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

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

Susanville City Council
Regular Meeting ♦ City Council Chambers
July 16, 2014 – 6:00 p.m.

Call meeting to order

Roll call of Councilmembers present

Next Resolution No. 14-5075

Next Ordinance No. 14-0999

- 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): two potential claims
 - B PUBLIC EMPLOYMENT pursuant to Government Code §54957: Airport Manager Contract
 - C PUBLIC EMPLOYEE PERFORMANCE EVALUATION – pursuant to Government Code §54957: City Administrator

- 4 **RETURN TO OPEN SESSION:** (recess if necessary)
 - *Reconvene in open session at 7:00 p.m.*
 - *Pledge of allegiance*
 - *Report any changes to agenda*
 - *Report any action out of Closed Session*
 - *Moment of Silence or Thought for the Day: Peter M. Talia*
 - *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 Approve vendor warrants numbered 91280 through 91430 for a total of \$163,192.42 including \$2,226.13 in payroll warrants
- B Receive and file Finance Reports: May 2014

7 **PUBLIC HEARINGS:**

- A CDBG Annual Program Income Report
 - 1 Public Hearing: Solicit and consider comments regarding the annual Grantee Performance Report
 - 2 Action: Motion to accept Annual Program Income Report and authorize submittal to the State Department of Housing and Community Development

- B An ordinance of the City of Susanville amending various sections of Chapter 17 of the City of Susanville Municipal Code to implement regulatory provisions required by the City of Susanville General Plan Housing Element 2009 – 2014
 - 1 Public Hearing: Solicit and consider public comment relative to the amendment of Chapter 17 of the Susanville Municipal Code
 - 2 Action: Consider **Ordinance No. 14-0998**; waive second reading and adopt

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

9 **NEW BUSINESS:**

- A Consider approval of Lassen Chamber of Commerce fund request for Magical Country Christmas Event
- B Consider use of Roop's Fort for Lassen County's 150th Anniversary celebration
- C Consider approval of lease agreement for the property at 606 Nevada Street
- D Consider approval of agreement with The Source for personnel information services
- E Consider approval of surplus equipment donation to CB Consulting

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

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

12 **CONTINUING BUSINESS:** No business.

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

14 **COUNCIL ITEMS:**

- A AB1234 travel reports:

15 **ADJOURNMENT:**

- **The next regular City Council meeting will be held on August 6, 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 July 16, 2014 in the areas designated on July 11, 2014.


Gwenna MacDonald, City Clerk

Reviewed by: City Administrator
 City Attorney

 X Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Deborah Savage, Finance Manager

Action Date: July 16, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Vendor and Payroll Warrants

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Warrants dated June 25th through July 8th numbered 91280 through 91430

FISCAL IMPACT: Accounts Payable vendor warrants totaling \$160,966.29 plus \$2,226.13 in payroll warrants, for a total of \$ 163,192.42

ACTION REQUESTED: Motion to receive and file.

ATTACHMENTS: Payments by vendor and transmittal check registers.

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
06/14	06/26/2014	91283	53		RETIREMENT INCENTIVE PKGE	062314	1	7610-2229-001	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 062314:											
06/14	06/26/2014	91284	7821		REFUND WATER OVERPAYME	10327750007	1	9999-1001-001	CASH CLEARING - UTILITIES	17.51	17.51
Total 10327750007:											
06/14	06/26/2014	91285	68	BECKWITH MD, DAVID R	DMV PHYSICAL	061914	1	1000-421-10-43	TECHNICAL SVCS	110.00	110.00
Total 061914:											
06/14	06/26/2014	91286	76	BILLINGTON ACE HARD	WRENCH, WASHERS	297040	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	58.50	58.50
Total 297040:											
06/14	06/26/2014	91286	76	BILLINGTON ACE HARD	MARKING PAINT, NYLON	301278	1	1000-452-20-46	SUPPLIES-GENERAL	10.81	10.81
Total 301278:											
06/14	06/26/2014	91286	76	BILLINGTON ACE HARD	BULB	301700	1	1000-452-20-46	SUPPLIES-GENERAL	19.33	19.33
Total 301700:											
06/14	06/26/2014	91286	76	BILLINGTON ACE HARD	LAWN FAUCET	301732	1	7530-451-52-46	SUPPLIES-GENERAL	24.18	24.18
Total 301732:											
06/14	06/26/2014	91286	76	BILLINGTON ACE HARD	SPRINKLER	301797	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	3.86	3.86
Total 301797:											
06/14	06/26/2014	91286	76	BILLINGTON ACE HARD	FITTING FOR ICE MACHINE	301836	1	7620-430-10-44	REPAIR AND MAINTENANCE-MI	3.28	3.28

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 301836:											
06/14	06/26/2014	91286	76	BILLINGTON ACE HARD	CEMENT, COUPLING	301840	1	7620-430-10-44	REPAIR AND MAINTENANCE-MI	6.56	6.56
Total 301840:											
06/14	06/26/2014	91286	76	BILLINGTON ACE HARD	KEY CUT	302182	1	1000-452-20-46	SUPPLIES-GENERAL	1.63	1.63
Total 302182:											
06/14	06/26/2014	91286	76	BILLINGTON ACE HARD	FLARE	302219	1	7401-430-62-46	SUPPLIES-GENERAL	4.82	4.82
Total 302219:											
06/14	06/26/2014	91286	76	BILLINGTON ACE HARD	TIEDOWNS, PAIL	302324	1	2007-431-20-46	SUPPLIES-GENERAL	29.96	29.96
Total 302324:											
06/14	06/26/2014	91286	76	BILLINGTON ACE HARD	PAILS	302325	1	2007-431-20-46	SUPPLIES-GENERAL	6.28	6.28
Total 302325:											
06/14	06/26/2014	91286	76	BILLINGTON ACE HARD	GOLF PVC	302327	1	7530-451-52-46	SUPPLIES-GENERAL	4.31	4.31
Total 302327:											
06/14	06/26/2014	91286	76	BILLINGTON ACE HARD	BUSHINGS	302342	1	7530-451-52-46	SUPPLIES-GENERAL	4.79	4.79
Total 302342:											
06/14	06/26/2014	91286	76	BILLINGTON ACE HARD	COUPLER, BUSHING, PVC	302356	1	7530-451-54-46	SUPPLIES GENERAL	7.58	7.58
Total 302356:											
06/14	06/26/2014	91286	76	BILLINGTON ACE HARD	COLORRED KEY	302679	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	1.92	1.92
Total 302679:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
06/14	06/26/2014	91286	76	BILLINGTON ACE HARD	GROUNDING PLUG	302694	1	7401-430-62-46	SUPPLIES-GENERAL	5.60	5.60
Total 302694:											
06/14	06/26/2014	91286	76	BILLINGTON ACE HARD	CONCRETE MIX	302864	1	7401-430-62-46	SUPPLIES-GENERAL	25.11	25.11
Total 302864:											
06/14	06/26/2014	91286	76	BILLINGTON ACE HARD	ACE STRAP	302876	1	7401-430-62-46	SUPPLIES-GENERAL	14.48	14.48
Total 302876:											
06/14	06/26/2014	91287	7818		REFUND WATER OVERPAYME	10423100000	1	9999-1001-001	CASH CLEARING - UTILITIES	70.78	70.78
Total 10423100000:											
06/14	06/26/2014	91288	7836		REFUND GAS DEPOSIT	10225550021	1	7401-2228-000	DEPOSITS-CUSTOMER	94.13	94.13
Total 10225550021:											
06/14	06/26/2014	91289	7816		REFUND GAS DEPOSIT	10530100620	1	7401-2228-000	DEPOSITS-CUSTOMER	71.65	71.65
Total 10530100620:											
06/14	06/26/2014	91290	1307	C&S WASTE SOLUTIONS	110 NORTH ST	110NORTH 060114	1	1000-452-20-44	DISPOSAL	226.62	226.62
Total 110NORTH 060114:											
06/14	06/26/2014	91290	1307	C&S WASTE SOLUTIONS	470-895 CIRCLE DR	470895CIRCLE 060114	1	7530-451-52-44	DISPOSAL	186.47	186.47
Total 470895CIRCLE 060114:											
06/14	06/26/2014	91290	1307	C&S WASTE SOLUTIONS	600 MAIN ST	PLC600MAIN 060114	1	2007-431-20-44	DISPOSAL	36.66	36.66
Total PLC600MAIN 060114:											
06/14	06/26/2014	91290	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - DIAMO	PLCDIMDMTN 060114	1	2007-431-20-44	DISPOSAL	36.66	36.66

Check Issue Dates: 6/26/2014 - 6/26/2014

Jun 26, 2014 10:02AM

GL Period	Check Issue Date	Check Number	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total PLCDIMNDMTN 060114:												
06/14	06/26/2014	91290	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - ELKS L	PLCELKSLDGE 060114	1	2007-431-20-44	DISPOSAL	36.66	36.66	
Total PLCCELKSLDGE 060114:												
06/14	06/26/2014	91290	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HOTEL	PLCHOTELLSN1 060114	1	2007-431-20-44	DISPOSAL	36.66	36.66	
Total PLCHOTELLSN1 060114:												
06/14	06/26/2014	91290	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - KIMS KI	PLCKKIMSKIT 060114	1	2007-431-20-44	DISPOSAL	36.66	36.66	
Total PLCKKIMSKIT 060114:												
06/14	06/26/2014	91290	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - KNOCH	PLCKKNOCHBLD 060114	1	2007-431-20-44	DISPOSAL	36.66	36.66	
Total PLCKKNOCHBLD 060114:												
06/14	06/26/2014	91290	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LESLIE	PLCLESLESJEW 060114	1	2007-431-20-44	DISPOSAL	36.66	36.66	
Total PLCLESLESJEW 060114:												
06/14	06/26/2014	91290	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - MT LAS	PLCMTLASSSEN 060114	1	2007-431-20-44	DISPOSAL	36.66	36.66	
Total PLCMTLASSSEN 060114:												
06/14	06/26/2014	91290	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - PANCE	PLCPANCERAPLZA060114	1	2007-431-20-44	DISPOSAL	36.66	36.66	
Total PLCPANCERAPLZA060114:												
06/14	06/26/2014	91290	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - UPTOW	PLCUPDOWNPK 060114	1	2007-431-20-44	DISPOSAL	36.66	36.66	
Total PLCUPDOWNPK 060114:												
06/14	06/26/2014	91290	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - WALMA	PLCWALMARTBUS 060114	1	2007-431-20-44	DISPOSAL	36.66	36.66	
Total PLCWALMARTBUS 060114:												

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
06/14	06/26/2014	91290	1307	C&S WASTE SOLUTIONS	925 SIERRA	SVL15 060114	1	7401-430-62-44	DISPOSAL	154.93	154.93
Total SVL15 060114:											
06/14	06/26/2014	91290	1307	C&S WASTE SOLUTIONS	66 N LASSEN ST	SVL2 060114	1	1000-417-10-44	DISPOSAL	154.93	154.93
Total SVL2 060114:											
06/14	06/26/2014	91290	1307	C&S WASTE SOLUTIONS	95 N WEATHERLOW	SVL5 060114	1	1000-452-20-44	DISPOSAL	186.47	186.47
Total SVL5 060114:											
06/14	06/26/2014	91290	1307	C&S WASTE SOLUTIONS	1801 MAIN ST	SVL7 060114	1	1000-421-10-44	DISPOSAL	93.24	93.24
Total SVL7 060114:											
06/14	06/26/2014	91291	1324	CALIFORNIA AIR POLLUT	2014 MEMBERSHIP DUES	1920	1	8404-430-10-48	DUES AND MEMBERSHIPS	850.00	850.00
Total 1920:											
06/14	06/26/2014	91292	99	CALIFORNIA ASSOCIATI	1015 MEMBERSHI	794	1	1000-1430-105	PREPAID - OTHER	465.00	465.00
Total 794:											
06/14	06/26/2014	91293	148	COMPUTER LOGISTICS	MONTHLY SER 2HRS INV NOT	61308	1	1000-417-10-43	TECHNICAL SVCS	220.00	220.00
Total 61308:											
06/14	06/26/2014	91294	7828		REFUND GAS DEPOSIT	10126520015	1	7401-2228-000	DEPOSITS-CUSTOMER	182.85	182.85
Total 10126520015:											
06/14	06/26/2014	91295	161	CSK AUTO INC	PINION	2740290123	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	28.03	28.03
Total 2740290123:											
06/14	06/26/2014	91295	161	CSK AUTO INC	BOOK, BAT TESTER	2740297020	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	29.01	29.01

Check Issue Dates: 6/26/2014 - 6/26/2014

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 2740297020:											
06/14	06/26/2014	91295	161	CSK AUTO INC	NEW DISTRIBUTOR	2740301588	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	156.63-	156.63-
Total 2740301588:											
06/14	06/26/2014	91295	161	CSK AUTO INC	OIL	2740309211	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	164.11	164.11
06/14	06/26/2014	91295	161	CSK AUTO INC	OIL	2740309211	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	164.11	164.11
06/14	06/26/2014	91295	161	CSK AUTO INC	OIL	2740309211	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	164.12	164.12
Total 2740309211:											
06/14	06/26/2014	91295	161	CSK AUTO INC	CALIPER BOLT	2740310518	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	6.44	6.44
Total 2740310518:											
06/14	06/26/2014	91296	173	DATCO SERVICES	SUBSTANCE TEST -	25721634	1	1000-416-10-43	TECHNICAL SVCS	260.00	260.00
Total 25721634:											
06/14	06/26/2014	91297	7813		REFUND GAS DEPOSIT	10107550000	1	9999-1001-001	CASH CLEARING - UTILITIES	46.17	46.17
Total 10107550000:											
06/14	06/26/2014	91298	194	DIAMOND SAW SHOP IN	HONDA PARTS	12581 051614	1	1000-422-10-44	MISC - REPAIR & MAINTENANC	28.96	28.96
Total 12581 051614:											
06/14	06/26/2014	91298	194	DIAMOND SAW SHOP IN	TRIMMER PARTS	12592 052014	1	2007-431-20-46	SUPPLIES-SMALL TOOLS	32.20	32.20
Total 12592 052014:											
06/14	06/26/2014	91298	194	DIAMOND SAW SHOP IN	WEED EATER PARTS	12629 052814	1	2007-431-20-46	SUPPLIES-SMALL TOOLS	20.85	20.85
Total 12629 052814:											
06/14	06/26/2014	91298	194	DIAMOND SAW SHOP IN	TRIMMERS PARTS	12684	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	13.92	13.92

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 12684:											
06/14	06/26/2014	91299	1261	DIAMOND TRUCK AND A	OIL FILTER, OIL, BRAKE PADS	1990	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	229.95	229.95
Total 1990:											
06/14	06/26/2014	91300	7781		GAS OVERPAYMENT	10290110009-1	1	9999-1001-001	CASH CLEARING - UTILITIES	20.00	20.00
Total 10290110009-1:											
06/14	06/26/2014	91301	1260	DIRECTV INC	GOLF COURSE CABLE 6/14	23396956223	1	7530-451-52-45	COMMUNICATIONS	74.20	74.20
06/14	06/26/2014	91301	1260	DIRECTV INC	GOLF COURSE CABLE 7/14	23396956223	2	7530-1430-105	PREPAID - OTHER	84.96	84.96
Total 23396956223:											
06/14	06/26/2014	91302	7826		REFUND GAS OVERPAYMENT	10438700022	1	9999-1001-001	CASH CLEARING - UTILITIES	2.47	2.47
Total 10438700022:											
06/14	06/26/2014	91303	219	ED STAUB & SONS PETR	87.2 GAL PROPANE G/C	0083652	1	7530-451-52-46	GASOLINE	186.54	186.54
Total 0083652:											
06/14	06/26/2014	91304	1356		TR EX RENO NV 05/15/14	051514	1	8404-430-10-45	TRAVEL & TRAINING	76.50	76.50
Total 051514:											
06/14	06/26/2014	91305	7817		REIM CLEANING DEPOSIT	060914	1	1000-2228-009	DEPOSITS-COMM CENTER RE	50.00	50.00
Total 060914:											
06/14	06/26/2014	91306	241	FEATHER PUBLISHING C	#7630 HUSA ASSESSMENT	#7630 HUSA	1	1000-411-40-45	ADVERTISING	127.40	127.40
Total #7630 HUSA:											
06/14	06/26/2014	91306	241	FEATHER PUBLISHING C	FIREFIGHTER 1 AD	ACCT#695 01004385	1	1000-416-10-45	ADVERTISING	36.25	36.25

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 ACCT#695 01004385:											
06/14	06/26/2014	91306	241	FEATHER PUBLISHING C	FIREFIGHTER 1 AD	ACCT#695 01006061	1	1000-416-10-45	ADVERTISING	36.25	36.25
Total ACCT#695 01006061:											
06/14	06/26/2014	91306	241	FEATHER PUBLISHING C	PO#7630 HUSA REPORT	PO#7630	1	1000-411-10-45	ADVERTISING	31.85	31.85
Total PO#7630:											
06/14	06/26/2014	91306	241	FEATHER PUBLISHING C	PO# 7631 HOUSING ELEMENT	PO#7631	1	1000-411-40-45	ADVERTISING	147.00	147.00
Total PO#7631:											
06/14	06/26/2014	91306	241	FEATHER PUBLISHING C	PO#7632 HOMELESS ORD.	PO#7632	1	1000-411-40-45	ADVERTISING	215.60	215.60
Total PO#7632:											
06/14	06/26/2014	91306	241	FEATHER PUBLISHING C	PO#7633 BUDGET HEARING	PO#7633	1	1000-417-10-45	ADVERTISING	55.00	55.00
Total PO#7633:											
06/14	06/26/2014	91306	241	FEATHER PUBLISHING C	PO#7635 NOTICE CCR REPORT	PO#7635	1	1000-416-10-45	ADVERTISING	95.00	95.00
Total PO#7635:											
06/14	06/26/2014	91306	241	FEATHER PUBLISHING C	PO#7636 POOL ANALYSIS	PO#7636	1	1000-452-22-45	ADVERTISING	88.20	88.20
Total PO#7636:											
06/14	06/26/2014	91306	241	FEATHER PUBLISHING C	PO#7637 1355 NORTH ST HEAR	PO#7637	1	1000-411-10-45	ADVERTISING	63.70	63.70
Total PO#7637:											
06/14	06/26/2014	91307	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	472921A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00
Total 472921A:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
06/14	06/26/2014	91307	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	472922A	1	7110-430-42-43	TECHNICAL SVCS	24.00	24.00
Total 472922A:											
06/14	06/26/2014	91307	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	472923A	1	7110-430-42-43	TECHNICAL SVCS	24.00	24.00
Total 472923A:											
06/14	06/26/2014	91307	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	472924A	1	7110-430-42-43	TECHNICAL SVCS	24.00	24.00
Total 472924A:											
06/14	06/26/2014	91307	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	472925A	1	7110-430-42-43	TECHNICAL SVCS	24.00	24.00
Total 472925A:											
06/14	06/26/2014	91307	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	473190A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00
Total 473190A:											
06/14	06/26/2014	91308	257	FOREST OFFICE EQUIP	COPIES - KYOCERA COPIER 7I	CC5432	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	188.13	188.13
Total CC5432:											
06/14	06/26/2014	91309	258	FCCCHR	MEMBERSHIP THROUGH 6/30/1	11547	1	7110-1430-105	PRE-PAID OTHER	165.00	165.00
Total 11547:											
06/14	06/26/2014	91310	265	FRONTIER	021-1147 CITY HALL	0211147 062014	1	1000-417-10-45	COMMUNICATIONS	1,122.82	1,122.82
Total 0211147 062014:											
06/14	06/26/2014	91310	265	FRONTIER	257-0315 AWOS AIRPORT	0315 051514	1	7201-430-81-45	COMMUNICATIONS	34.58	34.58
Total 0315 051514:											
06/14	06/26/2014	91310	265	FRONTIER	257-1033 PARKS	1033 060514	1	1000-452-20-45	COMMUNICATIONS	157.42	157.42

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 1033 060514:											
06/14	06/26/2014	91310	265	FRONTIER	257-1041 PMW ADMIN	1041 060514	1	7620-430-10-45	COMMUNICATIONS	273.05	273.05
Total 1041 060514:											
06/14	06/26/2014	91310	265	FRONTIER	257-1182 NAT GAS TELEMETRY	1182 061014	1	7401-430-62-45	COMMUNICATIONS	32.64	32.64
Total 1182 061014:											
06/14	06/26/2014	91310	265	FRONTIER	252-1182 WATER SCADA	21182 061014	1	7110-430-42-45	COMMUNICATIONS	300.59	300.59
Total 21182 061014:											
06/14	06/26/2014	91310	265	FRONTIER	252-4247 LASSEN CO AIR POLL	24247 061014	1	7620-430-10-45	COMMUNICATIONS	145.55	145.55
Total 24247 061014:											
06/14	06/26/2014	91310	265	FRONTIER	257-2845 DEBRISROLL OVER	2845 061514	1	7620-430-10-45	COMMUNICATIONS	32.64	32.64
Total 2845 061514:											
06/14	06/26/2014	91310	265	FRONTIER	257-2960 HVAC/ELEVATOR LIN	2960 060514	1	1000-417-10-45	COMMUNICATIONS	32.64	32.64
Total 2960 060514:											
06/14	06/26/2014	91310	265	FRONTIER	257-3292 MUSEUM	3292 061014	1	1000-451-80-45	COMMUNICATION	78.29	78.29
Total 3292 061014:											
06/14	06/26/2014	91310	265	FRONTIER	257-4725 CITY HALL FAX	4725 061514	1	1000-419-10-45	COMMUNICATIONS	20.45	20.45
06/14	06/26/2014	91310	265	FRONTIER	257-4725 CITY HALL FAX	4725 061514	2	1000-415-10-45	COMMUNICATIONS	20.44	20.44
Total 4725 061514:											
06/14	06/26/2014	91311	7830		REFUND GAS OVERPAYMENT	10438750010	1	9999-1001-001	CASH CLEARING - UTILITIES	52.80	52.80

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 10438750010:											
06/14	06/26/2014	91312	1447	GEI CONSULTANTS INC.	PROFESSIONAL SER. 5/31/14	713432	1	7110-430-42-43	PROFESSIONAL SVCS	1,003.75	1,003.75
Total 713432:											
06/14	06/26/2014	91313	280	GRANITE CONSTRUCTIO	ASPHALT	650554	1	2007-431-20-46	SUPPLIES-GENERAL	761.23	761.23
06/14	06/26/2014	91313	280	GRANITE CONSTRUCTIO	ASPHALT	650554	2	7401-430-62-46	SUPPLIES-GENERAL	761.23	761.23
06/14	06/26/2014	91313	280	GRANITE CONSTRUCTIO	ASPHALT	650554	3	7110-430-42-46	SUPPLIES-GENERAL	761.23	761.23
Total 650554:											
06/14	06/26/2014	91314	288		REIMBURSE HEALTH INS - SIC	061614	1	7610-2228-002	RETIREE SICK LEAVE BANK PA	419.50	419.50
Total 061614:											
06/14	06/26/2014	91315	7815		REFUND GAS DEPOSIT	10100200113	1	7401-2228-000	DEPOSITS-CUSTOMER	192.89	192.89
Total 10100200113:											
06/14	06/26/2014	91316	7829		REFUND GAS OVERPAYMENT	10507330008	1	9999-1001-001	CASH CLEARING - UTILITIES	9.46	9.46
Total 10507330008:											
06/14	06/26/2014	91317	307		REIM PHYSICAL FITNESS	060214	1	1000-422-10-48	MISCELLANEOUS	231.59	231.59
Total 060214:											
06/14	06/26/2014	91318	7835		REFUND GAS DEPOSIT	10509650317	1	7401-2228-000	DEPOSITS-CUSTOMER	117.01	117.01
Total 10509650317:											
06/14	06/26/2014	91319	332	INTERSTATE GAS SERVI	GAS CONSULTING SVC 6/2014	062314	1	7401-430-62-43	PROFESSIONAL SVCS	400.00	400.00
Total 062314:											
06/14	06/26/2014	91320	1362	IRON MOUNTAIN INFO. M	SHREDDING P/D	KJL7666	1	1000-421-10-44	DISPOSAL	54.50	54.50

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 KJL7666:											
06/14	06/26/2014	91321	335	J.W. WOOD CO INC	COUPLING, TEE, PVC	S07240900	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	5.21	54.50
										5.21	54.50
Total S07240900:											
06/14	06/26/2014	91321	335	J.W. WOOD CO INC	SPRINKLER	S073570	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	11.87	11.87
										11.87	11.87
Total S073570:											
06/14	06/26/2014	91322	1150	JACOBS ANDERSON PO	ATTORNEY SVCS	061514	1	1000-412-10-43	PROFESSIONAL SVCS	50.00	50.00
										50.00	50.00
Total 061514:											
06/14	06/26/2014	91323	7812		REFUND GAS DEPOSIT	10527650029	1	7401-2228-000	DEPOSITS-CUSTOMER	112.42	112.42
										112.42	112.42
Total 10527650029:											
06/14	06/26/2014	91324	383	LASCO	PLAQUE	1758	1	1000-411-10-46	SUPPLIES-GENERAL	78.42	78.42
										78.42	78.42
Total 1758:											
06/14	06/26/2014	91325	990	LASSEN CO HEALTH & S	CUPA FEES - 720 SOUTH ST 7/1	140146	1	7620-1430-105	PRE-PAID OTHER	185.00	185.00
										185.00	185.00
Total 140146:											
06/14	06/26/2014	91325	990	LASSEN CO HEALTH & S	2014-2015 CUPA FEES GOLF C	140157	1	7530-451-52-48	DUES & MEMBERSHIPS	135.00	135.00
										135.00	135.00
Total 140157:											
06/14	06/26/2014	91326	5027	LASSEN ECONOMIC DEV	GAS OVERPYMNT	10410860003	1	9999-1001-001	CASH CLEARING - UTILITIES	615.05	615.05
										615.05	615.05
Total 10410860003:											
06/14	06/26/2014	91327	6843	LASSEN GRIZZLY SOCC	REIM OVERCHARGE TEMP US	062314	1	1000-419-10-34	ZONING & SUBDIVISION FEES	25.00	25.00
										25.00	25.00
Total 062314:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount	
06/14	06/26/2014	91328	411	LASSEN MOTOR PARTS		194648-1	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	5.10-	5.10-	
06/14	06/26/2014	91328	411	LASSEN MOTOR PARTS		194648-1	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	5.10-	5.10-	
06/14	06/26/2014	91328	411	LASSEN MOTOR PARTS		194648-1	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	5.10-	5.10-	
Total 194648-1:											15.30-	15.30-
06/14	06/26/2014	91328	411	LASSEN MOTOR PARTS	TOGGLE SWITCH	199178	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	4.92	4.92	
Total 199178:											4.92	4.92
06/14	06/26/2014	91328	411	LASSEN MOTOR PARTS	BELT	200406	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	7.21	7.21	
Total 200406:											7.21	7.21
06/14	06/26/2014	91328	411	LASSEN MOTOR PARTS	BELT	200408	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	8.40	8.40	
Total 200408:											8.40	8.40
06/14	06/26/2014	91328	411	LASSEN MOTOR PARTS	COUPLER	201064	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	1.93	1.93	
06/14	06/26/2014	91328	411	LASSEN MOTOR PARTS	COUPLER	201064	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	1.93	1.93	
06/14	06/26/2014	91328	411	LASSEN MOTOR PARTS	COUPLER	201064	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	1.93	1.93	
Total 201064:											5.79	5.79
06/14	06/26/2014	91329	412	LASSEN REGIONAL SOLI	DUMP FEES	652585	1	2007-431-20-44	DISPOSAL	2.52	2.52	
Total 652585:											2.52	2.52
06/14	06/26/2014	91329	412	LASSEN REGIONAL SOLI	DUMP FEES	652683	1	2007-431-20-44	DISPOSAL	6.26	6.26	
Total 652683:											6.26	6.26
06/14	06/26/2014	91329	412	LASSEN REGIONAL SOLI	DUMP FEES	653137	1	2007-431-20-44	DISPOSAL	5.49	5.49	
Total 653137:											5.49	5.49
06/14	06/26/2014	91329	412	LASSEN REGIONAL SOLI	DUMP FEES	653138	1	2007-431-20-44	DISPOSAL	1.80	1.80	

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 653136:											
06/14	06/26/2014	91329	412	LASSEN REGIONAL SOLI	DUMP FEES	653167	1	2007-431-20-44	DISPOSAL	3.78	3.78
Total 653167:											
06/14	06/26/2014	91330	7833	LASSEN SENIOR SERVIC	FUNDING REQUEST FROM CIVI	041914	1	1000-466-33-46	CIVIC CONTRIBUTIONS	6,000.00	6,000.00
Total 041914:											
06/14	06/26/2014	91331	413	LASSEN TIRE	#57 FLAT TIRE	45698	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	20.00	20.00
Total 45698:											
06/14	06/26/2014	91332	413	SUSANVILLE TOWING	LOCKOUT FORD F-150	54526	1	1000-452-20-43	TECHNICAL SVCS	85.00	85.00
Total 54526:											
06/14	06/26/2014	91333	416		GAS OVERPAYMENT	10432160002	1	9999-1001-001	CASH CLEARING - UTILITIES	5.47	5.47
Total 10432160002:											
06/14	06/26/2014	91334	7820		REFUND GAS OVERPAYMENT	10402450119	1	9999-1001-001	CASH CLEARING - UTILITIES	7.00	7.00
Total 10402450119:											
06/14	06/26/2014	91335	1321	LAW OFFICES OF GREG	PROFESSIONAL SER 5/14	11912	1	8404-430-10-43	PROFESSIONAL SERVICES	70.00	70.00
Total 11912:											
06/14	06/26/2014	91336	432	LEXIS NEXIS	ELECTRONIC LAW LIBRARY SV	1405211752	1	1000-412-10-48	DUES AND MEMBERSHIPS	143.82	143.82
Total 1405211752:											
06/14	06/26/2014	91337	437	LMUD	AIRPORT VASI LIGHTS	10108 052214	1	7201-430-81-46	ELECTRICITY	10.00	10.00
Total 10108 052214:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
06/14	06/26/2014	91337	437	LMUD	JOHNSTONVILLE RD SPRINKLE	10262 061714	1	1000-452-30-46	ELECTRICITY	11.35	11.35
Total 10262 061714:											
06/14	06/26/2014	91337	437	LMUD	66 N LASSEN STREET	2466 060514	1	1000-452-20-46	ELECTRICITY	450.42	450.42
Total 2466 060514:											
06/14	06/26/2014	91337	437	LMUD	N WEATHERLOW ST TENNIS S	24661 060514	1	1000-452-20-46	ELECTRICITY	10.00	10.00
Total 24661 060514:											
06/14	06/26/2014	91337	437	LMUD	65 N WEATHERLOW ST PARK	2865 060514	1	1000-452-20-46	ELECTRICITY	83.47	83.47
Total 2865 060514:											
06/14	06/26/2014	91337	437	LMUD	65 N WEATHERLOW ST MUSEU	2866 060514	1	1000-451-80-46	ELECTRICITY	20.07	20.07
Total 2866 060514:											
06/14	06/26/2014	91337	437	LMUD	65 N WEATHERLOW ST COMM	2867 060514	1	1000-452-20-46	ELECTRICITY	33.54	33.54
Total 2867 060514:											
06/14	06/26/2014	91337	437	LMUD	N WEATHERLOW ST TENNIS C	2870 060514	1	1000-452-20-46	ELECTRICITY	20.96	20.96
Total 2870 060514:											
06/14	06/26/2014	91337	437	LMUD	NORTH ST BASEBALL PARK M	2873 060514	1	1000-452-20-46	ELECTRICITY	14.87	14.87
Total 2873 060514:											
06/14	06/26/2014	91337	437	LMUD	SKYLINE DR WELL 4	29931 061114	1	7110-430-42-46	ELECTRICITY	169.37	169.37
Total 29931 061114:											
06/14	06/26/2014	91337	437	LMUD	115 N WEATHERLOW ST	43866 060514	1	1000-451-80-46	ELECTRICITY	69.67	69.67

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 43866 060514:											
06/14	06/26/2014	91337	437	LMUD	GLENN DR & CHERRY TR - SCA	44298 061114	1	7110-430-42-46	ELECTRICITY	14.47	14.47
Total 44298 061114:											
06/14	06/26/2014	91337	437	LMUD	PAUTE LN SCADA	44316 061114	1	7110-430-42-46	ELECTRICITY	13.12	13.12
Total 44316 061114:											
06/14	06/26/2014	91337	437	LMUD	BAGWELL SPRINGS - SCADA	45542 061114	1	7110-430-42-46	ELECTRICITY	39.76	39.76
Total 45542 061114:											
06/14	06/26/2014	91337	437	LMUD	AIRPORT LOT 5	51908 052214	1	7201-430-81-46	ELECTRICITY	10.14	10.14
Total 51908 052214:											
06/14	06/26/2014	91337	437	LMUD	AIRPORT HANGER 6	54333 052214	1	7201-430-81-46	ELECTRICITY	10.00	10.00
Total 54333 052214:											
06/14	06/26/2014	91337	437	LMUD	AIRPORT OFFICE	7146 052214	1	7201-430-81-46	ELECTRICITY	303.99	303.99
Total 7146 052214:											
06/14	06/26/2014	91337	437	LMUD	AIRPORT GAS PUMP	7154 052214	1	7201-430-81-46	ELECTRICITY	18.32	18.32
Total 7154 052214:											
06/14	06/26/2014	91337	437	LMUD	AIRPORT HANGER 8	92715 052214	1	7201-430-81-46	ELECTRICITY	15.55	15.55
Total 92715 052214:											
06/14	06/26/2014	91337	437	LMUD	NORTH ST BASEBALL PARK M	9283 060514	1	1000-452-20-46	ELECTRICITY	177.76	177.76
Total 9283 060514:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
06/14	06/26/2014	91337	437	LMUD	MAIN & PINE CHRISTMAS TREE	94811 060514	1	1000-466-30-46	ELECTRICITY	10.00	10.00
Total 94811 060514:											
06/14	06/26/2014	91338	445		RETIRE INCENTIVE 7/14	062314	1	7610-2229-001	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 062314:											
06/14	06/26/2014	91339	7227		REFUND WATER DEPOSIT	10301550011	1	7110-2228-000	DEPOSITS-CUSTOMER	24.90	24.90
Total 10301550011:											
06/14	06/26/2014	91340	473		GAS OVERPAYMENT 2940 RIVE	10410180000	1	9999-1001-001	CASH CLEARING - UTILITIES	47.95	47.95
Total 10410180000:											
06/14	06/26/2014	91340	473		GAS OVERPAYMENT 2940 RIVE	10410190000	1	9999-1001-001	CASH CLEARING - UTILITIES	7.00	7.00
Total 10410190000:											
06/14	06/26/2014	91341	481	MISSION LINEN & UNIFO	PARKS LINEN SER 6/10/14	250237140	1	1000-452-20-44	LINEN SERVICES	12.83	12.83
Total 250237140:											
06/14	06/26/2014	91341	481	MISSION LINEN & UNIFO	WATER LINEN SER 6/17/14	250237754	1	7110-430-42-44	LINEN SERVICE	46.03	46.03
Total 250237754:											
06/14	06/26/2014	91341	481	MISSION LINEN & UNIFO	STREET LINEN SER 06/17/14	250237755	1	2007-431-20-44	LINEN SERVICE	6.68	6.68
Total 250237755:											
06/14	06/26/2014	91341	481	MISSION LINEN & UNIFO	720 SOUTH ST 06/17/14	250237756	1	7620-430-10-44	LINEN SERVICE	61.22	61.22
06/14	06/26/2014	91341	481	MISSION LINEN & UNIFO	720 SOUTH ST 06/17/14	250237756	2	7620-430-10-46	SUPPLIES-JANTORIAL	51.70	51.70
Total 250237756:											
06/14	06/26/2014	91341	481	MISSION LINEN & UNIFO	PARKS LINEN SER 6/17/14	250237757	1	1000-452-20-44	LINEN SERVICES	267.72	267.72

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 250237757:											
06/14	06/26/2014	91341	481	MISSION LINEN & UNIFO	GAS LINEN SER 6/17/14	250237758	1	7401-430-62-44	LINEN SERVICES	66.47	66.47
Total 250237758:											
06/14	06/26/2014	91341	481	MISSION LINEN & UNIFO	WATER LINEN SER 2/18/14	25024012	1	7110-430-42-44	LINEN SERVICE	51.23	51.23
Total 25024012:											
06/14	06/26/2014	91342	488	MORNING GLORY	GOLF COURSE RESTURANT F	337077G	1	7530-451-54-46	SUPPLIES GENERAL	1,248.54	1,248.54
Total 337077G:											
06/14	06/26/2014	91342	488	MORNING GLORY	GOLF COURSE RESTURANT F	337256C	1	7530-451-54-46	SUPPLIES GENERAL	612.88	612.88
Total 337256C:											
06/14	06/26/2014	91342	488	MORNING GLORY	GOLF COURSE RESTURANT F	337259A	1	7530-451-54-46	SUPPLIES GENERAL	164.20	164.20
Total 337259A:											
06/14	06/26/2014	91342	488	MORNING GLORY	GOLF COURSE RESTURANT F	337283	1	7530-451-54-46	SUPPLIES GENERAL	31.45	31.45
Total 337283:											
06/14	06/26/2014	91342	488	MORNING GLORY	GOLF COURSE RESTURANT F	337301	1	7530-451-54-46	SUPPLIES GENERAL	32.10	32.10
Total 337301:											
06/14	06/26/2014	91342	488	MORNING GLORY	GOLF COURSE RESTURANT F	337370	1	7530-451-54-46	SUPPLIES GENERAL	28.27	28.27
Total 337370:											
06/14	06/26/2014	91342	488	MORNING GLORY	GOLF COURSE RESTURANT F	337388	1	7530-451-54-46	SUPPLIES GENERAL	16.05	16.05
Total 337388:											

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
06/14	06/26/2014	91342	488	MORNING GLORY	GOLF COURSE RESTURANT F	337429A	1	7530-451-54-46	SUPPLIES GENERAL	873.78	873.78
Total 337429A:											
06/14	06/26/2014	91343	7809		WATER OVERPAYMENT	10424650010-1	1	9999-1001-001	CASH CLEARING - UTILITIES	23.65	23.65
Total 10424650010-1:											
06/14	06/26/2014	91344	7819		REFUND GAS OVERPAYMENT	10230850003	1	9999-1001-001	CASH CLEARING - UTILITIES	256.62	256.62
Total 10230850003:											
06/14	06/26/2014	91345	6175		REFUND GAS DEPOSIT	10223680007	1	7401-2228-000	DEPOSITS-CUSTOMER	106.96	106.96
Total 10223680007:											
06/14	06/26/2014	91346	1300		REIM PHYSICAL FITNESS	060614	1	1000-422-10-48	MISCELLANEOUS	250.00	250.00
Total 060614:											
06/14	06/26/2014	91347	503		14/15 GEO WELL PROPERTY L	050114	1	7301-1430-105	PREPAID MISC	1,200.00	1,200.00
Total 050114:											
06/14	06/26/2014	91348	1186	OPIS	MEMBERSHIP DUES	203647	1	7401-430-62-48	DUES AND MEMBERSHIPS	542.28	542.28
06/14	06/26/2014	91348	1186	OPIS	MEMBERSHIP DUES	203647	2	7401-1430-105	PRE-PAID OTHER	96.12	96.12
Total 203647:											
06/14	06/26/2014	91349	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE 5/	579677	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	97.62	97.62
06/14	06/26/2014	91349	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE 5/	579677	2	7401-430-62-48	TAXES, FEES, PERMITS & CHA	97.63	97.63
Total 579677:											
06/14	06/26/2014	91350	543	PAK N SHIP	SHIPPING PID	1711	1	1000-421-10-46	POSTAGE	11.00	11.00
Total 1711:											
06/14	06/26/2014	91350	543	PAK N SHIP	SHIPPING PID	1744	1	1000-421-10-46	POSTAGE	44.90	44.90

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 1744:											
06/14	06/26/2014	91350	543	PAK N SHIP	SHIPPING P/D	1793	1	1000-421-10-46	POSTAGE	44.90	44.90
Total 1793:											
06/14	06/26/2014	91350	543	PAK N SHIP	SHIPPING P/D	1803	1	1000-421-10-46	POSTAGE	17.60	17.60
Total 1803:											
06/14	06/26/2014	91350	543	PAK N SHIP	SHIPPING P/D	1851	1	1000-421-10-46	POSTAGE	17.35	17.35
Total 1851:											
06/14	06/26/2014	91351	7823		REFUND GAS OVERPAYMENT	10531901302	1	9999-1001-001	CASH CLEARING - UTILITIES	55.75	55.75
Total 10531901302:											
06/14	06/26/2014	91352	546	PAYLESS BUILDING SUP	REV CR DID NOT GET INVOICE	2457505-1	1	1000-452-20-47	IMPROVEMENT OTHER THAN B	442.77	442.77
Total 2457505-1:											
06/14	06/26/2014	91352	546	PAYLESS BUILDING SUP	BOARD	2457957	1	1000-452-20-47	IMPROVEMENT OTHER THAN B	86.00	86.00
Total 2457957:											
06/14	06/26/2014	91353	7832		REFUND WATER OVERPAYME	10412500006	1	9999-1001-001	CASH CLEARING - UTILITIES	23.65	23.65
Total 10412500006:											
06/14	06/26/2014	91353	7832		REFUND GAS OVERPAYMENT	10412500102	1	9999-1001-001	CASH CLEARING - UTILITIES	146.10	146.10
Total 10412500102:											
06/14	06/26/2014	91354	7814		REFUND GAS DEPOSIT	10125950725	1	7401-2228-000	DEPOSITS-CUSTOMER	181.03	181.03
Total 10125950725:											

Check Issue Dates: 6/26/2014 - 6/26/2014

Jun 26, 2014 10:02AM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
06/14	06/26/2014	91355	561		RETIREMENT INCENTIVE 7/14	062314	1	7610-2229-001	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 062314:											
06/14	06/26/2014	91356	572	QUILL CORPORATION	COPY PAPER	3647716	1	7620-430-10-46	SUPPLIES-GENERAL	69.95	69.95
Total 3647716:											
06/14	06/26/2014	91356	572	QUILL CORPORATION	NAME PLATE	3724326	1	1000-411-10-46	SUPPLIES-GENERAL	29.01	29.01
Total 3724326:											
06/14	06/26/2014	91356	572	QUILL CORPORATION	COPY PAPER, ENVELOPES, SH	3817446	1	1000-415-10-46	SUPPLIES-GENERAL	447.92	447.92
Total 3817446:											
06/14	06/26/2014	91356	572	QUILL CORPORATION	CERT. FOLDERS	3817502	1	1000-411-40-46	SUPPLIES-GENERAL	54.95	54.95
Total 3817502:											
06/14	06/26/2014	91357	1332	RLI INSURANCE COMPA	GEO WELL JOHNSTON 1	6020 060914	1	7630-411-40-45	INSUR GEOTHERMAL PROPER	250.00	250.00
Total 6020 060914:											
06/14	06/26/2014	91358	7825		REFUND GAS OVERPAYMENT	10439350009	1	9999-1001-001	CASH CLEARING - UTILITIES	84.15	84.15
Total 10439350009:											
06/14	06/26/2014	91359	628	SCORE	WORKERS COMP 2ND QTR 4/1	131490	1	7630-411-40-42	WORKERS' COMPENSATION	51,170.00	51,170.00
Total 131490:											
06/14	06/26/2014	91360	1082	SIERRA CASCADE AGGR	AGGREGATE BASE, SAND	4121	1	7530-451-52-46	SUPPLIES-GENERAL	1,299.57	1,299.57
Total 4121:											
06/14	06/26/2014	91360	1082	SIERRA CASCADE AGGR	AGGREGATE BASE, SAND	4121 040414	1	7110-430-42-46	SUPPLIES-GENERAL	203.29	203.29
06/14	06/26/2014	91360	1082	SIERRA CASCADE AGGR	AGGREGATE BASE, SAND	4121 040414	2	7401-430-62-46	SUPPLIES-GENERAL	203.28	203.28

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 4121 040414:											
06/14	06/26/2014	91360	1082	SIERRA CASCADE AGGR	AGGREGATE BASE, SAND	4121REV	1	7530-451-52-46	SUPPLIES-GENERAL	1,299.57-	1,299.57-
Total 4121REV:											
06/14	06/26/2014	91361	1076	SIERRA COFFEE AND BE	CITY HALL SERVICE 6/11/14	42264	1	7620-430-10-46	SUPPLIES-GENERAL	14.50	14.50
Total 42264:											
06/14	06/26/2014	91361	1076	SIERRA COFFEE AND BE	CITY HALL SERVICE 6/11/14	42265	1	1000-417-10-46	SUPPLIES-GENERAL	27.40	27.40
Total 42265:											
06/14	06/26/2014	91361	1076	SIERRA COFFEE AND BE	CITY HALL SERVICE 6/18/14	42372	1	1000-417-10-46	SUPPLIES-GENERAL	34.65	34.65
Total 42372:											
06/14	06/26/2014	91361	1076	SIERRA COFFEE AND BE	CITY HALL SERVICE 6/25/14	42418	1	1000-417-10-46	SUPPLIES-GENERAL	21.75	21.75
Total 42418:											
06/14	06/26/2014	91362	969	SIERRA PACIFIC TURF S	IRRIGATION SWING ARMS	2012791 053014	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	161.50	161.50
Total 2012791 053014:											
06/14	06/26/2014	91363	7071		WATER OVERPAYMENT	10228850006	1	9999-1001-001	CASH CLEARING - UTILITIES	4.58	4.58
Total 10228850006:											
06/14	06/26/2014	91364	7824		REFUND GAS OVERPAYMENT	10530100420	1	9999-1001-001	CASH CLEARING - UTILITIES	5.19	5.19
Total 10530100420:											
06/14	06/26/2014	91365	661	STERICYCLE	BIO-HAZARD DISPOSAL 7/14 - 9	3002682105	1	1000-1430-105	PREPAID - OTHER	320.64	320.64
Total 3002682105:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount	
06/14	06/26/2014	91366	1449	STI INVESTIGATIONS	PROFESSIONAL SERVICES BA	1257	1	1000-417-10-43	TECHNICAL SVCS	780.95	780.95	
06/14	06/26/2014	91366	1449	STI INVESTIGATIONS	PROFESSIONAL SERVICES BA	1257	2	1000-421-10-43	TECHNICAL SVCS	780.95	780.95	
Total 1257:											1,561.90	1,561.90
06/14	06/26/2014	91366	1449	STI INVESTIGATIONS	PROFESSIONAL SER. BACKGR	1258	1	1000-417-10-43	TECHNICAL SVCS	1,094.60	1,094.60	
06/14	06/26/2014	91366	1449	STI INVESTIGATIONS	PROFESSIONAL SER. BACKGR	1258	2	1000-421-10-43	TECHNICAL SVCS	1,094.61	1,094.61	
Total 1258:											2,189.21	2,189.21
06/14	06/26/2014	91367	1440	SUSANVILLE REFRIGER	SANDWICH REFRIGERATOR R	14061930	1	7530-451-54-44	REPAIR & MAINTENANCE	95.00	95.00	
Total 14061930:											95.00	95.00
06/14	06/26/2014	91368	6491		REFUND GAS OVERPAYMENT	10526300000	1	9999-1001-001	CASH CLEARING - UTILITIES	3,153.48	3,153.48	
Total 10526300000:											3,153.48	3,153.48
06/14	06/26/2014	91369	7831		REFUND GAS OVERPAYMENT	10508850013	1	9999-1001-001	CASH CLEARING - UTILITIES	6.87	6.87	
Total 10508850013:											6.87	6.87
06/14	06/26/2014	91370	713		RETIREE INCENTIVE 7-14	062314	1	7610-2229-001	EARLY RETIREMENT INCENTIV	930.00	930.00	
Total 062314:											930.00	930.00
06/14	06/26/2014	91371	6673		REIM OVERCHARGE TEMP US	062314	1	1000-419-10-34	ZONING & SUBDIVISION FEES	25.00	25.00	
Total 062314:											25.00	25.00
06/14	06/26/2014	91372	530	U.S. BANK EQUIPMENT F	COPIER - CITY HALL UP AND D	254812852	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	435.78	435.78	
06/14	06/26/2014	91372	530	U.S. BANK EQUIPMENT F	COPIER - POLICE	254812852	2	1000-421-10-44	RENT & LEASES EQUIP & VEHI	435.78	435.78	
Total 254812852:											871.56	871.56
06/14	06/26/2014	91373	1017	UPS	SHIPPING	0000554R95234	1	7620-430-10-46	POSTAGE	15.74	15.74	
Total 0000554R95234:											15.74	15.74

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
06/14	06/26/2014	91373	1017	UPS	SHIPPING	0000554R95244	1	7620-430-10-46	POSTAGE	65.91	65.91
Total 0000554R95244:											
06/14	06/26/2014	91374	45	USA MOBILITY WIRELES	PAGER SERVICES PAW	X3501628E	1	7620-430-10-45	COMMUNICATIONS	129.45	129.45
Total X3501628E:											
06/14	06/26/2014	91375	749	VERIZON WIRELESS	CELLULAR PHONES - AIR POLL	9726136535	1	8404-430-10-45	COMMUNICATIONS	52.05	52.05
06/14	06/26/2014	91375	749	VERIZON WIRELESS	CELLULAR PHONES - BUILDIN	9726136535	2	1000-424-20-45	COMMUNICATIONS	3.90	3.90
06/14	06/26/2014	91375	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	9726136535	3	1000-452-20-45	COMMUNICATIONS	23.05	23.05
06/14	06/26/2014	91375	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	9726136535	4	7620-430-10-45	COMMUNICATIONS	383.35	383.35
Total 9726136535:											
06/14	06/26/2014	91376	1398	WAGE WORKS	FSA MONTHLY FEE	125A10326975	1	8403-2239-002	SECTION 125 - CITY	50.00	50.00
Total 125A10326975:											
06/14	06/26/2014	91377	758	WALMART COMMUNITY	PAPER TOWELS, SPONGE, TID	00247	1	1000-422-10-46	SUPPLIES-GENERAL	24.66	24.66
06/14	06/26/2014	91377	758	WALMART COMMUNITY	PAPER TOWELS, SPONGE, TID	00247	2	1000-422-10-46	SUPPLIES-JANITORIAL	53.63	53.63
Total 00247:											
06/14	06/26/2014	91377	758	WALMART COMMUNITY	PAPER TOWELS, CLOROX, WAS	05994	1	1000-422-10-46	SUPPLIES-JANITORIAL	38.25	38.25
Total 05994:											
06/14	06/26/2014	91378	7834		REIM MOU PHYSICAL FITNESS	061814	1	1000-422-10-48	MISCELLANEOUS	155.84	155.84
Total 061814:											
06/14	06/26/2014	91379	770	WESTERN NEVADA SUP	PIPE FITTINGS	65797993	1	7110-430-42-46	SUPPLIES-GENERAL	136.60	136.60
Total 65797993:											
06/14	06/26/2014	91379	770	WESTERN NEVADA SUP	COUPLING, ADAPTER	65861025	1	7110-430-42-46	SUPPLIES-GENERAL	1,340.26	1,340.26

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 65861025:											
06/14	06/26/2014	91379	770	WESTERN NEVADA SUP	ELLS, PIPE	65886128	1	7401-430-62-46	SUPPLIES-GENERAL	86.71	86.71
Total 65886128:											
06/14	06/26/2014	91379	770	WESTERN NEVADA SUP	SUCTION HOSE	65889242	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	361.69	361.69
Total 65889242:											
06/14	06/26/2014	91379	770	WESTERN NEVADA SUP	PIPE SEALANT	65894341	1	7401-430-62-46	SUPPLIES-GENERAL	30.23	30.23
Total 65894341:											
06/14	06/26/2014	91379	770	WESTERN NEVADA SUP	PIPE	65895046	1	7401-430-62-46	SUPPLIES-GENERAL	115.20	115.20
Total 65895046:											
06/14	06/26/2014	91379	770	WESTERN NEVADA SUP	GAS FLEX LINE	65904382	1	7401-430-62-46	SUPPLIES-GENERAL	145.64	145.64
Total 65904382:											
06/14	06/26/2014	91379	770	WESTERN NEVADA SUP	GASKETS	65904588	1	7110-430-42-46	SUPPLIES-GENERAL	7.03	7.03
Total 65904588:											
06/14	06/26/2014	91379	770	WESTERN NEVADA SUP	BATTERY	65904861	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	231.36	231.36
Total 65904861:											
06/14	06/26/2014	91380	1198	WESTWOOD SANITATIO	PORTABLE TOILET - GOLF COU	A41591	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.88	98.88
Total A41591:											
06/14	06/26/2014	91380	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE 5	A41607	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	98.88	98.88
Total A41607:											

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
06/14	06/26/2014	91380	1198	WESTWOOD SANITATIO	PORTABLE TOILET-OLD CLUBH	A41651	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.88	98.88
Total A41651:											
06/14	06/26/2014	91381	7827		REFUND WATER DEPOSIT	10528450015	1	7110-2228-000	DEPOSITS-CUSTOMER	26.19	26.19
06/14	06/26/2014	91381	7827		REFUND GAS DEPOSIT	10528450015	2	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
Total 10528450015:											
06/14	06/26/2014	91382	7822		REFUND GAS OVERPAYMENT	10299960015	1	9999-1001-001	CASH CLEARING - UTILITIES	51.12	51.12
Total 10299960015:											
06/14	06/26/2014	91383	1288	WITTEK GOLF SUPPLY C	GOLF PENCILS	315250	1	7530-451-52-46	SUPPLIES-GENERAL	94.45	94.45
Total 315250:											
06/14	06/26/2014	91384	1418	WURTH INC.	FINANCE CHARGES	237022 060514	1	7401-430-62-46	SUPPLIES-GENERAL	3.50	3.50
Total 237022 060514:											
06/14	06/26/2014	91385	787		REIM FOR HAZMAT LICENSE	062314	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	87.00	87.00
Total 062314:											
Grand Totals:										99,237.75	99,237.75

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

M = Manual Check, V = Void Check

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount	
06/14	06/30/2014	91387	7819		REFUND GAS OVERPAYMENT	10230850001-1	1	9999-1001-001	CASH CLEARING - UTILITIES	225.62	225.62	
Total 10230850001-1:											225.62	225.62
06/14	06/30/2014	91386	728	U S POSTMASTER	WATER BILLING POSTAGE	063014	1	7110-430-42-46	POSTAGE	528.66	528.66	
06/14	06/30/2014	91386	728	U S POSTMASTER	GAS BILLING POSTAGE	063014	2	7401-430-62-46	POSTAGE	272.34	272.34	
Total 063014:											801.00	801.00
Grand Totals:											1,026.62	1,026.62

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
07/14	07/03/2014	91389	21	AIRGAS USA, LLC	AACETYLENE/ARGON/OXYGE	9918835730	1	7110-430-42-46	SUPPLIES-GENERAL	65.10	65.10
07/14	07/03/2014	91389	21	AIRGAS USA, LLC	AACETYLENE/ARGON/OXYGE	9918835730	2	7401-430-62-46	SUPPLIES-GENERAL	36.58	36.58
07/14	07/03/2014	91389	21	AIRGAS USA, LLC	AACETYLENE/ARGON/OXYGE	9918835730	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	67.26	67.26
07/14	07/03/2014	91389	21	AIRGAS USA, LLC	AACETYLENE/ARGON/OXYGE	9918835730	4	2007-431-20-44	REPAIR AND MAINTENANCE-V	67.26	67.26
07/14	07/03/2014	91389	21	AIRGAS USA, LLC	AACETYLENE/ARGON/OXYGE	9918835730	5	7401-430-62-44	REPAIR AND MAINT-VEHICLE	67.25	67.25
Total 9918835730:										303.45	303.45
07/14	07/03/2014	91390	44	ARAMARK UNIFORM SE	G/C TABLECLOTHES, NAPKINS	5063059246	1	7530-451-54-44	LINEN SERVICES	24.07	24.07
Total 5063059246:										24.07	24.07
07/14	07/03/2014	91390	44	ARAMARK UNIFORM SE	G/C TABLECLOTHES, NAPKINS	5063071734	1	7530-451-54-44	LINEN SERVICES	48.36	48.36
Total 5063071734:										48.36	48.36
07/14	07/03/2014	91391	76	BILLINGTON ACE HARD	HOOK, ROPE	302348	1	1000-422-10-44	RESCUE - REPAIR & MAINTENA	19.34	19.34
07/14	07/03/2014	91391	76	BILLINGTON ACE HARD	HOOK, ROPE	302348	2	2012-465-32-44	REPAIR & MAINTANENCE-FACI	7.31	7.31
Total 302348:										26.65	26.65
07/14	07/03/2014	91391	76	BILLINGTON ACE HARD	FASTENERS	302465	1	1000-452-20-46	SUPPLIES-GENERAL	5.31	5.31
Total 302465:										5.31	5.31
07/14	07/03/2014	91391	76	BILLINGTON ACE HARD	ELECTRICAL TAPE, SPRING	302536	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	11.18	11.18
Total 302536:										11.18	11.18
07/14	07/03/2014	91391	76	BILLINGTON ACE HARD	BARB CONNECTOR, DIALFLO	302715	1	1000-422-10-46	SUPPLIES-GENERAL	6.72	6.72
Total 302715:										6.72	6.72
07/14	07/03/2014	91391	76	BILLINGTON ACE HARD	BLACK PLUG	302813	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	1.54	1.54

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
										1.54	1.54
										2.06	2.06
										2.06	2.06
										4.83	4.83
										4.83	4.83
										8.21	8.21
										8.21	8.21
										75.43	75.43
										75.43	75.43
										57.05	57.05
										57.05	57.05
										37.72	37.72
										37.72	37.72
										488.76	488.76
										488.76	488.76
										28.05	28.05
										28.05	28.05
										14,551.52	14,551.52
										14,551.52	14,551.52

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
07/14	07/03/2014	91394	219	ED STAUB & SONS PETR	4500 UNLEADED/3000 DIESEL	1238673	1	1000-1410-001	INVENTORIES-GASOLINE	10,640.86	10,640.86
Total 1238673:											
07/14	07/03/2014	91395	1308	EVAN B SUNDBY PHD	P/D PSYCH	061814	1	1000-421-10-43	TECHNICAL SVCS	250.00	250.00
Total 061814:											
07/14	07/03/2014	91396	238	FASTENAL COMPANY	GLOVES	58066	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	70.32	70.32
Total 58066:											
07/14	07/03/2014	91396	238	FASTENAL COMPANY	KITCHEN REMODEL SUPPLIES	58715	1	2012-465-32-44	REPAIR & MAINTANENCE-FACI	16.90	16.90
Total 58715:											
07/14	07/03/2014	91396	238	FASTENAL COMPANY	LIME VEST	58885	1	7620-430-10-46	SUPPLIES-GENERAL	20.95	20.95
Total 58885:											
07/14	07/03/2014	91397	241	FEATHER PUBLISHING C	AD 061114	ACCT#1068 01015958	1	8405-430-10-45	ADVERTISING	185.85	185.85
Total ACCT#1068 01015958:											
07/14	07/03/2014	91397	241	FEATHER PUBLISHING C	AD 061814	ACCT#1068 01017528	1	8405-430-10-45	ADVERTISING	185.85	185.85
Total ACCT#1068 01017528:											
07/14	07/03/2014	91397	241	FEATHER PUBLISHING C	AD 062514	ACCT#1068 01019089	1	8405-430-10-45	ADVERTISING	185.85	185.85
Total ACCT#1068 01019089:											
07/14	07/03/2014	91398	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	472758A	1	7110-430-42-43	TECHNICAL SVCS	85.00	85.00
Total 472758A:											
07/14	07/03/2014	91399	265	FRONTIER	257-5152 FIRE	5152 061014	1	1000-422-10-45	COMMUNICATIONS	452.10	452.10

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 5152 061014:											
07/14	07/03/2014	91399	265	FRONTIER	257-5603 POLICE	5603 061014	1	1000-421-10-45	COMMUNICATIONS	925.36	925.36
Total 5603 061014:											
07/14	07/03/2014	91400	313	HI-TECH EMERGENCY	RED LIGHT	146985	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	182.83	182.83
Total 146985:											
07/14	07/03/2014	91401	362	KAUFFMAN, BILL	CITY HALL JANITORIAL SVCS	063014	1	1000-417-10-44	CUSTODIAL	650.00	650.00
Total 063014:											
07/14	07/03/2014	91401	362	KAUFFMAN, BILL	PW JANITORIAL SVCS 0514	298202	1	7620-430-10-44	CUSTODIAL	220.00	220.00
Total 298202:											
07/14	07/03/2014	91402	374	LN CURTIS & SONS	FLOW TEST KITS	131631900	1	1000-422-50-44	VEHICLE - REPAIR & MAINTEN	392.40	392.40
Total 131631900:											
07/14	07/03/2014	91402	374	LN CURTIS & SONS	HELMET	131846701	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	213.93	213.93
Total 131846701:											
07/14	07/03/2014	91403	990	LASSEN CO HEALTH & S	CUPA FEES - CADY SPRINGS 1	140179	1	7110-1430-105	PRE-PAID OTHER	85.00	85.00
Total 140179:											
07/14	07/03/2014	91404	400	LASSEN CO SHERIFFS D	CASE#500650 FILE#2013-168 NO	070114	1	1000-412-10-48	TAXES, FEES, PERMITS & CHA	350.00	350.00
Total 070114:											
07/14	07/03/2014	91405	404	LASSEN COMMUNITY CO	ARREST	062514	1	1000-421-10-45	TRAINING	288.00	288.00
Total 062514:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
07/14	07/03/2014	91406	407	LASSEN HUMANE SOCIE	SPRAY/NEUTER DEP	062614	1	1000-2228-001	DEPOSITS-ANIMAL CONTROL	4,760.00	4,760.00
Total 062614:											
07/14	07/03/2014	91407	411	LASSEN MOTOR PARTS	BELT DRESSING	193894	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	8.80	8.80
Total 193894:											
07/14	07/03/2014	91407	411	LASSEN MOTOR PARTS	FUSE	195654	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	3.58	3.58
Total 195654:											
07/14	07/03/2014	91407	411	LASSEN MOTOR PARTS	GASKET	196914	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	6.58	6.58
07/14	07/03/2014	91407	411	LASSEN MOTOR PARTS	GASKET	196914	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	6.59	6.59
Total 196914:											
07/14	07/03/2014	91407	411	LASSEN MOTOR PARTS	FUEL FILTER	197499	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	3.38	3.38
Total 197499:											
07/14	07/03/2014	91407	411	LASSEN MOTOR PARTS	OIL SEAL	197993	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	13.13	13.13
Total 197993:											
07/14	07/03/2014	91407	411	LASSEN MOTOR PARTS	RV PLUG	199576	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	12.51	12.51
Total 199576:											
07/14	07/03/2014	91407	411	LASSEN MOTOR PARTS	ANTIFREEZE	199659	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	23.70	23.70
07/14	07/03/2014	91407	411	LASSEN MOTOR PARTS	ANTIFREEZE	199659	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	23.69	23.69
07/14	07/03/2014	91407	411	LASSEN MOTOR PARTS	ANTIFREEZE	199659	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	23.69	23.69
Total 199659:											
07/14	07/03/2014	91407	411	LASSEN MOTOR PARTS	IGNITION LOCK	200968	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	13.70	13.70
Total 200968:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
	07/14	07/03/2014	91407	411	LASSEN MOTOR PARTS	TORQUE	201051	1 1000-422-10-44	VEHICLE - REPAIR & MAINTEN	10.31	10.31
										10.31	10.31
										Total 201051:	
	07/14	07/03/2014	91407	411	LASSEN MOTOR PARTS	OIL FILTER	201184	1 1000-422-10-44	VEHICLE - REPAIR & MAINTEN	21.01	21.01
										21.01	21.01
										Total 201184:	
	07/14	07/03/2014	91407	411	LASSEN MOTOR PARTS	GREASE, OIL FILTER	201297	1 1000-422-10-44	VEHICLE - REPAIR & MAINTEN	21.77	21.77
										21.77	21.77
										Total 201297:	
	07/14	07/03/2014	91407	411	LASSEN MOTOR PARTS	CLAMP	201567	1 7110-430-42-46	SUPPLIES-GENERAL	9.87	9.87
										9.87	9.87
										Total 201567:	
	07/14	07/03/2014	91407	411	LASSEN MOTOR PARTS	CLEANER	201739	1 2007-431-20-46	SUPPLIES-GENERAL	4.29	4.29
										4.29	4.29
										Total 201739:	
	07/14	07/03/2014	91407	411	LASSEN MOTOR PARTS	CHARGE 50/50	201767	1 1000-422-10-44	VEHICLE - REPAIR & MAINTEN	102.17	102.17
										102.17	102.17
										Total 201767:	
	07/14	07/03/2014	91407	411	LASSEN MOTOR PARTS	ANTIFREEZE	201813	1 1000-422-10-44	VEHICLE - REPAIR & MAINTEN	34.44	34.44
										34.44	34.44
										Total 201813:	
	07/14	07/03/2014	91407	411	LASSEN MOTOR PARTS	SWITCH	201826	1 1000-422-10-44	VEHICLE - REPAIR & MAINTEN	14.08	14.08
										14.08	14.08
										Total 201826:	
	07/14	07/03/2014	91407	411	LASSEN MOTOR PARTS	TOWELS	201903	1 7401-430-62-46	SUPPLIES-GENERAL	6.42	6.42
										6.42	6.42
										Total 201903:	
	07/14	07/03/2014	91407	411	LASSEN MOTOR PARTS	GREASE	201938	1 1000-422-10-44	VEHICLE - REPAIR & MAINTEN	6.40	6.40

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 201938:											
07/14	07/03/2014	91408	412	LASSEN REGIONAL SOLI	DUMP FEES	652376	1	2007-431-20-44	DISPOSAL	5.76	5.76
Total 652376:											
07/14	07/03/2014	91408	412	LASSEN REGIONAL SOLI	DUMP FEES	652401	1	2007-431-20-44	DISPOSAL	1.08	1.08
Total 652401:											
07/14	07/03/2014	91408	412	LASSEN REGIONAL SOLI	DUMP FEES	652463	1	2007-431-20-44	DISPOSAL	5.49	5.49
Total 652463:											
07/14	07/03/2014	91408	412	LASSEN REGIONAL SOLI	DUMP FEES	652475	1	2007-431-20-44	DISPOSAL	36.00	36.00
Total 652475:											
07/14	07/03/2014	91408	412	LASSEN REGIONAL SOLI	DUMP FEES	652479	1	2007-431-20-44	DISPOSAL	36.00	36.00
Total 652479:											
07/14	07/03/2014	91408	412	LASSEN REGIONAL SOLI	DUMP FEES	652513	1	2007-431-20-44	DISPOSAL	2.61	2.61
Total 652513:											
07/14	07/03/2014	91408	412	LASSEN REGIONAL SOLI	DUMP FEES	652537	1	2007-431-20-44	DISPOSAL	3.60	3.60
Total 652537:											
07/14	07/03/2014	91408	412	LASSEN REGIONAL SOLI	DUMP FEES	652988	1	2007-431-20-44	DISPOSAL	5.76	5.76
Total 652988:											
07/14	07/03/2014	91408	412	LASSEN REGIONAL SOLI	DUMP FEES	653202	1	2007-431-20-44	DISPOSAL	3.60	3.60
Total 653202:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount	
	07/14	07/03/2014	91408	412	LASSEN REGIONAL SOLI	DUMP FEES	653219	1	2007-431-20-44	DISPOSAL	1.00	1.00
											1.00	1.00
											Total 653219:	
	07/14	07/03/2014	91408	412	LASSEN REGIONAL SOLI	DUMP FEES	653239	1	2007-431-20-44	DISPOSAL	3.24	3.24
											3.24	3.24
											Total 653239:	
	07/14	07/03/2014	91408	412	LASSEN REGIONAL SOLI	DUMP FEES	653360	1	2007-431-20-44	DISPOSAL	15.29	15.29
											15.29	15.29
											Total 653360:	
	07/14	07/03/2014	91408	412	LASSEN REGIONAL SOLI	DUMP FEES	653429	1	2007-431-20-44	DISPOSAL	36.00	36.00
											36.00	36.00
											Total 653429:	
	07/14	07/03/2014	91408	412	LASSEN REGIONAL SOLI	DUMP FEES	653453	1	2007-431-20-44	DISPOSAL	36.00	36.00
											36.00	36.00
											Total 653453:	
	07/14	07/03/2014	91409	413	LASSEN TIRE	2 NEW TURF TIRES G/C	45688	1	7530-451-52-46	SUPPLIES-GENERAL	161.98	161.98
											161.98	161.98
											Total 45688:	
	07/14	07/03/2014	91410	437	LMUD	1505 MAIN ST	2876 062314	1	1000-422-10-46	ELECTRICITY	572.81	572.81
											572.81	572.81
											Total 2876 062314:	
	07/14	07/03/2014	91410	437	LMUD	N WEATHERLOW ST SIGNALS	3651 062314	1	2007-431-60-46	ELECTRICITY	106.33	106.33
											106.33	106.33
											Total 3651 062314:	
	07/14	07/03/2014	91410	437	LMUD	WELL #3	4559 061714	1	7110-430-42-46	ELECTRICITY	5,503.39	5,503.39
											5,503.39	5,503.39
											Total 4559 061714:	
	07/14	07/03/2014	91410	437	LMUD	MAIN & ALEXANDER	49496 062314	1	2007-431-60-46	ELECTRICITY	99.74	99.74
											99.74	99.74

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 49496 062314:											
07/14	07/03/2014	91410	437	LMUD	MAIN & FAIRFIELD	49497 062314	1	2007-431-60-46	ELECTRICITY	100.24	100.24
Total 49497 062314:											
07/14	07/03/2014	91410	437	LMUD	MAIN & JOHNSTONVILLE SIGN	49498 062314	1	2007-431-60-46	ELECTRICITY	120.80	120.80
Total 49498 062314:											
07/14	07/03/2014	91410	437	LMUD	RIVERSIDE & MAIN SIGNAL LIG	49499 062314	1	2007-431-60-46	ELECTRICITY	194.79	194.79
Total 49499 062314:											
07/14	07/03/2014	91410	437	LMUD	WELL 1	7714 062314	1	7110-430-42-46	ELECTRICITY	46.67	46.67
Total 7714 062314:											
07/14	07/03/2014	91410	437	LMUD	1801 MAIN ST	8314 062314	1	1000-421-10-46	ELECTRICITY	935.38	935.38
Total 8314 062314:											
07/14	07/03/2014	91411	452	MARTIN SECURITY SYST	PUBLIC WORKS MONTHLY MO	025238	1	7620-430-10-43	TECHNICAL SVCS	40.00	40.00
Total 025238:											
07/14	07/03/2014	91412	481	MISSION LINEN & UNIFO	WATER LINEN SER 6/24/14	250238343	1	7110-430-42-44	LINEN SERVICE	76.85	76.85
Total 250238343:											
07/14	07/03/2014	91412	481	MISSION LINEN & UNIFO	STREET LINEN SER 06/24/14	250238344	1	2007-431-20-44	LINEN SERVICE	6.68	6.68
Total 250238344:											
07/14	07/03/2014	91412	481	MISSION LINEN & UNIFO	720 SOUTH ST 062414	250238345	1	7620-430-10-44	LINEN SERVICE	49.33	49.33
Total 250238345:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
07/14	07/03/2014	91412	481	MISSION LINEN & UNIFO	GAS LINEN SER 6/24/14	250238347	1	7401-430-62-44	LINEN SERVICES	66.47	66.47
Total 250238347:											
07/14	07/03/2014	91412	481	MISSION LINEN & UNIFO	WATER LINEN SER 6/24/14	S250237098	1	7110-430-42-44	LINEN SERVICE	8.00	8.00
Total S250237098:											
07/14	07/03/2014	91412	481	MISSION LINEN & UNIFO	WATER LINEN SER 6/24/14	S250237099	1	7110-430-42-44	LINEN SERVICE	67.65	67.65
Total S250237099:											
07/14	07/03/2014	91412	481	MISSION LINEN & UNIFO	GAS LINEN SER 6/24/14	S250237241	1	7401-430-62-44	LINEN SERVICES	6.00	6.00
Total S250237241:											
07/14	07/03/2014	91413	532	OLD DOMINION BRUSH	HEX NUT	0068855	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	986.73	986.73
Total 0058855:											
07/14	07/03/2014	91414	546	PAYLESS BUILDING SUP	STAKES	2459463	1	1000-425-20-46	SUPPLIES-GENERAL	22.25	22.25
Total 2459463:											
07/14	07/03/2014	91415	572	QUILL CORPORATION	BINDING MACHINE	3682830	1	1000-425-20-46	SUPPLIES-GENERAL	214.99	214.99
Total 3682830:											
07/14	07/03/2014	91416	582	RAY MORGAN CO INC	FIRE COPIER 7/26/14-8/25/14	679221	1	1000-1430-105	PREPAID - OTHER	32.12	32.12
Total 679221:											
07/14	07/03/2014	91417	1332	RLI INSURANCE COMPA	JOHNSTON 2 BOND	RLB0006021 060914	1	7630-1430-105	PRE-PAID-OTHER	250.00	250.00
Total RLB0006021 060914:											
07/14	07/03/2014	91418	1127	ROSS LADDER SERVICE	INSPECTION ON LADDER	251	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	1,208.50	1,208.50

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 251:											
07/14	07/03/2014	91419	1076	SIERRA COFFEE AND BE	PMW WATER SERVICE 6/25/14	42414	1	7620-430-10-46	SUPPLIES-GENERAL	21.75	21.75
Total 42414:											
07/14	07/03/2014	91420	640	SIERRA ELECTRONICS	SPEAKER TESTED	203299	1	1000-422-10-44	RADIOS - REPAIR & MAINTENA	44.00	44.00
Total 203299:											
07/14	07/03/2014	91420	640	SIERRA ELECTRONICS	CROWN VIC SPOTLIGHT/MOUN	203611	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	236.63	236.63
Total 203611:											
07/14	07/03/2014	91421	1023	TALIA, PETER M.	CITY ATTORNEY 5/26/14-6/25/1	063014	1	1000-412-10-43	PROFESSIONAL SVCS	3,942.50	3,942.50
Total 063014:											
07/14	07/03/2014	91422	696	TECH SERVICES	MONTHLY MAINT. FEE TO ASS	1540	1	7201-430-81-43	TECHNICAL SVCS	575.00	575.00
Total 1540:											
07/14	07/03/2014	91423	712	TNS TRUCKING CO	SAND	1176	1	7110-430-42-46	SUPPLIES-GENERAL	102.80	102.80
Total 1176:											
07/14	07/03/2014	91424	530	U.S. BANK EQUIPMENT F	COPIER - FIRE DEPARTMENT	255032666	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	160.96	160.96
Total 255032666:											
07/14	07/03/2014	91425	742	UPS STORE, THE	SHIPPING FOR FIRE	82010503132814888316	1	1000-422-10-46	POSTAGE	15.31	15.31
Total 82010503132814888316:											
07/14	07/03/2014	91426	755	W.Z. ELECTRIC	KITCHEN REMODEL	357	1	2012-465-32-44	REPAIR & MAINTANENCE-FACI	515.00	515.00
Total 357:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
07/14	07/03/2014	91427	758	WALMART COMMUNITY	ENVELOPES	03912	1	1000-422-10-46	SUPPLIES-GENERAL	6.28	6.28
Total 03912:											
										6.28	6.28
07/14	07/03/2014	91428	770	WESTERN NEVADA SUP	REPAIR BAND	65921260	1	7110-430-42-46	SUPPLIES-GENERAL	165.37	165.37
Total 65921260:											
										165.37	165.37
07/14	07/03/2014	91429	1402	ZAENGLES FURNITURE	NEW CARPET PUBLIC WORKS	8458	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	5,739.91	5,739.91
07/14	07/03/2014	91429	1402	ZAENGLES FURNITURE	NEW CARPET AND LINOLEUM	8458	2	7620-430-10-44	REPAIR AND MAINTENANCE-F	1,573.11	1,573.11
Total 8458:											
										7,313.02	7,313.02
07/14	07/03/2014	91429	1402	ZAENGLES FURNITURE	FLOORING MORE THAN PO 469	8458-1	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	300.00	300.00
Total 8458-1:											
										300.00	300.00
07/14	07/03/2014	91430	1378	ZITO MEDIA	CABLE FIRE DEPT	356225062	1	1000-422-10-45	COMMUNICATIONS	34.75	34.75
Total 356225062:											
										34.75	34.75
Grand Totals:											
										60,701.92	60,701.92

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

M = Manual Check, V = Void Check

Reviewed by: SA City Administrator
PA City Attorney

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

Submitted By: Deborah Savage, Finance Manager

Action Date: July 16, 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 May 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

May 31, 2014

POOLED CASH FUND	
Cash Clearing-Utilities	(41)
Cash Clearing-NSF Checks	954
Cash Clearing-Accounts Receivable	(265)
Cash Clearing-Business Tax	(30)
Bank of America - Checking	181,413
LAIF	13,902,153
Total Cash & Investments	<u>14,084,226</u>

Pooled Cash Allocation:

General	2,285,251
General Restricted	949,362
Special Revenue	1,574,714
Capital Projects	(32,630)
Debt Service	1,125,047
Enterprise	
Airport	(13,899)
Geothermal	271,994
Golf Course	49,830
Natural Gas	3,426,483
Water	3,800,674
Internal Service	148,054
Trust & Agency	499,346
Total Cash & Inv. Allocations	<u>14,084,226</u>

CASH WITH FISCAL AGENTS

May 31, 2014

General	
Special Revenue	
Capital Projects	
Debt Service	151,876
Enterprise	3,802,930
Internal Service	
Trust & Agency	
Total Cash with Fiscal Agents	<u>3,954,806</u>
GRAND TOTAL	<u>18,039,033</u>

CITY OF SUSANVILLE
 COMBINED CASH AND INVESTMENTS
 MAY 31, 2014

COMBINED ACCOUNTS

9999-1001-001	CASH CLEARING - UTILITIES	(40.55)
9999-1001-002	CASH CLEARING - ACCTS REC	(264.80)
9999-1001-003	CASH CLEARING - NSF CHECKS		953.93
9999-1001-005	CASH CLEARING - BUSINESS TAX	(30.00)
9999-1011-001	B OF A # 08038-80200		181,413.19
9999-1030-001	LAIF		13,902,153.42
	TOTAL COMBINED CASH AND INVESTMENTS		14,084,185.19
9999-1000-000	CLAIM ON CASH	(14,084,185.19)

TOTAL UNALLOCATED CASH .00

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

1001	ALLOCATION TO GF-DEPOSITS PAYABLE		127,850.84
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		9,938.98
2006	ALLOCATION TO SNOW REMOVAL		114,342.40
2007	ALLOCATION TO STREETS & HIGHWAYS		349,628.93
2010	ALLOCATION TO STREET MITIGATION		110,001.31
2011	ALLOCATION TO POLICE MITIGATION		58,481.49
2012	ALLOCATION TO FIRE MITIGATION		140,935.94
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		122,866.66
2017	ALLOCATION TO STATE ECONOMIC REV FD		232,800.63
2018	ALLOCATION TO HOME REVOLVING FUND		191,863.78
2030	ALLOCATION TO TRAFFIC SAFETY		87,010.88
2035	ALLOCATION TO PAUL BUNYAN/ASH STREET SIGNAL		95,795.30
2037	ALLOCATION TO SKYLINE BICYCLE LANE		7,462.55
3019	ALLOCATION TO STIP REHABILITATION PROJECT	(230,760.99)
3023	ALLOCATION TO PROP 1B IMPROVEMENTS		25,651.94
3025	ALLOCATION TO SIERRA PARK PROJECT		172,479.32
4001	ALLOCATION TO MARK ROOS SERIES B/92		188,482.43
4003	ALLOCATION TO CITY HALL		42,117.16
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		849,671.86
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND		1,807,075.00
7610	ALLOCATION TO OPEB		28,199.14
7630	ALLOCATION TO RISK MANAGEMENT FUND		57,789.56
7650	ALLOCATION TO PAYROLL		57,700.30
8401	ALLOCATION TO HUSA BUSINESS IMPROVE DIST		4,524.29
8402	ALLOCATION TO LAFCO		31,876.82
8403	ALLOCATION TO SEC 125 AFLAC	(272.70)
8404	ALLOCATION TO AIR POLLUTION		324,660.04
8405	ALLOCATION TO AIR POLLUTION-CARL MOYER		138,557.89

CITY OF SUSANVILLE
COMBINED CASH AND INVESTMENTS
MAY 31, 2014

ALLOCATIONS TO RESTRICTED FUNDS 9,916,634.04

UNRESTRICTED FUNDS

1000	ALLOCATION TO GENERAL FUND	2,225,250.54
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	(399.86)
7110	ALLOCATION TO WATER SYSTEM	(48,997.79)
7201	ALLOCATION TO AIRPORT	(13,898.80)
7301	ALLOCATION TO GEOTHERMAL UTILITY	271,993.78
7401	ALLOCATION TO NATURAL GAS	1,619,408.38
7530	ALLOCATION TO GOLF COURSE	49,829.91
7620	ALLOCATION TO PW ADMIN & ENGINEERING FUND	4,364.99

ALLOCATIONS TO UNRESTRICTED FUNDS 4,167,551.15

TOTAL ALLOCATIONS TO OTHER FUNDS 14,084,185.19
ALLOCATION FROM COMBINED CASH FUND - 9999-1000-000 (14,084,185.19)

ZERO PROOF IF ALLOCATIONS BALANCE .00

RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	/P Disbursement	Receipts	Balance
				\$551,335.87
5/2/2014	5/1/2014		\$21,759.23	\$573,095.10
5/2/2014			\$3,391.59	\$576,486.69
5/2/2014		(\$794.51)		\$575,692.18
5/2/2014		(\$86,401.30)		\$489,290.88
5/2/2014		(\$83.00)		\$489,207.88
5/2/2014		(\$34.99)		\$489,172.89
5/2/2014		(\$428.60)		\$488,744.29
5/2/2014		(\$200.00)		\$488,544.29
5/3/2014	5/2/2014	(\$87,607.42)	\$23,010.39	\$423,947.26
5/3/2014		(\$5,201.45)		\$418,745.81
5/3/2014		(\$148.00)		\$418,597.81
5/3/2014		(\$1,426.08)		\$417,171.73
5/3/2014		(\$650.10)		\$416,521.63
5/3/2014			\$245.43	\$416,767.06
5/3/2014			\$1,872.59	\$418,639.65
5/3/2014			\$5,673.42	\$424,313.07
5/3/2014			\$894.09	\$425,207.16
5/6/2014	5/5/2014		\$96,567.90	\$521,775.06
5/6/2014			\$6,153.08	\$527,928.14
5/7/2014	5/6/2014		\$24,169.52	\$552,097.66
5/7/2014			\$2,759.80	\$554,857.46
5/7/2014			\$1,690.77	\$556,548.23
5/8/2014	5/7/2014		\$41,981.04	\$598,529.27
5/8/2014			\$5,150.12	\$603,679.39
5/8/2014			\$437.16	\$604,116.55
5/8/2014		(\$14,402.79)		\$589,713.76
5/9/2014	5/8/2014		\$14,573.20	\$604,286.96
5/9/2014			\$31.93	\$604,318.89
5/9/2014			\$604.06	\$604,922.95
5/9/2014			\$8,427.57	\$613,350.52
5/9/2014			\$2,107.39	\$615,457.91
5/9/2014			\$2,707.08	\$618,164.99
5/9/2014			\$834.05	\$618,999.04
5/9/2014			\$393.77	\$619,392.81
5/9/2014			\$79.87	\$619,472.68
5/9/2014		(\$6,541.97)		\$612,930.71
5/9/2014		(\$68.95)		\$612,861.76
5/9/2014		(\$10,058.40)		\$602,803.36
5/9/2014				\$602,803.36
5/9/2014			\$2,193.21	\$604,996.57
5/12/2014	5/9/2014	(\$332.10)	\$17,048.66	\$621,713.13
5/12/2014			\$6,068.27	\$627,781.40
5/12/2014			\$1,596.46	\$629,377.86
5/13/2014	5/12/2014	(\$1,218.79)	\$30,984.59	\$659,143.66
5/13/2014		(\$93,055.26)		\$566,088.40
5/13/2014		(\$4,870.62)		\$561,217.78
5/13/2014		(\$30,109.62)		\$531,108.16
5/13/2014		(\$2,947.66)		\$528,160.50
5/13/2014		(\$1,219.90)		\$526,940.60
5/13/2014		(\$65,968.00)		\$460,972.60
5/13/2014		(\$39,937.85)		\$421,034.75
5/14/2014		(\$246.59)		\$420,788.16
5/14/2014		(\$238.43)		\$420,549.73
5/14/2014			\$2,409.29	\$422,959.02
5/14/2014			\$138.75	\$423,097.77
5/14/2014	5/13/2014		\$25,691.13	\$448,788.90
5/14/2014			\$5.11	\$448,794.01
5/14/2014			\$366.49	\$449,160.50
5/14/2014			\$58.82	\$449,219.32
5/14/2014			\$178.00	\$449,397.32
5/14/2014			\$280.57	\$449,677.89
5/14/2014			\$2,852.80	\$452,530.69
5/14/2014			\$2,891.29	\$455,421.98
5/15/2014	5/14/2014	(\$34,510.28)	\$24,657.29	\$445,568.99
5/15/2014			\$1,928.56	\$447,497.55
5/15/2014			\$340.00	\$447,837.55

RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	I/P Disbursement	Receipts	Balance
5/16/2014	5/15/2014	(\$1,177.20)	\$1,245,926.14	\$1,692,586.49
5/16/2014			\$2,607.33	\$1,695,193.82
5/16/2014			\$1,206.12	\$1,696,399.94
5/19/2014	5/16/2014		\$19,679.09	\$1,716,079.03
5/19/2014		(\$4,627.88)		\$1,711,451.15
5/19/2014		(\$1,098.08)		\$1,710,353.07
5/19/2014		(\$1,600,000.00)		\$110,353.07
5/19/2014			\$2,387.03	\$112,740.10
5/19/2014			\$182.13	\$112,922.23
5/20/2014	5/19/2014		\$12,487.33	\$125,409.56
5/20/2014			\$1,435.17	\$126,844.73
5/20/2014			\$662.47	\$127,507.20
5/20/2014			\$1,250,000.00	\$1,377,507.20
5/20/2014			\$93,400.00	\$1,470,907.20
5/20/2014			\$100.00	\$1,471,007.20
5/20/2014		(\$1,356,769.55)		\$114,237.65
5/20/2014		(\$357.00)		\$113,880.65
5/20/2014		(\$41.25)		\$113,839.40
5/21/2014	5/20/2014		\$60,488.26	\$174,327.66
5/21/2014			\$3,103.90	\$177,431.56
5/21/2014			\$188.51	\$177,620.07
5/22/2014	5/21/2014		\$9,478.10	\$187,098.17
5/22/2014			\$3,497.69	\$190,595.86
5/22/2014			\$2,384.19	\$192,980.05
5/22/2014			\$264.80	\$193,244.85
5/22/2014		(\$113,132.59)		\$80,112.26
5/23/2014	5/22/2014		\$11,145.75	\$91,258.01
5/23/2014			\$2,326.08	\$93,584.09
5/23/2014			\$332.64	\$93,916.73
5/23/2014				\$93,916.73
5/27/2014	5/23/2014		\$89,529.34	\$183,446.07
5/27/2014			\$350.00	\$183,796.07
5/27/2014			\$425.13	\$184,221.20
5/27/2014			\$877.48	\$185,098.68
5/27/2014			\$454.28	\$185,552.96
5/27/2014		(\$80,927.40)		\$104,625.56
5/27/2014			\$1,620.41	\$106,245.97
5/27/2014			\$1,434.28	\$107,680.25
5/28/2014	5/27/2014	(\$93,495.86)	\$60,423.82	\$74,608.21
5/28/2014		(\$5,247.57)		\$69,360.64
5/28/2014		(\$29,477.53)		\$39,883.11
5/28/2014		(\$3,934.15)		\$35,948.96
5/28/2014		(\$1,227.54)		\$34,721.42
5/28/2014		(\$33,722.65)		\$998.77
5/28/2014				\$998.77
5/28/2014			\$2,993.83	\$3,992.60
5/28/2014			\$181.74	\$4,174.34
5/29/2014	5/28/2014	(\$5,520.52)	\$53,147.68	\$51,801.50
5/29/2014			\$1,787.29	\$53,588.79
5/29/2014			\$3,003.93	\$56,592.72
5/30/2014	5/29/2014	(\$50.00)	\$28,289.21	\$84,831.93
5/30/2014			\$49,074.60	\$133,906.53
5/30/2014			\$184.16	\$134,090.69
5/30/2014			\$373.75	\$134,464.44
5/30/2014			\$338.73	\$134,803.17
5/30/2014			\$236.01	\$135,039.18
5/30/2014			\$174.03	\$135,213.21
5/30/2014			\$54.11	\$135,267.32
5/30/2014		(\$5.94)		\$135,261.38
5/30/2014			\$3,149.95	\$138,411.33
5/30/2014			\$482.68	\$138,894.01
5/29/2014			\$36,221.64	\$175,115.65
5/29/2014		(\$80.95)		\$175,034.70
5/30/2014			\$218.09	\$175,252.79
5/30/2014			\$4,702.57	\$179,955.36
5/30/2014			\$1,457.86	\$181,413.22

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

				Unaudited	
<i>s:/Bob/fund Balances Report</i>				MAY	
		Audited			
		6/30/13	YTD	YTD	Fund Balance
Fund #	Fund Title	Fund Balance	Revenue	Expenditures	5/30/2014
100X	General Fund	2,148,010	5,379,977	4,673,527	2,854,460
2002	State COPS	36,297	76,720	103,078	9,939
2006	Snow Removal	0	154,175	38,348	115,827
2007	Streets	383,689	557,279	573,251	367,717
2010	Street Mitigation	43,186	66,816	0	110,001
2011	Police Mitigation	37,112	57,452	36,083	58,481
2012	Fire Mitigation	91,641	49,271	(24)	140,936
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	5,106	68,085	935,921
2017	State Economic Rev. FD	434,382	2,596	0	436,978
2018	Home Revolving Fund	746,797	1,329	0	748,126
2030	Traffic Safety	81,452	5,840	281	87,011
2031	Barry Creek Development (Closed)	489	(0)	489	(0)
2033	Chestnut Street Culvert (Closed)	25,237	(6)	25,231	(0)
2035	Paul Bunyan/Ash Street Signal	0	95,795		95,795
2036	Skyline - Numa Signal (Closed)	77,796	(18)	77,778	0
2037	Skyline Bicycle Lane	7,465	(2)		7,464
2038	Skyline - Rt 139 Signal (Closed)	18,021	(4)	18,017	0
3015	City Hall Parking Lot	0		400	(400)
3019	STIP Rehab Project	(481,661)	716,523	443,522	(208,660)
3023	Prop 1B CIP	70,398	0	43,457	26,940
3025	Sierra Park Project CIP	150,535	25,020	3,075	172,479
4001	Miller Fletcher	962,867	29,343	151,110	841,100
4003	City Hall Debt Service	104,361	74,338	136,582	42,117
4004	2013 CalPERS Refunding Loan	0	1,011,725	117,277	894,447
711X	Water Funds	2,791,498	1,780,044	2,346,311	2,225,230
7201	Airport	1,897,342	112,567	231,229	1,778,681
7301	Geothermal	501,116	84,999	57,048	529,067
740X	Natural Gas	(193,469)	4,253,227	3,924,325	135,433
7530	Golf Course	2,010,239	805,001	304,060	2,511,181
7610	OPEB	(174,344)	40,920	0	(133,424)
7620	PW Admin/Engineering	(344)	9,727	32,681	(23,298)
7630	Risk Management	858,002	392,790	1,192,585	58,206
8402	LAFCO	26,664	56,948	51,735	31,877
8404	Air Pollution	297,159	208,635	155,859	349,935
8405	Air Pollution - Carl Moyer	323,013	59,926	244,219	138,720
	TOTALS	14,323,385	16,143,143	15,074,295	15,392,232

Reviewed by: City Administrator
 City Attorney

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: July 16, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Annual report for State of California Department of Housing and Community Development Block Grant (CDBG) Revolving Loan Funds

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY:

The City is required to conduct an annual public hearing to discuss the performance of the City of Susanville in completing and administering the federal grant programs funded through the State of California, Department of Housing and Community Development. The program was established by the Federal Housing and Community Development Act of 1974. The primary objective is the development of economically viable communities by providing decent housing and a suitable living environment for persons of low and moderate income.

In order to meet Citizen Participation requirements, the City is required to conduct an annual public hearing to allow members of the public to comment on the CDBG Program. The City has two revolving loan funded activities; the First-Time Homebuyers Down Payment Assistance and Housing Weatherization. The City receives income from the payment of CDBG loans which are deposited into these Revolving Loan Funds. The money must be loaned for CDBG eligible activities and not granted in order to meet the Revolving requirement.

In previous years, the First-Time Homebuyers program allowed qualified applicants an opportunity to become homeowners through a silent second mortgage subsidy. The Housing Weatherization RLF provided funding for homeowners to complete weatherization upgrades to their home through low-interest loans, with natural gas conversions being a requirement of participation.

The City was recently notified by the State that changes in the federal government have caused the State to suspend the Program Income Reuse Plans as of July 1, 2014. The State will be providing a new template by July 31, 2014, to update our current PI Reuse Plan. At this time, the City is not authorized to continue the First-Time Homebuyer and Housing Weatherization programs until a new plan is approved.

To be eligible to receive new grant funding for these programs, the City is currently working on updating the guidelines for both the First-Time Homebuyers and Housing Rehabilitation programs. Once completed, staff will bring the updated guidelines to the City Council for approval then seek approval at the state level.

The balance available in the Revolving Loan Funds is as follows:

First Time Homebuyer Program	\$ 218,186
Housing Weatherization Program	<u>\$ 96,646</u>
Total Project Funds:	\$ 314,832

In addition, the City has accumulated \$120,356 in Administrative funds that may be spent on CDBG specific activities, including planning and technical assistance projects.

Action

Requested: Consider approval of the annual report for City of Susanville Program Income and authorize submittal to the State Department of Housing.

Fiscal Impact:

Funds Available for fiscal year 2014/2015:
\$ 314,832 Program Funds
\$ 120,356 General Administrative Funds
\$ 435,188

Attachments:

Program Income Annual Grantee Performance Report



Community Development Block Grant (CDBG) Program Program Income (PI) Report

Fill out Yellow Areas

A. Grantee/ Jurisdiction Name:	B. Report Period	C. Fiscal Year
City of Susanville	Semi Annual 1 <small>(July 1 - December 31)</small>	2013/ 14

D. Revision	Revision Date

Section I - Program Income Available for Activities			
E.	F1. RLA	F2. Grants (3)	G. Bank Interest
Beginning Balance	\$8,469	\$0	\$537
			\$9,006
			\$381,924

- (1) As of October 1, 2004 costs of collection of loan payments may no longer be deducted to determine the amount of program revenue.
 (2) Report all program revenue received in accordance with 24 CFR 570.489(e).
 (3) If less than \$35,000 received this period (Box F2 only), enter \$0 in box F2 only - note the amount received in the Comments section at the bottom of this page. These funds may not be expended until the end of the year.

Section II - Program Income General Administrative (PI GA)		
J. Beginning GA Balance	K. GA from Revenue Received (17% of Box H) <small>(Include Planning Activities)</small>	M. Ending GA Balance <small>(J + K - L)</small>
\$118,825	\$1,531	\$120,356
	\$0	\$120,356

Amount to be Deposited (H - K)	\$7,475
--------------------------------	---------

Section III - Actual RLA Expenditures			
N. Name of Approved RLA	O. Revolving (4)	P. Non-Revolving (5)	Q. Total Expended (O + P)
1 Homeownership Assistance	\$68,085		\$68,085
2 Housing Rehabilitation, Single Family (1-4 units)	\$0		\$0
3			\$0
4			\$0
Total:	\$68,085	\$0	\$68,085

- (4) At least 60% of PI disbursed during FY must be for revolving activities.
 (5) For each RLA up to 40% of PI disbursed during a program year may be for non-revolving activities.



rev. 06.25.13

Community Development Block Grant (CDBG) Program Program Income (PI) Report

Fill out Yellow Areas

A. Grantee/ Jurisdiction Name:	B. Report Period	C. Fiscal Year
City of Susanville	Semi Annual 1 <small>(July 1 - December 31)</small>	2013/ 14

D. Revision	Revision Date

Section IV - Actual Expenditure of PI Committed to OPEN CDBG Contracts (6)					
R. CDBG Contract #	S. Activity Code	T. Total PI		V. PI Expended This Period	W. Balance (T - U - V)
		Committed	Previously Expended		
1					\$0
2					\$0
3					\$0
4					\$0
5					\$0
Total:		\$0	\$0	\$0	\$0

(6) The amounts reported in this section must also be reported on, and balance with the CDBG Funds Request forms for each contract. Column U includes amounts from Section I and V (A2), and prior year commitments as applicable.

Section V - Actual Expenditure of PI Committed to PI Waiver Activities				
X. Activity Code & Description	Y. Total PI		Z. PI Expended This Period	A2. Balance (Y - Z - A1)
	Committed	Previously Expended		
1				\$0
2				\$0
3				\$0
4				\$0
5				\$0
Total:		\$0	\$0	\$0

Section VI - Activity Program Income Balance	
A3. Available PI Activity Balance <small>(from Box I)</small>	A5. Ending Balance <small>(A3 - A4)</small>
\$381,924	\$68,085
	\$313,839



Community Development Block Grant (CDBG) Program

Program Income (PI) Report

Fill out Yellow Areas

A. Grantee/ Jurisdiction Name: City of Susanville	B. Report Period Semi Annual 1 <small>(July 1 - December 31)</small>	C. Fiscal Year 2013/ 14
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D. Revision	Revision Date
--------------------	----------------------

Section VII - RLA Balances						
A6. Name of <u>Approved</u> RLA Column N	A7. Beginning Balance	A8. PI This Period Deposited Transfers In	A9. PI This Period Expended (Column Q)	A10. RLA Transfers Out to: RLA('s) (7)	A11. Open Contracts & Waivers	A12. Ending Balance (8) (A7 + A8 - A9 - A10 - A11)
1 Homeownership Assistance	\$280,693	\$5,578	\$68,085			\$218,186
2 Housing Rehabilitation, Single Family (1-4 units)	\$93,756	\$2,890	\$0			\$96,646
3			\$0			\$0
4			\$0			\$0
Total:	\$374,449	\$8,468	\$68,085	\$0	\$0	\$314,832

(7) Transfers of funds between RLA's must be preceded by a properly noticed CDBG citizen participation public hearing.

(8) **EXPLAIN NEGATIVE BALANCES**

A14. Comments

A15. Preparer Certification

This Certification indicates that this report is true in all respects, all Program Income expenditures were for CDBG-eligible activities that addressed CDBG national objectives and department approval was obtained in advance.

Preparer Name: Heidi Whitlock Email Address: hwhitlock@cityofsusanville.org

Phone #: 530-252-5106 Date: 7/7/2014

Please submit the completed report **electronically** to: CDBG@HCD.CA.GOV, your CDBG Contract Rep. and your jurisdiction's Authorized Representative if they are not the same as the preparer.

A16. HCD Certification

Program Rep Initials: _____ Date: _____	Fiscal Rep Initials: _____ Date: _____
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Community Development Block Grant (CDBG) Program



Program Income (PI) Report

rev. 06.25.13

A. Grantee/ Jurisdiction Name:	B. Revision	C. Report Period	D. Fiscal Year
City of Susanville		Annual Summary	2013/ 14

Section I - Activity Program Income Balance		
E. Total Revenue	F. Total Bank Interest	G. Total PI Received
\$8,469	\$537	\$9,006

Section II - Total Annual Program Income General Admin (PI GA)	
H. GA from Revenue Received	I. GA Expended
\$1,531	\$0

Section III - Total Actual RLA Expenditures		
J. Revolving	K. Non-Revolving	L. Total
\$68,085	\$0	\$68,085

Section IV - Annual Grand Total of Expenditures on Activities			
M. Total RLA Expenditures	N. Total PI Expended on Open Contracts	O. Total PI Expended on Waiver Activities	P. Total Annual Activity Funds Expended this Year
\$68,085	\$0	\$0	\$68,085

Q. Comments	
--------------------	--

R. Comments	This Certification indicates that this report is true in all respects, all Program Income expenditures were for CDBG-eligible activities that addressed CDBG national objectives and department approval was obtained in advance.		
Preparer Name:	Heidi Whitlock	Email Address:	<u>hwhitlock@cityofsusanville.org</u>
Phone #:	530-252-5106	Date:	7/7/2014

Please submit the completed report **electronically** to: CDBG@HCD.CA.GOV, your CDBG Contract Rep. and your jurisdiction's Authorized Representative if they are not the same as the preparer.

Grantee Performance Report
Report Period (FY) 2014

Standard Agreement #
Program income

Please Check One
 Annual GPR
 Final GPR

Jurisdiction Name: City of Susanville

Name of Contact: Heidi Whitlock
 Address of Contact: 66 North Lassen Street
Susanville, CA 96130

FOR 2012 REPORTS- VERY IMPORTANT - IGNORE POP-UP MESSAGES ABOUT FORM COMPATABILITY. CLICK "CONTINUE"

Telephone Number: 530.252.5106 E-Mail Address: hwhitlock@cityofsusa

SUMMARY OF ACTIVITIES

Complete the information above indicating the fiscal year and the Standard Agreement number. Indicate if this report represents an "Annual GPR" (Grantee Performance Report) or if this represents a "Final GPR" for which you are closing and finished the activity. Select from the following activities based on the matrix codes in your Standard Agreement. Check the box next to the activity and use the button to the right to be directed to the page to use in completing this report for each activity. If you have any questions regarding the correct matrix code, contact your CDBG Representative. If the activity has the option of two pages, the second page under the column heading "In Support of Housing" represents those activities with a National Objective Code of Low and Moderate Housing (LMH). For non-housing activities, use the button to the left.

		In Support of Housing (LMH)
(01) Acquisition of Real Property	<input type="checkbox"/> Page 1	
(02) Disposition	<input type="checkbox"/> Page 1	
(03) Public Facilities & Improvements*	<input type="checkbox"/> Page 6	<input type="checkbox"/> Page 3
(03A) Senior Centers	<input type="checkbox"/> Page 6	
(03B) Handicapped Centers	<input type="checkbox"/> Page 6	
(03C) Homeless Facilities	<input type="checkbox"/> Page 6	
(03D) Youth Centers	<input type="checkbox"/> Page 6	
(03E) Neighborhood Facilities	<input type="checkbox"/> Page 6	
(03F) Parks, Recreation Facilities	<input type="checkbox"/> Page 6	
(03G) Parking Facilities	<input type="checkbox"/> Page 6	
(03H) Solid Waste Disposal Imp.*	<input type="checkbox"/> Page 6	<input type="checkbox"/> Page 3
(03I) Flood Drainage Improvement*	<input type="checkbox"/> Page 6	<input type="checkbox"/> Page 3
(03J) Water/Sewer Improvements*	<input type="checkbox"/> Page 6	<input type="checkbox"/> Page 3
(03K) Street Improvements*	<input type="checkbox"/> Page 6	<input type="checkbox"/> Page 3
(03L) Sidewalk Improvements*	<input type="checkbox"/> Page 6	<input type="checkbox"/> Page 3
(03M) Child Care Centers	<input type="checkbox"/> Page 6	
(03N) Tree Planting	<input type="checkbox"/> Page 6	<input type="checkbox"/> Page 3
(03O) Fire Station/Equipment	<input type="checkbox"/> Page 6	
(03P) Health Facilities	<input type="checkbox"/> Page 6	
(03Q) Abused and Neglected Children Facilities	<input type="checkbox"/> Page 6	
(03R) Asbestos Removal	<input type="checkbox"/> Page 6	
(03S) Facilities for Aids Patients	<input type="checkbox"/> Page 6	
(03T) Operating Costs of Homeless/Aids	<input type="checkbox"/> Page 6	
(04) Clearance and Demolition	<input type="checkbox"/> Page 1	
(04A) Cleanup of Contaminated Sites	<input type="checkbox"/> Page 1	
(05) Public Services - General	<input type="checkbox"/> Page 7	
(05A) Senior Services	<input type="checkbox"/> Page 7	
(05B) Handicapped Services	<input type="checkbox"/> Page 7	
(05C) Legal Services	<input type="checkbox"/> Page 7	
(05D) Youth Services	<input type="checkbox"/> Page 7	

This section applies to activities with a National Objective of Low and Moderate Housing (LMH) and one of the following activities. Check off what activity you are reporting. If more than one activity is being reported on this page, you will need to create a duplicate sheet.

- Homeownership Assistance - not direct (05R)
- Direct Homeownership Assistance (13)

Program Description

IDIS cdbg 6

Check all statements that are applicable to this activity. This activity will include:

- a. One-for-One Replacement (Reconstruction) complete Appendix A.
- b. Public improvement activity for which a Special Assessment will be levied.
- c. Displacement of household, business, farms, nonprofits, complete Appendix B.
- d. Creating a new Revolving Fund/Revolving Loan Account (RLA).
- e. The designation of an economic development "Favored activity".
- f. The funding of Colonia(s).
- g. Brownfield Activity Indicate the number of remediated acres: _____
- h. Historic Preservation Area.
- i. Presidential Declared Disaster.
- j. Multi-Unit Housing (2+ Units/structure).
- k. Rental Housing.
- l. Limited Clientele by Nature/Location or Presumed Benefit, complete Appendix C.
- m. A Subrecipient Agreement for this activity, complete Appendix D.
- n. The designation of Slum and Blight, complete Appendix E.

Section 3

Economic Opportunities for Low & Very Low Income

- Check box if the grant award is over \$200,000 in CDBG funds.
- Check box if you have a construction contract or subcontract greater than \$100,000.

If both boxes are checked, you are required to comply with Section 3 reporting requirements pursuant to HUD (24 CFR 135). Attach a Section 3 report and submit the report with this GPR.

Minority Contractor Information

Provide the total dollar amount of this activity that will be directed towards

Firms owned wholly or in substantial part by:

Value of Contract

Minority group members _____

Women _____

Other (Specify) _____

TYPE OF ASSISTANCE

IDIS cdbg 5

1. What type of financing was provided to the beneficiaries: Grants Loans
 No loans or grants
2. Indicate the number of grants and/or loans provided this Report Period:
 Grants _____ Loans 1
3. Indicate the total number of grants and/or loans provided to date (entire contract term):
 Grants _____ Loans _____
4. When assistance is provided in the form of loans, enter the terms of financing:
- | | Interest Rate (%) | Number of Months (#) | Loan Amounts (\$) |
|---|-------------------|----------------------|-------------------|
| a. Amortized Loan: | _____ | _____ | _____ |
| b. Deferred Payment/
Forgiveness Loan: | <u>3%</u> | <u>360</u> | _____ |

DIRECT BENEFIT

IDIS cdbg 8

This page allows you to report on beneficiaries race/ethnicity and income levels for the fiscal year:

Race & Code	HOUSING ACTIVITIES			
	Owner		Renter	
	All	Hisp	All	Hisp
White (11):	1	0	0	0
Black/African American (12):	0	0	0	0
Asian (13):	0	0	0	0
American Indian/Alaskan Native (14):	0	0	0	0
Native Hawaiian/Other Pacific Isl. (15):	0	0	0	0
Am. Indian/Alaskan Native & White (16):	0	0	0	0
Asian & White (17):	0	0	0	0
Black/African Am. & White (18):	0	0	0	0
Am. Indian/Alaskan & Bck/Afrcn (19):	0	0	0	0
Other Multi-Racial (20):	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTALS	1	0	0	0

Number of Female Head of Households 1

INCOME LEVELS

IDIS cdbg 13

Number of households benefiting based on Income:

	Owner	Renter	Total all years
Extremely Low (<30%)	0	0	0
Low (31%-50%)	1	0	0
Moderate (51%-80%)	0	0	0
Non-Low/Moderate Income (+80%)	<u>0</u>	<u>0</u>	<u>0</u>
Totals	<u>1</u>	<u>0</u>	<u>0</u>

HOUSING - PUBLIC SERVICE

IDIS cdbg 17A

Indicate the number of persons/households assisted, according to the following:

1. a. Total being served for the program year _____
 b. Now have new access to this type of service or benefit: _____
 c. Now have improved access to this type of service or benefit: _____
 d. Now receive a service or benefit that is no longer substandard: _____

Grantee Performance Report
Appendix A - One for One Replacement

Report Period
2014

Standard Agreement
Program income

Replacement Housing

If multiple locations, please duplicate and make additional forms as necessary.
Indicate the address of the units to be demolished-converted:

IDIS cdbg 16

Demolished/Converted
Address _____

Indicate the number and type of bedroom units

0/1 Zero or One bedroom unit _____
Two Bedroom Units _____
Three Bedroom Units _____
Four Bedroom Units _____
5+ Five or more Bedroom Units _____

Grant or Loan Agreement Executed Date: _____

Demolition or Conversion Agreement Date: _____

Replacement
Address _____

Number of bedroom units

0/1 Zero or One bedroom unit _____
Two Bedroom Units _____
Three Bedroom Units _____
Four Bedroom Units _____
5+ Five or more Bedroom Units _____

Date units will be available: _____

Date of any exception agreement: _____

Grantee Performance Report

Appendix B - Displacement

Report Period

2014

Standard Agreement

Program income

Indicate the census tract of origin _____

Indicate the City _____

IDIS cdbg 15

Race & Code	Displaced		Remain		Relocated	
	All	Hisp	All	Hisp	All	Hisp
White (11):	0	0	0	0	0	0
Black/African American (12):	0	0	0	0	0	0
Asian (13):	0	0	0	0	0	0
American Indian/Alaskan Native (14):	0	0	0	0	0	0
Nat.Hawaiian/Oth Pacific Isl (15):	0	0	0	0	0	0
Am. Indian/Alaskan Nat. &White (16):	0	0	0	0	0	0
Asian & White (17):	0	0	0	0	0	0
Black/African Am. & White (18):	0	0	0	0	0	0
Am.Indian/Alskn & Bck/Afrcn (19):	0	0	0	0	0	0
Other Multi-Racial (20):	0	0	0	0	0	0

Indicate the census tract of those relocated _____

Indicate the City _____

Race & Code	Displaced		Remain		Relocated	
	All	Hisp	All	Hisp	All	Hisp
White (11):	0	0	0	0	0	0
Black/African American (12):	0	0	0	0	0	0
Asian (13):	0	0	0	0	0	0
American Indian/Alaskan Native (14):	0	0	0	0	0	0
Nat.Hawaiian/Oth Pacific Isl (15):	0	0	0	0	0	0
Am. Indian/Alaskan Nat. &White (16):	0	0	0	0	0	0
Asian & White (17):	0	0	0	0	0	0
Black/African Am. & White (18):	0	0	0	0	0	0
Am.Indian/Alskn & Bck/Afrcn (19):	0	0	0	0	0	0
Other Multi-Racial (20):	0	0	0	0	0	0

If there is more than one census track, indicate the additional census tract and race distribution of those relocated. _____

Indicate the City _____

1. Presumed Benefit

IDIS User Guide 8-73

If the activity is funded under a National Objective Code of Low and Moderate Income Clientele, indicate the number of beneficiaries that fall into one or more of the following categories. Use the following income levels when reporting on the beneficiaries race and income on other pages of the GPR.

Number of:

- | | |
|---|--|
| <input type="checkbox"/> Abused Children | Extreme Low Income |
| <input type="checkbox"/> Battered Spouses | Low Income |
| <input type="checkbox"/> Severely Disabled Adults (Per Census Definition) | Low Income |
| <input type="checkbox"/> Illiterate Adults | Low Income |
| <input type="checkbox"/> Persons with Aids | Low Income |
| <input type="checkbox"/> Homeless Persons | Extreme Low Income |
| <input type="checkbox"/> Migrant Farm workers | Low Income |
| <input type="checkbox"/> Elderly Persons | Use Moderate Income if at a center with services,
if not center based, use Low Income |

2. Nature and Location

IDIS cdbg 10

Provide a narrative description of how the nature/location of this activity benefits low and moderate persons:

Program limited to low-income applicants only.

ORGANIZATION CARRYING OUT ACTIVITY

IDIS cdbg 3

Indicate if the activity will be carried out by one of the following:

- Grantee employees
- Contractors
- Grantee employees & contractors
- By others under a Sub-recipient Agreement

If you are using a Sub-recipient Agreement, indicate the name of the Organization:

Activity is being carried out by:

- A 105 (a) (15) entity as defined under the Housing and Development Act
- Another unit of local government
- Another public agency

IDIS cdbg 4

Indicate all that applies to this organization:

- Non-profit organization
- For-profit entity
- A faith-based organization
- An institution of higher education

Code Section 105(a) (15) is from the Housing and Development Act and provides the provision of assistance to neighborhood-based nonprofit organizations, local development corporations, and nonprofit organizations serving the development needs of communities in non-entitlement areas to carry out neighborhood revitalization, community economic development or energy conservation projects.

Provide a description of the boundaries of the designated area
(Not the census tract/block data required for LMA)

Boundaries:

Percent of Deteriorated Buildings/Qualified Properties: _____ %

Public Improvement/Type Condition:

Provide a brief description identifying each type of improvement / type of condition

Slum/Blight Designation Year _____

Reviewed by: JA City Administrator
MA City Attorney

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Craig Sanders, City Planner

Action Date: July 16, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: **Ordinance No. 14-0998**, An ordinance of the City of Susanville amending various sections of chapter 17 of the City of Susanville municipal code to implement regulatory provisions required by the City of Susanville General Plan Housing Element 2009 – 2014 and adding, amending and replacing other code sections to correct and clarify language within the zoning code

PRESENTED BY: Craig Sanders, City Planner

SUMMARY: On April 3, 2013 the Susanville City Council adopted the 2009 – 2014 Housing Element Update as required under State Planning and Zoning law. In adopting the document the Council agreed to a set of 27 action items to implement the goals and policies of the document for providing housing for all segments of the City’s population. Nine (9) of the action items require amendments to the City Zoning Code and one amendment to the General Plan Land Use Element. Eight (8) of the action items that the City needs to complete to implement the goals of the document are addressed in the amendments proposed in this action. The ninth item addressing second dwelling units will be brought forward as a separate item for discussion in the near future. By adopting the Element, the City agreed to do the following:

1. Add a Density bonus provision to the City Code as required by State Government Code Sections 65915-65918.
2. Increase the allowable density in the R-3 zone from 12 dwelling units per acre to 15 dwelling units per acre, which includes an amendment to the City’s General Plan.
3. Remove the Use Permit requirement in the R-4 zone for structures with 12 or more dwellings. These projects would still require Architectural Review and conformity with the City’s Multi-family development standards
4. Include provisions to allow mobile home parks in R-1, R-2, R-3, and R-4 zones subject to the requirement of obtaining a Use Permit.
5. Amend the PF – Public Facilities zone to allow emergency shelters and transitional housing by right.
6. Add/amend definitions of transitional and supportive housing
7. Include in the code an administrative method to allow changes to site development

- standards when requested as a reasonable accommodation for ADA purposes.
8. Amend the parking regulations to include reduced standards for disabled and elderly housing.

ANALYSIS:

1. Density Bonus – California Government Code Section 65915 requires local jurisdictions to adopt a housing density bonus ordinance and stipulates what must be contained in the ordinance. The law requires the City to grant increases in housing density for projects which provide a certain number of affordable housing units within the development. The density increase ranges from 20% to 35% depending upon the percentage of low or very low income units being provided. The density bonus can exceed the General Plan land use density without requiring a General Plan or zoning amendment. The details of the required provisions are spelled out in the proposed zoning code section 17.94 in the attached draft ordinance. Implements Housing Element Program 1.3.
2. Increase the R-3 zoning density from 12 dwelling units to 15 dwelling units per acre – This change also requires an amendment to the General Plan Land Use Element to increase the density of the Duplex and Triplex land use designation from 12 to 15 dwelling units. This will be achieved by amending the R-3 zoning to change the lot area per dwelling unit from 3,500 square feet to 2,800 square feet. Implements Housing Element Program 1.4.
3. Remove the Use Permit requirement in the R-4 zone for structures with more than 12 dwellings – The current code requires a Use permit for any structures having more than 12 attached dwelling units. The State Department of Housing and Community Development viewed this as a constraint to providing multi-family housing. Removal of the Use Permit will still leave the City with Architectural and Design review as well as the Multi-family development standards in section 17.104.110. Implements Housing Element Program 1.6.
4. Allow mobile home parks in R-1, R-2, R-3, and R-4 zones – California Government Code Section 65852.7 deems mobile home parks as a permitted land use on all designated for residential uses in the General Plan thereby pre-empting local ordinances, provided however, that cities and counties can require a Use Permit. The proposed amendment makes mobile home parks allowed in the R-1, R-2, R-3, and R-4 zones subject to a Use Permit. Implements Housing Element Program 1.8.
5. Amend the PF – Public facilities zone to allow emergency shelters and transitional housing by right – Government Code 65583 requires that cities and county have at least one zoning district where emergency shelters for the homeless are permitted by right. The City of Susanville proposes to make that zone to be the Public Facilities (PF) Zone. The PF zone was chosen to be suitable for emergency shelters because it is anticipated that an emergency shelter would be supported by some type of public agency. Shelters may only be subject only to development and management standards that apply to residential or

commercial development in the same zone except that local governments may apply written and objective standards that may include any or all of the following:

- maximum number of beds;
- off-street parking based upon demonstrated need;
- size and location of on-site waiting and intake areas;
- provision of on-site management;
- proximity to other shelters;
- length of stay;
- lighting; and
- security during hours when the shelter is open.

Implements Housing Element Program 2.7.

6. Identify zones which allow transitional and supportive housing – Government Code 65583 a (5) defines transitional and supportive housing as a residential use of property that shall be subject only to those restrictions that apply to other residential dwellings of the same type in the same zone. Amendments to the code include a definition for supportive housing which was absent from the code and clarify that transitional housing is a residential use of property and adding transitional and supportive housing and an allowed use in the PF zoning district:

“Supportive Housing” means housing with no limit on length of stay, that is occupied by the target population, and that is linked to onsite or offsite services that assist the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community. This is a residential use of property.

“Transitional housing” means housing with supportive services for up to twenty-four (24) months that is exclusively designated and targeted for recently homeless persons. Transitional housing includes self-sufficiency development services, with the ultimate goal of moving recently homeless persons to permanent housing as quickly as possible, and limits rents and service fees to an ability-to-pay formula reasonably consistent with HUD’s requirements for subsidized housing for low-income persons. Rents and service fees paid for transitional housing may be reserved, in whole or in part, to assist residents in moving to permanent housing. *This is a residential use of property.*

Implements Housing Element Program 2.8.

7. Amend the zoning code to add an administrative variance process to make reasonable accommodations for disabled citizens with respect to zoning standards - Localities are required to make reasonable modifications to policies, practices, or procedures to prevent discrimination on the basis of disability. Reasonable modifications can include modifications to local laws, ordinances, and regulations that adversely impact people with disabilities. For example, it may be a reasonable modification to grant a variance for zoning requirements and setbacks to allow disability ramps. In addition, cities and counties may consider granting

exceptions to the enforcement of certain laws as a form of reasonable modification. For example, a municipal ordinance banning animals from city health clinics may need to be modified to allow a blind individual who uses a service animal to bring the animal to a mental health counseling session. Implements Housing Element Program 2.10.

8. Reduce the cost and impediments to providing housing for people with disabilities , senior and low income families - Provide reduced parking standards for housing units serving people with disabilities, tenants with disabilities, seniors, and low to very low income individuals often do not own or drive a vehicle or have fewer vehicles than the average. The requirement to include the same number of parking spaces for such housing units serving these demographic groups imposes an incremental additional cost to the development of said dwelling units. The City's zoning code and development standards do not currently recognize this constraint. In order to help reduce costs for housing developments and apartment complexes serving these populations, the number of required parking spaces is proposed to be reduce 33% for senior and low income developments and 50% for developments serving disable tenants. Implements Housing Element Program 2.11.

Other clean up changes include amended definitions of small and large family daycare facilities to match the definitions in the State code; amending the parking requirements when a garage conversion is requested to require that the replacement off-street parking is covered; and adding an administrative section to the code to cover the Architectural and Site Plan review applications which is absent from the current code.

The changes to the definitions for family day care facilities changes the age of children who are living in the house which, would cause them to be counted towards the capacity for the facility. The age is reduced from 18 to 10 years.

Currently, when a garage conversion is requested the code requires that an equivalent number of spaces being converted be provided on the property. It does not however require those spaces to be covered. This conflicts with the requirement for dwelling units to have covered parking in R-1 through R-4 zoning districts. This will require replacement spaces to be covered. The code also currently stipulated that required parking may not be located in the front yard setback for single family and duplex units.

The zoning code currently has an application and procedure section which specifies the processing and administration of variances, use permits, rezoning, etc. However, it does not contain the same for the architectural and site plan review process. Currently a paragraph is contained in the section of each zoning district which gives an incomplete overview of the Architectural and Site Plan review process. A new section 17.112.080 is proposed to replace the paragraph in the individual zoning district sections.

The attached draft ordinance shows deleted code sections or wording in ~~striketrough~~ and new language in *italics with underline*.

On April 22, 2014 the City of Susanville Planning Commission held a public hearing to review the proposed ordinance and draft initial study/negative declaration and adopted resolution 14-1006 recommending that the City Council adopt the ordinance and a negative declaration for the environmental finding.

ENVIRONMENTAL REVIEW: This project is subject to CEQA review and an initial study and proposed Negative Declaration has been prepared for the project. The public review period for the document ran from March 25, 2014 through April 25, 2014. Comments on the document may be presented and accepted during the City Council Hearing. The environmental document is included as attachment "A" to Resolution 14-1006.

The City Council held a public hearing on June 18, 2014, considered public comment, and voted to waive the first reading and introduce Ordinance No. 14-0998 with a moratorium on transition housing pending additional review and comment.

FISCAL IMPACT: None

ACTION REQUESTED: Motion to waive second reading and adopt **Ordinance No. 14-0998**

ATTACHMENTS: Ordinance No. 14-0998

ORDINANCE NO. 14-0998

AN ORDINANCE OF THE CITY OF SUSANVILLE AMENDING VARIOUS SECTIONS OF CHAPTER 17 OF THE CITY OF SUSANVILLE MUNICIPAL CODE TO IMPLEMENT REGULATORY PROVISIONS REQUIRED BY THE CITY OF SUSANVILLE GENERAL PLAN HOUSING ELEMENT 2009 – 2014 AND ADDING, AMENDING AND REPLACING OTHER CODE SECTIONS TO CORRECT AND CLARIFY LANGUAGE WITHIN THE ZONING CODE

WHEREAS, the City of Susanville City Council adopted Resolution 13-0985 approving and adopting an updated Housing Element to the City's General Plan ; and

WHEREAS, the newly adopted Housing Element includes numerous programs/action items necessary to implement the adopted goals and policies within the document including several action items which require amendments to the City's Municipal Code; and

WHEREAS, The City of Susanville Planning Commission has conducted a public hearing for the proposed changes to the city's municipal code including a review of the proposed Negative Declaration and has presented their recommendations to the City Council in Planning Commission Resolution 14-1006, adopted on April 22, 2014; and

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

Section 1: The following sections of Chapter 17 of the City of Susanville Municipal code are deleted, amended or added as shown. Wording shown in ~~strikeout~~ is being deleted from the code and language shown in *italics and underline* is being added.

1. Section 17.08.010 – Definitions is amended to amend or add the following definitions:

~~Day Care Home, Small. "Small day care home" means a home which regularly provides nonmedical care, protection and supervision for eight or fewer children, for a period of less than twenty-four (24) hours per day, while the parents or guardians are away. "Children" includes resident children under the age of twelve (12), and all other children under the age of eighteen (18).~~

Family Day Care Home, Small (Small Day Care Home) means regularly provided care, protection and supervision of children, in the care giver's own home, for periods of less than 24 hours per day, while the parents or authorized representatives are away for up to 6 children, or for up to 8 children if the criteria in California Health and Safety Code Section 1597.44 are met. These capacities include children under age 10 who live in the licensee's home.

~~Day Care Home, Large. "Large day care home" means a home which regularly provides nonmedical care, protection and supervision for nine to fourteen (14) children, inclusive, in the provider's own house, for a period of less than twenty-four (24) hours per~~

day, while the parents or guardian are away. "Children" includes the resident children who are under the age of twelve (12), and all other children under the age of eighteen (18).

Family Day Care Home, Large (Large Day Care Home) means regularly provided care, protection and supervision of children, in the care giver's own home, for periods of less than 24 hours per day, while the parents or authorized representatives are away for up to 12 children, or for up to 14 children if the criteria in California Health and Safety Code Section 1597.465 are met. These capacities include children under age 10 who live in the licensee's home and the assistant provider's children under age 10.

"Single Room Occupancy (SRO) Units" means a multiple-tenant building that houses one or two people in individual rooms (sometimes two rooms, or two rooms with a bathroom or half bathroom), or to the single room dwelling itself. SRO tenants typically share bathrooms and/or kitchens, while some SRO rooms may include kitchenettes, bathrooms, or half-baths. Although many are former hotels, SROs are primarily rented as a permanent residence.

"Supportive Housing" means housing with no limit on length of stay, that is occupied by the target population, and that is linked to onsite or offsite services that assist the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community. Supportive housing projects shall provide or demonstrate collaboration with programs that provide services that meet the needs of the supportive housing residents. This is a residential use of property

"Target population" means persons, including persons with disabilities, and families who are "homeless," as that term is defined by Section 11302 of Title 42 of the United States Code, or who are "homeless youth," as that term is defined by paragraph (2) of subdivision (e) of Section 11139.3 of the Government Code.

"Transitional housing" means housing with supportive services for up to twenty-four (24) months that is exclusively designated and targeted for recently homeless persons. Transitional housing includes self-sufficiency development services, with the ultimate goal of moving recently homeless persons to permanent housing as quickly as possible, and limits rents and service fees to an ability-to-pay formula reasonably consistent with HUD's requirements for subsidized housing for low-income persons. Rents and service fees paid for transitional housing may be reserved, in whole or in part, to assist residents in moving to permanent housing. This is a residential use of property.

2. The Single Family Residential (R-1) zone district section 17.12.040 F. is amended and H. is added to provide for mobile home parks subject to approval of a use permit as follows:

17.12.040 Uses requiring use permit.

The following uses are permitted in the R-1 district if a use permit is issued:

F. Public or private parking lot when adjacent to a "C" or "M" district, subject to the transitional parking standards in Section 17.100.170; and

H. Mobile home parks, subject to the density of the underlying General Plan land use designation.

3. The Single Family Residential (R-1) zone district section 17.12.060 F. is deleted as follows:

17.12.060 Site development standards.

The following site development standards apply in the R-1 district:

~~F. Architectural and Site Plan Review. An applicant for a use permit shall submit architectural drawings, the elevations of all buildings and a site plan which indicates how the standards listed in this section will be met. Development plans are also subject to the City of Susanville Design Guidelines, adopted July 17, 2002, as may be amended. This submittal shall be made on a form prescribed by the community development director and shall include such additional plans, drawings and information as the planning commission from time to time may require by resolution. Such drawings and site plans shall be considered by the planning commission at a public meeting. The planning commission must find that the architectural and general appearance of such buildings or structures and grounds are in keeping with the character of the neighborhood and will not be detrimental to the orderly and harmonious development of the city. The planning commission may approve, conditionally approve or disapprove the plans. Architectural and site plan review will be a part of the use permit process and the director's approval shall occur as set forth by the terms and conditions of the use permit.~~

4. The Duplex Residential (R-2) zone district section 17.16.040 G. is amended and I. is added to provide for mobile home parks subject to approval of a use permit as follows:

17.16.040 Uses requiring a use permit.

The following uses are permitted in the R-2 district if a use permit is issued and subject to the provisions of Chapter 17.104, General Provisions, Conditions, Exceptions and Special Uses:

G. Skilled nursing/intermediate care facility serving no more than fifteen (15) people; and

I. Mobile home parks, subject to the density of the underlying General Plan land use designation.

5. The Duplex Residential (R-2) zone district section 17.16.060 H. is deleted as follows:

17.12.060 Site development standards.

The following site development standards apply in the R-2 district:

~~H. Architectural and Site Plan Review. An applicant for a use permit shall submit architectural drawings, the elevations of all buildings and a site plan which indicates how the standards listed in this section will be met. Development plans are also subject to the City of Susanville Design Guidelines, adopted July 17, 2002, as may be amended. This submittal shall be made on a form prescribed by the community development director and shall include such additional plans, drawings and information as the planning commission from time to time may require by resolution. Such drawings and site plans shall be considered by the planning commission at a public meeting. The planning commission must find that the architectural and general appearance of such buildings or structures and grounds are in keeping with the character of the neighborhood and will not be detrimental to the orderly and harmonious development of the city. The planning commission may approve, conditionally approve or disapprove the plans. Architectural and site plan review will be a part of the use permit process and the director's approval shall occur as set forth by the terms and conditions of the use permit.~~

6. The Duplex and Triplex Residential (R-3 and R-3A) zone district section 17.20.040 B., J. and K. are amended and M. is added subject to approval of a use permit as follows:

17.20.040 Uses requiring use permit.

The following uses are permitted in the R-3 and R-3(A) district if a use permit is issued:

- B. Rooming house or boardinghouse, or *single room occupancy* ~~or dwelling group~~;
- J. ~~Fourplexes and Multi-family with~~ four or more ~~than four~~ dwellings per structure;
- K. Large day care home, subject to development standards in Section 17.104.070;
and
- M. Mobile home parks, subject to the density of the underlying General Plan land use designation.

7. The Duplex and Triplex Residential (R-3 and R-3A) zone district section 17.20.060 A. and I. are amended as follows:

17.20.060 Site development standards.

The following site development standards apply in the R-3 and R-3(A) district:

A. Minimum Building Site. There shall be at least two thousand eight hundred (2,800) ~~three thousand five hundred (3,500)~~ square feet of lot area for each dwelling unit, except that the minimum lot size when creating new lots shall be lots six thousand (6,000) square and the minimum size for lots ~~area or more~~ that existed prior to the effective date of the ordinance codified in this title (December 2000) may be developed with a duplex shall also be 6,000 square feet. ~~Lots created after the effective date of the ordinance codified in this title shall contain at least three thousand five hundred (3,500) square feet of lot area for each dwelling unit, except as noted below.~~

I. Architectural and Site Plan Review. Except for a single family home, a manufactured home, a duplex or a two-family residence on an individual lot, an applicant for either a building permit for an new structure or exterior remodeling to an existing building involving additions or changes to the exterior or architectural features such as rooflines and facades, ~~or a use permit~~ shall submit architectural drawings, the elevations of all buildings and a site plan which indicates how the standards listed in this section will be met. Development plans are also subject to the *City of Susanville Design Guidelines*, adopted July 17, 2002, as may be amended. The This ~~submittal~~ and processing shall be made in accordance with the requirements of Section 17.112.080

~~on a form prescribed by the community development director and shall include such additional plans, drawings and information as the planning commission from time to time may require by resolution. Such drawings and site plans shall be considered by the planning commission at a public meeting. The planning commission must find that the architectural and general appearance of such buildings or structures and grounds are in keeping with the character of the neighborhood and will not be detrimental to the orderly and harmonious development of the city. The planning commission may approve, conditionally approve or disapprove said plans. If a use permit is required, architectural and site plan review will be a part of the use permit process, and the director's approval shall occur as set forth by the terms and conditions of the use permit.~~

8. The Multifamily Residential (R-4) zone district section 17.24.020 C. and E. are amended as follows:

The Multifamily Residential (R-4) zone district section 17.24.040 B. is amended and I. is deleted and replaced, and J. is deleted as follows:

17.24.040 Uses requiring use permit.

The following uses are permitted in the R-4 district if a use permit is issued:

B. Rooming house or boardinghouse or single room occupancy dwelling group;

I. ~~Multifamily units with more than 12 (twelve) dwelling units per structure; and~~

Mobile home parks, subject to the density of the underlying General Plan land use designation.

J. ~~Townhouses~~

9. The Multifamily Residential (R-4) zone district section 17.24.060 H. is amended as follows:

17.24.060 Site Development Standards

H. Architectural and Site Plan Review. An applicant for either a building permit for an new structure or exterior remodeling to an existing building involving additions or changes to the exterior or architectural features such as rooflines, and façades, or a use permit shall submit architectural drawings, the elevations of all buildings and a site plan which indicates how the standards listed in this section will be met. Development plans are also subject to the City of Susanville Design Guidelines, adopted July 17, 2002, as may be amended. The This submittal and processing shall be made in accordance with the requirements of Section 17.112.080

~~on a form prescribed by the community development director and shall include such additional plans, drawings and information as the planning commission from time to time may require by resolution. Such drawings and site plans shall be considered by the planning commission at a public meeting. The planning commission must find that the architectural and general appearance of such buildings or structures and grounds are in keeping with the character of the neighborhood and will not be detrimental to the orderly and harmonious development of the city. The planning commission may approve, conditionally approve or disapprove said plans. If a use permit is required, architectural and site plan review will be a part of the use permit process, and the director's approval shall occur as set forth by the terms and conditions of the use permit.~~

10. The Mobile Home Park (MHP) zone district Section 17.28.060 O. is replaced as follows:

17.28.060 Site development standards.

The following site development standards apply in the MHP district. The terms of these conditions equally apply to mobile home subdivisions, where mobile home parks are subdivided into individual lots:

~~O. — Development Plan. An applicant for either a building permit or use permit shall submit a site plan which indicates how the standards listed in this section or in the use permit conditions will be met. Development plans are also subject to the City of Susanville Design Guidelines, adopted July 17, 2002, as may be amended. This submittal shall be made on a form prescribed by the community development director. If only a building permit is required for the use, then the director's approval shall be obtained prior to issuance of the permit. If a use permit is required architectural and site plan review will be a part of the use permit process, and the director's approval shall occur as set forth by the terms and conditions of the use permit.~~

~~O. Architectural and Site Plan Review. An applicant for either a building permit for an new structure or exterior remodeling to an existing building involving additions or changes to the exterior or architectural features such as rooflines and building facades, or a use permit shall submit architectural drawings, the elevations of all buildings and a site plan which indicates how the standards listed in this section will be met. Development plans are also subject to the City of Susanville Design Guidelines, adopted July 17, 2002, as may be amended. The submittal and processing shall be made in accordance with the requirements of Section 17.112.080~~

11. Section 17.32.050 N. Neighborhood Commercial (C-1) Site Development Standards

Section 17.36.050 K. General Commercial and Shopping Center (C-2) Site Development Standards

Section 17.44.050 K. Commercial office (C-O) Site Development Standards

Section 17.48.050 L. Commercial Light Industrial (C-M) Site Development Standards,

Section 17.52.050 L. Light Industrial (M-L) Site Development Standards; and

Section 17.56.050 K. General Industrial (M) Site Development Standards shall be amended as follows:

Architectural and Site Plan Review. An applicant for either a building permit for a new structure or exterior remodeling to an existing structure involving additions or changes to exterior architectural features such as rooflines, or building facades, or a use permit shall submit architectural drawings, the elevations of all buildings and a site plan which indicates how the standards listed in this section will be met. Development plans are also subject to the City of Susanville Design Guidelines, adopted July 17, 2002, as may be amended. The submittal and processing shall be made in accordance with Section 17.112. This submittal shall be made on a form prescribed by the community development director and shall include such additional plans, drawings and information as the planning commission from time to time may require by resolution. Such drawings and site plans shall be considered by the planning commission at a public meeting. The planning commission

~~must find that the architectural and general appearance of such buildings or structures and grounds are in keeping with the character of the neighborhood and will not be detrimental to the orderly and harmonious development of the city. The planning commission may approve, conditionally approve or disapprove said plans. If a use permit is required, architectural and site plan review will be a part of the use permit process, and the director's approval shall occur as set forth by the terms and conditions of the use permit.~~

12. The Public Facilities (PF) zoning district section 17.60.020 J. is added and the former J. is changed to K. as follows:

17.60.020 Permitted uses.

The following uses are permitted outright in the PF district:

J. Emergency Shelters, Transitional Housing, Supportive Housing; and

K. All other uses similar to those enumerated above when determined by the Planning Commission, upon presentation of substantial evidence, to be of the same general character as the above-permitted uses.

13. The Public Facilities (PF) zoning district section 17.60.030 I. and J are deleted and former K. and L. are changed to I. and J. as follows:

17.60.030 Uses requiring use permit.

The following uses are permitted in the PF district if operated as a public use and a use permit is issued:

~~I.~~ Emergency shelter;

~~J.~~ Transitional housing;

I. Recycling facilities as set forth in Section 17.124.; and

J. Other public facilities that do not meet the criteria established in Section 17.60.020(C).

14. The Planned Development (PD) zoning district section 17.64.060 is amended as follows:

An applicant for either a building permit for a new structure or exterior remodeling to an existing structure involving additions or changes to the exterior or architectural features

~~such as rooflines, or building facades, or a use permit shall submit architectural drawings, the elevations of all buildings and a site plan which indicates how the standards established in the PD Development plan will be met. Development plans are also subject to the City of Susanville Design Guidelines, adopted July 17, 2002, as may be amended. The submittal and processing shall be made in accordance with Section 17.112. This submittal shall be made on a form prescribed by the community development director and shall include such additional plans, drawings and information as the planning commission from time to time may require by resolution. Such drawings and site plans shall be considered by the planning commission at a public meeting. The planning commission must find that the architectural and general appearance of such buildings or structures and grounds are in keeping with the character of the neighborhood and will not be detrimental to the orderly and harmonious development of the city. The planning commission may approve, conditionally approve or disapprove said plans. If a use permit is required, architectural and site plan review will be a part of the use permit process, and the director's approval shall occur as set forth by the terms and conditions of the use permit.~~

15. Section 17.100.140 is amended to provide reduced parking standards for apartments which are limited to seniors and low income residents as follows:

17.100.140 Off-street parking standards.

The following parking schedule applies in all zone districts. The required parking spaces are in addition to company operated vehicles. When computing the required number of off-street parking or loading spaces, a remaining fraction of one-half or more shall be deemed a whole unit of measurement; a remaining fraction of less than one-half will be disregarded.

A. Parking Requirements:

Multifamily or group residence developed and restricted to occupancy by persons over the age of sixty-two (62) or low/very low income – 33% reduction of the parking spaces required for multi-family dwellings plus one guest parking space for each seven units, no requirements for recreational vehicle parking.

Multifamily or group residence developed and restricted to occupancy by physically handicapped or developmentally disabled persons - 50% reduction of the parking spaces required for multi-family dwellings plus one guest parking space for each seven units, no requirements for recreational vehicle parking.

16. Chapter 17.94 is hereby added to provide for density bonuses as required by State law as follows:

Chapter 17.94 DENSITY BONUS AND OTHER DEVELOPER INCENTIVES

17.94.010 Purpose.

This Density Bonus Ordinance is intended to provide incentives for the production of affordable housing, senior housing and the development of child care facilities. In enacting this Chapter, it is the intent of the City of Susanville to implement the goals, objectives, and policies of City of Susanville General Plan Housing Element and further to implement and be subject to California Government Code Section 65915. In the event that any provision in this Chapter conflicts with State law, State law shall control.

17.94.020 Definitions.

The following terms used in the section shall be defined as follows:

"Affordable Housing/Affordable Housing Unit" means a housing unit which is available for sale to moderate income households or for rent to low and/or very low income households, as those terms are defined in this Section.

"Affordable Rent" means monthly rent charged to low and very low income households for housing units as calculated in accordance with Section 50053 of the Health and Safety Code.

"Child Care Facility" means a facility that provides non-medical care and supervision of minor children for periods of less than 24 hours and is licensed by the California State Department of Social Services, further subject to the definition in California Government Code Section 65915(h)(4).

"Density Bonus" means a density increase for residential units over the otherwise allowed residential density under the applicable zoning and land use designation on the date an application is deemed complete.

"Density Bonus Housing Agreement" means a legally binding agreement between a developer and the Housing Authority to ensure that continued affordability of the affordable housing units required by this Chapter persists and the units are maintained in accordance with this Chapter.

"Density Bonus Units" means those additional residential units granted pursuant to the provisions of this Chapter.

"Housing Authority" means an appointed body of the City of Susanville authorized to engage in or assist in the development or operation of affordable housing.

"Housing Development" means a development project for five or more residential units. Within this Chapter, it shall also include a subdivision or common interest development, a

project which rehabilitates and converts a commercial building to a residential use and a condominium conversion of an existing multifamily building.

“Incentives or Concessions” means regulatory concessions which include, but are not limited to, the reduction of site development standards or zoning code requirements, approval of mixed-use zoning in conjunction with the housing development, or any other regulatory incentive which would result in identifiable, financially sufficient, and actual cost reductions that are offered in addition to a density bonus.

“Initial Subsidy” means the fair market value of the home at the time of initial sale minus the initial sale price to the moderate income household, plus the amount of any down payment assistance or mortgage assistance. If upon resale the market value is lower than the initial market value, then the value at the time of the resale shall be used as the initial market value. (e.g., X (fair market value of the home to be purchased) - Y (the price the moderate income family paid for the home) + Z (amount of any down payment assistance) = Initial Subsidy).

“Low Income Household” means a household whose income does not exceed 80 percent of the area median income for Lassen County, as published and periodically updated by the State Department of Housing and Community Development pursuant to Section 50079.5 of the California Health and Safety Code.

“Moderate Income Household” means a household whose gross income does not exceed 120 percent of the area median income for Lassen County as published and periodically updated by the State Department of Housing and Community Development pursuant to Sections 50079.5 and 50052.5 of the California Health and Safety Code.

“Proportionate Share of Appreciation” means the ratio of the local government’s initial subsidy as defined above to the fair market value of the home at the time of initial sale. (e.g., X (initial subsidy) / Y (fair market value) = Proportionate Share of Appreciation).

“Senior Citizen Housing Development” means a residential development developed, substantially rehabilitated or renovated, and having at least 35 dwelling units for senior citizens in compliance with the requirements of Section 51.3 and 51.12 of the California Civil Code, or a mobile home park that limits residency based on age requirements for housing for older persons pursuant to Section 798.76 or 799.5 of the Civil Code.

“Very Low Income Household” means a household whose income does not exceed 50 percent of the area median income for Lassen County, as published and periodically updated by the State Department of Housing and Community Development pursuant to Section 50105 of the California Health and Safety Code.

17.94.030 Application for density bonus and incentives or concessions.

At the time the applicant of a proposed housing development, seeking a density bonus and concessions or incentives under this Chapter, files a formal application for approval of the proposed development with the Community Development Division the following information shall be submitted with the fees and required application:

A. Identification of the location, acreage, and the maximum number of base units allowed under the zoning and the land use designated under the General Plan without the density bonus.

B. Identification of the total number of units proposed, specifically identifying the density bonus units and the affordable units which will demonstrate eligibility under this Chapter.

C. Identification of the requested concessions or incentives or a list of any alternative concessions or incentives which would provide, in the developer's opinion, an equivalent financial value to the concession or incentive requested. This requirement does not impair the applicant from substituting a new incentive or concession from what is initially proposed, but substitution may cause project delays and require revision of environmental documents, and may necessitate additional processing fees as determined by the City Planner (or person filling the equivalent position).

D. A clear statement of how the requested concessions or incentives are necessary to make the proposed housing development economically feasible, and result in identifiable, financially sufficient and actual cost reductions. The information should be sufficiently detailed to enable City staff to examine the conclusions reached by the developer.

E. Other pertinent information as the City Planner (or person filling the equivalent position) may require to enable the City to adequately analyze the identifiable, financially sufficient and actual cost reductions of the proposed housing development with respect to the requested additional concession or incentive and other concessions or incentives which may be made available.

17.94.040 Processing of density bonus application.

A. Once deemed complete, the density bonus application shall be processed and determinations made concurrent with the underlying housing development application.

B. A request for density bonus will be reviewed by the same review authority as the housing development's other entitlements specifically noted below. The reviewing authority shall grant the density bonus and requested incentive(s) or concession(s) unless the findings in Section 17.94.080(B) can be made.

1. Architectural and Site Plan Review. When a proposed housing development needs only Architectural and Site Plan Review, then the Planning Commission will consider and act on the density bonus request when the Architectural and Site Plan Review application is considered.

2. Planning Commission/City Council. If the project requires entitlements or an environmental clearance to be considered by the Planning Commission and/or the City Council, then these decision bodies will consider and act on the density bonus request concurrent with the applicable project entitlement/environmental clearance.

C. A housing development including at least 20 percent of total units affordable to very low or low income households or a combination of the two, with affordable rents maintained through an agreement a governmental agency, shall be entitled to priority processing. Priority processing shall mean a timeline for review of the housing development and all associated applications as mutually agreed to by the City and the developer.

D. Application for Density Bonus Housing Agreement. Once the proposed housing development has received its approval for density bonus, as described above, the developer shall file an application, including the payment of any processing fees with the City for the preparation and finalization of the Density Bonus Agreement in compliance with the requirements set forth in Section 17.94.100.

17.94.050 Eligibility criteria for density bonus.

A. The City of Susanville shall consider a density bonus and provide incentives or concessions as described in Section 17.94.080, when a developer of a housing development seeks and agrees to construct a housing development that will contain at least one of the following:

1. Ten percent of the total units of a housing development strictly for low income households as defined herein;

2. Five percent of the total units of a housing development strictly for very low income households as defined herein;

3. A senior citizen housing development, as defined herein;

4. Ten percent of the total dwelling units in a condominium or planned unit development for persons and families of moderate income households as defined herein, provided that all units in the development are offered to the public for purchase.

17.94.060 Project specific density bonus.

The City of Susanville will allow a housing development a density bonus and concessions or incentives meeting all the applicable eligibility requirements of this Chapter according to the following density bonus options. In the event that the minimum requirements for granting density bonus units or number of applicable concessions or incentives as set

forth in California Government Code Section 65915 is amended or modified after the adoption of this Chapter by the City, then the lowest minimum requirements shall apply.

- A. Density bonus for very low income households. If a housing developer elects to construct units for very low income households, the development shall be entitled to the following density bonus calculation:

<u>Provision of Very Low Income Units</u>		
<u>Percentage of Very Low Income Units Affordable</u>	<u>Density Bonus Available*</u>	<u>Number of Incentives or Concessions</u>
<u>5%</u>	<u>20%</u>	<u>1</u>
<u>6%</u>	<u>22.5%</u>	<u>1</u>
<u>7%</u>	<u>25%</u>	<u>1</u>
<u>8%</u>	<u>27.5%</u>	<u>1</u>
<u>9%</u>	<u>30%</u>	<u>1</u>
<u>10%</u>	<u>32.5%</u>	<u>2</u>
<u>11%</u>	<u>35%</u>	<u>2</u>
<u>15%</u>	<u>35%</u>	<u>3</u>

* The allowed increase is the percentage over the total number of units that would be allowed without a density bonus.

- B. Density bonus for low income households. If a housing developer elects to construct units for low income households, the housing development shall be entitled to the following density bonus calculation:

<u>Provision of Low Income Units</u>		
<u>Percentage of Low Income</u>	<u>Density Bonus</u>	<u>Number of</u>

<u>Units Affordable</u>	<u>Available*</u>	<u>Incentives or Concessions</u>
<u>10%</u>	<u>20%</u>	<u>1</u>
<u>11%</u>	<u>21.5%</u>	<u>1</u>
<u>12%</u>	<u>23%</u>	<u>1</u>
<u>13%</u>	<u>24.5%</u>	<u>1</u>
<u>14%</u>	<u>26%</u>	<u>1</u>
<u>15%</u>	<u>27.5%</u>	<u>1</u>
<u>17%</u>	<u>30.5%</u>	<u>1</u>
<u>18%</u>	<u>32%</u>	<u>1</u>
<u>19%</u>	<u>33.5%</u>	<u>1</u>
<u>20%</u>	<u>35%</u>	<u>2</u>
<u>30%</u>	<u>35%</u>	<u>3</u>

* The allowed increase is the percentage over the total number of units that would be allowed without a density bonus.

C. Senior housing. If a housing developer elects to construct a senior citizen housing development, the density bonus shall be 20 percent of the total number of allowed housing units without the density bonus.

D. Moderate income units in condominiums and planned developments. If a housing developer elects to construct units for moderate income households, the development shall be entitled to the following density bonus calculation:

<u>Moderate Income Units</u>		
<u>Percentage of Moderate Income Units Affordable</u>	<u>Density Bonus Available*</u>	<u>Number of Incentives or Concessions</u>

<u>10%</u>	<u>5%</u>	<u>1</u>
<u>11%</u>	<u>6%</u>	<u>1</u>
<u>12%</u>	<u>7%</u>	<u>1</u>
<u>13%</u>	<u>8%</u>	<u>1</u>
<u>14%</u>	<u>9%</u>	<u>1</u>
<u>15%</u>	<u>10%</u>	<u>1</u>
<u>16%</u>	<u>11%</u>	<u>1</u>
<u>17%</u>	<u>12%</u>	<u>1</u>
<u>18%</u>	<u>13%</u>	<u>1</u>
<u>19%</u>	<u>14%</u>	<u>1</u>
<u>20%</u>	<u>15%</u>	<u>2</u>
<u>21%</u>	<u>16%</u>	<u>2</u>
<u>23%</u>	<u>18%</u>	<u>2</u>
<u>24%</u>	<u>19%</u>	<u>2</u>
<u>25%</u>	<u>20%</u>	<u>2</u>
<u>26%</u>	<u>21%</u>	<u>2</u>
<u>27%</u>	<u>22%</u>	<u>2</u>
<u>28%</u>	<u>23%</u>	<u>2</u>
<u>30%</u>	<u>25%</u>	<u>3</u>
<u>31%</u>	<u>26%</u>	<u>3</u>
<u>32%</u>	<u>27%</u>	<u>3</u>
<u>33%</u>	<u>28%</u>	<u>3</u>
<u>34%</u>	<u>29%</u>	<u>3</u>
<u>35%</u>	<u>30%</u>	<u>3</u>
<u>36%</u>	<u>31%</u>	<u>3</u>

<u>37%</u>	<u>32%</u>	<u>3</u>
<u>38%</u>	<u>33%</u>	<u>3</u>
<u>39%</u>	<u>34%</u>	<u>3</u>
<u>40%</u>	<u>35%</u>	<u>3</u>

* The allowed increase is the percentage over the total number of units that would be allowed without a density bonus.

E. Density bonus for land donation. When an applicant for a tentative map, parcel map, or other residential development approval donates at least one acre of land or enough land to develop 40 units, then the applicant shall be entitled to a 15 percent increase above the otherwise maximum allowable residential density for the entire housing development as follows:

<u>Land Donation</u>	
<u>Percentage of Very Low Income Units</u>	<u>Percentage Density Bonus</u>
<u>10%</u>	<u>15%</u>
<u>11%</u>	<u>16%</u>
<u>12%</u>	<u>17%</u>
<u>13%</u>	<u>18%</u>
<u>14%</u>	<u>19%</u>
<u>15%</u>	<u>20%</u>
<u>16%</u>	<u>21%</u>
<u>17%</u>	<u>22%</u>
<u>18%</u>	<u>23%</u>
<u>19%</u>	<u>24%</u>
<u>20%</u>	<u>25%</u>
<u>21%</u>	<u>26%</u>

<u>22%</u>	<u>27%</u>
<u>23%</u>	<u>28%</u>
<u>24%</u>	<u>29%</u>
<u>25%</u>	<u>30%</u>
<u>26%</u>	<u>31%</u>
<u>27%</u>	<u>32%</u>
<u>29%</u>	<u>34%</u>
<u>30%</u>	<u>35%</u>

1. Nothing in this subsection shall be construed to enlarge or diminish the authority of the City to require a developer to donate land as a condition of development.

2. The density bonus for land dedication shall be in addition to any density bonus earned pursuant to Section 17.94.060 and up to a maximum combined increase of 35 percent.

3. An applicant with a land donation shall be eligible for the increased density bonus if all of the following conditions are met:

a. The applicant donates and transfers the land to the City no later than the date of approval of the City of the final subdivision map, parcel map, or housing development application for the proposed housing development seeking the density bonus.

b. The developable acreage and zoning classification of the land being transferred are sufficient to permit construction of units affordable to very low income households in an amount not less than 10 percent of the number of residential units of the proposed housing development seeking the density bonus.

c. The land proposed to be donated to the City:

(1) Has the appropriate General Plan designation and is appropriately zoned for development at the density described in paragraph (3) of subsection (c) of Section 65583.2; and

(2) Is or will be served by adequate public facilities and infrastructures; and

(3) Is donated no later than the date of approval of the final subdivision map, parcel map or housing development application seeking a density bonus and has all of the permits and approvals, other than building permits, necessary for the development of the very low income housing units on the transferred land; and

(4) Is transferred to the City or a housing developer approved by the City; and

(5) Shall be within the boundary of the proposed development or within one-quarter mile of the boundary of the proposed development; and

(6) Must have a proposed source of funding for the very low income units prior to the approval of the final subdivision map, parcel map or housing development application seeking the density bonus.

d. The transferred land and the affordable housing units shall be subject to a deed restriction, which shall be recorded on the property upon dedication, ensuring continued affordability of units for at least 30 years from the date of occupancy.

F. Condominium conversions. Density bonus for condominium conversion, shall be considered and approved in accordance with Section 65915.5 of the California Government Code for specifications.

17.94.070 Density bonus for development of child care facility.

A. A housing development meeting the requirements of Sections 17.94.050 and 17.94.060 and including a child care facility that will be located on the premises of, as part of, or adjacent to, such a housing development shall receive either of the following:

1. An additional density bonus that is an amount of square feet of residential space that is equal to or greater than the amount of square feet in the child care facility.

2. An additional incentive or concession that contributes significantly to the economic feasibility of the construction of the child care facility.

B. When a housing development is providing a child care facility consistent with the ordinance codified in this Chapter, then the conditions of approval shall require that:

1. The child care facility shall remain in operation for a period of time that is as long as or longer than the period of time during which the affordable units are required to remain affordable; and

2. Of the children who attend the child care facility, the children of very low income households, lower income households, or persons or families of moderate income shall equal a percentage that is equal to or greater than the percentage of affordable units that are required pursuant to Section 17.94.050.

C. The City shall not be required to provide a density bonus or incentive or concession for a child care facility if it makes a written finding, based upon substantial evidence, that the community has adequate child care facilities.

17.94.080 Available incentives and concessions.

In addition to the applicable density bonus described above, an applicant may request incentives or concessions in connection with its application for a density bonus in accordance with the density bonus calculation set forth in Section 17.94.060.

A. An incentive or concession may mean:

1. A reduction in the site development standards or a modification of zoning code requirements including but not limited to:

a. Reduced minimum lot size or dimension,

b. Reduced minimum setbacks,

c. Reduced maximum lot coverage.

2. Approval of mixed-use development in conjunction with the proposed housing development if the nonresidential land uses will reduce the cost of the proposed housing development, and the nonresidential land uses are compatible with the proposed housing development and surrounding development;

3. Other regulatory incentives or concessions proposed by the applicant or that the City determines will result in identifiable, financially sufficient, and actual cost reductions.

B. The City shall grant incentive(s) or concession(s) requested by the applicant unless the City can make a written finding, based upon the substantial evidence, of any of the following:

1. The incentive or concession is not required in order to provide for affordable housing costs or affordable rents.

2. The incentive or concession would have a specific adverse impact, as defined in paragraph (2) of subdivision (d) of Section 65589.5 of the California Government Code, upon public health and safety or physical environment or any real property that is listed in the California Register of Historical Resources and for which the City determines there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact without rendering the development unaffordable to low and moderate income households.

3. The incentive or concession would be contrary to State or Federal law.

17.94.090 General provisions for density bonuses and incentives/concessions.

A. All density bonus calculations resulting in fractional units shall be rounded up to the next whole number.

B. The granting of a density bonus shall not be interpreted, in and of itself, to require a General Plan amendment, zoning change, or other discretionary approval.

C. Upon request by the applicant, the City shall not require the proposed housing development eligible for a density bonus pursuant to this Chapter to provide a parking ratio, including handicapped and guest parking that exceeds the following:

1. Zero to one bedrooms: one onsite parking space.
2. Two to three bedrooms: two onsite parking spaces.
3. Four and more bedrooms: two and one-half parking spaces.

D. If the total number of parking spaces required for the proposed housing development is other than a whole number, the number shall be rounded up to the next whole number. For purposes of this subsection, a development may provide onsite parking through tandem parking or uncovered parking, but not through on-street parking.

E. The City shall not apply any development standard that would have the effect of precluding the construction of a proposed housing development meeting the requirements of Section 20.31.060 at the densities or with the incentives permitted by this Chapter. An applicant may submit with its application to the City a proposal for the waiver or reduction of development standards. A waiver or reduction of development standards, the application of which would physically preclude the development, shall not reduce nor increase the number of incentives or concessions being requested. Nothing in this subsection, however, shall be interpreted to require the City to waive or reduce development standards if the waiver or reduction would have a specific adverse impact, as defined in paragraph (2) of subdivision (d) of Section 65589.5 of the California Government Code, upon public health and safety or the physical environment or on any real property that is listed in the California Register of Historical Resources and for which the City determines there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact. Furthermore, the applicant shall be required to prove that the waiver or modification is necessary to make the affordable units economically feasible.

F. Location of affordable units. The location of the affordable units within the housing development may be at the discretion of the developer. However, the affordable units shall:

1. Be constructed at the same time as the market units are constructed;
2. Be reasonably dispersed throughout the development and/or phases if applicable;
3. Be a similar unit type/size to the overall housing development; and
4. Be reasonably compatible with the design or use of the remaining units in terms of appearance, materials and quality finish.

17.94.100 Required Density Bonus Agreement and terms of agreement.

A. A Density Bonus Housing Agreement must be executed prior to recording any final map for the underlying property or prior to the issuance of any building permit for the housing development, whichever comes first. The Density Bonus Housing Agreement shall be binding on all future owners and successors of interests of the housing development.

B. The Density Bonus Housing Agreement shall:

1. Identify the type, size and location of each affordable housing unit required hereunder;

2. Identify the term of the agreement, which would define the term of affordability of the required units;

3. Require that the affordable housing units be constructed and completed by the developer as specified in this Chapter and in accordance with State law;

4. Require that each affordable housing unit be kept available only to members of the identified income group at the maximum affordable rent during the term of the agreement;

5. Identify the means by which such continued availability shall be secured and enforced and the procedures under which the affordable housing units shall be leased and shall contain such other terms and provisions, the Housing Authority may require. The agreement, in its form and manner of execution, shall be in a form able to be recorded with the Lassen County Recorder;

6. The Density Bonus Housing Agreement shall be reviewed and approved by same reviewing authority that approves the request for a density bonus and the affordability of the required units shall be monitored for compliance by the City's Community Development Division.

C. Required terms for the continued availability of affordable units.

1. Low and very low income households. A housing developer providing low and very low income units in accordance with this Chapter must continue to restrict those units to low or very low income households for a minimum of 30 years or longer term under another regulatory agreement from the date of initial occupancy.

2. Moderate income households. In the case of a housing development providing moderate income units in a common interest development, the initial occupant of the unit must be a person or family of moderate income.

a. Upon resale, the seller of the unit shall retain the value of any improvements, the down payment, and the seller's proportionate share of appreciation. The local government shall recapture any initial subsidy and its proportionate share of appreciation; which shall be used within five years for any of the purposes described in subdivision (e) of Section 33334.2 of the Health and Safety Code that promote home ownership. Any recaptured funds shall be deposited into a Trust Account to be used in accordance with subsection (e) of Section 33334.2 of the Health and Safety Code.

17. Section 17.104.070 A. is hereby amended to reflect current State regulations for large day care homes.

A. It provides care for nine to fourteen (14) children with the maximum number of children at any time being fourteen (14). This includes the licensee's children under the age of ten (10) and the assistant provider's children under age 10. ~~all other children under the age of eighteen (18);~~

18. Section 17.104.130 B. is amended to require that replacement parking spaces be covered.

17.104.130 Garage conversions.

An existing residential garage may be converted to an alternate use allowed by zoning if the following requirements are met:

B. The equivalent number of parking spaces being converted to non-parking uses shall be provided elsewhere on the lot. These spaces ~~may~~ shall be covered ~~or uncovered~~ and shall be located on a paved or graveled surface. This area can include an existing driveway or parking pad, provided building setbacks can be met, but cannot include conversion of landscaped areas between the primary dwelling and the street in the front yard setback. Tandem ~~or side-by-side~~ parking is not allowable;

19. Section 17.112.010 Variances, is hereby amended to include provision for issuing variance to the zoning code to accommodate individuals seeking reasonable accommodation under the American Disabilities Act as follows

Variances from the terms of any regulation established by the zoning plan shall be granted only when, because of special circumstances applicable to the property, including size, shape, topography, location or surroundings, the strict application of this zoning title deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classification. In addition, an application for a variance to any provision of this Chapter may be made to make reasonable accommodations in land use and zoning policies and procedures where such accommodations may be necessary to afford persons

or groups of persons with disabilities an equal opportunity to use and enjoy housing. Whether a requested accommodation is reasonable is highly fact-specific and determined on a case-by-case basis by balancing the cost to the locality and the benefit to the disabled person. Whether a requested accommodation is necessary requires a showing that the desired accommodation will affirmatively enhance a disabled person's quality of life by ameliorating the effects of the disability.

20. Section 17.112.020 J. is hereby added to provide for concurrent Architectural and Site Plan Review for applications that propose new structures or significant exterior remodeling:

J. When an application for a use permit proposes the construction of new structures or exterior changes/remodeling to an existing structure, such as changes in rooflines, new facades, new or relocated doors or windows, the use permit application shall also serve the function of an application for an Architectural and Site Plan Review. All of the requirement of section 17.112.080 including additional submittal information shall be required to make a complete application.

21. Section 17.112.080 is hereby added to provide application and procedures for Architectural and Site Plan Review applications.

Section 17.112.080 Architectural and Site Plan Review

When required by this chapter, applications for architectural and site plan reviews shall be processed and heard as set forth in this section when required by this code for new development or significant exterior changes to existing structures such as changes in rooflines, new facades, new or relocated doors or windows.

A. An application for an architectural and site plan review shall be made in writing on a form prescribed by the city, and shall be accompanied by an application fee, a clear and concise description and/or maps and drawings of how the proposed structure(s) meet the site development standards of the zone district in which the project is located. Fees for the permit applications shall be set by resolution of the city council.

B. When applicable, application plans shall include a plot plan parking plan, landscaping plan, conceptual drainage plan or any other information necessary to ensure that the proposed development meets the codes and standards of the City of Susanville and other public agencies which may be providing services to the development. Development plans are also subject to the City of Susanville Design Guidelines, adopted July 17, 2002, as may be amended.

C. All applications shall be reviewed by appropriate members of the city staff. The report of the staff members, including any recommended conditions of approval to ensure compliance with City codes and standards. The report shall be forwarded to the planning commission prior to a meeting on the application.

D. All applications shall be reviewed by the City of Susanville Planning Commission during either a regularly scheduled or special meeting. Public notice is not required for the review. The Planning Commission's review shall be limited to ensuring that the project complies with city codes and standards including the City's Design Guidelines. If the Commission finds that the project meets the City's development standards and is in conformance with the City's Design Guidelines they shall approve the application. Approval shall be by resolution and may include conditions to ensure compliance with City requirements or compliance with applicable statutory requirements of other public agencies. Reviews under this chapter are ministerial and the Commission shall make their findings based on statutory requirements and not based upon their independent discretion.

E. If the Planning Commission finds that the proposal does not meet the City's code and standards the Commission may either add conditions to the approval or continue the item to a future meeting in order to allow the applicant time to incorporate changes in to the project to address the deficiencies. If the applicant fails to make the necessary changes to the project the Commission shall deny the project.

F. An appeal may be filed to the City Council if any interested party feels that the Planning Commission did not apply the City's codes and standards properly. Appeals must be filed within 10 days of the action taken by the Planning Commission. After the time for filing an appeal has expired, or if an appeal is timely filed, after the decision on the appeal, a copy of the executed resolution shall be mailed or delivered to the applicant or designee.

G. The approval shall be valid for 24 months from the approval date. Failure to obtain all necessary City permits to construct or obtain a time extension from the Planning Commission within that time period shall make the approval void and reapplication is required.

22. Section 17.112.090 Reasonable Accommodations under the Americans with Disabilities Act is hereby added:

17.112.090 Reasonable Accommodations under the Americans with Disabilities Act

Pursuant to the American with Disabilities Act (ADA) the City is required to make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the City can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity. Whether a requested accommodation is reasonable is highly fact-specific and determined on a case-by-case basis by balancing the cost to the City and the benefit to the disabled person. Whether a requested accommodation is necessary requires a showing that the desired accommodation will affirmatively enhance a disabled person's quality of life by ameliorating the effects of the disability. The focus is on whether

the accommodation in the case at hand would be so at odds with the purposes behind the rule that it would be a fundamental and unreasonable change.

Variances to the provisions of the city zoning code may be granted to provide reasonable accommodations under the ADA. Applications for the variance shall be made on same form required for a variance under code section 17.112.010 and the application shall be reviewed by the Community Development Director or head of the Planning division if there. The review is administrative and a public hearing or public notice as per government code section 65091 is not required.

The Community Development Director shall grant the variance if it is found that the variance will provide reasonable accommodation to a qualified person under the ADA and that the variance would not be so at odds with the purpose of the zoning requirement that it would be a fundamental and unreasonable change. Appeals to decisions made by the Director may be made to the City Planning Commission 10 days of the initial decision.

The fee for processing the variance shall be set by resolution of the City Council.

23. Section 17.128.075 is hereby added to provide sign regulations for the Commercial Office (C-O) zone district:

17.128.060 C-O Commercial Office District.

The requirements for signs within the C-O commercial office district are as follows:

A. Building Signs. Building signs shall not exceed a combined size of one square foot in area for each lineal foot of building frontage.

B. Freestanding Signs, On-Site, Off-Site.

1. If there is one hundred (100) lineal feet or more of street frontage, one freestanding sign per zone lot, not to exceed one hundred (100) square feet in size and fifteen (15) feet in height, shall be permitted. For a double-faced sign, each face shall not exceed fifty (50) square feet. The sign shall be set back a minimum of twelve (12) feet from the front or street side property line or road right-of-way, and shall be located within a landscaped island equal in area to a minimum of one-half the total sign area of the freestanding sign. A portion of the permitted on-site freestanding sign area may be allocated to combine off-site signs identifying two or more establishments which are located within this district and which share adjoining zone lots for parking and/or access.

2. If there is less than one hundred (100) lineal feet of street frontage, one ground sign not to exceed fifty (50) square feet in size (twenty-five (25) square feet per face if double faced) and forty-two (42) inches in height shall be permitted, except the sign height may be six feet if located thirty-five (35) feet or more from the center of and driveway or a curb return at a street intersection.

C. Projecting Signs. If there is no freestanding sign or ground sign on a zone lot pursuant to subsection B of this section, one projecting sign not to exceed thirty-six (36) square feet in size (eighteen (18) square feet per face maximum) shall be permitted. A projecting sign may not project more than six feet from the wall it is constructed on and may not project above the top of the wall. Projecting signs shall have at least eight feet of clearance between the bottom of the sign and the ground. If a sign is proposed to project into a public right-of-way, an encroachment permit shall be obtained prior to installation. No freestanding sign or ground sign shall be allowed on a zone lot with a projecting sign.

Section 2: If any section, subsection, sentence, paragraph, clause, term, word or phrase of this Ordinance is, for any reason, held to be invalid or unconstitutional for any reason, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portion this Ordinance, it being expressly declared that this Ordinance and each section, subsection, clause and phrase hereof would have been prepared, proposed, adopted, approved and ratified irrespective of the fact that any one or more other sections, subsections, sentences, clauses, or phrases be declared invalid or unconstitutional.

APPROVED: _____
Brian R. Wilson, 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 ____th day of _____, 2014 by the following polled vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

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

Reviewed by: JGH City Administrator
PMO City Attorney

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

Submitted by: Gwenna MacDonald, City Clerk

Action Date: July 16, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Consider request for support of Magical Country Christmas event

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: Lassen County Chamber of Commerce is requesting City support in of the annual Magical Country Christmas event. The event, held on the first weekend of December, has grown in popularity every year, with hundreds of attendees enjoying a parade, live entertainment, food and beverages. This year, the Chamber has requested a donation from the city in the amount of \$2,000 to be used towards the purchase of a commercial Christmas tree.

FISCAL IMPACT: \$2,000 from Civic Promotions fund 1000.466.33.4599.

ACTION REQUESTED: Motion to contribute \$2,000 towards the purchase of a commercial Christmas Tree for the Magical Country Christmas event.

ATTACHMENTS: None

Reviewed by: JCH City Administrator
MA City Attorney

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

Submitted by: Gwenna MacDonald, City Clerk

Action Date: July 16, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Lassen County 150th Anniversary

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The Lassen County Chamber of Commerce is requesting City support in recognition of Lassen County's 150th Anniversary celebration. The event will be held September 5, 2014 from 6:00 – 9:00 p.m. at Roop's Fort. The Chamber has submitted a request to serve alcoholic beverages during the event, and will be responsible for obtaining all necessary Alcoholic Beverage Control permits will be obtained.

FISCAL IMPACT: None

ACTION REQUESTED: Motion to authorize use of Roop's Fort and sale of alcoholic beverages for the Lassen County 150th Anniversary Celebration

ATTACHMENTS: None

Reviewed by: JGH City Administrator
PMJ City Attorney

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

Submitted by: Gwenna MacDonald, City Clerk

Action Date: July 16, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Approving and authorizing the Mayor to execute rental agreement for 606 Nevada Street

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The City owned property at 606 Nevada Street has been used as a rental property since its purchase in 2002. It has typically been made available as a rental for City staff that move to Susanville from out of the area in order to facilitate their transition to the community. In February 2013, the City executed a month to month rental agreement with Mr. Craig Sanders in the amount of \$500 per month. In addition to the monthly rental amount, Mr. Sanders was to complete various repairs to the property. The items have been completed, and both parties have negotiated a new agreement, effective August 1, 2014, with a month to month term and a rental amount of \$700.00 per month.

FISCAL IMPACT: \$700 monthly revenue

ACTION

REQUESTED: Motion authorizing the Mayor to execute rental agreement for 606 Nevada Street

ATTACHMENTS: Rental Agreement – 606 Nevada Street

RESIDENTIAL RENTAL AGREEMENT
Month to Month Tenancy

Preamble

This rental agreement is entered into on July 16, 2014, by and between City of Susanville, a municipal corporation, hereinafter referred to as "Landlord", and CRAIG SANDERS, (hereinafter referred to as "Tenant").

Landlord hereby rents to Tenant the single-family house located at 606 NEVADA, Susanville, California, hereafter called the "rented premises." Tenant is an employee of the City of Susanville.

Term

1. The term of this rental agreement shall commence on August 1, 2014, and will continue thereafter as a month to month periodic tenancy until either party to this rental agreement terminates the tenancy by giving the other party at least 30 days advance written notice of the intention to terminate the tenancy. The tenancy shall also terminate in the event that tenant's employment with the City of Susanville terminates for any reason unless tenant elects to stay on in said premises at the rental rate stated herein, payable monthly in US currency. The notice must be either delivered in person or sent by certified mail or registered mail to the other party. Rent will be due and payable up to and including the date of termination.

Rent

2. Tenant agrees that the fair rental value of the premises is ~~\$500.00~~ **\$700.00** monthly due and payable on the 1st of each month. ~~In addition to the monthly rent tenant has agreed to provide labor at no cost to the City to complete the following repairs:~~

- ~~_____ Fireplace surround~~
- ~~_____ Coordinate repair and replacement of damaged front window~~
- ~~_____ Coordinate repair of damaged sub-floor in main bathroom~~
- ~~_____ Linoleum repair in the hall between corridor, kitchen and dining~~

Security Deposit

3. Tenant shall deposit with Landlord, in addition to the aforementioned rent, a security deposit of Zero Dollars (\$ 0.00).

Utilities

4. Tenant agrees to pay all charges for all utilities, including electricity, gas, garbage disposal, and telephones, used in or on the rented premises during the term of this rental agreement. Tenant shall make payments for the foregoing directly to the utility companies.

Occupancy of Rented Premises

~~5. Except as otherwise provided in this section, only those persons collectively referred to in this rental agreement as "Tenant" will occupy the rented premises. The person referred to as "Tenant" shall execute this rental agreement.~~

Use of Rented Premises

5. Tenant agrees that the rented premises are to be used exclusively as a single-family residence.

Tenant must obtain Landlord's prior written consent before keeping pets (or permitting pets to be kept) on the premises.

Tenant shall not do or permit anything to be done in or about the rented premises that will in any way obstruct or interfere with the rights of occupants of neighboring buildings or injure or annoy them or use or allow the rented premises to be used for any improper, unlawful, or objectionable purpose. Tenant shall not cause, maintain, or permit any nuisance in, on, or about the rented premises, or commit any waste in or on the rented premises.

Further, Tenant shall not do or permit anything to be done in or about the rented premises or bring or keep anything in the rented premises that will in any way increase the existing rate of or affect any fire or other insurance on the house or any of its contents, or cause a cancellation of any insurance policy covering the house or any part of it or any of its contents. Finally, Tenant shall not put the rented premises to any use that violates local zoning ordinances or any other law applicable to the rented premises.

In the event Tenant installs a waterbed on the premises, Tenant shall comply with the provisions set forth in Exhibit "A" attached hereto, incorporated by reference as though fully set forth herein.

Condition of Rented Premises

6. The rights and responsibilities of Landlord and Tenant with respect to the condition of the rented premises are as follows:
 - (a) Landlord will, at Landlord's own cost and expense, put and maintain the rented premises in a safe and sanitary condition and shall comply with all laws, ordinances, and regulations pertaining to the condition of the rented premises. Tenant shall remedy, at Tenant's own cost and expense, any deteriorations of or injuries to the rented premises occasioned by Tenant's lack of ordinary care.

- (b) Tenant acknowledges that they have inspected the rented premises, and agrees that they are in satisfactory condition.
- (c) Landlord's insurance coverage for the rented premises does NOT include coverage for Tenant's personal property. Tenant shall be responsible for insuring their own personal property and may elect, at Tenant's sole cost, to obtain insurance for this purpose.

Alterations and Repairs by Tenant

- 7. The parties agree that the following provisions govern all alterations and repairs of the rented premises by Tenant:
 - (a) Tenant shall make no alterations to the rented premises without the prior written consent of Landlord. Any alteration made to the rented premises by Tenant after that consent has been given, and any fixtures installed as a part of that work, will at Landlord's option become the Landlord's property on the expiration or earlier termination of this rental agreement, provided, however, that Landlord shall have the right to require Tenant to remove any such fixtures at Tenant's cost on termination of this rental agreement.
 - (b) Tenant shall notify Landlord of any dilapidation or other defective conditions on the rented premises that require repairs. If Landlord fails to repair or arrange for the repair of the condition within a reasonable time (not exceeding 30 days), Tenant may make the repairs or arrange for them to be made and deduct the cost of the repairs, provided Tenant does not deduct more than the equivalent of one month's rent. This provision shall not apply to the repairs in Paragraph 2.

Entry by Landlord

- 8. Landlord may enter the rented premises only under the following circumstances:
 - (a) In case of emergency.
 - (b) To make necessary or agreed repairs, decorations, alterations, or improvements; supply necessary or agreed services; or exhibit the rented premises to prospective or actual purchasers, mortgagees, tenants, workers, or contractors. (Note however that Landlord does not presently have this property listed for sale, nor is it Landlord's intent to list said property for sale).
 - (c) If Tenant abandons or surrenders the rented premises.
 - (d) Pursuant to court order.

Landlord will give Tenant at least 24 hours' notice of Landlord's intent to enter unless (1) an emergency exists, (2) Tenant has abandoned or surrendered the rented premises, or (3) it is impracticable to do so. Further, Landlord will enter only during normal business hours unless (1) an emergency exists, (2) Tenant has abandoned or surrendered the rented premises, or (3) Tenant consents, at the time of an entry that is not during normal business hours, to the entry.

Locks and Keys

9. Tenant may not change or add any lock to the rented premises without obtaining Landlord's prior written consent and without providing Landlord with a key to the changed or added lock.

Assignment and Subletting

10. Tenant shall not assign Tenant's interests under this rental agreement. ~~or sublet the rented premises.~~

Default by Tenant

11. Any breach by Tenant of a condition, covenant, or provision of this rental agreement will constitute a material breach. For any material breach by Tenant, Landlord may Provide Tenant with a written three-day notice that describes the breach and demands that Tenant cure the default (if a cure is possible). If Tenant does not cure the default within the three days, or if a Termination of this rental agreement for a breach by Tenant will not occur unless the foregoing events occur.

Name and Address of Owner

12. The owner of the rented premises is CITY OF SUSANVILLE, whose mailing address is 66 North Lassen Street, Susanville, CA 96130.

Notices

13. Except as otherwise expressly provided by law, any and all notices or other communications required or permitted by this rental agreement or by law to be served on or given to either party of this rental agreement by the other party shall be in writing and shall be deemed to be served when personally delivered to the party to whom the notice is directed or, in lieu of personal service, when deposited in the United States mail, first-class postage prepaid, addressed to Tenant at 606 NEVADA STREET, Susanville, CA 96130, or to Landlord at Attn: City Administrator, 66 North Lassen Street, Susanville, CA 96130. Either party to this rental agreement may change their address for purposes of this section by giving written notice of the change to the other party in the manner provided in this section.

Waiver

14. The waiver by Landlord of any breach by Tenant of any of the provisions of this rental agreement shall not constitute a continuing waiver or a waiver of any subsequent breach by Tenant either of the same or of another provision of this rental agreement. Landlord's acceptance of rent following a breach by Tenant of any provision of this rental agreement, with or without Landlord's knowledge of the breach, will not be deemed to be a waiver of Landlord's right to enforce any provision of this rental agreement.

Binding on Heirs and Successors

15. This rental agreement shall be binding on and shall inure to the benefit of the heirs, executors, administrators, successors, and assigns of Landlord and Tenant; provided, however, that nothing in this section shall be construed as a consent by Landlord to any assignment of this rental agreement or any interest in it by Tenant.

Time of Essence

16. Time is expressly declared to be of the essence in this rental agreement.

Sole and Only Agreement

17. This instrument constitutes the sole and only agreement between Landlord and Tenant respecting the rented premises, the leasing of the rented premises to Tenant, and the rental term created under this rental agreement, and correctly sets forth the obligations of Landlord and Tenant to each other as of its date. Any agreements or representations respecting the rented premises or their leasing by Landlord to Tenant not expressly set forth in this instrument are null and void.

Executed on July 16, 2014, at Susanville, Lassen County, California.

LANDLORD:

CITY OF SUSANVILLE
By: Jared G. Hancock, City Administrator

TENANT:

CRAIG SANDERS

EXHIBIT 'A' TO RENTAL AGREEMENT

Waterbed

Tenant agrees to comply with the following requirements in connection with the use of a waterbed or other bed with liquid filling material (hereafter referred to as a "waterbed") on the rented premises:

(a) Tenant shall furnish to Landlord, before installation of any waterbed, a valid waterbed insurance policy or certificate of insurance for property damage. This policy shall be issued by a company licensed to do business in California and possessing a Bests Insurance Report rating of "B" or higher. The policy shall be written for no less than \$100,000 of coverage, shall be maintained in full force and effect until the waterbed is permanently removed from the rented premises, and shall cover (up to the limits of the policy) the replacement value of all property damage, including loss of use, incurred by Landlord or any other person or entity and caused by or arising out of the ownership, maintenance, use, or removal of the waterbed, except or caused by or resulting from fire. Landlord may require Tenant to produce evidence of insurance at any time. The carrier must give Landlord 10 days' prior notice of cancellation or nonrenewal, and Tenant must provide the carrier with the name and usual street address of Landlord.

(b) The waterbed shall conform to the pounds per square foot weight limitation and placement dictated by the floor load capacity of the rented premises, and its weight shall be distributed on a pedestal or frame that is substantially the dimensions of the mattress itself. Any new waterbed installation shall conform to reasonable structural specifications for placement within the rented premises specified by Landlord or Landlord's agent and shall be consistent with the floor capacity of the rented premises.

(c) Tenant shall install, maintain, and remove the waterbed according to all standard methods of installation, maintenance, and removal prescribed by the manufacturer, retailer, or state law, whichever provides the highest degree of safety. In addition, Tenant shall comply with the minimum component specification list prescribed by the manufacturer, retailer, or state law, whichever provides the highest degree of safety.

(d) Tenant shall give Landlord or Landlord's agent 24 hours' advance written notice of Tenant's intent to install, remove, or move a waterbed. If the installation or move is performed by any person other than Tenant, Tenant shall deliver to Landlord or Landlord's agent a written installation receipt stating the installer's name, address, and business affiliation when appropriate. Landlord or Landlord's agent has the option and right to be present at the time of installation, removal, or movement.

(e) The waterbed shall comply with the rules and regulations governing the quality of bed construction promulgated by the Bureau of Home Furnishings, and must display a label declaring

compliance with those rules and regulations. Any bed constructed before January 1, 1973, will be deemed not to comply with these requirements.

(f) Landlord or Landlord's agent shall have the right to inspect the waterbed installation on completion, and periodically thereafter, to ensure its conformity with applicable requirements. Landlord may serve Tenant with a written notice of breach of the rental agreement, and may give Tenant three days either to bring the installation into conformity with those standards or to remove the waterbed. If there is an immediate danger to the rented premises, Landlord may require immediate corrective action.

(g) If Tenant installs a waterbed or has a waterbed installed on the rented premises, Tenant agrees to pay a security deposit of \$250.00 in addition to any other deposit required under any other provision of this rental agreement.

Reviewed by: YH City Administrator
MA City Attorney

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

Submitted by: Gwenna MacDonald, City Clerk

Action Date: July 16, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Contract for Personnel Information Services

PRESENTED BY: Gwenna MacDonald, City Clerk

SUMMARY: As part of the pre-employment process, the City requires a credit consumer credit report for specific employees prior to providing an offer of employment. Staff has researched options and determined that The Source: Personnel Information Service to be a company that can provide the quality of information that is needed. Each credit check is billed at \$10.00 with no deposits, monthly, or minimum fees required. A services agreement is required as part of the credentialing process required for End Users, and the City will follow all necessary notice and disclosure requirements.

FISCAL IMPACT: Cost of services on an as-needed basis.

ACTION REQUESTED: Motion to approve and authorization for City Administrator to Execute Services Agreement with The Source

ATTACHMENTS: Services Agreement with The Source

SERVICES AGREEMENT

This Services Agreement (this "Agreement") is entered into effective as of _____, _____, by and between _____, a(n) _____ corporation, having a principal address as set forth at the end of this Agreement ("End User"), and The Source: Personnel Information Service, a California partnership ("The Source").

The Source and End User agree as follows:

Article 1 Term

1.1 Term. Subject to Section 7.2 of this Agreement, this Agreement will continue in force, without any fixed date of termination ("Term").

Article 2 Reporting Services

2.1 Generally. During the Term, End User may request that The Source provide End User with the services listed on the attached pricing schedule (hereinafter referred to, together with the information therein, as the "Services") to the extent offered from time to time by The Source and permitted by this Agreement. The Services may consist of consumer credit information, Public Records information or other permissible data on individual consumers ("Consumers"). The Source hereby grants End User a nonexclusive, nontransferable, limited license to purchase the Services consistent with the terms and conditions of this Agreement.

2.2 Method of Performance. End User will request the Services from The Source by electronic means. Each such request will contain sufficient identifying information concerning the Consumer about whom the information is requested to enable The Source to perform the Services and will identify, in the manner specified by The Source, the fact that the request is being made by End User. If so requested by End User, The Source will attempt to provide the Services by means of automated processing (CPU to CPU).

2.3 Status As Consumer Reporting Agency. The Source hereby certifies to End User, that it is a "consumer reporting agency" as such term is defined in the federal Fair Credit Reporting Act, 15 U.S.C. Section 1681 *et. seq.*, as amended from time to time ("FCRA").

Article 3 Fees

3.1 Generally. With respect to each response from The Source (including each "no record" response) to a request for Services made by End User, End User will pay The Source the fees set forth in the attached pricing schedule. The Source reserves the right to change its fees and charges in the pricing schedule at any time during the Term by giving End User at least thirty (30) days written notice. End User will also pay for any special telephone services or other services provided by The Source. End User's payment to The Source is due not later than thirty (30) from the date of The Source's invoice. If End User does not pay invoiced amounts within this time period, it will also pay a penalty of two percent (2%) of the Invoice amount or \$10, whichever is greater. End User's obligation to pay invoiced amounts is absolute and unconditional and not subject to any offset, defense or counterclaim.

3.2 Taxes. The prices and rates for the Services do not include applicable federal, state or local taxes. End User will be solely responsible for all federal, state and local taxes levied or assessed in connection with The Source's performance of Services, other than income taxes assessed with respect to The Source's net income. The Source may separately reflect on its invoices to End User the amount of any taxes paid by The Source on End User's behalf, and End User shall pay The Source for such amounts.

Article 4 Use of The Source Information

4.1 Compliance with Law. End User certifies and warrants that it will comply with all federal, state and local statutes, regulations, and rules applicable to it, including, without limitation, the FCRA. End User further warrants that it will require all employees or other persons with access to Consumer data to comply with the same obligations of compliance with laws. The Source reserves the right to revise the terms, or conditions or pricing under this Agreement, any Amendment and/or the Services (including without limitation the right to withdraw or restrict affected

data) to meet any requirement imposed by federal, state, or local law, rule or regulation, or to address matters concerning privacy and confidentiality, upon reasonable notice to End User.

4.2 Use of Information. End User agrees to comply with all of the following:

4.2.1 End User is a _____ (Sole Proprietor, Partnership, Corporation) and has a need for consumer credit information in connection with the evaluation of individuals for employment, promotion, reassignment or retention as an employee ("Consumer Reports for Employment Purposes").

4.2.2 End User shall request Consumer Report for Employment Purposes pursuant to procedures prescribed by the Reseller from time to time only when it is considering the individual inquired upon for employment, promotion, reassignment or retention as an employee, and for no other purpose.

4.2.3 End User certifies that it will not request a Consumer Report for Employment Purposes unless:

- a. A clear and conspicuous disclosure is first made in writing to the consumer by End User before the report is obtained, in a document that consists solely of the disclosure that a consumer report may be obtained for employment purposes;
- b. The consumer has authorized in writing the procurement of the report; and
- c. Information from the Consumer Report for Employment Purposes will not be used in violation of any applicable federal or state equal employment opportunity law or regulation.

4.2.4 End User further certifies that before taking adverse action in whole or in part based on the Consumer Report for Employment purposes, it will provide the consumer with:

- d. A copy of the Consumer Report for Employment Purposes; and
- e. A copy of the consumer's rights, in the format approved by the Federal Trade Commission.

4.2.5 End User shall use the Consumer Report for Employment Purposes only for a one-time use, and shall hold the report in strict confidence, and not disclose it to any third parties that are not involved in the employment decision.

4.2.6 End User will maintain copies of all written authorizations for a minimum of five (5) years from the date of inquiry.

4.2.7 With just cause, such as violation of the terms of End User's contract or a legal requirement, or a material change in existing legal requirements that adversely affects End User's Agreement, Reseller may, upon it's election, discontinue serving the End User and cancel the agreement immediately.

4.3 The Source Policies and Procedures. In addition to the requirements set forth in Section 4.2, End User agrees to the following:

4.3.1 End User agrees to comply with The Source's policies and procedures as announced by The Source from time to time. End User also agrees to confirm that it has a "permissible purpose" for receiving the Services, and otherwise complies with applicable laws and The Source policies.

4.3.2 End User acknowledges and agrees that The Source may itself, or may require that End User, block display of account numbers or other information to End User, and End User agrees to not provide such information any person or entity.

4.3.3 The Source may from time to time notify End User of additional, updated or new requirements compliance with which will be a condition of The Source's continued provision of Services to End User. End User agrees to comply with such requirements as to which it has received notice from The Source and such shall be incorporated into this Agreement by this reference.

4.3.4 End User understands and agrees that The Source may require evidence, including a certification, that End User understands and will comply with applicable laws and The Source policies and procedures.

4.3.5 End User agrees to obtain at its expense such training and education concerning applicable legal requirements and The Source policies and procedures as The Source may reasonably request. Training made

available to End User by The Source is provided as a service to End User, and does not replace or waive End User's compliance obligations under the law or this Agreement. End User acknowledges and agrees that such training does not constitute, or substitute for, legal advice, and End User should consult with its own legal counsel.

4.3.6 End User will institute and maintain strict procedures for assuring that its employees do not furnish the Services (or information therein) except in compliance with the requirements of the FCRA and this Agreement. End User will provide training and training materials to its employees to the extent necessary to assure compliance with the FCRA and this Agreement. End User will provide The Source the opportunity to review and approve or disapprove all such materials prior to their use. The Source will immediately discontinue the Services to any customer who is not in compliance.

4.3.7 End User will not mislead consumers or the public, or demean directly or indirectly The Source Information Solutions, Inc., its successors or assigns, the Services, other services provided by The Source, the consumer reporting industry, direct marketing industry or other industries in which The Source, its successors and assigns do business. End User will provide The Source the opportunity to review and approve or disapprove prior to their use or dissemination any and all advertising, marketing, sales and promotional materials, pamphlets, brochures and similar disclosures that relate directly or indirectly to The Source, its successors or assigns, the Services, other services provided by The Source, the consumer reporting industry, direct marketing industry or other industries in which The Source, its successors and assigns do business, or that mention The Source by name.

Article 5 Intellectual Property

5.1 No License. The Source does not transfer, and End User does not obtain, any patent rights, copyright interest or other right, claim or interest in the computer programs, Services, information, consumer information database, systems, forms, formats, schedules, manuals or other proprietary items utilized or provided by The Source.

5.2 Restrictions on Use of Proprietary Designations. Neither party will use, or permit their respective employees, agents and subcontractors to use, the trademarks, service marks, logos, names or any other proprietary designations of the other party, or the other party's affiliates, whether registered or unregistered, without such other party's prior written consent.

5.3 Ownership of Data. End User acknowledges that The Source has expended substantial time, effort, and funds to collect, arrange and compile The Source's consumer information database and to create and deliver the Services (including the information therein). The Services, the information contained therein, and the data in The Source's consumer information databases are and will continue to be the exclusive property of The Source. Nothing contained in this Agreement shall be deemed to convey to End User, or to any other party, any right, title or interest, including any patent, copyright or other proprietary right, in or to the data in The Source's consumer information database(s), any database(s) itself or (except to the extent of the limited license granted in Section 2.1 of this Agreement) to the Services and the information therein.

5.4 Confidential Treatment. End User hereby acknowledges that the Services it receives from The Source under this Agreement include personal information about individual Consumers and, as such, require confidential treatment. In addition, End User acknowledges that it may receive other proprietary and confidential information of The Source including but not limited to technical, developmental, operating, computer system, software, performance, cost, know-how and process information. End User warrants to The Source that (a) except as otherwise permitted by this Agreement, it will maintain the information obtained through The Source in strict confidence and will not disclose such information other than to its employees who have a need to know and (b) will use the information only for purposes of this Agreement. Upon termination of this Agreement or at the request of The Source, End User will promptly return to The Source all The Source confidential information and any copies thereof provided to it. End User warrants that it will require that employees receiving such information from End User comply with the same obligations of nondisclosure.

Article 6 Indemnification and Limitations

6.1 Disclaimer of Warranty. Because the Services involve conveying information provided to The Source by other sources, The Source cannot and will not, for the fee charged for the Services, be an insurer or guarantor of the accuracy or reliability of the Services, data contained in its database, or in the Services. THE SOURCE DOES NOT GUARANTEE OR WARRANT THE ACCURACY, TIMELINESS, COMPLETENESS, CURRENTNESS, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OF THE SERVICES, INFORMATION IN THE SERVICES OR THE MEDIA ON OR THROUGH WHICH THE SERVICES ARE PROVIDED AND SHALL NOT BE

LIABLE TO END USER OR TO ANY OF THE END USER'S CUSTOMERS FOR ANY LOSS OR INJURY ARISING OUT OF OR CAUSED IN WHOLE OR IN PART BY THE SOURCE'S ACTS OR OMISSIONS, WHETHER NEGLIGENT OR OTHERWISE, IN PROCURING, COMPILING, COLLECTING, INTERPRETING, REPORTING, COMMUNICATING OR DELIVERING THE SERVICES OR INFORMATION THEREIN.

6.2 Indemnification. End User will indemnify, defend, and hold The Source harmless from and against any and all liabilities, damages, losses, claims, costs and expenses, including reasonable attorneys fees, which may be asserted against or incurred by The Source, arising out of or resulting from the use, disclosure, sale or transfer of the Services (or information therein) to End User, or End User's breach of this Agreement. End User covenants not to sue or maintain any cause of action, claim, demand, cross-claim, third party action or other form of litigation or arbitration against The Source, its officer's directors, employees, contractors, agents, affiliated bureaus or subscribers arising out of or relating in any way to the Services (or information therein) being blocked by The Source or not being accurate, timely, complete or current.

6.3 Limitation of Liability. End User acknowledges that the prices The Source charges End User for the Services are based upon The Source's expectation that the risk of any loss or injury that may be incurred by use of the Services will be borne by End User and not The Source. End User therefore agrees that it is responsible for determining that the Services are in accordance with The Source's obligations under this Agreement. If End User reasonably determines that the Services do not meet The Source's obligations under this Agreement, End User shall so notify The Source in writing within ten (10) days after receipt of the Services in question. End User's failure to so notify The Source shall mean that End User accepts the Services as is, and The Source will have no liability whatsoever for the Services. If End User so notifies The Source within ten (10) days after receipt of the Services, then, unless The Source disputes End User's claim, The Source will, at its option, either reperform the Services in question or issue End User a credit for the amount End User paid to The Source for the nonconforming Services. This reperformance or credit constitutes End User's sole remedy and The Source's maximum liability for any breach of this Agreement by The Source. If, notwithstanding the above, liability is imposed on The Source, then End User agrees that The Source's total liability for any or all of End User's losses or injuries from The Source's acts or omissions under this Agreement, regardless of the nature of the legal or equitable right claimed to have been violated, shall be the lesser of the amount paid by End User to The Source under this Agreement during the six month period preceding the alleged breach by The Source of this Agreement or Ten Thousand Dollars (\$10,000). End User covenants that it will not sue The Source for any amount greater than permitted by this Agreement and will not seek punitive damages. IN NO EVENT SHALL THE SOURCE BE LIABLE TO END USER OR TO ANY POTENTIAL OR ACTUAL EMPLOYEE OR THIRD PARTY FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL OR SPECIAL DAMAGES (INCLUDING BUT NOT LIMITED TO DAMAGES TO BUSINESS REPUTATION, LOST BUSINESS OR LOST PROFITS), WHETHER FORESEEABLE OR NOT AND HOWEVER CAUSED, EVEN IF THE SOURCE IS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Article 7 Amendments and Termination

7.1 Amendments. This Agreement may be amended only by a written instrument signed by both parties.

7.2 Termination. Notwithstanding any other term in this Agreement, (a) either party may terminate this Agreement by providing thirty (30) days advance written notice to the other; and (b) The Source may unilaterally terminate this Agreement immediately, or take any lesser action The Source believes is appropriate, including but not limited to blocking End User's access to the Services and/or charging End User a fee for auditing End User to ensure compliance, if The Source believes in its sole judgment, that End User has failed to comply with any of its obligations hereunder, including any obligation under Article 4 of this Agreement.

7.3 Effect of Termination. Upon expiration or termination of this Agreement, the license granted herein will automatically terminate, End User will cease receiving the Services (and the information therein) and return any Services in its possession to The Source. No termination or expiration will relieve either party of any liability for monetary sums owing to the other. The provisions of Articles 3, 4, 5, 6 and 8 and Section 7.3 shall survive the expiration or termination of this Agreement.

Article 8 Miscellaneous

8.1 Status. The parties will perform their obligations hereunder as independent contractors. Nothing contained in this Agreement shall be deemed to create any association, partnership, joint venture, or relationship of principal and agent or master and servant between the parties. The parties acknowledge that any and all rights not expressly granted pursuant to this Agreement are reserved to the respective party and that neither party will have any right,

power or authority to obligate the other to any contract, term or condition.

8.2 Excusable Delays. Neither party will be liable to the other for any delay or failure in its performance of any of the acts required by this Agreement (other than for payment obligations hereunder) if and to the extent that such delay or failure arises beyond the reasonable control of such party, including, without limitation, acts of God or public enemies, labor disputes, equipment malfunctions, computer downtime, material or component shortages, supplier failures, embargoes, earthquakes, rationing, acts of local, state or national governments or public agencies, utility or communication failures or delays, fire, flood, epidemics, riots and strikes.

8.3 Governing Law, Venue and Attorney's Fees. This Agreement will be governed by and construed in accordance with the internal substantive laws of the State of California, which are intended to supersede any choice of laws rules which might require the application of the laws of another jurisdiction. Both parties hereby consent to the jurisdiction of the courts of California, whether federal, state or local, with respect to actions brought to enforce or interpret this Agreement. Venue for all actions shall be in Orange County, California. The prevailing party in any arbitration, or permitted legal or equitable action, shall be entitled to an award of its reasonable attorneys' fees and costs.

8.4 Severability. This Agreement shall be deemed to be severable and, if any provision of this Agreement shall be finally determined to be void, illegal or unenforceable, then it is the parties' desire and intention that such provision be deemed automatically adjusted to the minimum extent necessary to conform to applicable requirements of validity, legality and enforceability and, as so adjusted, be deemed a provision of this Agreement as if it were originally included herein; provided, however, if such provision cannot be adjusted without substantially and materially altering the rights and duties hereunder and fundamentally depriving one party of the benefit of the bargain (taken as a whole) contemplated by this Agreement, then the parties will seek to reform this Agreement through the procedure outlined in Section 8.7 (Dispute Resolution) hereof so as to restore, as nearly as possible, the parties' respective rights, duties, and bargain. In any case, the remaining provisions of this Agreement shall remain in effect.

8.5 Successors and Assigns. This Agreement will be binding upon and inure to the benefit of the parties hereto and to their respective heirs, representatives, successors, and permitted assignees. This Agreement may not be assigned, transferred, shared or divided in whole, or in part, by End User without The Source's prior written consent. The dissolution, merger, consolidation, reorganization, sale or other transfer of assets, properties, or controlling interest of End User constitutes an assignment of this Agreement for purposes of this Section 8.5.

8.6 Audit Rights. The Source will have the right to audit End User to assure compliance with the terms of this Agreement. End User will provide full cooperation, and will be responsible for assuring full cooperation by its employees and customers, in connection with such audits. End User will provide The Source or obtain for The Source access to such properties, records and personnel as The Source may reasonably require for such purpose.

8.7 Dispute Resolution. With the exception of any action taken under Articles 4 and 5 of this Agreement, the parties will resolve any dispute arising out of or relating to this Agreement in a binding arbitration conducted under the auspices of the American Arbitration Association in Los Angeles County, California. Notwithstanding the foregoing, End User agrees that its failure to comply with the provisions of Articles 4 and 5 will cause irreparable harm to The Source that cannot be adequately compensated in damages and that The Source may seek equitable relief and pursue other remedies to prevent such noncompliance.

8.8 Waiver. Either party may at any time waive compliance by the other with any covenant or condition contained in this Agreement, but only by written instrument signed by the party waiving such compliance. No waiver of any provision of this Agreement shall be deemed to be, or shall constitute, a waiver of any other provision hereof, nor shall such waiver constitute a waiver in any other instance.

8.9 Retention of Rights. Nothing in this Agreement is intended to or shall limit or restrict The Source's ability to market and sell its services, the geographic areas in which or the customers to whom The Source may market or sell its services.

8.10 Publicity. Except as specifically permitted by The Source in writing, under no circumstances will End User disclose to any third party, directly or indirectly, the terms and conditions of this Agreement.

8.11 No Third Parties. Nothing in this Agreement, whether express or implied, is intended to confer upon any person other than the parties hereto and their respective heirs, representatives, successors and permitted assigns, any rights or remedies under or by reason of this Agreement, nor is anything in this Agreement intended to relieve or discharge the liability of any party hereto.

8.12 Notice. All notices required or permitted to be provided to a party under this Agreement must be in writing and sent to the address for the party set forth on the last page of this Agreement, unless such address has been changed by prior written notice to the other party to the Agreement.

8.13 Subject Headings. The subject headings or captions of the articles and sections of this Agreement are included solely for purposes of convenience and reference and will not be deemed to explain, modify, limit, amplify or aid in the meaning, construction or interpretation of any of the provisions of this Agreement.

8.14 Contract in Entirety. This Agreement (including the exhibits, amendments and addenda hereto which are incorporated herein by this reference) sets forth the entire understanding of the parties hereto with respect to the subject matter hereof and supersedes all prior and contemporaneous letters of intent, agreements, covenants, negotiations, arrangements, communications, representations, understandings or warranties, whether oral or written, by any officer, employee or representative of either party relating thereto. There are no other understandings, statements, promises or inducements, oral or otherwise, contrary to the terms of this Agreement.

IN WITNESS WHEREOF, End User and The Source has each caused this End User Services Agreement to be executed by its duly authorized representative as of the date first above written.

The Source: Personnel Information Service

End User:

Print or Type Name of End User

By: _____
Signature (Duly Authorized Representative Only)

By: _____
Signature (Duly Authorized Representative Only)

Name: _____
Print

Name: _____
Print

Title: _____
Print

Title: _____
Print

Address: The Source: Personnel Information Service
3035 Kashiwa St., Suite 101
Torrance, CA 90505

Physical Address: _____

Attn: General Counsel

Membership Application



Date of Application: _____

Important: **All information must be completed in its entirety.** Please print clearly and legibly to ensure accurate and timely processing.

General Company Information

Company Name: _____ Years in Business _____ yrs _____ mos.

Type of Ownership (indicate one): Partnership Sole Owner Nonprofit Corporation LLC

Do you have any other company name(s) or dba? Yes No If Yes, please list: _____

Web Site: _____ Tax ID #: _____

Physical Street Address (no P.O. box numbers, please): _____

City: _____ State: _____ ZIP: _____ How Long? _____ yrs _____ mos.

Phone: () _____ Fax: () _____ Is this a residential address? Yes No

Previous Address: _____

City: _____ State: _____ ZIP: _____ How Long? _____ yrs _____ mos.

Do you own or lease the building in which you are located? (please check one) Own Lease

Principal of the Company (If sole owner or partnership, please complete the section below.)

I understand that the information provided below will be used to obtain a consumer credit report, and my creditworthiness may be considered when making a decision to grant membership

Principal name: _____

Title or Position: _____ Phone: () _____

Social Security Number: _____ Year of Birth: _____

Residential Street Address: _____

City: _____ State: _____ ZIP: _____

Affiliated or Parent Company Information

* Do you have any branch offices located in the state of California? Yes No

Affiliated or Parent Company Name: _____

Contact Name: _____ Title: _____

Address: _____ Phone: () _____

City: _____ State: _____ ZIP: _____

Business Information (Please tell us about your company.)

Type of Business: _____ Do you need a Purchase Order? Yes No PO# _____

Do you have an Investigation License? Yes No If Yes, please provide a copy with this application.

Estimated # of Credit Reports you will access monthly: _____

How will you access the Credit Reports? Personal Computer Credit Terminal CPU-CPU Phone/Fax

Do you already have a credit reporting software package? Yes No If Yes, what is the name? _____

Does your company qualify for sales tax exemptions? Yes No If Yes, please provide proof.

Permissible Purpose/Appropriate Use

(Application will not be processed unless this information is provided.)

Please describe the **specific** purpose for which Experian product information will be used. (What will you do with the information obtained?)

This section MUST be completed.

The following applies to consumer credit products (i.e. Consumer Credit Reports, Business Owners Profile, and Small Business Intelliscore):

I have read and understand the "FCRA Requirements" notice and "Access Security Requirements" and will take all reasonable measures to enforce them within my facility. I certify that I will use the Experian product information for no other purpose other than what is stated in the Permissible Purpose/Appropriate Use section on this application and for the type of business listed on this application. I will not resell the report to any third party. I understand that if my system is used improperly by company personnel, or if my access codes are made available to any unauthorized personnel due to carelessness on the part of any employee of my company, I may be held responsible for financial losses, fees, or monetary charges that may be incurred and that my access privilege may be terminated.

Company Name

Type or Print Name of Owner or Officer

Title

X _____
Authorized Signature

Date

Reviewed by: JGH City Administrator
PMS City Attorney

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

Submitted By: Jared G. Hancock, City Administrator

Action Date: July 16, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Donation of surplus equipment

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The City has received the attached request from CB Consulting regarding the donation of surplus equipment from the Roosevelt Pool. While most of the equipment has been removed, a single city owned lane line in poor condition still remains and could be considered surplus.

FISCAL IMPACT: None

ACTION REQUESTED: Consider donation of surplus equipment to CB Consulting

ATTACHMENTS: Letter of Request

CB Consulting

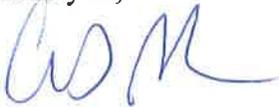
P.O. Box 1511 • Susanville, CA 96130 • (530) 251-0577

July 11, 2014

To Whom It May Concern:

My name is Camille Buehler and during the summer I teach swimming lessons to the children of some of my friends. I have a 40 foot long pool and have been looking for used lane lines to help divide the pool while the big kids swim laps. I am interested in purchasing any used lane lines from the old Roosevelt Pool if they are ever available as a surplus item. If I can find enough to retrofit to make two complete lanes it would be incredibly helpful.

Thank you,



Camille Buehler

Received

JUL 11 2014

City of Susanville
City Clerk's Office