880	P.E.R.S.	8	7650-2203-1	72.00-
06/07/2013	06/07/2013	CDPT		87880	06/07/2013	87880	P.E.R.S.	8	7650-2203-1	443.71-
Grand Totals:										
						12				
							7,223.60-			

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
06/13	06/07/2013	87881	40	AMPS ELECTRIC	SET FLAME PRESSURE	1875	1	1000-422-10-43	TECHNICAL SVCS	95.00	95.00
Total 1875:											
06/13	06/07/2013	87882	43	AQUA SIERRA CONTROL	LEAD GASKETS	24598	1	7110-430-42-48	SUPPLIES-GENERAL	69.93	69.93
Total 24598:											
06/13	06/07/2013	87883	1070	AT&T MOBILITY	WIRELESS PHONES POLICE	835956037X06012013	1	1000-421-10-45	COMMUNICATIONS	182.66	182.66
Total 835956037X06012013:											
06/13	06/07/2013	87884	1403		CPR TRAINING	1251	1	1000-421-10-45	TRAINING	450.00	450.00
Total 1251:											
06/13	06/07/2013	87885	63	BAUER COMPRESSORS I	VAL NEEDLE	0000169476	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	64.42	64.42
Total 0000169476:											
06/13	06/07/2013	87886	76	BILLINGTON ACE HARD	FASTENERS	271354	1	1000-422-50-43	VOLUNTEERS-OUT OF AREA FI	2.97	2.97
Total 271354:											
06/13	06/07/2013	87886	76	BILLINGTON ACE HARD	SPRAY PAINT	271526	1	1000-422-10-46	SUPPLIES-GENERAL	11.58	11.58
Total 271526:											
06/13	06/07/2013	87886	76	BILLINGTON ACE HARD	BUSHING, ELBOW	272116	1	7401-430-62-46	SUPPLIES-GENERAL	2.20	2.20
Total 272116:											
06/13	06/07/2013	87886	76	BILLINGTON ACE HARD	PAINTBRUSH, HOOKS	272232	1	7110-430-42-46	SUPPLIES-GENERAL	7.51	7.51

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 272232:								7.51	7.51
06/13	06/07/2013	87886	76	BILLINGTON ACE HARD	COUPLINGS, PVC	272251	1	7401-430-62-46	SUPPLIES-GENERAL	16.68	16.68
		Total 272251:								16.68	16.68
06/13	06/07/2013	87886	76	BILLINGTON ACE HARD	COUPLINGS	272311	1	7401-430-62-46	SUPPLIES-GENERAL	24.07	24.07
		Total 272311:								24.07	24.07
06/13	06/07/2013	87886	76	BILLINGTON ACE HARD	COUPLINGS, ELLS, ELBOWS	272331	1	7401-430-62-46	SUPPLIES-GENERAL	58.46	58.46
		Total 272331:								58.46	58.46
06/13	06/07/2013	87886	76	BILLINGTON ACE HARD	COUPLINGS, ELBOWS	272337	1	7401-430-62-46	SUPPLIES-GENERAL	12.52	12.52
		Total 272337:								12.52	12.52
06/13	06/07/2013	87886	76	BILLINGTON ACE HARD	COUPLINGS, ELL	272345	1	7401-430-62-46	SUPPLIES-GENERAL	9.05	9.05
		Total 272345:								9.05	9.05
06/13	06/07/2013	87886	76	BILLINGTON ACE HARD	STRAP	272515	1	2007-431-20-46	SUPPLIES-GENERAL	13.53	13.53
		Total 272515:								13.53	13.53
06/13	06/07/2013	87886	76	BILLINGTON ACE HARD	PAINT BRUSH, SCREEN	272547	1	2007-431-20-46	SUPPLIES-GENERAL	18.84	18.84
		Total 272547:								18.84	18.84
06/13	06/07/2013	87886	76	BILLINGTON ACE HARD	PAINT	272593	1	2007-431-20-46	SUPPLIES-GENERAL	14.42	14.42
		Total 272593:								14.42	14.42
06/13	06/07/2013	87886	76	BILLINGTON ACE HARD	PAINT	272594	1	2007-431-20-46	SUPPLIES-GENERAL	44.48	44.48
		Total 272594:								44.48	44.48



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
Total 06/04/13:											
06/13	06/07/2013	87892	94	DEPT OF FORESTRY & FI	ACCOUNTABILITY TAGS	113234	1	1000-422-10-43	TECHNICAL SVCS	30.00	30.00
Total 113234:											
06/13	06/07/2013	87893	219	ED STAUB & SONS PETR	DRUM 15W40	1192136	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	815.93	815.93
Total 1192136:											
06/13	06/07/2013	87894	7461		REFUND WATER DEPOSIT	10330250012	1	7110-2228-000	DEPOSITS-CUSTOMER	62.39	62.39
Total 10330250012:											
06/13	06/07/2013	87895	241	FEATHER PUBLISHING C	PD AD FOR PROPERTY NOTIC	13-0175 P/D AD	1	1000-421-10-45	ADVERTISING	30.00	30.00
Total 13-0175 P/D AD:											
06/13	06/07/2013	87896	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING GE	372196A	1	7301-430-52-43	TECHNICAL SVC	513.00	513.00
Total 372196A:											
06/13	06/07/2013	87896	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	372723A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00
Total 372723A:											
06/13	06/07/2013	87896	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	372883A	1	7110-430-42-43	TECHNICAL SVCS	24.00	24.00
Total 372883A:											
06/13	06/07/2013	87896	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	372884A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00
Total 372884A:											
06/13	06/07/2013	87896	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	372885A	1	7110-430-42-43	TECHNICAL SVCS	24.00	24.00
Total 372885A:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
06/13	06/07/2013	87896	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	372886A	1	7110-430-42-43	TECHNICAL SVCS	24.00	24.00
Total 372886A: 24.00 24.00											
06/13	06/07/2013	87897	257	FOREST OFFICE EQUIP	COPIES - KYOCERA COPIER 7/	CC4320	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	5.33	5.33
06/13	06/07/2013	87897	257	FOREST OFFICE EQUIP	COPIES - KYOCERA COPIER 7/	CC4320	2	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	815.00	815.00
Total CC4320: 820.33 820.33											
06/13	06/07/2013	87898	946	GEORGE T. HALL CO. IN	DRYING TUBE, TERMINATION E	S1175823001	1	7110-430-42-44	REPAIR AND MAINTENANCE-MI	308.70	308.70
Total S1175823001: 308.70 308.70											
06/13	06/07/2013	87898	946	GEORGE T. HALL CO. IN	PRESSURE TRANSMITTER	S1176000001	1	7114-430-47-46	SUPPLIES - GENERAL	1,051.33	1,051.33
Total S1176000001: 1,051.33 1,051.33											
06/13	06/07/2013	87899	298	HAT CREEK CONSTRUC	BASE ROCK, CONCRETE SAND	S071773	1	7401-430-62-46	SUPPLIES-GENERAL	450.29	450.29
06/13	06/07/2013	87899	298	HAT CREEK CONSTRUC	BASE ROCK, CONCRETE SAND	S071773	2	7110-430-42-46	SUPPLIES-GENERAL	450.30	450.30
06/13	06/07/2013	87899	298	HAT CREEK CONSTRUC	BASE ROCK, CONCRETE SAND	S071773	3	2007-431-20-46	SUPPLIES-GENERAL	450.29	450.29
Total S071773: 1,350.88 1,350.88											
06/13	06/07/2013	87900	7460		REFUND GAS DEPOSIT	10514700017	1	7401-2228-000	DEPOSITS-CUSTOMER	146.07	146.07
Total 10514700017: 146.07 146.07											
06/13	06/07/2013	87901	307		REIM FOR FIRST RESPONDER	052913	1	1000-422-10-45	TRAVEL	75.00	75.00
Total 052913: 75.00 75.00											
06/13	06/07/2013	87902	362	KAUFFMAN, B	CITY HALL JANITORIAL SVCS	053113	1	1000-417-10-44	CUSTODIAL	650.00	650.00
Total 053113: 650.00 650.00											
06/13	06/07/2013	87902	362	KAUFFMAN, B	CLEANING SVCS PUBLIC WOR	514787	1	7620-430-10-44	CUSTODIAL	220.00	220.00
Total 514787: 220.00 220.00											



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 250155867:											
06/13	06/07/2013	87909	481	MISSION LINEN & UNIFO	GAS DEPT LINEN SERVICES 6/	250155869	1	7401-430-62-44	LINEN SERVICES	68.93	68.93
Total 250155869:											
06/13	06/07/2013	87909	481	MISSION LINEN & UNIFO	WATER DEPT LINEN SERVICES	250155870	1	7110-430-42-44	LINEN SERVICE	56.08	56.08
Total 250155870:											
06/13	06/07/2013	87909	481	MISSION LINEN & UNIFO	STREETS LINEN SERVICES 6/4/	250155871	1	2007-431-20-44	LINEN SERVICE	6.68	6.68
Total 250155871:											
06/13	06/07/2013	87909	481	MISSION LINEN & UNIFO	PW ADMIN LINEN SERVICES 5/	S32136	1	7401-430-62-44	LINEN SERVICES	90.30	90.30
Total S32136:											
06/13	06/07/2013	87910	488	MORNING GLORY	GOLF COURSE RESTURANT F	328491A	1	7530-451-54-46	SUPPLIES GENERAL	76.33	76.33
Total 328491A:											
06/13	06/07/2013	87911	510	NATIONAL METER & AUT	1200 5/8 x 3/4 WATER METERS	S1044095003	1	7114-430-48-46	SUPPLIES GENERAL	82,108.50	82,108.50
Total S1044095003:											
06/13	06/07/2013	87911	510	NATIONAL METER & AUT	REGISTERS AND EMRS	S1045880001	1	7114-430-48-46	SUPPLIES GENERAL	206.83	206.83
Total S1045880001:											
06/13	06/07/2013	87911	510	NATIONAL METER & AUT	REGISTERS AND EMRS	S1045828001	1	7114-430-48-46	SUPPLIES GENERAL	206.83	206.83
Total S1045828001:											
06/13	06/07/2013	87912	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE 5/	499597	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	47.82	47.82
06/13	06/07/2013	87912	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE 5/	499597	2	7401-430-62-48	TAXES, FEES, PERMITS & CHA	47.83	47.83

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
Total 499597:											
06/13	06/07/2013	87913	7458		REFUND PARK USE FEE CANG	053013	1	1000-452-20-36	RENT-CITY PARKS	59.00	59.00
Total 053013:											
06/13	06/07/2013	87914	7462		REFUND WATER DEPOSIT	10528900004	1	7110-2228-000	DEPOSITS-CUSTOMER	14.59	14.59
Total 10528900004:											
06/13	06/07/2013	87915	1265	SUSANVILLE PAINT CEN	PAINT	10200	1	2007-431-20-46	SUPPLIES-GENERAL	70.72	70.72
Total 10200:											
06/13	06/07/2013	87916	686	SUSANVILLE TRUCK & A	#652 BATTERY MAINT	282272	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	170.00	170.00
Total 282272:											
06/13	06/07/2013	87917	696	TECH SERVICES	MONTHLY MAINT. FEE TO ASS	1482	1	7201-430-81-43	TECHNICAL SVCS	575.00	575.00
Total 1482:											
06/13	06/07/2013	87918	722	TUM-A-LUM LUMBER CO	CONCRETE MIX	1305180543	1	2007-431-20-46	SUPPLIES-GENERAL	4.00	4.00
Total 1305180543:											
06/13	06/07/2013	87918	722	TUM-A-LUM LUMBER CO	CONCRETE MIX	1305181042	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	88.00	88.00
Total 1305181042:											
06/13	06/07/2013	87919	758	WALMART COMMUNITY	COMPUTER CLEANER	02483	1	7620-430-10-46	SUPPLIES-GENERAL	16.38	16.38
Total 02483:											
06/13	06/07/2013	87919	758	WALMART COMMUNITY	USB CABLE	02555	1	1000-422-10-46	SUPPLIES-GENERAL	21.50	21.50
Total 02555:											

Check Issue Dates: 6/7/2013 - 6/7/2013

Jun 07, 2013 10:25AM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
06/13	06/07/2013	87919	758	WALMART COMMUNITY	CLEANING SUPPLIES	02659	1	1000-422-10-46	SUPPLIES-JANITORIAL	29.36	29.36
Total 02659:											
06/13	06/07/2013	87919	758	WALMART COMMUNITY	BATTERIES, TAPE, PINE SOL, C	03160	1	1000-422-10-46	SUPPLIES-JANITORIAL	25.47	25.47
06/13	06/07/2013	87919	758	WALMART COMMUNITY	BATTERIES, TAPE, PINE SOL, C	03160	2	1000-422-10-46	SUPPLIES-GENERAL	35.19	35.19
Total 03160:											
06/13	06/07/2013	87919	758	WALMART COMMUNITY	COOKER	08261	1	1000-422-10-46	SUPPLIES-GENERAL	26.84	26.84
Total 08261:											
06/13	06/07/2013	87920	770	WESTERN NEVADA SUP	GASKETS	65502074	1	7114-430-48-46	SUPPLIES GENERAL	1,384.11	1,384.11
Total 65502074:											
06/13	06/07/2013	87920	770	WESTERN NEVADA SUP	WATER LINE LEAK REPAIR	65518060	1	7110-430-42-46	SUPPLIES-GENERAL	94.94	94.94
Total 65518060:											
06/13	06/07/2013	87920	770	WESTERN NEVADA SUP	PIPE SEALANT, TAPE	65532117	1	7401-430-62-46	SUPPLIES-GENERAL	82.41	82.41
Total 65532117:											
06/13	06/07/2013	87920	770	WESTERN NEVADA SUP	SEALANT	65532156	1	7401-430-62-46	SUPPLIES-GENERAL	75.57	75.57
Total 65532156:											
06/13	06/07/2013	87920	770	WESTERN NEVADA SUP	GASKETS	65533046	1	7110-430-42-46	SUPPLIES-GENERAL	39.47	39.47
Total 65533046:											
06/13	06/07/2013	87920	770	WESTERN NEVADA SUP	HOLE SAW	65541611	1	7114-430-47-46	SUPPLIES - GENERAL	41.85	41.85
Total 65541611:											
06/13	06/07/2013	87920	770	WESTERN NEVADA SUP	WATER LINE LEAK REPAIR RET	CM65518060	1	7110-430-42-46	SUPPLIES-GENERAL	94.94	94.94

M = Manual Check, V = Void Check

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 CM65518060:											
06/13	06/07/2013	87921	1198	WESTWOOD SANITATIO	FIRE PORTABLE TOILET EXTR	38266	1	1000-422-10-43	TECHNICAL SVCS	45.00	45.00
Total 38266:										45.00	45.00
06/13	06/07/2013	87922	1378	ZITTO MEDIA		356225062 052713	1	1000-422-10-45	COMMUNICATIONS	33.26	33.26
Total 356225062 052713:										33.26	33.26
Grand Totals:										109,764.11	109,764.11

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

Report Criteria:

Transmittal checks included

Pay Period	Date	Journal Code	Check Issue Date	Check Number	Payee	GL Account	Amount
06/07/2013	06/11/2013	CDPT	227	87944	CITY OF SUSANVILLE PA	7650-2203-1	6,131.48
06/07/2013	06/11/2013	CDPT	227	87945	CITY OF SUSANVILLE PA	7650-2203-1	6,131.48
06/07/2013	06/11/2013	CDPT	227	87946	CITY OF SUSANVILLE PA	7650-2203-1	2,144.99
06/07/2013	06/11/2013	CDPT	227	87947	CITY OF SUSANVILLE PA	7650-2203-1	2,144.99
06/07/2013	06/11/2013	CDPT	227	87948	CITY OF SUSANVILLE PA	7650-2203-1	15,731.08
06/07/2013	06/11/2013	CDPT	87944	87944	CA STATE DISBURSEME	7650-2203-0	184.61
06/07/2013	06/11/2013	CDPT	87945	87945	CA STATE DISBURSEME	7650-2203-0	330.92
06/07/2013	06/11/2013	CDPT	87946	87946	EMPLOYMENT DEV DEP	7650-2203-1	1,440.32
06/07/2013	06/11/2013	CDPT	87947	87947	EMPLOYMENT DEV DEP	7650-2203-1	4,339.30
06/07/2013	06/11/2013	CDPT	87948	87948	NATIONWIDE RETIREME	7650-2203-0	125.00
06/07/2013	06/11/2013	CDPT	87949	87949	VALIC	7650-2203-0	2,302.05
06/07/2013	06/12/2013	CDPT	87950	87950	P.E.R.S.	7650-2203-1	15,234.21
06/07/2013	06/12/2013	CDPT	87950	87950	P.E.R.S.	7650-2203-1	18,316.67
06/07/2013	06/12/2013	CDPT	87950	87950	P.E.R.S.	7650-2203-1	5,509.88
06/07/2013	06/12/2013	CDPT	87950	87950	P.E.R.S.	7650-2203-1	202.77
06/07/2013	06/12/2013	CDPT	87950	87950	P.E.R.S.	7650-2203-1	158.45
06/07/2013	06/12/2013	CDPT	87950	87950	P.E.R.S.	7650-2203-1	183.99
06/07/2013	06/12/2013	CDPT	87950	87950	P.E.R.S.	7650-2203-1	126.98
06/07/2013	06/12/2013	CDPT	87950	87950	P.E.R.S.	7650-2203-1	134.61
06/07/2013	06/12/2013	CDPT	87950	87950	P.E.R.S.	7650-2203-1	15.00
06/07/2013	06/12/2013	CDPT	87950	87950	P.E.R.S.	7650-2203-1	4,671.09
06/07/2013	06/12/2013	CDPT	87950	87950	P.E.R.S.	7650-2203-1	1,193.69
06/07/2013	06/12/2013	CDPT	87950	87950	P.E.R.S.	7650-2203-1	4,142.50
Grand Totals:							90,896.06

Reviewed by: 2-1 City Administrator  
City Attorney

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

**Submitted By:** Tom Downing, Chief of Police

**Action Date:** June 19, 2013

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution Number 13-4962** Declaring police vehicle surplus and authorizing City Staff to take action to sell the vehicle.

**PRESENTED BY:** Tom Downing, Chief of Police

**SUMMARY:** The Susanville Police Department has determined that one police vehicle, owned by the City of Susanville is no longer of practical use for the operation of the department.

The Police Department is requesting the approval to surplus the vehicle, described in exhibit "A" of the resolution, and take the necessary action to sell the vehicle in accordance with current policy. The revenue generated from the sale of the vehicle will be placed back into the police vehicle replacement fund of the City of Susanville.

**FISCAL IMPACT:** Estimated at \$1,200.00 one-time increase in revenue.

**ACTION REQUESTED:** Motion approving **Resolution Number 13-4962** declaring vehicle surplus and authorizing City Staff to take action to sell the vehicle.

**ATTACHMENTS:** Resolution 13-4962  
Exhibit "A"

**RESOLUTION NO. 13-4962**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**DECLARING A VEHICLE SURPLUS AND AUTHORIZING THE SALE**

**WHEREAS**, City staff have determined that one police vehicle belonging to the City of Susanville is of no practical use for the operation of the City of Susanville; and

**WHEREAS**, the City Council of the City of Susanville declares that the vehicle as listed on attached Exhibit "A" to be surplus; and

**WHEREAS**, the City Council of the City of Susanville authorizes the sale of the surplus vehicle as listed on Exhibit "A"

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville declares the vehicle as listed on attached Exhibit "A" surplus and authorizes City Staff to take the necessary action to sell the surplus item.

APPROVED: \_\_\_\_\_  
Rod E. De Boer, Mayor

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

The foregoing Resolution was adopted at a regular [adjourned] meeting of the City Council of the City of Susanville, held on the 19<sup>th</sup> day of June, 2013 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM: \_\_\_\_\_  
Peter Talia, City Attorney

RESOLUTION NO. 13-4962

EXHIBIT "A"

**Vehicle for Surplus:**

1. 2004 Crown Victoria, mileage of 115,512, VIN 2FAHP71W44X122299.

Reviewed by: ~~JGH~~ City Administrator  
~~PH~~ City Attorney

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

**Submitted By:** Jared G. Hancock, City Administrator

**Action Date:** June 19, 2013

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Accounts receivable write-off

**PRESENTED BY:** Jared G. Hancock, City Administrator

**SUMMARY:** The Administrative Services Department is responsible for the collection of revenues that are owed to the City. When accounts become past due, the City follows certain procedures for the collection of these accounts such as sending delinquent letters. After these attempts have failed, staff brings a report to the City Council requesting approval to remove the uncollectible balances from our books.

At this time we are requesting that the Council approve writing off \$565.00 in uncollected HUSA fees for two accounts. Both accounts were also approved by HUSA to be written off. One account had a judgment against it which the courts then dismissed. The person responsible for payment on the second account cannot be located.

**FISCAL IMPACT:** Write off \$565.00 in HUSA fees.

**ACTION REQUESTED:** Motion to approve the write-off of accounts receivable.

**ATTACHMENTS:** Report of uncollectible amounts



**REVENUES, EXPENDITURES AND FUND BALANCES REPORT  
UNAUDITED**

					Unaudited
<i>s:/Bob/fund Balances Report</i>		Audited			<b>May</b>
		6/30/12	YTD	YTD	Fund Balance
Fund #	Fund Title	Fund Balance	Revenue	Expenditures	as of 5/31/2013
100X	General Fund	2,151,222	4,741,663	4,547,272	2,345,613
2002	State COPS	69,894	17,746	104,118	(16,479)
2006	Snow Removal	57,256	45,452	105,155	(2,448)
2007	Streets	417,432	738,919	491,864	664,486
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	23,740	15,000	94,513
2013	Park Dedication	24,076	547	0	24,624
2014	State of CA - Prop 30/AB 109	0	24,674	0	24,674
2016	State Comm. Dev. Rev.FD	993,995	10,661	102,229	902,427
2017	State Economic Rev. FD	422,062	11,079		433,141
2018	Home Revolving Fund	740,828	22,964		763,792
2030	Traffic Safety	76,874	8,840	6,230	79,483
2031	Barry Creek Development	488	0	0	488
2033	Chestnut Street Culvert (was 3004)	25,182	15		25,197
2036	Skyline - Numa Signal	77,397	277		77,674
2037	Skyline Bicycle Lane	7,275	178		7,454
2038	Skyline - Rt 139 Signal	17,938	55		17,993
3019	STIP Rehab Project	0	120,635	388,257	(267,622)
3023	Prop 1B CIP	109,777		35,656	74,121
3024	Federal ARRA 2010 Rehab Projq	(156,372)	156,372	156,372	(156,372)
3025	Sierra Park Project CIP	159,748	0	73,265	86,483
4001	Miller Fletcher	1,100,373	11,294	148,803	962,864
4003	City Hall Debt Service	38,555	173,378	119,756	92,177
711X	Water Funds	2,073,682	2,208,667	2,355,282	1,927,067
7201	Airport	1,682,474	411,074	200,128	1,893,420
7301	Geothermal	455,723	85,170	40,607	500,286
740X	Natural Gas	(863,040)	4,392,926	3,711,483	(181,597)
7530	Golf Course	1,958,661	569,236	348,734	2,179,163
7610	OPEB	(218,984)	40,920	459	(178,523)
7620	PW Admin/Engineering	70	9,479	(46,857)	56,406
7630	Risk Management	670,192	325,411	361,850	633,753
8402	LAFCO	29,961	52,058	40,755	41,264
8404	Air Pollution	357,919	194,705	143,587	409,037
8405	Air Pollution - Carl Moyer	0	600,504	341,214	259,290
	<b>TOTALS</b>	<b>12,661,995</b>	<b>15,020,280</b>	<b>13,819,869</b>	<b>13,862,406</b>



## POOLED CASH & INVESTMENTS

May 31, 2013

POOLED CASH FUND	
Cash Clearing-Utilities	110
Cash Clearing-NSF Checks	108
Cash Clearing-Business License	(15)
Cash Clearing-Business Tax	(5)
Bank of America - Checking	161,837
LAIF	12,527,933
Total Cash & Investments	<u>12,689,858</u>

### Pooled Cash Allocation:

General	1,924,872
General Restricted	534,650
Special Revenue	1,379,773
Capital Projects	(107,019)
Debt Service	302,027
Enterprise	
Airport	(6,301)
Geothermal	241,165
Golf Course	59,882
Natural Gas	3,409,968
Water	3,776,317
Internal Service	491,392
Trust & Agency	683,130
Total Cash & Inv. Allocations	<u>12,689,858</u>

## CASH WITH FISCAL AGENTS

May 31, 2013

General	
Special Revenue	
Capital Projects	
Debt Service	152,270
Enterprise	3,675,420
Internal Service	
Trust & Agency	
Total Cash with Fiscal Agents	<u>3,827,690</u>
GRAND TOTAL	<u>16,517,548</u>

CITY OF SUSANVILLE  
 COMBINED CASH AND INVESTMENTS  
 MAY 31, 2013

COMBINED ACCOUNTS

9999-1001-001	CASH CLEARING - UTILITIES	109.56
9999-1001-003	CASH CLEARING - NSF CHECKS	108.00
9999-1001-004	CASH CLEARING - BUSINESS LIC	( 15.00)
9999-1001-005	CASH CLEARING - BUSINESS TAX	( 5.00)
9999-1011-001	B OF A # 08038-80200	161,837.42
9999-1030-001	LAIF	12,527,932.90
		<hr/>
	TOTAL COMBINED CASH AND INVESTMENTS	12,689,967.88
9999-1000-000	CLAIM ON CASH	( 12,689,967.88)
		<hr/>
	TOTAL UNALLOCATED CASH	<u>.00</u>

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

1001	ALLOCATION TO GF-DEPOSITS PAYABLE	60,738.84
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	( 14,533.98)
2006	ALLOCATION TO SNOW REMOVAL	( 2,447.64)
2007	ALLOCATION TO STREETS & HIGHWAYS	353,001.06
2010	ALLOCATION TO STREET MITIGATION	43,120.81
2011	ALLOCATION TO POLICE MITIGATION	44,737.35
2012	ALLOCATION TO FIRE MITIGATION	91,505.93
2013	ALLOCATION TO PARK DEDICATION FUND	24,622.54
2014	ALLOCATION TO STATE OF CA - PROP 30/AB 109	24,674.00
2016	ALLOCATION TO CDBG REVOLVING LOAN FUND	185,756.15
2017	ALLOCATION TO STATE ECONOMIC REV FD	231,045.86
2018	ALLOCATION TO HOME REVOLVING FUND	190,113.11
2030	ALLOCATION TO TRAFFIC SAFETY	79,483.20
2031	ALLOCATION TO BARRY CREEK DEVELOPMENT	488.08
2033	ALLOCATION TO CHESTNUT STREET CULVERT	25,197.21
2036	ALLOCATION TO SKYLINE - NUMA SIGNAL	77,673.70
2037	ALLOCATION TO SKYLINE BICYCLE LANE	7,452.63
2038	ALLOCATION TO SKYLINE - RT 139 SIGNAL	17,993.09
3019	ALLOCATION TO STIP REHABILITATION PROJECT	( 267,622.00)
3023	ALLOCATION TO PROP 1B IMPROVEMENTS	74,120.05
3025	ALLOCATION TO SIERRA PARK PROJECT	86,482.89
4001	ALLOCATION TO MARK ROOS SERIES B/92	209,849.67
4003	ALLOCATION TO CITY HALL	92,177.52
7111	ALLOCATION TO WATER RATE STABILIZATION FUND	3,000,000.00
7114	ALLOCATION TO WATER CAPITAL IMPROVEMENTS	1,134,982.10
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND	1,807,075.00
7610	ALLOCATION TO OPEB	35,022.01
7630	ALLOCATION TO RISK MANAGEMENT FUND	396,333.11
7650	ALLOCATION TO PAYROLL	4,927.99
8401	ALLOCATION TO HUSA BUSINESS IMPROVE DIST	2,074.95
8402	ALLOCATION TO LAFCO	33,338.38
8403	ALLOCATION TO SEC 125 AFLAC	( 1,376.45)

CITY OF SUSANVILLE  
 COMBINED CASH AND INVESTMENTS  
 MAY 31, 2013

8404	ALLOCATION TO AIR POLLUTION	267,349.92
8405	ALLOCATION TO AIR POLLUTION-CARL MOYER	381,743.47
		9,171,011.49
	ALLOCATIONS TO RESTRICTED FUNDS	
	 <u>UNRESTRICTED FUNDS</u>	
1000	ALLOCATION TO GENERAL FUND	1,924,872.44
7110	ALLOCATION TO WATER SYSTEM	( 358,664.61)
7201	ALLOCATION TO AIRPORT	( 6,300.53)
7301	ALLOCATION TO GEOTHERMAL UTILITY	241,164.78
7401	ALLOCATION TO NATURAL GAS	1,602,893.15
7530	ALLOCATION TO GOLF COURSE	59,881.84
7620	ALLOCATION TO PW ADMIN & ENGINEERING FUND	55,109.32
		3,518,956.39
	ALLOCATIONS TO UNRESTRICTED FUNDS	
	 TOTAL ALLOCATIONS TO OTHER FUNDS	12,689,967.88
	ALLOCATION FROM COMBINED CASH FUND - 9999-1000-000	( 12,689,967.88)
		.00
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date A/P	Disbursement	Receipts	Balance
5/2/2013	5/1/2013	(\$206.70)		\$726,557.62
5/2/2013		(\$158.80)		\$726,351.92
5/2/2013		(\$41,107.69)		\$685,095.53
5/2/2013		(\$4,469.33)	\$89,686.16	\$684,027.57
5/2/2013		(\$1,880.79)		\$686,063.70
5/2/2013		(\$721.53)		\$687,362.17
5/2/2013		(\$32.34)		\$687,329.91
5/2/2013		(\$206.00)		\$687,124.91
5/2/2013		(\$10,066.88)		\$677,058.03
5/2/2013			\$167.17	\$677,225.20
5/2/2013			\$11.40	\$677,236.60
5/2/2013		\$665.80		\$677,902.40
5/2/2013		\$471.20		\$678,373.60
5/2/2013		\$429.40		\$678,803.00
5/2/2013		\$416.20		\$679,219.20
5/2/2013		\$7,006.48		\$686,225.68
5/2/2013		\$1,660.95		\$687,886.63
5/3/2013	5/2/2013	(\$32,848.83)	\$25,883.42	\$680,921.22
5/3/2013			\$3,046.35	\$683,967.57
5/3/2013				\$683,967.57
5/3/2013	5/3/2013			\$683,967.57
5/3/2013				\$683,967.57
5/3/2013		(\$367.64)		\$683,600.00
5/3/2013	5/3/2013	(\$130.05)	\$14,709.80	\$697,979.75
5/3/2013			\$2,343.02	\$699,322.77
5/7/2013	5/8/2013		\$46,816.02	\$746,138.79
5/7/2013			\$5,331.74	\$751,470.53
5/7/2013			\$236.42	\$751,706.95
5/6/2013			\$35.83	\$751,742.78
5/6/2013	5/7/2013		\$233,090.43	\$984,833.21
5/6/2013			\$2,334.28	\$987,167.49
5/6/2013			\$682.84	\$987,850.33
5/9/2013	5/9/2013		\$34,873.62	\$1,022,723.95
5/9/2013		(\$117.00)		\$1,022,606.95
5/9/2013			\$2,893.58	\$1,025,500.53
5/9/2013		(\$319,431.14)		\$706,069.39
5/9/2013			\$38.70	\$706,108.09
5/10/2013	5/9/2013		\$16,837.24	\$722,945.33
5/10/2013			\$1,788.48	\$724,733.81
5/9/2013			\$240.00	\$724,973.81
5/13/2013	5/10/2013	(\$856.78)	\$10,721.47	\$735,698.50
5/13/2013		(\$308.00)		\$735,390.50
5/13/2013			\$944.61	\$736,335.11
5/13/2013			\$1,481.09	\$737,816.20
5/13/2013			\$1,702.06	\$739,518.26
5/13/2013			\$703.87	\$740,222.13
5/13/2013			\$1,448.14	\$741,670.27
5/13/2013			\$666.37	\$742,336.64
5/13/2013			\$42.69	\$742,379.33
5/13/2013			\$141.90	\$742,521.23
5/13/2013			\$1,362.21	\$743,883.44
5/13/2013			\$491.34	\$744,374.78
5/14/2013	5/13/2013	(\$4.00)	\$1,304,264.69	\$1,304,260.69
5/14/2013			\$841.64	\$1,305,102.33
5/14/2013			\$31.93	\$1,305,134.26
5/14/2013			\$788.00	\$1,305,922.26
5/14/2013		(\$6,670.92)		\$1,299,251.34
5/14/2013		(\$5,087.38)		\$1,294,163.96
5/14/2013		(\$21,673.21)		\$1,272,490.75
5/14/2013		(\$60,884.00)		\$1,211,606.75
5/14/2013		(\$57,337.28)		\$1,154,269.47
5/14/2013			\$3,408.86	\$1,157,678.33
5/14/2013			\$5,046.67	\$1,162,725.00
5/15/2013		(\$193.88)		\$1,162,531.12
5/16/2013		(\$11,706.72)		\$1,150,824.40
5/16/2013	5/14/2013		\$161,830.84	\$1,312,655.24
5/16/2013	5/14/2013		\$1,892.32	\$1,314,547.56
5/16/2013	5/15/2013	(\$685.00)	\$12,871.87	\$1,326,734.43
5/16/2013		(\$1,123.88)		\$1,325,610.55
5/16/2013		(\$4,627.88)		\$1,320,982.67
5/16/2013			\$33.40	\$1,321,016.07
5/16/2013			\$854.73	\$1,321,900.80
5/16/2013			\$266.65	\$1,322,167.45
5/16/2013			\$20.60	\$1,322,188.05
5/16/2013			\$2,226.80	\$1,324,414.85
5/16/2013			\$1,673.28	\$1,326,088.13
5/16/2013		(\$1,773,000.00)		\$153,088.13
5/16/2013		(\$21,440.74)		\$131,647.39
5/16/2013			\$1,660.04	\$133,307.43
5/16/2013			\$1,492.14	\$134,800.57
5/16/2013		(\$43,826.38)		\$90,974.19
5/17/2013	5/16/2013	(\$13,896.28)	\$12,387.70	\$77,077.91
5/17/2013		(\$2,360.81)		\$74,717.10
5/17/2013		(\$467.60)		\$74,249.50
5/17/2013			\$1,480.71	\$75,730.21
5/17/2013			\$2,374.64	\$78,104.85
5/20/2013	5/17/2013	(\$29.88)	\$9,241.01	\$87,345.86
5/20/2013			\$1.02	\$87,346.88
5/20/2013			\$150.00	\$87,496.88
5/20/2013			\$1,874.57	\$89,371.45
5/20/2013			\$515.26	\$89,886.71
5/21/2013	5/20/2013		\$29,368.08	\$119,254.79
5/21/2013			\$4,010.64	\$123,265.43
5/21/2013			\$1,234.81	\$124,500.24
5/22/2012	5/21/2013	(\$389.64)	\$23,137.47	\$147,637.67
5/22/2012			\$1,181.84	\$148,819.51
5/22/2012			\$8,200.00	\$157,019.51
5/22/2012			\$127.34	\$157,146.85
5/22/2012			\$61.34	\$157,208.19
5/22/2012			\$239.84	\$157,448.03
5/22/2012			\$390.00	\$157,838.03
5/22/2012			\$1,228,000.00	\$1,385,838.03
5/22/2012		(\$28.08)		\$1,385,809.95
5/22/2013			\$1,830.38	\$1,387,640.33
5/22/2013			\$461.80	\$1,388,102.13
5/22/2013	5/22/2013		\$8,782.06	\$1,396,884.19
5/23/2013			\$1,232.20	\$1,398,116.39
5/23/2013			\$874.87	\$1,398,991.26
5/23/2013	5/23/2013	(\$40,736.13)		\$1,358,255.13
5/24/2013	5/23/2013	(\$436.60)	\$8,712.70	\$1,359,688.83
5/24/2013			\$1,167.23	\$1,360,856.06
5/24/2013			\$180.48	\$1,361,036.54
5/24/2013		(\$176.42)	\$2,636.71	\$1,363,670.12
5/28/2013		(\$94,856.71)		\$1,268,813.41
5/28/2013		(\$6,650.74)		\$1,262,162.67
5/28/2013		(\$31,211.29)		\$1,230,951.38
5/28/2013		(\$51,444.97)		\$1,179,506.41
5/28/2013		(\$865.11)		\$1,178,641.30
5/28/2013			\$209.38	\$1,178,850.68
5/28/2013			\$914.19	\$1,179,764.87
5/28/2013			\$95.67	\$1,179,860.54
5/28/2013	5/28/2013		\$76,584.20	\$1,256,444.74
5/28/2013			\$2,149.06	\$1,258,593.80
5/29/2013			\$306.89	\$1,258,900.69
5/30/2013	5/28/2013		\$10,246.63	\$1,269,147.32
5/30/2013			\$1,896.67	\$1,271,043.99
5/30/2013			\$3,428.62	\$1,274,472.61
5/30/2013		(\$89,832.43)		\$1,184,640.18
5/31/2013	5/30/2013	(\$3,593.67)	\$8,367.14	\$1,181,046.51
5/31/2013			\$132.01	\$1,181,178.52
5/31/2013			\$804.24	\$1,182,000.76
5/31/2013			\$300.30	\$1,182,301.06
5/31/2013			\$990.99	\$1,183,292.05
5/31/2013			\$34,887.26	\$1,218,179.31
5/31/2013		(\$303.15)		\$1,217,876.16
5/31/2013			\$2,463.48	\$1,220,339.64
5/31/2013			\$199.27	\$1,220,538.91
6/3/2013	5/31/2013	(\$1,079.70)	\$14,822.63	\$1,219,459.21
6/3/2013			\$4,676.26	\$1,224,135.47

Reviewed by: ~~SA~~ City Administrator  
 City Attorney

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

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

**Action Date:** June 19, 2013

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 13-4961**, setting assessments for Historic Uptown Susanville Association (HUSA) FY 2013/2014

**PRESENTED BY:** Peter M. Talia, City Attorney

**SUMMARY:** Resolution No. 13-4957, approved by the City Council at its June 5, 2013 meeting and attached hereto, set the public hearing to consider the levy of an assessment for June 19, 2013 at 7:00 p.m. This matter has been duly published as required by law.

**Resolution No. 13-4961** specifies that the form and manner of the protests shall comply with Sections 36524 and 36525 of the Streets and Highways Code and the basis for that is Streets and Highways Code section 36534 which sets up the rules for setting the hearing as are set forth in Resolution No. 13-4957. Specifically for the instant hearing Subsection (7) of section 36534 states that "the form and manner of protests shall comply with Sections 36524 and 36525". Those sections are attached.

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

**ACTION**

**REQUESTED:** Motion to approve **Resolution No. 13-4961**, Setting Assessments for Historic Uptown Susanville Association (HUSA) for fiscal year 2013-2014.

**ATTACHMENTS:**

- **Resolution No. 13-4961** A Resolution of the City Council of the City of Susanville Setting Assessments for Historic Uptown Susanville Association (HUSA) for FY 2013/2014 Pursuant to Streets and Highways Code Section 36534.
- **Resolution No 13-4957** Approving HUSA Budget and Scheduling Public Hearing to consider setting assessments for fiscal 2013-2014 (adopted June 5, 2013)
- Section 36534 of California Streets and Highways Code
- Sections 36524 and 36525 of California Streets and Highways Code

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**RESOLUTION NO. 13-4961**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**SETTING ASSESSMENTS FOR HISTORIC UPTOWN SUSANVILLE**  
**ASSOCIATION (HUSA) FOR FY 2013/2014 PURSUANT TO STREETS AND**  
**HIGHWAYS CODE §36534**

**WHEREAS,** the City Council of the City of Susanville, pursuant to *Streets and Highways Code* §36534, having considered the annual fiscal report of HUSA on June 5, 2013, regarding and considering the matters set forth in *Streets and Highways Code* §36533 and the annual levy of an assessment in the parking and business improvement district known as HUSA; and

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

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

**WHEREAS,** the City Council, having held a public hearing on the setting of assessments on June 19, 2013;

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

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

2 The City Council hereby sets the assessments for HUSA for FY 2013/2014 as follows:

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

This annual benefit assessment shall be payable in one lump sum each fiscal year or as provided in the Amended Agreement for Administration of Parking and Business Improvement District dated September 2, 2009; and

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

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APPROVED: \_\_\_\_\_  
Rod E. De Boer, Mayor

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

The foregoing Resolution No. 13-4961 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 19<sup>th</sup> day of June, 2013 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

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Peter M. Talia, City Attorney

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**RESOLUTION NUMBER 13-4957**  
**A RESOLUTION OF INTENTION OF THE CITY COUNCIL OF THE CITY OF**  
**SUSANVILLE PURSUANT TO STREETS AND HIGHWAYS CODE**  
**SECTION 36534 APPROVING ANNUAL BUDGET AND SCHEDULING**  
**PUBLIC HEARING TO CONSIDER SETTING**  
**ASSESSMENTS FOR FISCAL YEAR 2013-2014**

**WHEREAS**, the City Council of the City of Susanville pursuant to Streets and Highways Code Section 36534 having considered the annual report of Historic Uptown Susanville Association on June 5, 2013, regarding and considering the matters set forth in Streets and Highways Code Section 36533 and the annual levy of an assessment in Historic Uptown Susanville Association (HUSA); and

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

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The public hearing to consider the levy of an assessment in the business improvement district identified in the *Susanville Municipal Code*, Chapter 5.24, is hereby scheduled for June 19, 2013 at 7:00 p.m. and the City Clerk is directed to publish a copy of this Resolution as notice of said public hearing in the Lassen County Times, a publication circulated within the city, no later than seven (7) days before said hearing, at which time written and oral protests may be made. The form and manner of those protests shall comply with Sections 36524 and 36525 of the Streets and Highways Code; and

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

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

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

The annual benefit assessment shall be payable in one lump sum each fiscal year, as provided in Section 3.01 of the Amended Agreement For Administration of parking and Business Improvement District dated September 2, 2009; and

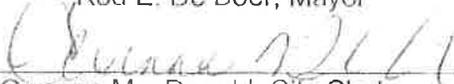
4. The areas of Benefit Zone A and B are as set forth on Exhibit "A" attached hereto and incorporated herein by reference; this area is the same as the area previously established in the *Susanville Municipal Code*, Chapter 5.24, and

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

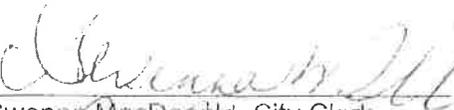
6. Any interested person may review the annual report of HUSA on file  
with the City Clerk.

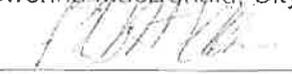
APPROVED:   
Rod E. De Boer, Mayor

ATTEST:   
Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City  
Council of the City of Susanville, held on the 5th day of June 2013, by the  
following vote:

AYES: Callegari, McDonald, Wilson and De Boer  
NOES: None  
ABSENT: None  
ABSTAINING: McBride

  
Gwenna MacDonald, City Clerk

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

# STREETS AND HIGHWAYS CODE

## SECTION 36520-36529

36520. A parking and business improvement area may be established as provided in this chapter.

36521. The city council may establish an area on its own initiative.

36521.5. A county may not form an area within the territorial jurisdiction of a city without the consent of the city council of that city. A city may not form an area within the unincorporated territory of a county, without the consent of the board of supervisors of that county. A city may not form an area within the territorial jurisdiction of another city without the consent of the city council of the other city.

36522. Proceedings to establish a parking and business improvement area shall be instituted by the adoption by the city council of a resolution of intention to establish the area. The resolution of intention shall do all of the following:

(a) State that a parking and business improvement area is proposed to be established pursuant to this chapter and describe the boundaries of the territory proposed to be included in the area and the boundaries of each separate benefit zone to be established within the area. The boundaries of the area may be described by reference to a map on file in the office of the clerk, showing the proposed area.

(b) State the name of the proposed area.

(c) State the type or types of improvements and activities proposed to be funded by the levy of assessments on businesses in the area. The resolution of intention shall specify any improvements to be acquired.

(d) State that, except where funds are otherwise available, an assessment will be levied annually to pay for all improvements and activities within the area.

(e) State the proposed method and basis of levying the assessment in sufficient detail to allow each business owner to estimate the amount of the assessment to be levied against his or her business.

(f) State whether new businesses will be exempt from the levy of the assessment, pursuant to Section 36531.

(g) Fix a time and place for a public hearing on the establishment of the parking and business improvement area and the levy of assessments, which shall be consistent with the requirements of Section 54954.6 of the Government Code.

(h) State that at the hearing the testimony of all interested

persons for or against the establishment of the area, the extent of the area, or the furnishing of specified types of improvements or activities will be heard.

(i) Describe, in summary, the effect of protests made by business owners against the establishment of the area, the extent of the area, and the furnishing of a specified type of improvement or activity, as provided in Section 36524.

36523. Notice of a public hearing held under Section 36524, 36541, 36542, or 36550 shall be given by both of the following:

(a) Publishing the resolution of intention in a newspaper of general circulation in the city once, for at least seven days before the public hearing.

(b) Mailing of a complete copy of the resolution of intention by first-class mail to each business owner in the area within seven days of the city council's adoption of the resolution of intention.

(c) Notwithstanding subdivision (b), in the case of an area established primarily to promote tourism, a copy of the resolution of intention shall be mailed by first-class mail within seven days of the city council's adoption of the resolution of intention, to the owner of each business in the area which will be subject to assessment.

36523.5. Notwithstanding Section 36523, prior to adopting any new or increased assessment, the city council shall give notice pursuant to Section 54954.6 of the Government Code in lieu of publishing notice pursuant to subdivision (a) of Section 36523.

36524. (a) At the public hearing, the city council shall hear and consider all protests against the establishment of the area, the extent of the area, or the furnishing of specified types of improvements or activities within the area. A protest may be made orally or in writing by any interested person. Any protest pertaining to the regularity or sufficiency of the proceedings shall be in writing and shall clearly set forth the irregularity or defect to which the objection is made.

(b) Every written protest shall be filed with the clerk at or before the time fixed for the public hearing. The city council may waive any irregularity in the form or content of any written protest and at the public hearing may correct minor defects in the proceedings. A written protest may be withdrawn in writing at any time before the conclusion of the public hearing.

(c) Each written protest shall contain a description of the business in which the person subscribing the protest is interested sufficient to identify the business and, if a person subscribing is not shown on the official records of the city as the owner of the business, the protest shall contain or be accompanied by written evidence that the person subscribing is the owner of the business. A written protest which does not comply with this section shall not be counted in determining a majority protest.

36525. (a) If written protests are received from the owners of businesses in the proposed area which will pay 50 percent or more of the assessments proposed to be levied and protests are not withdrawn so as to reduce the protests to less than that 50 percent, no further proceedings to create the specified parking and business improvement area or to levy the proposed assessment, as contained in the resolution of intention, shall be taken for a period of one year from the date of the finding of a majority protest by the city council.

(b) If the majority protest is only against the furnishing of a specified type or types of improvement or activity within the area, those types of improvements or activities shall be eliminated.

36526. (a) At the conclusion of the public hearing to establish the area, the city council may adopt, revise, change, reduce, or modify the proposed assessment or the type or types of improvements and activities to be funded with the revenues from the assessments.

(b) At the public hearing, the city council may only make changes in, to, or from, the boundaries of the proposed parking and business improvement area that will exclude territory which will not benefit from the proposed improvements or activities. However, proposed assessments may only be revised by reducing any or all of them.

(c) The city council shall not change the boundaries of the area to include any territory that will not, in its judgment, benefit by the improvement or activity. Any addition of territory to the proposed boundaries of the area may be made only upon notice to the owners of the businesses proposed to be added to the area, as provided in Section 36523, and upon a public hearing on the addition of territory, as provided in Section 36524.

36527. If the city council, following the public hearing, decides to establish the proposed parking and business improvement area, it shall adopt an ordinance to that effect. The ordinance shall contain all of the following:

(a) The number, date of adoption, and title of the resolution of intention.

(b) The time and place where the public hearing was held concerning the establishment of the area.

(c) A determination regarding any protests received at the public hearing.

(d) The description of the boundaries of the area and of each separate benefit zone established within the area.

(e) A statement that a parking and business improvement area has been established and the name of the area.

(f) A statement that the businesses in the area established by the ordinance shall be subject to any amendments to this part.

(g) The description of the method and basis of levying the assessments, with a breakdown by classification of businesses if a classification is used.

(h) A statement that the improvements and activities to be

provided in the area will be funded by the levy of the assessments. The revenue from the levy of assessments within an area shall not be used to provide improvements or activities outside the area or for any purpose other than the purposes specified in the resolution of intention, as modified by the city council at the hearing concerning establishment of the area.

(i) A finding that the businesses and the property within the business and improvement area will be benefited by the improvements and activities funded by the assessments proposed to be levied. In the case of an area formed to promote tourism, only businesses that benefit from tourist visits may be assessed.

(j) The time and manner of collecting the assessments.

36528. The city council may establish one or more separate benefit zones within the area based upon the degree of benefit derived from the improvements or activities to be provided within the benefit zone and may impose a different assessment within each benefit zone.

36529. All provisions of this part applicable to the establishment, modification, or disestablishment of a parking and business improvement area apply to the establishment, modification, or disestablishment of benefit zones. The city council shall, to establish, modify, or disestablish a benefit zone, follow the procedure to establish, modify, or disestablish a parking and business improvement area.

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# STREETS AND HIGHWAYS CODE

## SECTION 36530-36537

36530. The city council shall appoint an advisory board which shall make a recommendation to the city council on the expenditure of revenues derived from the levy of assessments pursuant to this part, on the classification of businesses, as applicable, and on the method and basis of levying the assessments. The city council may designate existing advisory boards or commissions to serve as the advisory board for the area or may create a new advisory board for that purpose. The city council may limit membership of the advisory board to persons paying the assessments under this part. The city council may appoint the advisory board prior to adoption of the resolution of intention to create the area, so that the advisory board may recommend the provisions of the resolution of intention.

36531. The city council may exempt a business recently established in the area from the levy of the assessments, for a period not to exceed one year from the date the business commenced operating in the area. The city council shall state its determination to so exempt new businesses in the resolution of intention to establish the area and shall reaffirm its determination annually in the resolution of intention required to be adopted pursuant to Section 36534.

36532. The collection of the assessments levied pursuant to this part shall be made at the time and in the manner set forth by the city council in the ordinance establishing the area.

36533. (a) The advisory board shall cause to be prepared a report for each fiscal year for which assessments are to be levied and collected to pay the costs of the improvements and activities described in the report. The report may propose changes, including, but not limited to, the boundaries of the parking and business improvement area or any benefit zones within the area, the basis and method of levying the assessments, and any changes in the classification of businesses, if a classification is used.

(b) The report shall be filed with the clerk and shall refer to the parking and business improvement area by name, specify the fiscal year to which the report applies, and, with respect to that fiscal year, shall contain all of the following:

(1) Any proposed changes in the boundaries of the parking and business improvement area or in any benefit zones within the area.

(2) The improvements and activities to be provided for that fiscal year.

(3) An estimate of the cost of providing the improvements and the

activities for that fiscal year.

(4) The method and basis of levying the assessment in sufficient detail to allow each business owner to estimate the amount of the assessment to be levied against his or her business for that fiscal year.

(5) The amount of any surplus or deficit revenues to be carried over from a previous fiscal year.

(6) The amount of any contributions to be made from sources other than assessments levied pursuant to this part.

(c) The city council may approve the report as filed by the advisory board or may modify any particular contained in the report and approve it as modified. The city council shall not approve a change in the basis and method of levying assessments that would impair an authorized or executed contract to be paid from the revenues derived from the levy of assessments.

36534. (a) After the approval of the report, the city council shall adopt a resolution of intention to levy an annual assessment for that fiscal year. The resolution of intention shall do all of the following:

(1) Declare the intention of the city council to change the boundaries of the parking and business improvement area, or in any benefit zone within the area, if the report filed pursuant to Section 36533 proposes a change.

(2) Declare the intention of the city council to levy and collect assessments within the parking and business improvement area for the fiscal year stated in the resolution.

(3) Generally describe the proposed improvements and activities authorized by the ordinance enacted pursuant to Section 36527 and any substantial changes proposed to be made to the improvements and activities.

(4) Refer to the parking and business improvement area by name and indicate the location of the area.

(5) Refer to the report on file with the clerk for a full and detailed description of the improvements and activities to be provided for that fiscal year, the boundaries of the area and any benefit zones within the area, and the proposed assessments to be levied upon the businesses within the area for that fiscal year.

(6) Fix a time and place for a public hearing to be held by the city council on the levy of the proposed assessment for that fiscal year. The public hearing shall be held not less than 10 days after the adoption of the resolution of intention.

(7) State that at the public hearing written and oral protests may be made. The form and manner of protests shall comply with Sections 36524 and 36525.

(b) The clerk shall give notice of the public hearing by causing the resolution of intention to be published once in a newspaper of general circulation in the city not less than seven days before the public hearing.

36535. (a) The city council shall hold the public hearing at the time and in the place specified in the resolution of intention. The public hearing shall be conducted as provided in Sections 36524 and

36525. The city council may continue the public hearing from time to time.

(b) During the course or upon the conclusion of the public hearing, the city council may order changes in any of the matters provided in the report, including changes in the proposed assessments, the proposed improvements and activities to be funded with the revenues derived from the levy of the assessments, and the proposed boundaries of the area and any benefit zones within the area. The city council shall not change the boundaries to include any territory that will not, in its judgment, benefit by the improvement or activity.

(c) At the conclusion of the public hearing, the city council may adopt a resolution confirming the report as originally filed or as changed by it. The adoption of the resolution shall constitute the levy of an assessment for the fiscal year referred to in the report.

(d) Notwithstanding subdivision (c), if the primary purpose of the area is promotion of tourism, the city council may adopt a resolution confirming the report as submitted by the advisory board, or may adopt a resolution continuing the program and assessments as levied in the then current year without change, and that resolution shall constitute the levy of an assessment for the fiscal year referred to in the report. As an alternative, the city council may modify the report and adopt a resolution confirming the report as modified, but in that case the city council may adopt the resolution only after providing notice of the proposed changes as specified in Section 36523 and only after conducting a public hearing on the resolution as provided in Sections 36524 and 36525.

36536. The assessments levied on businesses pursuant to this part shall be levied on the basis of the estimated benefit to the businesses and property within the parking and business improvement area. The city council may classify businesses for purposes of determining the benefit to a business of the improvements and activities provided pursuant to this part.

36537. The validity of an assessment levied under this part shall not be contested in any action or proceeding unless the action or proceeding is commenced within 30 days after the resolution levying the assessment is adopted pursuant to Section 36535. Any appeal from a final judgment in an action or proceeding shall be perfected within 30 days after the entry of judgment.

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Reviewed by: JGH City Administrator  
PM City Attorney

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

**Submitted By:** Jared G. Hancock, City Administrator

**Action Date:** June 19, 2013

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 13-4954** Adopting the City of Susanville 2013-2014 Budget

**PRESENTED BY:** Jared G. Hancock, City Administrator

**SUMMARY:** On May 22, 2013, the City Council conducted a budget workshop to discuss and receive input from the community on priorities for the fiscal year 2013-2014 budget. Staff received these recommendations and is presenting a budget that reflects the priorities set by the City Council and the citizens while allowing the City to maintain current levels of service to the community.

**FISCAL IMPACT:** General Fund expenditures budget of \$4,976,247, all other funds budget \$9,161,045, for a total City budget of \$14,137,292.

**ACTION REQUESTED:** Motion to adopt Resolution **No. 13-4954** Adopting the City of Susanville 2013-2014 Budget

**ATTACHMENTS:** **Resolution No. 13-4954**  
Exhibit "A" Fiscal Year 2013-2014 Budget

**RESOLUTION NO. 13-4954**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**ADOPTING THE CITY OF SUSANVILLE FY 2013/2014 BUDGET**

**WHEREAS**, the City Council of the City of Susanville conducted a budget workshop on May 22, 2013 soliciting and considering comments on the proposed budget; and

**WHEREAS**, the City Council has conducted a public hearing to receive comments on the proposed Fiscal Year 2013/2014 Budget as set forth in Exhibit A; and

**WHEREAS**, the City Council has received and reviewed the proposed Fiscal Year 2013/2014 Budget as set forth in Exhibit A;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Susanville that the fiscal year 2013/2014 City of Susanville Budget as set forth in Exhibit A, is hereby adopted.

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

Dated: June 19, 2013

APPROVED: \_\_\_\_\_  
Rod E De Boer, Mayor

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

The foregoing Resolution was adopted at a regular adjourned meeting of the City Council of the City of Susanville held on the 19th day of June, 2013 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM: \_\_\_\_\_  
Peter Talia, City Attorney

## EXHIBIT A

# FY 2013-14 Budget

S:\Finance\2012-13 Budget\Exhibit A

6/12/2013 12:51

Fund #	Fund Title	Projected 6/30/13 Fund Balance	Adopted Budget Revenues	Adopted Budget Expenses	Projected Rev. Over (Under) Exp	Projected 6/30/14 Fund Balance
100X	GF- General Fund	2,151,222	<b>4,956,809</b>	<b>4,976,247</b>	(19,438)	2,131,784
2002	State COPS	0	<b>100,000</b>	<b>100,000</b>	0	0
2006	Snow	0	<b>96,312</b>	<b>96,312</b>	0	0
2007	Streets	414,252	<b>714,811</b>	<b>673,864</b>	40,947	455,199
2010	Street Mitigation	43,121	<b>13,800</b>	<b>13,800</b>	0	43,121
2011	Police Mitigation	45,436	<b>17,350</b>	<b>38,000</b>	(20,650)	24,786
2012	Fire Mitigation	94,513	<b>15,150</b>	<b>65,000</b>	(49,850)	44,663
2013	Park Dedication	24,624	<b>850</b>	<b>0</b>	850	25,474
2014	State of CA - Prop 30/AB 109	24,674	<b>26,674</b>	<b>0</b>	26,674	51,348
2016	CDBG Revolving	903,071	<b>20,000</b>	<b>100,000</b>	(80,000)	823,071
2017	State Econ Revolving	433,381	<b>13,520</b>	<b>0</b>	13,520	446,901
2018	Home Revolving	763,916	<b>22,375</b>	<b>0</b>	22,375	786,291
2030	Traffic Safety Fund	79,483	<b>10,158</b>	<b>10,000</b>	158	79,641
2031	Barry Creek Culvert	488	<b>0</b>	<b>0</b>	0	488
2033	Chestnut Street Culvert	25,197	<b>0</b>	<b>0</b>	0	25,197
2036	Skyline-Numa Signal	77,674	<b>500</b>	<b>0</b>	500	78,174
2037	Skyline Bike Lane	7,454	<b>100</b>	<b>0</b>	100	7,554
2038	Skyline Rt 139 Signal	17,993	<b>100</b>	<b>0</b>	100	18,093
4001	Miller Fletcher	962,864	<b>152,319</b>	<b>152,319</b>	0	962,864
4003	City Hall Debt Service	104,362	<b>81,201</b>	<b>146,347</b>	(65,146)	39,216
711X	Water Funds	1,804,730	<b>2,388,319</b>	<b>2,356,969</b>	31,350	1,836,080
7201	Airport	1,883,512	<b>107,300</b>	<b>219,266</b>	(111,966)	1,771,546
7301	Geothermal	499,479	<b>92,000</b>	<b>66,497</b>	25,503	524,982
7401	Natural Gas	(373,730)	<b>4,526,450</b>	<b>4,225,242</b>	301,208	(72,522)
7530	Golf Course	2,176,280	<b>354,450</b>	<b>373,832</b>	(19,382)	2,156,898
7610	OPEB	(182,243)	<b>44,640</b>	<b>44,640</b>	0	(182,243)
7620	PW Admin/Engineering	0	<b>12,030</b>	<b>12,030</b>	0	0
7630	Risk Management	648,263	<b>452,565</b>	<b>466,927</b>	(14,362)	633,901
	<b>TOTALS</b>	<b>12,630,016</b>	<b>14,219,783</b>	<b>14,137,292</b>	<b>82,491</b>	<b>12,712,507</b>

Reviewed by:  City Administrator  
 Finance Director  
 City Attorney

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

**CITY COUNCIL AGENDA ITEM**

**Submitted By:** Jared G. Hancock, City Administrator

**Action Date:** June 19, 2013

**SUBJECT:** FY 2013-14 Appropriation Limitation – **Resolution No. 13-4955**

**PRESENTED BY:** Jared G. Hancock, City Administrator

**SUMMARY:**

**APPROPRIATION LIMIT**

The State of California Constitution Article XIII-B and Government Code Sect. 7910 require cities to establish appropriations for each budget year. In November of 1979, the voters of California approved Proposition # 4, "Spending Limitation". The proposition provides for limits to annual appropriations that are funded by proceeds of taxes for each fiscal year beginning in FY 1980-81. Proposition # 4 established 1978-1979 as the base fiscal year for computing the limitation. The tax limit may be adjusted each year for the percentage change in population plus the percentage change in Per Capita Personal Income (PCPI) for California, or the percentage change in the local assessment roll due to the addition of local non-residential new construction. The City reserves the right to amend the limit if it is determined that the percentage change in the local assessment roll due to the addition of non-residential new construction is greater than the percentage change in PCPI.

The amount determined to be the appropriation limit for FY 2013-14 was computed by using the information provided by the State of California Department of Finance as follows:

Appropriation limit for 2012-13	\$ 8,531,555
Change in population from Jan 2012 to Jan 2013 (2.06%)	175,750
	<hr/> \$ 8,707,305

Change in PCPI for Jan 2012 to Jan 2013 (5.12%)	445,814
Appropriation Limit for FY 2013-14	<u>\$ 9,153,119</u>
Anticipated Appropriations for 2013-14	\$ 4,352,957

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

**ACTION REQUESTED:**

1. Motion to adopt Resolution **No. 13-4955** Establishing Appropriation Limit for FY 2013-14.

**ATTACHMENTS:** Resolution **No. 13-4955**

**RESOLUTION NO. 13-4955**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**ESTABLISHING APPROPRIATIONS LIMIT FOR FISCAL YEAR 2013/2014**  
**PURSUANT TO CALIFORNIA CONSTITUTION ARTICLE XIII-B**  
**AND GOVERNMENT CODE §7910**

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

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

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

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

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

**WHEREAS**, the amount determined to be the appropriations limit for 2013/2014 was computed by using the information provided by the State Controller's Office; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Susanville that the appropriations limit of proceeds of taxes for the City of Susanville for fiscal year 2013/2014 is hereby determined to be the sum of \$ 9,153,119.

Dated: June 19, 2013

APPROVED:

\_\_\_\_\_  
Rod De Boer, Mayor

ATTEST:

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

The foregoing Resolution was adopted at a regular adjourned meeting of the City Council of the City of Susanville held on the 19th day of June, 2013 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

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Peter Talia, City Attorney

Reviewed by:  City Administrator  
 City Attorney

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

**Submitted by:** Jared G. Hancock, City Administrator

**Action Date:** June 19, 2013

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 13-4956** Adoption of the Mitigated Negative Declaration for the Sierra Community Park project

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

**SUMMARY:** At the June 5, 2013 meeting the Council continued the public hearing for the adoption of the environmental document for the Sierra Community Park project. The continuance was based upon comments received from Gordon Ponting that the wording of several mitigation measures would lock the City into performing a number of expensive studies or programs for biological species that may not exist on the site.

Staff at Hauge Brueck Associates (HBA), the City's environmental consultant have worked directly with Mr. Ponting to revise the mitigation measure to address the concerns raised while still ensuring that the mitigation measures protect the City legally. Attached are the revised mitigation measures BIO 1 through 5 with amended verbiage as well as an email from Mr. Ponting that he concurs with the proposed revisions. The amended language for the mitigation measures, which does not change the actual mitigation, has been incorporated into the mitigated negative declaration that the Council is considering.

With the adoption of the attached resolution the Council will be finding that the document:

- Has been completed in compliance with CEQA;
- Was presented to the City Council, the decision-making body;
- Was reviewed and considered, including the information in the Final IS/MND and written comments; and
- Reflects the lead agency's independent judgment and analysis.

The Council will also find that the City of Susanville has eliminated or substantially lessened significant effects on the environment as shown in the findings provided in the document. The City of Susanville has determined there are no remaining significant effects on the environment found to be unavoidable.

**FISCAL IMPACT:** \$2,206.25 in NOD and recording fees.

**ACTION REQUESTED:** Adopt Resolution 13-4956 adopting a Negative Declaration with Mitigation Measures for the Sierra Community Park Project.

**ATTACHMENTS:** "A" - Resolution 13-4956  
 "B" - Revised mitigation measures  
 "C" - Email from Mr. Ponting

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**RESOLUTION NO 13-4956**  
**A RESOLUTION OF THE SUSANVILLE CITY COUNCIL ADOPTING A**  
**MITIGATED NEGATIVE DECLARATION FOR THE SIERRA COMMUNITY**  
**PARK PROJECT**

**WHEREAS**, the City of Susanville is contemplating the construction of a community park off of Sierra Road on a 17.6 acre city-owned parcel that is currently zoned PF, Public Facilities; and

**WHEREAS**, the City retained Hauge Brueck Associates, LLC to conduct the necessary site analyses and prepare the environmental documents required by the California Environmental Quality Act; and

**WHEREAS**, the environmental documents have been completed and a Mitigated Negative Declaration is proposed to be adopted for the Sierra Community Park Project.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville makes the CEQA findings contained in the attached exhibit "A" and adopts a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program for the Sierra Community Park project, attached as exhibit "B".

APPROVED: \_\_\_\_\_  
Rod E. De Boer, Mayor

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

The foregoing Resolution No. 13-4956 was adopted at a regular meeting of the City Council of the City of Susanville held on the 19<sup>th</sup> day of June, 2013 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Peter M. Talia, City Attorney

**EXHIBIT "A"**  
**CITY COUNCIL RESOLUTION 13-4956**

**CEQA FINDINGS OF FACT**  
**OF THE**  
**CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**FOR THE**  
**SIERRA COMMUNITY PARK**

**Adopted June 19, 2013**

## **1.0 INTRODUCTION AND BACKGROUND**

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These Findings have been prepared in accordance with the California Environmental Quality Act (“CEQA”) and the CEQA Guidelines (14 California Code Regulation [CCR] Section [Sec.] 15074 et seq.). The City of Susanville is the lead agency for the environmental review of the Project and has the principal responsibility for its approval. The Project covered by these findings and relevant CEQA documents is the Sierra Community Park. The IS/MND was prepared and presented to the City of Susanville, and the City of Susanville has reviewed and considered the information contained in the IS/MND and all comments and responses to comments received during the public review process prior to approving the Project. The City hereby finds that the IS/MND reflects the independent judgment and analysis of the Project and adopts the IS/MND.

### **1.1 THE PROJECT**

The Sierra Community Park Project (Project) has been evaluated in the Initial Study/Mitigated Negative Declaration (IS/MND). A description of the Project is provided in Chapter 2 of the IS/MND. An analysis of potential environmental impacts of the Project and alternatives is provided in IS/MND Chapter 3. Amendments to the impact discussion and analysis are provided in the Final IS/MND. As discussed in the IS/MND, significant impacts from implementation of the Project can be reduced to a less than significant level with implementation of mitigation measures.

The City of Susanville is proposing to construct, operate and maintain a community park. The Project will be located on approximately 17.6 acres of City-owned property located at 925 Sierra Road (APN 107-250-06). The Sierra Community Park Complex will include a community garden, arboretum and orchard, sports fields, basketball court, volleyball court, picnic area, amphitheater, trails, children’s playgrounds, open meadow, restrooms, and parking.

### **1.2 CEQA REQUIREMENTS**

Pursuant to CEQA, discretionary decisions by public agencies regarding public projects are subject to environmental review. The purpose of an IS/MND is to identify significant environmental effects of a project, and to indicate the manner in which those significant effects can be mitigated or avoided (Sec. 21002.1(a)). When feasible, public agencies are required to mitigate or avoid the significant environmental impacts of projects they approve.

The City of Susanville prepared the IS/MND as the lead agency for the Project site pursuant to CEQA and CEQA Guidelines (California Administrative Code Sec. 1500 *et seq.*). Environmental effects that must be addressed include the significant adverse effects of the project, growth-inducing effects of the project, and significant cumulative effects of past, present, and reasonably anticipated future projects. The Final IS/MND for the Project was published on May 2, 2013. The City Council has found that the Final IS/MND:

- Has been completed in compliance with CEQA;
- Was presented to the City Council, the decision-making body;

- Was reviewed and considered, including the information in the Final IS/MND and written comments; and
- Reflects the lead agency's independent judgment and analysis.

The City of Susanville has eliminated or substantially lessened significant effects on the environment as shown in the findings provided in this document. The City of Susanville has determined there are no remaining significant effects on the environment found to be unavoidable.

The City of Susanville finds that the IS/MND has been prepared in accordance with CEQA, and that the IS/MND meets the requirements of an IS/MND.

Other agencies have discretionary authority to approve the Project or portions of the Project and will rely on the City of Susanville to produce an IS/MND adequate for their needs. These agencies must use the IS/MND as the basis for their permit approvals. The City of Susanville must confer with other interested public agencies that do not have approval authority over the Project, but which have specific expertise with regard to the Project or have responsibility for resources affected by the Project.

The following agencies may be Responsible Agencies under CEQA and may need to issue approvals for the Project that will rely upon the IS/MND.

- U.S. Army Corps of Engineers (Corps) (Trustee Agency) – Fill or excavation in jurisdictional wetlands or waters of the U.S. require a Sec. 404 permit under the Clean Water Act from the Corps.
- U.S. Fish and Wildlife Service (USFWS) (Trustee Agency) – The Project site includes suitable habitat for the Carson wandering skipper, federally listed as Endangered under the Endangered Species Act (ESA). Other federally listed threatened, endangered, or candidate species may also be present in the Project area. Project actions that result in incidental take of federally-listed species require consultation and permitting with the USFWS under Sec. 7 or 10 of the Endangered Species Act.
- California Department of Fish and Wildlife (CDFW) (Trustee Agency) – Project-related impacts to riparian vegetation, such as trails, bridges, and restoration, may require a Lake or Stream Bed Alteration Agreement with the CDFW under Sec. 1602 of State Fish and Game Code.
- Lahontan Regional Water Quality Control Board (Lahontan) (Responsible Agency) – A Certification or Waiver under Sec. 401 of the Clean Water Act is required from Lahontan for activities that affect wetland habitat subject to the jurisdiction of the Corps and other wetlands in the jurisdiction of Lahontan. The Project is covered under the State Water Resources Control Board's General Permit for Construction.
- Lassen County (Responsible Agency) – The Project includes roadway improvements at the ingress/egress points to the park along Sierra Road. The County would have ministerial approval over the improvements where encroachment onto the roadway occurs.

## **Record Of Proceedings**

Various documents and other materials constitute the record of proceedings upon which the City Council bases its findings and decisions contained herein. The record of proceedings is located at the City of Susanville City Offices, 66 North Lassen, Susanville, CA 96130 (530) 257-1000. Electronic copies of the record of proceedings are available online at [www.cityofsusanville.org](http://www.cityofsusanville.org). The custodian for the record of proceedings is the City of Susanville Community Development Division. This information is provided in compliance with California Public Resources Code (PRC) Sec. 21081.6(a)(2). For purposes of CEQA and these findings, the record before the City includes, without limitation, the following:

- A. The Initial Study;
- B. The Draft IS/MND EIR and appendices;
- C. The Final IS/MND and appendices;
- D. Notices required by CEQA, staff reports, and presentation materials related to the Project;
- E. Studies conducted for the Project and contained in, or referenced by, staff reports, the Draft IS/MND, or the Final IS/MND;
- F. Public reports and documents related to the Project;
- G. Documentary and oral evidence received and reviewed at public hearings and workshops and transcripts and minutes of those hearings related to the Project that were forwarded to the City Council.
- H. Additional items not included above, if required by law.

## **2.0 CEQA FINDINGS**

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The following Findings are hereby adopted by the City of Susanville pursuant to Title 14, California Code of Regulations, Section 15074, in conjunction with the approval of the Project, which is set forth in Section III, below. To the extent the Findings presented here summarize the IS/MND, the summary is not intended to change any aspect of the complete text of the analysis and mitigation measures discussed in the IS/MND.

As more fully described in Chapter 2 of the IS/MND, the City is proposing to construct, operate and maintain a community park. The Project will be located on approximately 17.6 acres of City-owned property located at 925 Sierra Road (APN 107-250-06). The Sierra Community Park Complex will include a community garden, arboretum and orchard, sports fields, basketball court, volleyball court, picnic area, amphitheater, trails, children's playgrounds, open meadow, restrooms, and parking.

### **2.1 Environmental Review Process**

The IS/MND was prepared for the Project in accordance with CEQA. The IS/MND analyzes the potential Project impacts in the following topic areas: 1) aesthetics; 2) agricultural and forestry resources; 3) air quality; 4) biological resources; 5) cultural resources; 6) geology and soils; 7) greenhouse gas emissions; 8) hazards and hazardous materials; 9) hydrology and water quality; 10) land use and planning; 11) mineral resources; 12) noise; 13) population and housing; 14) public services; 15) recreation; 16) transportation and traffic; and 17) utilities and service systems.

Public comments have helped to shape this project through its development process. This included preliminary design workshops in 2011 in anticipation of the grant application, ongoing outreach through the design process, the circulation of a preliminary Initial Study circulated from January 31, 2013 through February 8, 2013 and a City Council public study session in February 2013. This project reflects public comments received during the public input periods and are part of the project record. The Circulation of the Initial Study report summarizing the open house in February 2013 is attached to the IS/MND as Appendix A.

The Draft IS/MND was submitted to the Office of Planning and Research's State Clearinghouse and circulated for a 30-day public review period beginning on March 18, 2013 and ending on April 16, 2013 (SCH# 2013012082). The comment period was further extended an additional 30 days between May 3, 2013 and June 3, 2013 due to an error in which the Draft IS/MND was not accessible on the City's website ([www.cityofsusanville.org](http://www.cityofsusanville.org)). During the comment periods, the document was reviewed by various state and local agencies, as well as by interested individuals and organizations. Two comment letters were received during the public review period, including one "no comment" letter from CALFIRE and one letter from Lahontan.

The City released the Final IS/MND on May 2, 2013, for review. The City has reviewed the comment letters received during the public review period and the responses to comments received are included in the Final IS/MND, which is incorporated herein by reference. The City concludes that no new significant environmental concerns regarding the Project were raised in the comments and that no new significant information has been added to the IS/MND that would require recirculation under Section 15088.5 of the CEQA Guidelines. The City Council considered the adequacy of the IS/MND prior to considering approval of the project on June 5, 2013.

Environmental issue areas for which mitigation measures are proposed include: Biological Resources, Geology and Soils, Public Services, Recreation, and Utilities and Service Systems. The potentially significant environmental impacts that may result from the proposed Project that were identified by the IS/MND, along with the proposed mitigation measures, are summarized below.

## **2.2 Significant Impacts Mitigated to Less-Than-Significant Levels**

### **1. Biological Resources (See IS/MND pages 52 through 57)**

Due to a current lack of site- specific information about the plant species present onsite, there is potential for the Carson wandering skipper species to occur within Project site. If individuals are observed or if the habitat is suitable for CWS, the City will be required to comply with Mitigation Measure BIO-1 (Carson Wandering Skipper Incidental Take Permit) to ensure that the project will have a less than significant impact on Carson wandering skipper. In the event special-status plant species are detected within the site and will be negatively impacted the implementation of the Project, Mitigation Measure BIO-2 (Special Status Plant Species Protection) will be implemented to reduce the impact to less than significant.

Due to the fact that riparian vegetation, which is subject to regulation by CDFW, is present within the Project site and will be negatively impacted (removed) as a result of construction of the southern entrance to the park, the implementation of the Mitigation Measure BIO-3 (Section 1602 Lake or Streambed Alteration Agreement) is required to reduce the impact to less than significant.

There is also potential for wetlands and waters of the U.S. on the Project site. If wetlands and waters regulated by CWA Section 404/401 are present and cannot be avoided by Project

construction, this would be a potentially significant impact. However, with implementation of BIO-4 (Mitigation for Impacts to Section 404/401 Wetlands and Waters), the impact would be mitigated to a less than significant level.

Construction activities associated with the Project may result in direct removal of active nests for migratory birds and/or raptors and may result in disturbance or abandonment of nesting, roosting, or breeding sites in adjacent habitat. In addition wildlife nursery sites may be present within the project area and may be disturbed due to construction activities. Implementation of mitigation measure BIO-5 (Active Raptor and Migratory Bird Nest Site and Wildlife Nursery Site Protection Program) requires identification of native wildlife nurseries and provides for protection to the identified sites. The level of impact to native wildlife nurseries is less than significant after mitigation.

## 2. Geology and Soils (See IS/MND page 70)

The Proposed onsite septic system requires careful engineering and installation due to soil limitations on the Project site. Implementation of Mitigation Measure GEO-1 (Septic System Design and Installation) would reduce this impact to a less than significant level by ensuring adequate septic design and installation, as well as inspection, monitoring, and maintenance.

## 3. Public Services (See IS/MND page 98)

If the City installs a pre-cast concrete restroom structure, similar to those used in campgrounds, the Susanville Fire Department has determined that a new fire hydrant is not required; however the installation and use of a non-pre-cast concrete restroom/concessions structure would require the installation of a new fire hydrant. Implementation of Mitigation Measure PS-1 (Consultation with the Fire Department and Installation of a New Fire Hydrant) would result in the installation of a new fire hydrant and would reduce this impact to a less than significant level.

## 4. Recreation (See IS/MND page 101)

Although the Project provides the community with new recreation opportunities and amenities, the CEQA Checklist identifies the construction of new recreation facilities as a potential impact. Therefore, the impacts and mitigation measures associated with other environmental areas, such as biological resources, geology, and public services, are found to be significant for the new recreation facility. Each of the mitigation measures proposed for the Project (BIO-1, 2, 3, 4, and 5, GEO-1, and PS-1) are associated with mitigating this impact to a less than significant level, and no new or unique mitigation is warranted outside those already listed in the IS/MND.

## 5. Utilities and Service Systems (See IS/MND page 108)

As discussed for Geology and Soils impacts, careful engineering, maintenance and monitoring (Mitigation Measure GEO-1) are necessary to reduce impacts associated with wastewater treatment requirements. Implementation of Mitigation Measure GEO-1 (Septic System Design and Installation) would reduce this impact to a less than significant level.

## **2.3 Less than Significant and No Impacts**

The IS/MND found that impacts to Aesthetics, Air Quality, Cultural Resources, Greenhouse Gas Emissions, Hazards and Hazardous Materials, Hydrology and Water Quality, Land Use and Planning, Noise, Population and Housing, and Transportation and Traffic will be less than significant and no mitigation was required. Likewise, no mitigation was required for those impacts determined to be less than significant within the Biological Resources, Geology and Soils, Public Services, Recreation, and Utilities and Service Systems analyses.

The IS/MND found that there would be no impacts to Agricultural and Forestry Resources and Mineral Resources. No impacts and no mitigation measures are required.

## **2.4 Changes To The Draft IS/MND**

In the course of responding to comments received during the public review and comment period on the Draft IS/MND, certain portions of the Draft IS/MND have been modified and some new information has been added. The changes made to the Draft IS/MND do not result in the existence of:

1. A substantial increase in the severity of an environmental impact that is not reduced to a level less than significant by adopted Mitigation Measures;
2. A feasible Mitigation Measure not adopted that is considerably different from others analyzed in the Draft IS/MD that would clearly lessen the significant environmental impacts of the Project; or
3. Information that indicates that the public was deprived of a meaningful opportunity to review and comment on the Draft IS/MND.

The City of Susanville finds that the amplifications and clarifications made to the Draft IS/MND do not collectively or individually constitute significant new information within the meaning of PRC §21092.1 and CEQA Guidelines §15088.5.

## **2.5 Findings Regarding Mitigation Measures and Mitigation Monitoring and Reporting Program**

A Mitigation Monitoring and Reporting Program (MMRP) has been prepared for the Project, and is being approved by the City Council by the Resolution adopting these findings (see PRC Sec. 21081.6, subdivision (a)(1); CEQA Guidelines Sec. 15097). The MMRP is located in Appendix H of the Final IS/MND. The City will use the MMRP to track compliance with Project mitigation measures. The MMRP will remain available for public review at the City Community Development Department, and via the internet on the City's website (<http://www.cityofsusanville.net/departments/administration/community-development/planning/>) during the compliance period. The City of Susanville finds that the Mitigation Measures incorporated into and imposed upon the Project are feasible and fully capable of implementation.

As required in PRC §21081.6 the City of Susanville adopts a Mitigation Monitoring and Reporting Program (MMRP) regarding changes in the Project or Mitigation Measures imposed to mitigate or avoid significant effects on the environment. The MMRP, in the form presented to the City of Susanville as Appendix H of the Final IS/MND, is adopted because it effectively fulfills the CEQA mitigation monitoring and reporting requirement.

## **2.6 Additional Findings**

1. These Findings incorporate by reference in their entirety the text of the Final IS/MND. Without limitation, this incorporation is intended to elaborate on the scope and nature of Project and cumulative development impacts, related mitigation measures, and the basis for determining the significance of such impacts.

2. Various documents and other materials constitute the record of proceedings upon which the City bases its findings and decisions contained herein. These documents are located at the City of Susanville City Offices, 66 North Lassen, Susanville, CA 96130 (530) 257-1000.

## **2.7 Evidentiary Basis For Findings**

These findings are based upon substantial evidence in the entire record before the City of Susanville as described in Section 1.0. The references to the Draft IS/MND and to the Final

IS/MND set forth in the findings are for ease of reference and are not to provide an exhaustive list of the evidence relied upon for these findings.

## **2.8 Summary**

Based on the foregoing Findings and the information contained in the record, the City finds with respect to the Project:

1. Changes or alternations have been incorporated in the Project and required as a condition of approval that will mitigate to a less than significant level or avoid the potentially significant environmental effects of the Project as identified in the Final IS/MND.
2. There is no substantial evidence in the record that the Project may have a potentially significant effect on the environment.
3. The Final IS/MND reflects the City's independent judgment and analysis.

## **3.0 APPROVALS**

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The City of Susanville hereby takes the following actions:

- A. Adopt the Final IS/MND for the Project as described in Section I, above.
- B. Approve and incorporate into the Project all Project elements and all mitigation measures identified in the Final IS/MND.
- C. Adopt the Mitigation Monitoring and Reporting Program accompanying the Final IS/MND (Attachment H) and discussed in the Findings, Section II, above.

**EXHIBIT "B"**  
**CITY COUNCIL RESOLUTION 13-4956**

## EXHIBIT "B"

### **BIO-1. Carson Wandering Skipper Incidental Take Permit (Section 10 ESA)**

Confirmation - To confirm if the Project will cause environmental impacts to the Carson Wandering Skipper (*Pseudocopaeodes eunus obscurus*) the City of Susanville shall perform a Habitat Component Survey prior to construction to determine the existence of habitat components necessary to support CWS by a qualified Lepidoptera biologist familiar with the species.

Absence of Necessary Habitat Components - If it is determined the Project site does not contain the necessary habitat components to support CWS and if no individuals are observed during the survey no further mitigation is required.

Presence of Necessary Habitat Components - If individuals are observed and if the habitat is suitable for CWS, the City will consult with Fish and Wildlife to establish the appropriate mitigation measures to protect the CWS. Appropriate mitigation measures may include:

- Application for an incidental take permit under the Endangered Species Act (16 U.S.C. 1531-1544, 87 Stat. 884) Section 10(a)(1)(B) with the US Fish and Wildlife Service.
- Habitat conservation plan in accordance with the Endangered Species Act (ESA) Section 10(a)(1)(B). The HCP would be developed and meet the requirements of ESA Section 10(a)(2)(A). If the HCP meets the requirements set forth in Section 10(a)(2) of the ESA, the Secretary of the Interior may issue a permit for incidental take of the species.

### **BIO-2. Special Status Plant Species Protection**

Confirmation – To confirm if the Project will cause environmental impacts to endangered plants a focused plant survey shall be conducted on the project site by a qualified botanist following survey protocols issued by the CNPS (2001), CDFW (2000), and USFWS (1996) to detect potentially present plant species during their documented blooming periods.

Absence of Special-Status Plants - If no special-status plants are encountered on the Project site, no further mitigation is required.

Presence of Special-Status Plants - If the survey of special-status plants concludes there are one or more special status plant species, the City of Susanville shall protect the special status plant species that occur within the Project area. The City shall implement measures to allow for avoidance and protection of the onsite sensitive population(s) or individuals, provide permanent protection of an existing on- or off-site population of the species in the region, or transplant the individuals (or, if annuals, collect and store seeds)

to permanent preserved habitat on- or off-site in accordance with the CNPS, CDFW, and/or USFWS (as appropriate).

### ***BIO-3. Mitigation for Impacts to Sensitive Natural Communities***

The City of Susanville shall avoid the removal of CDFW regulated riparian vegetation within the Project area. If the regulated vegetation cannot be avoided, the City of Susanville shall replace the loss of CDFW-regulated riparian vegetation through the submittal of a Lake or Streambed Alteration Notification Package to the CDFW. Provided the project is authorized by the CDFW through issuance of a 1602 Lake or Streambed Alteration Agreement, the City shall be required to comply with CDFW permit provisions, which may include replacement and re-establishment of riparian vegetation in order to compensate for loss of riparian habitat.

### ***BIO-4. Mitigation for Impacts to Section 404/401 Wetlands and Waters***

The Sierra Community Park project design shall avoid or mitigate impacts to jurisdictional wetlands and waters subject to Section 404/401 certification.

When impacts to jurisdictional wetlands or waters cannot be avoided the impacts shall implement one of the following compensatory mitigation approved by federal and state agencies (US Army Corps of Engineers and State Water Quality Control Board Lahontan Region):

- wetland creation and/or enhancement,
- the purchase of mitigation credits through a local mitigation bank, or
- payment of an in-lieu fee

State and federal resource agencies may require a mitigation plan that demonstrates the compensatory mitigation is equivalent or superior to the quality and extent of existing jurisdictional features.

### ***BIO-5. Active Raptor and Migratory Bird Nest Site and Wildlife Nursery Site Protection Program***

Confirmation - Pre-construction surveys shall be conducted during the nesting/breeding season immediately prior to initial Project construction (e.g., excavation, grading and tree removal), to identify active raptor or migratory bird nest sites and wildlife nursery sites within the project area that may not have been identified previously.

Absence of raptor or migratory bird sites - If no raptor or migratory bird nest or wildlife nursery sites are located within the project area or in adjacent areas where impacts will occur, no further mitigation is required.

Presence of raptor or migratory bird sites - If active raptor or migratory bird nests or wildlife nursery sites are identified the City shall protect the active bird nests and/or nursery sites to be impacted by Project construction activities in a program approved by US Fish and Wildlife Service and/or California Department of Fish and Wildlife (as

appropriate). The Program may include an Active Raptor and Migratory Bird and Wildlife Nursery site protection program (Program) to meet these needs. The Program shall include surveys, consultation, and protective actions. During initial construction activities (tree removal and excavation for the construction), a qualified biological monitor shall be present to evaluate whether any raptors or migratory birds are occupying trees or whether any wildlife den/nursery sites are within the project area. The biological monitor shall have the authority to stop construction near occupied trees or nursery sites if it appears to be having a negative impact on nursery sites, nesting raptors, or migratory birds or their young observed within the construction zone. If construction must be stopped, the monitor shall consult with CDFW or USFWS (if applicable) staff within 24 hours to determine appropriate actions to restart construction while reducing impacts to identified nursery sites, raptors or migratory bird nests.

## Craig Sanders

---

**From:** Gordon Ponting [REDACTED]  
**Sent:** Monday, June 10, 2013 8:56 PM  
**To:** Anders J Hauge  
**Cc:** Craig Sanders; Garth Alling; Christy A. Consolini; Katie Ann Patton  
**Subject:** Re: Sierra Park ISMND

Andy, thanks very much for your attention to my concerns. I'm sure your changes leave the City better off whatever subsequent fieldwork may find, while needed mitigations are still enforceable. And thanks again for the background discussion earlier today. Gordy

On Jun 10, 2013, at 11:10, Anders J Hauge <[ahauge@haugebrueck.com](mailto:ahauge@haugebrueck.com)> wrote:

> Guys, I have modified the text incorporating Craig's language and modifying others. Garth is on vacation and reviewing so I will wait for his input before publishing.

> Andy

> <Sierra\_Park\_revised\_BIO\_mitigations\_iR5.docx>

>

>

> Anders J. Hauge

> Cell (916) 307-7654

>

> H A U G E B R U E C K

> A S S O C I A T E S

> w 916.283.5800

> Sacramento Lake Tahoe

> 2233 Watt Avenue #230 310 Dorla Court #209

> Sacramento, CA Zephyr Cove, NV

> 95825 89449

>

> On Jun 10, 2013, at 10:21 AM, Craig Sanders <[planner@cityofsusanville.org](mailto:planner@cityofsusanville.org)> wrote:

>

>> A suggested wording change on one of the MMs

>>

>> -----Original Message-----

>> From: Garth Alling [<mailto:galling@haugebrueck.com>]

>> Sent: Friday, June 07, 2013 10:59 AM

>> To: Anders J Hauge

>> Cc: Gordon Ponting; Christy A. Consolini; Katie Ann Patton; Craig B. Sanders

>> Subject: Re: Sierra Park ISMND

>>

>> All - I have updated the bio mitigation based on my conversations with Andy.

>> Please see the updated mitigation measures for your review. Please

>> provide comments.

>>

>> Regards,

>>

>> Garth Alling

>> <Sierra\_Park\_revised\_BIO\_mitigations\_cbs\_comments.docx>

>

Reviewed by: ~~SA~~ City Administrator  
~~PA~~ City Attorney

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

**Submitted by:** Jared G. Hancock, City Administrator

**Action Date:** June 19, 2013

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Ordinance No. 13-0990** adding Chapter 8.40 - Sale and Use of Fireworks to the Susanville Municipal Code

**PRESENTED BY:** Jared G. Hancock, City Administrator

**SUMMARY:** Every year the City Council is asked to pass an emergency ordinance to allow for the sale and discharge of fireworks for the 4<sup>th</sup> of July celebration. This year staff has proposed to codify the regulations in Chapter 12 of the Susanville Municipal Code. The proposed regulations are based on the City's past emergency ordinance and provisions in the California Health and Safety Code. The ordinance provides for ample seller permits to accommodate all organizations that sought vendor permits in past years and allows for more vendor permits as the population of the City grows.

The proposed ordinance has been reviewed and approved by the City's Fire Chief and staff recommends approval of the proposed code amendment.

**FISCAL IMPACT:** None.

**ACTION**

- REQUESTED**
- 1 Open public hearing; request staff report; solicit public comment
  - 2 Close the public hearing
  - 3 Consider **Ordinance No. 13-0990** adding Chapter 8.40 to the Susanville Municipal Code; waive second reading and adopt.

**ATTACHMENTS:** "A" – Ordinance No. 13-0990

**ORDINANCE NO. 13-0990**  
**AN ORDINANCE OF THE CITY OF SUSANVILLE**  
**ADDING CHAPTER 8.40 ENTITLED "SALE AND USE OF FIREWORKS"**  
**TO THE CITY OF SUSANVILLE MUNICIPAL CODE**  
**WHICH RESTRICTS AND LIMITS THE USE OF FIREWORKS**  
**WITHIN THE CITY OF SUSANVILLE**

**WHEREAS,** the City of Susanville and surrounding areas experience a Mediterranean climate with the low humidity and dry conditions, and the necessity to preserve the public health, safety and welfare of the City of Susanville by taking all necessary measures for the prevention of fires; and

**WHEREAS,** the City of Susanville is aware that a fire starting within the City of Susanville may also endanger lives and property of residents within the City of Susanville, but may spread to areas outside of Susanville, wildfire season dry conditions are typical between June 1 to October 31; and

**WHEREAS,** the discharge of fireworks during the wildfire season should be regulated to minimize the potential for accidental fire incidents that could affect areas in and surrounding the City of Susanville with a potential to impact private property, as well as other jurisdictions and public agencies and the City of Susanville determines that the public health, safety and welfare requires the City Council to take all necessary measures to reduce the risk of preventable fires; and

**WHEREAS,** the California Health and Safety Code §12541 authorizes cities throughout the State of California, including the City of Susanville, to regulate the sale, use and discharge of fireworks by regulation or ordinance:

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

Section 1: The regulation of the sale, use, and discharge of any and all fireworks within the corporate limits of the City of Susanville shall be set forth in the City of Susanville Municipal Code in Chapter 8.40 as set forth below:

Chapter 8.40 SALE AND USE OF FIREWORKS

8.40.10 Definitions

"Fireworks" means the same as defined in California Health and Safety Code Section 12511.

"Safe and Sane Fireworks" means the same as defined in California Health and Safety Code Sections 12529 and 12562.

"Dangerous Fireworks" Means the same as defined in California Health and Safety Code Section 12505.

8.40.20 Sale of Fireworks

1. The sale of fireworks within the City of Susanville corporate limits shall comply with the following restrictions:
  - A. Only safe and sane fireworks may be sold within the City.
  - B. Fireworks sales stands must be located on property zoned C-2, General Commercial and Shopping Center zoning district
  - C. The sale of fireworks may commence no earlier than noon of June 28<sup>th</sup> and must end by noon of July 6<sup>th</sup>. From June 29<sup>th</sup> to July 5<sup>th</sup> fireworks sale shall be limited to the hours of 9:00 a.m. to 9:00 p.m.
  - D. All fireworks vendors must obtain a fireworks permit from the City of Susanville Fire Department and must adhere to all requirements of the permit and the requirements of the California Health and Safety Code relating to the sale and storage of fireworks. The Chief of the Fire Department may amend the requirements of the permit as necessary to insure public safety is maintained. Fireworks vendors must also obtain a temporary use permit as per section 17.104.090 of this code.
  - E. The number of fireworks stands permits granted in any year shall be one stand per 1,500 persons of the household population of the City based on the latest Department of Finance estimates. Fractions of 0.50 or greater shall be rounded up to the next whole number.
  - F. In granting a fireworks permit, the Fire Department shall give preference to individuals or organizations that operated a fireworks stand, without violation of the permit requirements, during the prior year. Individuals or organizations wishing to receive permitting preference must notify the Fire Department of their intent to operate a stand no later than June 1 of each year.

#### 8.40.20 Use or Discharge of Fireworks

1. No fireworks of any kind may be used or discharged within the corporate limits of the City of Susanville between June 1 and October 31 of each year with the following exceptions;
  - A. Safe and sane fireworks may be used and discharged between the period of 6:00 a.m. to midnight on July 4<sup>th</sup>.
  - B. Public display fireworks by permit only.
2. Safe and sane fireworks may be used or discharged between November 1 and May 31. The use and discharge of safe and sane fireworks in City parks requires a permit as stipulated in Municipal Code Section 12.32.070.

8.40.30 Enforcement and Penalties

1. Provisions of this code shall be enforced by the City of Susanville Police Department.
2. Violations of the City's permit to sell fireworks shall be enforced under the provision of the California Health and Safety Code.
3. Violations of the use and discharge of fireworks are enforceable as an infraction under Chapter 1.12.010 of this code.

Section 2: This ordinance shall take effect 30 days from its adoption by a majority 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.

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 19<sup>th</sup> day of June, 2013 by the following polled vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

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

Reviewed by: ~~YAC~~ City Administrator  
~~PM~~ City Attorney

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

**Submitted by:** Peter M. Talia, City Attorney

**Action Date:** June 19, 2013

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 13-4963** approving and authorizing Mayor to execute agreement with Lassen County Farm Bureau for third annual Rock the Wake Event

**PRESENTED BY:** Peter M. Talia, City Attorney

**SUMMARY:** The Lassen County Farm Bureau has again approached the City of Susanville regarding having access to Emerson Lake which is owned by the Dow family in connection with the holding of this wakeboard demonstration. The event has been a tremendous success for the past two years. This year the sponsors will not be renting the old clubhouse but will just need the parking lot of the old clubhouse.

**FISCAL IMPACT:** none.

**ACTION REQUESTED:** Adoption of **Resolution Number 13-4963** authorizing and directing Mayor to sign Agreement for Rock the Wake Event

**ATTACHMENTS:** Resolution 13-4963  
Agreement for Third Annual Rock the Wake Event

**RESOLUTION NO. 13-4963**  
**APPROVING AND AUTHORIZING MAYOR TO EXECUTE AGREEMENT**  
**WITH LASSEN COUNTY FARM BUREAU FOR THE THIRD ANNUAL**  
**ROCK THE WAKE EVENT**

**WHEREAS**, the City of Susanville is a municipal corporation duly organized under the laws of the state of California and owns all that certain real property located at the Susanville Municipal Golf Course; and

**WHEREAS**, the Lassen County Farm Bureau wishes to sponsor the Third Annual Rock the Wake Event at Emerson Lake, contained within the Susanville Municipal Golf Course, commencing at 3:00 p.m. on Saturday, June 22, 2013; and

**WHEREAS**, the Lassen County Farm Bureau will be using Emerson Lake owned by Jay and Susan B. Dow and located within the boundaries of the golf course; and

**WHEREAS**, the City determines that it is beneficial to the community to allow the golf course to be used for the wakeboarding event; and

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

- 1 The event will benefit the general health, welfare and safety of the City of Susanville; and
- 2 The Mayor is authorized to execute the agreement between the City of Susanville and the Lassen County Farm Bureau, incorporated herein by reference.

APPROVED: \_\_\_\_\_  
Rod E. De Boer, Mayor

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

The foregoing **Resolution No. 13-4963** was adopted at a regular meeting of the City Council of the City of Susanville held on the 19<sup>th</sup> day of June, 2013 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

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

## AGREEMENT FOR SECOND ANNUAL "ROCK THE WAKE" EVENT

This Agreement is made this 19th day of June 2013, between the City of Susanville, a California municipal corporation (hereinafter referred to as "City"), and Lassen County Farm Bureau, a California nonprofit corporation.

### RECITALS

WHEREAS, the City is a municipal corporation duly organized under the laws of the State of California and owns all that certain real property known as the Emerson Nine, Diamond Mountain Golf Course, located on Wingfield Road, County of Lassen and surrounding the privately owned body of water known as Emerson Lake; and

WHEREAS, Lassen County Farm Bureau wishes to provide a wakeboarding demonstration and competition commencing at 3:00 P. M. and ending by 8:00 P.M. on Saturday June 22, 2013; and

WHEREAS, the City deems it beneficial to the community and City of Susanville and its residents to allow use of the area adjacent to Emerson Lake and the parts of its golf course surrounding the clubhouse and the lake; and

WHEREAS, the proponents of this event have experience in operating wakeboarding events.

NOW, therefore, the parties agree as follows:

A. City Responsibilities.

- 1) The City shall allow the Lassen County Farm Bureau to hold the wakeboarding competition and demonstration on the Emerson Nine of the City owned golf course on June 22, 2013 by access to of Emerson Lake.
- 2) The City will notify golfers of the commencement of the event at 3 P.M. Saturday June 22, 2013 and that no golfers will go out on the Emerson 9 after 1:00 p.m. on June 22nd.
- 3) The City authorizes the parking of vehicles at the old clubhouse.
- 4) The City will allow Lassen County Farm Bureau to advertise its organization at the time of said event.
- 5) The City authorizes the placement of portable bathrooms off the fairways and in the vicinity of the old clubhouse parking lot. Use of the old clubhouse is not allowed under this Agreement. Use of the parking lot adjacent to the old clubhouse is allowed.

B. Lassen County Farm Bureau Responsibilities

- 1) Due to City's loss of play on the Emerson 9 on the afternoon of June 22nd the Lassen County Farm Bureau will promote, in its radio advertising for the event, a City golf special for that day in cooperation with the Pro Shop staff and using the information provided by said staff.
- 2) Lassen County Farm Bureau shall follow the direction of the City Administrator and the golf course pro shop staff as to any issues involving the Diamond Mountain Golf Course facility or any of the golfers. Lassen County Farm Bureau represents that there will be one concession for beer sales which Lassen County Farm Bureau will obtain the license for.

- 3) Operators of watercraft will all be current in their certifications with NASBLA (National Association of State Boating Law Administrators). There shall be only one (1) boat and one (1) wave runner allowed on Emerson Lake.
- 4) Lassen County Farm Bureau agrees to collectively procure, provide and maintain public liability insurance at their own cost and in the name of the City of Susanville, Jay Dow and Susan B. Dow as additional insureds along with officials, directors, employees, volunteers and agents of any of them during the day of the event, the day prior and the day after the event. The insurance shall include protection against claims arising from bodily injury, personal injury and property damage with amounts of insurance in the same form as the 2012 event which provided for General Aggregate limit of \$2,000,000.00, products and completed Operations of \$1,000,000.00, personal and advertising Injury of \$1,000,000.00, each Occurrence Limit of \$1,000,000.00, fire damage of \$50,000.00, medical payments for any one person of \$5,000.00 and liquor liability of \$1,000,000.00. Such insurance, in addition to naming the City, Jay Dow and Susan Bonomini Dow as additional insureds, shall protect the City, Jay Dow and Susan Bonomini Dow, their officers, agents and employees against loss, directly or indirectly, from liability imposed by law on account of bodily injury and death, and damage to or destruction of property, resulting from activities of Lassen County Farm Bureau under the rights granted by this agreement to conduct a wakeboarding competition and demonstration and all set up and cleanup relating to this activity. The insurance policies shall be issued by an insurance company authorized to do business within the State of California and the insurance policies shall be approved by the City. Evidence of the insurance shall be provided upon execution of this contract. Additionally Lassen County farm Bureau shall ensure that the World Wakeboarding Association provides a policy of insurance naming The City of Susanville, Jay and Susan B. Dow and the Lassen County Farm Bureau as additional insureds and having limits as for the 2012 event which were each occurrence \$1,000,000.00 damage to rented premises \$1000,000.00, medical expenses \$10,000.00 per person, personal injury \$1,000,000.00, general aggregate of \$2,000,000.00 and products \$1,000,000.00.

City of Susanville shall procure insurance, at the expense of Farm Bureau for coverage of this special event with a general aggregate limit of \$2,000,000.00, products and completed operations of \$1,000,000.00, personal and advertising injury \$1,000,000.00, each occurrence limit \$1,000,000, Fire damage from any one fire \$50,000.00 and medical payments of \$5,000.00 per person along with liquor liability of \$1,000,000.00. Lassen County Farm Bureau and Jay and Susan Bonamini Dow shall be named as additional insureds.

C. Indemnification and Hold Harmless

Lassen County Farm Bureau agrees to indemnify the City, its officers, employees and agents, Jay Dow and Susan Bonomini Dow and their agents against liability, and shall hold and save them and each of them harmless from, any and all actions, suits, claims, damages to persons or

property, losses, costs, penalties and obligations or liabilities that may be asserted or claimed by any person, firm or entity arising out of or in connection with the wakeboarding and wave riding and the preparation and clean up regarding same. Lassen County Farm Bureau shall defend any actions filed in connection with any of said claims or liabilities and shall pay all costs and expenses, including legal costs and attorney fees in connection therewith and shall pay promptly any judgment rendered against the City, its officers, agents or employees or Jay Dow and Susan Bonomini Dow for any such claims or liabilities arising out of or in connection with such preparation, conduct of and cleanup after said event.

In witness whereof, the parties to this Agreement have caused it to be executed by their officers, thereunto duly authorized to do so.

CITY OF SUSANVILLE

LASSEN COUNTY FARM BUREAU

\_\_\_\_\_ BY \_\_\_\_\_  
Rod E. De Boer, Mayor

\_\_\_\_\_  
Attest:

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

Approved as to Form:  
  
\_\_\_\_\_  
Peter M. Talia  
City Attorney

Reviewed by: ~~JAC~~ City Administrator  
 City Attorney

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

**Submitted by:** Jared G. Hancock, City Administrator

**Action Date:** June 19, 2013

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 13-4964** approving and authorizing Mayor to execute Contract for Transportation Planning Professional Services

**PRESENTED BY:** Jared G. Hancock, City Administrator

**BACKGROUND:** As the Council is aware, the City has been engaged in trying to utilize Transportation Enhancement (TE) funding from the State Transportation Improvement Program allocation for Lassen County. In 2012 the Lassen County Transportation Commission (LCTC) approved the allocation of TE funds to two projects, one for the County and one for the City. The City’s project is the known as the Southeast Gateway project which features improvements to Highway 36 entering Susanville from the east. Proposed improvements include filling in gaps in sidewalk improvements, additional landscaping improvements for a consistent appearance, improved parking areas for high profile vehicles in case of high winds or snow closures, and moving the “Welcome to Susanville” sign.

A draft TE application for \$950,000 was submitted to Cal Trans for comments in early 2012. A response was received in June which raised several questions, included comments that certain proposed improvements would not be supported by Cal Trans and also indicated that would retain 40% to 50% of the funding to administer the project.

In January of 2013 the funding process for transportation improvement projects like the City proposed changed significantly with the implementation of the Moving Ahead for Progress in the 21st Century Act (MAP-21) the new Federal surface transportation funding act. MAP-21 includes a Transportation Alternatives Program (TAP). The TAP replaces the funding from pre-MAP-21 programs including Transportation Enhancements, Recreational Trails, Safe Routes to School, and several other discretionary programs, wrapping them into a single funding source.

With this change, local LCTC and Cal Trans staff was unsure of how the unexpended 2012 TE funds could be used if they had not already allocated to an approved project. It has now been determined that those TE reserves programmed for 2012 are still available for projects but an application must be submitted to the LCTC before the end of the Fiscal year.

**PROPOSAL:**

The City proposes to make a revised TE application for \$950,000 to fund the Southeast Gateway project. The revised application will also have revised improvements that will meet

Cal Trans recommendations and will help streamline the costs and approval time. The revised application must be ready for submittal to the LCTC at their July meeting. In order to meet this deadline, City staff is recommending that the City retain Greendot Transportation Solutions owner Jeff Schwein to complete the amended application and project design. Jeff has been working locally with the Lassen County Blueprint Plan and is very familiar with the region and most importantly is familiar with local Cal-Trans procedures and personnel. Jeff brings many years of transportation planning experience to the City which will be invaluable to this process.

In addition, Mr. Schwein can assist the City in obtaining funding for sidewalk improvements to fill gaps in the City's sidewalk infrastructure through the "Safe Routes to School" program. This program will provide funding for sidewalk projects within ½ mile of local schools.

The proposal submitted by Greendot Transportation Solutions is a not to exceed cost of \$9,660 for the TE application work and \$2,460 for the Safe Routes to School work. Transportation planning funds will be used to cover these costs.

**FISCAL IMPACT:** \$12,120 from Lassen County RTT Planning fund 2007.431.27.4340

**ACTION REQUESTED:** Motion to approve **Resolution No. 13-4964** authorizing Mayor to execute agreement with Greendot Transportation Solutions

**ATTACHMENTS:** "A" – Greendot Proposal  
"B" – Greendot Contract

**RESOLUTION NO.13-4964**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**APPROVING AND AUTHORIZING PROFESSIONAL SERVICES AGREEMENT WITH**  
**GREENDOT TRANSPORTATION SOLUTIONS TO PROVIDE TRANSPORTATION**  
**PLANNING SERVICES FOR SOUTHEAST GATEWAY PROJECT**

**WHEREAS**, the City of Susanville has an opportunity to secure transportation enhancement funding through the State Transportation Improvement Program; and

**WHEREAS**, the proposed improvements to the east entrance of Susanville on Highway 36 also known as the Southeast Gateway Project has been supported by the Lassen County Transportation Commission; and

**WHEREAS**, pending changes to the funding process for transportation improvement projects requires that the City submit the proposed project application in the amount of \$950,000 before July 4, 2013; and

**WHEREAS**, the City has need to prepare project construction drawings for the establishment of final project costs which require the services of a professional planning services; and

**WHEREAS**, Jeff Schwein owner of Greendot Transportation Solutions has the expertise to provide these services.

**WHEREAS**, the City Council has reviewed and approved the Agreement for Services attached hereto as Exhibit A.

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Susanville does hereby authorize the Mayor to execute an Agreement with Greendot Transportation Solutions to provide professional services to the City of Susanville.

APPROVED:

\_\_\_\_\_  
Rod E. De Boer, Mayor

ATTEST:

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

The forgoing Resolution was adopted at a regular meeting of the Susanville City Council held on the 19th day of June, 2013, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

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Peter M. Talia, City Attorney

# GREEN DOT

TRANSPORTATION SOLUTIONS

May 14, 2013

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

## RE: PROPOSAL FOR PROFESSIONAL SERVICES

Jared,

Thank you for the opportunity to assist the City of Susanville with professional transportation planning services. From my review of the documents and our tour yesterday, I feel the City is well positioned to take advantage of existing and future funding programs. The benefits will be a safer, more walkable, inviting, and bike friendly community.

### Gateway Project

I recommend taking immediate advantage of the Transportation Enhancement (TE) reserve currently programmed in the 2012 State Transportation Improvement Program (STIP). This will require modifications to the existing TE application to address Caltrans initial comments dated June 2012 and define other feasibility constraints. The project will likely need further development to identify specific environmental, design, right of way and construction components required to prepare an accurate project cost estimate. Additionally, the TE program requires 20% matching funds and these will need to be identified. In addition to modifications to the TE application, I recommend early and consistent coordination with affected parties, including the Lassen County Transportation Commission, Caltrans district 1, Caltrans headquarters, and possibly the California Transportation Commission staff. The final product of this task will be a specific, fully programmed project in the 2014 STIP.

The proposed tasks are defined below with associated costs:

<b>Regular Tasks</b>	<b>Hours</b>	<b>Rate (/hr)</b>	<b>Total</b>
Coordination	20.00	\$ 120	\$ 2,400
TE Application Revisions	6.50	\$ 120	\$ 780
Meetings	8.00	\$ 120	\$ 960
<b>Total</b>			<b>\$ 4,140</b>
<b>Additional Tasks</b>			
Modify Existing Designs	25.00	\$ 120	\$ 3,000
Project Development	21.00	\$ 120	\$ 2,520
<b>Total</b>			<b>\$ 5,520</b>

# GREEN DOT

TRANSPORTATION SOLUTIONS

## Sidewalk Gap Closure Project

As we discussed yesterday, my recommendation to mitigate gaps in the City's sidewalks and provide safe and inviting pedestrian facilities is to prepare an infrastructure audit and preliminary feasibility study. The most effective way to do this is to focus on the funding program guidelines and target those parameters when preparing the audit. The Highway Safety Improvement Program (HSIP) is now accepting applications for projects for Cycle 6. If there are any intersections or projects that would qualify, this is a great immediate funding resource. Other targeted programs include Caltrans planning grants (audit and feasibility studies), Safe Routes to Schools (state and federal), and the new Transportation Alternatives Program (TAP).

I recommend defining potential projects and pursuing planning dollars in preparation for infrastructure resources. I would like to help the City identify and organize potential projects and prepare funding applications. The tasks and cost to do this work would be as follows:

Regular Tasks	Hours	Rate (/hr)	Total
Identify/Organize Proj.	15.00	\$ 120	\$ 1,800
Prepare Funding App.	5.50	\$ 120	\$ 660
<b>Total</b>			<b>\$ 2,460</b>

I am confident that the effort put forth on the aforementioned projects will prove valuable. This method of work progression has proven to be the most effective way to realizing a safe, attractive and efficient network of sidewalks, roadways, bike facilities and transit connections.

Please let me know if I can answer any questions regarding this proposal.

Sincerely,



Jeff Schwein, AICP  
Owner-Green Dot Transportation Solutions

## **AGREEMENT FOR CONSULTING SERVICES**

This Agreement for consulting services between the City of Susanville (City) and Greendot Transportation Solutions (Contractor), a professional services sole proprietorship.

In consideration of the services to be rendered and the sums to be paid therefore, and each and every covenant and condition contained herein, the parties agree as follows:

### **1. IDENTIFICATION OF CONTRACTOR**

Name: Green DOT Transportation Solutions  
Address: 117 Meyers Street, Suite 120  
City, State, Zip Chico, CA 95928  
Phone No.: 530-895-1109

### **2. SERVICES**

The services provided by the Contractor consist of transportation planning services as described in Attachment 1, a letter proposal dated May 4, 2013.

### **3. TERM**

The term of this contract shall be:

Start: June 6, 2013  
Finish: June 6, 2014

The contract may be amended based on the availability of funds and upon written Agreement of both parties.

### **4. PAYMENT**

The City shall pay Contractor at a rate not more than \$120 per hour, not to exceed a total of \$12,120 on a time and materials basis

Contractor shall submit request for payment after completion of services no later than the fifth day of the month following provision of services. Request for payment shall be submitted to the following address:

Name: City of Susanville  
Address: 66 North Lassen Street  
City, State, Zip Susanville, CA 96130  
Phone No.: 530-252-5104

**5. FACILITIES**

Contractor shall at his/her sole cost and expense, furnish all facilities, equipment, and other materials which may be required for furnishing services pursuant to this Agreement.

**6. DESIGNATED REPRESENTATIVES**

City Representative: Jared Hancock  
Contractor Representative: Jeff Schwein

**7. INDEPENDENT CONTRACTOR**

At all times during the term of this Agreement, Contractor shall be responsible for Contractor's own operating costs and expenses, property and income taxes, worker's compensation insurance, and any other costs and expenses in connection with the performance of services under this Agreement. Contractor agrees that he or she shall not be an employee of the City. The City shall have the right to control the means by which Contractor accomplishes services rendered pursuant to this Agreement.

**8. LICENSES, PERMITS, ETC.**

Contractor represents and warrants to the City that he/she has all licenses, permits, qualifications and approvals legally required for Contractor to practice his or her profession. If at any time Contractor ceases to have the licenses, permits, qualifications or approvals required for Contractor to practice his or her profession, Contractor will immediately notify the City and this Agreement may be terminated at the City's sole discretion.

**9. INSURANCE**

During the term of this Agreement, Contractor shall maintain in full force and effect, a policy of commercial automobile insurance with bodily injury coverage \$1,000,000 combined single limit. Contractor shall provide the City with proof of current insurance at the request of the designated representative.

During the term of this Agreement, Contractor shall maintain in full force and effect, a policy of comprehensive professional general liability insurance with minimum coverage of \$1,000,000 per occurrence and with not less than \$2,000,000 aggregate.

**10. STANDARD OF PERFORMANCE**

Contractor shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by competent practitioners of the profession in which Contractor is engaged.

**11. INDEMNITY**

Contractor shall defend, indemnify, and hold harmless the City and its employees from liability for damage or claims for damage for personal injury, including death, as well as for property damage, which may arise from the intentional or negligent acts or omissions of Contractor in the performance of services rendered under this Agreement.

**12. TERMS**

The City agrees to pay Contractor within 30 days of receipt of invoice from Contractor.

**13. TERMINATION**

The City and Contractor shall each have the right to terminate this Agreement upon 30 days written notice to the other party.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on:

June 20, 2013.

“City”

“Contractor”

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Jared Hancock, City Administrator

\_\_\_\_\_  
Jeff Schwein, Owner

\_\_\_\_\_  
City of Susanville

\_\_\_\_\_  
Green DOT Transportation Solutions

Reviewed by: ~~YH~~ City Administrator  
~~TM~~ City Attorney

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

**Submitted By:** Ted Friedline, Fire Chief

**Action Date:** June 19, 2013

**PRESENTED BY:** James Moore, Battalion Chief

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** 2013 Weed Abatement Program

**SUMMARY:**

In preparation for vegetation fire reduction and Independence Day, the Fire Department has determined June 24, 2013 to be the deadline for weed/fire hazard abatement. After this date, any conditions which pose a hazard will be mitigated following SMC Section 8.28. Occupants or property owners may be cited for failure to comply and may be charged for suppression cost after this date.

As per City Code Section 8.28 (Weed and Rubbish Abatement), it is necessary for the City Council to establish a deadline for the removal of the hazards, and to ensure that this deadline is published in a newspaper of general circulation at least two times prior to enforcement of subsequent sections of the City Code relating to the weed abatement criteria, following the attached City Standards.

**FISCAL IMPACT:** Staff time, postage, fuel – accounted for in Code Enforcement budget.

**ACTION REQUESTED:** Motion to establish the deadline for the removal of weeds/fire hazards in the City of Susanville as Monday, June 24, 2013.

**ATTACHMENTS:** City of Susanville Weed Abatement Standards

Reviewed by: ~~SA~~ City Administrator  
~~fm~~ City Attorney

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

**Submitted by:** Craig C. Platt, Public Works Director

**Action Date:** June 19, 2013

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 13-4965** approving expenditure of funds from 7114 Water Capital Improvement budget to replace existing waterline on Main Street (State Route 36) pursuant to Public Contracts Code Section 20168 authorizing the immediate expenditure of public funds to safeguard property

**PRESENTED BY:** Craig C. Platt, Public Works Director

**SUMMARY:** Caltrans will be completing an overlay project on Main Street from Russell Avenue going east to the City limits. In the area of work, there is approximately 1,400 LF of existing 2-inch steel pipe that is deteriorating. The City Water Division has had to cut Main Street to repair the water line multiple times over the past several years. Staff became aware of Caltrans' project last fall, however recent leaks in the water main have increased Staff's concern for the affect the paving project will have on the water line. There have been three leaks in the past month and a half with the most recent occurring on June 12, 2013. Staff is greatly concerned that street repair work, including grinding and vibratory rolling, will cause multiple leaks in the water line, creating a situation where the City will have to cut the new asphalt on Main Street to repair the water line in several locations.

This project is presented for City Council consideration as a project that requires the immediate expenditure of public funding. The justification for the immediate expenditure of public funding is that doing so is in the public's interest to safeguard property. The property at risk is the State's new asphalt in Main Street.

There is not adequate time to bid the project prior to the State commencing their project. In addition, we can move forward only if we use Hat Creek Construction because Hat Creek Construction has been awarded the overlay project by Caltrans. Hat Creek Construction controls their start date and at this time they are planning to start in early to mid July. Caltrans and Hat Creek Construction are willing to flex their construction schedule to accommodate the water line replacement. If the Council approves the immediate expenditure of funds for the project, by a required four-fifths vote, the project would not have to be bid and Hat Creek Construction can proceed with the water line work.

The cost to complete the work is estimated at \$300,000 plus a 25% contingency (\$75,000), for a total cost of \$375,000. The project plans are 60% complete and the work could proceed through an Agreement with Hat Creek Construction on a time and material basis.

**FISCAL IMPACT:** \$375,000 to Water Capital Improvement Fund 7114

The balance in Fund 7114 is \$1,047,664 in cash. \$408,878 has been allocated to Water Meter Replacement Project 13-500, leaving \$638,786 in the fund balance.

**ACTION REQUESTED:**

1. Consider adoption of **Resolution No. 13-4965** approving expenditure of funds from 7114 Water Capital Improvement budget to replace existing waterline on Main Street (State Route 36). This project is proposed as requiring an immediate expenditure of public funds to safeguard property pursuant to Section 20168 of the Public Contract Code;
2. Authorize Public Works Director to execute an Agreement with Hat Creek Construction for an amount not to exceed \$375,000.

**ATTACHMENTS:** Resolution Number 13-4965

**RESOLUTION NUMBER 13-4965**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**PURSUANT TO PUBLIC CONTRACTS CODE SECTION 20168 AUTHORIZING THE**  
**IMMEDIATE EXPENDITURE OF PUBLIC FUNDS TO SAFEGAURD PROPERTY**

**WHEREAS**, the City Council of the City of Susanville having been informed and advised that the following situation exists: Caltrans will be paving Main Street over a deteriorating water line; and

**WHEREAS**, the paving operation will most likely result in leaks developing over the deteriorating water line, causing the new pavement to be cut and patched creating a defect in the road surface; and

**WHEREAS**, Caltrans' project has been awarded to Hat Creek Construction Inc., and scheduled to begin in mid July, which does not provide the City with adequate time to bid the project and complete it prior to Hat Creek commencing work; and

**WHEREAS**, the most practical way to repair the water line prior to the paving work is to utilize Hat Creek Construction on a time and material basis; and

**WHEREAS**, Public Contracts Code Section 20168 authorizes the City Council to adopt by a four-fifths vote of its members a resolution declaring that "public interest and necessity demand the immediate expenditure of public money to safeguard life, health, or property"; and

**WHEREAS**, the cost to complete the work is estimated at \$300,000 plus a 25% contingency (\$75,000) for a total cost of \$375,000 and there is currently \$638,786 unencumbered cash in the 7114 Water Capital Improvement Fund; and

**WHEREAS**, allowing the City to sole source the contract and dispense with the public bidding process is in the best interest of the public and necessary to protect the State's property; and

**WHEREAS**, due to aforementioned situation and facts and circumstances, pursuant to Public Contract Code Section 20168 the project can be commenced and completed without further compliance with Part 3, Chapter 1 of the Public Contract Code.

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

1. That the public interest and necessity demand the immediate expenditure of public money to safeguard property in the vicinity of the deteriorating water main; and
2. The City of Susanville is hereby authorized to award the contract to Hat Creek Construction and proceed to repair the deteriorating water line; and
3. That the City of Susanville shall proceed with said public work, and that as stated in Public Contract Code Section 20168, "if notice for bids to let contract

will not be given," the City Council shall comply with Public Contract Code Section 22050.

APPROVED: \_\_\_\_\_  
Rod E. De Boer, Mayor

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

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 19th day of June, 2013, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

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

Reviewed by:  City Administrator  
 City Attorney

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

**Submitted By:** Tom Downing, Chief of Police

**Action Date:** June 19, 2013

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Resolution Number 13-4966 authorizing allocation of BSCC funds to Detective's Position in Fiscal Year 2013/2014 budget

**PRESENTED BY:** Tom Downing, Chief of Police

**SUMMARY:** In January 2013 funding was provided by the State of California through the Board of State and Community Corrections (BSCC) to assist municipal law enforcement agencies in addressing the impacts of AB109, commonly referred to as Public Safety Realignment. The funding of \$24 Million statewide was allocated at the county police chief level with one city police chief in each county serving as the fiscal agent. Being the only police chief in the county of Lassen, I was the appointed the fiduciary. We received \$24,674.00 as our portion of this funding. In accepting these funds, the California Police Chief's Association agreed to a framework for the use of these funds to guide the police chiefs as to how they can work collaboratively to best leverage this funding for the public safety in our communities.

The agreed upon framework includes using these funds to impact crime regionally if possible, in partnership with the county probations department, and employing best or promising practices to address serious, violent and habitually non-complaint offenders. These funds can also be used to backfill or offset the cost of current positions.

These funds are legislatively identified for a period of three years. There is no ability to determine at this time whether this funding will continue beyond that period, or at what level. It is the plan of the Chief's Association to seek an increase in funding in future years. In Governor Brown's budget fiscal year 2013/2014 he included \$27 million for local agencies, an increase over the previous year.

In considering the framework provided and our local needs, I have developed a plan for the expenditure of these funds. To assist the department with addressing the local issues related to public safety realignment. This plan would give our department the ability to better monitor our local offender population, detect, investigate and solve crime being committed by these offenders, and to collaborate more closely with the local agencies addressing this population. Further, the plan for the use of these funds to

offset and backfill currently authorized positions, would free up unrestricted funds to be used in other areas.

It is my proposal that the most effective use of these funds is to backfill a portion of the currently funded narcotics task force agent position. This position is currently partially funded at \$32,878.00 through a grant. The City also received approximately \$18,000.00 to fund a portion of this position for one year to initiate a multiagency compliance check team. The remainder of the officer's salary is paid for out of the general fund. The \$24,674.00 would be used to augment this position, saving the general fund the equivalent amount. The position would be required to perform tasks related to public safety realignment, including compliance checks of offenders, detecting and investigating crimes committed by suspected realigned offenders and collaborating with the probation department on the supervision of this offender population.

**FISCAL IMPACT:** As proposed, cost neutral.

**ACTION REQUESTED:** Motion approving **Resolution Number 13-4966** approving use of allocation of BSCC funds to Detective's Position in FY 2013/2014 budget.

**ATTACHMENTS:** Resolution 13-4966

**RESOLUTION NO. 13-4966**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**AUTHORIZING ALLOCATION OF BSCC FUNDS**

**WHEREAS**, the City of Susanville received \$24,674.00 from the Board of State and Community Corrections (BSCC) to address the impacts to local law enforcement of public safety realignment; and

**WHEREAS**, the funds are required to be used for front law enforcement efforts to address those potential impacts; and

**WHEREAS**, the Police Department has requested to use the funds to augment the Police Detective's position.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville authorizes the allocation of the BSCC funds to Detective's Position in Fiscal Year 2013/2014 budget.

APPROVED: \_\_\_\_\_  
Rod E. De Boer, Mayor

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

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 19<sup>th</sup> day of June, 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

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

APPROVED AS TO FORM: \_\_\_\_\_  
Peter Talia, City Attorney

Reviewed by: JGA City Administrator  
       City Attorney

       Motion Only  
       Public Hearing  
       Resolution  
       Ordinance  
       Information

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

**Action Date:** June 19, 2013

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Lassen Land and Trails Trust request for sponsorship

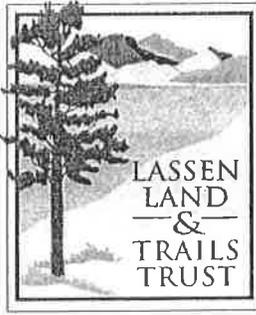
**PRESENTED BY:** Jared G. Hancock, City Administrator

**SUMMARY:** The Lassen Land and Trails Trust sponsors many events throughout the year that promote appreciation of the outdoors. The continued dedication to the preservation of the area's natural resources offer a significant contribution to the quality of life enjoyed by residents and visitors alike. The Lassen Land and Trails Trust has requested a donation from the City of Susanville to support their continued contributions to our community.

**FISCAL IMPACT:** \$2,000 from Civic Promotions fund.

**ACTION REQUESTED:** Motion to approve the donation of \$2,000 to the Lassen Land and Trails Trust

**ATTACHMENTS:** Letter of request.



P.O. Box 1461  
SUSANVILLE, CA 96130  
PHONE: (530) 257-3252  
[www.llttweb.org](http://www.llttweb.org)

June 4, 2013

Honorable Rodney E. DeBoer  
Mayor  
City of Susanville  
66 N. Lassen Street  
Susanville, CA 96130

Dear Mayor DeBoer:

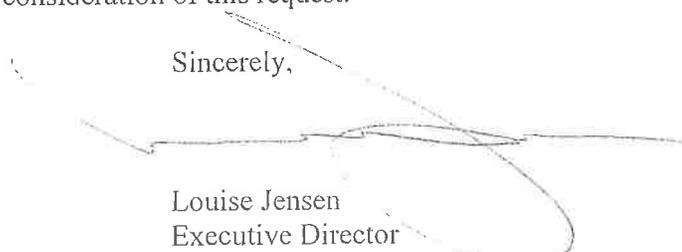
First, we would like to thank the City of Susanville for its \$2,000 grant in the city's fiscal year 2011/2012 to support the Trust's role in providing visitor services.

The Trust provides visitor services Monday through Saturday, 9:00 a.m. to 5:00 p.m. year round except for legal holidays. Two paid staff members greet visitors and provide them with maps, directions, recommendations regarding recreation, accommodations, dining and other support on a daily basis. During 2012's peak season (May through October), the Trust directly assisted at least 1,000 visitors who signed the guest book. 100,000 visit the Bizz Johnson Trail each year and many avail themselves of services at the depot. Visitors who signed the guest book represented six foreign countries and twenty-three states. By using average dollars spent and days visited by trail users in other communities across the country, we can project that our 2012 visitors spent over \$135,000 in our community. Support for the facility and staff comes directly out of the Trust's operating budget funded by its members' generous donations and the city's annual grant.

With this letter, the Trust is requesting a \$2,000 grant from the city for the 2012/2013 fiscal year to continue support for this service to the community.

Thank you and thanks to the City Council for consideration of this request.

Sincerely,

  
Louise Jensen  
Executive Director

Cc Jared Hancock, City Administrator

Reviewed by:  City Administrator  
 City Attorney

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

**Submitted by:** Craig C. Platt, Public Works Director

**Action Date:** June 19, 2013

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 13-4952** amending Resolution No. 10-4625 and setting fees and policies for the natural gas utility

**PRESENTED BY:** Craig C. Platt, Public Works Director

**SUMMARY:** City Council directed Staff to look at a natural gas rate reduction on the current small commercial and residential pricing structure for the FY 2013-2014. At its April 3, 2013 meeting, Staff recommended a reduction of Tier 1 rates from \$2.20 per therm to \$2.15 per therm rate pricing structure and reduction of Tier 2 rates from \$2.12 per therm to \$2.07 per therm rate pricing structure and to review the rates again in the spring of 2014. Council then directed Staff to bring a resolution with these rate changes back to them for approval.

One of the recommendations by Council for a rate decrease was to issue a credit per therm rather than to lower the current rate structure itself. This was also supported by Mark Holmstedt of Westhoff, Cone and Holmstedt, the City's bond counsel. Staff also supports and recommends a six cents (\$0.06) per therm discount for the \$2.20 and \$2.12 per therm rate structure that will expire on June 30, 2014. This will then be brought back to Council in May-June 2014 to consider continuing the current discount, lower it, or let it expire based on current cost to the Natural Gas Enterprise Fund.

Weather will also play an important role. The current forecast is based on a year similar to the last several winters based on therm throughput in the gas system. What also needs to be factored are the debt service payments that will level off in 2025' to \$1,800,000. The current payment will be \$1.62 million in 2013-2014 and increases every year by about \$20,000 per year. The projected operations and maintenance budget for 2013-2014 is \$2.69 million.

The current cash balance in the Natural Gas Rate Stabilization Fund is \$1.8 million and the current cash balance in the Natural Gas Operating Fund is \$1.48 million. The operating fund minimum cash balance should be no less than \$1.8 million to cover a bond payment in advance and then also \$2 million in accessible unrestricted operating reserve for capital improvements, the first meter replacements starting in 2017, and most important to cover changes in the gas market and weather trends so gas rates remain stable.

**FISCAL IMPACT:** The gas rate reduction will cost the Natural Gas Enterprise Fund approximately \$100,000 in revenue.

**ACTION REQUESTED:** Motion to approve **Resolution No. 13-4952** amending Resolution No. 10-4625 and setting fees and policies for the natural gas utility.

**ATTACHMENTS:** Resolution No. 13-4952  
Resolution No. 10-4625

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**RESOLUTION NUMBER 13-4952**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**AMENDING RESOLUTION 10-4625 AND SETTING FEES AND POLICIES FOR THE**  
**NATURAL GAS UTILITY OF THE CITY OF SUSANVILLE**

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

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED:**

1. This City Council hereby finds and determines that based upon the data, information, analysis, oral and written documentation presented to this City Council concerning the rates, fees and charges described below do not exceed the established reasonable cost of providing the service for which the rates, fees, or charges are levied.
2. The rates, fees and charges set forth below are hereby confirmed and continued as the rates, fees and charges for the services identified for each such rate, fee and/or charge with the addition of 3D - Tiered Rate Discount and shall remain as herein set forth.
3. Natural Gas rates, fees and charges:
  - A. Fixed monthly fee:  
The monthly meter charge shall remain \$7.00 for single meters.
  - B. Baseline winter rate: This rate has been eliminated.
  - C. Tiered rates:  
Tier 1: The established volumetric rate is \$2.20 per therm for up to 450 therms per meter reading cycle. This rate is effective with the next billing cycle.  
Tier 2: There remains the established volumetric rate of \$2.12 per therm for all metered usage above 450 therms per meter reading cycle.

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D. Tiered Rate Discount:  
Beginning July 1, 2013 a six cents (\$0.06) per therm discount will be applied to Tier 1 and Tier 2 rates through June 30, 2014.

E. Fixed Price Option:  
Natural gas customers consuming a minimum of 1,500 therms annually are offered the option to lock in a fixed price for their supply for a specific term. The price shall be a mutually agreeable fixed price offered by Susanville based on New York Mercantile Exchange (NYMEX) futures contracts for natural gas, plus a geographical price basis adjustment to the Susanville city gate, plus \$1.30 per therm.

F. Welcome Rate:  
New gas hookups, defined as any residence or business that is not using natural gas as of September 1, 2009, shall qualify for the Welcome Rate. The Welcome Rate is effective immediately and retroactive to September 1, 2009.

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

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

G. Optional variable rate:  
There remains the established variable natural gas rate available to large natural gas consuming customers capable of using alternate fuels as their primary energy source in place of natural gas as per Resolution Number 07-4306 adopted by the City Council at its September 4, 2007 meeting. The details of these rates as amended are attached hereto as Exhibit "A". based on current sales tax rate at time of billing. When natural gas is the lowest priced fuel, the price charged each month shall not be lower than **\$0.50** below the next highest price competing fuel.

H. Low Income Assistance Program:  
Natural gas customers meeting the criteria for low-income assistance, as established in Exhibit B, receive an annual flat rate of \$1.95 per therm. This rate is effective with the next billing cycle.

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

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

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APPROVED: \_\_\_\_\_  
Rod E. De Boer, Mayor

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

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 19th day of June, 2013, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

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

**EXHIBIT A**  
**ATTACHMENT TO RESOLUTION NO. 13-4952**  
**Variable Natural Gas Rate**

**Applicability:**

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

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

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

**Variable Price:**

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

Meters registering more than 75,000 therms per year:

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

Meters registering more than 30,000 therms per year:

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

**Option for Customer to Fix Price:**

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

**Notes:**

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

BPN: Butane Propane News, weekly propane newsletter for San Francisco, CA  
OPIS: Oil Price Information Services for Chico, CA

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

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

**EXHIBIT B  
ATTACHMENT TO RESOLUTION NO. 13-4952**

**2013/2014 Low Income Assistance Gross Household Income Guidelines**

**Based on 170% of Federal Guideline**

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

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**RESOLUTION NUMBER 10-4625**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**AMENDING RESOLUTION 09-4581 AND SETTING FEES**  
**AND POLICIES FOR THE NATURAL GAS UTILITY**  
**OF THE CITY OF SUSANVILLE**

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

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

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

**WHEREAS**, California Government Code Section 66016 requires notice to be given and data made available at specified times prior to the adoption of increases in existing rates, fees and charges, or the adoption of new rates, fees and charges for certain of the categories of rates, fees and charges addressed herein at a public meeting of the City Council; and

**WHEREAS**, California Government Code Section 66018 requires notice be published in accordance with California Government Code Section 6062a and data made available concerning rates, fees and charges prior to conducting a public hearing with respect to the adoption of increases in certain rates, fees and charges, or the adoption of certain new rates, fees and charges for which no other procedure is provided by law: and

**WHEREAS**, pursuant to California Government Code Section 66018, this City Council has held at least one public meeting and received oral and written presentation thereat with respect to "user fees" prior to the adoption of this Resolution; and

**WHEREAS**, pursuant to California Government Code Section 66018, this City Council has conducted and concluded a public hearing with respect to the rates, fees and charges prior to adoption of this Resolution; and

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

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

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**NOW, THEREFORE BE IT RESOLVED:**

1. This City Council hereby finds and determines that based upon the data, information, analysis, oral and written documentation presented to this City Council concerning the rates, fees and charges described below do not exceed the established reasonable cost of providing the service for which the rates, fees, or charges are levied.

2. The rates, fees and charges set forth below are hereby confirmed and continued as the rates, fees and charges for the services identified for each such rate, fee and/or charge and shall remain except for 3.B, which has been eliminated; 3.D, Fixed Rate Option, 3.E, the "Welcome Rate," and 3.G, Low Income Assistance Program, herein set forth.

3. Natural Gas rates, fees and charges:

A Fixed monthly fee:  
The monthly meter charge shall remain **\$7.00** for single meters.

B Baseline winter rate: This rate has been eliminated.

C Tiered rates:  
Tier 1: The established volumetric rate is **\$ 2.20** per therm for up to **450 therms** per meter reading cycle. This rate is effective with the next billing cycle.  
Tier 2: There remains the established volumetric rate of **\$2.12** per therm for all metered usage above **450 therms** per meter reading cycle.

D Fixed Price Option:  
Natural gas customers consuming a minimum of 1,500 therms annually are offered the option to lock in a fixed price for their supply for a specific term. The price shall be a mutually agreeable fixed price offered by Susanville based on New York Mercantile Exchange (NYMEX) futures contracts for natural gas, plus a geographical price basis adjustment to the Susanville city gate, plus \$1.30 per therm.

E Welcome rate:  
New gas hookups, defined as any residence or business that is not using natural gas as of September 1, 2009, shall qualify for the Welcome Rate. The Welcome rate is effective immediately and retroactive to September 1, 2009.

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

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

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F Optional variable rate:  
There remains the established variable natural gas rate available to large natural gas consuming customers capable of using alternate fuels as their primary energy source in place of natural gas as per Resolution Number 07-4306 adopted by the City Council at its September 4, 2007 meeting. The details of these rates as amended are attached hereto as Exhibit "A," which reflects a change to the current sales tax rate.

G Low Income Assistance Program:  
Natural gas customers meeting the criteria for low-income assistance, as established in Exhibit B, receive an annual flat rate of \$1.95 per therm. This rate is effective with the next billing cycle.

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

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

APPROVED: Kurt Bonham  
Kurt Bonham, Mayor

ATTEST: Debra M. Magginetti  
Debra M. Magginetti, CMC/City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 5<sup>th</sup> day of May, 2010 by the following vote:

AYES: Franco, Callegari, Templeton and Bonham  
NOES: None  
ABSENT: Sayers  
ABSTAINING: None

Debra M. Magginetti  
Debra M. Magginetti, CMC/City Clerk

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

**EXHIBIT A**  
**ATTACHMENT TO RESOLUTION NO. 10-4625**  
**Variable Natural Gas Rate**

**Applicability:**

This is an optional rate schedule for customers using more than 30,000 therms per year.

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

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

**Variable Price:**

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

Meters registering more than 75,000 therms per year:

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

Meters registering more than 30,000 therms per year:

- |   |                     |   |
|---|---------------------|---|
| 1 | <u>Propane:</u>     | $[(BPN, SF + \$0.038/\text{gal}) \times CSTR] / 0.92 = \$/\text{Th}$    |
| 2 | <u>Heating Oil:</u> | $[(OPIS, Chico + \$0.23/\text{gal}) \times CSTR] / 1.41 = \$/\text{Th}$ |
| 3 | <u>Natural Gas:</u> | Susanville variable monthly gas cost + \$1.30/Th = \$/Th                |

**Option for Customer to Fix Price:**

Customers qualifying under this variable natural gas rate are offered the option to lock in a fixed price for their supply for a specific term. The price shall be a mutually agreeable fixed price offered by Susanville based on New York Mercantile Exchange (NYMEX) futures contracts for natural gas, plus a geographical price basis adjustment to the Susanville city gate, plus \$1.24 per therm or \$1.30 per therm based on the customer's annual usage as specified above.

**Notes:**

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

BPN: Butane Propane News, weekly propane newsletter for San Francisco, CA  
OPIS: Oil Price Information Services for Chico, CA  
Susanville variable monthly gas cost: Billed amount from Susanville's supplier for gas priced for one month, also referred to as "monthly spot price" or "swing price."

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

**EXHIBIT B  
ATTACHMENT TO RESOLUTION NO. 09-4581**

**2009/2010 Low Income Assistance Gross Household Income Guidelines**

**Based on 170% of Federal Guideline**

# Persons	Annual \$	Monthly \$
1	18,411	1,534.25
2	24,769	2,064.08
3	31,127	2,593.92
4	37,485	3,123.75
5	43,843	3,653.58
6	50,201	4,183.42
7	56,559	4,713.25
8	62,917	5,243.08

	\$1.95	\$2.20	\$2.30	\$2.39	FY10 Budget
Projected Gas Sales Revenue at 2,064,000 Therms	\$4,080,000	\$4,473,000	\$4,603,000	\$4,721,000	\$4,980,000
Net Revenue Effect per Adopted FY10 Budget Additional Therm sales above 2,064,000 required to balance Budget	(\$900,000)	(\$507,000)	(\$377,000)	(\$259,000)	
	711,000	376,000	266,000	176,000	2,064,000

Notes:

1. 2,064,000 Therms is the usage projected to develop the FY 09/10 budget.
2. 30/30 program eliminated, removing \$65,000 of expense.
3. Original Budget set Rate Covenant at 1.25 for comparison purposes
4. Tier 2 (above 450 Therms) left at \$2.12

Projected Gas Sales	\$1.95	\$2.20	\$2.30	\$2.39	\$2.60	\$2.69
Revenue at 1,764,000 Therms	\$3,548,000	\$3,820,000	\$3,928,000	\$4,026,000	\$4,255,000	\$4,353,000
Net Revenue effect from base case	(\$707,000)	(\$435,000)	(\$327,000)	(\$229,000)	Base Case	\$98,000
Additional Therm sales required to balance Budget	564,000	326,000	247,000	185,000	1,764,000	53,000
Rate Covenant					1.19	1.25

Notes:

1. 1,764,000 is same as last year, FY09, actual.
2. 30/30 program is eliminated, reducing expenses \$65,000.
3. Tier 2 rate of \$2.12 is not changed
4. "Base Case." Present gas cost (10/16/09) and last year therms do not meet covenant.

Reviewed by: JH City Administrator  
MD City Attorney

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

**Submitted By:** Jared G. Hancock, City Administrator

**Action Date:** June 19, 2013

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Thank you letter from Lassen Land and Trails Trust

**PRESENTED BY:** Jared G. Hancock, City Administrator

**SUMMARY:** The City Council voted to support the donation of a City Bus for use by the Lassen Land and Trails Trust for shuttle transportation to and from their annual Summer Nature Day Camp. The Camp provides an opportunity for children ages 8 to 12 years old to learn about the diverse wilderness and how to be safe in the out-of-doors. The Lassen Land and Trails Trust has submitted the attached letter to City Council regarding the donation.

**FISCAL IMPACT:** None

**ACTION REQUESTED:** Information only

**ATTACHMENTS:** Lassen Land and Trails Trust letter



P.O. Box 1461  
SUSANVILLE, CA 96130  
PHONE: (530) 257-3252  
[www.llttweb.org](http://www.llttweb.org)

May 25, 2013

Honorable Rodney DeBoer  
Mayor  
City of Susanville  
66 North Lassen Street  
Susanville, CA 96130

Dear Mayor DeBoer:

On behalf of the Board of Directors, our members and all of the young people who learn so much at Nature Camp, I want to thank you and the other members of the City Council for approving the use of the City's school bus for the 2013 Nature Camp.

Use of the bus will afford greater capacity for the camp and enable these young people to truly explore all that makes our Lassen County home so beautiful and unique.

We look forward to working with the City's staff to coordinate the use. We'll be sure to share some of the extraordinary experiences the campers have with the Council.

Thank you, again.

Sincerely,

Louise Jensen  
Executive Director

Cc J. Hancock

Received

JUN 4 2013

City of Susanville  
City Clerk's Office