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

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

Susanville City Council
Regular Meeting ♦ City Council Chambers
May 21, 2014 – 6:00 p.m.

Call meeting to order

Roll call of Councilmembers present

Next Resolution No. 14-5054

Next Ordinance No. 14-0997

- 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 LEGAL COUNSEL – Anticipated litigation: Significant exposure to litigation pursuant to Government Code §54956.9 (b): three potential claims
 - B CONFERENCE WITH LABOR NEGOTIATOR – pursuant to Government Code §54957.6:
 - 1 Agency Negotiator: Jared G. Hancock
 - Bargaining Unit: Administrative Confidential: 2014/2015

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

- 5 **BUSINESS FROM THE FLOOR:**

Any person may address the Council at this time upon any subject **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 the City Council's April 16, 2014 meeting
- B Approve vendor warrants numbered 90860 through 90945 for a total of \$264,701.47 including \$94,027.66 in payroll warrants
- C Receive and file Finance Reports: April 2014

7 **PUBLIC HEARINGS:** No business

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

9 **NEW BUSINESS:**

- A Consider **Resolution No. 14-5052**, approving annual report and scheduling public hearing to set assessments for FY 2014/2015 for the Historic Uptown Susanville Association (HUSA)
- B Consider approval of **Resolution No. 14-5050** authorizing amendment to Cooperative Fire Protection Agreement with Lassen National Forest
- C Consider approval of **Resolution No. 14-5051** authorizing City Sponsored Community Clean-up Day on June 21, 2014
- D Consider authorizing Experimental Aircraft Association Chapter #794 to sponsor 2014 Air Fair event on Saturday August 16, 2014
- E Consider approval of **Resolution No. 14-5053** Finding of Public Convenience and Necessity / Dollar General

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

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

12 **CONTINUING BUSINESS:**

- A Consider **Ordinance No. 14-0996** unauthorized camping amending Chapter 12.32 and 9.04 of the Susanville Municipal Code; waive second reading and adopt
- B Consider establishment of Fiscal Year 2014/2015 Budget Workshop Date

13 **CITY ADMINISTRATOR'S REPORTS:**

- A Administrative Services Department Update
- B League of California Cities annual conference – September 3- 5, 2014
- C Fire Services for Sierra Pacific Industry site

14 **COUNCIL ITEMS:**

- A AB1234 travel reports:

15 **ADJOURNMENT:**

- **The next regular City Council meeting will be held on June 4, 2014 at 6:00 p.m.**

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

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

I, Gwenna MacDonald, certify that I caused to be posted notice of the regular meeting scheduled for May 21, 2014 in the areas designated on May 16, 2014.



Gwenna MacDonald, City Clerk

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

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

Submitted By: Gwenna MacDonald, City Clerk

Action Date: May 21, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Minutes of the City Council's April 16, 2014 meeting

PRESENTED BY: Gwenna MacDonald, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's April 16, 2014 meeting.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of City Council's April 16, 2014 meeting.

ATTACHMENTS: Minutes: April 16, 2014

**SUSANVILLE CITY COUNCIL
SUSANVILLE COMMUNITY DEVELOPMENT AGENCY
SUSANVILLE MUNICIPAL ENERGY CORPORATION
SUSANVILLE PUBLIC FINANCING AUTHORITY**

Regular Meeting Minutes

April 16, 2014 – 6:00 p.m.

City Council Chambers 66 North Lassen Street Susanville CA 96130

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

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

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

1 APPROVAL OF AGENDA:

Mr. Hancock reported that there were no changes to the agenda but he would be adding two additional reports for information only under Item 13 – City Administrator reports.

Motion by Mayor pro tem Wilson, second by Councilmember McBride, to approve the agenda as submitted with the addition of two extra items as noted; motion carried unanimously.

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No comments.

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

- A CONFERENCE WITH LEGAL COUNSEL – Anticipated litigation: Significant exposure to litigation pursuant to Government Code §54956.9 (b): six potential claims
- B PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE – pursuant to Government Code Section 54957
- C PUBLIC EMPLOYMENT – pursuant to Government Code §54957:
 - 1. Approved Position List
 - 2. Planning Commission Recruitment

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

Staff present: Dan Newton, City Engineer; James Moore, Battalion Chief; Matt Wood, Police Lieutenant/Acting Police Chief; Deborah Savage, Finance Manager; and Gwenna MacDonald, City Clerk.

Mr. Hancock stated that the City Council took action on one item in closed session, approval of the updated position list.

Mr. Hancock offered the Thought of the Day.

5 BUSINESS FROM THE FLOOR:

Todd Eid, reminded those in attendance that the 25th annual Junior Fishing Derby was scheduled for the upcoming Saturday, and invited everyone to come participate in the event to support the community's youth.

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

- A Approve vendor warrants numbered 90439 through 90566 for a total of \$318,274.19 including \$91,385.96 in payroll warrants
- B Approve job description for Account Technician position

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

7 **PUBLIC HEARINGS:**

7A Consideration of Weed and Rubbish assessment and lien against certain real properties located within the City of Susanville:

1 Public Hearing: Solicit and consider comments relative to abatement/lien at:

- 1306 Third Street APN: 105-072-03
- Riverside Drive APN: 105-301-02

2 Action: Consider **Resolution No. 14-5037 and 14-5038**; approving reports on assessment and lien against certain real properties and confirming assessment and lien against properties

Mr. Hancock explained that Resolution No. 14-5037 would be pulled from consideration as the owner of the property at 1306 Third Street paid the amount owed prior to the meeting. He turned the floor over to Battalion Chief James Moore.

Mr. Moore reviewed the process followed by the fire department for abating weed and/or rubbish hazards as authorized by Chapter 8.28 of the Susanville Municipal Code. The Department has followed the process of notification with homeowners whose properties are determined to present a weed or rubbish hazard, explaining that the department works with homeowners to allow them the opportunity to clean up their own property. He describes the subsequent steps taken when the City abates the property and recoups the cost by assessing a lien on the property in the amount of the cost of abatement plus an additional two hundred dollar administrative fee which covers the costs of notification and compliance.

Mayor De Boer opened the public hearing at 7:06 p.m. and requested comments from the public. There being no comments, Mayor De Boer closed the public hearing at 7:07 p.m.

Motion by Councilmember McDonald to approve Resolution No. 14-5038; Councilmember Callegari provided a second and the motion carried unanimously.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:** No business.

Commission/Committee Reports:

9 **NEW BUSINESS:**

9A **Consider Resolution No. 14-5042 authorizing program supplement agreement for completion of Riverside Drive trail and bicycle path** Mr. Newton reported that the Riverside Drive Trail project was created to provide a safe walking and bicycle path along Riverside Drive adjacent to the Sierra Pacific Industries mill site. The proposed route was determined to be along the gravel road that borders the mill pond levee and would allow pedestrians and bicyclists to travel to the shopping areas at the east end of the City without having to travel along the shoulder of Riverside Drive. In order to complete the

project the City has to complete an environmental document. He noted that the environmental document will also consider alternative alignments. The project will utilize federal funding, so both a California Environmental Quality Act document and a National Environmental Policy Act document are required. A total cost of \$80,000 dollars has been programmed to complete environmental documentation for the project.

Mr. Newton also explained that there is a strict timeframe for completion of the environmental work. The City Council requested authorization to proceed with the project in August 2013, and received approval on January 31, 2014. Staff will be requesting a time extension from the California Transportation Commission to extend the expenditure deadline for the environmental component. In addition, the Program Supplement Agreement (PSA) is required to for the State to reimburse the City for the project costs.

Councilmember Callegari asked if the City was acquiring the land as part of the project. Mr. Newton responded that the right of way acquisition phase is the next step in the process.

Mayor De Boer asked why this trail is needed on that side of the road when there is already a planned trail along the river.

Mr. Hancock explained that this project was envisioned years ago when the road was narrow to provide an additional opportunity for pedestrian traffic from the residential area to the east end shopping centers. The apartments nearby house many residents who utilize Riverside Drive, walking on the narrow shoulder of the road and posing a potential hazard with the heavy automobile traffic. The County completed a road project on Riverside last year, this improved safety and makes alternative alignments more feasible. The City is mindful of the Susan River parkway project, and will be sure that the ultimate location of the trail is optimal for future development.

There was a general discussion regarding property ownership, the process for negotiating right of way issues based upon federal funding requirements, and the continuing involvement of the County throughout the project.

Jim Chapman spoke in support of the project, stating that it was always envisioned that the City would be the lead agency throughout the discussions. Over the years, the road has been a potential safety hazard for the citizens who live in the nearby neighborhood due to the poor condition of the roadway, lack of shoulder space, and he believes the construction of a pedestrian trail is a good project and he supports the City in its efforts.

Motion by Councilmember Callegari to approve Resolution No. 14-5042; Councilmember McDonald provided a second and the motion carried unanimously.

9B Consider Resolution No. 14-5043 authorizing program supplement agreement for completion of the Susanville Rehab SC project Mr. Newton explained that the Susanville Rehabilitation Project SC is a pavement overlay project to improve various streets in the city. The project is programmed in the STIP funding cycle for construction in fiscal year 2015/2016 and requires the City to complete the CEQA environmental document. The proposed streets in the project area are not eligible for federal funding, so only State funds will be used. The city was granted an allocation from the California Transportation Commission in the amount of \$5,000 to complete the environmental work, and a Program Supplement Agreement (PSA) is required to for the State to reimburse the City for the project costs.

Mr. Newton continued by noting that the City has some funding left from the 2013 project on Riverside Drive near the new courthouse, and the city plans on a rehabilitation of Laurel Street. Due to development occurring on both sides of the street, it would be ideal to wait until curb, gutter, and sidewalk are installed by Tractor Supply. They are also required to install a new sewer line down the middle of Laurel Street, and anticipate beginning that project within the next few weeks. Staff will be bringing more detail regarding the Laurel Street rehabilitation project for Council consideration at the next Council meeting.

Motion by Councilmember Callegari to approve Resolution No. 14-5043; Councilmember McDonald provided a second and the motion carried unanimously.

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

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

12 **CONTINUING BUSINESS:** No business

13 **CITY ADMINISTRATOR'S REPORTS:**

Susan River Clean Up Mr. Hancock reported that the turn out for the river clean up in preparation for the Junior Fishing Derby was a tremendous success. Park Superintendent Darrel Campbell reported that approximately 20 people showed up ready to work, and approximately 10 cubic yards of debris was removed from the river corridor. In addition, graffiti on the bridge was painted, and the area is ready for the upcoming Junior Fishing Derby.

Susanville Little League Field Mr. Hancock reported on several projects that have been completed at the Pat Murphy Memorial ball field. The dugouts and concession stand were repainted, base rock was donated by Hat Creek construction for the parking lot, and D & L Distributing donated a refrigerator for the concession stand. A new helmet and bat rack have been installed, and upcoming projects include the Noon Rotary club putting new wooden planks on the bleachers. The Little League Group has also coordinated a project to re-roof all of the buildings and dugouts and have received commitments from local contractors to provide free labor. They have asked the City for \$2,500 for materials which the City currently has in the budget. He encouraged all of the Councilmembers to drive by the field to see all of the improvements, adding that the volunteerism in the community is a valuable partnership. Councilmember Callegari recommended using existing budget rather than doing a budget adjustment. It was the consensus of the Council to do so.

14 **COUNCIL ITEMS:**

14A **AB1234 travel reports:**

Councilmember Callegari requested public works staff to address some of the cracking issues that are occurring in the streets.

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

Meeting adjourned at 7:34 p.m.

Respectfully submitted by

Rod E. De Boer, Mayor

Gwenna MacDonald, City Clerk

Approved on _____

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

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Deborah Savage, Finance Manager

Action Date: May 21, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Vendor and Payroll Warrants

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Warrants dated April 30th through May 14th numbered 90860 through 90945

FISCAL IMPACT: Accounts Payable vendor warrants totaling \$170,673.81 plus \$94,027.66 in payroll warrants, for a total of \$ 264,701.47

ACTION REQUESTED: Motion to receive and file.

ATTACHMENTS: Payments by vendor and transmittal check registers.

Report Criteria:

Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
04/25/2014	CDPT	04/29/2014	271	CITY OF SUSANVILLE PA	1	7650-2203-1	5,923.15-
04/25/2014	CDPT	04/29/2014	271	CITY OF SUSANVILLE PA	1	7650-2203-1	5,923.15-
04/25/2014	CDPT	04/29/2014	271	CITY OF SUSANVILLE PA	1	7650-2203-1	1,851.69-
04/25/2014	CDPT	04/29/2014	271	CITY OF SUSANVILLE PA	1	7650-2203-1	1,851.69-
04/25/2014	CDPT	04/29/2014	271	CITY OF SUSANVILLE PA	1	7650-2203-1	13,793.08-
04/25/2014	CDPT	04/29/2014	272	EMPLOYMENT DEV. DEP	6	7650-2203-1	5,195.94-
04/25/2014	CDPT	04/29/2014	273	EMPLOYMENT DEV DEP	7	7650-2203-1	1,192.71-
04/25/2014	CDPT	04/30/2014	90867	CA STATE DISBURSEME	26	7650-2203-0	184.61-
04/25/2014	CDPT	04/30/2014	90868	CA STATE DISBURSEME	35	7650-2203-0	247.38-
04/25/2014	CDPT	04/30/2014	90869	CA STATE DISBURSEME	36	7650-2203-0	103.84-
04/25/2014	CDPT	04/30/2014	90870		28	7650-2203-0	391.38-
04/25/2014	CDPT	04/30/2014	90871	NATIONWIDE RETIREME	5	7650-2203-0	125.00-
04/25/2014	CDPT	04/30/2014	90872	VALIC	4	7650-2203-0	2,377.05-
04/25/2014	CDPT	04/30/2014	90873	P.E.R.S.	8	7650-2203-1	8,112.32-
04/25/2014	CDPT	04/30/2014	90873	P.E.R.S.	8	7650-2203-1	2,006.77-
04/25/2014	CDPT	04/30/2014	90873	P.E.R.S.	8	7650-2203-1	5,578.86-
04/25/2014	CDPT	04/30/2014	90873	P.E.R.S.	8	7650-2203-1	3,666.13-
04/25/2014	CDPT	04/30/2014	90873	P.E.R.S.	8	7650-2203-1	70.69-
04/25/2014	CDPT	04/30/2014	90873	P.E.R.S.	8	7650-2203-1	120.82-
04/25/2014	CDPT	04/30/2014	90873	P.E.R.S.	8	7650-2203-1	111.33-
04/25/2014	CDPT	04/30/2014	90873	P.E.R.S.	8	7650-2203-1	311.42-
04/25/2014	CDPT	04/30/2014	90873	P.E.R.S.	8	7650-2203-1	311.42-
04/25/2014	CDPT	04/30/2014	90873	P.E.R.S.	8	7650-2203-1	566.74-
04/25/2014	CDPT	04/30/2014	90873	P.E.R.S.	8	7650-2203-1	566.74-
04/25/2014	CDPT	04/30/2014	90873	P.E.R.S.	8	7650-2203-1	151.28-
04/25/2014	CDPT	04/30/2014	90873	P.E.R.S.	8	7650-2203-1	151.28-
04/25/2014	CDPT	04/30/2014	90873	P.E.R.S.	8	7650-2203-1	16.00-
04/25/2014	CDPT	04/30/2014	90873	P.E.R.S.	8	7650-2203-1	4,000.94-
04/25/2014	CDPT	04/30/2014	90873	P.E.R.S.	8	7650-2203-1	1,228.88-
04/25/2014	CDPT	04/30/2014	90873	P.E.R.S.	8	7650-2203-1	2,610.82-
Grand Totals:			30				68,743.11-

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
05/14	05/01/2014	90874	728	U S POSTMASTER	GAS BILLING POSTAGE	050114	1	7401-430-62-46	POSTAGE	270.13	270.13
05/14	05/01/2014	90874	728	U S POSTMASTER	WATER BILLING POSTAGE	050114	2	7110-430-42-46	POSTAGE	524.38	524.38
Total 050114:										794.51	794.51
Grand Totals:										794.51	794.51

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
05/14	05/02/2014	90875	1	4 M PROMOTIONS	PROOFS FOR NEW LOGO	6641A	1	7620-430-10-43	PROFESSIONAL SVCS	40.00	40.00
Total 6641A:											
05/14	05/02/2014	90876	68	BECKWTH MD, DAVID R	FIRE FIGHTER PHY & SPIROME	042414	1	1000-422-10-43	PROFESSIONAL SVCS	150.00	150.00
Total 042414:											
05/14	05/02/2014	90877	1164	BELFOR USA GROUP IN	600 NEVADA ST DEMO	451703	1	7630-411-40-44	CONSTRUCTION SERVICES	3,292.47	3,292.47
Total 451703:											
05/14	05/02/2014	90878	76	BILLINGTON ACE HARD	BRUSH & ROLLER CUP	296557	1	1000-452-20-46	SUPPLIES-GENERAL	4.84	4.84
Total 296557:											
05/14	05/02/2014	90878	76	BILLINGTON ACE HARD	PVC PIPE	297825	1	1000-452-20-46	SUPPLIES-GENERAL	2.88	2.88
Total 297825:											
05/14	05/02/2014	90878	76	BILLINGTON ACE HARD	COMPRESS END PLUGS, STAK	298003	1	1000-422-10-44	MISC - REPAIR & MAINTENANC	17.91	17.91
Total 298003:											
05/14	05/02/2014	90878	76	BILLINGTON ACE HARD	SINGLE CUT	298064	1	1000-452-20-46	SUPPLIES-GENERAL	8.18	8.18
Total 298064:											
05/14	05/02/2014	90878	76	BILLINGTON ACE HARD	NUMBER STICKERS	298163	1	2007-431-20-46	SUPPLIES-GENERAL	1.74	1.74
Total 298163:											
05/14	05/02/2014	90878	76	BILLINGTON ACE HARD	PUMP SPRAYER FOR WEEDS	298244	1	2007-431-20-46	SUPPLIES-GENERAL	45.45	45.45

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 298244:											
05/14	05/02/2014	90878	76	BILLINGTON ACE HARD	COUPLINGS	298248	1	7401-430-62-46	SUPPLIES-GENERAL	12.76	12.76
Total 298248:											
05/14	05/02/2014	90878	76	BILLINGTON ACE HARD	COUPLINGS	298269	1	7401-430-62-46	SUPPLIES-GENERAL	12.76	12.76
Total 298269:											
05/14	05/02/2014	90878	76	BILLINGTON ACE HARD	PIPE CONNECTIONS	298307	1	7110-430-42-46	SUPPLIES-GENERAL	33.55	33.55
Total 298307:											
05/14	05/02/2014	90878	76	BILLINGTON ACE HARD	RAKE, TUBING, DIALFLO	K97945	1	1000-422-10-44	MISC - REPAIR & MAINTENANC	46.61	46.61
Total K97945:											
05/14	05/02/2014	90878	76	BILLINGTON ACE HARD	RAKE, TUBING RETURNED	K97954	1	1000-422-10-44	MISC - REPAIR & MAINTENANC	22.71-	22.71-
Total K97954:											
05/14	05/02/2014	90878	76	BILLINGTON ACE HARD	CULTIVATOR	K97955	1	1000-422-10-44	MISC - REPAIR & MAINTENANC	8.66	8.66
Total K97955:											
05/14	05/02/2014	90879	148	COMPUTER LOGISTICS	CLOUD BACKUP 2/14-5/14	62406	1	1000-417-10-43	TECHNICAL SVCS	200.00	200.00
Total 62406:											
05/14	05/02/2014	90879	148	COMPUTER LOGISTICS	MONTHLY SER 2HRS	62508	1	1000-417-10-43	TECHNICAL SVCS	220.00	220.00
Total 62508:											
05/14	05/02/2014	90879	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT	62575	1	1000-417-10-43	TECHNICAL SVCS	303.10	303.10
Total 62575:											

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
05/14	05/02/2014	90880	219	ED STAUB & SONS PETR	164.5 GAL PROPANE G/C	0084555	1	7530-451-52-46	GASOLINE	362.52	362.52
Total 0084555:											
05/14	05/02/2014	90880	219	ED STAUB & SONS PETR	5000 GAL UNLEADED	1231223	1	1000-1410-001	INVENTORIES-GASOLINE	17,867.88	17,867.88
Total 1231223:											
05/14	05/02/2014	90880	219	ED STAUB & SONS PETR	PROPANE 16.8 FILL BOTTLE	1231929	1	2007-431-20-46	SUPPLIES-GENERAL	54.00	54.00
Total 1231929:											
05/14	05/02/2014	90881	1336	EMERGENCY EQUIPMEN	CYLINDER, FRAME HOUSING	63016	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	250.49	250.49
Total 63016:											
05/14	05/02/2014	90882	241	FEATHER PUBLISHING C	RATES AND FEES PO7622	PO#7622	1	1000-417-10-45	ADVERTISING	119.85	119.85
Total PO#7622:											
05/14	05/02/2014	90883	265	FRONTIER	021-1147 CITY HALL	0211147 042014	1	1000-417-10-45	COMMUNICATIONS	1,122.82	1,122.82
Total 0211147 042014:											
05/14	05/02/2014	90883	265	FRONTIER	257-0315 AMOS AIRPORT	0315 041514	1	7201-430-81-45	COMMUNICATIONS	34.58	34.58
Total 0315 041514:											
05/14	05/02/2014	90883	265	FRONTIER	257-1056 PWV SHOP	1056 042014	1	7620-430-10-45	COMMUNICATIONS	46.83	46.83
Total 1056 042014:											
05/14	05/02/2014	90883	265	FRONTIER	257-1057 PW FAX	1057 042014	1	7620-430-10-45	COMMUNICATIONS	188.94	188.94
Total 1057 042014:											
05/14	05/02/2014	90883	265	FRONTIER	257-2845	2845 041514	1	7620-430-10-45	COMMUNICATIONS	32.64	32.64

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 2845 041514:											
05/14	05/02/2014	90883	265	FRONTIER	257-7236 NAT GAS	7236 042014	1	7620-430-10-45	COMMUNICATIONS	186.36	186.36
Total 7236 042014:											
05/14	05/02/2014	90883	265	FRONTIER	257-7237 NAT GAS	7237 042014	1	7620-430-10-45	COMMUNICATIONS	56.00	56.00
Total 7237 042014:											
05/14	05/02/2014	90884	7771		REFUND GAS DEPOSIT	10100202108	1	7401-2228-000	DEPOSITS-CUSTOMER	171.75	171.75
Total 10100202108:											
05/14	05/02/2014	90885	335	J.W. WOOD CO INC	FAUCET PARK BATHROOM	S07162000	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	119.29	119.29
Total S07162000:											
05/14	05/02/2014	90886	362	KAUFFMAN, BILL	CITY HALL JANITORIAL SVCS	514841	1	1000-417-10-44	CUSTODIAL	650.00	650.00
Total S07171300:											
05/14	05/02/2014	90887	389	LASSEN CO AUDITOR	ANIMAL CONTROL THRU 7/1/13	040914	1	1000-421-10-45	ANIMAL CONTROL CONTRACT	36,921.95	36,921.95
05/14	05/02/2014	90887	389	LASSEN CO AUDITOR	DISPATCH SERVICES 7/1/13-3/3	040914	2	1000-421-10-45	DISPATCH CONTRACT	9,002.65	9,002.65
Total 040914:											
05/14	05/02/2014	90888	411	LASSEN MOTOR PARTS	UTILITY LAMP	196634	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	47.71	47.71
Total 514842:											
05/14	05/02/2014	90886	362	KAUFFMAN, BILL	PW/JANITORIAL SVCS 0414	514842	1	7620-430-10-43	PROFESSIONAL SVCS	220.00	220.00
Total 514842:											

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 196634:											
05/14	05/02/2014	90888	411	LASSEN MOTOR PARTS	AIR FILTER		1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	26.52	26.52
Total 197388:											
05/14	05/02/2014	90888	411	LASSEN MOTOR PARTS	TURN SIGNAL BULB		1	1000-452-20-44	VEHICLE - REPAIR & MAINTEN	3.86	3.86
Total 197504:											
05/14	05/02/2014	90888	411	LASSEN MOTOR PARTS	TERRY TOWEL		1	7530-451-52-46	SUPPLIES-GENERAL	10.93	10.93
Total 197505:											
05/14	05/02/2014	90888	411	LASSEN MOTOR PARTS	OIL FILTER, AIR FILTER		1	2007-431-20-44	REPAIR AND MAINTENANCE-V	14.88	14.88
Total 197772:											
05/14	05/02/2014	90888	411	LASSEN MOTOR PARTS	WIPER BLADE		1	7401-430-62-46	SUPPLIES-GENERAL	15.46	15.46
Total 197789:											
05/14	05/02/2014	90888	411	LASSEN MOTOR PARTS	CAP, HYDRAULIC PLUG		1	2006-431-25-44	REPAIR & MAINT - VEHICLE	35.11	35.11
Total 197807:											
05/14	05/02/2014	90888	411	LASSEN MOTOR PARTS	HYDRAULIC PLUG		1	2006-431-25-44	REPAIR & MAINT - VEHICLE	15.31	15.31
Total 197835:											
05/14	05/02/2014	90888	411	LASSEN MOTOR PARTS	SAFETY ABSORBENT		1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	23.81	23.81
05/14	05/02/2014	90888	411	LASSEN MOTOR PARTS	SAFETY ABSORBENT		2	2007-431-20-44	REPAIR AND MAINTENANCE-V	23.81	23.81
05/14	05/02/2014	90888	411	LASSEN MOTOR PARTS	SAFETY ABSORBENT		3	7110-430-42-44	REPAIR AND MAINTENANCE-V	23.82	23.82
Total 197836:											
05/14	05/02/2014	90888	411	LASSEN MOTOR PARTS	HYDRAULIC		1	2006-431-25-44	REPAIR & MAINT - VEHICLE	19.80	19.80

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 198018:											19.80	19.80
05/14	05/02/2014	90889	412	LASSEN REGIONAL SOLI	DUMP FEES	646609	1	2007-431-20-44	DISPOSAL	36.00	36.00	
Total 646609:											36.00	36.00
05/14	05/02/2014	90889	412	LASSEN REGIONAL SOLI	DUMP FEES	646716	1	2007-431-20-44	DISPOSAL	10.00	10.00	
Total 646716:											10.00	10.00
05/14	05/02/2014	90889	412	LASSEN REGIONAL SOLI	DUMP FEES	646887	1	2007-431-20-44	DISPOSAL	36.00	36.00	
Total 646887:											36.00	36.00
05/14	05/02/2014	90889	412	LASSEN REGIONAL SOLI	DUMP FEES	646927	1	2007-431-20-44	DISPOSAL	5.00	5.00	
Total 646927:											5.00	5.00
05/14	05/02/2014	90890	437	LMUD	AIRPORT VASILIGHTS	10108 042214	1	7201-430-81-46	ELECTRICITY	10.00	10.00	
Total 10108 042214:											10.00	10.00
05/14	05/02/2014	90890	437	LMUD	GOLF COURSE IRR WELL30 HP	122907 042214	1	7530-451-52-46	ELECTRICITY	142.70	142.70	
Total 122907 042214:											142.70	142.70
05/14	05/02/2014	90890	437	LMUD	GOLF COURSE PUMP STATION	122910 042214	1	7530-451-52-46	ELECTRICITY	621.51	621.51	
Total 122910 042214:											621.51	621.51
05/14	05/02/2014	90890	437	LMUD	GOLF COURSE IRR PUMP/8TH	122929 042214	1	7530-451-52-46	ELECTRICITY	158.96	158.96	
Total 122929 042214:											158.96	158.96
05/14	05/02/2014	90890	437	LMUD	GOLF COURSE PUMP HOUSE	132052 042214	1	7530-451-52-46	ELECTRICITY	85.76	85.76	
Total 132052 042214:											85.76	85.76

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
05/14	05/02/2014	90890	437	LMUD	470-895 CIRCLE DR	144281 042214	1	7530-451-52-46	ELECTRICITY	10.00	10.00
Total 144281 042214:											
05/14	05/02/2014	90890	437	LMUD	1505 MAIN ST	2876 042214	1	1000-422-10-46	ELECTRICITY	810.92	810.92
Total 2876 042214:											
05/14	05/02/2014	90890	437	LMUD	LITTLE LEAGUE PARK AREA LI	3522 042214	1	1000-452-20-46	ELECTRICITY	31.65	31.65
Total 3522 042214:											
05/14	05/02/2014	90890	437	LMUD	N WEATHERLOW ST SIGNALS	3651 042214	1	2007-431-60-46	ELECTRICITY	114.45	114.45
Total 3651 042214:											
05/14	05/02/2014	90890	437	LMUD	MAIN & ALEXANDER	49496 042214	1	2007-431-60-46	ELECTRICITY	100.41	100.41
Total 49496 042214:											
05/14	05/02/2014	90890	437	LMUD	MAIN & FAIRFIELD	49497 042214	1	2007-431-60-46	ELECTRICITY	100.10	100.10
Total 49497 042214:											
05/14	05/02/2014	90890	437	LMUD	MAIN & JOHNSTONVILLE SIGN	49498 042214	1	2007-431-60-46	ELECTRICITY	121.61	121.61
Total 49498 042214:											
05/14	05/02/2014	90890	437	LMUD	RIVERSIDE & MAIN SIGNAL LIG	49499 042214	1	2007-431-60-46	ELECTRICITY	198.99	198.99
Total 49499 042214:											
05/14	05/02/2014	90890	437	LMUD	AIRPORT LOT 5	51908 042214	1	7201-430-81-46	ELECTRICITY	23.26	23.26
Total 51908 042214:											
05/14	05/02/2014	90890	437	LMUD	AIRPORT HANGER 6	54333 042214	1	7201-430-81-46	ELECTRICITY	10.00	10.00

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 54333 042214:											
05/14	05/02/2014	90890	437	LMUD	925 SIERRA RD SPORTS CTR	60453 042214	1	1000-452-20-46	ELECTRICITY	10.00	10.00
Total 60453 042214:											
05/14	05/02/2014	90890	437	LMUD	AIRPORT OFFICE	7146 042214	1	7201-430-81-46	ELECTRICITY	10.54	10.54
Total 7146 042214:											
05/14	05/02/2014	90890	437	LMUD	AIRPORT GAS PUMP	7154 042214	1	7201-430-81-46	ELECTRICITY	19.40	19.40
Total 7154 042214:											
05/14	05/02/2014	90890	437	LMUD	GOLF COURSE CLUB HOUSE	7394 042214	1	7530-451-52-46	ELECTRICITY	85.41	85.41
Total 7394 042214:											
05/14	05/02/2014	90890	437	LMUD	GOLF COURSE CART BARN 2	7400 042214	1	7530-451-52-46	ELECTRICITY	19.34	19.34
Total 7400 042214:											
05/14	05/02/2014	90890	437	LMUD	WELL 1	7714 042214	1	7110-430-42-46	ELECTRICITY	32.33	32.33
Total 7714 042214:											
05/14	05/02/2014	90890	437	LMUD	1801 MAIN ST	8314 042214	1	1000-421-10-46	ELECTRICITY	756.80	756.80
Total 8314 042214:											
05/14	05/02/2014	90890	437	LMUD	AIRPORT HANGAR 8	92715 042214	1	7201-430-81-46	ELECTRICITY	86.44	86.44
Total 92715 042214:											
05/14	05/02/2014	90890	437	LMUD	GOLF COURSE BARN 1 & 3	9312 042214	1	7530-451-52-46	ELECTRICITY	10.14	10.14
Total 9312 042214:											

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
05/14	05/02/2014	90891	467	METER VALVE & CONTR	PER RESOLUTION 14-5026 50 G 7715		1	7401-1410-003	INVENTORY-GAS METERS	4,435.11	4,435.11
Total 7715:											
05/14	05/02/2014	90892	473	MICHAEL KIRACK CONS	RETURN SIDEWALK DEP. 2940	042914	1	1001-2228-001	DEPOSITS-CURB, GUTTER, SID	2,640.00	2,640.00
Total 042914:											
05/14	05/02/2014	90893	481	MISSION LINEN & UNIFO	WATER LINEN SER 4/29/14	250233479	1	7110-430-42-44	LINEN SERVICE	46.03	46.03
Total 250233479:											
05/14	05/02/2014	90893	481	MISSION LINEN & UNIFO	STREET LINEN SER 4/29/14	250233480	1	2007-431-20-44	LINEN SERVICE	6.68	6.68
Total 250233480:											
05/14	05/02/2014	90893	481	MISSION LINEN & UNIFO	720 SOUTH ST 4/29/14	250233481	1	7620-430-10-44	LINEN SERVICE	55.06	55.06
Total 250233481:											
05/14	05/02/2014	90893	481	MISSION LINEN & UNIFO	PARKS LINEN SER 4/29/14	250233482	1	1000-452-20-44	LINEN SERVICES	12.83	12.83
Total 250233482:											
05/14	05/02/2014	90893	481	MISSION LINEN & UNIFO	GAS LINEN SER 4/29/14	250233483	1	7401-430-62-44	LINEN SERVICES	66.47	66.47
Total 250233483:											
05/14	05/02/2014	90893	481	MISSION LINEN & UNIFO	SANITIZERS, TOWELS P/D	S250232496	1	1000-421-10-46	SUPPLIES-JANITORIAL	245.10	245.10
Total S250232496:											
05/14	05/02/2014	90894	488	MORNING GLORY	GOLF COURSE RESTURANT F	335967B	1	7530-451-54-46	SUPPLIES GENERAL	576.37	576.37
Total 335967B:											
05/14	05/02/2014	90894	488	MORNING GLORY	GOLF COURSE RESTURANT F	336017	1	7530-451-54-46	SUPPLIES GENERAL	7.99	7.99

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 336017:											
05/14	05/02/2014	90894	488	MORNING GLORY	GOLF COURSE RESTURANT F	336067	1	7530-451-54-46	SUPPLIES GENERAL	71.31	71.31
Total 336067:											
05/14	05/02/2014	90894	488	MORNING GLORY	GOLF COURSE RESTURANT F	336113B	1	7530-451-54-46	SUPPLIES GENERAL	71.31	71.31
Total 336113B:											
05/14	05/02/2014	90894	488	MORNING GLORY	GOLF COURSE RESTURANT F	336174	1	7530-451-54-46	SUPPLIES GENERAL	155.80	155.80
Total 336174:											
05/14	05/02/2014	90894	488	MORNING GLORY	GOLF COURSE RESTURANT F	336175	1	7530-451-54-46	SUPPLIES GENERAL	155.80	155.80
Total 336175:											
05/14	05/02/2014	90895	1300		CABLE FOR PROGRAMMING	042514	1	1000-422-10-44	RADIOS - REPAIR & MAINTENA	40.72	40.72
Total 042514:											
05/14	05/02/2014	90896	7770		COMMUNITY CEBNTER REFUN	COMM DEP	1	1000-2228-009	DEPOSITS-COMM CENTER RE	26.86	26.86
Total COMM DEP:											
05/14	05/02/2014	90897	582	RAY MORGAN CO INC	FIRE COPIER 4/26/14-5/25/14	637629	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	50.00	50.00
Total 637629:											
05/14	05/02/2014	90898	1076	SIERRA COFFEE AND BE	CITY HALL SERVICE 4/23/14	42087	1	1000-417-10-46	SUPPLIES-GENERAL	32.12	32.12
Total 42087:											
05/14	05/02/2014	90899	640	SIERRA ELECTRONICS	REWIRED GUN LOCKS	202374	1	1000-421-10-44	RADIO - REPAIR & MAINTENAN	14.50	14.50
Total 202374:											
										195.00	195.00

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
05/14	05/02/2014	90900	674	SUNRISE ENVIRONMENT	DISINFECTANT	36980	1	1000-422-10-46	SUPPLIES-JANITORIAL	272.61	272.61
Total 36980:											
05/14	05/02/2014	90901	1440	SUSANVILLE REFRIGER	START RELAY FOR KEG REFR	14042123	1	7530-451-54-44	REPAIR & MAINTENANCE	206.13	206.13
Total 14042123:											
05/14	05/02/2014	90902	712	TNS TRUCKING CO	CONCRETE	1119	1	7110-430-42-46	SUPPLIES-GENERAL	226.70	226.70
Total 1119:											
05/14	05/02/2014	90903	737	UNITED RENTALS INC	SWTCH	118887945001	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	77.48	77.48
Total 118887945001:											
05/14	05/02/2014	90904	756	W.W. GRAINGER INC	WARNING TAPE,	9380488578	1	1000-422-10-46	SUPPLIES-GENERAL	51.27	51.27
Total 9380488578:											
05/14	05/02/2014	90905	1441	WELLS, SMALL, FLEHAR	PROFESSIONAL SER.	5901-001	1	1000-452-22-43	PROFESSIONAL SERVICES	577.69	577.69
Total 5901-001:											
05/14	05/02/2014	90906	770	WESTERN NEVADA SUP	REDUCERS/IRON PLUMBING	65817998	1	7401-430-62-46	SUPPLIES-GENERAL	24.34	24.34
Total 65817998:											
05/14	05/02/2014	90906	770	WESTERN NEVADA SUP	PUMP PARTS	65830778	1	7110-430-42-46	SUPPLIES-GENERAL	38.83	38.83
Total 65830778:											
05/14	05/02/2014	90907	1378	ZITO MEDIA	FIRE CABLE	356225062 042714	1	1000-422-10-45	COMMUNICATIONS	34.75	34.75
Total 356225062 042714:											
Grand Totals:										86,401.30	86,401.30

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
05/14	05/08/2014	90910	1070	AT&T MOBILITY	WIRELESS PHONES POLICE	835956037X04012014	1	1000-421-10-45	COMMUNICATIONS	173.06	173.06
Total 835956037X04012014:											
05/14	05/08/2014	90911	76	BILLINGTON ACE HARD	SCRUB PADS	298568	1	7401-430-62-46	SUPPLIES-GENERAL	1.15	1.15
Total 298568:											
05/14	05/08/2014	90911	76	BILLINGTON ACE HARD	PIPE FITTINGS	298610	1	7110-430-42-46	SUPPLIES-GENERAL	13.70	13.70
Total 298610:											
05/14	05/08/2014	90911	76	BILLINGTON ACE HARD	NUT DRIVER	298612	1	7401-430-62-46	SUPPLIES-SMALL TOOLS	8.21	8.21
Total 298612:											
05/14	05/08/2014	90911	76	BILLINGTON ACE HARD	METER SCREWDRIVER	298678	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	3.46	3.46
Total 298678:											
05/14	05/08/2014	90911	76	BILLINGTON ACE HARD	KEY CHAIN	298722	1	7110-430-42-46	SUPPLIES-GENERAL	4.81	4.81
Total 298722:											
05/14	05/08/2014	90912	7739		REFUND WATER DEPOSIT	1050690000801	1	7110-2228-000	DEPOSITS-CUSTOMER	49.82	49.82
Total 1050690000801:											
05/14	05/08/2014	90913	115	CASELLE INC.	SOFTWARE SUPPORT 6/14	57223	1	1000-417-10-43	TECHNICAL SVCS	1,258.00	1,258.00
Total 57223:											
05/14	05/08/2014	90914	194	DIAMOND SAW SHOP IN	THROTTLE CABLE	12521	1	7110-430-42-44	REPAIR AND MAINTENANCE-MI	15.89	15.89

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 12521:											
05/14	05/08/2014	90915	219	ED STAUB & SONS PETR	167.39 GAL PROPANE AIRPORT	1232781	1	7201-430-81-46	PROPANE	15.89	15.89
Total 1232781:											
05/14	05/08/2014	90915	219	ED STAUB & SONS PETR	PROPANE 14.9 FILL BOTTLE	1233079	1	2007-431-20-46	SUPPLIES-GENERAL	47.89	47.89
Total 1233079:											
05/14	05/08/2014	90916	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	471607A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00
Total 471607A:											
05/14	05/08/2014	90916	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	472326A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00
Total 472326A:											
05/14	05/08/2014	90917	265	FRONTIER	257-2520 GOLF COURSE	2520 050114	1	7530-451-52-45	COMMUNICATIONS	334.16	334.16
Total 2520 050114:											
05/14	05/08/2014	90918	7772		REFUND WATER DEPOSIT	10438350019	1	7110-2228-000	DEPOSITS-CUSTOMER	40.33	40.33
Total 10438350019:											
05/14	05/08/2014	90918	7772		REFUND GAS DEPOSIT	10438350223	1	7401-2228-000	DEPOSITS-CUSTOMER	141.99	141.99
Total 10438350223:											
05/14	05/08/2014	90919	7774		REFUND GAS DEPOSIT	10311050328	1	7401-2228-000	DEPOSITS-CUSTOMER	30.51	30.51
Total 10311050328:											
05/14	05/08/2014	90920	1045	I AFC MEMBERSHIP	MEMBERSHIP 5/1	043014	1	1000-422-10-48	DUES AND MEMBERSHIPS	46.50	46.50
05/14	05/08/2014	90920	1045	I AFC MEMBERSHIP	MEMBERSHIP 5/1	043014	2	1000-1430-105	PREPAID - OTHER	232.50	232.50

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 043014:											
05/14	05/08/2014	90921	1362	IRON MOUNTAIN INFO. M	SHREDDING P/D	KGV6981	1	1000-421-10-44	DISPOSAL	108.65	108.65
Total KGV6981:											
05/14	05/08/2014	90922	338	JACKSON'S SERVICE CE	GAS PMW#61	011614	1	7620-430-10-46	GASOLINE	92.01	92.01
Total 011614:											
05/14	05/08/2014	90923	412	LASSEN REGIONAL SOLI	DUMP FEES	646755	1	2007-431-20-44	DISPOSAL	3.24	3.24
Total 646755:											
05/14	05/08/2014	90923	412	LASSEN REGIONAL SOLI	DUMP FEES	647612	1	2007-431-20-44	DISPOSAL	11.00	11.00
Total 647612:											
05/14	05/08/2014	90923	412	LASSEN REGIONAL SOLI	DUMP FEES	647711	1	2007-431-20-44	DISPOSAL	36.00	36.00
Total 647711:											
05/14	05/08/2014	90923	412	LASSEN REGIONAL SOLI	DUMP FEES	647758	1	2007-431-20-44	DISPOSAL	2.97	2.97
Total 647758:											
05/14	05/08/2014	90924	1236	LASSEN SPORTMENS C	FISHING DERBY 2014	050614	1	1000-2228-007	DEPOSITS-ROUND-UP	1,000.00	1,000.00
Total 050614:											
05/14	05/08/2014	90925	413	SUSANVILLE TOWING	OIL & FILTER# 82, COOLANT	49841	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	52.98	52.98
Total 49841:											
05/14	05/08/2014	90926	1443	LEADSONLINE LLC	ONLINE LEADS PROGRAM	227054	1	1000-421-10-45	INVESTIGATIVE FUNDS	1,488.00	1,488.00
Total 227054:											

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
05/14	05/08/2014	90927	437	LMUD	ROOSEVELT POOL	1744 042814	1	1000-452-20-46	ELECTRICITY	15.82	15.82
Total 1744 042814:											
05/14	05/08/2014	90927	437	LMUD	RIVERSIDE PARK	1999 042814	1	1000-452-20-46	ELECTRICITY	30.50	30.50
Total 1999 042814:											
05/14	05/08/2014	90927	437	LMUD	RIVERSIDE PARK LIGHT	9501 042814	1	1000-452-20-46	ELECTRICITY	66.01	66.01
Total 9501 042814:											
05/14	05/08/2014	90928	7775		REFUND WATER DEPOSIT	10309750020	1	7110-2228-000	DEPOSITS-CUSTOMER	64.75	64.75
Total 10309750020:											
05/14	05/08/2014	90929	7777		REFUND WATER DEPOSIT	10301050005	1	7110-2228-000	DEPOSITS-CUSTOMER	8.88	8.88
Total 10301050005:											
05/14	05/08/2014	90929	7777		REFUND GAS DEPOSIT	10301050107	1	7401-2228-000	DEPOSITS-CUSTOMER	132.19	132.19
Total 10301050107:											
05/14	05/08/2014	90930	452	MARTIN SECURITY SYST	PUBLIC WORKS MONTHLY MO	024776	1	7620-430-10-43	TECHNICAL SVCS	40.00	40.00
Total 024776:											
05/14	05/08/2014	90930	452	MARTIN SECURITY SYST	470-895 CIRCLE DR 5/14	024787	1	7630-451-50-43	TECHNICAL SVCS	65.00	65.00
Total 024787:											
05/14	05/08/2014	90930	452	MARTIN SECURITY SYST	115 N WEATHERLOW 5/14-6/14	024851	1	1000-451-80-43	TECHNICAL SVCS	56.00	56.00
05/14	05/08/2014	90930	452	MARTIN SECURITY SYST	115 N WEATHERLOW 7/14	024851	2	1000-1430-105	PREPAID - OTHER	28.00	28.00
Total 024851:											
05/14	05/08/2014	90930	452	MARTIN SECURITY SYST	60 N LASSEN 5/14	024917	1	1000-417-10-43	TECHNICAL SVCS	43.00	43.00

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 024917:											
05/14	05/08/2014	90931	481	MISSION LINEN & UNIFO	WATER LINEN SER 5/06/14	250234082	1	7110-430-42-44	LINEN SERVICE	43.00	43.00
Total 250234082:											
05/14	05/08/2014	90931	481	MISSION LINEN & UNIFO	STREET LINEN SER 5/06/14	250234083	1	2007-431-20-44	LINEN SERVICE	46.03	46.03
Total 250234083:											
05/14	05/08/2014	90931	481	MISSION LINEN & UNIFO	720 SOUTH ST 5/06/14	250234084	1	7620-430-10-44	LINEN SERVICE	55.06	55.06
Total 250234084:											
05/14	05/08/2014	90931	481	MISSION LINEN & UNIFO	PARKS LINEN SER 5/06/14	250234085	1	1000-452-20-44	LINEN SERVICES	12.83	12.83
Total 250234085:											
05/14	05/08/2014	90932	7773		REFUND GAS DEPOSIT	10114120011	1	7401-2228-000	DEPOSITS-CUSTOMER	83.22	83.22
Total 10114120011:											
05/14	05/08/2014	90933	7754	PACIFIC GAS & ELECTRI	REIM FOR 2014 PERMIT TO OP	041714	1	8404-430-10-32	AIR POLLUTION PERMITS	264.80	264.80
Total 041714:											
05/14	05/08/2014	90934	7778		REFUND GAS DEPOSIT	10524500028	1	7401-2228-000	DEPOSITS-CUSTOMER	151.27	151.27
Total 10524500028:											
05/14	05/08/2014	90935	572	QUILL CORPORATION	CORRECTION TAPE, CALCULA	2322508	1	7620-430-10-46	SUPPLIES-GENERAL	94.53	94.53
Total 2322508:											

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	
05/14	05/08/2014	90936	582	RAY MORGAN CO INC	DOWN & UPSTAIRS COPIER-6/1	644152	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	283.55	283.55	
05/14	05/08/2014	90936	582	RAY MORGAN CO INC	P/D COPIER 6/14	644152	2	1000-421-10-44	RENT & LEASES EQUIP & VEHI	131.78	131.78	
Total 644152:											395.33	395.33
05/14	05/08/2014	90937	7776		REFUND GAS DEPOSIT	10416600011	1	7401-2228-000	DEPOSITS-CUSTOMER	147.46	147.46	
Total 10416600011:											147.46	147.46
05/14	05/08/2014	90938	1285	SUSANVILLE PAINT CEN	PAINT PMW	15208	1	2007-431-20-46	SUPPLIES-GENERAL	15.72	15.72	
Total 15208:											15.72	15.72
05/14	05/08/2014	90939	677	SUSANVILLE SANITARY	606 NEVADA	1274 050114	1	1000-417-10-44	SEWER	33.70	33.70	
Total 1274 050114:											33.70	33.70
05/14	05/08/2014	90939	677	SUSANVILLE SANITARY	66 N LASSEN	1276 050114	1	1000-417-10-44	SEWER	85.60	85.60	
Total 1276 050114:											85.60	85.60
05/14	05/08/2014	90939	677	SUSANVILLE SANITARY	65 N WEATHERFLOW - ROOPS F	1449 050114	1	1000-452-20-44	SEWER	85.60	85.60	
Total 1449 050114:											85.60	85.60
05/14	05/08/2014	90939	677	SUSANVILLE SANITARY	1850 RIVER ST	3667 050114	1	1000-452-20-44	SEWER	42.80	42.80	
Total 3667 050114:											42.80	42.80
05/14	05/08/2014	90939	677	SUSANVILLE SANITARY	1600 RIVERSIDE DR	3668 050114	1	1000-452-20-44	SEWER	42.80	42.80	
Total 3668 050114:											42.80	42.80
05/14	05/08/2014	90939	677	SUSANVILLE SANITARY	1200 NORTH ST	3669 050114	1	1000-452-20-44	SEWER	42.80	42.80	
Total 3669 050114:											42.80	42.80
05/14	05/08/2014	90940	1023		CITY ATTORNEY 3/26/14-4/26/1	050214	1	1000-412-10-43	PROFESSIONAL SVCS	3,637.50	3,637.50	

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 050214:											
05/14	05/08/2014	90941	686	TECH SERVICES	MONTHLY MAINT. FEE TO ASS	1535	1	7201-430-81-43	TECHNICAL SVCS	3,637.50	3,637.50
Total 1535:											
05/14	05/08/2014	90942	530	U.S. BANK EQUIPMENT F	COPIER-CITY UP AND DOWNST	252751029	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	435.78	435.78
05/14	05/08/2014	90942	530	U.S. BANK EQUIPMENT F	COPIER - POLICE 5/14	252751029	2	1000-421-10-44	RENT & LEASES EQUIP & VEHI	435.78	435.78
Total 252751029:											
05/14	05/08/2014	90943	1441	WELLS, SMALL, FLEHAR	PROFESSIONAL SERVICES	043014	1	1000-452-22-43	PROFESSIONAL SERVICES	641.88	641.88
Total 043014:											
05/14	05/08/2014	90944	770	WESTERN NEVADA SUP	IGNITOR CONTROL	65844607	1	7401-430-62-46	SUPPLES-SMALL TOOLS	59.48	59.48
Total 65844607:											
05/14	05/08/2014	90944	770	WESTERN NEVADA SUP	COOLER PAD ROLL	65846138	1	7620-430-10-44	REPAIR AND MAINTENANCE-MI	45.56	45.56
Total 65846138:											
05/14	05/08/2014	90944	770	WESTERN NEVADA SUP	REPAIR KIT G/C	65851630	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	555.50	555.50
Total 65851630:											
Grand Totals:										14,402.79	14,402.79

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
05/14	05/13/2014	90945	728	U S POSTMASTER	GAS BILLING POSTAGE	031214	1	7401-430-62-46	POSTAGE	112.92	112.92
05/14	05/13/2014	90945	728	U S POSTMASTER	WATER BILLING POSTAGE	031214	2	7110-430-42-46	POSTAGE	219.18	219.18
Total 031214:										332.10	332.10
Grand Totals:										332.10	332.10

Reviewed by: JA City Administrator
MS City Attorney

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

Submitted By: Deborah Savage, Finance Manager

Action Date: May 21, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Monthly Finance Reports

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Attached for the Council's review is the cash and investment report and the summary report of revenues, expenditures and projected fund balances for the month of April 2014.

FISCAL IMPACT: None

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

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

POOLED CASH & INVESTMENTS

April 30, 2014

POOLED CASH FUND	
Cash Clearing-NSF Checks	611
Cash Clearing-Business Tax	(30)
Bank of America - Checking	551,811
LAIF	13,552,153
Total Cash & Investments	<u>14,104,545</u>

Pooled Cash Allocation:

General	1,327,314
General Restricted	941,907
Special Revenue	1,579,000
Capital Projects	20,688
Debt Service	1,058,297
Enterprise	
Airport	(22,341)
Geothermal	267,056
Golf Course	63,514
Natural Gas	4,047,705
Water	4,193,622
Internal Service	205,537
Trust & Agency	422,246
Total Cash & Inv. Allocations	<u>14,104,545</u>

CASH WITH FISCAL AGENTS

April 30, 2014

General	
Special Revenue	
Capital Projects	
Debt Service	151,876
Enterprise	2,446,161
Internal Service	
Trust & Agency	
Total Cash with Fiscal Agents	<u>2,598,037</u>
GRAND TOTAL	<u>16,702,582</u>

CITY OF SUSANVILLE
 COMBINED CASH AND INVESTMENTS
 APRIL 30, 2014

COMBINED ACCOUNTS

9999-1001-003	CASH CLEARING - NSF CHECKS	610.51
9999-1001-005	CASH CLEARING - BUSINESS TAX	(30.00)
9999-1011-001	B OF A # 08038-80200	551,811.20
9999-1030-001	LAIF	13,552,153.42
		<hr/>
	TOTAL COMBINED CASH AND INVESTMENTS	14,104,545.13
9999-1000-000	CLAIM ON CASH	(14,104,545.13)
		<hr/>
	TOTAL UNALLOCATED CASH	<hr/> <hr/> .00

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

1001	ALLOCATION TO GF-DEPOSITS PAYABLE	120,395.84
1002	ALLOCATION TO GF-ECONOMIC DEVELOPMENT	3,410.82
1004	ALLOCATION TO GF-PANCERA PLAZA	18,100.27
1005	ALLOCATION TO GF-RESERVE ACCOUNT	800,000.00
2002	ALLOCATION TO STATE COPS	18,274.89
2006	ALLOCATION TO SNOW REMOVAL	112,647.61
2007	ALLOCATION TO STREETS & HIGHWAYS	349,319.48
2010	ALLOCATION TO STREET MITIGATION	84,281.46
2011	ALLOCATION TO POLICE MITIGATION	57,605.52
2012	ALLOCATION TO FIRE MITIGATION	140,267.78
2013	ALLOCATION TO PARK DEDICATION FUND	25,670.80
2014	ALLOCATION TO STATE OF CA - PROP 30/AB 109	28,273.00
2016	ALLOCATION TO CDBG REVOLVING LOAN FUND	122,359.97
2017	ALLOCATION TO STATE ECONOMIC REV FD	232,800.63
2018	ALLOCATION TO HOME REVOLVING FUND	191,739.18
2030	ALLOCATION TO TRAFFIC SAFETY	87,010.88
2031	ALLOCATION TO BARRY CREEK DEVELOPMENT	488.74
2033	ALLOCATION TO CHESTNUT STREET CULVERT	25,231.11
2036	ALLOCATION TO SKYLINE - NUMA SIGNAL	77,778.03
2037	ALLOCATION TO SKYLINE BICYCLE LANE	7,462.55
2038	ALLOCATION TO SKYLINE - RT 139 SIGNAL	18,017.27
3019	ALLOCATION TO STIP REHABILITATION PROJECT	(183,642.94)
3023	ALLOCATION TO PROP 1B IMPROVEMENTS	31,851.28
3025	ALLOCATION TO SIERRA PARK PROJECT	172,479.32
4001	ALLOCATION TO MARK ROOS SERIES B/92	128,490.19
4003	ALLOCATION TO CITY HALL	35,359.16
4004	ALLOCATION TO 2013 CALPERS REFUNDING LOAN	894,447.40
7111	ALLOCATION TO WATER RATE STABILIZATION FUND	3,000,000.00
7114	ALLOCATION TO WATER CAPITAL IMPROVEMENTS	829,099.65
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND	1,807,075.00
7610	ALLOCATION TO OPEB	28,618.64
7630	ALLOCATION TO RISK MANAGEMENT FUND	52,115.00
7650	ALLOCATION TO PAYROLL	133,046.13
8401	ALLOCATION TO HUSA BUSINESS IMPROVE DIST	4,688.04
8402	ALLOCATION TO LAFCO	31,876.82
8403	ALLOCATION TO SEC 125 AFLAC	(148.38)
8404	ALLOCATION TO AIR POLLUTION	307,109.83

CITY OF SUSANVILLE
COMBINED CASH AND INVESTMENTS
APRIL 30, 2014

8405 ALLOCATION TO AIR POLLUTION-CARL MOYER	78,719.92
ALLOCATIONS TO RESTRICTED FUNDS	<u>9,872,320.89</u>
 <u>UNRESTRICTED FUNDS</u>	
1000 ALLOCATION TO GENERAL FUND	1,267,313.97
1006 ALLOCATION TO POLICE BUILDING MAINT/EQUIP	20,000.00
1007 ALLOCATION TO FIRE BUILDING MAINT/EQUIP FUND	20,000.00
1008 ALLOCATION TO ADMIN SVCS BUILDING/EQUIP FUND	20,000.00
3015 ALLOCATION TO CITY HALL PARKING LOT PROJECT	(228.88)
7110 ALLOCATION TO WATER SYSTEM	364,522.32
7201 ALLOCATION TO AIRPORT	(22,340.75)
7301 ALLOCATION TO GEOTHERMAL UTILITY	267,055.94
7401 ALLOCATION TO NATURAL GAS	2,240,630.18
7530 ALLOCATION TO GOLF COURSE	63,514.34
7820 ALLOCATION TO PW ADMIN & ENGINEERING FUND	(8,242.88)
ALLOCATIONS TO UNRESTRICTED FUNDS	<u>4,232,224.24</u>
TOTAL ALLOCATIONS TO OTHER FUNDS	14,104,545.13
ALLOCATION FROM COMBINED CASH FUND - 9999-1000-000	(14,104,545.13)
ZERO PROOF IF ALLOCATIONS BALANCE	<u><u>.00</u></u>

RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	VP Disbursement	Receipts	Balance
				\$742,021.15
4/1/2014		(\$91,130.12)		\$650,891.03
4/1/2014		(\$2,359.14)		\$648,531.89
4/1/2014		(\$30,511.10)		\$618,020.79
4/1/2014		\$488.16		\$618,508.95
4/1/2014		(\$4,292.29)		\$614,216.66
4/1/2014		(\$1,196.75)		\$613,019.91
4/2/2014	4/1/2014	(\$34,261.48)	\$33,024.65	\$611,783.08
4/2/2014			\$7,323.11	\$619,106.19
4/3/2014	4/2/2014	(\$998.66)	\$16,808.49	\$634,916.02
4/3/2014			\$4,835.36	\$639,751.38
4/4/2014	4/3/2014		\$32,673.91	\$672,425.29
4/4/2014			\$4,316.87	\$676,742.16
4/4/2014			\$1,740.00	\$678,482.16
4/4/2014		(\$40,051.84)		\$638,430.32
4/7/2014	4/4/2014	(\$7,876.85)	\$22,822.65	\$653,376.12
4/7/2014		(\$7,616.60)		\$645,759.52
4/7/2014			\$54.11	\$645,813.63
4/7/2014			\$1,609.21	\$647,422.84
4/7/2014			\$1,578.98	\$649,001.82
4/7/2014			\$764.90	\$649,766.72
4/7/2014			\$664.03	\$650,430.75
4/7/2014			\$38,270.58	\$688,701.33
4/7/2014		(\$54.33)		\$688,647.00
4/7/2014		(\$1,250.40)		\$687,396.60
4/7/2014		(\$10,057.79)		\$677,338.81
4/7/2014			\$1,347.97	\$678,686.78
4/7/2014			\$50.62	\$678,737.40
4/8/2014			\$88,873.53	\$767,610.93
4/8/2014			\$7,153.10	\$774,764.03
4/8/2014			\$514.78	\$775,278.81
4/9/2014			\$41,673.60	\$816,952.41
4/9/2014			\$3,248.49	\$820,200.90
4/9/2014			\$3,588.40	\$823,789.30
4/9/2014			\$457.00	\$824,246.30
4/10/2014	4/9/2014		\$22,041.61	\$846,287.91
4/10/2014				\$846,287.91
4/10/2014			\$3,742.08	\$850,029.99
4/10/2014		(\$44,074.65)		\$805,955.34
4/11/2014	4/10/2014	(\$75.00)	\$31,146.93	\$837,027.27
4/11/2014			\$734.60	\$837,761.87
4/11/2014			\$549.95	\$838,311.82
4/11/2014			\$1,352.59	\$839,664.41
4/11/2014			\$157.66	\$839,822.07
4/11/2014			\$497.60	\$840,319.67
4/11/2014		(\$15.00)	\$25.00	\$840,329.67
4/11/2014		(\$30.00)		\$840,299.67
4/11/2014		(\$80.00)		\$840,219.67
4/11/2014		(\$34.90)		\$840,184.77
4/11/2014		(\$10.00)		\$840,174.77
4/11/2014		(\$125,579.74)		\$714,595.03
4/11/2014		(\$455,000.00)		\$259,595.03
4/11/2014			\$2,404.57	\$261,999.60
4/11/2014			\$911.27	\$262,910.87
4/14/2014	4/11/2014	(\$57.63)	\$38,013.50	\$300,866.74
4/14/2014			\$19.95	\$300,886.69
4/14/2014			\$1,814.53	\$302,701.22
4/14/2014			\$78.50	\$302,779.72
4/15/2014	4/14/2014	(\$103.41)	\$70,795.87	\$373,472.18
4/15/2014			\$2,696.49	\$376,168.67
4/15/2014			\$914.12	\$377,082.79
4/16/2014	4/15/2014	(\$88,087.88)	\$10,556.84	\$299,551.75
4/16/2014		(\$6,082.48)		\$293,469.27
4/16/2014		(\$26,852.85)		\$266,616.42
4/16/2014		(\$67,032.00)		\$199,584.42
4/16/2014		(\$6,426.95)		\$193,157.47
4/16/2014		(\$2,050.09)		\$191,107.38
4/16/2014		(\$39,238.47)		\$151,868.91
4/16/2014			\$761.79	\$152,630.70
4/16/2014			\$5,178.32	\$157,809.02

RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	VP Disbursement	Receipts	Balance
4/17/2014	4/16/2014		\$13,426.30	\$171,235.32
4/17/2014			\$70,100.00	\$241,335.32
4/17/2014			\$1,402.67	\$242,737.99
4/17/2014			\$182.30	\$242,920.29
4/17/2014			\$141.82	\$243,062.11
4/17/2014			\$408.77	\$243,470.88
4/17/2014		(\$23.07)		\$243,447.81
4/17/2014		(\$90.00)		\$243,357.81
4/17/2014		(\$1,050.43)		\$242,307.38
4/17/2014				\$242,307.38
4/17/2014				\$242,307.38
4/17/2014			\$3,533.63	\$245,841.01
4/17/2014				\$245,841.01
4/18/2014	4/17/2014		\$14,714.47	\$260,555.48
4/18/2014			\$3,914.38	\$264,469.86
4/18/2014			\$2,338.79	\$266,808.65
4/18/2014		(\$107,020.88)		\$159,787.77
4/21/2014	4/18/2014	(\$40.00)	\$21,519.58	\$181,267.35
4/21/2014		(\$165.00)		\$181,102.35
4/21/2014			\$1,069.27	\$182,171.62
4/21/2014			\$98.42	\$182,270.04
4/21/2014			\$31.93	\$182,301.97
4/21/2014			\$350.00	\$182,651.97
4/21/2014			\$1,867.66	\$184,519.63
4/21/2014			\$952.94	\$185,472.57
4/22/2014	4/21/2014		\$25,564.09	\$211,036.66
4/22/2014			\$2,127.79	\$213,164.45
4/22/2014			\$474.29	\$213,638.74
4/23/2014	4/22/2014		\$11,485.75	\$225,124.49
4/23/2014			\$1,992.69	\$227,117.18
4/23/2014			\$3,113.72	\$230,230.90
4/24/2014	4/23/2014		\$91,209.54	\$321,440.44
4/24/2014			\$150.00	\$321,590.44
4/24/2014			\$50.00	\$321,640.44
4/24/2014		(\$89.34)		\$321,551.10
4/24/2014		(\$330.30)		\$321,220.80
4/24/2014				\$321,220.80
4/24/2014		(\$41,027.69)		\$280,193.11
4/24/2014			\$3,619.89	\$283,813.00
4/24/2014			\$44.14	\$283,857.14
4/25/2014	4/24/2014		\$18,097.13	\$301,954.27
4/25/2014			\$2,346.09	\$304,300.36
4/25/2014			\$184.11	\$304,484.47
4/28/2014	4/25/2014		\$6,218.63	\$310,703.10
4/28/2014			\$956.74	\$311,659.84
4/28/2014			\$502.00	\$312,161.84
4/29/2014	4/28/2014		\$93,640.16	\$405,802.00
4/29/2014				\$405,802.00
4/29/2014		(\$29,342.76)		\$376,459.24
4/29/2014		(\$5,195.94)		\$371,263.30
4/29/2014		(\$1,192.71)		\$370,070.59
4/29/2014		(\$33,011.70)		\$337,058.89
4/29/2014			\$1.34	\$337,060.23
4/29/2014			\$27,462.34	\$364,522.57
4/29/2014			\$1,852.28	\$366,374.85
4/30/2014	4/29/2014	(\$131.00)	\$13,914.77	\$380,158.62
4/30/2014			\$35,607.98	\$415,766.60
4/30/2014			\$54.11	\$415,820.71
4/30/2014			\$576.35	\$416,397.06
4/30/2014			\$1,115.86	\$417,512.92
4/30/2014			\$554.22	\$418,067.14
4/30/2014			\$351.65	\$418,418.79
4/30/2014			\$355.44	\$418,774.23
4/30/2014			\$1,390.11	\$420,164.34
5/1/2014	4/30/2014	(\$1,219.66)	\$129,286.87	\$548,231.55
5/1/2014			\$3,258.27	\$551,489.82
5/1/2014			\$321.38	\$551,811.20

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

<i>s:/Bob/fund Balances Report</i>					Unaudited
		Audited			April
		6/30/13	YTD	YTD	Fund Balance
Fund #	Fund Title	Fund Balance	Revenue	Expenditures	4/30/2014
100X	General Fund	2,148,010	4,054,619	4,319,671	1,882,958
2002	State COPS	36,297	76,720	94,742	18,275
2006	Snow Removal	0	150,310	36,178	114,132
2007	Streets	383,689	506,719	522,988	367,420
2010	Street Mitigation	43,186	41,096	0	84,281
2011	Police Mitigation	37,112	57,452	36,958	57,606
2012	Fire Mitigation	91,641	48,603	(24)	140,268
2013	Park Dedication	24,859	812		25,672
2014	State of CA - Prop 30/AB 109	24,674	28,273	24,674	28,273
2016	State Comm. Dev. Rev.FD	998,900	4,692	68,085	935,507
2017	State Economic Rev. FD	434,382	2,355	0	436,737
2018	Home Revolving Fund	746,797	1,204	0	748,001
2030	Traffic Safety	81,452	5,840	281	87,011
2031	Barry Creek Development	489	(0)		489
2033	Chestnut Street Culvert (was 3004)	25,237	(6)		25,231
2036	Skyline - Numa Signal	77,796	(18)		77,778
2037	Skyline Bicycle Lane	7,465	(2)		7,464
2038	Skyline - Rt 139 Signal	18,021	(4)		18,017
3019	STIP Rehab Project	(481,661)	716,523	443,522	(208,660)
3023	Prop 1B CIP	70,398	0	37,258	33,140
3025	Sierra Park Project CIP	150,535	25,020	3,075	172,479
4001	Miller Fletcher	962,867	(30,800)	150,960	781,107
4003	City Hall Debt Service	104,361	67,580	136,582	35,359
4004	2013 CalPERS Refunding Loan	0	1,011,725	117,277	894,447
711X	Water Funds	2,791,498	1,615,202	2,181,342	2,225,357
7201	Airport	1,897,342	98,740	212,437	1,783,645
7301	Geothermal	501,116	77,271	51,680	526,707
740X	Natural Gas	(193,469)	3,965,142	3,613,509	158,164
7530	Golf Course	2,010,239	774,696	252,798	2,532,138
7610	OPEB	(174,344)	37,200	0	(137,144)
7620	PW Admin/Engineering	(344)	8,549	44,110	(35,906)
7630	Risk Management	858,002	374,562	1,180,032	52,532
8402	LAFCO	26,664	56,948	51,735	31,877
8404	Air Pollution	297,159	178,620	143,506	332,273
8405	Air Pollution - Carl Moyer	323,013	(74)	244,219	78,720
	TOTALS	14,323,385	13,955,568	13,967,598	14,311,354

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

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Gwenna MacDonald, City Clerk

Action Date: May 21, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 14-5052**, Resolution of Intention pursuant to Streets and Highways Code §36534 approving annual budget and scheduling public hearing to consider setting assessments for FY 2014/2015

PRESENTED BY: Peter M. Talia, City Attorney

SUMMARY: The *Streets and Highways Code* requires the City Council to consider the annual fiscal report of the Historical Uptown Susanville Association (HUSA). The City Council may make changes or alterations to the report and approve it by resolution. If the annual fiscal report is accepted by the City Council, the City Council then sets a public hearing to consider the levy of assessments in the parking and business improvement district identified in Chapter 5.24 of the *Susanville Municipal Code*. If the City Council accepts the report, the public hearing could be set for Wednesday, June 4, 2014 at 7:00 p.m. to consider the levy of assessments.

FISCAL IMPACT: The City presently receives five percent of the assessments collected for reimbursement of City staff time for billing and collection of assessments.

ACTION

REQUESTED: Motion to approve **Resolution No. 14-5052**, Resolution of Intention pursuant to Streets and Highways Code §36534 approving annual budget and scheduling public hearing to consider setting assessments for FY 2014/2015

ATTACHMENTS: **Resolution No. 14-5052**, Resolution of Intention pursuant to Streets and Highways Code §36534 approving annual budget and scheduling public hearing to consider setting assessments for FY 2014/2015

Historic Uptown Susanville Association 2014 Annual Report
 California Streets and Highways Code §36534 and §36535

RESOLUTION NO. 14-5052
A RESOLUTION OF INTENTION OF THE CITY COUNCIL OF
THE CITY OF SUSANVILLE PURSUANT TO STREETS AND HIGHWAYS
CODE §36534 ACCEPTING ANNUAL BUDGET AND SCHEDULING PUBLIC
HEARING TO CONSIDER SETTING ASSESSMENTS FOR FISCAL YEAR 2014/2015

WHEREAS, the City Council of the City of Susanville, pursuant to Streets and Highways Code §36534, having considered the annual report of Historic Uptown Susanville Association (HUSA) on May 21, 2014 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 (HUSA); and

WHEREAS, the City Council, having accepted the 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 parking and business improvement district identified in the *Susanville Municipal Code*, Chapter 5.24, is hereby scheduled for Wednesday, June 4, 2014 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 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 the *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:

	Benefit Zone A	Benefit Zone 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

- 4 The areas of Benefit Zone A and Benefit Zone B are as set forth on Exhibit A, attached hereto and incorporated herein by reference and as set forth in the *Susanville Municipal Code*; and
- 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 No. 14-5052 was adopted at a regular meeting of the City Council of the City of Susanville held on the 21st day of May, 2014 by the following vote:

AYTES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Peter M. Talia, City Attorney



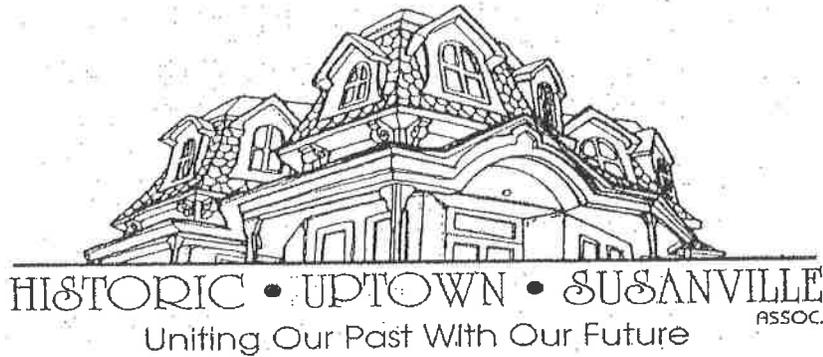
HISTORIC • UPTOWN • SUSANVILLE
Uniting Our Past With Our Future ASSOC.

ANNUAL REPORT

MAY 12, 2014

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ANNUAL REPORT

May 12, 2014

MISSION STATEMENT:

The mission of the Historic Uptown Susanville Association is the economic enhancement, historic preservation and commercial revitalization. Our goal is to keep business in the district, attract new businesses and promote the district to the local and tourist markets.

PURPOSE:

The Historic Uptown Susanville Association was created for the purposes of:

1. General promotion of business activities in the district including annual promotional programs, aggressive image-building campaigns, shop-at-home campaigns and promotion of tourism.
2. Acquisition, construction, or maintenance of parking facilities for the benefit of the district.
3. Beautification of any public areas within the district.

- Promotion of public events which take place within the district.

NON-PROFIT:

Historic U.S.A., Inc. is a 501(c) 6 non-profit corporation with Articles of Incorporation filed with the Secretary of State of the State of California on February 22, 1993.

H.U.S.A. ASSESSMENT STATISTICS:

H.U.S.A. statistics are compiled from assessments from the district as defined on the area map. (see appendix A) Historic Uptown Susanville Association's assessment status as of May 12, 2014 is as follows:

<u>TYPE</u>	<u>UNITS</u>	<u>ZONE</u>	
Retail	15	A - 15	B - 0
Lodging & Restaurants	5	A - 4	B - 1
Service	29	A - 10	B - 19
Professional	17	A - 4	B - 13
Financial	4	A - 2	B - 2
TOTAL ASSESSEES	70		

**TOTAL POTENTIAL ANNUAL ASSESSMENT
INCOME: \$14,700.00**

ASSESSMENTS:

Assessments are not optional. All business owners in the designated district are billed on an annual basis through the City of Susanville. Any new business established within the Area shall not be required to pay an assessment hereunder for the first six months following its commencement of business. The assessment on such new business shall be prorated, omitting any charges for the first six months it was in operation. This shall not be deemed to apply to an existing business that has changed ownership or location within the District. All assessment payments are to be made to the City of Susanville. There is a 5% collection fee paid to the City of Susanville for their collection efforts. H.U.S.A. has been working closely with City staff to try and make sure we obtain accurate accounting of businesses arriving and departing our district so we may maintain an effective means of statistic and collection management.

ANNUAL ASSESSMENT FORMULA MATRIX

<u>TYPE</u>	<u>ZONE A</u>	<u>ZONE B</u>
	<u>ANNUAL</u>	<u>ANNUAL</u>
Type 1- Retail	\$350.00	\$250.00
Type 2- Lodging & Restaurants	\$275.00	\$200.00
Type 3- Service	\$225.00	\$150.00
Type 4- Professional	\$175.00	\$100.00
Type 5- Financial	\$275.00	\$250.00

OBJECTIVES/ACCOMPLISHMENTS:

2014/2015 Objectives/Accomplishments:

1. Sponsor Safe and Sane Halloween and Fall Crafters Festival in addition to funding a majority of the Magical Country Christmas Event and a sponsorship for the Main Street Cruise.
2. Continue working with the City of Susanville Finance Department regarding the assessment and collection of dues.
3. Maintain current assessment list as well as provide welcome packets. The welcome packets have helped educate new businesses as to assessment areas and fees. These packets are given out by the City Finance Department to new businesses as they apply for a business license for the uptown area.
4. Complete research and recommend a re-structure of the assessment in order to evenly and fairly distribute assessments.
5. Explore and develop an enhanced lighting plan for Pancera Plaza.
6. Continue to work closely with the City Planning Department to develop an acceptable blanket encroachment permit for planters, sidewalk furniture and possible signage.
7. Design and maintain a Facebook page for H.U.S.A.

2013/2014 Accomplishments:

1. The Safe and Sane Halloween event is continuing to grow each year. H.U.S.A. The even this year surpassed the events in the past. We hope to add new features to the event this coming year.
2. Fall Crafter's Festival was also a success for 2013.
3. Again, H.U.S.A. was able to fully fund the Magical Country Christmas Event in the amount of \$5,000.00 and we sponsored the Main Street Cruise in the amount of \$1,000.00.

All of these events showcase the uptown district.

4. Continued communication with H.U.S.A. assessees and City Council via newsletter, email, newspaper and radio for agendas, minutes, events, newsworthy items, special meetings, etc.
5. Assisted the City of Susanville Finance Department in streamlining and updating billing and collections.

CONCLUSION:

The central business district of any community projects the image and reflects the health of that community to not only the local citizens but to visitors as well. Our uptown district is the front door to Susanville and it is imperative that it be economically healthy and visually welcoming. The Historic Uptown Susanville Association is working to achieve this end.

HISTORIC UPTOWN SUSANVILLE ASSOCIATION
 PROPOSED BUDGET
 FOR FISCAL YEAR JULY 1, 2014 – JUNE 30, 2015

INCOME

Assessment Income	\$14,700.00
Event Income	\$ 800.00
Cash Account balance forward As of 04/30/2014	<u>\$16,615.00</u>
Total Income	\$32,115.00

EXPENDITURES

Operating Expense:

Advertising & Promotional	\$ 1,000.00
Insurance	
Directors & Officers Liability Ins.	\$ 1,581.00
General Liability Insurance	\$ 698.00
Internet Expense	\$ 100.00
Office Expense	\$ 200.00
Postage	\$ 300.00
Printing	\$ 300.00
Collection Fees to City of Susanville	\$ 753.00
Bad Debt Expense 20% of assessments	\$ 3,010.00
Maintenance of District	\$ 400.00
Main Street Courtyard	
Lease payment	\$ 2,400.00
Property Taxes	<u>\$ 750.00</u>
Total Operating Expense	\$11,379.00

Discretionary Expense:

Events:

Safe & Sane Event:

Entertainment	\$ 350.00
Gift Certificates	\$ 200.00
Advertising	\$ 300.00
Clean-up	\$ 50.00

Fall Crafters' Festival:

Entertainment	\$ 300.00
Equipment Rental	\$ 200.00
Clean up	\$ 50.00

Main Street Cruise:

Sponsorship to Chamber of Commerce	\$ 250.00
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Magical Country Christmas:

Sponsorship	\$ 4,000.00
-------------	-------------

Special Projects:

Pancera Plaza &

Main Street Courtyard Project

	<u>\$14,923.00</u>
Total Discretionary Expense	\$17,192.00

Total Operating and Discretionary Expense	\$ 32,115.00
---	--------------

Historic Uptown Susanville Association
Profit & Loss
April 2014

Accrual Basis

	<u>Apr 14</u>
Ordinary Income/Expense	
Income	
Assessment Income	393.07
Total Income	<u>393.07</u>
Expense	
Events	
Donations Made	4,000.00
Main Street Cruise	250.00
Total Events	<u>4,250.00</u>
Total Expense	<u>4,250.00</u>
Net Ordinary Income	<u>-3,856.93</u>
Net Income	<u><u>-3,856.93</u></u>

Historic Uptown Susanville Association
Balance Sheet
As of April 30, 2014

Accrual Basis

	<u>Apr 30, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
US Bank	3,435.15
US Bank Money Market	8,573.54
Total Checking/Savings	<u>12,008.69</u>
Total Current Assets	<u>12,008.69</u>
TOTAL ASSETS	<u>12,008.69</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	8,568.78
Retained Earnings	5,539.67
Net Income	<u>-2,099.76</u>
Total Equity	<u>12,008.69</u>
TOTAL LIABILITIES & EQUITY	<u>12,008.69</u>

Historic Uptown Susanville Association
Trial Balance
As of April 30, 2014

Accrual Basis

	Apr 30, 14	
	Debit	Credit
US Bank	3,435.15	
US Bank Money Market	8,573.54	
Opening Bal Equity		8,668.78
Retained Earnings		5,539.67
Assessment Income		8,895.31
Event Income		162.92
Event Income:Booth Rentals		770.00
Miscellaneous Income		12.00
Advertising	689.31	
Dues, Fees, Subs & Pubs	105.00	
Events:Donations Made	9,000.00	
Events:Entertainment	350.00	
Events:Equipment Rental	193.51	
Events:Main Street Cruise	250.00	
Events:Supplies	266.16	
Insurance:Liability	698.00	
Postage	111.58	
Printing	277.19	
Interest Income		0.76
TOTAL	23,949.44	23,949.44

Historic Uptown Susanville Association
Profit & Loss Prev Year Comparison
 July 2013 through April 2014

Accrual Basis

	Jul '13 - Apr 14	Jul '12 - Apr 13	\$ Change	% Change
Ordinary Income/Expense				
Income				
Assessment Income	8,895.31	11,760.84	-2,865.53	-24.4%
Event Income				
Booth Rentals	770.00	830.00	-60.00	-7.2%
Event Income - Other	162.92	0.00	162.92	100.0%
Total Event Income	932.92	830.00	102.92	12.4%
Interest	0.00	0.04	-0.04	-100.0%
Miscellaneous Income	12.00	0.00	12.00	100.0%
Total Income	9,840.23	12,590.88	-2,750.65	-21.9%
Expense				
Advertising	689.31	623.00	66.31	10.6%
Conferences and Meetings	0.00	102.00	-102.00	-100.0%
Dues, Fees, Subs & Pubs	105.00	95.00	10.00	10.5%
Events				
Donations Made	9,000.00	5,000.00	4,000.00	80.0%
Entertainment	350.00	350.00	0.00	0.0%
Equipment Rental	193.51	225.22	-31.71	-14.1%
Main Street Cruise	250.00	1,000.00	-750.00	-75.0%
Supplies	266.16	12.53	253.63	2,024.2%
Total Events	10,059.67	6,587.75	3,471.92	52.7%
Insurance				
Liability	698.00	648.00	50.00	7.7%
Total Insurance	698.00	648.00	50.00	7.7%
Internet Expense	0.00	1,500.00	-1,500.00	-100.0%
Parking Improvements	0.00	50.00	-50.00	-100.0%
Postage	111.58	131.25	-19.67	-15.0%
Printing	277.19	202.88	74.31	36.6%
Special Projects				
Licenses & Permits	0.00	103.00	-103.00	-100.0%
Special Projects - Other	0.00	232.18	-232.18	-100.0%
Total Special Projects	0.00	335.18	-335.18	-100.0%
Total Expense	11,940.75	10,275.06	1,665.69	16.2%
Net Ordinary Income	-2,100.52	2,315.82	-4,416.34	-190.7%
Other Income/Expense				
Other Income				
Interest Income	0.76	1.32	-0.56	-42.4%
Total Other Income	0.76	1.32	-0.56	-42.4%
Net Other Income	0.76	1.32	-0.56	-42.4%
Net Income	-2,099.76	2,317.14	-4,416.90	-190.6%

HISTORIC UPTOWN SUSANVILLE ASSOCIATION DIRECTORY

05/12/14

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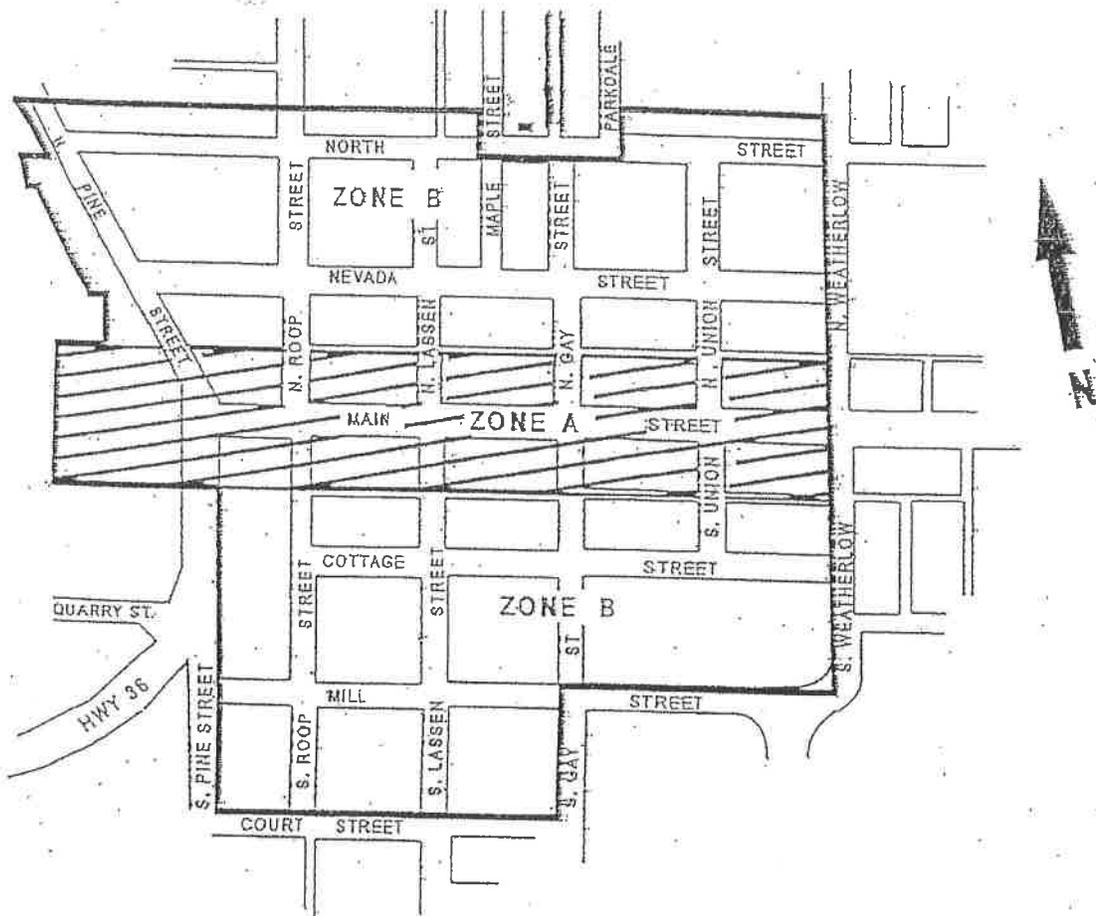
FOR REFERENCE ONLY

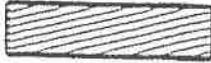
Patti Hagata, Director
Lassen Co. Chamber of Commerce
*(W) 257-4323 (F) 251-2561
(H) 257-3552
director@lassencountychamber.org

*Primary Contact Information

Exhibit "A"

HISTORIC UPTOWN SUSANVILLE BUSINESS IMPROVEMENT DISTRICT



ZONE A 

ZONE B 

DISTRICT BOUNDARY MAP

Amended May, 2006

STREETS AND HIGHWAYS CODE

SECTION 36534-36535

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.

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

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Ted Friedline, Fire Chief

Action Date: May 21, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Motion to approve **Resolution 14-5050**, Modification #3 and Supplemental #14-FI-11050600-015 to Cooperative Fire Protection Agreement (11-FI-11050650-017) between Susanville City Fire Department and the Lassen National Forest.

PRESENTED BY: Ted Friedline, Fire Chief

ANALYSIS: The City entered into Cooperative Fire Protection Agreement (11-FI-11050650-017) between Susanville City Fire Department and the Lassen National Forest on May 18, 2011 by signing resolution 11-4766. Attached is Modification of Grant or Agreement #3, Changing the performance period to April 30, 2015; and modifying provisions; 29. Equipment; 36. Electronic Funds Transfer; and 42. Principal Contacts. And, Supplemental #14-FI-11050600-015 to Cooperative Fire Agreement 11-FI-11050650-017, agreeing that the Lassen National Forest will reimburse the City of Susanville, up to \$2000, for fire training provided to Lassen National Forest employees by City fire department personnel.

Cooperative Fire Agreement 11-FI-11050650-017 is reviewed annually by Lassen National Forest and the City, any modification or supplement must be approved.

FISCAL IMPACT: No impact by executing Modification of Grant or Agreement #3, Changing the performance period to April 30, 2015; and modifying provisions 29. Equipment, 36. Electronic Funds Transfer, and 42. Principal Contacts.

Projected revenue of \$2000 by executing Supplemental #14-FI-11050600-015 to Cooperative Fire Agreement 11-FI-11050650-017, which has been included in the 2013-2014 budget.

ACTION REQUESTED: Motion to approve Resolution No. 14-5050 Modification #3 and Supplemental #14-FI-11050600-015 to Cooperative Fire Protection Agreement (11-FI-11050650-017) between Susanville City Fire Department and the Lassen National Forest.

ATTACHMENTS: Resolution 14-5050, Modification #3 and Supplemental #14-FI-11050600-015 to Cooperative Fire Protection Agreement (11-FI-11050650-017) between Susanville City Fire Department and the Lassen National Forest
 Modification of Grant or Agreement #3
 Supplemental #14-FI-11050600-015
 Cooperative Fire Protection Agreement (11-FI-11050650-017)

RESOLUTION NO. 14-5050
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING MODIFICATION #3 AND SUPPLEMENTAL
#14-FI-11050600-015 TO COOPERATIVE FIRE PROTECTION AGREEMENT
(11-FI11050650-017) BETWEEN SUSANVILLE CITY FIRE DEPARTMENT AND THE
LASSEN NATIONAL FOREST

WHEREAS, the City of Susanville Fire Department has for a considerable time provided and received cooperative mutual aid fire protection with the U.S. Forest Service, Lassen National Forest; and

WHEREAS, the adopted Cooperative Fire Protection Agreement 11-FI11050650-017 has been modified to include Modification #3 which is Modification of Grant or Agreement #3, changing the performance period to April 30, 2015, Modify Provisions 29. EQUIPMENT, 36. ELECTRONIC FUNDS TRANSFER and 42. PRINCIPAL CONTACTS; Renewal of Annual Operating Plan; and

WHEREAS, the Supplemental #14-FI-11050600-015 will be added to Cooperative Fire Agreement 11-FI-110650-017, agreeing that the Lassen National Forest will reimburse the City of Susanville up to \$2,000 for fire training provided to Lassen National Forest employees by City fire department personnel; and

WHEREAS, Cooperative Fire agreement 11-FI-11050650-017 is reviewed annually by Lassen National Forest and the City, any modification or supplement must be approved; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville approves Modification #3 and Supplemental #14-FI-11050600-015.

APPROVED: _____
Rod E. De Boer, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 14-5050 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 21st day of May, 2014 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

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



United States
Department of
Agriculture

Forest
Service

Northern California
Acquisitions Service Area

Klamath National Forest, Mendocino National Forest
Shasta-Trinity National Forest, Modoc National Forest
Lassen National Forest, Six Rivers National Forest
(707) 441-3556, (530) 226-2303

File Code: 1580

Date: May 5, 2014

Ted Friedline, Fire Chief
Susanville City Fire Department
1505 Main Street
Susanville, CA 96130-4427

Dear Chief Friedline:

Enclosed for your review and signature are two original copies of Modification 3 to Cooperative Fire Protection Agreement (11-FI-11050650-017) between the Susanville City Fire Department and the Lassen National Forest.

This modification extends the 2011 Annual Operating Plan to April 30, 2014 as well as updates three provisions in the agreement.

Questions concerning the modification should be directed to me via telephone at (707) 441-3556 or via email at jboomgarden@fs.fed.us.

Upon your signature, please return both originals to the address below (label enclosed):

Lassen National Forest
Attn: Esther Miranda-Cole
2550 Riverside Drive
Susanville, CA 96130

Upon final signature by the Forest Supervisor a fully executed original will be returned to you for your files.

Sincerely,

JANET BOOMGARDEN
Grants Management Specialist

Enclosures

cc: Dustan R Mueller





MODIFICATION OF GRANT OR AGREEMENT	PAGE 1	OF PAGES 3
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1. U.S. FOREST SERVICE GRANT/AGREEMENT NUMBER: 11-FI-11050650-017	2. RECIPIENT/COOPERATOR GRANT or AGREEMENT NUMBER, IF ANY:	3. MODIFICATION NUMBER: 3
4. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING GRANT/AGREEMENT (unit name, street, city, state, and zip + 4): Lassen National Forest 2550 Riverside Drive Susanville, CA 96130-4774	5. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING PROJECT/ACTIVITY (unit name, street, city, state, and zip + 4): Eagle Lake Ranger District 477-050 Eagle Lake Road Susanville, CA 96130-9575	
6. NAME/ADDRESS OF RECIPIENT/COOPERATOR (street, city, state, and zip + 4, county): Susanville City Fire Department 1505 Main Street Susanville, CA 96130-4427	7. RECIPIENT/COOPERATOR'S HHS SUB ACCOUNT NUMBER (For HHS payment use only):	

8. PURPOSE OF MODIFICATION

CHECK ALL THAT APPLY:	This modification is issued pursuant to the modification provision in the grant/agreement referenced in item no. 1, above.
<input checked="" type="checkbox"/>	CHANGE IN PERFORMANCE PERIOD: Extend the Annual Operatiiong Plan to April 30, 2015.
<input type="checkbox"/>	CHANGE IN FUNDING:
<input type="checkbox"/>	ADMINISTRATIVE CHANGES:
<input checked="" type="checkbox"/>	OTHER (Specify type of modification): Modify Provisions 29. EQUIPMENT, 36. ELECTRONIC FUNDS TRANSFER and 42. PRINCIPAL CONTACTS; Renewal of Annual Operating Plan.

Except as provided herein, all terms and conditions of the Grant/Agreement referenced in 1, above, remain unchanged and in full force and effect.

9. ADDITIONAL SPACE FOR DESCRIPTION OF MODIFICATION (add additional pages as needed):
Annual Operating Plan for 2014 is the same and will remain in effect through April 30, 2015.

10. ATTACHED DOCUMENTATION (Check all that apply):

<input type="checkbox"/>	Revised Scope of Work
<input type="checkbox"/>	Revised Financial Plan
<input checked="" type="checkbox"/>	Other: Modified Provisions: 29. EQUIPMENT, 36. ELECTRONIC FUNDS TRANSFER and 42. PRINCIPAL CONTACTS

11. SIGNATURES

AUTHORIZED REPRESENTATIVE: BY SIGNATURE BELOW, THE SIGNING PARTIES CERTIFY THAT THEY ARE THE OFFICIAL REPRESENTATIVES OF THEIR RESPECTIVE PARTIES AND AUTHORIZED TO ACT IN THEIR RESPECTIVE AREAS FOR MATTERS RELATED TO THE ABOVE-REFERENCED GRANT/AGREEMENT.

11.A. SUSANVILLE CITY FIRE DEPARTMENT SIGNATURE	11.B. DATE SIGNED	11.C. U.S. FOREST SERVICE SIGNATURE	11.D. DATE SIGNED
(Signature of Signatory Official)		(Signature of Signatory Official)	
11.E. NAME (type or print): TED FRIEDLINE		11.F. NAME (type or print): RUSSELL D. HAYS	
11.G. TITLE (type or print): Fire Chief		11.H. TITLE (type or print): Forest Supervisor	

12. G&A REVIEW

12.A. The authority and format of this modification have been reviewed and approved for signature by:	12.B. DATE SIGNED
 JANET BOOMGARDEN U.S. Forest Service Grants & Agreements Specialist	5/5/14



The following Provisions in the Cooperative Fire Protection Agreement are hereby by replaced:

29. EQUIPMENT The Party that owns the equipment is responsible for the operation, service, and repair of such equipment. Notwithstanding the general waiver of claims against each other in Clause #30, the parties agree that the Protecting Party shall pay or reimburse for damage in excess of normal wear and tear, and shall replace or reimburse items lost or destroyed, except for damage occurring as a result of negligence by the Supporting Party. Special rates for Federal Excess Personal Property (FEPP) equipment will be displayed in the rate schedules, which eliminate any purchase or replacement costs for the apparatus.

36. ELECTRONIC FUNDS TRANSFER (EFT) The recipient/cooperator shall designate a financial institution or an authorized payment agent through which a federal payment may be made in accordance with US Treasury Regulations, Money and Finance at 31 CFR 208, which requires that federal payments are to be made by EFT to the maximum extent possible. A waiver may be requested and payments received by check by certifying in writing that one of the following situations apply:

1. The payment recipient does not have an account at a financial institution.
2. EFT creates a financial hardship because direct deposit will cost the payment recipient more than receiving a check.
3. The payment recipient has a physical or mental disability, or a geographic, language, or literacy barrier.

In order to receive EFT payments the recipient/cooperator shall register in the System for Award Management (SAM). You may register by going to www.sam.gov and following the instructions provided online. For assistance, contact SAM User Help the supporting Federal Service Desk at (866) 606-8220 or www.fsd.gov.

42. PRINCIPAL CONTACTS. Individuals listed below are authorized to act in their respective areas for matters related to this instrument.

Principal Cooperator Contacts:

U.S. Forest Service Program Contact	U.S. Forest Service Administrative Contact
Ted Friedline 1505 Main Street Susanville, CA 96130 Telephone: 530-257-1060 Email: tfriedline@cityofsusanville.org	Same as Program Contact

Principal U.S. Forest Service Contacts:

U.S. Forest Service Program Contact	U.S. Forest Service Administrative Contact
Dustan Mueller 477-050 Eagle Lake Road Susanville, CA 96130 Telephone: 530-252-5819 Email: dmueller@fs.fed.us	Janet Boomgarden 1330 Bayshore Way Eureka, CA 95501 Telephone: 707-441-3556 Email: jboomgarden@fs.fed.us



Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

PROJECT AND FINANCIAL PLAN
SUPPLEMENTAL # 14-FI-11050600-015
To
COOPERATIVE FIRE AGREEMENT
11-FI-11050650-017

I. INTRODUCTION:

This Project and Financial Plan (project) is hereby made and entered into by and between the City of Susanville Fire Department hereinafter referred to as the Department, and the USDA Forest Service, Lassen National Forest, hereinafter referred to as the U.S. Forest Service, as specified under the authority and provisions of Cooperative Fire Protection Agreement 11-FI-11050650-017.

II. PURPOSE OF SUPPLEMENT AGREEMENT AND DURATION:

The purpose of this supplemental agreement is to establish a framework for the Department to provide instructors for SCBA training for the Lassen National Forest during the months of May and June, 2014, for a total of 4 days. The Department and the U.S. Forest Service desire to cooperate to the maximum extent possible to achieve objectives of common concern and it is in the public interest to work in a cost-efficient manner. This Supplemental Project Agreement falls under provisions 11. FACILITIES, EQUIPMENT, TRAINING AND SUPPORT and 15. TRAINING.

The maximum amount to be reimbursed to the Department under this Supplemental Agreement is \$2,000 (\$1,500 for the live fire training and \$500 for the classroom training).

THE DEPARTMENT SHALL:

1. Provide at 3 to 5 instructors meeting the minimum qualification of California State Fire Marshall Fire Fighter 1 and one of those instructors to be a Company Officer.
2. Provide live fire training and classroom training to include vehicle live fire simulation, SCBA confidence course, vehicle extrication and outside fire ground training.

THE U.S. FOREST SERVICE SHALL:

1. Cooperate with a written Job Hazard analysis and provide module captains for assistance on the fire ground.
2. Ensure all participants meet the policy as outlined in the FSM 5130. Each participant will have a medical physical, spirometry test and be fit tested for the mask they wear.

MODIFICATIONS. Modifications within the scope of this agreement must be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized, signatory officials, prior to any changes being performed. Requests for modification should be made, in writing, at least 90 days prior to implementation of the requested change. The U.S. Forest Service is not obligated to fund any changes not properly approved in advance.

COMMENCEMENT/EXPIRATION DATE. This agreement is executed as of the date of the last signature and is effective through **April 30, 2015** at which time it will expire, unless extended by an executed modification, signed and dated by all properly authorized, signatory officials.

III. PRINCIPAL CONTACTS:

Principal contacts for each agency for the administration of the project are:

Principal Cooperator Contacts:

Cooperator Program Contact	Cooperator Administrative Contact
Ted Friedline 1505 Main St. Susanville, CA 96130 Telephone: 530-257-1060 Email: tfriedline@cityofsusanville.org	Ted Friedline 1505 Main St. Susanville, CA 96130 Telephone: 530-257-1060 Email: tfriedline@cityofsusanville.org

Principal U.S. Forest Service Contacts:

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Dustan Mueller 477-050 Eagle Lake Road Susanville, CA 96130 Telephone: 530-252-5819 Email: dmueller@fs.fed.us	Janet Boomgarden 1330 Bayshore Way Eureka, CA 95501 Telephone: 707-441-3556 Email: jboomgarden@fs.fed.us

IV. REIMBURSEMENT:

REIMBURSEMENT. The U.S. Forest Service shall reimburse the Department for the U.S. Forest Service's proportional share of actual expenses incurred, not to exceed **\$2,000**. The Department is approved to submit a monthly billing(s). The U.S. Forest Service will make payment for its share of project costs upon receipt of an invoice(s).

Each invoice must include, at a minimum:

1. Department's name, address, and telephone number
2. U.S. Forest Service agreement number
3. Invoice date
4. Performance dates of the work completed (start & end)

5. Total invoice amount for the billing period
6. Invoice Number, if applicable. The last Invoice shall be marked "Final".

The invoice must be sent by one of three methods (email is preferred):

EMAIL: asc_ga@fs.fed.us
FAX: 877-687-4894
POSTAL: USDA Forest Service
Albuquerque Service Center
Payments – Grants & Agreements
101B Sun Ave NE
Albuquerque, NM 87109

Send Copy to: Lassen National Forest
Attention: Duty Officer
477-050 Eagle Lake Road
Susanville, CA 96130

In witness whereof, the parties hereto have executed this agreement as of the last date written below.

TED FRIEDLINE, Fire Chief
City of Susanville Fire Department

Date

CHRISTOPHER O'BRIEN, Acting Forest Supervisor
USDA Forest Service, Lassen National Forest

Date

The authority and format of this project and financial plan has been reviewed and approved for signature.



JANET BOOMGARDEN
Grants Management Specialist

5/14/2014
Date

FS Agreement No. 11-FI-11050650-017
Cooperator Agreement No. _____

COOPERATIVE FIRE PROTECTION AGREEMENT
Between The
CITY OF SUSANVILLE
And The
U.S. Forest Service
LASSEN NATIONAL FOREST

This COOPERATIVE FIRE PROTECTION AGREEMENT is made and entered into by and between the City of Susanville, hereinafter referred to as the Department, and the USDA, Forest Service Lassen National Forest, hereinafter referred to as the "U.S. Forest Service," under the authority and provisions of: Reciprocal Fire Protection Act of May 27, 1955 (42 U.S.C. 1856a), Granger-Thye Act of April 24, 1950 (16 USC 572), and Cooperative Funds and Deposits Act of December 12, 1975, P. L. 94-148, (16 U.S.C. 565a1 – a3), as amended by the Consolidated Appropriations Act of 2008 P. L. 110-161 and the Omnibus Public Lands Act, P.L. 111-11, Sec 3001.

I. PURPOSE

The purpose of this Agreement is to provide for cooperation in the prevention, detection and suppression of wildland fires, fuels treatments and prescribed fires within the protection areas of Parties signatory to this Agreement. This Agreement describes the conditions in which "mutual aid" periods are established to provide resources to each other on a non-reimbursable basis. This Agreement also describes the conditions of "Assistance by Hire" on a reimbursable basis.

This Agreement provides for cooperation only in wildland fire management activities. The U.S. Forest Service shall not respond to structure fires, vehicle fires or traffic accidents in lieu of the Department. The U.S. Forest Service may, as available, respond to such incidents when adjacent wildlands covered under this Agreement are threatened by fire from such incidents.

The purpose of the agreement is to also provide overhead personnel for Federal Incident Management Teams and miscellaneous overhead resources.

II. STATEMENT OF MUTUAL BENEFITS AND INTERESTS

The U.S. Forest Service has the responsibility for prevention, protection and suppression of wildland fires on National Forest administered lands, and on adjacent or intermingled State and private forested lands as identified through written agreement.

The Department has the responsibility for prevention, protection and suppression of structure and other non-wildland fires within the established fire district. These



structures and lands protected by the Department are intermingled or adjacent to lands protected by the U.S. Forest Service.

Therefore, it is mutually advantageous, and in the public interest, for the Parties to coordinate their efforts in the prevention, detection, and suppression of wildfires in and adjacent to their areas of responsibility. It is also mutually advantageous for both Parties to provide support and participate in non-fire emergencies.

III. DEFINITIONS See Exhibit A attached hereto and incorporated herein by reference.

IV. GENERAL PROVISIONS

1. **ANNUAL OPERATING PLANS** The Parties will meet annually, prior to the initiation of fire season, to review and update, if necessary, the Annual Operating Plan (AOP). This AOP will include protection area maps for all Parties, current rates for use of department equipment and personnel, lists of principal personnel, dispatching procedures, and any other items identified in this Agreement as necessary for efficient implementation. This AOP, as it may be updated from time to time, shall become attached to and made a part of this Agreement as Exhibit B.
2. **RECIPROCAL FIRE PROTECTION (MUTUAL AID)** As deemed appropriate, the Parties will include within the AOP reciprocal Initial Attack response areas for lands of intermingled or adjoining protection responsibilities. Within such areas the Supporting Party will, upon request or voluntarily, take Initial Attack action in support of the Protecting Party. The Protecting Party will not be required to reimburse the Supporting Party for initial attack actions taking place in these areas within the first 3 hours following initial dispatch of suppression resources. All assistance beyond this Mutual Aid period will be Assistance by Hire and will be billed retroactively for the full period from the time of initial dispatch. Reciprocal initial attack will follow the guidelines specified in the current AOP.
3. **REQUESTED ASSISTANCE** Outside Initial Attack areas, when requested by the Protecting Party, the Supporting Party will, within their capability, provide initial action or other support on wildland fires. Such requested assistance is reimbursable.
4. **ASSISTANCE BY HIRE** Assistance by Hire is the provision of fire suppression resources, by one to another, on a reimbursement basis. All requests for Assistance by Hire must be clear and precise and shall be processed and recorded through the dispatching systems of the Parties. Requests not processed in this manner will not be reimbursable. Personnel, equipment, supplies or services provided by the Supporting Party and essential to filling the resource order, which are necessary and reasonable, shall be considered as reimbursable as Assistance by Hire. The Department may provide out-of-state assistance to the U.S. Forest Service when requested. Such assistance will be Assistance-by-Hire unless otherwise specified as Mutual Aid in the current AOP.



Except for Mutual Aid, all requests for fire suppression assistance in either Party's DPA shall be Assistance by Hire. Any other resources provided by the Supporting Party, and not specifically ordered by the Protecting Party, shall be considered a voluntary contribution and not reimbursed under the terms of this agreement.

5. **INDEPENDENT ACTION** Except as otherwise described in the AOP, any Party on its own initiative and without reimbursement may go upon lands protected by the other Party to suppress wildfires, if the fire is a threat to property within that Party's protection responsibility. In such instances, the Party taking action will promptly notify the Protecting Party.

If either Party takes action on a fire independently, the Supporting Party will furnish the Protecting Party a preliminary report (oral) within 24 hours of the action taken and a written incident report with 10 days.

6. **CLOSEST FORCES** The Parties agree to aggressively pursue initial attack plans that utilize "Closest Forces" wherever appropriate, and to identify preplanned initial attack areas within their respective jurisdictions. This philosophy dictates that the closest available resources, regardless of ownership, shall be utilized initially. The emphasis to get the closest resources to respond to initial attack fires is in the best interest of all Parties.
7. **NOTIFICATIONS** Each Party will promptly notify the Protecting Party of fires burning on or threatening lands for which that Party has protection responsibility. When taking action, the Supporting Party will, as soon as possible, notify the Protecting Party in accordance with the AOP; detailing what equipment and personnel have been dispatched to the incident location.
8. **BOUNDARY LINE FIRES** Both Parties shall have responsibility for Initial Attack in the case of a Boundary Line Fire. Neither Party will assume the other is aware of the fire, or is taking action. The officer-in-charge who arrives first at the boundary line fire will act as Incident Commander. When both Parties have arrived, they will mutually agree to the designation of the Incident Commander or the initiation of a Unified Command Structure.
9. **COST SHARING** On multi-jurisdictional incidents and incidents which threaten or burn across direct protection boundaries, the Parties will jointly develop and execute a written cost share agreement which describes a fair distribution of financial responsibilities. Billing timeframes are dictated by the cost share agreement. These timeframes supersede the billing timelines identified in Clause 17.
10. **COMMUNICATION SYSTEMS** The Parties agree to share the use of communication systems, radios and radio frequencies for the implementation of this Agreement. Sharing of frequencies must be approved only by authorized personnel for each Party and documented in the AOP.



11. **FACILITIES, EQUIPMENT, TRAINING AND SUPPORT** The Parties may procure, loan, lease, share or exchange facilities, equipment, training and support services. This may include, but is not limited to, such things as dispatch centers, training facilities, administrative offices, fire stations, air attack bases, lookouts, warehouses, vehicles, fire equipment, remote automated weather stations, lightning "detection" equipment and communications equipment. AOPs may outline conditions for specific situations. Whenever it has been mutually agreed, fees for such use, as might be found in special use permits or other similar documents, may be waived. Any operational costs required for such proposed use may be shared and reimbursed by the using Party. Any shared cost or reimbursements will be governed in accordance with a Supplemental Project Agreement signed by each Party.
12. **JOINT PROJECTS** The Parties may jointly conduct appropriate mutual interest projects to maintain or improve the fire protection capability of the Parties. Such projects will be properly documented in a Supplemental Project Agreement signed by each Party prior to starting the project, which agreement shall include an explanation of the objectives of each undertaking and the role each Party will play in accomplishing that objective. Any shared cost or reimbursements will be governed in accordance with the Supplemental Project Agreement.
13. **REPLACEMENT OF FIRE SUPPLIES** Replacement of Party-owned supplies that are lost, damaged, or expended may be re-supplied at the incident prior to demobilization and according to established procedures. Items not available at the incident will be documented and an "S" number will be issued to authorize replacement after the resource leaves the incident.
14. **PRESERVATION OF EVIDENCE** Both Parties will take action to protect and preserve the fire origin area and evidence pertaining to the fire cause.
15. **TRAINING** The Parties will cooperate to ensure that jointly provided training will produce safe and effective fire and aviation programs. The intent is to provide high quality training that will minimize training costs by sharing of resources, standardization of courses, improve firefighting efficiency and safety. Training also includes participation of fire team members at annual Incident Management Team meetings so members can maintain competency for their specific positions. Each Party will bear the cost of training for their respective employees unless specifically addressed in the AOP.
16. **FIRE TRAINING CENTERS** The Parties agree to reimburse (or bill) for fire training rendered at training center(s). Billing and reimbursement procedures for this training will use the process identified at the respective fire training facility. Reimbursement and billing arrangements for the rent of either Party's training facilities is also considered part of this Agreement and billings will also be processed as identified by each training facility.



17. BILLING PROCEDURES The Supporting Party will bill the Protecting Party for actual costs incurred for Assistance by Hire. Reimbursements will be limited to the provisions of the Agreement and the applicable AOP, regardless of whether or not it is authorized on the Resource Order or other documentation produced by the incident.

Reimbursable costs may include transportation, salary, overtime, per diem and other approved expenses of Supporting agency personnel. Rates and conditions of use for the equipment and personnel are documented in the AOP.

Parties shall submit a bill within 90 days of the incident.

Parties must use their own invoice form for billing under this Agreement to avoid any confusion with other services that may have been ordered under other agreements. Invoices must identify Supporting Party's name, address, and Taxpayer Identification Number (Department only), fire name, order and request number, and bill number and amount. Invoice supporting documentation must include description of services performed, period of services performed, and any applicable cost share agreements. Supporting documentation will itemize details of billing, listing personnel, equipment, travel and per diem, aircraft, supplies and purchases as approved in the attached AOP. It will also include itemized deductions for maintenance and repair of equipment.

Department invoices will include "Record of Activities" (FSLA-5) and U.S. Forest Service invoices will include transaction register.

Invoices for services under this agreement must be sent to:

U.S. Forest Service	Department
Name: Rich Thayer, ECC Manager Address: 2550 Riverside Drive City, State, Zip: Susanville, CA 96130 Telephone: (530) 257-5575 FAX: (530) 257-7149 Email: rthayer@fs.fed.us	Name: Ted Friedline, Fire Chief Address: 1505 Main St. City, State, Zip: Susanville, Ca. 96130 Telephone: 530-257-1060 FAX: Email: tfriedline@cityofsusanville.org

All bills will have a payment due date 30 days upon receipt.

Contested Billings: Written notice that a bill is contested will be mailed to the Party within 30 days of receipt of the invoice and will fully explain the contested items. Contested items should be resolved no later than 60 days following receipt of the written notice. Parties are responsible for facilitating resolution of contested billings.

Billing requirements and rates are documented in the attached AOP.



18. **FIRE PREVENTION** Parties may agree to share responsibilities and materials for fire prevention activities. Materials may include posters for display in public buildings, businesses and the like. Parties may share responsibility for fire prevention and rural fire safety presentations and demonstrations.
19. **FIRE RESTRICTIONS AND CLOSURES** Parties will coordinate restrictions and closures.
20. **PRESCRIBED FIRE AND FUELS MANAGEMENT** The Parties may cooperate in the development and implementation of Prescribed Fire plans. Mutually beneficial projects may be at no cost or Assistance by Hire where appropriate. Reimbursements will be governed in accordance with a Supplemental Project Agreement signed by each Party.
- In the event a wildfire results from Prescribed Burning operations, responsibility and accountability for the cost of suppression rest with the Party that has authority for igniting the burn as identified in the Rx Burn Plan.
- Parties will keep each other informed of Prescribed Fire operations.
21. **NATIONAL EMERGENCIES** The Parties to this Agreement may respond upon request to National declared emergencies providing there are no statutory prohibitions against such use.
22. **EMPLOYMENT POLICY** Employees of the Parties to this Agreement shall at all times be subject only to the laws, regulations, and rules governing their employment, regardless of incident location, and shall not be entitled to compensation or other benefits of any kind other than specifically provided by the terms of their employment.
23. **EXAMINATION OF RECORDS** Each Party shall give the other, or their authorized representative, access to, and the right to examine all records, books, papers and documents related to this Agreement as provided by the Freedom of Information Act (FOIA) and Privacy Act. Parties shall retain and make supporting documents available for a period of 5 years after final payment.
24. **FUNDING LIMITATION** Nothing herein shall be considered as obligating either Party to expend, or as involving either in any contract or other obligation for the future payment of, money in excess of funding approved and made available for payment under this Agreement and any modification thereto.
25. **NATIONAL INTERAGENCY INCIDENT MANAGEMENT SYSTEM** The Parties to this Agreement will operate under the concepts defined in the National Interagency Incident Management System (NIMS) including: Incident Command System (ICS), qualifications system, certification system, training system, the management of



publications, and participate in the review, exchange, and transfer of technology as appropriate for providing qualified resources, and for the management of incidents covered by this Agreement.

26. **FIREFIGHTER & OVERHEAD QUALIFICATIONS** U.S. Forest Service agrees to send qualified personnel who meet all the position requirements specified in FSH 5109.17 (meets or exceeds PMS 310-1) to any Department incident. The Department agrees to send qualified personnel who meet the training and qualification standards specified in National Wildfire Coordinating Group's (NWCG) PMS 310-1 to any U.S. Forest Service incident, IMT assignment or overhead request.
27. **PERSONAL PROTECTIVE EQUIPMENT** The Parties agree to provide their respective responding personnel with approved personal protective equipment (PPE) suitable for the assignment. In the case of U.S. Forest Service resources, NFPA standards apply in wildland fire situations. In the case of Department resources NFPA or CAL OSHA, title 8 specifications meet the requirement. At no time will personnel respond without the approved PPE.
28. **LAW ENFORCEMENT** Law enforcement efforts shall be coordinated to the maximum extent possible, at all levels by all Parties. The Parties shall render mutual assistance in law enforcement activities and the gathering of evidence, and in actual court prosecutions to the fullest extent practicable.
29. **EQUIPMENT** The Party that owns the equipment is responsible for the operation, service, and repair of such equipment. The Protecting Party shall pay or reimburse for damages in excess of normal wear and tear, and shall replace or reimburse items lost or destroyed, except for damages occurring as a result of negligence by the Supporting Party. Special rates for Federal Excess Personal Property (FEPP) equipment will be displayed in the rate schedules, which eliminate any purchase or replacement costs for the apparatus.
30. **WAIVER OF CLAIMS AGAINST THE PARTIES** The Department and Federal agencies hereby waive all claims between and against each other for compensation for loss, damage, and personal injury, including death, to each other's property, employees, agents, and contractors occurring in the performance of this agreement.
31. **NONDISCRIMINATION** The Parties shall comply with all Federal statutes relating to nondiscrimination and all applicable requirements of all other Federal laws, Executive orders, regulations, and policies. These include, but are not limited to Sections 119 and 504 of the Rehabilitation Act of 1973 as amended, which prohibits discrimination on the basis of race, color, religion, sex, age, national origin, marital status, familial status, sexual orientation, participation in any public assistance program, or disability.
32. **ACCIDENT INVESTIGATIONS** Whenever an accident occurs involving the equipment or personnel of a Supporting Party, the Protecting Party shall take immediate steps to notify the Supporting Party that an accident has occurred. As soon as practical,



the Protecting Party shall initiate an investigation of the accident. A team made up of appropriate representatives from all affected agencies shall conduct the investigation. Costs for investigation personnel are Party-specific and will be borne by the sending Party. Other accident or incident investigation costs are the fiscal responsibility of the Party (ies) that has jurisdiction and/or investigative responsibility. The sharing of information between Parties on accident investigations and their findings and probable causes is a valuable tool for safety and must be encouraged.

33. **FREEDOM OF INFORMATION ACT (FOIA)** Any information furnished to the Forest Service under this instrument is subject to the Freedom of Information Act (5 U.S.C. 552).
34. **DEBT COLLECTION IMPROVEMENT ACT** The Department shall furnish their tax identification number (TIN) upon execution of this Agreement. The Department may wish to enroll in the Automatic Deposit program. Information concerning this program can be found at: www.nfc.usda.gov/dcia/eftweb.htm.
35. **DUNS NUMBER** The cooperator shall furnish their DUNS number upon execution of this instrument. You may obtain a DUNS number by contacting Dun and Bradstreet at 800-234-3867 or 866-794-1580. A DUNS number will be provided immediately by telephone at no charge.
36. **ELECTRONIC FUNDS TRANSFER (EFT)** The recipient/cooperator shall designate a financial institution or an authorized payment agent through which a federal payment may be made in accordance with US Treasury Regulations, Money and Finance at 31 CFR 208, which requires that federal payments are to be made by EFT to the maximum extent possible. A waiver may be requested and payments received by check by certifying in writing that one of the following situations apply:
1. The payment recipient does not have an account at a financial institution.
 2. EFT creates a financial hardship because direct deposit will cost the payment recipient more than receiving a check.
 3. The payment recipient has a physical or mental disability, or a geographic, language, or literacy barrier.
- In order to receive EFT payments the recipient/cooperator shall register in the Central Contractor Registry (CCR). You may register by going to www.ccr.gov and following the instructions provided online. For assistance, contact the CCR Assistance Center at 888-227-2423 or 269-961-4725
37. **PREVIOUS AGREEMENTS CANCELED** This Agreement supersedes and cancels any prior Cooperative Fire Protection Agreement between the Parties.
38. **TERMINATION** Both Parties retain the right to terminate their participation under this Agreement by providing 30 days written notice to the other Party.



- 39. **MODIFICATIONS** Modifications within the scope of the instrument must be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, prior to any changes being performed. The U.S. Forest Service is not obligated to fund any changes not properly approved in advance.
- 40. **COMMENCEMENT/EXPIRATION DATE** This instrument is executed as of the date of last signature and is effective until 12/31/2016, at which time it will expire unless extended.
- 41. **ALTERNATE DISPUTE RESOLUTION** In the event of any issue of controversy under this Agreement, the PARTIES may pursue Alternate Dispute Resolution procedures to voluntarily resolve those issues. These procedures may include, but are not limited to, conciliation, facilitation, mediation, and fact finding.
- 42. **PRINCIPAL CONTACTS.** Individuals listed below are authorized to act in their respective areas for matters related to this instrument.

Principal Cooperator Contacts:

Cooperator Program Contact	Cooperator Administrative Contact
Name: Ted Friedline Address: 1505 Main St. City, State, Zip: Susanville, Ca. 96130 Telephone: 530-257-1060 FAX: Email: tfriedline@cityofsusanville.org	Name: Lino Callegari Address: 66 N. Lassen City, State, Zip: Susanville, Ca. 96130 Telephone: 530-252-102030-252-1020 FAX: Email:

Principal U.S. Forest Service Contacts:

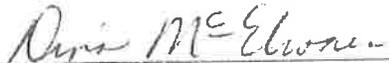
U.S. Forest Service Program Contact	U.S. Forest Service Administrative Contact
Name: Dave Ramirez Address: 477-050 Eagle Lake Rd. City, State, Zip: Susanville, Ca. 96130 Telephone: 530-257-4188 FAX: 530-252-5803 Email: daramirez@fs.fed.us	Name: Dina McElwain Address: 800 W. 12th Street City, State, Zip: Alturas, CA 96101 Telephone: 530-233-8723 FAX: 530-233-8809 Email: dmcelwain@fs.fed.us



43. **AUTHORIZED REPRESENTATIVES.** By signature below, each Party certifies that the individuals listed in this document as representatives of the individual Parties are authorized to act in their respective areas for matters related to this instrument. In witness whereof, the Parties hereto have executed this instrument as of the last date written below.

 Lino P. Callegari, Mayor TED FRIEDLINE, FIRE CHIEF City of Susanville	05/18/2011 Date
 JERRY BIRD, FOREST SUPERVISOR U.S. Forest Service, Lassen National Forest	06/18/11 Date

The authority and format of this instrument have been reviewed and approved for signature.


DINA MCELWAIN
U.S. Forest Service Grants & Agreements Specialist

4/15/2011
Date



Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.



**COOPERATIVE FIRE PROTECTION AGREEMENT
EXHIBIT A
DEFINITIONS**

ADMINISTRATIVE RATE: That pre-established percentage charge that will be applied by the billing PARTY.

AIRCRAFT: Any firefighting fixed or rotary-winged aircraft owned or contracted exclusively to the Department or Forest Service.

ASSISTANCE BY HIRE: Fire suppression resources and associated support resources needed to fill the incident order that are to be paid for by the Protecting Party. Terms of the agreement establish the reimbursement rates.

AVAILABLE: Following the Incident Command System protocols, the status of a fire fighting resource that indicates its availability for assignment on an incident.

BACKFILLING: The act of providing cover staffing at the station or administrative site that has been vacated by the resources provided to the incident

BOUNDARY FIRE: A fire burning on or directly adjacent to the Direct Protection Boundary between the Department and the Forest Service.

CLOSEST FORCES CONCEPT: The philosophy of committing the closest available appropriate resources, regardless of ownership, as described in the Annual Operating Plan, to a wildfire for initial attack or for critical need.

COOPERATIVE FIRE PROTECTION: Specific fire protection services furnished by one party to the other on a reimbursable basis pursuant to the Annual Operation Plan.

COST SHARE AGREEMENT: An interagency agreement describing the conditions and/or percentage of Department and Forest Service financial responsibility for costs incurred as a result of jointly approved operations pursuant to the terms of this agreement.

DETECTION: The act or system of discovering and locating a fire.

DIRECT PROTECTION AREA (DPA): That area which, by law or pursuant to the terms of this agreement, is provided wildland fire protection by the Department or by the Forest Service. DPAs may include a mixture of Department and Forest Service responsibility areas.

DIRECT PROTECTION AREA MAPS: Official maps which identify areas of direct wildland fire protection for each Party.



FEDERAL EXCESS PERSONAL PROPERTY (FEPP) PROGRAM: A program in which Federal property originally purchased for use by a Federal agency, but no longer needed by that entity, is acquired by the USDA Forest Service for loan to one of the 50 States or the Territories for use in the State's rural or wildland fire protection program. As a result, the equipment stays in service to America, protecting lives and property across the nation. The term "personal" simply refers to any tangible property that is not real estate. This can include trucks, aircraft, personal protective equipment, fire hose, et cetera, but not buildings.

FIRE HELICOPTER: A rotary wing aircraft provided by the Department or the Forest Service for planned availability and initial attack fire response.

FIRE PREVENTION: Activities directed at reducing the number of fires that start, including public education, law enforcement, dissemination of information, and the reduction of hazards through engineering methods.

FIRESCOPE (Firefighting Resources of California for Potential Emergencies): A cooperative effort involving all agencies with fire fighting responsibilities in California. Organized to create and implement new applications in fire service management, technology and coordination, with an emphasis on incident command and multi-agency coordination.

HANDCREW: A wildland fire suppression crew consisting of approximately 15 to 20 persons.

HELITACK: A fire fighting module consisting of a "fire helicopter", helitender, and fire fighting crew. The number of personnel in the crew may vary.

HOSTING UNIT: The organization or area responsible for the incident or the area where the incident occurs.

INCIDENT: An occurrence or event, either human-caused or natural phenomenon that requires action by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.

INITIAL ATTACK: Resources initially committed to an incident.

JURISDICTIONAL PARTY: The party which has overall land and resource management and/or protection responsibility as provided by law.

LINE OFFICER/AGENCY REPRESENTATIVE: A Supporting Party employee with full authority to make decisions on all matters affecting that Party's participation at the incident.



MOVE-UP AND COVER: Identifies a relocation of fire suppression resources from their established location to a temporary location to provide fire protection coverage for an initial attack response area.

MUTUAL AID: Automatic initial attack response by suppression resources (excluding aircraft and pilot[s]) as specified in the Operating Plan for specific pre-planned initial attack response areas and provided at no cost to the Protecting Party for the first specified hours from the time of initial report. Mutual Aid is limited to those Initial Attack resources or move-up and cover assignments that have been determined to be appropriate in the annual Operating Plans. Aircraft (fixed and rotary-winged, including pilot[s]) shall always be Assistance by Hire, EXCEPT when the response is under a unified command and the fire threatens both local and federal jurisdictions. Fiscal responsibility for all aircraft will be determined by the ordering process, utilization and cost share agreements.

PRESCRIBED FIRE: The planned use of fire on wildlands to accomplish specific objectives including reducing fire hazard, providing flood protection, enhancing wildlife and fisheries, or improving water yields and/or air quality.

PROTECTING PARTY: The PARTY responsible for providing direct wildland fire protection to a given area pursuant to this agreement.

RECIPROCAL FIRE PROTECTION (MUTUAL AID): Automatic initial attack response by suppression resources as specified in the Annual Operating Plan for specific pre-planned initial attack response areas and provided at no cost to the Protecting Party for the specified mutual aid period. Aid is limited to those resources or move-up and cover assignments that have been determined to be appropriate in the Annual Operation Plan.

REIMBURSABLE WORK: Reinforcements exceeding reciprocal fire protection services furnished by either Party, at the request of the other, or fire protection furnished as a chargeable cooperative fire protection service

REPAIR OF SUPPRESSION ACTIVITY DAMAGE: Those activities undertaken by fire suppression forces during or immediately after the control of a wildfire to insure the prevention of erosion or to repair other damages resulting from fire suppression activities.

SUPPLEMENTAL FIRE DEPARTMENT RESOURCES: Overhead tied to a local fire department generally by agreement who are mobilized primarily for response to incidents/wildland fires outside of their district or mutual aid zone. They are not a permanent part of the local fire organization and are not required to attend scheduled training, meetings, etc. of the department staff.

SUPPORTING PARTY: The Party directly contributing suppression, rescue, support or service resources to the Party possessing direct fire protection responsibility for the area upon which an incident is located.



SUPPRESSION: All the work of confining and extinguishing a fire beginning with its discovery.

UNIFIED COMMAND: The organizational structure implemented on multi-jurisdictional incidents. The Parties' Incident Commanders will jointly determine incident objectives.

WILDFIRE: An unwanted fire burning uncontrolled on wildland.

WILDLAND: Lands covered wholly or in part by timber, brush, grass, grain, or other flammable vegetation.

Exhibit B
2011
ANNUAL OPERATING PLAN
FOR COOPERATIVE FIRE PROTECTION AGREEMENT
Between
CITY OF SUSANVILLE
and
U.S. Forest Service
LASSEN NATIONAL FOREST

ANNUAL OPERATING PLAN

The Parties will meet annually, prior to the initiation of fire season to review and update, if necessary, the Annual Operating Plan (AOP). This annual review will be documented by signing and dating the review block on the signature page of this AOP. This AOP will include protection area maps for all Parties, rates for use of department equipment and personnel, lists of principal personnel, dispatching procedures, and any other items identified in this Agreement as necessary for efficient implementation. This AOP shall become attached to and be a part of the Agreement. This AOP takes effect as of the date of the last signature and will remain in effect until superseded by a new AOP or upon expiration of the agreement.

MUTUAL AID RESPONSE PROCEDURES

Mutual aid is the initial attack response by both Department and Forest Service suppression resources that are identified in each Party's Emergency Command Center's run cards or computerized automated dispatch system (CAD). The Protecting Party will not be required to reimburse the Supporting Party for initial attack actions taking place in these areas within the first 3 hours (as identified in the Agreement) following initial dispatch of suppression resources. All assistance beyond this "Mutual Aid" period will be assistance by hire and will be billed retroactively for the full period from the time of initial dispatch.

Aircraft (fixed and rotary-winged) including pilot(s) shall always be Assistance by Hire, EXCEPT when the response is under a unified command and the fire threatens both local and federal jurisdictions. Fiscal responsibility for all aircraft will be determined by the ordering process, utilization and cost share agreements.

DESCRIPTION OF FOREST SERVICE DIRECT PROTECTION AREA (DPA)

The Forest Service has the responsibility for prevention, protection and suppression of wildland fires on National Forest administered lands, and on adjacent or intermingled State and private forested lands as identified through written agreement.

**DPA BOUNDRY CAN BE CHECKED THRU THE LASSEN NATIONAL FOREST
ECC/SUSANVILLE INTERAGENCY FIRE CENTER**

DESCRIPTION OF DEPARTMENT DIRECT PROTECTION AREA (DPA)

The Department has the responsibility for prevention, protection and suppression of structure and other non-wildland fires within the established fire district. These structures and lands protected by the Department are intermingled or adjacent to lands protected by the U.S. Forest Service.

**DPA BOUNDRY CAN BE CHECKED THRU THE LASSEN NATIONAL FOREST
ECC/SUSANVILLE INTERAGENCY FIRE CENTER**

CLOSEST FORCES

The Department and the Forest Service agree to adopt the "Closest Forces" concept for initial attack. This philosophy dictates that the closest available appropriate resource regardless of ownership shall be utilized initially. The emphasis to get the closest appropriate resources to respond to initial attack fires" is in the best interest of both Parties. This concept of "Closest Forces" will also be applied to ongoing incidents whenever there is a critical and immediate need for the protection of life and property. Beyond initial attack, the "Closest Forces" concept is modified and the Protecting Party will request the most appropriate resource to aid in the suppression of a wildfire.

MOVE-UP AND COVER

"Move-up and Cover" is the reallocation of fire suppression resources from their established location to a temporary location. For this agreement, "Move-up and Cover" is limited to moving Supporting Party engine companies and dozers (if applicable) to Protecting Party facilities which have been temporarily vacated because of emergency activity. The Protecting Party may provide subsistence and lodging at no cost to the Supporting Party. Mutual Aid (if applicable) "Move-up and Cover" will be at no cost to the Protecting Party for the initial Mutual Aid period agreed to in this Agreement. While in the Mutual Aid period (if applicable), if the Supporting Party's resources are dispatched by the Protecting Party to a fire, Assistance by Hire will apply unless the fire is located in an area of predetermined aid (as agreed to in this Agreement). In no case will Forest Service resources be held in "Move-up and Cover" status beyond the end of their 16 hour maximum duty day.

SINGLE POINT RESOURCE ORDERING

Any and all requests for emergency assistance and incident support on cross boundary incidents must be clear and precise and shall be processed and recorded through a single dispatching center identified by the Incident Commanders of both Parties (Unified Command) and supported by order and request numbers.

COMMUNICATIONS AND FREQUENCY MANAGEMENT

The Parties agree to utilize the frequencies assigned by the Emergency Command Centers for the management of an incident. This includes the assigned Command and Tactical Frequencies. In the case where the Parties' administrative frequencies have not been assigned for those purposes, the use of those frequencies must be temporarily suspended. While away from the home geographic area and traveling to and from an incident, the Parties agree to suspend the use of their respective pre-assigned frequencies. These frequencies are licensed through the Federal Communications Commission for specific geographic areas and are not to be used outside those areas. Family recreational "walkie-talkie" type radios are prohibited from use while traveling to and from an incident or while on any federal incident.

SHARING FREQUENCIES

The Department agrees to authorize use by the Forest Service of the following frequencies:

Command Nets: LASSEN CO. FIRE	TX 154.4450	RX 154.0100	CTSS TONE TONE 1,3,4
Tactical Nets: WHITE 1	TX 154.280	RX 154.280	

These frequencies will be used for fire/emergency only within or adjacent to the Department's responsibility area.

The Forest Service agrees to authorize use by the Department of the following frequencies:

Command Nets: LNF FIRE LNF ADMIN. LNF SERVICE	TX 172.225 169.950 164.100	RX 171.475 164.9125 164.800	CTSS TONE TONE 3,4,7,8 TONE 4 TONE 1
Tactical Nets: NIFC TAC 1 NIFC TAC 2 NIFC TAC 3	TX 168.050 168.200 168.600	RX 168.050 168.200 168.600	

These frequencies will be used for fire/emergency only within or adjacent to the Forest Service's responsibility area.

OPERATIONAL & DUTY OFFICER CONTACTS

DEPARTMENT DUTY OFFICER CONTACT

TED FRIEDLINE, FIRE CHIEF
530-257-1060

JAMES MOORE, BATTALION CHIEF
530-257-1060

FOREST SERVICE DUTY OFFICER CONTACT

DAVE RAMIREZ, DIVISION CHIEF
530-252-5830

DUSTAN MUELLER, BATTALION CHIEF
530-252-5819

FOREST SERVICE LINE OFFICER CONTACT

ANN CARLSON, DISTRICT RANGER
530-257-4188

ICS QUALIFIED LIST AND IMT PERSONNEL

The list of qualified personnel is maintained by the Department's Command/Dispatch Center. The resources may be available on an Assistance-by-Hire basis depending on Party's drawdown and commitments.

THE USE OF TRAINEES

Both Parties agree to the use of trainees when practical; however, the automatic dispatch of or use of trainees will not occur without prior approval of the hosting unit or Incident Commander. Department trainees identified in the IMT Priority Trainee lists are pre-approved. The Forest Service agrees to pay for the Department's trainees that are pre-approved and/or attached to a Type 1 or Type 2 IMT.

All other Department trainees that are not pre-approved will be the cost responsibility of the sending unit.

PAYMENT OF STRUCTURE PROTECTION

For wildfires within the Department's or Forest Service's DPA, the financial responsibility for the protection and suppression of structures remains with the Party who has statutory responsibility for structure suppression and protection.

For incidents involving both Department and Forest Service DPAs the cost share agreement should reflect the Department's structure protection/suppression responsibilities and financial obligation within its jurisdiction.

In situations when the Department orders additional resources and initiates additional actions beyond the level deemed necessary by the unified command, the Department is responsible for the costs.

REIMBURSEMENT RATES AND METHODOLOGY (non-aviation)

Department Personnel and Equipment:

Reimbursement for personnel will be based on personnel rates on file with the California Emergency Management Agency (Cal EMA) at the time of the incident and reimbursement methodologies outlined in the California Fire Assistance Agreement (CFAA).

The Department and Forest Service acknowledge the special legal requirements of each Party to provide backfill coverage (to respond to subsequent emergencies) that becomes necessary as a result of the execution of the Agreement. Actual costs associated with backfill needs are not reimbursable. Reimbursement rates and methods under the CFAA are designed to provide financing for backfill needs.

Personnel that routinely respond to emergencies (Chief Officers, Company Officers, and Firefighters) will be reimbursed portal to portal for time committed to the incident. All other personnel (civilian) will be reimbursed for actual time worked on the incident unless there is a MOU or governing body resolution that dictates the specific position is to be reimbursed portal to portal for the time committed to an emergency incident. The MOUs or resolutions must not be contingent on this agreement or executed on the sole basis that there is reimbursement from the federal or state agency. Firefighters also include crew members, helicopter pilots and dozer operators.

Reimbursement for equipment will be based on the CFAA Rate Letter applicable at the time of the incident. The Protecting Party will provide fuel and lubricants while the equipment is on the incident. The Supporting Party will provide fuel and lubricants while the equipment is en route to the incident and while returning to the home unit. The Protecting Party shall pay or reimburse for damages in excess of normal wear and tear, and shall replace or reimburse items lost or destroyed, except for damages occurring as a result of negligence by the Supporting Party.

An Administrative Rate can be added to the total of the personnel, support equipment, and other approved reimbursements. The current standard Administrative Rate is 10% unless the

Department has submitted an agency specific administrative rate to Cal EMA under the CFAA. The rate on file with Cal EMA at the time of the incident will be used.

The Department will prepare a FSLA-5 (Record of Activities). The FSLA-5 and supporting documentation is the basis for reimbursement and invoice preparation. This form is provided by the Forest Service and is attached as Exhibit C to this agreement. The form FSLA-5 must be signed by a responsible officer of the Department and by the Forest Service Incident Commander or Finance Chief and attached to the invoice.

For Reimbursement under the terms of this agreement all resource orders must be dispatched and processed by the LASSEN NATIONAL FOREST EMERGENCY COMMUNICATION CENTER. Any request not dispatched or processed by this ECC will not be reimbursed under this local agreement.

Forest Service Personnel and Equipment:

Reimbursable Forest Service costs will include actual costs associated with the direct fire operations and incident support ordered by or for the incident (except as otherwise described as reciprocal initial attack as identified herein, and independent action situations). The Department will be billed for support to incidents that are the jurisdictional responsibility of the Department.

The Administrative Rate for the Forest Service is published in the agency's Annual Program Direction.

WHERE TO SEND REIMBURSEMENT INVOICES

Invoices for services under this agreement must be sent to the following addresses as appropriate. This address supersedes any invoice mailing address which may be reflected in the existing cooperative agreement.

Invoices for services under this agreement must be sent to:

U.S. Forest Service	Department
Name: Rich Thayer, ECC Manager Address: 2550 Riverside Drive City, State, Zip: Susanville, CA 96130 Telephone: (530) 257-5575 FAX: (530) 257-7149 Email: rthayer@fs.fed.us	Name: Ted Friedline, Fire Chief Address: 1505 Main Street City, State, Zip: Susanville, Ca. 96130 Telephone: 530-257-1060 FAX: Email: tfriedline@cityofsusanville.org

ITEMS NOT REIMBURSABLE

The following items are not reimbursable in the execution of this Agreement and are considered standard personal support supply/equipment.

- Incident position support kits
- Calculators
- Computers
- Printers
- GPS units
- Cell phones (except as provided below)
- Personal telephone charges
- Support items normally available in Supply Unit, e.g. tents, sleeping bags, pads, water coolers, etc.

Costs of agency cell phones in excess of normal monthly charges are reimbursable when supported by cell phone provider bills.

DURATION OF ASSIGNMENTS

Consideration must be given to the health and safety of personnel when assigned to fires of long duration. It is agreed that duration of assignments is dictated by each Party's policy. Extension of assignments beyond the Supporting Party's policy may be requested. It is the responsibility of the Protecting Party to request relief personnel in advance of the Supporting Party's policy time limit. The Protecting Party is further responsible for the transportation costs of moving personnel to the fire and returning those relieved personnel back to their home stations. In all cases, the Department and Forest Service agree that their Incident Commanders will release suppression resources to their primary mission responsibilities as soon as priorities allow. The National Wildfire Coordinating Group (NWCG) has established guidelines for the length of assignments for resources and personnel who accept out of state assignments. Personnel who accept assignments out of the state are expected to adhere to the guidelines identified by NWCG. For incidents within the state, there is a required 7 day minimum commitment. Both Parties agree to honor the minimum length of assignments guidelines.

REST AND RECUPERATION

The National Wildfire Coordinating Group (NWCG) establishes Rest and Recuperation (R & R) guidelines that govern R & R on all Federal incidents. These guidelines may change throughout the year depending on fire activity and physical condition of fire resources. Department personnel assigned to a Forest Service incident may be given R & R during the incident in which case the R & R is in pay status and charged against the incident. However, if the Department wishes to grant their personnel R & R upon their return to home, the R & R is not compensable under the terms of this agreement.

AIR BOTTLE SUPPORT

The Department agrees to refill breathing apparatus bottles when requested by the Forest Service subject to compliance with all laws and policies pertaining to breathing apparatus.

NON-WILDFIRE INCIDENTS

The Department has jurisdictional responsibility for all non-wildfire emergencies within its protection area even when these areas include Forest Service DPA. The only exceptions are for those emergency incidents under the jurisdiction of the California Highway Patrol, County Sheriff, California Department of Fish & Game and the U.S. Coast Guard.

FIRE PREVENTION

JOINT PRESS RELEASES Develop joint press releases on cooperative fire protection issues to ensure that the interests of both Parties are adequately addressed.

SMOKEY BEAR PROGRAM The Parties will cooperate in the delivery of Smokey Bear programs.

LOCAL EDUCATION PROGRAMS The Parties agree to cooperatively conduct local school and other fire prevention education programs.

FIRE PREVENTION SIGNS Coordination and placement of fire prevention signs should be coordinated by both Parties in order to prevent duplication of effort and sending mixed messages. This is especially important for fire danger rating signs.

LOCAL EVENTS The Parties agree to cooperatively conduct fire prevention programs at local community events.

BURNING AND CAMPFIRE PERMITS

In accordance with current instructions, permits for campfire (CDF form LE-63), dooryard premises burning (CDF form LE-62), and other burning (CDF form LE-5) (except vegetation management program and brushland conversion burning (CDF form LE-7) on State Responsibility lands in Federal Agency DPAs will be issued by the Federal Agency or local fire protection district personnel authorized to do so by the Director of CDF. If both Parties' personnel are authorized to issue campfire and burning permits by CDF, both Parties agree to issue burning and campfire permits for each others DPAs. Both Parties agree to notify one another when burn permits are issued. Fire Restrictions, Red Flag or other situations that may affect the safe execution of campfire and/or burn permits will be shared by each Party.

NON-FIRE PROJECT USE OF RESOURCES

Each of the Parties may jointly conduct appropriate mutual interest projects such as prescribed burns and facility/compound maintenance. Any shared cost or reimbursement will be governed

in accordance with a Supplemental Project Agreement signed by each Party prior to the start of the project.

WILDLAND FIRE DECISION SUPPORT SYSTEM (WFDSS)

Forest Service policy requires the use of "Wildland Fire Decision Support System" (WFDSS) for all fires on or threatening Forest Service administered lands that have escaped initial attack. In Unified Command situations the Forest Service will include the Department's input into the development of control objectives, strategy and priorities.

SUPPRESSION AND DAMAGE COLLECTION

The Department and the Forest Service reserve the right to pursue independent and separate courses of litigation and cost collection for suppression and damage on the fires that affect both Parties. Any costs recovered as a result of independent litigation will not be subject to apportionment with the other affected Party. Whenever collections that result from joint legal action have the effect of reducing next expenditures of either Party to accomplish services provided for in this Agreement, then such collections may be reported and shared proportionately, after deducting the cost of collection.

REPAIR OF SUPPRESSION ACTIVITY DAMAGE

Repair of suppression related activity damage (e.g., spreading of dozer berms, installations of water bars, minor road repairs, minor fence repair, etc.) will normally be done by the Party with direct protection responsibility for the fire as an integral part of overhaul/mop-up. Any rehabilitation beyond this level may be the responsibility of the landowner.

MAPS TO SUPPORT ANNUAL OPERATING PLAN

On an as needed basis, maps needed to support this AOP will become attachments to the AOP. These may include the DPA boundary, fire protection facilities by Party and location, pre-planned "Mutual Aid" initial attack response areas, "Mutual Aid Move-up and Cover" facilities or special management consideration areas.

POSSESSION OF AGREEMENT AND AOP ON INCIDENTS

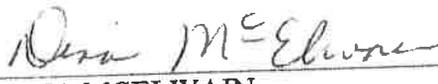
On incidents, the Supporting Party shall furnish the Protecting Party, upon demand, a signed copy of the Agreement and current AOP.

APPROVAL:

IN WITNESS WHEREOF, the Parties have executed this Annual Operating Plan as of the last date written below:

 TED FRIEDLINE, Fire Chief City of Susanville Lino P. Callegari, Mayor	Date 05/18/2011
 JERRY BIRD, Forest Supervisor U.S. Forest Service, Lassen National Forest	Date 06/15/11

The authority and format of this instrument have been reviewed and approved for signature.


DINA MCELWAIN
U.S. Forest Service Grants & Agreements Specialist

Date
4/15/2011

Exhibit C

ACTIVITY RECORD FOREST SERVICE, REGION 5 LOCAL COOPERATIVE FIRE AGREEMENT

AGREEMENT NO: _____	DEPARTMENT: _____
Date and Time Departed: _____ / _____ hrs.	Return Date and Time: _____ / _____ hrs.

DISPATCH INFORMATION	
Incident Name: _____	Reporting Location: _____
Incident Number: _____	Incident Code: _____
Resource Order Number: _____	Reporting Date/Time: _____

PERSONNEL INFORMATION				
<i>Dates of Services</i>	<i>Request Number</i>	<i>Payroll Name(s)</i>	<i>ICS Position</i>	<i>Total Hours to be reimbursed</i>

APPARATUS/EQUIPMENT/VEHICLE INFORMATION						
<i>Dates of Services</i>	<i>Type of Apparatus / Module Engine, Water Tender, Dozer, Crew or Other</i>	<i>Strike Team #</i>	<i>Apparatus or Vehicle #</i>	<i>Vehicle Category Sedan SUV Van PU 2x4 4x4</i>	<i>Vehicle Information POV or Rental Company</i>	<i>Total Mileage Or Operating Hours</i>

Signature of Authorizing Officer For Department: _____

Date Signed: _____

Approved by IC or FSC: _____ Date: _____
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Form Distribution:
 Original: Local Government Agency
 (Attach to Dept invoice/bill)
 Copy: Incident Management Team
 Finance Section

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RESOLUTION NO. 11-4766
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING AND AUTHORIZING MAYOR TO EXECUTE COOPERATIVE
FIRE PROTECTION AGREEMENT WITH THE US FOREST SERVICE,
LASSEN NATIONAL FOREST

WHEREAS, the City of Susanville has for a considerable time provided and received cooperative mutual aid fire protection with the U. S. Forest Service, Lassen National Forest; and

WHEREAS, the U. S. Forest Services, Lassen National Forest has presented the City of Susanville with a new agreement which additionally describes the conditions of "Assistance by Hire" on a reimbursable basis, and provides overhead personnel for Federal Incident Management Teams and miscellaneous overhead resources;

NOW, THEREFORE, be it resolved by the City Council of the City of Susanville that the Mayor is hereby authorized to execute Cooperative Fire Protection Agreement between the City of Susanville and the U. S. Forest Service, Lassen National Forest FS Agreement No. 11-FI-11050650-017.

APPROVED: *Linó Callegari*
Linó Callegari, Mayor

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

The foregoing Resolution No. 11-4766 was adopted at a regular meeting of the City Council of the City of Susanville held on the 18th day of May, 2011 by the following vote:

AYES: De Boer, Franco, Sayers, McDonald and Callegari
NOES: None
ABSENT: None
ABSTAINING: None

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

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

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

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Ted Friedline, Fire Chief

Action Date: May 21, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Motion to approve **Resolution 14-5051**, Designating June 21, 2014 Susanville Clean-up Day, which provides expenditure of funds for food and drinks.

PRESENTED BY: Ted Friedline, Fire Chief

ANALYSIS: Staff is coordinating a City clean-up day for June 21, 2014. Service organizations, community members, and anyone else interested in participating in this event are invited to attend.

The days' coordination will begin at 7:30 a.m. at Memorial Park, with projects starting around 8 am and ending around noon, at the same location. Some projects being planned include Main Street, Richmond Road, Ash Street, and alleys. Other locations are being identified and will be coordinated as volunteers become available.

Communications are in progress with other agencies to help with logistical needs of the community effort. Staff is requesting expenditure of up to \$500 to assist with the effort. This funding, if approved, will provide food and drinks to participants, after the event, by way of a BBQ at Memorial Park. Past clean-up events sponsored by the City has provided like benefits to attendees.

FISCAL IMPACT: Expenditure of \$500 to provide food and drinks to participants of the June 21, 2014 Susanville Clean-up Day.

ACTION REQUESTED: Motion to approve Resolution 14-5051, Designating June 21, 2014 Susanville Clean-up Day.

ATTACHMENTS: Resolution 14-5051, Designating June 21, 2014 Susanville Clean-up Day
 ICS 202, City Clean-up Day Objectives

RESOLUTION NO. 14-5051
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
DESIGNATING JUNE 21, 2014 AS SUSANVILLE CLEAN-UP DAY

WHEREAS, the City of Susanville staff is coordinating a City Clean Up day with cooperation from service organizations, community members and anyone interested in participating in the event; and

WHEREAS, the event will begin at 7:30 am at Memorial Park with locations to clean including but not limited to Main Street, Richmond Road, Ash Street, and alleys; and

WHEREAS, staff is requesting expenditure of \$500 to provide food and drink for all participants after the event by way of a BBQ at Memorial Park; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville approves the designation of June 21, 2014 as Susanville Clean-Up Day and \$500 to provide food for a BBQ to participants of the event.

APPROVED: _____
Rod E. De Boer, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 14-5051 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 21st day of May, 2014 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

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

INCIDENT OBJECTIVES	1. Incident Name City Clean-up Day	2. Date 6/21/2014	3. Time 0800-1400									
4. Operational Period Day												
<p>5. General Control Objectives for the Incident (include alternatives)</p> <p>Management Objectives :</p> <p>General clean-up of City using community volunteers, including:</p> <p>Richmond Rd Bridge Main St Alleys Richmond Rd N Ash St</p> <p>Operational Objectives :</p> <p>Prep and paint Richmond Rd bridge abutment to cover graffiti</p> <p>Cut weeds, clean-up planters, remove litter and blow-off sidewalk on both sides of Main St, from Elks to Zangles</p> <p>Remove junk, litter and waste, and cut weeds in alleys</p> <p>Pick-up litter, cut weeds and pick up litter on Richmond Rd from Main St to City limits</p> <p>Pick-up litter, cut weeds and pick up litter on Ash St from Main St to City limits</p>												
6. Weather Forecast for Period Average High 81, Low 49 Record High 100, low 33												
7. General Safety Message Be sure to wear necessary safety equipment for job. All participants should wear safety vests. Stay hydrated, take breaks and watch other workers for signs of distress. Post a look out when working around any traffic and obey all pedestrian laws. When lifting be sure to lift using techniques that prevents injury.												
8. Attachments (mark if attached)												
<table border="0"> <tr> <td><input type="checkbox"/> Organization List - ICS 203</td> <td><input type="checkbox"/> Medical Plan - ICS 206</td> <td><input type="checkbox"/> (Other)</td> </tr> <tr> <td><input type="checkbox"/> Div. Assignment Lists - ICS 204</td> <td><input type="checkbox"/> Incident Map</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Communications Plan - ICS 205</td> <td><input type="checkbox"/> Traffic Plan</td> <td><input type="checkbox"/></td> </tr> </table>				<input type="checkbox"/> Organization List - ICS 203	<input type="checkbox"/> Medical Plan - ICS 206	<input type="checkbox"/> (Other)	<input type="checkbox"/> Div. Assignment Lists - ICS 204	<input type="checkbox"/> Incident Map	<input type="checkbox"/>	<input type="checkbox"/> Communications Plan - ICS 205	<input type="checkbox"/> Traffic Plan	<input type="checkbox"/>
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<input type="checkbox"/> Communications Plan - ICS 205	<input type="checkbox"/> Traffic Plan	<input type="checkbox"/>										
9. Prepared by (Planning Section Chief)		10. Approved by (Incident Commander)										

INCIDENT OBJECTIVES	1. Incident Name City Clean-up Day	2. Date 6/21/2014	3. Time 0800-1400
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9. Prepared by (Planning Section Chief)		10. Approved by (Incident Commander)	

Reviewed by: City Administrator
 City Attorney

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Gwenna MacDonald, City Clerk

Action Date: May 21, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Susanville Municipal Airport 2014 Air Fair: August 16, 2014
Sponsored by the Experimental Aircraft Association (EAA) Chapter #794

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: As part of the agreement between the City of Susanville and the Experimental Aircraft Association (EAA) Chapter #794, each year the EAA must notify the City of their intent to sponsor the annual Air Fair. This year, the EAA proposes to hold the Air Fair on Saturday, August 16, 2014. The agreement also requires the EAA to procure and maintain, at its own cost, public liability insurance with a combined single limit of \$5,000,000.00 naming the EAA and the City of Susanville as the insured. The EAA is requesting that the City pay for half of the insurance premium, in an amount not to exceed \$500.00

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

ACTION

REQUESTED: Motion to authorize the Experimental Aircraft Association Lassen County Chapter #794 to sponsor the Susanville Municipal Airport 2014 Air Fair event on Saturday, August 16, 2014 and approve payment of half of the insurance premium in an amount not to exceed \$450.00

ATTACHMENTS: Letter from EAA #794 requesting sponsorship of the 2014 Air Fair

**EAA CHAPTER 794
471-920 JOHNSTONVILLE ROAD
SUSANVILLE, CA 96130**

04/01/2014

City of Susanville
City Hall
66 N. Lassen St.
Susanville, CA. 96130

Dear City Council,

The local Experimental Aircraft Association (EAA) Chapter 794 is starting to think about this year's Airfair.

On behalf of the Airfair Committee, we request permission to use the Susanville Municipal Airport on Saturday, August 16, 2014 for the 2014 Airfair. As usual, we will name the City on the insurance policy that we get for the Airfair. In the past the City has paid half of the premium which last year totaled \$450.00. We have appreciated the City's wholehearted support and with your help are looking forward to yet another great event for the city of Susanville and Lassen County.

Sincerely,



Steve Datema
2013 Airfair Coordinator
EAA Chapter 794
(530) 257-2030

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

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

Submitted by: Jared G. Hancock, City Administrator

Action Date: May 21, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution No. 14-5053, Finding of Public Convenience or Necessity (PCN) for the transfer of a Type 20, off-sale beer and wine liquor license

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The Dollar General Store (Dolgen California LLC) is requesting that the City Council find that as a matter of Public Convenience or Necessity, they be allowed to transfer a Type 21 off-sale beer, wine and hard liquor license to their establishment in Susanville. Per Business Code Section 23958.4, it is necessary for the local governing body to approve the transfer of the license if there is an "undue concentration" of licenses in the census tract area.

The store is located in census tract 0403.04 which is allowed 2 off-sale alcoholic beverage locations but which currently has 5 according the Department of Alcoholic Beverage Control (ABC). There is currently a moratorium on new off-sale alcoholic beverage licenses in Lassen County. Dollar General has purchased an existing license from within the County but from a different census tract. In order to use the license in this location, the City must make a finding that there is a public convenience or necessity for the license. Approval of this transfer will bring the number of retail locations to 6, according to ABC records. The Police Department has reviewed the proposal and does not have any concerns base on the location or addition of another retail location within the census tract. With the exception of the Diamond Mountain Casino mini-mart all of the alcohol retailers within the City are located on Main Street.

FISCAL IMPACT: None

ACTION REQUESTED: Motion to approve Resolution No. 14-5053 Making Finding of Public Convenience or Necessity

ATTACHMENTS: Resolution No. 14-5053
Letter from Alcoholic Beverage Consulting

RESOLUTION NUMBER 14-5053
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
MAKING FINDING OF PUBLIC CONVENIENCE OR NECESSITY

WHEREAS, Dollar General Inc. has applied to the State Department of Alcoholic Beverage Control to transfer an off-sale beer, wine and hard alcohol license (Type 20) from another establishment in Lassen County; and

WHEREAS, the Department of Alcoholic Beverage Control has determined that 2 off-sale licenses are allowed in census tract 403.04, and there are currently 5 licenses issued; and

WHEREAS, this determination triggers the requirement for a finding from the local jurisdiction that the public convenience or necessity is served by the addition or transfer of this Type of license; and

WHEREAS, staff has advised the following:

- 1 That the transfer of a Type 20 license to this location will not interfere with the surrounding area, as sale of alcoholic beverages represents approximately 1% of Dollar General retail floor space and that availability of these products is a convenience to shoppers by allowing them to purchase these products without having to make another stop; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville that a finding that the public convenience or necessity is served by the transfer of a Type 20 license at the Dollar General location based on the points of fact contained herein.

BE IT FURTHER RESOLVED that the Mayor is authorized to execute Part 3 of Section 23958.4 B&P on behalf of the City of Susanville.

BE IT FURTHER RESOLVED that Dollar General Inc. or its rightful owners, shall obtain all the necessary permits for the off-sale license prior to commencing sales.

Approved: _____

Rod De Boer, Mayor

Attest: _____

Gwenna MacDonald, City Clerk

The foregoing Resolution Number 14-5053 was adopted at a regular meeting of the City Council of the City of Susanville held on the 21st day of May, 2014, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Peter M. Talia, City Attorney

Alcoholic Beverage Consulting Service
California's Liquor Licensing Experts

May 7, 2014

Craig Sanders
Susanville Planning Department
66 N Lassen St.
Susanville, CA 96130

Re: Dolgen California LLC
2450 Main St.
Susanville, CA 96130

Dear Mr. Sanders:

Please consider this letter our official request for a finding of Public Convenience or Necessity required by the Department of Alcoholic Beverage Control pursuant to § 23958.4 of the Business and Professions Code. Please consider the following as justification of Public Convenience and Necessity, for the approval of our application for an Off-Sale Beer and Wine license, at the above location.

Premises Description

The proposed premise will be located at 2450 Main St. in the city of Susanville, Lassen County. This area attracts countless residents, tourists, businesspersons, and retail employees. As a result of the large number of visitors drawn to this thoroughfare, the public demand substantiates a need for a greater number of stores than are indicated by census tract ratios.

Public Convenience or Necessity

First, it is important to emphasize that Business & Professional Code § 23958.4 require a positive finding of public convenience **"or"** necessity in order for an on-site ABC application to be approved. This it is legally sufficient if Dolgen California LLC shows **either** public convenience **or** public necessity. It is **not** legally necessary to show both.

Second, it is only necessary to show public convenience or necessity where there is an "undue concentration" of licensees in the census tract. The term "undue concentration" (also referred to as "over concentration") is specifically defined in Business and Professional Code § 23958.4 as simply a ratio of **the number of licenses in a census tract** compared to **the average number of licenses in a County**, as a whole. It does **not** mean that a particular census tract

affiliated with License Locators, Inc. & 

necessarily has too many licenses for the needs of convenience of residents in that tract.

"Over Concentration" also does not mean that the State, or anyone else, has previously looked at this census tract and determined that it has suffered any deleterious effects from the actual number of licenses existing; or that it will suffer if a new license is issued. It merely provides a guideline for making such a determination, in the form of determining whether in a particular situation, the ABC license would serve the "public convenience or necessity".

Thus the fact that the census tract in which the Dolgen California LLC, (DBA: Dollar General) site is located is statutorily "over concentrated" does not mean that the selling of alcoholic beverages at a store selling a small amount of alcoholic beverages at a discount box store will have adverse impacts. Rather, it simply means that either public convenience or public necessity will be served by the sale of alcoholic beverages at this site in conjunction with the sales of other items carried.

BASIS FOR SUPPORTING OFFSITE ALCOHOLIC BEVERAGES SALES AS AN INTEGRAL PART OF THE PROPOSED PROJECT.

1. The convenience of Dollar General's Concept:

Dollar General the nation's largest small – box discount retailer; they make shopping for everyday needs simpler and hassle – free by offering a carefully edited assortment of the most popular brands at low everyday prices in small, convenient locations. Dollar General ranks among the largest retailers of top quality brands made by America's most – trusted manufactures, such as Proctor & Gamble, Kimberly Clark, Unilever, Kellogg's, General Mills and Nabisco.

They stand for convenience, quality brands and low process. The successful Dollar General prototype makes shopping a truly hassle-free experience. They may not carry every brand or size, but can assure you they will have the most popular ones helping to save you time by staying focused on life's simple necessities.

In Dollar General, consumers can find everyday low prices on products they use every day with out the need of a membership. The goal of Dollar General is to provide their customers a better life and their employee's opportunity and a great working environment.

2. A Good Neighbor:

Dolgen California LLC thinks it is important to be a neighbor. That is why they will be keeping their stores, parking lots, and backyards clean and tidy, and their deliveries will be scheduled to minimize noise and disruption. That means no night deliveries to stores with homes nearby and no driving through school zones during student pickup and drop-off times.

3. Security and Control:

Dolgen California LLC is committed to taking all feasible steps to address law enforcement concerns about the site. In addition, Dollar General recognizes the seriousness of loitering, delinquency, crime, and underage drinking and has an aggressive minor policy which has proven to be successful for their company. They comply with all education/certificate requirements for each state they are in, and conduct internal training and refresher training programs in addition to state required education.

Dollar General Stores are designed to provide a safe environment for patrons and employees. To that end, the following design elements are incorporated into our security plan. The storefront includes a significant number of windows so that the interior of the store is visible from the exterior of the building. Additional security measures include; adequate lighting levels both on the interior and exterior of the store, employee supervision of the facility, closed circuit video monitoring system with cameras located strategically throughout the property, and careful window signage and landscaping placement to avoid obstruction of visibility into and out of the facility.

Dollar General understands the importance of maintaining the appearance of a facility to both expanding their customer base and preventing criminal activity. Dolgen California LLC's property maintenance program includes timely graffiti and litter removal, repairs to structures and replacement of dead or diseased plant material, signs and curb painting to encourage parking in designated parking spaces, and strategic trash receptacle placement.

4. The site will not result in an adverse impact on public health, safety, or welfare:

Dollar General acquisition of this site will have a positive impact on public health, safety, and welfare. In fact, by providing a new, safe, and convenient location to make grocery purchases, public health, safety, and welfare will be advanced by this site. The addition of selling alcoholic beverages will not change this.

5. Community Service and Investment:

At Dolgen California LLC, they believe in promoting a spirit of involvement, and carry Dollar General's mission to serve deep into the communities they call home.

Literacy is the foundation for improving the quality of life for many Americans. Nationwide, more than 40 million adults can't read well enough to fill out a job application or read a book to their children. Inspired by one of the company's founders, who had only a third-grade education, Dollar General today helps thousands of individuals take their first steps toward literacy, a general education diploma or English proficiency

When you shop Dollar General, you join an effort to make our communities and our world a better place. They are committed to conducting business in a way that promotes healthy families, thriving communities and a cleaner environment. At Dollar General, corporate responsibility is built into their mission to serve others. By providing safe products, supporting our communities and enforcing environmentally-friendly practices, they proudly display the values that make their company great.

CONCLUSION

Dolgen California LLC, has been a responsible retailer of alcoholic beverages for over 20 years in over 25 different locations. Permitting the sale of alcoholic beverages at this site will not change this, but will allow Dollar General's concept at this site, providing customers the added convenience to make purchases of alcoholic beverages. Dolgen California LLC by reason of its location, character, manner, and method of operation, merchandise, and potential clientele, will serve the community of Inyokern. To that end, Dolgen California, LLC respectfully requests that they are granted a finding of Public Convenience for the alcoholic beverage license.

Thank you for your attention to this matter.

Sincerely,



Jeanette Carvajal
For Dolgen California LLC

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

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Gwenna MacDonald, City Clerk

Action Date: May 21, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Susanville Municipal Airport 2014 Air Fair: August 16, 2014
Sponsored by the Experimental Aircraft Association (EAA) Chapter #794

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: As part of the agreement between the City of Susanville and the Experimental Aircraft Association (EAA) Chapter #794, each year the EAA must notify the City of their intent to sponsor the annual Air Fair. This year, the EAA proposes to hold the Air Fair on Saturday, August 16, 2014. The agreement also requires the EAA to procure and maintain, at its own cost, public liability insurance with a combined single limit of \$5,000,000.00 naming the EAA and the City of Susanville as the insured. The EAA is requesting that the City pay for half of the insurance premium, in an amount not to exceed \$500.00

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

ACTION

REQUESTED: Motion to authorize the Experimental Aircraft Association Lassen County Chapter #794 to sponsor the Susanville Municipal Airport 2014 Air Fair event on Saturday, August 16, 2014 and approve payment of half of the insurance premium in an amount not to exceed \$450.00

ATTACHMENTS: Letter from EAA #794 requesting sponsorship of the 2014 Air Fair

**EAA CHAPTER 794
471-920 JOHNSTONVILLE ROAD
SUSANVILLE, CA 96130**

04/01/2014

City of Susanville
City Hall
66 N. Lassen St.
Susanville, CA. 96130

Dear City Council,

The local Experimental Aircraft Association (EAA) Chapter 794 is starting to think about this year's Airfair.

On behalf of the Airfair Committee, we request permission to use the Susanville Municipal Airport on Saturday, August 16, 2014 for the 2014 Airfair. As usual, we will name the City on the insurance policy that we get for the Airfair. In the past the City has paid half of the premium which last year totaled \$450.00. We have appreciated the City's wholehearted support and with your help are looking forward to yet another great event for the city of Susanville and Lassen County.

Sincerely,



Steve Datema
2013 Airfair Coordinator
EAA Chapter 794
(530) 257-2030

AGENDA ITEM NO. 12A

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

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

Submitted by: Jared G. Hancock, City Administrator

Action Date: May 21, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Ordinance No. 14-0996 amending Chapter 12.32 and 9.04 of the Susanville Municipal Code establishing regulations regarding camping and storage of personal property in public areas

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: At its May 7, 2014 meeting, the City Council reviewed a proposed ordinance that would prohibit camping or storage of personal property on public property within the City. Camping and the storage of personal property in public areas of the City interferes with the rights of others to use and enjoy these areas for recreational day use, and in many instances can pose a public health and safety hazard. The Ordinance will provide the City with additional tools needed to maintain clean and accessible neighborhoods.

Ordinance No. 14-0996 would prohibit camping on public property and parks and the storage of personal property thereon. The Ordinance also amends the Susanville Municipal Code to authorize citation authority for violations. If approved, the ordinance will take effect in 30 days.

FISCAL IMPACT: None at this time

ACTION REQUESTED: Motion to waive the second reading and adopt Ordinance No. 14-0996 adding Article VI under Chapter 12.32 Parks for Camping and Storage of Personal Property in Parks and Public Places and amending Chapter 9.04 Offenses Generally adding 9.04.090 Recreation, Parks, and Community Services authority to issue citations

ATTACHMENTS: Ordinance No. 14-0996

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ORDINANCE NO. 14-0996
AN ORDINANCE OF THE CITY OF SUSANVILLE AMENDING THE
SUSANVILLE MUNICIPAL CODE ADDING ARTICLE VI UNDER CHAPTER
12.32-PARKS FOR CAMPING AND STORAGE OF PERSONAL PROPERTY IN
PARKS AND PUBLIC PLACES AND AMENDING CHAPTER 9.04- OFFENSES
GENERALLY ADDING 9.04.090 RECREATION, PARKS AND COMMUNITY
SERVICES AUTHORITY TO ISSUE CITATIONS

THE CITY COUNCIL OF THE CITY OF SUSANVILLE DOES ORDAIN AS
FOLLOWS:

SECTION 1: STATEMENT OF PURPOSE AND INTENT

The City Council Finds as Follows:

(A) There is an ongoing need in the City of Susanville to maintain and promote the safe use of the City's parks and public areas in order to protect the public peace, safety and welfare of the citizens of Susanville and in order maintain clean and accessible neighborhoods and properties and to provide security and protection to the entire community;

(B) Camping on public areas and the accompanying storage of personal property in public areas of the City interferes with the rights of all citizens to use and enjoy those areas equally and as they are intended to be used and in many cases can pose a public health and safety hazard.

SECTION 2: City of Susanville Municipal Code Title 12, Chapter 12.32,
adding Article VI

Article VI: Camping and Storage of Personal Property in parks and public places

- Purpose

The public streets, public and publicly owned property that is designated for public or government use and areas within the city of Susanville should be readily accessible and available to residents and the public at large. The use of these areas for camping purposes or storage of personal property interferes with the rights of others to use the areas for which they were intended. The purpose of this Article is to maintain public streets and areas within the city of Susanville in a clean and accessible condition.

Definitions

Unless the particular provisions or the context otherwise requires, the definitions contained in this section shall govern the construction, meaning and application of words and phrases used in this Article.

- Camp – means to pitch or occupy camp facilities; to live temporarily in a camp facility or outdoors; to use camp paraphernalia.
- Camp Facilities- include but are not limited to tents, huts, temporary and/or permanent shelters.
- Camping paraphernalia- includes, but is not limited to, tarpaulins, cots, beds, sleeping bags, hammocks or non-city designated cooking facilities and similar equipment.

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- Park –means the same as defined in Chapter 12.32 of this code.
- Store- means to put aside or accumulate for use when needed, to put for safekeeping, to place or leave in a location.
- Street- means the same as defined in Title 12 of this code.

-Unlawful Camping

It shall be unlawful for any person to camp, occupy camp facilities or use camp paraphernalia in the following areas, except as otherwise provided:

- Any park;
- Any street;
- Any public parking lot or public area, improved or unimproved
- Any publicly owned property that is designated for public or government use

-Storage of Personal Property in Public Places

It shall be unlawful for any person to store personal property, including camp facilities and camp paraphernalia, in the following areas, except as otherwise provided by resolution of the City Council:

- Any park;
- Any Street;
- And public parking lot or public area, improved or unimproved;
- Any publicly owned property that is designated for public or government use

SECTION 3: Add 9.04.090 to Chapter 9.04 Offenses Generally of the City of Susanville Municipal Code is hereby to read as follows:

9.04.090 Recreation, parks and community services authority to issue citations

The City of Susanville Police Department Officers and Community Service Officers, Parks Officials and Park Rangers employed within the Police and Administrative Services department have the duty to enforce the provisions of Chapter 9.04 Offenses Generally, 9.04.090 of this code where the Official has maintenance responsibility, and are authorized to arrest persons without a warrant whenever they have reasonable cause to believe that the person to be arrested has committed a violation of said provisions in their presence. In any case in which a person is arrested pursuant to this section and the person arrested does not demand to be taken before a magistrate, said officer or employee making the arrest shall prepare a written notice to appear and release the person on his or her promise to appear as prescribed by Chapter 5 c, Title III, of Part 2 of 2 of the Penal Code of the State of California (commencing with Section 853.6)

Any person who violates this article is guilty of a misdemeanor, punishable by a fine of not more than \$1,000.00 and/or imprisonment not to exceed six months. This article may also be enforced via administrative or civil actions as authorized by the Municipal Code.

SECTION 4: If any section subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of

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any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council of the City of Susanville hereby declares that it would have adopted this ordinance and each section, subsection, sentence, clause, phrase or portion thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases or portions be declares invalid or unconstitutional.

SECTION 5: Neither the adoption of this ordinance nor the repeal hereby of any ordinance shall in any manner affect the prosecution for violation of ordinances, which violations were committed prior to the effective date hereof, nor be construed as affecting any of the provisions of such ordinance relating to the collections of any such license or penalty or the penal provision applicable to any violation thereof, nor to affect the validity of any bond or cash deposit pursuant to any ordinance and all rights and obligations thereunder appertaining shall continue in full force and effect.

APPROVED: _____
Rod E. De Boer, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

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

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

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

AGENDA ITEM NO. 12B

Reviewed by:  City Administrator
 City Attorney

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Deborah Savage, Finance Manager

Action Date: May 21, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: FY 2014/2015 Budget Update

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: An oral update will be given regarding the preparation of the fiscal year 2014/2015 budget. Staff will request Council consideration on dates for a budget workshop.

FISCAL IMPACT: None at this time

ACTION REQUESTED: Information Only

ATTACHMENTS: None

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

Motion Only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Jared G. Hancock, City Administrator

Action Date: May 21, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Administrative Services Department Update

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: An update will be provided regarding the Administrative Services department operations and future goals.

FISCAL IMPACT: None

ACTION REQUESTED: Information only

ATTACHMENTS: None

Reviewed by: ~~JA~~ City Administrator
~~pmj~~ City Attorney

Motion only
 Resolution
 Ordinance
 Information

Submitted by: Gwenna MacDonald, City Clerk

Action Date: May 21, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: League of California Cities Annual Conference

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The League of California Cities hosts an annual conference each year to provide member cities an opportunity to connect with other city officials to discuss common challenges and issues facing communities throughout California. This year, the conference will be held September 3rd – 5th in Los Angeles. In the past, the City has authorized two or three councilmembers to attend the conference. Staff is requesting input from the Council regarding the number of attendees and designation of a voting delegate after the June 3rd election.

FISCAL IMPACT: None at this time.

ACTION REQUESTED: Information Only

ATTACHMENTS: 2014 League of California Cities annual conference announcement



Annual Conference & Expo

SEPTEMBER 3-5, 2014

Registration and Housing Deadline: August 12

Early Bird Registration Deadline: July 9 • www.caacities.org/AC

Los Angeles, California



Los Angeles, California



Invitation to Attend

It is a privilege to serve as your League of California Cities President working with so many esteemed city officials throughout California to keep local governments strong and

ensure that our voices are heard.

I invite you to join me and your colleagues from across the state in Los Angeles for the 2014 Annual Conference and Expo. This three-day conference provides education that benefits your professional development and your city. Come to the Annual Conference to learn from experts on a wide range of municipal issues, network with peers, and discover innovative solutions that you can bring home to your city. You also won't want to miss the Expo where you will find new city-focused products, services, and resources.

This conference is an opportunity to make the most out of your League membership and be at the forefront of local government education. Working together we can ensure that the future of all California cities, and the state as a whole, is bright.

José Cisneros

2013-2014 League of California Cities President
Treasurer, City and County of San Francisco



Welcome

I am proud to welcome the League's Annual Conference back to the City of Angels.

As the center of creativity, Los Angeles has a special place in

the hearts of Californians. Our city has long attracted visionaries from around the world who are looking for an opportunity to make their dreams come true.

Los Angeles is a city of big thinkers and big accomplishments and I hope that L.A.'s "can do" spirit inspires conference participants. While you are here, I encourage you to explore the city's world class entertainment venues, parks, museums, and enjoy all that our vibrant neighborhoods have to offer.

On behalf of all Angelenos, I hope you enjoy your stay.

Sincerely,

Eric Garcetti
Mayor, Los Angeles



Dr. Benjamin R. Barber

"If Mayors Ruled the World"

The future of global governance lies with cities. This is the bold thesis of Dr. Benjamin R. Barber in his book *If Mayors Ruled the World*. At a time when nation-states are unable or unwilling to work together across borders in order to address shared challenges, mayors are collaborating and establishing networks with one another with increasing frequency. The activities of these urban partnerships have already made a profound impact on such pressing concerns as climate change and terrorism. A formalization of these networks and processes through a global "Parliament of Mayors" can provide the values of pragmatism, horizontalism, and glocalism to

the way we deal with collective global challenges. It is a proposal sure to spark debate, dialogue, and possibly a new framework for global governance in the 21st century.



Michael Pritchard

"TEAM-Together, Everyone and Anyone Matters"

Hear how Collaboration, Cooperation and Connectivity are the building blocks of a thriving community and workforce. Using humor and humanitarian anecdotes, Michael addresses the themes of overcoming burnout, using humor in stressful situations, fighting indifference and apathy, and ways to reclaim and rejuvenate your dedication to work with and for the public. "I" is illness — "We" is wellness" — Michael Pritchard



Tentative Schedule of Events

2014 ANNUAL CONFERENCE, LOS ANGELES

AS OF APRIL 11, 2014 (SUBJECT TO CHANGE)

WEDNESDAY, SEPTEMBER 3

- 9:00 – 10:30 a.m. Policy Committees (at hotel)
- 10:30 a.m. – Noon Policy Committees (at hotel)
- 8:00 a.m. – 6:00 p.m. Registration Open, Los Angeles Convention Center
- 9:00 – 11:00 a.m. AB 1234 Training
- 9:00 a.m. – Noon Mobile Tours
- 10:30 – 11:15 a.m. Education
- 11:30 a.m. – 1:00 p.m. Regional Division Lunches (optional)
- 1:00 – 1:30 p.m. First Time Attendee Orientation
- 1:30 – 2:45 p.m. Department Business Meetings
- 3:00 – 5:00 p.m. Opening General Session — Annual Report and Keynote Address
- 5:00 – 7:00 p.m. Grand Opening Expo Hall & Host City Reception
(No competing events/receptions are permitted at this time)
- 7:00 – Evening Citipac Event

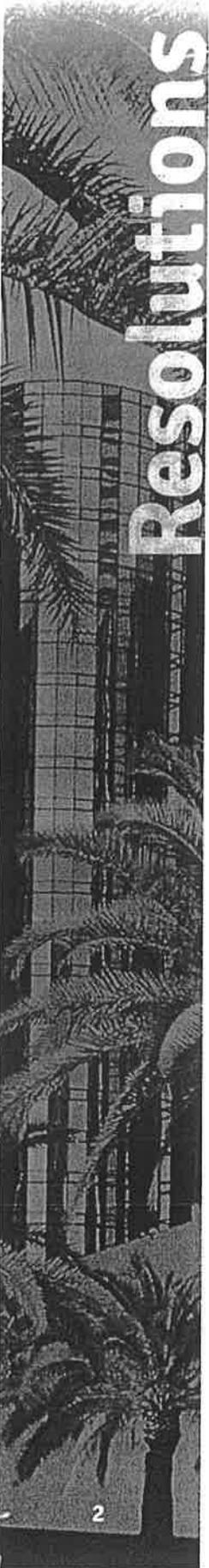
THURSDAY, SEPTEMBER 4

- 7:00 a.m. – 4:00 p.m. Registration Open
- 8:00 – 9:30 a.m. Education
- 9:00 a.m. – 4:00 p.m. Expo Open (with Lunch in Exhibit Hall)
(No competing events 11:30 a.m. – 1:00 p.m.)
- 9:45 – 11:45 a.m. General Session — Keynote Address
- 1:00 – 2:15 p.m. General Resolutions Committee
- 1:00 – 2:15 p.m. Education
- 2:45 – 4:00 p.m. Education
- 4:15 – 5:30 p.m. Education
- 4:15 – 5:30 p.m. Board of Directors Meeting
- 5:30 – Evening Networking Receptions — Caucus, League Partners, Divisions

FRIDAY, SEPTEMBER 5

- 7:30 – 10:00 a.m. Registration Open
- 7:30 – 8:45 a.m. Regional Division Breakfasts (optional)
- 9:00 – 10:15 a.m. Education
- 10:30 – 11:45 a.m. Education
- Noon – 2:00 p.m. Closing Luncheon with Voting Delegates & General Assembly
Install New Board of Directors, Grand Prize
- 2:00 p.m. Adjourn

NOTE: Conference Registration is required to attend Department Meetings, Division Meetings, and General Assembly/Annual Business Meeting as an attendee and/or Voting Delegate.



HOW TO PARTICIPATE IN THE LEAGUE'S ANNUAL CONFERENCE RESOLUTIONS PROCESS

Policy development is a key part of the League's legislative effectiveness. The League's Annual Conference Resolutions process is one way that city officials can directly participate in the development of League policy. The 2014 Annual Conference Resolution Calendar of Events identifies the key points in the process.

Submission of Resolutions

Any elected or appointed city official, individual city, division, department, policy committee, or the board of directors may submit a resolution for consideration at the conference. Resolutions must be submitted to the League's Sacramento office no later than 60 days prior to the opening of the conference. Resolutions should focus on direct municipal issues of statewide importance.

Resolutions submitted to the General Assembly must be concurred by city officials from at least five or more cities. Those submitting resolutions should be prepared to provide written documentation of concurrence by five cities or by city officials from at least five or more cities. This may be in the form of a letter from the city or the city official in support. For concurrence by a city official, the official's city and office held must be included in the letter. All concurrences must be submitted at the time the resolution is submitted by the deadline of Midnight, July 5, 2014.

Consideration at the Conference

The League President refers the resolutions to the League policy committees for review and recommendation at the Conference. Resolutions are next considered by the General Resolutions Committee (GRC), which consists of representatives from each division, department, policy committee and individuals appointed by the League President. Resolutions that are approved by the GRC, and resolutions that are approved by the policy committees, but not approved by the GRC, are next considered by General Assembly. Resolutions approved by the General Assembly become League policy. Other action on resolutions can be: referred back to a policy committee, amend, disapprove, or no action.

Late-Breaking Issues

Resolutions to address late-breaking issues may be introduced by petition at the Annual Conference. To qualify, a petitioned resolution must be signed by 10 percent of the voting delegates and submitted at least 24 hours before the beginning of the Concluding General Assembly (Deadline: Noon, Thursday, September 4). All qualified petitioned resolutions are forwarded to the General Assembly for consideration, regardless of the action recommended by the GRC.

2014 RESOLUTIONS CALENDAR AND DEADLINES

Before the Conference

Friday, June 20: Deadline for submitting appointments to the General Resolutions Committee.

Saturday, July 5, Midnight: Deadline for submitting resolutions to the League office by regular mail, email or fax.

Early August: Resolutions distributed to city officials and posted on the League website.

At the Conference

Wednesday, September 3

9:00 - 10:30 a.m. (Thursday committees)

10:30 a.m. - 12:00 p.m. (Friday committees)

Policy committees meet to review resolutions and make recommendations to the General Resolutions Committee.

Thursday, September 4, 12:00 p.m.: Deadline to submit signatures to qualify a petitioned resolution.

Thursday, September 4, 1:00 p.m.: General Resolutions Committee meets to consider and make recommendations on resolutions.

Friday, September 5, 12:00 p.m.: Consideration of resolutions by cities in the General Assembly at the Annual Business Meeting. (Voting Delegates must be registered at conference and must stay until conclusion of voting. They may register for Friday only.)



Education



EDUCATION

Additional information on speakers and session updates is available at www.cacities.org/AC

A Regional Public Safety Approach to AB 109's Local Impact

The imposition of AB 109 (Realignment) on California communities has severely impacted public safety in and around our cities. In Riverside County, an effort led by the county's 11 city police chiefs in partnership with the District Attorney, Sheriff and Probation is making a huge impact on the negative effects of AB 109. The panel will outline the formation and funding of three regional AB 109 task forces and highlight successes and local impacts. Attendees will be inspired to look at AB 109 regionally and begin working with county agencies to collaborate and share resources to effectively address the local impacts of AB 109.

All About Municipal Revenues — The Update

A constant concern for cities is to ensure their revenues are maximized. Coinciding with the 2014 update of the League's *Municipal Revenue Sources Handbook*, an expert panel provides real examples of revenue enhancement options, and new developments in the revenue arena. Discussions include general fees, special assessments and taxes, sales taxes, and other relevant actions and propositions.

Alternative Methods of Fire Service-Based Service Delivery: Best Practices

Economic reality, elected officials, and other outside influences are compelling fire service leaders to take a serious look at how we deliver service, staff apparatus and deploy resources. During this interactive session, respected California fire service leaders will share the steps they took, the challenges they faced, and the results they are experiencing from their efforts to re-engineer their staffing and deployment. This session will be of interest to elected officials and city managers in addition to Fire Chiefs.

Beverly Hills Customer Service Initiative

Guided by the Six Essential Elements for Creating a Culture of Service™ – setting expectations, training your team to provide great service, empowering your team, measurement and feedback, celebrating successes, and project and process improvements – the City of Beverly Hills is building a service-driven culture. Learn why focusing on service quality in government is imperative, internally and externally; what the City is doing, how they're doing it; and how your organization can too!

Bigger Than Fun — a Fresh Take on Community Building

Who doesn't like to have fun? What if you could reinvent your city and build community through the power of fun? Hear how the City of Rancho Cordova and other cities are having amazing success boosting community vibrancy and rekindling lost skills by inspiring citizens to step up and create local events, celebrate the arts, explore leadership roles, and more by empowering a local volunteer organization to lead the charge. Learn the secrets to their success and how other cities can do the same. Be prepared to have FUN!

Build Neighborhood Pride and Empower Your Community

Learn effective ways of eliciting public input and increasing neighborhood pride in underserved communities. City staff has collected important feedback from non-profits, seniors and youth; volunteers assisted in the implementation including:

- Civic engagement through ethnic studies projects
- An award winning Mobile Recreation Program called Fun On the Run
- Intergenerational projects created through community dialogues
- Gang Reduction Intervention Partnerships to create a mentor program for at-risk youth
- A Parent Leadership Institute to help Spanish speaking parents navigate the school system and give a voice to our underserved.

These programs run on a shoe string budget.

City Attorneys Track

The League City Attorneys' Department will present its Minimum Continuing Legal Education program at the Annual Conference. Updates will be offered in four municipal litigation subject areas: General Municipal Law, Torts & Civil Rights, Labor & Employment, and Land Use & CEQA. Additional topics will include: Controlling Employee Pension and Retiree Medical Benefit Costs, Defending Fair Housing Claims and Enforcement Actions, and Regulating Non-Emergency Vehicles and Car Service Businesses. Final topics and speakers for the track will be posted on the Annual Conference event website later in the year. Elected officials and city staff are welcome to attend the City Attorneys' Department presentations.

Sessions and speakers are subject to change.

Education

Communicating Complex and Controversial Issues in an Era of Headlines

In today's world where exponentially increasing media sources are constantly competing for our attention, communicating important information and resonating with constituents can be difficult. This process becomes more challenging when cities need to communicate quickly on complex issues or controversial subjects. With the right approach to selecting communications content, developing themes and messages, and making strategic use of all media tools available, cities large and small can reach their residents – or a targeted group of stakeholders – quickly and effectively. Importantly, they can resonate with constituents in a way that promotes engagement and builds consensus.

Continuing the Conversation: Bullying and Municipal Responsibility

Non-discriminatory and anti-harassment policies are important tools for municipalities to communicate community values and sustain public safety. Examine the municipal responsibilities in implementing state, federal, and local laws related to bullying and discriminatory practices in City Hall and beyond. Through the cooperative engagement of civic and community groups, public safety officers and schools, learn about model policies, best practices, and case studies to demonstrate how to effectively implement proactive and culturally appropriate initiatives.

Cooperative Agreements Between Public Agencies – Risks and Rewards

Cooperative agreements allow public agencies to share resources and set forth a clear understanding of how entities provide assistance to each other for their common benefit. Learn the best practices to be considered when crafting cooperative agreements from the perspective of a city attorney and risk management professionals. Specific issues related to public safety will be covered. 

Don't Tweet Your Way To Termination: Social Media & the Public Workplace

Social media in the public workplace continues to raise questions more rapidly than courts can provide answers. This cutting edge session will cover:

- Social media and hiring practices;
- Concerted activity, free speech, and employee discipline;
- Use of social media in workplace investigations;
- Use of social media as evidence in litigation; and
- Social media policies and practices for cities.  

Dog Whisperer Cesar Millan: Mastering Leadership

Get up-close and personal with nationally recognized dog expert, Cesar Millan the Dog Whisperer, as he shares his thoughts on mastering leadership by understanding how to take charge and become a pack leader.

Enhancing Neighborhood Livability Through the Use Of Code Enforcement Receiverships

Health & Safety Code receiverships are powerful, court-supervised tools which can transform neighborhoods. They can be employed to combat substandard single- and multi-family residential properties, dangerous and dilapidated commercial properties, hoarders, drug sales, and other illegal property uses. Learn about the attributes of an effective and cost-effective receivership program, identify potential pitfalls and the means to avoid them, and hear several case studies.

Fire Department EMS Cost Recovery

City managers and elected officials should consider several major points when dealing with emergency medical services delivery systems. Discuss why it can be advantageous for local governments to provide EMS via their fire departments. Assess current and upcoming cost recovery opportunities as a result of federal legislation. Determine how the provision of EMS subsidizes insurance companies unless locals perform appropriate cost analysis and billing of those companies. Establish the value of EMS within fire service to the community. 

Getting to YES! Ballot Box Strategies to Protect/Generate Funding

Does your city need to renew an existing voter tax? Get off the election treadmill by removing its sunset provision? Pass a new measure in a tough community? Fight a tax repeal initiative? Hear from top experts about what other cities are doing to permanently extend voter-approved taxes beyond their sunsets, protect existing taxes or fees from tea party attacks; address significant needs such as street/road repair, old sewer systems, and aging public buildings with simple majority measures. Hear one city's inspiring story of ballot box failure, success, and effective defeat of an attempted repeal and its "lessons learned." 

Government to Governance: Forming Successful Public-Private Partnerships

Every community faces its own set of challenges, but in the current economic climate, one common challenge has emerged: trying to deliver more and better services to citizens with limited resources. From short-term consulting to long-term partnerships, the private sector is poised to be an effective partner for innovation and service delivery. Five key steps to implement public-private partnerships will be shared.



Education

High Cost of Postponing

The high costs arising from incurring an expense (such as promising retiree medical or pension costs) and postponing payment (pay as you go or PERS rates below the needed levels) will be highlighted. 

How to Budget for Your Stormwater Program

There is change underway in stormwater regulation requiring a new level of response from municipalities. Municipalities will need to invest in a variety of actions, including capital improvements. Some key requirements over the next five years include:

- Total Maximum Daily Loads (TMDLs)
- State Boards Trash Amendment
- Sediment Quality Objectives
- Toxicity Policy
- U.S. EPA initiatives: Electronic Reporting Rule, Water Quality Standards Clarifications
- Condition on State Mandates Stormwater Test Claims

An overview of these issues and discuss the resources a typical city will need to comply with stormwater program requirements will be discussed.

Impact of Skateparks: Crime Reduction and Benefits to At-Risk Youth

Learn how to overcome the negative perception often attached to skateboarders and skateboard parks. Hear evidence of crime reduction based on an experience with the skatepark management division along with industry statistics. Information will be shared on the benefits of skateboarding for at-risk youth.

In Depth Study of Health Care Reform Rules Impacting Employers

A number of health care reform provisions are likely to impact whether your organization will continue sponsoring a major medical plan, what kind of plan, and who will be eligible. Understand an organization's options and review a five step action plan to develop your long-term strategy. Information to help explore the following questions will be provided:

- Will you play or pay?
- Would it be beneficial to restructure your workforce?
- Where are your costs likely to increase over the next couple of years?
- Is it time to consider a new type of plan?  

Keeping Focus and Passion in Times of Change and Transition

How can elected and appointed leaders keep their perspectives and positive attitudes in the face of divided councils, angry residents, financial pressures, hostile media, and rapidly changing senior staffing? What techniques can we employ to support ourselves and our teams in times of intense change or transition? The panelists will facilitate structured discussions of what is changing and making governing all the tougher and what attendees can do to keep their passions and focus in the midst of it. 

Keys to Success: Understanding Differences between Private and Public Employment

This workshop will outline the key differences between private and public sector employment, with the goal of providing HR staff tools to address common questions raised by council members and department heads related to discipline, retirement, use of public funds, and overtime. Develop a practical understanding of public service as well as identifying key legal distinctions. 

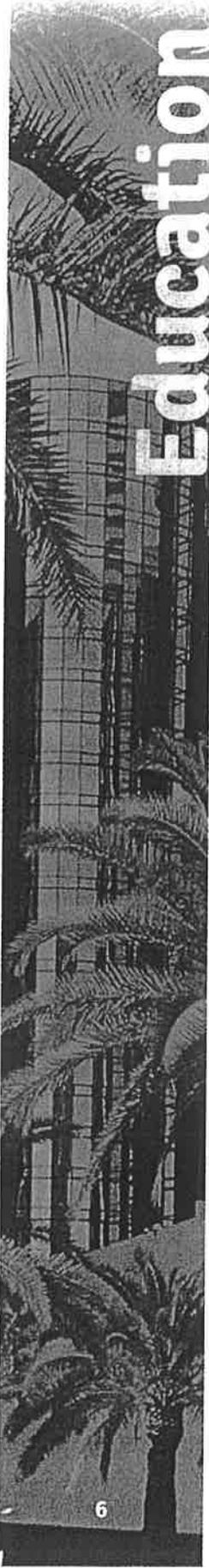
Lessons from the Field: Cities for Workforce Health

Hear from a panel of cities that received grants and consultation for developing their workforce health programs (through Cities for Workforce Health, an initiative made possible through the League Partner Program). Cities will share the factors that led to the success of their program, the challenges and barriers and how they overcame them, and recommendations for other cities on how to develop their own program. 

Lunch at the Library: Sustainable Partnerships to Support Healthy Kids

For many low-income children, school closures for summer vacation means an end to the daily nutritious meal provided by the school lunch program and limited access to learning and enrichment opportunities. City leaders have an opportunity to bridge the summer nutrition and learning gap and develop sustainable community partnerships by linking public libraries with USDA summer nutrition programs. Through the experiences of Lunch at the Library partnerships in five California cities, learn how to engage schools and community partners and leverage existing resources to support the health and development of children and youth when school is out.

Sessions and speakers are subject to change.



Education

Making the Marriage Work: Effective Relationships from Engagement to Separation

What makes an effective Council-Manager relationship work? Learn from well-respected, veteran professionals about the best practices. Hear candid insights on how to recruit the perfect manager for your city, strategies for ensuring good communication and top quality service. Other topics include succession planning and, should it become necessary, how to arrange for an amicable separation. Even happy marriages can benefit from wise counsel.

Meeting California's Future Energy Needs; Impacts and Opportunities for Cities

The California electric industry is in the midst of unprecedented change and transformation. Today, new technologies such as solar photovoltaics, battery storage, fuel cells, geothermal energy, wind, micro turbines, and electric vehicle enhanced storage are all emerging markets with challenges and opportunities for cities. Learn to:

- Be prepared for the challenges that will dictate both economic and environmental health of our communities;
- Understand the confluence of factors (i.e., technological innovation, sustainability and efficiency, declining trends in electricity demand growth, etc). 

New Uses of Social Media and the Body Politic

Cities, school districts and other local governmental agencies are increasingly using social media to inform and engage their citizenries. This multi-media workshop will combine various perspectives to discuss innovative uses of social media to facilitate constituent communications and promote important issues of public policy on a regional basis. Discussions focus on different case studies and citizen engagement in local affairs in a time of mass media.

Next Generation Managers: What Every Council Member Should Know!

Council members need to understand the next generation of managers replacing the rapidly retiring "boomers". Generation X has an outlook on the profession and life that is different than their predecessors. It is a generation who majored in public administration where they were trained in the art and science of city management. In this interactive session, ask the questions you really want to ask but can't in a formal interview setting.

Panhandling & Prayer: Regulating Conduct Under Recent Case Law

Panhandling regulations and legislative invocations — once considered a relatively settled area of constitutional law came under significant scrutiny as a result of the Due Process revolution of the 1960s. Since then, the Supreme Court has attempted to balance First Amendment protections and the government's desire to achieve policy interests. Discussions focus on: panhandling regulations and legislative invocations, the origins of Supreme Court jurisprudence and evaluate status of the Supreme Court's decision, Town of Greece and other decisions, and provide tips to consider when faced with a request to draft a local law or policy regulating panhandling or invocations. 

Public Service, Private Capital

Receive an overview of the latest developments in public-private partnerships for cities, covering California and other U.S. states. Partnerships have the ability to establish or enhance valuable public infrastructure assets without increasing city liabilities, and to harness the creativity and innovation of private sector companies for the public benefit.

Regional Collaborations-Beyond Boundaries Sharing Resources in Constrained Situations

Our post-recession world has changed more than many of us are willing to accept or understand. What "was" no longer exists and "what will be" is not always clear. This is the story of how one city has chosen to lead in uncertain times by re-describing its future both inside and outside city limits. Reaching beyond traditional boundaries, and focusing on energy, water and waste, the city of Salinas is making significant efforts to form regional collaborations that will ultimately result in shared prosperity for an entire region.

Renegotiating City Debt to Revitalize Operations and Improve Essential Services

How do you know if your organization is operationally and financially solvent? How do you deal with the common, sudden realization that there is not enough cash to pay the bills, and enough assets to cover all the promises made to employees and capital providers over the years? Learn to exercise traditional leadership towards a worthwhile goal, within a complex set of state and federal laws. Discussion will focus on revitalizing your operations, delivering essential services to citizens, renegotiating your debts to make your organization solvent, all while treating your employees, contractors and capital providers responsibly.



Retail Opportunity Site Analysis

Learn methodology for analyzing retail opportunity sites. Hear not only about site-specific analysis, but on defining the trade area in which the opportunity site operates as well as the opportunity site's "place" within the larger trade area context. With respect to the opportunity site itself, learn about key areas for and measures of evaluation.

Shared Resources to Attract, Retain and Grow Talented Employees

Learn details of the Two-County Talent Development Programs offered in San Mateo and Santa Clara Counties, with the encouragement of duplicating these programs throughout the State. Some of these programs include:

- Cal-ICMA Coaching Program — Leadership and career development webinars
- Leadership Academies Focused on helping mid-level professionals advance in their organizations
- Tomorrow's City/County Executive Forum prepares future City/County Managers & Department Directors

Attend this session to discover others

Statutory Obligations for Fire Departments to Provide Paramedic & Ambulance Services Part I

Review the impact of legislation enacted in 1980 to protect the rights of cities and fire districts to administer their paramedic and EMS programs. Discussions cover recent challenges to these rights by for-profit corporations, as well as efforts to eliminate 201 rights and replace them with an open bidding process which would result in the award of an exclusive operating area (EOA). 

Statutory Obligations for Fire Departments to Provide Paramedic & Ambulance Services Part II

A brief review of legislation enacted in 1980 to protect the rights of cities and fire districts to administer their paramedic and EMS programs. The session will focus specifically on challenges in Orange, Butte, and Sacramento Counties. Participants may attend Part II without having attended Part I. 

Sessions and speakers are subject to change.

Sustainability — How California Cities are Leading the World

While the State of California has led the nation in energy efficiency, California cities are the true laboratories of new sustainable technologies, renewable power generation, high performance buildings and clean transportation. The audience will learn of cutting edge sustainability programs and the trends in state and municipal laws, as well as opportunities for attracting economic growth and increasing workplace productivity. This entertaining multimedia presentation will incorporate graphics and video to demonstrate the transition to sustainable urban environments and the potential for California cities to lead sustainable development around the world.

Sustainability Solutions: Western Riverside County's Collaborative Approach and New Model

A new model for collaboration and action that responds to WRCOG's unique challenges to improving their defined sustainability indicators for: economic development, education, health, energy & environment, transportation, and water will be highlighted. By uniting local experts/leaders with elected officials and city managers, new roles and actions for WRCOG were identified that support strategies in the above fields. The process resulted in new partnerships in the areas of business attraction/retention, education goals/programs, and connecting businesses and education to better align the future workforce with the local economy.

Sustainable Development: The Pathway to Economic Recovery, Resilience and Prosperity

A growing number of cities are recognizing their climate, energy, health, and economic development goals are all related. Hear perspectives from current and former elected officials and top community development leaders to illustrate how cities of various sizes are addressing social, economic, and environmental issues to be economically competitive and achieve greater prosperity. Learn from best practice case stories, sustainability strategies, useful resources, and funding options to promote economic and community development in today's challenging economic climate.

The California Voting Rights Act — An Update

The CVRA makes all cities that conduct elections for council members "at-large" vulnerable to legal action if plaintiffs who are members of a protected class can prove racially polarized voting and impairment of their ability to elect their chosen candidates. Hear about cities that have been subject to legal action under the CVRA and learn how the Act can affect your city. Receive an update on current legal issues and what the future outlook may be.

Education

**The Elephant NOT in the Room:
Documenting the Silent Majority**

Citizens and interested parties who attend public hearings can heavily influence decision making, despite the possibility that significant populations in the community may not agree with the views expressed in the council chambers or commission room. Explore a variety of emerging tools to help obtain, compile and present to decision makers information to gauge the sentiment of citizens who are not present at public meetings nor typically comment in advance.

**The Science of Developing Alternative
Service Delivery for Local Fire Agencies**

Service demands are compelling fire service leaders to consider reengineering service delivery, taking into consideration risk, citizen expectations, and post Great Recession economics. Interactive discussion led by subject matter experts focus on the science and data analysis needs and processes necessary to determine potential service delivery model changes. 

**Transforming Cities Into Welcoming Places
to Live and Work**

Learn about "Planting Pride In Your Community." California cities participating in the America in Bloom program will share case studies. Hear how cities beautify their communities by establishing partnerships between municipal departments and skilled volunteers. See how these joint efforts can result in cost-saving activities that improve the appearance and visual appeal of each city. Emphasis will be placed on enhancement of floral displays, landscaped areas, urban forestry, environmental awareness and heritage preservation.

**Using Interest Based Principles in Labor
Negotiations and Workplace Management**

A panel of experts will focus on areas including: introducing and practicing the collaborative labor relations paradigm, utilizing interest based principles as a management philosophy, and why these principles resonate as a common denominator in successful organizations of all kinds. 

**Using Mobile Technologies to Enhance
Citizens Collaboration (Engagement)**

How are you keeping up with mobile technologies? Hear discussions on pitfalls and benefits of building your own app. Mobile devices are everywhere. What are you doing about them?

**Veterans Benefits Bring Enormous Value
to Veterans and Their Communities**

Regardless of age, branch of service, post or assignment, honorably discharged veterans are entitled to an impressive array of state and federal veterans' benefits. Those benefits include:

- Bringing hundreds of millions of dollars into California annually;
- Improving the lives and finances of veterans and their families;
- Improving local economies and communities;
- Lowering the local cost of veteran healthcare;
- Lowering veteran unemployment and homelessness;
- Increasing veteran and veteran dependent enrollment in California colleges and universities.

CalVet can help cities ensure their veterans get the benefits they have earned.

What Can You Do For Me?

What untapped university resources are in your cities? Successful city partnerships with universities will be shared. During the discussion, the many university resources available to cities that can resolve fundamental issues will be explored. Learn how government, business, and university partnerships can contribute to economic growth and best practices. 

**Whether You Think Change is Possible or
Not — You're Right!**

Ever thought...things can't get any worse in local government? You know that "awfulization" will never solve our issues. So, how do you move your organization forward? In this interactive session, hear how the City of La Quinta solved a structural deficit, responded to a \$41M hit to general fund reserves, and created a vision as the "City of the Future" that the city council and employees believe in and are enthusiastically implementing. You will learn to create an inspired vision, lead through obstacles, use technology, and discover the secret to unleashing the heroes in your organization. Are you in?

**You're Not Alone: Women on City Councils
of California**

The United Nations defines 30 percent as the minimum number of women required for government to reflect women's concerns. With the underrepresentation of women at the local level, how do we ensure that the actions of the city councils around California adequately represent the interests of women and girls?

Sessions and speakers are subject to change.



Education

TOURS



Explore the Historic Los Angeles River

(Guided van and walking tour)

The City of Los Angeles was founded on the banks of the River. Over 200 years later the Los Angeles River continues to serve as one of the city's most vital natural resources. Today the River is in the midst of a transformation as new parks, wetlands, trails, and bike paths have sprung up on its banks. Come explore some of the River's key restoration sites in a guided van and walking tour and experience a whole new side of Los Angeles.

Blast Off With the Space Shuttle Endeavour

(Light rail trip to the California Science Center)

Whether it's by car, bus, bike, train or space shuttle, Los Angeles is a city on the move. Experience two of Los Angeles's newest attractions with a trip along our new Expo Line light rail from Downtown to the California Science Center, the new home of the Space Shuttle Endeavour. See firsthand how more Angelenos are getting around and discover the story behind a national treasure.



Be Prepared at the Emergency Operations Center

(Walking tour)

As the second largest city in the country, Los Angeles must be prepared for anything. The city's Emergency Operations Center is the focal point for coordination of the city's emergency planning, training, response, and recovery efforts. See how LA's finest work around the clock and utilize cutting-edge technology to make sure the city is prepared for and defended against natural and man-made disasters.

Expo Grand Prize

Win \$3,000 to be used with any U.S. Communities supplier.

Complete solutions for Facilities, Office, School, Technology, Roads, Workforce, Corrections, First Responders and more!



Must be present at the Closing General Assembly on Friday to win.

LEAGUE PARTNER

Speaker Theater

This expo floor session area highlights successful examples of public-private partnerships. Learn about case studies of innovative projects and programs that have worked in California cities. Hear from elected officials, city staff, and industry experts that have found creative solutions to some of the challenging problems that cities face.

NETWORK

Diversity Groups

The Board of Directors has recognized the following five diversity groups: African-American Caucus; Asian-Pacific Islander Caucus; the Gay, Lesbian, Bisexual & Transgender Local Officials Caucus; Latino Caucus and Women's Caucus. Each will host a networking event at the Annual Conference and are open to all attendees.

Municipal Departments

Departments play an essential role in forming League policy, assisting with conference program development, and are represented on the board of directors. Department Business Meetings will be held at 1:30 p.m. on Wednesday, September 3.

Regional Divisions

Regional Divisions function as the League's grassroots advocacy teams. Divisions are staffed locally by public affairs managers to support League goals. Contact your local manager for more information and prices of onsite networking events.

Brown Act and League Conferences

The Brown Act permits the attendance of a majority of the members of a legislative body at a conference or similar gathering open to the public that addresses issues of general interest to the public or to public agencies of the type represented by the legislative body. However, a majority of the members cannot discuss among themselves, other than as part of the scheduled program, business of a specific nature that is within the local agency's subject matter jurisdiction.

CitiPAC – 9th Annual Leadership Gala Casino Night

In conjunction with the hospitality reception hosted by Willdan, CitiPAC will present its Leadership Gala Casino Night on Wednesday, September 3. Join the League Board of Directors for this exciting evening.

First Time Attendees

Special arrangements to welcome first-time attendees include an orientation briefing on Wednesday, September 3, at 1:00 p.m. Be sure to check the First Time Attendee box when registering.

Helen Putnam Award for Excellence

This program, supported by the League Partners, recognizes outstanding cities that deliver the highest quality and level of service in the most effective manner possible. Visit the special displays by cities that won the 2014 prestigious awards program and learn what your city can adapt from their success.

Host City Reception

Los Angeles is the hottest culinary destination in the country. Food & Wine Magazine called Los Angeles "the best new food city in America" in its March 2014 issue. Hundreds of restaurants in every part of the city offer everything from Michelin-starred, white tablecloth experiences to authentic international street food, not to mention the highly-touted, locally-produced wines and beers. Please join us at the opening night host city reception, taking place from 5:00 – 7:00 p.m. on Wednesday, September 3, at the Los Angeles Convention Center to get a *Taste of L.A.* A registration badge is required to access the event and show floor.

Institute for Local Government

The Institute for Local Government is the 501c3 research affiliate of the California State Association of Counties and the League of California Cities.

Mayors and Council Members Academy

A training certificate program that consists of specific educational programs and community activities that enhance knowledge and skills needed to be more effective in office. Three levels include Leadership, Advanced Leadership, and Leadership in Action. You may participate in all three levels at the same time.



Exhibitors

Exhibitors as of March 21, 2014 (For a current list, visit www.cacities.org/AC)

Note: Those in bold are League Partners

1800 Hoarders / Steri-Clean
 AAA Flag & Banner
 Access Products
 Advanced GeoEnvironmental, Inc.
 Alliance Resource Consulting LLC
 America In Bloom
American Fidelity Assurance Company
 American Geotechnical, Inc
AndersonPenna Partners Inc.
 Arborjet
 Asphalt Zipper
Atkins
Avery Associates
 Badger Meter, Inc.
Best Best & Krieger LLP
 Best Friends Animal Society
 Blais & Associates
Bob Murray & Associates
 BonTerra Consulting
 BTI Appraisal
Burke, Williams & Sorensen, LLP
Burrtec Waste Industries, Inc.
 Buxton
 California Association of Code
 Enforcement Officers
 California Building Officials
 California Consulting, LLC
 California Department of Veteran Affairs
 California Fuel Cell Partnership
 California Joint Powers Insurance
 Authority
 California Nevada Cement Association
 California Prison Industry Authority
 (CALPIA)
 California Product Stewardship Council
 CalPERS
 CalRecycle
 Careers In Government
 Carl Warren & Company
 CH2M HILL
 Champions Funding LLC
Charles Abbott Associates
Chevron Energy Solutions
 City Clerks Association of California
 City of Rancho Cucamonga
City Ventures
 CleanStreet
Climatec BTG
 CMB Regional Centers
 Comcate, Inc.
 Credit Bureau Associates
Crown Castle International, Inc.
 CRW Systems, Inc.
 CSG Consultants, Inc.
 Dapeer, Rosenblit & Litvak, LLP
Dart Container
 David Taussig & Associates, Inc.
 Digital Ally Inc.
 DN Tanks
 Dudek
 Earth Systems
 eCivis
 EcoCentre

Environmental Systems
 Research Institute
 Evonik Cyro LLC
 Fieldman, Rolapp & Associates, Inc.
 Fire Recovery USA
 FirstSouthwest
 GameTime
 George Hills Company, Inc.
 GeoStabilization International
Good Energy, L.P.
 GovDeals, Inc.
 GPS Insight
 Graphic Solutions
 Griffin Structures, Inc.
 GST
 HAI, Hirsch & Associates Inc, Landscape
 Architects
HdL Companies
 HEAL Cities Campaign
 HMC Architects
 HR Green, Inc.
 iCity Corporation
 In God We Trust-AMERICA, INC.
 ING
 Intermountain
 International Municipal Signal
 Association Far West
 International Parking Design
 ITEM, Ltd.
Jamboree Housing Corporation
Jefferies LLC
 Jere Melo Foundation
Johnson Controls
Jones & Mayer
Kaiser Permanente
 Kasdan Simonds Weber & Vaughan LLP
Keenan & Associates
 Kosmont Companies & Auction.com
 Laserfiche
 LECET Southwest
 Library Systems & Services
 LINC Housing
 Listen Technologies Corporation
 Live Earth Products, Inc.
 Local Search Association
 LPA, Inc.
 Matrix Consulting Group
 MCE Corporation
Meiers Nave
 MRC Inc.
MuniServices
 National Construction Rentals
 NBS
 Newport Pacific Capital Family of
 Companies
**Northern California Carpenters
 Regional Council**
 Omni-Means, Ltd.
 OpenGov.com
 OppSites
 Otto Environmental Systems North
 America, Inc.
Pacific Gas and Electric Company

Paragon Partners Ltd.
PARS
 PERC Water
 Piper Jaffray
 Precision Civil Engineering, Inc.
 Public Financial Management Group
 Public Restroom Company
 Quad Knopf
 Ralph Andersen and Associates
 RBF Consulting
Renne Sloan Holtzman Sakai, LLP
 Renovate America
 Republic Services
 RJM Design Group, Inc.
 RKA Consulting Group
 RSG, Inc.
 Saber
Schneider Electric
 Security Lines US
 Sensus
SERVPRO
 Severn Trent Services
 SIGMAnet, Inc.
 SimTek Fence
SmartCitiesPrevail.org
 Smartcover by Hadronex
 Sol Inc.
Southern California Edison
Southern California Gas Company
 Spohn Ranch Skateparks
 Sportsplex USA
 SSA Landscape Architects, Inc.
 State Water Resources Control Board
 SyTech Solutions
 TBWB Strategies
 The Hybrid Shop
 The United States Conference of
 Mayors
 TNT Fireworks
 TOTER WASTEQUIP
 Transtech Engineers, Inc.
**Tribal Alliance of Sovereign
 Indian Nations**
Union Pacific Railroad
 United Storm Water, Inc.
 University of La Verne
 U.S. Communities
 VacantRegistry.com
Vali Cooper & Associates, Inc.
 Valley Vista Services, Inc.
 Vanir Construction Management, Inc.
 Visa
 Vision Internet
 Walker Parking Consultants/
 Engineers Inc.
 Water Replenishment District of
 Southern California
 West Coast Arborists, Inc.
Willdan
 World Centric

Registration

Registration Includes:

- Admission to education sessions
- Wednesday Host City Reception and Expo; Thursday lunch with exhibitors; Friday General Assembly luncheon

Online Registration (credit card) —
Visit www.cacities.org/AC

Mail-in Registration (pay by check) — contact
mdunn@cacities.org to request a registration form.

After your registration for the conference is received and processed, a confirmation email will be sent containing the links for housing reservations.

Full Conference Registration Fees

	EARLY BIRD Before July 9	After July 9 and onsite
City Delegate		
Member City	\$ 500	\$ 550
Nonmember City	\$ 1500	\$ 1550
Public Official		
County/State	\$ 575	\$ 625
Partner/Exhibitor/All Others		
Company Representative	\$ 675	\$ 725

NOTE: Conference registration is required to attend the Policy Committees, Department and Annual Conference business meeting and/or to be a Voting Delegate.

One-Day Registration

Early bird rates are not available for one day registrations

City Delegate		
Member City		\$ 275
Nonmember City		\$ 1275
Public Official		
County/State		\$ 325
Partner/Exhibitor/All Others		
Company Representative		\$ 375

Optional Registration Add-ons
(non-refundable)

City Clerks Workshop — \$125 member cities,
\$250 non-member cities

Tours:

Explore the Historic Los Angeles River
(Guided van and walking tour)

Blast off with the Space Shuttle Endeavour
(Light rail trip to the California Science Center)

Be Prepared at the Emergency Operations Center
(Walking tour)

Tours have limited space available — \$5 non-refundable processing fee. If you are unable to participate in a tour, your position will be substituted with someone on the wait list.

Guest Registration — \$125

Guest rate is restricted to those who are not city/public officials, are not related to any Partner/Expo company, and would have no professional reason to attend for learning or business. Rate includes admission to the Expo and receptions only. Session seats are reserved for conference registrants. There is no refund for the cancellation of a guest registration. It is not advisable to use city funds to register a guest.

Onsite Badge Pick Up

2014 Annual Conference badges will be available at the registration desk in the Los Angeles Convention Center.

REGISTRATION HOURS:

Wednesday, September 3 – 8:00 a.m. – 6:00 p.m.

Thursday, September 4 – 7:00 a.m. – 4:00 p.m.

Friday, September 5 – 7:30 – 10:00 a.m.



Questions or special needs? Contact our conference registrar at mdunn@cacities.org before Tuesday, August 12.

Refund Policy

Advance registrants unable to attend will receive a refund of rate paid, minus a \$75 processing charge, only when a written request is submitted to the League of California Cities, Conference Registration, 1400 K Street, Sacramento, CA, 95814 or mdunn@cacities.org and received before 5:00 p.m. on Tuesday, August 12. Refunds will not be available after this date. If you are unable to attend, you may substitute a colleague for your entire registration. Please note, sharing of registration is prohibited.



Conference Hotels

JW Marriott Los Angeles L.A. Live*

900 West Olympic Boulevard

\$199.00 single/double

(plus occupancy taxes and fees 15.5%)

The Westin Bonaventure Los Angeles*

404 South Figueroa Street

\$185.00 single/double

(plus occupancy taxes and fees 15.5%)

*Shuttle services will be provided for the duration of the conference from the hotels to the Los Angeles Convention Center

Reduced room rates are available for registered attendees/exhibitors at the 2014 Annual Conference. Reserve your hotel nights while space is available. Phone reservations will not be available. The discounted hotel rate cut-off is **Tuesday, August 12** and the hotels are subject to sell out prior to the reservation deadline – reserve early.

STEP ONE: Register for the Conference

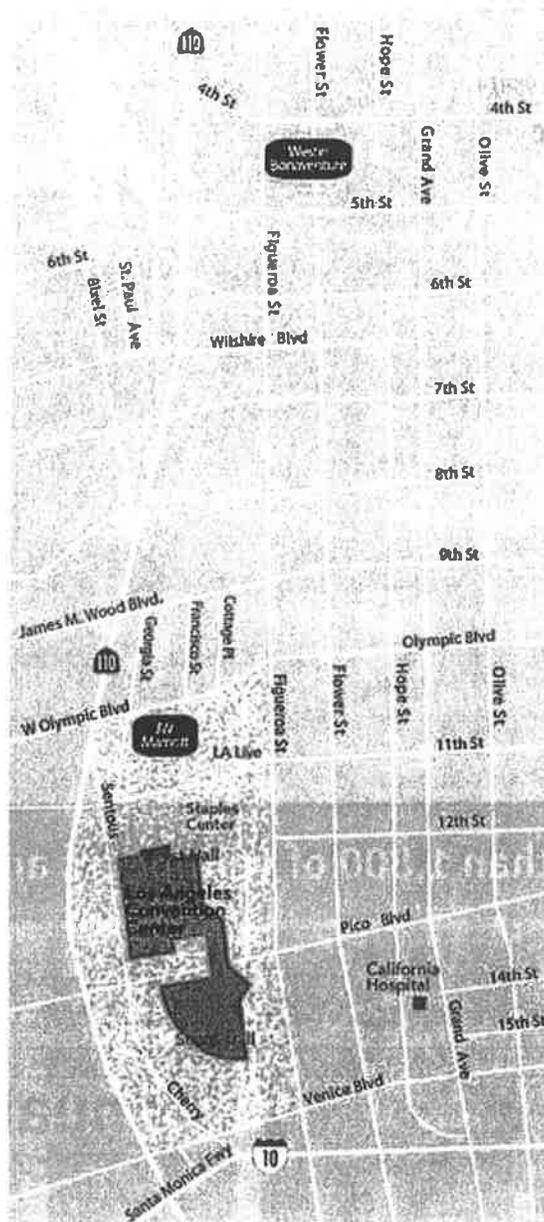
STEP TWO: Book hotel room

After your registration for the conference is received and processed, a confirmation email will be sent containing the links for housing reservations.

Hotel Changes or Hotel Cancellations

Hotel reservation changes, date modifications, early check-out, or cancellations made prior to Tuesday, August 12 must be done through the online reservation link you received when registering for the conference. Use your confirmation/acknowledgement number to access your reservation to make changes. Once the August 12 deadline has passed, please contact the hotel directly with any changes or cancellations. Please note that hotel cancellations after the housing deadline has passed may incur a financial penalty of a minimum one-night room charge or attrition fees.

CAUTION! Do not make a hotel reservation unless you are sure it is needed. Your city/company will be financially responsible for all cancellation/attrition fees. If you are making hotel reservations for others, please confirm with each individual, in advance, that they actually need hotel accommodations and intend to use them on the dates you are reserving.



PLEASE NOTE: The information you provide to the League when registering for a League conference or meeting may be shared with the conference or meeting hotel(s). The hotel(s) will also share with the League the information you provide to the hotel(s) when you make your hotel reservation for the conference or meeting. The information shared between the League and the hotel(s) will be limited to your first name, last name and dates/length of stay in the hotel.



1400 K Street, Ste. 400
Sacramento, California 95814

www.cacities.org/AC

Join more than 1,800 of your peers and 400 cities at the...



League of California Cities Annual Conference & Expo

LOS ANGELES CONVENTION CENTER
September 3-5, 2014

Discounted early-bird rate!
Save \$50 per person before July 9

Register online at www.cacities.org/AC



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 City Attorney

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 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Jared G. Hancock, City Administrator

Action Date: May 21, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Contract Fire Protection Services for Sierra Pacific Industries Old Mill Property

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: When Sierra Pacific Industries (SPI) abandoned their mill operations at the Sunkist site, their private fire protection brigade was also disbanded. The property, is currently located outside of the city limits in Lassen County and is also outside of the Susan River Fire Protection District boundary. Currently if a fire occurs on the property, the City's fire personnel as well as other mutual aid departments are dispatched to the scene to handle the fire suppression.

Staff is proposing to negotiate with SPI to provide contract fire protection coverage to the property. We feel that due to the City's close proximity to the property and 24 hour station coverage, our fire department is well equipped to handle the fire suppression duties. We would propose a monthly amount to be on-call and would direct bill SPI for costs incurred in any fire suppression activities.

FISCAL IMPACT: N/A

ACTION REQUESTED: Information Only. Direction to staff.

ATTACHMENTS: None