
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
May 4, 2016 * 6:00 p.m.

Call meeting to order

Roll call of Councilmembers present

Next Resolution No. 16-5290

Next Ordinance No. 16-1006

- 1 **APPROVAL OF AGENDA:** (Additions and/or Deletions)

- 2 **PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS** (if any): Any person may address the Council at this time upon any subject for discussion during Closed Session.

- 3 **CLOSED SESSION:**
 - A PUBLIC EMPLOYMENT – pursuant to Government Code §54957:
 1. Employee Status Report
 2. Agency Negotiator: Jared G. Hancock
 Bargaining Unit: SPOA
 3. Agency Negotiator: Jared G. Hancock
 Bargaining Unit: Administrative
 - B CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code 54956.8:
 1. Property: APN: 101-270-10
 Agency negotiator: Jared G. Hancock
 Negotiating parties: City of Susanville/Lassen Community College
 Under negotiation: Price/Conditions/Terms
 2. Property: Diamond Mountain Golf Course
 Agency negotiator: Jared G. Hancock
 Negotiating parties: City of Susanville: Unknown
 Under negotiations: Price/Conditions/Terms of Lease

- 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: Kathie Garnier*
 - *Proclamations, awards or presentations by the City Council*
 1. **Susan River Clean-up Certificates of Appreciation**
 2. **Fishing Derby Poem – Lassen County Poet Laureate**

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.

1. **Keep it California** presentation

6 **CONSENT CALENDAR:**

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

- A Receive and file minutes from City Council's April 6, 2016 meeting
- B Approve vendor warrants numbered 96952 through 97071 for a total of \$464,544.41 including \$110,162.89 in payroll warrants

7 **PUBLIC HEARINGS:**

- A Consider approval of **Resolution No. 16-5281** establishing and adopting Schedule of Fees for Services and rescinding Resolution No. 15-5153

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

9 **NEW BUSINESS:**

- A Consider approval of **Resolution No. 16-5286** authorizing the closure of North Street from Weatherlow to Grand on Friday, May 13, 2016 and approving fee waiver for use of Community Center and Memorial Park for 3rd Grade Lassen County History Day
- B Consider approval of **Resolution No. 16-5288** approving and authorizing Mayor to execute MOU with the SPOA Bargaining Unit
- C Consider approval of request for street closure of Pancera Plaza for summer Farmer's Market in Historic Uptown Susanville
- D Consider approval of **Resolution No. 16-5289** authorizing application for grant funding through the Active Transportation Program

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

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

12 **CONTINUING BUSINESS:**

- A Consider approval of **Urgency Ordinance No. 16-1005**, rescinding Ordinance No. 16-1003 and adopting Water Conservation Measures to comply with State Mandated Water Curtailment

13 CITY ADMINISTRATOR'S REPORTS:

- A Skyline Park Pump Track Update
- B Annual Fitch Ratings of Water and Natural Gas Bonds Update
- C Golf Course Restaurant RFP Update
- D Sphere of Influence and Annexation
- E CalTrans Cap M Project Update

14 COUNCIL ITEMS:

- A AB1234 travel reports:

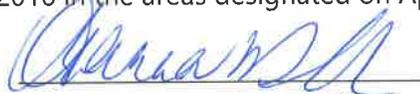
15 ADJOURNMENT:

- *The next regular City Council meeting will be held on May 18, 2016 at 6:00 p.m.*

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

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

I, Gwenna MacDonald, certify that I caused to be posted notice of the regular meeting scheduled for May 4, 2016 in the areas designated on April 29, 2016.


Gwenna MacDonald, City Clerk

Reviewed by: AW City Administrator
 City Attorney

Motion Only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Gwenna MacDonald, City Clerk

Action Date: May 4, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Minutes of the City Council's April 6, 2016 meeting

PRESENTED BY: Gwenna MacDonald, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's April 6, 2016 meeting.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of City Council's April 6, 2016 meeting.

ATTACHMENTS: Minutes: April 6, 2016

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

Regular Meeting Minutes

April 6, 2016 – 6:00 p.m.

City Council Chambers 66 North Lassen Street Susanville CA 96130

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

Roll call of Councilmembers present: Kathie Garnier, Nicholas McBride, Rod E. De Boer, Lino P. Callegari and Brian R. Wilson.

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

1 APPROVAL OF AGENDA:

Motion by Councilmember Callegari, second by Councilmember De Boer, to approve the agenda as submitted; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No comments.

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

- A PUBLIC EMPLOYMENT – pursuant to Government Code §54957:
 - 1. Employee Status Report
 - 2. Agency Negotiator: Jared G. Hancock
Bargaining Unit: SPOA
- B CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code 54956.8:
 - 1. Property: APN: 107-125-12
Agency negotiator: Jared G. Hancock
Negotiating parties: City of Susanville
Under negotiation: Price/Conditions/Terms
 - 2. Property: APN: 101-270-10
Agency negotiator: Jared G. Hancock
Negotiating parties: City of Susanville/Lassen Community College
Under negotiation: Price/Conditions/Terms

Closed Session recessed at 6:59 p.m.

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

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

Mr. Hancock reported that prior to Closed Session, the City Council approved the agenda as submitted. During Closed Session, the City Council gave direction to staff but there was no reportable action.

Councilmember De Boer provided the Thought of the Day

Mayor Wilson presented a proclamation regarding Crime Victim Awareness, designating the week of April 10 through April 16, 2016 as Crime Victims' Rights Week.

5 BUSINESS FROM THE FLOOR:

David Wainwolf stated that he would like to thank the people of Susanville for showing him that they are able to read his mind, he wants it turned off and does not want to be watched anymore, and does not like it. He stated that it started 9 years ago and is still going on.

6 CONSENT CALENDAR: Mayor Wilson reviewed the items on the Consent Calendar:

- A Receive and file minutes from City Council's March 2 and 7, 2016 meetings
- B Approve vendor warrants numbered 96663 through 96833 for a total of \$441,958.05 including \$111,996.11 in payroll warrants

Motion by Councilmember De Boer, second by Councilmember Garnier, to approve the Consent Calendar; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

7 PUBLIC HEARINGS:

7A Consider approval of Resolution No. 16-5273 adoption 2014-2019 Housing Element update

Mr. Sanders explained that on February 4, 2016 the California Department of Housing and Community Development reviewed and affirmed that the City's draft 2014-2019 Housing Element met the statutory requirements of the State housing law. The housing element is one of the seven mandated elements of the General Plan and requires that local governments adequately plan to meet the existing and projected housing needs of all economic segments of the community. The law acknowledges that in order for the private market to adequately address housing needs and demand, local governments must adopt land use plans and regulatory systems which provide opportunities for housing development. The primary function of the housing element is to assess the housing needs of the local population based on demographics which include age, family size, disability and income to ensure that the City is able to meet the housing needs of the population for the next 5 years.

The proposed City of Susanville Housing Element is for the period of 2014 to 2019, staff began the process in June of 2014 to update all of the demographic data by conducting a housing conditions survey of approximately 440 dwelling units within the City. Staff held a public workshop in December 2015 to provide an opportunity for the public to participate in the preparation of the draft document and individual notices for this meeting were sent to approximately 14 agencies and organizations that could be affected by changes to housing within Susanville. The Department of Housing and Community Development develops a Regional Housing Need Allocation which stipulates the number of dwellings that each jurisdiction must demonstrate they have the capacity to accommodate. In the 2009 – 2014 Housing Element the City was required to show that there was land available to accommodate 705 new dwelling units. Since the adoption of that document, no land has been rezoned to reduce the density so the development capacity in Susanville remains the same, therefore the City has adequate land zoned to accommodate the 2014 – 2019 RHNA number of 30 dwelling units. The Planning Commission has reviewed the draft element, as well as the Negative Declaration for the project required under CEQA, and recommended that the Council approve the documents. Mr. Sanders invited comments or questions from the City Council.

At 7:15 p.m. Mayor Wilson opened the public hearing and asked for comments from the public either for or against the document.

There being no questions or comments, Mayor Wilson closed the public hearing at 7:16 p.m.

Mayor Wilson noted that it was a very important document that had been reviewed a number of times by the City Council, and he thanked Mr. Sanders for all of his hard work.

Motion by Councilmember Callegari, second by Councilmember De Boer, to approve Resolution No. 16-5273; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

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

9 **NEW BUSINESS:**

9A **Consider request to co-sponsor the 27th Annual Junior Fishing Derby on April 23, 2016 and waive reservation fees for Memorial Park** Mr. Hancock reported that the City had received a letter of request from the Lassen Sportsmen's Club for support of the 27th Annual Junior Fishing Derby. The Derby's annual budget is approximately \$5,000, with \$3,000 going towards the purchase of fish. Through the years, the City of Susanville has provided support for the event by contributing funds, a waiver of use fees for Memorial Park which is used as the staging area, and assistance in printing entry forms and numbers. The event has become one of the most popular family events offered in the community. The current balance in the recreation round-up fund is \$901.86, and a contribution of \$1,000 has been requested from the City.

Councilmember Garnier asked Mr. Hancock to explain to those present what the recreation round up funds are.

Mr. Hancock responded that the City created a separate fund whereby customers could round up payment of their utility bill and the money is specifically dedicated to recreation purposes.

Jim Chapman distributed posters for the Derby, explaining that this year's event would be held in honor of Doug Sayers, Jr. Fishing Derby founding member and long-time chairman of the Lassen Sportsmen's Club. He discussed the effort Mr. Sayers dedicated to creating one of the most successful events for families in the community. He thanked the City Council for its continued support, adding that the County, Rancheria, and generosity of the business community has been key to creating a very special event that has served over 15,000 children over the years. Many of those children are now bringing their own children to participate. He explained that the Sportsmen's Club had received the City's request to rename the event, however the State allows the Club to hold the event one week prior to the opening day of fishing season, so they have to be careful to not jeopardize that agreement and were taking the request under advisement. He concluded by inviting those present to come down to the park and volunteer, and thanked the City for all of the assistance that is provided to make the Derby a success.

Motion by Councilmember Callegari, second by Councilmember De Boer, to authorize donation of \$1,000 using recreation round-up funds and an additional \$98.14 from the general fund to sponsor the 2016 Junior Fishing Derby; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

9B Consider approval of Resolution No. 16-5272 approving agreement for Antelope Work Crew Chief Moore reported that the City has several ongoing projects and routine maintenance work on city owned property, parks and trails, and that staff utilizes the Antelope Work Crew labor for many of these tasks. CalFire trains and maintains the fire crews at the California Correctional Center, and the cost for a sixteen person crew is \$200 per day which includes supervision, transportation, fuels and equipment. In addition, a 12.5% administrative fee, or other in-kind methods of payment agreed upon by both agencies before work begins, is also charged. The City must enter into a two-year Memorandum of Understanding with CalFire. Work is completed through individual project requests which would require authorization by the City Administrator or other authorized individual prior to the commencement of any work.

There were no questions or comments.

Motion by Councilmember De Boer, second by Mayor pro tem McBride, to approve Resolution No. 16-5272; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

9C Consider approval of Resolution No. 16-5274 accepting and approving water rate analysis and calculation study Mr. Newton reported that the City has strived to provide the highest quality water at reasonable costs to its residents. Water rates were increased moderately in 2008, with the revenue restricted to a fund dedicated to capital improvements for the repair and replacement of the existing infrastructure. The water rates have not been increased for non-infrastructure operational costs since 2005, even though personnel costs and services and supplies costs have continued to increase over the past 11 years.

The first step in the process to modify the existing rate structure is the completion of a Water Rate Analysis and Calculations Study for the City Council's review. The study is required to document the cost of providing services, since the rates cannot exceed the actual cost to provide services. The results of the study indicate that a rate increase is necessary to cover operational costs, which include costs to complete additional infrastructure improvements to the most vulnerable water mains and service laterals. The costs of operation have been forecast for the next five years, including adjustments for personnel, services and supply costs. Also identified in the study is the need to complete a water system master plan within the next five years.

Mr. Newton reviewed the Historical Revenue and Expense table which illustrated operating revenues and expenses from fiscal year 2011/2012 through 2015/2016, and a charted depiction of the data indicating a trend of increasing operating expenses and decreasing revenues, which he attributed to the State's Water Conservation mandate. He explained that there are two cost recovery methods, and as presented in the Study, the proposed modification will not change the existing base rate and will not result in an increase to customers who are currently using less than 300 cubic feet of water per month. The quantity rate will be adjusted based upon a seasonal cost difference because during the time of year when customers are irrigating and there are increased pumping needs versus the time of year when water is flowing freely from the springs, there is a different cost to deliver the water to the customer. With this proposed usage fee increase, customers who use the larger quantities of water will see the greatest increase in their bill. The proposed rate structure is consistent with industry standards, and is designed to promote and encourage water conservation, with a proposed drought surcharge that would be tied to the Urban Water Management Plan. It provides an opportunity to adjust the rates during a drought situation or if the City is dealing with a State issued mandate, and ensures that the system remains whole in terms of revenue to cover expenses. Mr. Newton reviewed an example of two customers, a residential property on Brentwood

and an institutional property on South Lassen Street, explaining the difference in usage based upon non-irrigation season and irrigation season.

Mr. Newton explained that the process required to implement a rate change is subject to Prop 218 requirements which includes a public hearing with notices mailed to property owners 45 days prior to the scheduled hearing. Approval of the study allows the City to move forward with that process. During the 45 day review and comment period, the customers of the City's water system will be able to review and/or protest any proposed increase. He invited Mr. Hancock to comment.

Mr. Hancock thanked staff for the work that has been put into the study, and the main message is that if you consider the size of the operation and the amount of infrastructure the City has, and consider that there are 9 employees running the entire water department, including billing, it is a tremendous effort by everyone involved. He expressed his appreciation for the focus on providing the best water possible to the customers by utilizing the springs to keep delivery costs minimal and focusing on prioritizing projects to ensure the safety of the system. The City's rates are very competitive to other providers in Northern California, and it is important to stay on that track, however the system has very old infrastructure that cannot be allowed to continue aging at the current rate. The City must be pro active in completing repairs and tracking the areas with the highest numbers of leaks and pipes that are failing over the next five years, and make sure that the City has the revenue necessary to keep the system running effectively and efficiently. He thanked staff again for the time and energy that has been dedicated to the process.

Councilmember Garnier asked if the infrastructure replacement list referenced in the Study was in order of priority according to need.

Mr. Newton responded that the list represented the sections of infrastructure with the most critical need for repair, and they were not listed in order of importance. There are other projects that are not included on the list at all, but these sections are considered the most critical.

Councilmember Callegari complimented Mr. Newton on the study.

Mayor Wilson asked if the residential property using 1,830 cubic feet of water in one month in the comparison represented an average residential customer.

Mr. Newton responded that it was fairly close to average use for a moderate size family with an average lawn during the month of August. The industrial property in the comparison is the old Court House on South Lassen Street which has a much larger than normal lawn that would require a significantly higher volume of water during the summer.

Motion by Councilmember De Boer, second by Councilmember Garnier, to approve Resolution No. 16-5274; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

9D Consider approval of Resolution No. 16-5275 to authorize contract with Rapid Construction for PN 16-04 Water Main Replacement project Mr. Newton reported that the 2016 Water Main Replacement Project 16-04 involves the installation of new 6" PVC water mains in select areas of the City where leaks continue to be a problem and place the water system at risk. The streets include Fifth Street from Ash to Spruce Avenue and North Union Street from Nevada to North Street. These streets are also included in the street rehabilitation projects that will be completed later in the year. The lowest responsible bid received was from Rapid Construction, Inc., and pending receipt of all necessary bonds

and insurance which are required prior to execution of the contract, staff is recommending awarding the contract to Rapid Construction for Project 16-04 in the amount of \$402,204.00 and authorizing the Public Works Director to execute change orders up to 10 percent in contingencies.

There were no questions or comments.

Motion by Councilmember Callegari, second by Councilmember De Boer, to approve Resolution No. 16-5275; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

9E Consider approval of Resolution No. 16-5276, Resolution No. 16-5277 and Resolution No. 16-5278 terminating commercial land lease agreements for Hangar #3, #4 and #9 with Mountain Life Flight and authorizing execution of private airport hangar land lease agreements for Hangar #3, #4 and #9 with Brad Reger Mr. Hancock reported that the City owns all of the land at the Susanville Municipal Airport, and leases parcels of the land for the installation of hangars by way of a land lease agreement. In February 2016, the City received notification that Mountain Life Flight was no longer conducting business out of hangar number 3, 4 or 9. The owner of the hangars, Brad Reger, stated that he is not selling the hangars, but as he is no longer conducting a business, it is recommended that the City convert the leases from a commercial lease with Mountain Life Flight to private leases with Brad Reger.

Mayor pro tem McBride asked if Hangar 9 is to be used privately.

Mr. Hancock responded that Mr. Reger, the owner of the hangar, is no longer operating a business from the hangar, however he is going to sublet, which is the topic covered in the next agenda item.

Councilmember Callegari asked how long the lease period is, and what are the provisions for removal of a tenant.

Mr. Hancock responded that the land leases are for a 20 year period, as established by the City Council. There are designated areas at the airport that are to be used for the construction of hangars, and the City leases the land rather than sell it to those individuals who want to make the investment in the construction of a hangar. There is ample existing space for additional hangars, and at whatever point it is built to capacity, the City would probably want to look at reducing the land lease period as hangars are vacated and sold.

Councilmember Callegari stated that he was against using public property for private individuals to make money, and that it allows for private control of public lands which is not fair for those people who might not know about the opportunity to have a business at the airport.

Mr. Hancock responded that the City maintains control of the land through the land lease process, adding that he could put some information together for a more extensive discussion regarding the issue of land leases.

Councilmember Garnier asked if every parcel that is dedicated for a hangar is also available to sublease by the owners if they choose.

Mr. Hancock directed the Council to the page of the lease which depicts the layout of the airport, and the location of the existing hangars. He stated that private individuals are allowed to build a hangar on property that they lease from the City. They own the hangar, but must enter into a 20-year lease

agreement. Should they sell their air craft or for whatever reason decide to not use their hangar, they are allowed to sublease to a private individual or a commercial operator. The owner of the hangar must pay the City \$20 or 20 percent of the sublet amount, whichever is greater, per month. The City maintains total control of the land through the 20 year land lease agreement.

Mayor Wilson commented that the City is given the first option to buy the hangars if the owner chooses to sell and not sublet, and the owner is required to have an interested buyer who is willing to purchase in order to establish a legitimate cost for the hangar.

Mayor pro tem McBride asked what the difference in land lease rates are for commercial versus private.

Mr. Hancock responded that the lease rates are based on square footage, with private leases at \$.29 per square foot per year, and commercial leases at \$.78 per square foot per year. The agreements are adjusted per the Consumer Price Index each year.

Mayor Wilson stated that if Hangar 9 is being used by Mountain Lifeflight, which is a commercial operation, and the tenant is using it commercially, then the City is taking a pay cut for the land lease.

Mr. Hancock stated that the owner of the hangar is no longer using it to operate a commercial business, and the land lease is with the owner, so the City may not be able to charge a private owner a commercial land lease rate.

Mayor pro tem McBride stated that this issue was behind the recent discussion of a difference in lease costs between Mountain Lifeflight and Medflight.

Mayor Wilson added that the difference needs to be clarified between private ownership and subleasing for commercial operation versus an owner-operator business. He asked if the next item of business to execute a commercial operator agreement was time sensitive, since it seems as if the issue of the land lease needs to be addressed in the event that it affects the amount of money the business will be charged to lease Hangar 9.

Mr. Hancock responded that the current item could be tabled, and the Council could still consider the next item.

Mayor Wilson responded that the City's decision on the land lease could affect Mr. Reger's negotiations with his tenant.

Mr. Hancock commented that there needs to be a legal justification to charge Mr. Reger, a private owner, a commercial land lease rate. The lease before City Council for consideration was prepared based upon existing City requirements for land lease agreements.

It was the consensus of the City Council to table Item 9E pending further investigation of the requirements for commercial and private land leases.

9F Consider approval of Resolution No. 16-5279 authorizing execution of Commercial Airport Operator Agreement with PHI Air Medical, LLC Mr. Hancock reported that staff has received written notification that PHI Air Medical, LLC is subleasing Hangar 9 from the owner, Brad Reger, and is required

to enter into a Commercial Operator Agreement with the City. Annual revenue from the lease will be \$10,579.45.

Councilmember Garnier asked what the duration of the operator agreement is.

Mr. Hancock responded that it is a five year lease.

Erin Yslas, PHI Air Medical, LLC, stated that her company is in the permitting process to make various hangar improvements, and asked how that process might be affected based upon tabling the previous item.

Mr. Hancock responded that the issue with the land lease would not affect the owner's right to make improvements to the hangar.

Motion by Councilmember Garnier, second by Councilmember Callegari, to approve Resolution No. 16-5279; motion carried by polled vote. Ayes: Garnier, McBride, De Boer and Callegari. No: Wilson

Mayor Wilson explained that he is concerned about the potential for re-negotiating lease terms and cost between PHI Air Medical and Mr. Reger, and does not want to cause any issues for the tenant by committing to a five year operator agreement.

9G Consider approval of Resolution No. 16-5280 authorizing a fee waiver and street closure in support of the Lassen Family Services 3rd Annual "Walk a Mile in Their Shoes" and "Chili Cook Off" event on April 16, 2016 Mr. Newton explained that this is the second year that the Walk a Mile in Their Shoes event will be held at Memorial Park. Lassen Family Services is sponsoring the event, in addition to a chili cook-off, to raise awareness for Crime Victims' rights. The walk will take place on the perimeter streets surrounding Memorial Park, and for participants' safety, Lassen Family Services is requesting a street closure of Weatherlow, North, Grand and Main Streets. They will notify the affected businesses of the street closure which will be between 10:30 a.m. and 12:00 noon on Saturday April 16, 2016. In addition, Lassen Family Services is requesting a fee waiver of \$270 for use of the Community Center and Memorial Park and assistance from the Public Works and Police Department to facilitate street closure and traffic control.

Representatives from Lassen Family Services stated that it is a large event that involves several local agencies, and they anticipate participation from between 400 and 600 people.

Motion by Councilmember De Boer, second by Councilmember Garnier, to approve Resolution No. 16-5280; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

9H Consider request to hold the Annual Main Street Cruise Classic Car Show at Memorial Park on June 25, 2016 from 2-7 p.m., authorize waiver of park reservation fees and approve alcoholic beverage sales and authorizing the Lassen County Chamber of Commerce to obtain appropriate licensing Mr. Hancock reported that the Chamber of Commerce has requested that the annual Main Street Cruise Classic Car Show event be held at Memorial Park this year. The Chamber would work with City staff to mark and flag the areas of the park that will need to be avoided when staging the cars for display. The event would include vendor booths, an arts and craft show, and food and beverages to include beer and wine sales. A letter of authorization is required from the City as part of the application process through the Department of Alcoholic Beverage Control. The Chamber would be responsible for

obtaining the license. The Chamber is also requesting a fee waiver for use of the park and bandstand area, and have asked that the ball field be reserved to avoid any parking or capacity issues.

Gary Felt, Lassen Chamber of Commerce, spoke regarding the event, and stated that they have noticed a recent drop in attendance at the event. The Chamber expects that the hot conditions at the location on Main Street may be a contributing factor, and they hope with the additional space for craft booths and vendors that attendance will increase for the event.

Councilmember Callegari stated that it is a park, and he does not support serving alcoholic beverages.

Ms. Garnier stated that in the past, the Chamber sells tickets to citizens who are over 21 and they are given an armband they must wear if they are drinking alcoholic beverages. There will be security at the park, including members of the Sheriff's Posse, who will be patrolling the area.

Mayor Wilson asked if the alcoholic beverage sales were going to be restricted to one specific area of the park.

Mr. Felt responded that it had been the intent to allow guests to go anywhere throughout the park with their drinks but not into the street. He stated that the Chamber of Commerce has a proven history of being a responsible event sponsor, and is committed to ensure that the Classic Car Show remains a safe family event. He noted that alcohol has been served at previous Main Street Cruise events with a beer garden set up in Pancera Plaza. There had not been any problems with serving alcoholic beverages at those events, and for the last two years the permit has allowed alcohol being served all throughout the area that is closed on Main Street.

Councilmember Callegari responded that he is sure that the Chamber will be responsible, but Pancera Plaza is not a park and the alcohol sales should be kept away from the play area where children are. Memorial Park is for families, and parks attract children, and exposing children to drinking and adults acting badly will put them at risk. All it takes is for one person to behave irresponsibly and a child can be scarred for life.

Mayor Wilson asked Interim Chief Uptegrove if he saw any issues with allowing the sale of beer and wine.

Chief Uptegrove responded that he was not familiar with the event, but if it is well regulated with wrist bands and well patrolled then there should not be any problems.

Mayor Wilson commented that the only event that sometimes experiences problems related to serving alcohol is the fair, and those issue usually occur later at night.

Mr. Hancock stated that the Chamber has put a lot of time and effort into discussions regarding holding the event at Memorial Park, and he recommends allowing groups to utilize the park for these types of events on a very limited basis so it is an event, and not becoming a trend. He stated that he has not seen a lay out of the location of the vendors, and it has been mentioned to section off an area to restrict the use of alcoholic beverages; perhaps they should look at restricting the whole park to just this event in order to avoid any problems.

Councilmember Garnier noted that it is acceptable to serve alcohol at Riverside Park, and City Council approval is not required. It is a park, there are swings there and children and families use the park. She

noted that the City Council authorized the Chamber to use Memorial Park for Lassen County's 150th celebration, and authorized the sale of beer and wine.

Councilmember Callegari reiterated that there are people who will abuse the privilege, consume too much alcohol, and all it takes is one time for a five year old child to see something they shouldn't. Kids should not be exposed to that type of behavior at a park, and there's a reason the City ordinances are against drinking and smoking in the park.

Mayor pro tem McBride suggested that the alcoholic beverage sales be restricted so that it excludes the skate park and play areas, and include a few more officers in the budget which the City always does for community events.

Councilmember Garnier requested that the City also approve the fee waiver and use of grandstand area and PA system equipment.

Motion by Mayor pro tem McBride to approve the use of Memorial Park for the Main Cruise Classic Car Show on June 25, 2016, authorizing the restricted sale of alcoholic beverages to exclude the area skate park and children's play areas, and authorizing the fee waivers as requested; Councilmember Garnier provided a second and the motion carried unanimously by polled vote. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

9I Consider request by Lassen Historical Society to waive user fees for Community Center Mr. Hancock stated that the Lassen Historical Society has requested a fee waiver for use of the Community Center for its monthly board meetings, held at 4:00 p.m. on the second Tuesday of every month. Special or emergency meeting would be subject to availability of the facility. The normal user fee is \$70 plus a \$50 refundable deposit.

There was no discussion or comments.

Motion by Councilmember De Boer, second by Councilmember Callegari, to approve the use of the Community Center by the Lassen County Historical Society with the fee waiver as requested; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

10 SUSANVILLE COMMUNITY DEVELOPMENT AGENCY: No business.

11 SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12 CONTINUING BUSINESS: No business.

13 CITY ADMINISTRATOR'S REPORTS:

13A 2015/2016 Auditing Services Discussion Mr. Hancock stated that staff has circulated an RFP for professional auditing services for a one year contract with a possible extension of two years. Staff has received two proposals; one from Badawi & Associates, and one from The Pun Group. Both firms have been interviewed and meet the RFP requirements of professional experience in governmental accounting and auditing. The proposal submitted by Badawi & Associates was the lowest cost, however the City Council has expressed an interest in not utilizing the same firm year after year and there is no legal requirement to change firms. Since the Pun Group actually submitted the more expensive proposal, staff

is requesting direction from the City Council regarding which firm they prefer. Staff will bring back a resolution and agreement for formal adoption at the next meeting.

Councilmember De Boer commented that three years is a good time to change firms, and asked how long the last auditors were contracted.

Ms. Savage responded that the firm of Moss Levy performed the City's annual audit for 6 years.

Councilmember Garnier stated that she was fine with continuing to use the services of Badawi & Associates.

Mayor pro tem McBride commented that he prefers the consistency of using the same firm, and the cost savings is also a bonus. He supported retaining Badawi & Associates.

It was the consensus of the City Council to award the contract for auditing services to Badawi & Associates for 2015/2016 fiscal year auditing services.

14 **COUNCIL ITEMS:**

14A **AB1234 travel reports:**

15 **ADJOURNMENT:**

Motion by Councilmember De Boer, second by Councilmember Callegari, to adjourn; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

Meeting adjourned at 9:04 p.m.

Respectfully submitted by

Brian R. Wilson

Gwenna MacDonald, City Clerk

Approved on:

Reviewed by: City Administrator
 City Attorney

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

Submitted by: Deborah Savage, Finance Manager

Action Date: May 4, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Vendor and Payroll Warrants

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Warrants dated April 13th through April 25th numbered 96952 through 97071

FISCAL IMPACT: Accounts Payable vendor warrants totaling \$ 354,381.52 plus \$ 110,162.89 in payroll warrants, for a total of \$464,544.41

ACTION REQUESTED: Motion to receive and file.

ATTACHMENTS: Payments by vendor and transmittal check registers.

Report Criteria:

Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
04/08/2016	CDPT	04/14/2016	497	CITY OF SUSANVILLE PA	1	7650-2203-1	7,027.30-
04/08/2016	CDPT	04/14/2016	497	CITY OF SUSANVILLE PA	1	7650-2203-1	6,918.75-
04/08/2016	CDPT	04/14/2016	497	CITY OF SUSANVILLE PA	1	7650-2203-1	2,188.68-
04/08/2016	CDPT	04/14/2016	497	CITY OF SUSANVILLE PA	1	7650-2203-1	2,188.68-
04/08/2016	CDPT	04/14/2016	497	CITY OF SUSANVILLE PA	1	7650-2203-1	16,683.51-
04/08/2016	CDPT	04/14/2016	498	P.E.R.S.	8	7650-2203-1	723.75-
04/08/2016	CDPT	04/14/2016	498	P.E.R.S.	8	7650-2203-1	5,951.62-
04/08/2016	CDPT	04/14/2016	498	P.E.R.S.	8	7650-2203-1	1,704.08-
04/08/2016	CDPT	04/14/2016	498	P.E.R.S.	8	7650-2203-1	3,084.52-
04/08/2016	CDPT	04/14/2016	498	P.E.R.S.	8	7650-2203-1	369.31-
04/08/2016	CDPT	04/14/2016	498	P.E.R.S.	8	7650-2203-1	1,444.86-
04/08/2016	CDPT	04/14/2016	498	P.E.R.S.	8	7650-2203-1	153.96-
04/08/2016	CDPT	04/14/2016	498	P.E.R.S.	8	7650-2203-1	79.56-
04/08/2016	CDPT	04/14/2016	498	P.E.R.S.	8	7650-2203-1	98.54-
04/08/2016	CDPT	04/14/2016	498	P.E.R.S.	8	7650-2203-1	1,170.60-
04/08/2016	CDPT	04/14/2016	498	P.E.R.S.	8	7650-2203-1	1,168.14-
04/08/2016	CDPT	04/14/2016	498	P.E.R.S.	8	7650-2203-1	1,265.39-
04/08/2016	CDPT	04/14/2016	498	P.E.R.S.	8	7650-2203-1	1,227.22-
04/08/2016	CDPT	04/14/2016	498	P.E.R.S.	8	7650-2203-1	361.17-
04/08/2016	CDPT	04/14/2016	498	P.E.R.S.	8	7650-2203-1	350.27-
04/08/2016	CDPT	04/14/2016	498	P.E.R.S.	8	7650-2203-1	16.00-
04/08/2016	CDPT	04/14/2016	498	P.E.R.S.	8	7650-2203-1	4,410.31-
04/08/2016	CDPT	04/14/2016	498	P.E.R.S.	8	7650-2203-1	859.47-
04/08/2016	CDPT	04/14/2016	498	P.E.R.S.	8	7650-2203-1	2,326.56-
04/08/2016	CDPT	04/14/2016	498	P.E.R.S.	8	7650-2203-1	32.00-
03/25/2016	CDPT	04/14/2016	499	LABORERS TRUST FUND	9	7650-2203-1	971.00-
04/08/2016	CDPT	04/14/2016	499	LABORERS TRUST FUND	9	7650-2203-1	1,096.00-
04/08/2016	CDPT	04/14/2016	499	LABORERS TRUST FUND	9	7650-2203-1	69,037.00-
04/08/2016	CDPT	04/14/2016	500	EMPLOYMENT DEV. DEP	6	7650-2203-1	4,675.89-
04/08/2016	CDPT	04/14/2016	501	EMPLOYMENT DEV DEP	7	7650-2203-1	1,237.46-
03/25/2016	CDPT	04/14/2016	96959	AFLAC	14	8403-2239-0	431.05-
03/25/2016	CDPT	04/14/2016	96959	AFLAC	14	7650-2203-0	120.61-
04/08/2016	CDPT	04/14/2016	96959	AFLAC	14	8403-2239-0	431.05-
04/08/2016	CDPT	04/14/2016	96959	AFLAC	14	7650-2203-0	120.61-
04/08/2016	CDPT	04/14/2016	96960		40	7650-2203-0	348.46-
04/08/2016	CDPT	04/14/2016	96961	CA STATE DISBURSEME	35	7650-2203-0	155.07-
04/08/2016	CDPT	04/14/2016	96962	CA STATE DISBURSEME	36	7650-2203-0	103.84-
04/08/2016	CDPT	04/14/2016	96963	CA STATE DISBURSEME	37	7650-2203-0	69.23-
03/25/2016	CDPT	04/14/2016	96964	GOLDEN ONE CREDIT U	12	7650-2203-0	553.00-
04/08/2016	CDPT	04/14/2016	96964	GOLDEN ONE CREDIT U	12	7650-2203-0	553.00-
04/08/2016	CDPT	04/14/2016	96965	JEFFERSON PILOT FINA	22	7650-2203-1	160.52-
04/08/2016	CDPT	04/14/2016	96965	JEFFERSON PILOT FINA	22	7650-2203-1	162.96-
04/08/2016	CDPT	04/14/2016	96966	NATIONWIDE RETIREME	5	7650-2203-0	1,100.00-
03/25/2016	CDPT	04/14/2016	96967	NEW IMAGE RACQUETB	30	7650-2203-0	191.00-
04/08/2016	CDPT	04/14/2016	96967	NEW IMAGE RACQUETB	30	7650-2203-0	191.00-
03/25/2016	CDPT	04/14/2016	96968	OPERATING ENGINEERS	11	7650-2203-0	603.00-
04/08/2016	CDPT	04/14/2016	96968	OPERATING ENGINEERS	11	7650-2203-0	603.00-
03/25/2016	CDPT	04/14/2016	96969	PRE-PAID LEGAL SERVI	13	7650-2203-0	7.98-
04/08/2016	CDPT	04/14/2016	96969	PRE-PAID LEGAL SERVI	13	7650-2203-0	7.97-
04/08/2016	CDPT	04/14/2016	96970	STATE OF CALIF FRAN T	27	7650-2203-0	378.69-
03/25/2016	CDPT	04/14/2016	96971	UPEC, LOCAL 792	10	7650-2203-1	21.25-
04/08/2016	CDPT	04/14/2016	96971	UPEC, LOCAL 792	10	7650-2203-1	21.25-
04/08/2016	CDPT	04/14/2016	96971	UPEC, LOCAL 792	10	7650-2203-1	2,001.00-
04/08/2016	CDPT	04/14/2016	96972	VALIC	4	7650-2203-0	2,188.78-

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
04/08/2016	CDPT	04/14/2016	96973	VANTAGEPOINT TRANS.	3	7650-2203-0	62.00-
Grand Totals:			<u>55</u>				<u>149,407.92-</u>

Report Criteria:
Transmittal checks included

Report Criteria:

Report type: GL detail
Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/16	04/14/2016	96974	1465	ACCAPS	MEMBERSHIP DUES 2016	041116	1	1000-417-10-48	DUES AND MEMBERSHIPS	2,000.00	2,000.00
Total 041116:											
04/16	04/14/2016	96975	1256	AMA GOLF CO	RANGE BUCKETS-GC	136819	1	7530-451-55-46	SUPPLIES - GENERAL	102.22	102.22
Total 136819:											
04/16	04/14/2016	96976	884	BANK OF AMERICA	CELL PHONE & COVER-PD	0057 032516	1	1000-421-10-45	INVESTIGATIVE FUNDS	48.71	48.71
Total 0057 032516:											
04/16	04/14/2016	96976	884	BANK OF AMERICA	FILE CABINET, TIE DOWNS-PW	0364 032516	1	7620-430-10-47	FURNITURE AND FIXTURES	1,316.08	1,316.08
Total 0364 032516:											
04/16	04/14/2016	96976	884	BANK OF AMERICA	LIGHT REPAIR-PARKS	4028 032516	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	338.23	338.23
04/16	04/14/2016	96976	884	BANK OF AMERICA	MONITOR	4028 032516	2	1000-417-10-46	SUPPLIES-GENERAL	165.24	165.24
04/16	04/14/2016	96976	884	BANK OF AMERICA	CARD MAKER RIBBON	4028 032516	3	1000-417-10-46	SUPPLIES-GENERAL	132.04	132.04
04/16	04/14/2016	96976	884	BANK OF AMERICA	CITY HALL PHONES	4028 032516	4	1000-417-10-45	COMMUNICATIONS	496.98	496.98
Total 4028 032516:											
04/16	04/14/2016	96976	884	BANK OF AMERICA	MOUSE PAD, MONITOR STAND	4093 032516	1	1000-417-10-46	SUPPLIES-GENERAL	74.97	74.97
04/16	04/14/2016	96976	884	BANK OF AMERICA	PENS, 3-HOLE PUNCH	4093 032516	2	1000-417-10-46	SUPPLIES-GENERAL	64.18	64.18
04/16	04/14/2016	96976	884	BANK OF AMERICA	NOTE PADS, INK CARTRIDGES,	4093 032516	3	1000-417-10-46	SUPPLIES-GENERAL	364.19	364.19
Total 4093 032516:											
04/16	04/14/2016	96976	884	BANK OF AMERICA	GASKET, SEAL #237-STREETS	4168 032516	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	71.88	71.88
04/16	04/14/2016	96976	884	BANK OF AMERICA	AIR HOSE-STREETS	4168 032516	2	2007-431-20-44	REPAIR AND MAINTENANCE-MI	150.49	150.49
04/16	04/14/2016	96976	884	BANK OF AMERICA	NOZZLE SPRAYER-STREETS	4168 032516	3	2007-431-20-46	SUPPLIES-GENERAL	197.00	197.00
Total 4168 032516:											
										419.37	419.37

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/16	04/14/2016	96976	884	BANK OF AMERICA	GLOCK TRAINING CLASS-PD	4242 032516	1	1000-421-10-45	TRAINING	250.00	250.00
04/16	04/14/2016	96976	884	BANK OF AMERICA	TR EX 03/06/16	4242 032516	2	1000-421-10-45	TRAINING	588.90	588.90
Total 4242 032516: 838.90 838.90											
04/16	04/14/2016	96976	884	BANK OF AMERICA	FOAM COOLER-PD	4267 032516	1	1000-421-10-43	PROFESSIONAL SVCS	11.27	11.27
Total 4267 032516: 11.27 11.27											
04/16	04/14/2016	96976	884	BANK OF AMERICA	TR EX 03/09/16	4275 032516	1	1000-421-10-45	TRAINING	136.41	136.41
Total 4275 032516: 136.41 136.41											
04/16	04/14/2016	96976	884	BANK OF AMERICA	INVESTIGATOR SUPPLIES-PD	4291 032516	1	1000-421-10-45	INVESTIGATIVE FUNDS	86.56	86.56
Total 4291 032516: 86.56 86.56											
04/16	04/14/2016	96976	884	BANK OF AMERICA	PERMIT TECH MEMBERSHIP-P	4728 032516	1	1000-424-20-45	TRAVEL	62.50	62.50
04/16	04/14/2016	96976	884	BANK OF AMERICA	PERMIT TECH MEMBERSHIP-P	4728 032516	2	1000-419-10-45	TRAVEL	62.50	62.50
Total 4728 032516: 125.00 125.00											
04/16	04/14/2016	96976	884	BANK OF AMERICA	#67 OIL & FILTER-AP	5203 032516	1	7620-430-11-44	VEHICLE REPAIR & MAINTENA	53.40	53.40
04/16	04/14/2016	96976	884	BANK OF AMERICA	FUEL-AP	5203 032516	2	7620-430-11-46	GASOLINE	53.59	53.59
04/16	04/14/2016	96976	884	BANK OF AMERICA	CAR WASHES-AIR POLLUTION	5203 032516	3	7620-430-11-44	VEHICLE REPAIR & MAINTENA	15.00	15.00
04/16	04/14/2016	96976	884	BANK OF AMERICA	LAPTOP-AIR POLLUTION	5203 032516	4	7620-430-11-46	SUPPLIES GENERAL	384.23	384.23
04/16	04/14/2016	96976	884	BANK OF AMERICA	TR EX 3/8/16	5203 032516	5	7620-430-11-45	TRAVEL/TRAINING	398.96	398.96
04/16	04/14/2016	96976	884	BANK OF AMERICA	BINDERS-AIR POLLUTION	5203 032516	6	7620-430-11-46	SUPPLIES GENERAL	64.13	64.13
04/16	04/14/2016	96976	884	BANK OF AMERICA	CHAIN & CHAIN TIGHTENERS #	5203 032516	7	7620-430-11-44	VEHICLE REPAIR & MAINTENA	53.07	53.07
Total 5203 032516: 1,032.38 1,032.38											
04/16	04/14/2016	96976	884	BANK OF AMERICA	REIM TR EX WATER	5442 032516	1	7110-430-42-45	TRAVEL	495.00	495.00
04/16	04/14/2016	96976	884	BANK OF AMERICA	TRASH CANS, GLOVES-WATER	5442 032516	2	7110-430-42-46	SUPPLIES-GENERAL	38.57	38.57
Total 5442 032516: 456.43 456.43											
04/16	04/14/2016	96976	884	BANK OF AMERICA	OFFICE SUPPLIES-PD	5488 032516	1	1000-421-10-44	FACILITY - REPAIR & MAINTEN	23.82	23.82
04/16	04/14/2016	96976	884	BANK OF AMERICA	RAIN X-PD	5488 032516	2	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	6.98	6.98

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/16	04/14/2016	96976	884	BANK OF AMERICA	EVIDENCE SUPPLIES-PD	5488 032516	3	1000-421-10-46	SUPPLIES-SAFETY ITEMS	29.86	29.86
04/16	04/14/2016	96976	884	BANK OF AMERICA	STAPLE GUN, KEY, CLEANER-P	5488 032516	4	1000-421-10-44	FACILITY - REPAIR & MAINTEN	40.47	40.47
04/16	04/14/2016	96976	884	BANK OF AMERICA	POSTAGE-PD	5488 032516	5	1000-421-10-46	POSTAGE	11.38	11.38
04/16	04/14/2016	96976	884	BANK OF AMERICA	EVIDENCE SUPPLIES-PD	5488 032516	6	1000-421-10-46	SUPPLIES-SAFETY ITEMS	35.40	35.40
Total 5488 032516: 147.91 147.91											
04/16	04/14/2016	96976	884	BANK OF AMERICA	PICTURE FRAMES-PD	6933 032516	1	1000-421-10-46	SUPPLIES-GENERAL	60.20	60.20
Total 6933 032516: 60.20 60.20											
04/16	04/14/2016	96976	884	BANK OF AMERICA	POSTAGE-GAS	7454 32516	1	7401-430-62-46	POSTAGE	117.27	117.27
04/16	04/14/2016	96976	884	BANK OF AMERICA	CELL PHONE CASES-GAS	7454 32516	2	7401-430-62-46	SUPPLIES-GENERAL	49.11	49.11
04/16	04/14/2016	96976	884	BANK OF AMERICA	BATTERIES-GAS	7454 32516	3	7401-430-62-46	SUPPLIES-GENERAL	72.91	72.91
04/16	04/14/2016	96976	884	BANK OF AMERICA	MAPPING SOFTWARE-PW	7454 32516	4	7620-430-10-48	DUES AND MEMBERSHIPS	1,060.00	1,060.00
04/16	04/14/2016	96976	884	BANK OF AMERICA	POSTAGE-PW	7454 32516	5	7620-430-10-48	TAXES, FEES, PERMITS & CHA	6.45	6.45
04/16	04/14/2016	96976	884	BANK OF AMERICA	SOFTWARE-PW	7454 32516	6	7620-430-10-47	SOFTWARE	49.99	49.99
04/16	04/14/2016	96976	884	BANK OF AMERICA	4 WAY VALVE-WATER	7454 32516	7	7110-430-42-44	REPAIR AND MAINTENANCE-MI	191.25	191.25
04/16	04/14/2016	96976	884	BANK OF AMERICA	POSTAGE-PW	7454 32516	8	7620-430-10-48	TAXES, FEES, PERMITS & CHA	9.29	9.29
04/16	04/14/2016	96976	884	BANK OF AMERICA	WEB BUILDER-PW	7454 32516	9	7620-430-10-48	DUES AND MEMBERSHIPS	24.90	24.90
04/16	04/14/2016	96976	884	BANK OF AMERICA	CELL PHONE CASES-PARKS	7454 32516	10	1000-452-20-46	SUPPLIES-GENERAL	24.13	24.13
Total 7454 32516: 1,605.30 1,605.30											
04/16	04/14/2016	96976	884	BANK OF AMERICA	FUEL-GAS	7575 032516	1	7401-430-62-46	GASOLINE	82.35	82.35
04/16	04/14/2016	96976	884	BANK OF AMERICA	OVERALLS-GAS	7575 032516	2	7401-430-62-46	SUPPLIES-GENERAL	376.20	376.20
04/16	04/14/2016	96976	884	BANK OF AMERICA	PLUMBING PERMIT-GAS	7575 032516	3	7401-430-62-43	TECHNICAL SVCS	60.95	60.95
04/16	04/14/2016	96976	884	BANK OF AMERICA	MODEM-GAS	7575 032516	4	7401-430-62-46	SUPPLIES-GENERAL	88.77	88.77
04/16	04/14/2016	96976	884	BANK OF AMERICA	AMAZON PRIME MEMBERSHIP-	7575 032516	5	7401-430-62-48	DUES AND MEMBERSHIPS	106.43	106.43
04/16	04/14/2016	96976	884	BANK OF AMERICA	COMPRESSOR #73-GAS	7575 032516	6	7401-430-63-47	VEHICLES	348.98	348.98
04/16	04/14/2016	96976	884	BANK OF AMERICA	PROTECTION PLAN-GAS	7575 032516	7	7401-430-62-46	SUPPLIES-GENERAL	5.84	5.84
Total 7575 032516: 1,069.52 1,069.52											
04/16	04/14/2016	96976	884	BANK OF AMERICA	CALIBRATION POSI CK-FIRE	7979 032516	1	1000-422-10-43	TECHNICAL SVCS	1,300.00	1,300.00
04/16	04/14/2016	96976	884	BANK OF AMERICA	DIGITAL CAMERA, SD CARD-FI	7979 032516	2	1000-425-20-46	SUPPLIES-GENERAL	325.57	325.57
04/16	04/14/2016	96976	884	BANK OF AMERICA	RUBBER BANDS, PENS-FIRE	7979 032516	3	1000-422-10-46	SUPPLIES-GENERAL	11.34	11.34
04/16	04/14/2016	96976	884	BANK OF AMERICA	CUSTODIAL SUPPLIES-FIRE	7979 032516	4	1000-422-10-46	SUPPLIES-JANITORIAL	71.20	71.20
04/16	04/14/2016	96976	884	BANK OF AMERICA	DRIP PANS-FIRE	7979 032516	5	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	12.87	12.87

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/16	04/14/2016	96976	884	BANK OF AMERICA	FUEL-FIRE	7979 032516	6	1000-422-10-46	GASOLINE	563.43	563.43
Total 7979 032516:											
04/16	04/14/2016	96976	884	BANK OF AMERICA	CUSTODIAL SUPPLIES-G/C	9430 032516	1	7530-451-52-46	JANITORIAL SUPPLIES	15.39	15.39
Total 9430 032516:											
04/16	04/14/2016	96977	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2016-0025	1	8402-413-30-45	PRINTING AND BINDING	38.95	38.95
04/16	04/14/2016	96977	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2016-0025	2	8402-413-30-46	POSTAGE	5.68	5.68
04/16	04/14/2016	96977	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2016-0025	3	8402-413-30-45	COMMUNICATIONS	70.57	70.57
04/16	04/14/2016	96977	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2016-0025	4	8402-413-30-43	LAFCO EXEC. OFFICE SVC	2,000.00	2,000.00
04/16	04/14/2016	96977	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2016-0025	5	8402-413-30-43	LAFCO BROWN ACT COMPLIAN	500.00	500.00
04/16	04/14/2016	96977	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2016-0025	6	8402-413-30-43	MUNICIPAL SVC REVIEW-LAFC	825.00	825.00
Total 2016-0025:											
04/16	04/14/2016	96977	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2016-0026	1	8402-413-30-45	COMMUNICATIONS	63.15	63.15
04/16	04/14/2016	96977	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2016-0026	2	8402-413-30-43	LAFCO EXEC. OFFICE SVC	3,000.00	3,000.00
04/16	04/14/2016	96977	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2016-0026	3	8402-413-30-43	MUNICIPAL SVC REVIEW-LAFC	995.00	995.00
04/16	04/14/2016	96977	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2016-0026	4	8402-413-30-45	TRAVEL	160.17	160.17
Total 2016-0026:											
04/16	04/14/2016	96978	76	BILLINGTON ACE HARD	VALVES-GC	352843	1	7530-451-52-46	SUPPLIES-GENERAL	44.48	44.48
Total 352843:											
04/16	04/14/2016	96978	76	BILLINGTON ACE HARD	VALVES RETURNED, FLEX STE	352874	1	7530-451-52-46	SUPPLIES-GENERAL	36.75-	36.75-
Total 352874:											
04/16	04/14/2016	96978	76	BILLINGTON ACE HARD	HOSE BIBS-PARKS	353524	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	6.56	6.56
Total 353524:											
04/16	04/14/2016	96978	76	BILLINGTON ACE HARD	NOZZLE, PAINT, BRUSH, KEY-G	353635	1	7530-451-55-46	SUPPLIES - GENERAL	91.86	91.86

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 353635:											
04/16	04/14/2016	96978	76	BILLINGTON ACE HARD	SAFETY GLASSES, MASKS-PA	353647	1	1000-452-20-46	SUPPLIES-GENERAL	78.31	78.31
Total 353647:											
04/16	04/14/2016	96978	76	BILLINGTON ACE HARD	CUSTODIAL SUPPLIES-PARKS	353715	1	1000-452-20-46	SUPPLIES-JANITORIAL	131.53	131.53
Total 353715:											
04/16	04/14/2016	96978	76	BILLINGTON ACE HARD	FASTENERS, CHAIN-GAS	353768	1	7401-430-62-46	SUPPLIES-GENERAL	68.11	68.11
Total 353768:											
04/16	04/14/2016	96978	76	BILLINGTON ACE HARD	TIE DOWNS-PARKS	354103	1	1000-452-20-46	SUPPLIES-GENERAL	26.11	26.11
Total 354103:											
04/16	04/14/2016	96979	85		TR EX TAHOE 04/25/16-WATER	040616	1	7110-430-42-45	TRAVEL	178.50	178.50
Total 040616:											
04/16	04/14/2016	96980	1307	C&S WASTE SOLUTIONS	470-895 CIRCLE DR	470895CIRCLE 040116	1	7530-451-52-44	DISPOSAL	193.08	193.08
Total 470895CIRCLE 040116:											
04/16	04/14/2016	96980	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - DIAMO	PLCDIMDMTN 040116	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCDIMDMTN 040116:											
04/16	04/14/2016	96980	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HAIR H	PLCHAIRHNTR 040116	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCHAIRHNTR 040116:											
04/16	04/14/2016	96980	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LITTLE I	PLCLITTLEITALY040116	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCLITTLEITALY040116:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/16	04/14/2016	96980	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - MT LAS	PLCMTLASSEN 040116	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCMTLASSEN 040116:											
04/16	04/14/2016	96981	1116	CALIFORNIA BUILDING S	1ST QTR SPEC REV FUND SB 1	041116	1	1000-2205-006	DEPOSIT PAYABLE-SB 1473	63.00	63.00
Total 041116:											
04/16	04/14/2016	96982	118	CBC INNOVIS INC	MEMBERSHIP DUES	6092504099	1	1000-417-10-48	DUES AND MEMBERSHIPS	10.00	10.00
Total 6092504099:											
04/16	04/14/2016	96983	1302		ABATEMENT 456 RUSSELL	669681	1	1000-425-20-43	TECHNICAL SVCS	425.00	425.00
Total 669681:											
04/16	04/14/2016	96984	161	CSK AUTO INC	SILICON, GASKET MARKER-ST	2740412153	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	23.63	23.63
04/16	04/14/2016	96984	161	CSK AUTO INC	SILICON, GASKET MARKER-GA	2740412153	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	11.82	11.82
Total 2740412153:											
04/16	04/14/2016	96984	161	CSK AUTO INC	OIL, AXEL SEAL #51-PW	2740415066	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	116.47	116.47
Total 2740415066:											
04/16	04/14/2016	96984	161	CSK AUTO INC	SOCKET SET-WATER	2740415399	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	20.23	20.23
04/16	04/14/2016	96984	161	CSK AUTO INC	SOCKET SET-GAS	2740415399	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	15.23	15.23
04/16	04/14/2016	96984	161	CSK AUTO INC	SOCKET SET-STREETS	2740415399	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	11.82	11.82
Total 2740415399:											
04/16	04/14/2016	96985	173	DATCO SERVICES	SUBSTANCE TEST 3/16	29068524	1	1000-416-10-43	TECHNICAL SVCS	624.00	624.00
Total 29068524:											
04/16	04/14/2016	96986	182	DEPARTMENT OF CONS	1ST QTR SMIP FEE REPORT 20	041116	1	1000-2205-003	DEPOSITS-STRONG MOTION P	10.50	10.50
Total 041116:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/16	04/14/2016	96987	184	DEPARTMENT OF JUSTI	FINGERPRINTS - APPS	157794	1	1000-421-10-45	FINGERPRINTING SERVICES	160.00	160.00
Total 157794:											
04/16	04/14/2016	96987	184	DEPARTMENT OF JUSTI	FINGERPRINTS - APPS	158440	1	1000-421-10-45	FINGERPRINTING SERVICES	66.00	66.00
Total 158440:											
04/16	04/14/2016	96988	8490		REFUND WATER DEPOSIT	10119950019	1	7110-2228-000	DEPOSITS-CUSTOMER	46.63	46.63
Total 10119950019:											
04/16	04/14/2016	96989	219	ED STAUB & SONS PETR	PROPANE TANK RENT WINGFI	1169141	1	7530-451-52-46	GASOLINE	1.00	1.00
Total 1169141:											
04/16	04/14/2016	96989	219	ED STAUB & SONS PETR	PROPANE TANK RENT CIRCLE	1169142	1	7530-451-52-46	GASOLINE	1.00	1.00
Total 1169142:											
04/16	04/14/2016	96990	238	FASTENAL COMPANY	EAR PLUGS-PARKS	70486	1	1000-452-20-46	SUPPLIES-GENERAL	41.88	41.88
Total 70486:											
04/16	04/14/2016	96991	241	FEATHER PUBLISHING C	PUBLIC HEARING NOTICE-LAF	041116	1	8402-413-30-45	ADVERTISING	44.10	44.10
Total 041116:											
04/16	04/14/2016	96991	241	FEATHER PUBLISHING C	AD FOR WATER OPERATOR 03/	ACCT#1858 01194097	1	7110-430-42-43	TECHNICAL SVCS	69.00	69.00
Total ACCT#1858 01194097:											
04/16	04/14/2016	96991	241	FEATHER PUBLISHING C	AD FOR WATER OPERATOR 03/	ACCT#1858 01195921	1	7110-430-42-43	TECHNICAL SVCS	69.00	69.00
Total ACCT#1858 01195921:											
04/16	04/14/2016	96992	1033	FGL ENVIRONMENTAL	720 SOUTH ST WATER SAMPLI	671967A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 671967A:											
04/16	04/14/2016	96992	1033	FGL ENVIRONMENTAL	720 SOUTH ST WATER SAMPLI	672016A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00
Total 672016A:											
04/16	04/14/2016	96992	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-G	672017A	1	7530-451-50-43	TECHNICAL SVCS	54.00	54.00
Total 672017A:											
04/16	04/14/2016	96993	257	FOREST OFFICE EQUIP	COPY PAPER-WATER	10806	1	7110-430-42-46	SUPPLIES-GENERAL	25.00	25.00
04/16	04/14/2016	96993	257	FOREST OFFICE EQUIP	COPY PAPER-GAS	10806	2	7401-430-62-46	SUPPLIES-GENERAL	47.00	47.00
04/16	04/14/2016	96993	257	FOREST OFFICE EQUIP	COPY PAPER-PW	10806	3	7620-430-10-46	SUPPLIES-GENERAL	43.56	43.56
Total 10806:											
04/16	04/14/2016	96993	257	FOREST OFFICE EQUIP	GAS FLYERS-GAS	10879-1	1	7401-430-62-46	SUPPLIES-GENERAL	5.40	5.40
Total 10879-1:											
04/16	04/14/2016	96993	257	FOREST OFFICE EQUIP	10 CASES COPY PAPER	506	1	1000-417-10-46	SUPPLIES-GENERAL	1,892.00	1,892.00
Total 506:											
04/16	04/14/2016	96993	257	FOREST OFFICE EQUIP	KYOCERA COPIER 3/16-PW	CC7298	1	7620-430-10-43	TECHNICAL SVCS	1,214.44	1,214.44
Total CC7298:											
04/16	04/14/2016	96993	257	FOREST OFFICE EQUIP	MAINT.CONTRACT FOLD MACH	CC7299	1	7401-430-62-44	REPAIR AND MAINTENANCE-MI	42.00	42.00
04/16	04/14/2016	96993	257	FOREST OFFICE EQUIP	MAINT.CONTRACT FOLD MACH	CC7299	2	7110-430-42-44	REPAIR AND MAINTENANCE-MI	42.00	42.00
Total CC7299:											
04/16	04/14/2016	96994	265	FRONTIER	257-1000 DSL SERVICE	1000 040516	1	1000-417-10-45	COMMUNICATIONS	145.00	145.00
04/16	04/14/2016	96994	265	FRONTIER	257-1000 ADMIN FAX	1000 040516	2	1000-413-20-45	COMMUNICATIONS	1.10	1.10
04/16	04/14/2016	96994	265	FRONTIER	257-1000 CITY CLERK FAX	1000 040516	3	1000-411-40-45	COMMUNICATIONS	1.10	1.10
04/16	04/14/2016	96994	265	FRONTIER	257-1000 ADMIN	1000 040516	4	1000-413-20-45	COMMUNICATIONS	3.08	3.08
04/16	04/14/2016	96994	265	FRONTIER	257-1000 CITY CLERK	1000 040516	5	1000-411-40-45	COMMUNICATIONS	2.42	2.42

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
04/16	04/14/2016	96994	265	FRONTIER	257-1000 FINANCE	1000 040516	6	1000-415-10-45	COMMUNICATIONS	2.42	2.42
04/16	04/14/2016	96994	265	FRONTIER	257-1000 COMM DEVELOPMEN	1000 040516	7	1000-419-10-45	COMMUNICATIONS	2.43	2.43
04/16	04/14/2016	96994	265	FRONTIER	257-1000 CITY HALL	1000 040516	8	1000-417-10-45	COMMUNICATIONS	237.54	237.54
04/16	04/14/2016	96994	265	FRONTIER	257-1000 GAS - DEBIT MACHIN	1000 040516	9	7401-430-62-45	COMMUNICATIONS	24.15	24.15
04/16	04/14/2016	96994	265	FRONTIER	257-1000 WATER - DEBIT MACH	1000 040516	10	7110-430-42-45	COMMUNICATIONS	24.15	24.15
Total 1000 040516:											
04/16	04/14/2016	96994	265	FRONTIER	257-1033 PARKS	1033 040516	1	1000-452-20-45	COMMUNICATIONS	226.22	226.22
Total 1033 040516:											
04/16	04/14/2016	96994	265	FRONTIER	257-1041 ADMIN-PW	1041 040516	1	7620-430-10-45	COMMUNICATIONS	299.53	299.53
Total 1041 040516:											
04/16	04/14/2016	96994	265	FRONTIER	257-1051 P/W STREETS	1051 040516	1	7620-430-10-45	COMMUNICATIONS	38.33	38.33
Total 1051 040516:											
04/16	04/14/2016	96994	265	FRONTIER	257-2520 GOLF COURSE	2520 040116	1	7530-451-52-45	COMMUNICATIONS	345.19	345.19
Total 2520 040116:											
04/16	04/14/2016	96994	265	FRONTIER	257-2960 HVAC/ELEVATOR LIN	2960 040516	1	1000-417-10-45	COMMUNICATIONS	64.51	64.51
Total 2960 040516:											
04/16	04/14/2016	96995	8493		REFUND GAS OVERPAYMENT	10109400009	1	9999-1001-001	CASH CLEARING - UTILITIES	93.06	93.06
Total 10109400009:											
04/16	04/14/2016	96996	8486		LCAP WOODSTOVE REBATE	040516	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 040516:											
04/16	04/14/2016	96997	8488		LCAP WOODSTOVE REBATE	040516	1	8404-430-12-48	GRANTS	1,500.00	1,500.00

Check Register - Payments by Vendor
 Check Issue Dates: 4/14/2016 - 4/14/2016

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 040516:											
04/16	04/14/2016	96998	1362	IRON MOUNTAIN INFO M	SHREDDING 3/16-PD	MKG8122	1	1000-421-10-44	DISPOSAL	53.09	53.09
Total MKG8122:											
04/16	04/14/2016	96999	8491		REFUND WATER DEPOSIT	10505500017	1	7110-2228-000	DEPOSITS-CUSTOMER	39.81	39.81
Total 10505500017:											
04/16	04/14/2016	97000	411	LASSEN MOTOR PARTS	WRENCH-GAS	246371	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	8.13	8.13
04/16	04/14/2016	97000	411	LASSEN MOTOR PARTS	WRENCH-STREETS	246371	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	6.31	6.31
04/16	04/14/2016	97000	411	LASSEN MOTOR PARTS	WRENCH-WATER	246371	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	10.81	10.81
Total 246371:											
04/16	04/14/2016	97000	411	LASSEN MOTOR PARTS	TIE DOWNS-WATER	246377	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	21.84	21.84
04/16	04/14/2016	97000	411	LASSEN MOTOR PARTS	TIE DOWNS-GAS	246377	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	16.43	16.43
04/16	04/14/2016	97000	411	LASSEN MOTOR PARTS	TIE DOWNS-STREETS	246377	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	12.75	12.75
Total 246377:											
04/16	04/14/2016	97000	411	LASSEN MOTOR PARTS	CLAMPS #73-GAS	246389	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	5.58	5.58
Total 246389:											
04/16	04/14/2016	97000	411	LASSEN MOTOR PARTS	MOWER BELT-GC	246556	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	15.40	15.40
Total 246556:											
04/16	04/14/2016	97000	411	LASSEN MOTOR PARTS	RATCHET SET-WATER	246597	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	16.20	16.20
04/16	04/14/2016	97000	411	LASSEN MOTOR PARTS	RATCHET SET-STREETS	246597	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	9.46	9.46
04/16	04/14/2016	97000	411	LASSEN MOTOR PARTS	RATCHET SET-GAS	246597	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	12.19	12.19
Total 246597:											
04/16	04/14/2016	97001	413	LASSEN TIRE	4 TIRES #82-PD	47279	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	70.00	70.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 47279:											
04/16	04/14/2016	97002	413	SUSANVILLE TOWING	#85 BATTERY,OIL & FILTER-PD	53036	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	70.00	70.00
Total 53036:											
04/16	04/14/2016	97002	413	SUSANVILLE TOWING	#82 OIL & FILTER-PD	53073	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	91.89	91.89
Total 53073:											
04/16	04/14/2016	97003	1321	LAW OFFICES OF GREG	PROFESSIONAL SERVICE-PW	12724	1	7620-430-11-43	PROFESSIONAL SERVICES	40.00	40.00
Total 12724:											
04/16	04/14/2016	97004	432	LEXIS NEXIS	CONTRACT 3/16	1603206066	1	1000-412-10-48	DUES AND MEMBERSHIPS	143.82	143.82
Total 1603206066:											
04/16	04/14/2016	97005	437	LMUD	LASSEN COLLEGE WELL #5-W	120270 032816	1	7110-430-42-46	ELECTRICITY	54.68	54.68
Total 120270 032816:											
04/16	04/14/2016	97005	437	LMUD	SOUTH ST - PW OFFICE	14590 032816	1	7620-430-10-46	ELECTRICITY	542.30	542.30
Total 14590 032816:											
04/16	04/14/2016	97005	437	LMUD	CADY SPRINGS-WATER	26784 032816	1	7110-430-42-46	ELECTRICITY	28.97	28.97
Total 26784 032816:											
04/16	04/14/2016	97005	437	LMUD	RICHMOND RD BRIDGE-STREE	35094 032816	1	2007-431-60-46	ELECTRICITY	238.23	238.23
Total 35094 032816:											
04/16	04/14/2016	97005	437	LMUD	720 SOUTH EMULSION TANK-P	38646 022916	1	7620-430-10-46	ELECTRICITY	29.01-	29.01-
Total 38646 022916:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/16	04/14/2016	97005	437	LMUD	720 SOUTH EMULSION TANK-P	38646 032816	1	7620-430-10-46	ELECTRICITY	14.00	14.00
Total 38646 032816:											
04/16	04/14/2016	97005	437	LMUD	SPRING RIDGE BOOSTER-WAT	55754 032816	1	7110-430-42-46	ELECTRICITY	216.82	216.82
Total 55754 032816:											
04/16	04/14/2016	97005	437	LMUD	PUMP #1-GEO	9297 040616	1	7301-430-52-46	ELECTRICITY	216.82	216.82
Total 9297 040616:											
04/16	04/14/2016	97005	437	LMUD	PUMP #2-GEO	9503 032816	1	7301-430-52-46	ELECTRICITY	75.89	75.89
Total 9503 032816:											
04/16	04/14/2016	97005	437	LMUD	HOSPITAL LN-GEO	9963 032816	1	7301-430-52-46	ELECTRICITY	15.16	15.16
Total 9963 032816:											
04/16	04/14/2016	97006	452	MARTIN SECURITY SYST	720 SOUTH ST SECURITY 4/16-	030388	1	7620-430-10-43	TECHNICAL SVCS	40.00	40.00
Total 030388:											
04/16	04/14/2016	97007	467	METER VALVE & CONTR	RADIOS-GAS	10462	1	7401-430-62-47	MACHINERY & EQUIPMENT	714.99	714.99
Total 10462:											
04/16	04/14/2016	97008	931		TR EX TAHOE 04/25/16-WATER	040616	1	7110-430-42-45	TRAVEL	178.50	178.50
Total 040616:											
04/16	04/14/2016	97009	1186	OPIS	OPIS WHOLESAL REPORT 5/1	281692	1	7401-430-62-48	DUES AND MEMBERSHIPS	131.10	131.10
04/16	04/14/2016	97009	1186	OPIS	OPIS WHOLESAL REPORT 5/1	281692	2	7401-1430-105	PRE-PAID OTHER	655.50	655.50
Total 281692:											
04/16	04/14/2016	97010	556	PITNEY BOWES	QUARTLY RENTAL FEE-POSTA	600229	1	1000-417-10-44	MISC - REPAIR & MAINTENANC	42.33	42.33
04/16	04/14/2016	97010	556	PITNEY BOWES	QUARTLY RENTAL FEE-POSTA	600229	2	1000-417-10-44	RENT & LEASES EQUIP & VEHI	249.00	249.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 600229:											
04/16	04/14/2016	97011	563	POULSEN WELDING SHO	REPAIRS SPRAY RIG #73-STRE	5940	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	326.37	326.37
Total 5940:											
04/16	04/14/2016	97012	8487		LCAP WOODSTOVE REBATE	040516	1	8404-430-12-48	GRANTS	326.37	326.37
Total 040516:											
04/16	04/14/2016	97013	582	RAY MORGAN CO INC	COPIER 5/16-PD	1197720	1	1000-421-10-44	RENT & LEASES EQUIP & VEHI	449.52	449.52
04/16	04/14/2016	97013	582	RAY MORGAN CO INC	COPIER 5/16-PD	1197720	2	1000-417-10-44	RENT & LEASES EQUIP & VEHI	1,565.85	1,565.85
Total 1197720:											
04/16	04/14/2016	97014	8489		REFUND GAS DEPOSIT	10126200216	1	7401-2228-000	DEPOSITS-CUSTOMER	148.63	148.63
Total 10126200216:											
04/16	04/14/2016	97015	8028		TR EX TAHOE 04/25/16-WATER	040616	1	7110-430-42-45	TRAVEL	178.50	178.50
Total 040616:											
04/16	04/14/2016	97016	1259	SIERRA AUCTION & TRAI	JACK #69-PW	824859	1	7620-430-10-44	REPAIR AND MAINTENANCE-MI	37.61	37.61
Total 824859:											
04/16	04/14/2016	97017	1076	SIERRA COFFEE AND BE	BOTTLED WATER 4/11/16	45899	1	1000-417-10-46	SUPPLIES-GENERAL	34.65	34.65
Total 45899:											
04/16	04/14/2016	97018	8492		REFUND GAS DEPOSIT	10114010011	1	7401-2228-000	DEPOSITS-CUSTOMER	179.60	179.60
Total 10114010011:											
04/16	04/14/2016	97019	1245	TAYLORMADE GOLF	SHIRTS-GC	31553075	1	7530-451-55-46	SUPPLIES - GENERAL	452.70	452.70

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 31553075:											
04/16	04/14/2016	97020	1244	TITLEIST	GOLF BALLS-GC	902257584	1	7530-451-55-46	SUPPLIES - GENERAL	452.70	452.70
Total 902257584:											
04/16	04/14/2016	97021	530	U.S. BANK EQUIPMENT F	COPIER - CITY HALL UP AND D	301591962	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	581.04	581.04
04/16	04/14/2016	97021	530	U.S. BANK EQUIPMENT F	COPIER - POLICE 04/16	301591962	2	1000-421-10-44	RENT & LEASES EQUIP & VEHI	290.52	290.52
Total 301591962:											
04/16	04/14/2016	97022	738	UNITED STATES POSTAL	POSTAGE FOR POSTAGE MET	040716	1	1000-1410-002	INVENTORIES-POSTAGE	2,000.00	2,000.00
Total 040716:											
04/16	04/14/2016	97023	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COU	A47354	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.88	98.88
Total A47354:											
04/16	04/14/2016	97023	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE 3	A47362	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	98.88	98.88
Total A47362:											
04/16	04/14/2016	97023	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GC OLD CL	A47374	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.88	98.88
Total A47374:											
04/16	04/14/2016	97023	1198	WESTWOOD SANITATIO	PORTABLE TOILET-RIVERSIDE	A47381	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	12.74	12.74
Total A47381:											
Grand Totals:											
										45,741.10	45,741.10

Report Criteria:

Report type: GL detail

Check Voided = False

Report Criteria:

Report type: GL detail
 Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/16	04/15/2016	97024	728	U S POSTMASTER	WATER RATE FLYERS	041516	1	7110-430-42-46	POSTAGE	1,748.76	1,748.76
Total 041516:											1,748.76
Grand Totals:											1,748.76

Report Criteria:

Report type: GL detail
Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/16	04/18/2016	97025	374	L N CURTIS & SONS	AFG GRANT COMPRESSOR	138713500	1	1000-422-23-47	MACHINERY AND EQUIPMENT	60,403.20	60,403.20
04/16	04/18/2016	97025	374	L N CURTIS & SONS	AFG GRANT COMPRESSOR	138713500	2	1000-422-10-47	MACHINERY AND EQUIPMENT	596.80	596.80
Total 138713500:											61,000.00
04/16	04/18/2016	97026	728	U S POSTMASTER	UB BILLING WATER	041816	1	7110-430-42-46	POSTAGE	774.16	774.16
04/16	04/18/2016	97026	728	U S POSTMASTER	UB BILLING GAS	041816	2	7401-430-62-46	POSTAGE	398.82	398.82
Total 041816:											1,172.98
Grand Totals:											62,172.98

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/16	04/21/2016	97027	4	ABB INC.	GAS METER REPAIR-GAS	7102896209	1	7401-430-62-43	TECHNICAL SVCS	1,077.87	1,077.87
Total 7102896209:											
04/16	04/21/2016	97028	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9935416206	1	7401-430-62-46	SUPPLIES-GENERAL	41.54	41.54
04/16	04/21/2016	97028	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9935416206	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	78.44	78.44
04/16	04/21/2016	97028	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9935416206	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	60.90	60.90
04/16	04/21/2016	97028	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9935416206	4	7110-430-42-44	REPAIR AND MAINTENANCE-V	104.26	104.26
04/16	04/21/2016	97028	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9935416206	5	7110-430-42-46	SUPPLIES-GENERAL	72.23	72.23
Total 9935416206:											
04/16	04/21/2016	97029	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES 04/07/16	634475151	1	7620-430-10-44	LINEN SERVICE	41.50	41.50
Total 634475151:											
04/16	04/21/2016	97029	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 04/07/16-G	634475166	1	7401-430-62-44	LINEN SERVICES	51.73	51.73
Total 634475166:											
04/16	04/21/2016	97029	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 04/07/16-ST	634475167	1	2007-431-20-44	LINEN SERVICE	45.90	45.90
Total 634475167:											
04/16	04/21/2016	97029	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 04/07/16-W	634475168	1	7110-430-42-44	LINEN SERVICE	35.73	35.73
Total 634475168:											
04/16	04/21/2016	97029	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES 04/14/16	634489615	1	7620-430-10-44	LINEN SERVICE	55.50	55.50
Total 634489615:											
04/16	04/21/2016	97029	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 04/14/16-G	634489629	1	7401-430-62-44	LINEN SERVICES	51.73	51.73

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 634489629:											
04/16	04/21/2016	97029	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 04/14/16-W	634489631	1	7110-430-42-44	LINEN SERVICE	51.73	51.73
Total 634489631:											
04/16	04/21/2016	97030	67	BEAR'S REPAIR	REPLACED WINDSHIELD #81-P	2916	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	274.13	274.13
Total 2916:											
04/16	04/21/2016	97031	76	BILLINGTON ACE HARD	TARP-WATER	349282	1	7110-430-42-46	SUPPLIES-GENERAL	10.79	10.79
Total 349282:											
04/16	04/21/2016	97031	76	BILLINGTON ACE HARD	SPRAYER-GAS	353203	1	7401-430-62-46	SUPPLIES-GENERAL	2.41	2.41
Total 353203:											
04/16	04/21/2016	97031	76	BILLINGTON ACE HARD	SPRAY PAINT-GAS	353429	1	7401-430-62-46	SUPPLIES-GENERAL	28.97	28.97
Total 353429:											
04/16	04/21/2016	97031	76	BILLINGTON ACE HARD	TRANSPONDER KEY #60-PW	353803	1	7620-430-10-44	REPAIR AND MAINTENANCE-MI	67.71	67.71
Total 353803:											
04/16	04/21/2016	97031	76	BILLINGTON ACE HARD	GAS FITTINGS-GAS	353885	1	7401-430-62-46	SUPPLIES-GENERAL	41.05	41.05
Total 353885:											
04/16	04/21/2016	97031	76	BILLINGTON ACE HARD	CONCRETE BRUSH-STREETS	353926	1	2007-431-24-47	IMPROVEMENT OTHER THAN B	4.34	4.34
Total 353926:											
04/16	04/21/2016	97031	76	BILLINGTON ACE HARD	MARKING PAINT-STREETS	354047	1	2007-431-20-46	SUPPLIES-GENERAL	7.25	7.25
Total 354047:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/16	04/21/2016	97031	76	BILLINGTON ACE HARD	CLAMP-GAS	354105	1	7401-430-62-46	SUPPLIES-GENERAL	2.70	2.70
Total 354105:											
04/16	04/21/2016	97031	76	BILLINGTON ACE HARD	PLUMBING FITTINGS-WATER	354403	1	7110-430-42-46	SUPPLIES-GENERAL	40.83	40.83
Total 354403:											
04/16	04/21/2016	97031	76	BILLINGTON ACE HARD	CUTTING WHEEL-STREETS	354456	1	2007-431-20-46	SUPPLIES-SMALL TOOLS	26.86	26.86
Total 354456:											
04/16	04/21/2016	97031	76	BILLINGTON ACE HARD	TARP-STREETS	354476	1	2007-431-20-46	SUPPLIES-GENERAL	10.15	10.15
Total 354476:											
04/16	04/21/2016	97031	76	BILLINGTON ACE HARD	TRASH CAN-STREETS	354622	1	2007-431-20-46	SUPPLIES-GENERAL	27.08	27.08
Total 354622:											
04/16	04/21/2016	97031	76	BILLINGTON ACE HARD	FASTENERS-STREETS	354918	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	4.19	4.19
Total 354918:											
04/16	04/21/2016	97031	76	BILLINGTON ACE HARD	SHOVEL-GAS	354922	1	7401-430-62-46	SUPPLIES-GENERAL	29.01	29.01
Total 354922:											
04/16	04/21/2016	97031	76	BILLINGTON ACE HARD	FASTENERS-STREETS	K54519	1	2007-431-20-46	SUPPLIES-GENERAL	3.66	3.66
Total K54519:											
04/16	04/21/2016	97032	1324	CALIFORNIA AIR POLLUT	MEMBERSHIP DUES 2016-PW	002566	1	7620-430-11-48	DUES AND MEMBERSHIPS	850.00	850.00
Total 002566:											
04/16	04/21/2016	97033	110		REIMBURSE HEALTH INS	042016	1	7610-2239-006	RETIREE SICK LEAVE BANK PA	431.50	431.50

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 04/2016:											
04/16	04/21/2016	97034	148	COMPUTER LOGISTICS	2 COMPUTERS & MICROSOFT	67141	1	1000-417-10-46	SUPPLIES-GENERAL	1,336.47	1,336.47
Total 67141:											
04/16	04/21/2016	97035	161	CSK AUTO INC	HUB ASSEMBLY, LEAF SPRING	2740414160	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	621.66	621.66
Total 2740414160:											
04/16	04/21/2016	97035	161	CSK AUTO INC	CONSOLE #50-WATER	2740415114	1	7110-430-42-46	SUPPLIES-GENERAL	10.74	10.74
Total 2740415114:											
04/16	04/21/2016	97036	173	DATCO SERVICES	EMPLOYEE QTRLY SVC FEE 4/	121991	1	1000-416-10-43	TECHNICAL SVCS	451.50	451.50
Total 121991:											
04/16	04/21/2016	97037	194	DIAMOND SAW SHOP IN	STARTER SPRING-STREETS	14443	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	27.36	27.36
Total 14443:											
04/16	04/21/2016	97037	194	DIAMOND SAW SHOP IN	GENERATOR PARTS-GAS	14468	1	7401-430-62-46	SUPPLIES-GENERAL	28.96	28.96
Total 14468:											
04/16	04/21/2016	97038	7293	DIG IT CONSTRUCTION	STIP SC-1 PROJECT #15-04	033116	1	2007-431-31-44	CONSTRUCTION SERVICES	26,420.00	26,420.00
Total 033116:											
04/16	04/21/2016	97038	7293	DIG IT CONSTRUCTION	STIP SC PROJECT #15-03	MARCH 31, 2016	1	2007-431-30-44	CONSTRUCTION SERVICES	18,125.00	18,125.00
Total MARCH 31, 2016:											
04/16	04/21/2016	97039	1484	EDGES ELECTRICAL GR	CHARGER STARTER KIT-WATE	S3735636002	1	7110-430-42-46	SUPPLIES-GENERAL	145.73	145.73
Total S3735636002:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/16	04/21/2016	97040	8494		LCAP WOODSTOVE REBATE	041416	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 041416:											
04/16	04/21/2016	97041	238	FASTENAL COMPANY	STEP LADDER-GAS	70456	1	7401-430-62-46	SUPPLIES-SMALL TOOLS	78.40	78.40
Total 70456:											
04/16	04/21/2016	97042	265	FRONTIER	257-0315 AWOS AIRPORT	0315 041516	1	7201-430-81-45	COMMUNICATIONS	42.58	42.58
Total 0315 041516:											
04/16	04/21/2016	97042	265	FRONTIER	257-1182 NAT GAS TELEMETRY	1182 041016	1	7401-430-62-45	COMMUNICATIONS	35.28	35.28
Total 1182 041016:											
04/16	04/21/2016	97042	265	FRONTIER	252-1182 WATER SCADA	21182 041016	1	7401-430-62-45	COMMUNICATIONS	3.39	3.39
Total 21182 041016:											
04/16	04/21/2016	97042	265	FRONTIER	252-4247 LASSEN CO AIR POLL	24247 041016	1	7620-430-11-45	COMMUNICATIONS	209.31	209.31
Total 24247 041016:											
04/16	04/21/2016	97042	265	FRONTIER	257-2845 PUBLIC WORKS	2845 041516	1	7620-430-10-45	COMMUNICATIONS	64.51	64.51
Total 2845 041516:											
04/16	04/21/2016	97042	265	FRONTIER	257-3292 MUSEUM	3292 041016	1	1000-451-80-45	COMMUNICATION	113.97	113.97
Total 3292 041016:											
04/16	04/21/2016	97042	265	FRONTIER	257-5603 POLICE	5603 041016	1	1000-421-10-45	COMMUNICATIONS	881.13	881.13
Total 5603 041016:											
04/16	04/21/2016	97043	1424	GREEN DOT TRANSPOR	GATEWAY PROJECT-STREETS	245 091515	1	2007-431-39-43	PROFESSIONAL SERVICES	1,800.00	1,800.00
04/16	04/21/2016	97043	1424	GREEN DOT TRANSPOR	GATEWAY PROJECT-STREETS	245 091515	2	2007-431-27-43	PROFESSIONAL SERVICES	540.00	540.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 245 091515:											
04/16	04/21/2016	97043	1424	GREEN DOT TRANSPOR	GATEWAY PROJECT-STREETS	275 010316	1	2007-431-39-43	PROFESSIONAL SERVICES	360.00	360.00
04/16	04/21/2016	97043	1424	GREEN DOT TRANSPOR	GATEWAY PROJECT-STREETS	275 010316	2	2007-431-27-43	PROFESSIONAL SERVICES	420.00	420.00
Total 275 010316:											
04/16	04/21/2016	97043	1424	GREEN DOT TRANSPOR	RIVERSIDE PROJECT-STREET	292	1	2007-431-27-43	PROFESSIONAL SERVICES	2,728.75	2,728.75
Total 292:											
04/16	04/21/2016	97043	1424	GREEN DOT TRANSPOR	GATEWAY PROJECT-STREETS	293	1	2007-431-39-43	PROFESSIONAL SERVICES	540.00	540.00
Total 293:											
04/16	04/21/2016	97044	1019	HONEY LAKE VALLEYRE	SUSAN RIVER 2015-2016-WATE	041316	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	638.00	638.00
Total 041316:											
04/16	04/21/2016	97045	362	KAUFFMAN, BILL	CUSTODIAL SVCS 3/2016 - PW	033116	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	250.00	250.00
Total 033116:											
04/16	04/21/2016	97046	372	KRONICK. MOSKOVITZ	PROFESSIONAL SER 3/25/16	282052	1	1000-412-10-43	PROFESSIONAL SVCS	3,196.00	3,196.00
Total 282052:											
04/16	04/21/2016	97047	990	LASSEN CO HEALTH & S	TB TEST-PD	040616	1	1000-421-10-43	PROFESSIONAL SVCS	17.50	17.50
Total 040616:											
04/16	04/21/2016	97048	411	LASSEN MOTOR PARTS	HOSE END, HOSE #42-STREET	246843	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	40.05	40.05
Total 246843:											
04/16	04/21/2016	97048	411	LASSEN MOTOR PARTS	FITTINGS #331-STREETS	247185	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	2.48	2.48

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 247185:											
04/16	04/21/2016	97048	411	LASSEN MOTOR PARTS	KEY #331-STREETS	247229	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	4.71	4.71
Total 247229:											
04/16	04/21/2016	97048	411	LASSEN MOTOR PARTS	FITTINGS #331-STREETS	247240	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	2.88	2.88
Total 247240:											
04/16	04/21/2016	97048	411	LASSEN MOTOR PARTS	FLASHER #251-WATER	247339	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	4.29	4.29
Total 247339:											
04/16	04/21/2016	97049	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	774043	1	2007-431-20-44	DISPOSAL	5.22	5.22
Total 774043:											
04/16	04/21/2016	97049	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	774054	1	2007-431-20-44	DISPOSAL	3.42	3.42
Total 774054:											
04/16	04/21/2016	97050	413	LASSEN TIRE	4 TIRES #80-PD	47280	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	310.72	310.72
Total 47280:											
04/16	04/21/2016	97050	413	LASSEN TIRE	4 TIRES #81-PD	47282	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	70.00	70.00
Total 47282:											
04/16	04/21/2016	97050	413	LASSEN TIRE	4 TIRES #90-PD	47289	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	70.00	70.00
Total 47289:											
04/16	04/21/2016	97050	413	LASSEN TIRE	4 TIRES #93-PD	47291	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	70.00	70.00
Total 47291:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/16	04/21/2016	97050	413	LASSEN TIRE	4 TIRES #86-PD	47294	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	70.00	70.00
Total 47294:											
04/16	04/21/2016	97050	413	LASSEN TIRE	4 TIRES #251-WATER	47295	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	1,729.26	1,729.26
Total 47295:											
04/16	04/21/2016	97051	8495		LCAP WOODSTOVE REBATE	041416	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 041416:											
04/16	04/21/2016	97052	437	LMUD	STREET LIGHTS	14039 040616	1	2007-431-60-46	ELECTRICITY	190.13	190.13
Total 14039 040616:											
04/16	04/21/2016	97052	437	LMUD	STREET LIGHTS	14041 040616	1	2007-431-60-46	ELECTRICITY	3,478.18	3,478.18
Total 14041 040616:											
04/16	04/21/2016	97052	437	LMUD	S GAY ST LIGHTS-STREETS	24323 040616	1	2007-431-60-46	ELECTRICITY	43.98	43.98
Total 24323 040616:											
04/16	04/21/2016	97052	437	LMUD	66 N LASSEN STREET	2466 040616	1	1000-417-10-46	ELECTRICITY	603.23	603.23
Total 2466 040616:											
04/16	04/21/2016	97052	437	LMUD	N WEATHERLOW ST-TENNIS S	24661 040616	1	1000-452-20-46	ELECTRICITY	20.00	20.00
Total 24661 040616:											
04/16	04/21/2016	97052	437	LMUD	STREET LIGHTS	2467 040616	1	2007-431-60-46	ELECTRICITY	1,556.57	1,556.57
Total 2467 040616:											
04/16	04/21/2016	97052	437	LMUD	65 N WEATHERLOW ST PARK	2865 040616	1	1000-452-20-46	ELECTRICITY	88.58	88.58

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 2865 040616:											
04/16	04/21/2016	97052	437	LMUD	65 N WEATHERLOW ST-MUSEU	2866 040616	1	1000-451-80-46	ELECTRICITY	88.58	88.58
Total 2866 040616:											
04/16	04/21/2016	97052	437	LMUD	65 N WEATHERLOW ST-COMM	2867 040616	1	1000-452-20-46	ELECTRICITY	24.80	24.80
Total 2867 040616:											
04/16	04/21/2016	97052	437	LMUD	N WEATHERLOW ST-TENNIS C	2870 040616	1	1000-452-20-46	ELECTRICITY	24.22	24.22
Total 2870 040616:											
04/16	04/21/2016	97052	437	LMUD	NORTH ST PARK LITES MEM FI	2873 040616	1	1000-452-20-46	ELECTRICITY	42.82	42.82
Total 2873 040616:											
04/16	04/21/2016	97052	437	LMUD	SKYLINE DR WELL 4-WATER	29931 041216	1	7110-430-42-46	ELECTRICITY	30.46	30.46
Total 29931 041216:											
04/16	04/21/2016	97052	437	LMUD	HARRIS DR & HWY 36-WATER	30658 040616	1	7110-430-42-46	ELECTRICITY	235.03	235.03
Total 30658 040616:											
04/16	04/21/2016	97052	437	LMUD	UPTOWN DECOR LIGHTS-STRE	43511 040616	1	2007-431-60-46	ELECTRICITY	215.07	215.07
Total 43511 040616:											
04/16	04/21/2016	97052	437	LMUD	115 N WEATHERLOW ST-MUSE	43866 040616	1	1000-451-80-46	ELECTRICITY	68.68	68.68
Total 43866 040616:											
04/16	04/21/2016	97052	437	LMUD	N PINE & COOK SCADA-WATER	44153 040616	1	7110-430-42-46	ELECTRICITY	26.83	26.83
Total 44153 040616:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/16	04/21/2016	97052	437	LMUD	GLENN & CHERRY TR SCADA-	44298 041216	1	7110-430-42-46	ELECTRICITY	27.85	27.85
Total 44298 041216:											
04/16	04/21/2016	97052	437	LMUD	PAIUTE LN SCADA-WATER	44316 041216	1	7110-430-42-46	ELECTRICITY	25.81	25.81
Total 44316 041216:											
04/16	04/21/2016	97052	437	LMUD	BAGWELL SPRINGS SCADA-W	45542 041216	1	7110-430-42-46	ELECTRICITY	59.81	59.81
Total 45542 041216:											
04/16	04/21/2016	97052	437	LMUD	QUARRY ST LIGHTS-STREETS	49500 040616	1	2007-431-60-46	ELECTRICITY	58.49	58.49
Total 49500 040616:											
04/16	04/21/2016	97052	437	LMUD	MAIN & FOSS SIGNAL LIGHTS-	49501 040616	1	2007-431-60-46	ELECTRICITY	182.72	182.72
Total 49501 040616:											
04/16	04/21/2016	97052	437	LMUD	NORTH ST BASEBALL PARK M	9283 040616	1	1000-452-20-46	ELECTRICITY	136.23	136.23
Total 9283 040616:											
04/16	04/21/2016	97052	437	LMUD	MAIN & PINE TREE LIGHTS	94811 040616	1	1000-466-30-46	ELECTRICITY	20.00	20.00
Total 94811 040616:											
04/16	04/21/2016	97053	480	MINERS & PISANI INC	METER OIL-GAS	18592	1	7401-430-62-46	SUPPLIES-GENERAL	189.01	189.01
Total 18592:											
04/16	04/21/2016	97054	532	OLD DOMINION BRUSH	SWEEPER PARTS #331-STREE	0087775	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	459.84	459.84
Total 0087775:											
04/16	04/21/2016	97054	532	OLD DOMINION BRUSH	SWEEPER PARTS #331-STREE	0088343	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	918.28	918.28

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 0088343:											
04/16	04/21/2016	97055	539	PACE ENGINEERING INC	PROFESSIONAL SER, 01/31/16-	26390	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	1,440.00	1,440.00
Total 26390:											
04/16	04/21/2016	97056	546	PAYLESS BUILDING SUP	EPOXY, NOZZLE-STREETS	2477016	1	2007-431-24-47	IMPROVEMENT OTHER THAN B	30.37	30.37
Total 2477016:											
04/16	04/21/2016	97056	546	PAYLESS BUILDING SUP	2X12 LUMBER-STREETS	2477042	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	49.91	49.91
Total 2477042:											
04/16	04/21/2016	97056	546	PAYLESS BUILDING SUP	ROOF SCREWS, BOARDS-GAS	2477151	1	7401-430-62-46	SUPPLIES-GENERAL	28.23	28.23
Total 2477151:											
04/16	04/21/2016	97057	572	QUILL CORPORATION	OFFICE SUPPLIES-PW	4704734	1	7620-430-10-46	SUPPLIES-GENERAL	32.64	32.64
Total 4704734:											
04/16	04/21/2016	97057	572	QUILL CORPORATION	OFFICE SUPPLIES-PW	4711436	1	7620-430-10-46	SUPPLIES-GENERAL	5.36	5.36
Total 4711436:											
04/16	04/21/2016	97058	1296	RENTAL GUYS	ROLLER RENTAL-STREETS	5838145	1	2007-431-20-44	RENT & LEASES EQUIP & VEHI	285.22	285.22
Total 5838145:											
04/16	04/21/2016	97059	592	REYNOLDS & RAYMOND	HEAD GASKET, OILS #270-GAS	10979	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	2,098.86	2,098.86
Total 10979:											
04/16	04/21/2016	97060	8028	EMPLOYEE TRAINING-PW	EMPLOYEE TRAINING-PW	031516	1	7620-430-10-45	TRAVEL	3,118.57	3,118.57
Total 031516:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/16	04/21/2016	97061	1082	SIERRA CASCADE AGGR	SAND-STREETS	5103	1	2007-431-20-46	SUPPLIES-GENERAL	420.72	420.72
Total 5103:											
04/16	04/21/2016	97062	1076	SIERRA COFFEE AND BE	BOTTLED WATER 4/18/16-PW	45962	1	7620-430-10-46	SUPPLIES-GENERAL	21.75	21.75
Total 45962:											
04/16	04/21/2016	97063	872	SLAKEY BROTHERS INC.	CAPACITOR, BLOWER WHEEL-	1116888200	1	7401-430-62-46	SUPPLIES-GENERAL	360.05	360.05
Total 1116888200:											
04/16	04/21/2016	97063	872	SLAKEY BROTHERS INC.	CONDENSER-GAS	8037271400	1	7401-430-62-46	SUPPLIES-GENERAL	23.41	23.41
Total 8037271400:											
04/16	04/21/2016	97064	1436	STANISLAUS FARM SUP	WEED SPRAY-STREETS	1321300	1	2007-431-20-46	SUPPLIES-GENERAL	107.50	107.50
Total 1321300:											
04/16	04/21/2016	97065	689	SWRCB FEES	LRG WATER #1810001 FEE 7/1/	LW1005810	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	4,325.31	4,325.31
Total LW1005810:											
04/16	04/21/2016	97066	966	TURF STAR, INC.	SPRINKLER REPAIR-GC	693307600	1	7530-451-52-46	SUPPLIES-GENERAL	238.96	238.96
Total 693307600:											
04/16	04/21/2016	97067	740		REFUND SPRINKLER FEES-FIR	030316	1	1000-422-10-34	PLAN CHECK FEES	205.00	205.00
Total 030316:											
04/16	04/21/2016	97068	749	VERIZON WIRELESS	CELLULAR PHONES - AIR POLL	9762986095	1	7620-430-11-45	COMMUNICATIONS	54.36	54.36
04/16	04/21/2016	97068	749	VERIZON WIRELESS	CELLULAR PHONES - BUILDIN	9762986095	2	1000-424-20-45	COMMUNICATIONS	2.89	2.89
04/16	04/21/2016	97068	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	9762986095	3	1000-452-20-45	COMMUNICATIONS	40.42	40.42
04/16	04/21/2016	97068	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	9762986095	4	7620-430-10-45	COMMUNICATIONS	318.86	318.86
04/16	04/21/2016	97068	749	VERIZON WIRELESS	CELLULAR PHONES -GAS	9762986095	5	7401-430-62-46	SUPPLIES-GENERAL	184.19	184.19

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 9762986095:											
04/16	04/21/2016	97069	1398	WAGE WORKS	MONTHLY ADMIN FEE 03/16	125AID458880	1	8403-2239-002	SECTION 125 - CITY	600.72	600.72
Total 125AID0458880:											
04/16	04/21/2016	97070	770	WESTERN NEVADA SUP	VALVES METER TESTING-GAS	66546756	1	7401-430-62-46	SUPPLIES-GENERAL	790.43	790.43
Total 66546756:											
04/16	04/21/2016	97070	770	WESTERN NEVADA SUP	BUSHINGS, PLUGS-GAS	66549967	1	7401-430-62-46	SUPPLIES-GENERAL	63.47	63.47
Total 66549967:											
04/16	04/21/2016	97070	770	WESTERN NEVADA SUP	THERMOSTATS-GAS	66550360	1	7401-430-62-46	SUPPLIES-GENERAL	426.78	426.78
Total 66550360:											
04/16	04/21/2016	97070	770	WESTERN NEVADA SUP	CONVERSION KIT-GAS	66553493	1	7401-430-62-46	SUPPLIES-GENERAL	7.18	7.18
Total 66553493:											
04/16	04/21/2016	97070	770	WESTERN NEVADA SUP	VALVE, PIPE-GAS	66556772	1	7401-430-62-46	SUPPLIES-GENERAL	705.11	705.11
Total 66556772:											
04/16	04/21/2016	97070	770	WESTERN NEVADA SUP	PAINT-GAS	66558574	1	7401-430-62-46	SUPPLIES-GENERAL	489.94	489.94
Total 66558574:											
04/16	04/21/2016	97070	770	WESTERN NEVADA SUP	PAINT-GAS	66558581	1	7401-430-62-46	SUPPLIES-GENERAL	54.44	54.44
Total 66558581:											
04/16	04/21/2016	97070	770	WESTERN NEVADA SUP	REPAIR BAND-WATER	66568204	1	7110-430-42-46	SUPPLIES-GENERAL	301.00	301.00
Total 66568204:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/16	04/21/2016	97070	770	WESTERN NEVADA SUP	TAPE, PROMOTION CREDIT-W	66568916	1	7110-430-42-46	SUPPLIES-GENERAL	.05	.05
Total 66568916:											
04/16	04/21/2016	97070	770	WESTERN NEVADA SUP	CLAMP, HOSE REPAIR-WATER	66569595	1	7110-430-42-46	SUPPLIES-GENERAL	84.54	84.54
Total 66569595:											
04/16	04/21/2016	97070	770	WESTERN NEVADA SUP	ELLS, PLUGS, TEES-GAS	66569595	1	7401-430-62-46	SUPPLIES-GENERAL	862.59	862.59
Total 66569595:											
04/16	04/21/2016	97070	770	WESTERN NEVADA SUP	GAS FITTINGS-GAS	66569605	1	7401-430-62-46	SUPPLIES-GENERAL	32.25	32.25
Total 66569605:											
04/16	04/21/2016	97070	770	WESTERN NEVADA SUP	GAS FITTINGS-GAS	66570081	1	7401-430-62-46	SUPPLIES-GENERAL	65.62	65.62
Total 66570081:											
04/16	04/21/2016	97070	770	WESTERN NEVADA SUP	GAS FITTINGS-GAS	66570086	1	7401-430-62-46	SUPPLIES-GENERAL	21.50	21.50
Total 66570086:											
04/16	04/21/2016	97070	770	WESTERN NEVADA SUP	FLASHLIGHT-GAS	66570791	1	7401-430-62-46	SUPPLIES-SMALL TOOLS	39.78	39.78
Total 66570791:											
04/16	04/21/2016	97070	770	WESTERN NEVADA SUP	WEED KILLER-WATER	66571923	1	7110-430-42-46	SUPPLIES-GENERAL	208.38	208.38
Total 66571923:											
04/16	04/21/2016	97070	770	WESTERN NEVADA SUP	ANTI SEIZE COMPOUND-GAS	66575203	1	7401-430-62-46	SUPPLIES-GENERAL	73.21	73.21
Total 66575203:											
04/16	04/21/2016	97070	770	WESTERN NEVADA SUP	TUBING, BUSHINGS, ADAPTER	66575733	1	7401-430-62-46	SUPPLIES-GENERAL	206.97	206.97

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 6657533:											
04/16	04/21/2016	97070	770	WESTERN NEVADA SUP	GAS FITTINGS-GAS	66577429	1	7401-430-62-46	SUPPLIES-GENERAL	206.97	206.97
Total 66577429:											
04/16	04/21/2016	97070	770	WESTERN NEVADA SUP	TEFLON TAPE, PIPE SEALANT-	66578992	1	7401-430-62-46	SUPPLIES-GENERAL	29.71	29.71
Total 66578992:											
04/16	04/21/2016	97070	770	WESTERN NEVADA SUP	VALVE RETURNED-GAS	CM6656772	1	7401-430-62-46	SUPPLIES-GENERAL	223.94	223.94
Total CM6656772:											
04/16	04/21/2016	97071	775	WHITE CAP	SHOVELS-GAS	50004173761	1	7401-430-62-46	SUPPLIES-SMALL TOOLS	419.11	419.11
Total 50004173761:											
04/16	04/21/2016	97071	775	WHITE CAP	SHOVELS-GAS	50004173762	1	7401-430-62-46	SUPPLIES-SMALL TOOLS	225.67	225.67
Total 50004173762:											
Grand Totals:										95,310.76	95,310.76

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

Reviewed by: ASW City Administrator
 _____ City Attorney

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

Submitted by: Deborah Savage, Finance Manager

Action Date: May 4, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 16-5281** Establishing and Adopting Schedules of Fees for Services and rescinding Resolution No. 15-5153

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: The City has adopted resolutions establishing various fees for services. A fee is a charge imposed on an individual or business for a service or facility provided directly to an individual or business. Local governments charge fees for a wide range of purposes, from park use fees to building plan check fees. The amount of the fee may not exceed the cost for government to provide the service. These fees are reviewed annually to determine that costs are being recovered and adjusted when necessary.

Staff is submitting the Fee Schedule for Fiscal Year 2016-17 with the following changes:

Increases (Red Font)—Currently charged fees that are proposed to be increased based on time and materials required to provide these services:

- Police Reports
- Amplified Music Permit
- VIN Verification
- Citation sign off
- Daily Alcohol Sales Application
- Police Service Fee
- DUI Recovery Fee

FISCAL IMPACT: All proposed fees for services have been calculated to recover the estimated cost of providing the service. For fiscal year 2016-17, the amount estimated to be collected for all fees under the current fee structure is approximately \$237,433. (Approximately \$138,248 for General Fund, \$24,450 for Special Revenue Funds, and \$74,735 for Proprietary Funds (not including utilities). Increasing the fees listed above is projected to result in \$2,800 in additional revenue.

ACTION REQUESTED: Motion to approve Resolution No. 16-5281 Establishing and Adopting Schedules of Fees for Services and rescinding Resolution No. 15-5153

ATTACHMENTS: Resolution No. 16-5281
 Exhibit A - Fees for Services for FY 2016-17
 Resolution No. 15-5153

RESOLUTION NO. 16-5281
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
ESTABLISHING AND ADOPTING SCHEDULES OF RATES, FEES AND CHARGES,
BY RESCINDING RESOLUTION NO. 15-5153

WHEREAS, the City Council of the City of Susanville has heretofore established various schedules of rates, fees and charges for various services , including but not limited to, development fees, encroachment permit fees, public works fees, city care fees, duplication fees, building permit fees, police services fees, fire services fees, etc; and

WHEREAS, California Government Code Section 66013 or 66014 requires that no local agency shall levy a service charge or fee to an amount which exceeds the estimated amount of providing the services; and

WHEREAS, California Government Code Section 66016 requires that prior to levying a new fee or service charge, a local agency shall hold at least one public meeting at which oral or written presentations can be made and data can be made available to the public; and

WHEREAS, California Government Code Section 66018 requires that prior to adopting an ordinance or resolution adopting a new fee or charge, or increasing an existing fee or charge, a local agency shall hold a public hearing, at which oral or written presentations can be made, as part of a regularly scheduled meeting; and

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

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

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

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

- 1 The City Council hereby finds and determines that based upon the data, information, analyses, oral and written documentation received concerning the rates, fees and charges described in Exhibit "A" incorporated herein, the rates, fees and charges do not exceed the established reasonable cost of providing the service for which they are levied.
- 2 The rates, fees and charges set forth in Exhibit "A" are hereby adopted and approved.
- 3 The rates, fees and charges set forth in Exhibit "A" attached hereto shall be effective and shall be implemented commencing July 1, 2016, except for Planning and Building Fees, which shall take effect sixty (60) days after City Council adoption of this Resolution .

- 4 Immediately upon the effective date, any previously established rates, fees and charges shall be superseded by the rates, fees and charges established in said Exhibit "A".
- 5 If any section, subsection, sentence, clause or phrase of this Resolution is, for any reason, held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of the Resolution.
- 6 The City Clerk shall certify to the adoption of this Resolution.

Dated: May 4, 2016

APPROVED:

Brian R. Wilson, Mayor

ATTEST:

Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville held on the 4th day of May, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

A	B	K	L	M	Q
1	5/2014-15 Budget/2014-15 Fees for Services - Exhibit A	2015-2016	2016-2017	Increase (Decrease)	Comments/calculations
2		CURRENT FEE	PROPOSED FEE		
3	Department				
4	City Clerk				
5	Service				
6	Filing fee for Notice of intent to circulate petition	\$200.00	\$200.00	\$0.00	Elections Code 9202
7	Notary fees per signature	\$10.00	\$10.00	\$0.00	Government Code 8211
8	Duplication Fees per copy	\$0.10	\$0.10	\$0.00	Cost of Paper & Cost per copy for lease agrmt (Cost/copy lease=.08 and paper .02/Sheet)
9	Finance Dept				
10	NSF Returned Check (First check passed)	\$25.00	\$25.00	\$0.00	California Civil Code Section 1719
11	NSF Returned Check (Subsequent checks passed)	\$35.00	\$35.00	\$0.00	California Civil Code Section 1719
12	Business License/HUSA Log	\$7.00	\$7.00	\$0.00	
13	Credit Card Fee (for payments on line or over the telephone)	\$3.00	\$3.00	\$0.00	To recover part of the fees the Bank charges the City for accepting Credit Cards (over the phone)
14					
15	Water/Natural Gas Utility Late Fee	10%	10%		Of delinquent balance at time of non-pay disconnection of service
16					
17	Comm. Devel.				1=(Building Official @\$51.30/hr) 2=(Building Dept Permit-Tech @\$48.01/hr)
18	Building				
19	Minimum permit fee	\$56.00	\$56.00	\$0.00	4 hr (1) plus .7hrs(2)
20	Electrical permit application fee	\$46.00	\$46.00	\$0.00	1 hr (1) plus .9hrs(2)
21	Mechanical permit application fee	\$46.00	\$46.00	\$0.00	1 hr (1) plus .9hrs(2)
22	Plumbing permit application fee	\$46.00	\$46.00	\$0.00	1 hr (1) plus .9hrs(2)
23	Building Permit application fee	\$46.00	\$46.00	\$0.00	1 hr (1) plus .9hrs(2)
24	Permit fee - Electrical	\$103.00	\$103.00	\$0.00	1.34 hrs (1) plus .73hrs (2)
25	Permit fee - Mechanical	\$103.00	\$103.00	\$0.00	1.34 hrs (1) plus .73hrs (2)
26	Permit fee - Plumbing	\$103.00	\$103.00	\$0.00	1.34 hrs (1) plus .73hrs (2)
27	Demolition Permit	\$153.00	\$153.00	\$0.00	1.34 hrs (1) plus .73hrs (2) plus .3 (3)
28	Plan Review Revisions	\$40.00	\$40.00	\$0.00	.77 hrs (1) plus \$79 per hour after the first half hour
29	Temp certificate of occupancy	\$106.00	\$106.00	\$0.00	per first 30 day period 1.25hrs (1) plus .5hrs (2)
30	Re-inspection fees	\$71.00	\$71.00	\$0.00	.9hrs (1) plus .5hrs (2) (Fee allowed by Ord 02-986)
31	Sign permit-Copy Change Only	\$52.00	\$52.00	\$0.00	.25hrs (1) plus .8hrs (2)
32	Sign permit-new permit (flat rate vs. valuation) Electrical	\$163.00	\$163.00	\$0.00	1.9 hrs (1) plus 1.4hr (2) = ***Est. minimum. Charge will vary if permit includes electrical
33	Expired Permit	\$123.00	\$123.00	\$0.00	1.5 hrs (1) plus 1hr (2). Fee varies per time & prior work performed
34	Architectural Design & Site Plan	\$104.00	\$104.00	\$0.00	1.5hr (3)
35	Review-less than 1000 sq ft	\$1,144.00	\$1,144.00	\$0.00	16.2 hrs (3)
36	Architectural Design & Site Plan	\$600.00	\$600.00	\$0.00	8.5 hrs (3)
37	Review-more than 1000 sq ft	\$600.00	\$600.00	\$0.00	8.5 hrs (3)
38	Lot Merger	\$600.00	\$600.00	\$0.00	8.5 hrs (3)
39	Certificate of Compliance	\$381.00	\$381.00	\$0.00	5.4 hrs (3)
40	Administrative Permit	\$209.00	\$209.00	\$0.00	2.9 hrs (3)
41	Temporary Use Permit	\$100.00	\$100.00	\$0.00	3 day parking lot event (plus \$25.00 BL)
42	Home Occupation Permit	\$90.00	\$90.00	\$0.00	1.3 hrs (3)
43	Variance (proposed development)	\$612.00	\$612.00	\$0.00	10.2 hrs (3) plus \$80 Public Notice/2
44	Variance (existing development)	\$1,224.00	\$1,224.00	\$0.00	17.3 hrs (3) plus \$80 Public Notice
45	Floodplain Permit	\$190.00	\$190.00	\$0.00	2.7hrs (3)
46	Conditional Use Permit Res - proposed (fences signs)	\$421.00	\$421.00	\$0.00	6.7hrs (3) plus \$80 Public Notice/2
47	Conditional Use Permit Res - existing (fences, signs)	\$1,033.00	\$1,033.00	\$0.00	14.6 hrs (3) plus \$80 Public Notice
48	Conditional Use Permit minor	\$842.00	\$842.00	\$0.00	11.9 hrs (3) plus \$80 Public Notice
49	Conditional Use Permit moderate	\$1,414.00	\$1,414.00	\$0.00	20 hrs (3) plus \$80 Public Notice
50	Conditional Use Permit major	\$2,061.00	\$2,061.00	\$0.00	29 (3) \$80 Public Notice, plus \$75 Records Search
51	Conditional Use Permit PD	\$2,443.00	\$2,443.00	\$0.00	35 hrs (3) plus \$80 Public Notice plus \$75 Records Search

	A	B	K	L	M	Q
			2015-2016	2016-2017	Increase (Decrease)	
			CURRENT FEE	PROPOSED FEE		Comments/calculations
2						
3	Department					
52	Service					
53	Service					
54	Tentative Parcel Map		\$1,414.00	\$1,414.00	\$0.00	19hrs (3) = \$1342.60 plus \$80 Public Notice
55	Tentative Subdivision Map		\$2,443.00	\$2,443.00	\$0.00	35hrs (3) plus \$90 Pub Notice + \$75 Record Search + \$20 per lot
56	Zone Change		\$2,066.00	\$2,066.00	\$0.00	29hrs (3) plus \$160 Public Notice
57	Zone Change PD		\$2,257.00	\$2,257.00	\$0.00	32hrs (3) plus \$160 Public Notice
58	General Plan Amendment		\$2,526.00	\$2,526.00	\$0.00	35.7 hrs (3) plus \$160 Public Notice plus \$75 Records Search
59	General Plan Amendment with Annexation		\$4,048.00	\$4,048.00	\$0.00	57hrs (3) plus \$160 Pub Notice plus \$75 Record Search
60	Specific Plan					
61	Environmental Impact Report		Actual cost plus 15%	Actual cost plus 15%		
62	Special Study for Environmental		Actual cost plus 15%	Actual cost plus 15%		
63	Review by outside professionals		Actual cost plus 15%	Actual cost plus 15%		
64	Telecommunications Registration Fee		\$1,500.00	\$1,500.00	\$0.00	
65	Telecommunications Encroachment Review Fee		\$350.00	\$350.00	\$0.00	
66	Site Improvement Plan Review (PW Engineering)		Actual cost plus 15%	Actual cost plus 15%	\$1,000	For reviewing civil plans for projects on public and private property.
67	Engineering Review		Actual cost plus 15%	Actual cost plus 15%	\$1,000	Deposit
68	Outside Plan Review (Including Revisions)		Actual cost plus 15%	Actual cost plus 15%		
69	Negative Declaration		\$3,080.00	\$3,080.00	\$0.00	
70	Notice of Exemption		\$100.00	\$100.00	\$0.00	
71	Notice of Determination		Varies ***\$2,044-	Varies ***\$2,044-		
72	Final Subdivision Map		\$2,839.25 State Fee	\$2,839.25 State		
73	Final Parcel Map		\$1,144.00	\$1,144.00	\$0.00	
74	Appealed Conditions		\$762.00	\$762.00	\$0.00	
75	Appeals to Planning Commission		\$652.00	\$652.00	\$0.00	
76	Appeals to City Council		\$381.00	\$381.00	\$0.00	
77	Appeals to City Council		\$461.00	\$461.00	\$0.00	
78	Mitigation Fees - Streets (per Sq. Ft.)		\$0.96	\$0.96	\$0.00	per square foot based on Abbey Study dated July 1990, with 0.4% CPI increase (Consumer Price Indexes and U.S. City Average-West B/C-Urban Wage Earners for the year ending December 2015)
79	Mitigation Fees - Police (per Sq. Ft.)		\$1.24	\$1.24	\$0.00	per square foot based on Abbey Study dated July 1990, with 0.4% CPI increase (Consumer Price Indexes and U.S. City Average-West B/C-Urban Wage Earners for the year ending December 2015)
80	Mitigation Fees - Fire/residential (per Sq. Ft.)		\$0.91	\$0.91	\$0.00	per square foot based on Abbey Study dated July 1990, with 0.4% CPI increase (Consumer Price Indexes and U.S. City Average-West B/C-Urban Wage Earners for the year ending December 2015)
81	Mitigation Fees - Fire/commercial (per Sq. Ft.)		\$1.13	\$1.13	\$0.00	per square foot based on Abbey Study dated July 1990, with 0.4% CPI increase (Consumer Price Indexes and U.S. City Average-West B/C-Urban Wage Earners for the year ending December 2015)
82	Commun. Deve		\$126.00	\$126.00	\$0.00	Same as Lassen County
83	Historic Building Site Registry		\$126.00	\$126.00	\$0.00	
84	Planning		\$82.00	\$82.00	\$0.00	per hour for City Engineer
85	Final Map Check Fee (per hour)		\$82.00	\$82.00	\$0.00	per hour for City Engineer
86	Development Improvement Inspection		1%-2%	1%-2%		est. cost/\$500,000 or less=2%/\$500,001-\$1,000,000=1.5%/over \$1,000,000=1% plus 10%

A	B	K	L	M	Q
Department	Service	2015-2016 CURRENT FEE	2016-2017 PROPOSED FEE	Increase (Decrease)	Comments/calculations
86	Commun. Svc.				**6=(Acct Tech)\$37.13/hr) ?=(Parks Supervisor)\$65.61/hr) 8- (Part-Time Staff \$14.38/hr)(Deposit Refundable)9=(Average Hourly of 7 & 8=\$40.00)
87	Community Center rental (per day-less than 4 hrs)	\$70.00	\$70.00	\$0.00	per day/less than 4 hours (.25 hrs (6)X.95 hrs prep/clean-up(7)) +\$50 Dep
88	Community Center rental (per day-more than 4 hrs)	\$101.00	\$101.00	\$0.00	per day/more than 4 hours(.25 hrs (6)X)1.5hrs clean-up(7))+\$50 Dep
89	CC Kitchen only (per day)	\$63.00	\$63.00	\$0.00	per day (.6 hrs (6)X(.6 hr (7)) +\$50 Dep
90	PA System Rental	\$20.00	\$20.00	\$0.00	
91	Electrical Panel Rental	\$20.00	\$20.00	\$0.00	
92	Riverside Park (per day)	\$132.00	\$132.00	\$0.00	per day(1 hr (7) +1 hr (8))4.8 hrs clean-up(9)
93	Riverside Park - Class Reunions	\$100.00	\$100.00	\$0.00	Refundable Deposit
94	Athletic Field (per day)	\$45.00	\$45.00	\$0.00	per day (.6 hrs (7))X(1 hr clean-up(8))
95	Group Picnic Area (per day) memorial park	\$59.00	\$59.00	\$0.00	per day(.6 hrs (7))X(2 hrs clean-up(8))
96	Tournament Fee (per day)	\$35.00	\$35.00	\$0.00	per day (2.6 hrs clean-up(8))
97	Amphitheater/Stage (per day)	\$47.00	\$47.00	\$0.00	per day (.5 hr (7))X(1.5 hrs clean-up(9)) per token
98	Light Tokens	\$6.50	\$6.50	\$0.00	
99					
100					11=(Com Svc Ofcr \$41.11/hr) 12=(Admin Asst \$59.20/hr) 13=(Average Hourly Rate of Police Officer \$67.00) 14=Police Chief \$136.51/hr
101	Police				
102	Police Reports	\$5.00	\$15.00	\$10.00	.25 hrs (12) Retrieve, review and redact report before making copies and returning to files
103	Reports additional pages	\$0.10	\$0.10	\$0.00	Cost of Paper & Cost per copy for lease agmtl (Cost/copy lease=.08 and paper .02/sheet)
104	Finger Prints	\$28.00	\$28.00	\$0.00	plus live scan
105	Solicitor's Permits	\$28.00	\$28.00	\$0.00	plus live scan
106	Amplified Music	\$10.00	\$15.00	\$5.00	.16 hrs (14) Review application and contact applicant prior to signing and providing applicant a copy
107	Taxi Owner	\$28.00	\$28.00	\$0.00	plus live scan
108	Vehicle Release	\$28.00	\$28.00	\$0.00	plus live scan
109	Vehicle Release	\$82.00	\$82.00	\$0.00	plus citation cost 1hr (13) plus .25 (12) plus \$4.80 registered letter .42 hrs (13) Officers conduct these at remote locations, inspect vehicle/trailer, match DMV documents and complete form
110	VIN Verification	\$11.00	\$28.00	\$17.00	
111	Civil Subpoena (per day)	\$150.00	\$150.00	\$0.00	per day attendance is required Government Code 88096.1(b)@
112	Citation sign off (Not SPD)	\$10.00	\$17.00	\$7.00	.25 hrs (13) Officers respond to station, inspect vehicles, complete and sign document .41 hrs (14) Review application and contact applicant prior to signing and providing copy to applicant.
113	Daily Alcohol Sales App	\$10.00	\$15.00	\$5.00	
114	Police Service Fee (per hour)	\$63.00	\$67.00	\$4.00	per hour 1 hr (13)
115	DUI Recovery Fee (per hour)	\$63.00	\$67.00	\$4.00	per hour 1 hr (13)
116	Subpoena Duces Tecum EC1560	\$15.00	\$15.00	\$0.00	E.C 1560 \$24/hr per person(\$6/qtr hour) .10/copy for standard reproduction. Rate set in code
117	Booking Fee Reimbursement		Actual cost county charge		Actual cost county charge
118	NSF Returned Check (First check passed)		\$25.00	\$0.00	California Civil Code Section 1719
119	NSF Returned Check (Subsequent checks passed)		\$35.00	\$0.00	California Civil Code Section 1719

	A	B	K	L	M	Q
			2015-2016	2016-2017	Increase (Decrease)	
3	Department	Service	CURRENT FEE Actual cost	PROPOSED FEE Actual cost		Comments/calculations
167		Medical Calls (inside City Limits Nonresident or not contracting)				
168		Fireworks display booth inspections ***	\$500.00	\$500.00	\$0.00	Vehicles+personnel+dispatch+admin Permit-\$100, 3 inspections-\$150, clean up bond \$250 (additional inspections are required)
169		*** Additional inspections requires additional fees				
170		Sprinkler Plan and Inspection	\$82.00	\$82.00	\$0.00	per hour (20)
171		Plan Check Review	\$82.00	\$82.00	\$0.00	per hour (20)
172		Carnivals and Fair Inspections	\$575.00	\$575.00	\$0.00	7 hrs (20) \$577.71 Inspect all building, rides, booths, access and records
173		State Mandated Inspections:				
174		Day Care, residential (per hour)	\$82.00	\$82.00	\$0.00	per hour (20)
175		Day Care, commercial (per hour)	\$82.00	\$82.00	\$0.00	per hour (20)
176		Convalescent Hospital/Assisted Living (per hour)	\$82.00	\$82.00	\$0.00	per hour (20)
177		Other:				
178		Fire Suppression/Alarm system plan check (per hour)	\$82.00	\$82.00	\$0.00	per hour (20)
179		Fire Investigation Services (per hour)	Actual cost	Actual cost		
180		Malicious/false alarms	Actual cost	Actual cost		Actual cost
181		Fire-stand by	Actual cost	Actual cost		Actual cost
182		Facility use (per hour)	\$42.00	\$42.00	\$0.00	Avg daily cost for bldg (\$11,938)/30 days=\$397.93/hrs=\$49.75 plus 1hr (21)=\$31.08 prep
183		Duplication (Black & White copies) per copy	\$0.10	\$0.10	\$0.00	per copy (Cost per copy lease agmtnt)=.08 Blk/wht, .19 color) plus Paper cost=.02(sheet)
184		Duplication (Color copies) per copy	\$0.21	\$0.21	\$0.00	per copy (Cost per copy lease agmtnt)=.08 Blk/wht, .19 color) plus Paper cost=.02(sheet)
185		Hazardous materials response	Actual cost	Actual cost		Vehicles+personnel+dispatch+admin+supplies+SE
186		Special rescue/low angle	Actual cost	Actual cost		Vehicles+personnel+dispatch+admin+supplies+SE
187		Vehicle Accidents	Actual cost	Actual cost		Vehicles+personnel+dispatch+admin+supplies+SE
188		Vehicle Fire	Actual cost	Actual cost		Vehicles+personnel+dispatch+admin+supplies+SE
189		Negligent Incident (illegal burn, negligent fire, etc)	Actual cost	Actual cost		Vehicles+personnel+dispatch+admin+supplies+SE
190		Arching Power Lines	Actual cost	Actual cost		Vehicles+personnel+dispatch+admin+supplies+SE
191		DUI Vehicle Accident	Actual cost	Actual cost		Vehicles+personnel+dispatch+admin+supplies+SE
193		Operational Permit Fee Schedule:				
194		Amusement Buildings	\$82.00	\$82.00	\$0.00	1hr (20)=\$82. for processing permit and inspection
195		Aviation Facilities	\$82.00	\$82.00	\$0.00	1hr (20)=\$82. for processing permit and inspection
196		Carnival and Fair	\$575.00	\$575.00	\$0.00	7 hrs (20) \$577.71 Inspect all building, rides, booths, access and records
197		Compressed Gases	\$82.00	\$82.00	\$0.00	1hr (20)=\$82. for processing permit and inspection
198		Cryogenic Liquids	\$82.00	\$82.00	\$0.00	1hr (20)=\$82. for processing permit and inspection
199		Cutting and Welding	\$82.00	\$82.00	\$0.00	1hr (20)=\$82. for processing permit and inspection
200		Dry Cleaning Plants	\$82.00	\$82.00	\$0.00	1hr (20)=\$82. for processing permit and inspection
201		Exhibits and Trade Shows	\$82.00	\$82.00	\$0.00	1hr (20)=\$82. for processing permit and inspection
202		Explosives	\$82.00	\$82.00	\$0.00	1hr (20)=\$82. for processing permit and inspection
203		Fire Hydrants and Valves	\$82.00	\$82.00	\$0.00	1hr (20)=\$82. for processing permit and inspection
204		Flammable and Combustible Liquids	\$82.00	\$82.00	\$0.00	1hr (20)=\$82. for processing permit and inspection
205		Floor Finishing	\$82.00	\$82.00	\$0.00	1hr (20)=\$82. for processing permit and inspection
206		Fumigation and Thermal Insecticide Fogging	\$82.00	\$82.00	\$0.00	1hr (20)=\$82. for processing permit and inspection
207		Hazardous Materials	\$82.00	\$82.00	\$0.00	1hr (20)=\$82. for processing permit and inspection
208		High Pile Storage	\$82.00	\$82.00	\$0.00	1hr (20)=\$82. for processing permit and inspection
209		Hot Work Operations	\$82.00	\$82.00	\$0.00	1hr (20)=\$82. for processing permit and inspection
210		Industrial Ovens	\$82.00	\$82.00	\$0.00	1hr (20)=\$82. for processing permit and inspection
211		Lumberyards and Woodworking Plants	\$82.00	\$82.00	\$0.00	1hr (20)=\$82. for processing permit and inspection
212		Liquid/Gas Fueled Vehicles/Equipment In Assembly Buildings	\$82.00	\$82.00	\$0.00	1hr (20)=\$82. for processing permit and inspection
213		LP-Gas	\$82.00	\$82.00	\$0.00	1hr (20)=\$82. for processing permit and inspection
214		Misc Combustible Storage	\$82.00	\$82.00	\$0.00	1hr (20)=\$82. for processing permit and inspection
215		Open Burning	\$82.00	\$82.00	\$0.00	1hr (20)=\$82. for processing permit and inspection
216		Open Flames and Torches	\$82.00	\$82.00	\$0.00	1hr (20)=\$82. for processing permit and inspection
217		Open Flames and Candles	\$82.00	\$82.00	\$0.00	1hr (20)=\$82. for processing permit and inspection
218		Places of Assembly	\$82.00	\$82.00	\$0.00	1hr (20)=\$82. for processing permit and inspection
219		Private Fire Hydrants	\$82.00	\$82.00	\$0.00	1hr (20)=\$82. for processing permit and inspection

	A	B	K	L	M	Q
			2015-2016	2016-2017	Increase (Decrease)	
			CURRENT FEE	PROPOSED FEE		
2						
3	Department	Service	\$350.00	\$350.00	\$0.00	Comments/calculations
220		Pyrotechnic Special Effects Material	\$82.00	\$82.00	\$0.00	3 inspectors, fire stand-by, permit
221		Refrigeration Equipment	\$82.00	\$82.00	\$0.00	1hr (20) = \$82. for processing permit and inspection
222		Repair Garages and Motor Fuel-Dispensing Facilities	\$82.00	\$82.00	\$0.00	1hr (20) = \$82. for processing permit and inspection
223		Spraying or Dipping	\$82.00	\$82.00	\$0.00	1hr (20) = \$82. for processing permit and inspection
224		Storage of Scrap Tires and Tire Byproducts	\$82.00	\$82.00	\$0.00	1hr (20) = \$82. for processing permit and inspection
225		Temporary Membrane Structures, Tents and Canopies	\$82.00	\$82.00	\$0.00	1hr (20) = \$82. for processing permit and inspection
226		Waste Handling	\$82.00	\$82.00	\$0.00	1hr (20) = \$82. for processing permit and inspection
227		Wood Products	\$82.00	\$82.00	\$0.00	1hr (20) = \$82. for processing permit and inspection
228	Fire	Construction Permit and Other Fees	\$82.00	\$82.00	\$0.00	1hr (20) = \$82. for processing permit and inspection
229		Application Fee	\$82.00	\$82.00	\$0.00	1hr (20) = \$82. for processing permit and inspection
230		Inspection Fee	\$82.00	\$82.00	\$0.00	1hr (20) = \$82. for processing permit and inspection
231		Assembly	\$164.00	\$164.00	\$0.00	2 hr minimum-1hr (20) = \$82 for processing permit and inspection
232		Compressed Gases	\$164.00	\$164.00	\$0.00	2 hr minimum-1hr (20) = \$82 for processing permit and inspection
233		Flammable and Combustible Liquids	\$164.00	\$164.00	\$0.00	2 hr minimum-1hr (20) = \$82 for processing permit and inspection
234		Hazardous Materials	\$164.00	\$164.00	\$0.00	2 hr minimum-1hr (20) = \$82 for processing permit and inspection
235		High Piled Storage	\$164.00	\$164.00	\$0.00	2 hr minimum-1hr (20) = \$82 for processing permit and inspection
236		Industrial Ovens	\$164.00	\$164.00	\$0.00	2 hr minimum-1hr (20) = \$82 for processing permit and inspection
237		LP-Gas	\$164.00	\$164.00	\$0.00	2 hr minimum-1hr (20) = \$82 for processing permit and inspection
238		Private Fire Hydrants	\$164.00	\$164.00	\$0.00	2 hr minimum-1hr (20) = \$82 for processing permit and inspection
239		Spraying or Dipping	\$164.00	\$164.00	\$0.00	2 hr minimum-1hr (20) = \$82 for processing permit and inspection
240		Temporary Membrane Structures, Tents and Canopies	\$164.00	\$164.00	\$0.00	2 hr minimum-1hr (20) = \$82 for processing permit and inspection
241		Re-inspection	\$82.00	\$82.00	\$0.00	1hr (20) = \$82.00 - 1hr minimum after 2nd Attempt on non-compliance re-inspects.
242		Mobile Home Park Hydrant Certification (per hydrant)	\$41.00	\$41.00	\$0.00	30 min (20) if private hydrant fee has already been paid
243		Private Fire Hydrant Annual Inspection (per hydrant)	\$70.00	\$70.00	\$0.00	Vehicle+personnel+supplies+equipment+records
244		Private Fire Hydrant Repair & Maintenance	\$70.00	\$70.00	\$0.00	Charge is per hour (20) = \$82.00 with a 2 hour minimum plus parts
245		Fire Investigation Report	\$164.00	\$164.00	\$0.00	Vehicle+personnel+supplies+SE

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

RESOLUTION NO. 15-5153
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
ESTABLISHING AND ADOPTING SCHEDULE OF RATES, FEES AND
CHARGES ESTABLISHED BY PRIOR RESOLUTION NO. 14-5041

WHEREAS, the City Council of the City of Susanville has heretofore established various schedules of rates, fees and charges for various services , including but not limited to, development fees, encroachment permit fees, public works fees, city care fees, duplication fees, building permit fees, police services fees, fire services fees, etc; and

WHEREAS, California Government Code Section 66013 or 66014 requires that no local agency shall levy a service charge or fee to an amount which exceeds the estimated amount of providing the services; and

WHEREAS, California Government Code Section 66016 requires that prior to levying a new fee or service charge, a local agency shall hold at least one public hearing at which oral or written presentations can be made and data can be made available to the public; and

WHEREAS, California Government Code Section 66018 requires that prior to adopting an ordinance or resolution adopting a new fee or charge, or increasing an existing fee or charge, a local agency shall hold a public hearing, at which oral or written presentations can be made, as part of a regularly scheduled meeting; and

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

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

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

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

- 1 The City Council hereby finds and determines that based upon the data, information, analyses, oral and written documentation received concerning the rates, fees and charges described in Exhibit "A" incorporated herein, the rates, fees and charges do not exceed the established reasonable cost of providing the service for which they are levied.
- 2 The rates, fees and charges set forth in Exhibit "A" are hereby adopted and approved.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

3 The rates, fees and charges set forth in Exhibit "A" attached hereto shall be effective and shall be implemented commencing July 1, 2015, except for Planning and Building Fees, which shall take effect sixty (60) days after City Council adoption of this Resolution .

4 Immediately upon the effective date, any previously established rates, fees and charges shall be superseded by the rates, fees and charges established in said Exhibit "A".

5 If any section, subsection, sentence, clause or phrase of this Resolution is, for any reason, held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of the Resolution.

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

Dated: May 6, 2015

APPROVED: Brian R. Wilson
Brian R. Wilson, Mayor
ATTEST: Gwenna MacDonald
Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville held on the 6th day of May, 2015 by the following vote:

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

Gwenna MacDonald
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
City Attorney

A	B	C		D	E	F	G	H
		2014-2015 CURRENT FEE	2015-2016 NEW FEE					
2	Department							
3	Commun. Devel.							
32	Planning							
33	Architectural Design & Site Plan							
34	Review less than 1000 sq. ft.	\$1,144.00	\$1,144.00	\$0.00				
35	Architectural Design & Site Plan	\$600.00	\$600.00	\$0.00				
36	Review more than 1000 sq. ft.	\$800.00	\$800.00	\$0.00				
37	Lot Line Adjustment	\$600.00	\$600.00	\$0.00				
38	Lot Merge	\$381.00	\$381.00	\$0.00				
39	Certificate of Compliance	\$209.00	\$209.00	\$0.00				
40	Administrative Permit	\$100.00	\$100.00	\$0.00				
41	Temporary Use Permit	\$90.00	\$90.00	\$0.00				
42	Home Occupation Permit	\$612.00	\$612.00	\$0.00				
43	Variance (proposed development)	\$1,224.00	\$1,224.00	\$0.00				
44	Variance (existing development)	\$190.00	\$190.00	\$0.00				
45	Foodshop Permit	\$421.00	\$421.00	\$0.00				
46	Conditional Use Permit - Retail	\$1,033.00	\$1,033.00	\$0.00				
47	Conditional Use Permit - Retail	\$542.00	\$542.00	\$0.00				
48	Conditional Use Permit - Retail	\$1,414.00	\$1,414.00	\$0.00				
49	Conditional Use Permit - Retail	\$2,451.00	\$2,451.00	\$0.00				
50	Conditional Use Permit - Retail	\$2,451.00	\$2,451.00	\$0.00				
51	Conditional Use Permit - Retail	\$2,443.00	\$2,443.00	\$0.00				
52	Conditional Use Permit - Retail	\$2,443.00	\$2,443.00	\$0.00				
53	Commun. Devel.							
54	Planning							
55	Tentative Parcel Map	\$1,414.00	\$1,414.00	\$0.00				
56	Tentative Subdivision Map	\$2,443.00	\$2,443.00	\$0.00				
57	Zone Change	\$2,066.00	\$2,066.00	\$0.00				
58	Zone Change	\$2,257.00	\$2,257.00	\$0.00				
59	General Plan Amendment	\$2,528.00	\$2,528.00	\$0.00				
60	General Plan Amendment with Annexation	\$4,048.00	\$4,048.00	\$0.00				
61	Environmental Impact Report	Actual cost plus 15%	Actual cost plus 15%	\$0.00				
62	Special Study for Environmental Review of Outside Developments	Actual cost plus 15%	Actual cost plus 15%	\$0.00				
63	Telecommunications Registration Fee	\$1,520.00	\$1,520.00	\$0.00				
64	Telecommunications Encroachment Review Fee	\$350.00	\$350.00	\$0.00				
65	Site Improvement Plan Review (PW Engineering)	Actual cost plus 15% plus \$1,000 Deposit	Actual cost plus 15% plus \$1,000 Deposit	\$0.00				
66	Engineering Review	Actual cost plus 15% plus \$1,000 Deposit	Actual cost plus 15% plus \$1,000 Deposit	\$0.00				
67	Outside Plan Review (Including Revisions)	Actual cost plus 15%	Actual cost plus 15%	\$0.00				
68	Negative Declaration	\$3,080.00	\$3,080.00	\$0.00				
69	Notice of Exemption	\$1,144.00	\$1,144.00	\$0.00				
70	Notice of Determination	\$752.00	\$752.00	\$0.00				
71	Final Subdivision Map	\$652.00	\$652.00	\$0.00				
72	Final Parcel Map	\$381.00	\$381.00	\$0.00				
73	Appealed Conditions	\$461.00	\$461.00	\$0.00				
74	Appeals to Planning Commission	\$0.82	\$0.82	\$0.00				
75	Appeals to City Council	\$1.19	\$1.19	\$0.00				
76	Mitigation Fees - Streets (per Sq. Ft)	\$0.87	\$0.87	\$0.00				
77	Mitigation Fees - Streets (per Sq. Ft)	\$0.87	\$0.87	\$0.00				
78	Mitigation Fees - Residential (per Sq. Ft)	\$0.87	\$0.87	\$0.00				
79	Mitigation Fees - Residential (per Sq. Ft)	\$1.06	\$1.06	\$0.00				
80	Mitigation Fees - Residential (per Sq. Ft)	\$1.06	\$1.06	\$0.00				
81	Historic Building Site Review	\$126.00	\$126.00	\$0.00				
82	Historic Building Site Review	\$82.00	\$82.00	\$0.00				
83	Final Map Check Fee (per hour)	15%-2%	15%-2%	\$0.00				
84	Development Improvement Inspection	15%-2%	15%-2%	\$0.00				

	A	B	J 2014-2015 CURRENT FEE	N 2015-2016 NEW FEE	L Increase (Decrease)	N NEW JUSTIFICATION
2						
3	Permit/Fee					
67	Commun. Svc.					
68		Community Center rental (per day-less than 4 hrs)	\$70.00	\$70.00	\$0.00	
69		Community Center rental (per day-more than 4 hrs)	\$101.00	\$101.00	\$0.00	
70		CC Kitchen only (per day)	\$63.00	\$63.00	\$0.00	
71		PA System Rental	\$20.00	\$20.00	\$0.00	
72		Electrical Panel Rental	\$20.00	\$20.00	\$0.00	
73		Riverside Park (per day)	\$145.00	\$145.00	\$0.00	
74		Riverside Park - Class, Reunions	\$100.00	\$100.00	\$0.00	
75		Artistic Field (per day)	\$45.00	\$45.00	\$0.00	
76		Group Field Area (per day) memorial park	\$55.00	\$55.00	\$0.00	
77		Tournament Fee (per day)	\$35.00	\$35.00	\$0.00	
78		Tournament/Stage (per day)	\$47.00	\$47.00	\$0.00	
79		Light Tower	\$4.50	\$4.50	\$0.00	
100						
101						
102	Police	Police Reports	\$5.00	\$5.00	\$0.00	
103		Reports additional pages	\$0.10	\$0.10	\$0.00	
104		Finger Prints	\$28.00	\$28.00	\$0.00	
105		Solicitor's Permits	\$28.00	\$28.00	\$0.00	
106		Amplified Music	\$10.00	\$10.00	\$0.00	
107		Taxi Driver	\$28.00	\$28.00	\$0.00	
108		Taxi Driver	\$28.00	\$28.00	\$0.00	
109		Vehicle Release	\$82.00	\$82.00	\$0.00	
110		VIN Verification	\$11.00	\$11.00	\$0.00	
111		Call Subpoena (per day)	\$150.00	\$150.00	\$0.00	
112		Citation sign of (Not SPD)	\$10.00	\$10.00	\$0.00	
113		Daily Alcohol Sales Age	\$10.00	\$10.00	\$0.00	
114		Police Service Fee (per hour)	\$63.00	\$63.00	\$0.00	
115		DUI Recovery Fee (per hour)	\$63.00	\$63.00	\$0.00	
116		Subpoena Duces Tecum EC1560	\$63.00	\$63.00	\$0.00	
117		Booking Fee Reimbursement	\$15.00	\$15.00	\$0.00	
118		NSF Returned Check (Pre-check assessed)	Actual cost county charge	Actual cost county charge	\$0.00	
119		NSF Returned Check (Subsequent checks passed)	\$25.00	\$25.00	\$0.00	
120			\$35.00	\$35.00	\$0.00	

A	B	2014-2015		2015-2016		L Increase (Decrease)	N NEW JUSTIFICATION
		CURRENT FEE		NEW FEE			
121	Public Works						
122							
123	Fire Hydrant Use Application Fee (No Meter) plus C	\$100.00	\$100.00	\$100.00	\$0.00		
124	Fire Hydrant Use Application Fee (With Meter) plus	\$100.00	\$100.00	\$100.00	\$0.00		
125	Inspection Fee	\$112.00	\$112.00	\$112.00	\$0.00		
126	Back Flow Prevention Devices	Actual cost	Actual cost	Actual cost	\$0.00		
127	Wall Permits	\$274.00	\$274.00	\$274.00	\$0.00		
128	Request for detouring of curb, gutter sidewalk	\$290.00	\$290.00	\$290.00	\$0.00		
129	Testing and Sampling	Actual Cost	Actual Cost	Actual Cost			
130	Development outside City limits (% of cost of work)	2%	2%	2%			
131	Encroachment Permits						
132	Encroachment Permit Review	Cost	Cost	Cost			
133	Concrete sidewalk, curb & gutter	\$218.00	\$218.00	\$218.00	\$0.00		
134	Concrete sidewalk, curb & gutter	\$274.00	\$274.00	\$274.00	\$0.00		
135	Concrete sidewalk, curb & gutter	\$320.00	\$320.00	\$320.00	\$0.00		
136	Concrete sidewalk, curb & gutter	\$385.00	\$385.00	\$385.00	\$0.00		
137	Concrete sidewalk, curb & gutter	2% of cost	2% of cost	2% of cost			
138	AC or PCC Pavement	\$274.00	\$274.00	\$274.00	\$0.00		
139	AC or PCC Pavement	\$320.00	\$320.00	\$320.00	\$0.00		
140	AC or PCC Pavement	\$385.00	\$385.00	\$385.00	\$0.00		
141	AC or PCC Pavement	\$442.00	\$442.00	\$442.00	\$0.00		
142	AC or PCC Pavement	2% of cost	2% of cost	2% of cost			
143	Excavation outside pavement	\$182.00	\$182.00	\$182.00	\$0.00		
144	Excavation outside pavement	\$182.00	\$182.00	\$182.00	\$0.00		
145	Excavation outside pavement	\$240.00	\$240.00	\$240.00	\$0.00		
146	Excavation inside pavement	\$274.00	\$274.00	\$274.00	\$0.00		
147	Excavation inside pavement	\$312.00	\$312.00	\$312.00	\$0.00		
148	Excavation inside pavement	\$356.00	\$356.00	\$356.00	\$0.00		
149	Excavation inside pavement	\$390.00	\$390.00	\$390.00	\$0.00		
150	Excavation inside pavement	\$487.00	\$487.00	\$487.00	\$0.00		
151	Excavation inside pavement	\$512.50	\$512.50	\$512.50	\$0.00		
152	Excavation inside pavement	\$580.00	\$580.00	\$580.00	\$0.00		
153	Excavation inside pavement	\$637.50	\$637.50	\$637.50	\$0.00		
154	Excavation inside pavement	\$700.00	\$700.00	\$700.00	\$0.00		
155	Excavation inside pavement	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00		
156	Excavation inside pavement	\$50.00	\$50.00	\$50.00	\$0.00		
157	Excavation inside pavement	\$112.00	\$112.00	\$112.00	\$0.00		
158	Non construction permits within pavement						
159	Excessive Encroachment Permit/Inspections						

	A	B	C	D	E	F	G	H
	Department	Service	2014-2015 CURRENT FEE	2015-2016 NEW FEE	Increment (Decrease)	NEW JUSTIFICATION		
164						Dispatch Fee - \$13.00, Volunteer Recovery Fee - \$20.00/each, Administrative Fee - 20% of \$200 (whichever is greater), Special Equipment - \$400 each		
165						Type I Engine - \$350/hr, Type I Rescue/Engine - \$425/hr, Type II Engine - \$250/hr, Type III Engine - \$150/hr, Ladder Truck - \$550/hr, Command Vehicle - \$80/hr, Utility Vehicle - \$50.00/hr 1 hr minimum		
166	Fire	Fire Reports	\$50.00	\$46.00	\$0.00			
167		New Business Inspections	\$82.00	\$82.00	\$0.00			
168		Barb Permits	\$8.00	\$8.00	\$0.00			
169		Boatload Calls (Inside City Limits Nonresidential or no comb firework, 0300hr - 0600hr inspection ***	Actual cost: \$500.00	Actual cost: \$500.00	\$0.00			
170		Sprinkler Plan and Inspection	\$82.00	\$82.00	\$0.00			
171		Plan Check Review	\$82.00	\$82.00	\$0.00			
172		Carnyale and Fair Inspections	\$575.00	\$575.00	\$0.00			
173		State Mandated Inspections: Day Care, residential (per hour)	\$82.00	\$82.00	\$0.00			
174		Day Care, commercial (per hour)	\$82.00	\$82.00	\$0.00			
175		Consequence Hospital/assisted Living (per hour)	\$82.00	\$82.00	\$0.00			
176		Other:						
177		Fire Suppression/Alarm system plan check (per hour)	\$82.00	\$82.00	\$0.00			
178		Fire Investigation Services (per hour)	\$82.00	\$82.00	\$0.00			
179		Fire Investigation Services (per hour) - standard by _____	\$82.00	\$82.00	\$0.00			
180		Fire Investigation Services (per hour) - standard by _____	\$82.00	\$82.00	\$0.00			
181		Fire Investigation Services (per hour) - standard by _____	\$82.00	\$82.00	\$0.00			
182		Fire Investigation Services (per hour) - standard by _____	\$82.00	\$82.00	\$0.00			
183		Fire Investigation Services (per hour) - standard by _____	\$82.00	\$82.00	\$0.00			
184		Fire Investigation Services (per hour) - standard by _____	\$82.00	\$82.00	\$0.00			
185		Fire Investigation Services (per hour) - standard by _____	\$82.00	\$82.00	\$0.00			
186		Fire Investigation Services (per hour) - standard by _____	\$82.00	\$82.00	\$0.00			
187		Fire Investigation Services (per hour) - standard by _____	\$82.00	\$82.00	\$0.00			
188		Fire Investigation Services (per hour) - standard by _____	\$82.00	\$82.00	\$0.00			
189		Fire Investigation Services (per hour) - standard by _____	\$82.00	\$82.00	\$0.00			
190		Fire Investigation Services (per hour) - standard by _____	\$82.00	\$82.00	\$0.00			
191		Fire Investigation Services (per hour) - standard by _____	\$82.00	\$82.00	\$0.00			
192		Fire Investigation Services (per hour) - standard by _____	\$82.00	\$82.00	\$0.00			
193		Fire Investigation Services (per hour) - standard by _____	\$82.00	\$82.00	\$0.00			
194		Fire Investigation Services (per hour) - standard by _____	\$82.00	\$82.00	\$0.00			
195		Fire Investigation Services (per hour) - standard by _____	\$82.00	\$82.00	\$0.00			
196		Fire Investigation Services (per hour) - standard by _____	\$82.00	\$82.00	\$0.00			
197		Fire Investigation Services (per hour) - standard by _____	\$82.00	\$82.00	\$0.00			
198		Fire Investigation Services (per hour) - standard by _____	\$82.00	\$82.00	\$0.00			
199		Fire Investigation Services (per hour) - standard by _____	\$82.00	\$82.00	\$0.00			
200		Fire Investigation Services (per hour) - standard by _____	\$82.00	\$82.00	\$0.00			
201		Fire Investigation Services (per hour) - standard by _____	\$82.00	\$82.00	\$0.00			
202		Fire Investigation Services (per hour) - standard by _____	\$82.00	\$82.00	\$0.00			
203		Fire Investigation Services (per hour) - standard by _____	\$82.00	\$82.00	\$0.00			
204		Fire Investigation Services (per hour) - standard by _____	\$82.00	\$82.00	\$0.00			
205		Fire Investigation Services (per hour) - standard by _____	\$82.00	\$82.00	\$0.00			
206		Fire Investigation Services (per hour) - standard by _____	\$82.00	\$82.00	\$0.00			
207		Fire Investigation Services (per hour) - standard by _____	\$82.00	\$82.00	\$0.00			
208		Fire Investigation Services (per hour) - standard by _____	\$82.00	\$82.00	\$0.00			
209		Fire Investigation Services (per hour) - standard by _____	\$82.00	\$82.00	\$0.00			
210		Fire Investigation Services (per hour) - standard by _____	\$82.00	\$82.00	\$0.00			

2	A	B	J	K	L	N
3			2014-2015	2015-2016	Increase	NEW JUSTIFICATION
4			CURRENT FEE	NEW FEE	(Decrease)	
208	Delictment	Service				
209	Fire	Operational Permit Fee Schedule:				
210		Amusement Buildings	\$82.00	\$82.00	\$0.00	
211		Airport Facilities	\$82.00	\$82.00	\$0.00	
212		Carnival and Fair	\$575.00	\$575.00	\$0.00	
213		Compressed Gases	\$62.00	\$62.00	\$0.00	
214		Cryogenic Liquids	\$82.00	\$82.00	\$0.00	
215		Cutting and Welding	\$62.00	\$62.00	\$0.00	
216		Dry Cleaning Plants	\$62.00	\$62.00	\$0.00	
217		Exhibits and Trade Shows	\$62.00	\$62.00	\$0.00	
218		Explosives	\$62.00	\$62.00	\$0.00	
219		Fire Hydrants and Valves	\$62.00	\$62.00	\$0.00	
220		Flammable and Combustible Liquids	\$62.00	\$62.00	\$0.00	
221		Floor Finishing	\$62.00	\$62.00	\$0.00	
222		Fumigation and Thermal Inspections E-egging	\$62.00	\$62.00	\$0.00	
223		Hazardous Material	\$62.00	\$62.00	\$0.00	
224		High Pile Storage	\$62.00	\$62.00	\$0.00	
225		Hot Work Operations	\$62.00	\$62.00	\$0.00	
226		Industrial Ovens	\$62.00	\$62.00	\$0.00	
227		Lumberyards and Woodworking Plants	\$62.00	\$62.00	\$0.00	
228		Liquid Gas Fueled Vehicle/Equipment in	\$62.00	\$62.00	\$0.00	
229		Leases	\$62.00	\$62.00	\$0.00	
230		Mass Combustible Storage	\$62.00	\$62.00	\$0.00	
231		Open Burning	\$62.00	\$62.00	\$0.00	
232		Open Flames and Torches	\$62.00	\$62.00	\$0.00	
233		Open Flames and Candles	\$62.00	\$62.00	\$0.00	
234		Pieces of Assembly	\$62.00	\$62.00	\$0.00	
235		Pyrotechnic Special Effects Material	\$62.00	\$62.00	\$0.00	
236		Refrigeration Equipment	\$350.00	\$350.00	\$0.00	
237		Repair Garages and Motor Fuel-Dispensing	\$62.00	\$62.00	\$0.00	
238		Separation of Dipping	\$62.00	\$62.00	\$0.00	
239		Storage of Seal, Ties and Tire Byproducts	\$62.00	\$62.00	\$0.00	
240		Temporary Membrane Structures, Tents and	\$62.00	\$62.00	\$0.00	
241		Waste Handling	\$62.00	\$62.00	\$0.00	
242		Wood Products	\$62.00	\$62.00	\$0.00	

2	A	B	2014-2015		2015-2016		Increase (Decrease)	NEW JUSTIFICATION
			CURRENT FEE	NEW FEE				
220	Fire	Construction Permit and Other Fees	\$62.00	\$62.00	\$0.00			
221		Application Fee	\$82.00	\$82.00	\$0.00			
222		Inspection Fee	\$82.00	\$82.00	\$0.00			
223		Assembly	\$164.00	\$164.00	\$0.00			
224		Compressed Gases	\$164.00	\$164.00	\$0.00			
225		Flammable and Combustible Liquids	\$164.00	\$164.00	\$0.00			
226		Hazardous Materials	\$164.00	\$164.00	\$0.00			
227		High Piled Storage	\$164.00	\$164.00	\$0.00			
228		Industrial Ovens	\$164.00	\$164.00	\$0.00			
229		L.P.-Gas	\$164.00	\$164.00	\$0.00			
230		Private Fire Hydrants	\$164.00	\$164.00	\$0.00			
231		Spraying or Chipping	\$164.00	\$164.00	\$0.00			
232		Temporary Membrane Structures, Tents and Canopies	\$164.00	\$164.00	\$0.00			
233		Re-inspection	\$82.00	\$82.00	\$0.00			
234		Mobile Home Exit Hydrant Certification (per hydrant)	\$41.00	\$41.00	\$0.00			
235		Private Fire Hydrant Annual Inspection (per hydrant)	\$120.00	\$120.00	\$0.00			
236		Private Fire Hydrant Repair & Maintenance	\$164.00	\$164.00	\$0.00			
237		Fire Investigation and Report	\$265.00	Actual Cost	\$0.00		Regulator changes made testing inclusions more efficient	
238								
239								
240								
241								
242								
243								
244								
245								
246								
247								
248								
249								
250								
251								
252								
253								
254								
255								
256								
257								
258								
259								

Reviewed by: City Administrator
 City Attorney

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

Submitted by: Kristin Shepard, Administrative Specialist

Action Date: May 4, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution Number 16-5286 authorizing the closure of North Street from Weatherlow to Grand on Friday, May 13, 2016 and approving fee waiver for use of Community Center and Memorial Park for 3rd Grade Lassen County History Day

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: Lassen County Office of Education is sponsoring 3rd Grade Lassen County History Day, scheduled for Friday, May 13, 2016. During the event, nearly 300 students will be guided around historic buildings, murals, and sites uptown and participate in hands-on pioneering activities.

Due to the number of students and volunteers attending the event and the nature of the activities to take place, Lassen County Office of Education has requested the closure of North Street from Weatherlow Street to Grand Avenue on Friday, May 13, 2016, to general vehicle traffic except emergency vehicles. The closure will increase safety for the attendees and ease congestion caused by the buses dropping off and picking up students in the area.

Lassen County Office of Education has requested a fee waiver for the use of Memorial Park (\$104) and the Community Center (\$164) on May 13, 2016, totaling \$268.

FISCAL IMPACT: Fee waiver in the amount of \$268

ACTION REQUESTED: Motion to adopt Resolution Number 16-5286 authorizing the closure of North Street from Weatherlow to Grand on Friday, May 13, 2016 and approving fee waiver for use of Community Center and Memorial Park for 3rd Grade Lassen County History Day

ATTACHMENTS: Resolution Number 16-5286
Letter of Request from Lassen County Office of Education

RESOLUTION NUMBER 16-5286
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING THE CLOSURE OF NORTH STREET FROM WEATHERLOW TO
GRAND ON FRIDAY, MAY 13, 2016 AND APPROVING FEE WAIVER FOR USE
OF COMMUNITY CENTER AND MEMORIAL PARK FOR 3RD GRADE
LASSEN COUNTY HISTORY DAY

WHEREAS, Lassen County Office of Education will be sponsoring the annual 3rd Grade Lassen County History Day event on Friday, May 13, 2016; and

WHEREAS, the 3rd Grade Lassen County History Day event is designed to provide historic education to the children of Lassen County through hands on participation in activities and guided tours to historical sites in the uptown area; and

WHEREAS, Lassen County Office of Education has requested a fee waiver in the amount of \$268 for the use of Memorial Park and the Community Center for May 13, 2016; and

WHEREAS, to ensure the safety of all participants and provide a safe location for transporting the children to and from Memorial Park, Lassen County Office of Education requests closure of North Street from Weatherlow Street to Grand Avenue on Friday, May 13, 2016, to general vehicle traffic except emergency vehicles.

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

- 1) That the Annual 3rd Grade Lassen County History Day event, to be held on May 13, 2016 at Memorial Park and the Community Center, is approved and supported by the City of Susanville.
- 2) That the use fee of \$268 for Memorial Park and the Community Center on May 13, 2016, is waived for Lassen County Office of Education.
- 3) That the closure of North Street from North Weatherlow Street to Grand Avenue on Friday, May 13, 2016, to general vehicle traffic except emergency vehicles is authorized.

APPROVED: _____
Brian R. Wilson, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 16-5286 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 4th day of May, 2016, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney



Lassen County Office of Education

472-013 Johnstonville Road North • Susanville, CA 96130-8752
530.257.2196 Fax 530.257.2518

Patricia Gunderson, Superintendent

April 4, 2016

Mr. Dan Newton, P.E.
Public Works Director
City of Susanville
720 South Street
Susanville, CA 96130

Mr. Newton:

The Lassen County Office of Education is sponsoring 3rd Grade Lassen County History Day in Susanville on May 13, 2016. Students will be guided around some of the historic buildings, murals, and sites uptown in the morning. After their uptown tour, they will walk to Roop's Fort and the Historical Society, where they will eat lunch. After lunch, students will be participating in hands on pioneering activities at Memorial Park. We have invited dozens of local volunteers to help present the history of Lassen County to nearly 300 local students.

Due to the number of students and volunteers, as well as the nature of the activities presented in Memorial Park, we would like to request the closure of North Street between North Weatherlow Street and Grand Ave. This will help increase safety for our students, and ease the congestion caused by the busses dropping off and picking up students. Last year, North St. was closed for this event, and participants felt like this was an important safety feature.

Please feel free to contact me with any questions.

Best Regards,

Patricia A Gunderson

Patricia A. Gunderson
County Superintendent of Schools



Lassen County Office of Education

472-013 Johnstonville Road North · Susanville, CA 96130-8752

530.257.2196 Fax 530.257.2518

Patricia Gunderson, Superintendent

Susanville Public Works Dept.

APR 04 2016

RECEIVED

March 24, 2016

Dan Newton, P.E.
Public Works Director
City of Susanville
720 South St.
Susanville, CA 96130

Mr. Newton:

The Lassen County Office of Education is sponsoring our annual Third Grade Lassen County History Day in Susanville on May 13, 2016. We have brought together many community members and organizations together to enrich the education of Lassen County children.

To help defray the costs of this event, we would like to request a fee waiver for the use of Memorial Park (\$106) and the Community Center (\$164) on May 13, 2016, totaling a fee waiver of \$270.

Your consideration is much appreciated.

Best Regards,

Patricia A. Gunderson

Patricia A. Gunderson
Lassen County Superintendent of Schools

Reviewed by: HW City Administrator
 City Attorney

 Motion Only
 Public Hearing
 X Resolution
 Ordinance
 Information

Submitted By: Heidi Whitlock, Assistant to the City Administrator

Action Date: May 4, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 16-5288**, Approving and authorizing Mayor to execute MOU with the Susanville Peace Officers Association (SPOA) bargaining unit.

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: An agreement has been reached with the SPOA bargaining unit for the period of July 1, 2015 through June 30, 2017. The changes from the existing agreement include the following:

- MOU shall be for the period of July 1, 2015 through June 30, 2017.
- The addition of Step H in the salary matrix, with Step "G" and "H" being the longevity steps.
- Educational and training incentives will be a max of 10%, previously 5%; POST Intermediate 2.5%, POST Advance 5%, Associate Degree 2.5% and Bachelor's Degree 5%. Holders of Bachelor's Degrees are not eligible for Associate Degree incentive and Advanced POST certified individuals are not eligible for Intermediate POST incentives and no incentive is given for multiple degrees.

FISCAL IMPACT: Increase in current annual salary and benefits:
Immediate Cost - \$24,142; Annually \$45,000

ACTION REQUESTED: Motion to approve Resolution No. 16-5288 Approving and authorizing Mayor to execute MOU with the Susanville Peace Officers Association bargaining unit.

ATTACHMENTS: Resolution No. 16-5288
SPOA Unit Memorandum of Understanding

RESOLUTION NO. 16-5288
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING AND AUTHORIZING MAYOR TO EXECUTE MEMORANDUM OF
UNDERSTANDING WITH THE SUSANVILLE PEACE OFFICER ASSOCIATION
BARGAINING UNIT FOR FISCAL YEAR 2015/2016 AND 2016/2017

WHEREAS, the City of Susanville and representatives from the Susanville Peace Officer Association (SPOA) bargaining unit have negotiated a labor agreement according to the requirements of the Meyers-Milias-Brown Act; and

WHEREAS, the agreement has been negotiated within the parameters established by City Council; and

WHEREAS, the Bargaining Unit has ratified the respective agreement; and

WHEREAS, the addition of Step H will be effective as of July 1, 2015 and the increase in educational and training incentives will become effective on April 2, 2016.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Susanville that the Memorandum of Understanding with the SPOA bargaining unit for the period of July 1, 2015 through June 30, 2017 is hereby approved.

APPROVED: _____
Brian R. Wilson, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 16-5288 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 4th day of May, 2016 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

MEMORANDUM OF UNDERSTANDING
BETWEEN AND FOR THE
CITY OF SUSANVILLE
AND THE
SUSANVILLE PEACE OFFICERS ASSOCIATION

July 1, 2015 through and including June 30, 2017

TABLE OF CONTENTS

<u>SECTION</u>	<u>TITLE</u>	<u>PAGE(s)</u>
1	INTRODUCTION	1
2	EMPLOYEE RIGHTS	1
3	CITY RIGHTS	1
4	NON-DISCRIMINATION	2
5	UNIT RECOGNITION	2
6	UNIT DESCRIPTION	2
7	SALARY SCALE, MERIT STEP INCREASES AND PAY PERIOD	2
8	IRS SECTION 125 PLAN, DEFERRED COMPENSATION	3
9	UNIFORMS	3
10	RETIREMENT	3
11	WORK SCHEDULE	3
12	HOLIDAYS	4
13	OVERTIME	5
14	EMPLOYEE SICK LEAVE	6
15	MILITARY LEAVE	7
16	JURY DUTY	7
17	VACATION	7
18	FAMILY ILLNESS LEAVE	7
19	HEALTH, DENTAL, VISION, INSURANCE	7
20	LIFE INSURANCE	8
21	PROFESSIONAL DEVELOPMENT PROGRAM	8
22	PAST PRACTICES	10
23	GRIEVANCE/DISCIPLINE PROCEDURES	10
24	SOLE AGREEMENT	10
25	TERMS OF MEMORANDUM AND SIGNATURES	11
	Signature Page	11
	Exhibit "A"	12
	Exhibit "B"	13

1

INTRODUCTION

The City of Susanville, hereinafter called the CITY, and the Susanville Peace Officers Association, hereinafter called the ASSOCIATION, having met and conferred in good faith, have entered into this Memorandum of Understanding establishing wages, hours, and other terms and conditions of employment.

The purpose of the Memorandum of Understanding is to promote harmonious relations between the CITY and the employees covered herein so as to promote employer-employee relations by providing a written document enumerating the entire agreement between the employer and employees pursuant to the purpose and intent of California Government Code Section 3500.

2

EMPLOYEE RIGHTS

Employees of the CITY of Susanville have the right to form, join and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations within the scope of representation.

As Public Safety Officers under California Law, the members of the Susanville Peace Officers Association are protected by the *PUBLIC SAFETY OFFICERS PROCEDURAL BILL OF RIGHTS* and are entitled to exercise the rights enumerated in California Government Code Sections 3302 through 3309, inclusive.

3

CITY RIGHTS

A The CITY retains the right, subject to and in accordance with applicable laws and the provisions of this MOU to

- 1 direct employees in the performance of their duties;
- 2 hire, promote, transfer, assign, and discipline employees;
- 3 dismiss employees because of lack of work, or in accordance with personnel rules and regulations;
- 4 determine the mission of its divisions and departments, and its budget, organization, number of employees, and the numbers, types, classifications, descriptions, and grades of positions, or employees, assigned to an organizational unit, work project shift, or tour of duty, and the methods and technology of performing its work; and
- 5 take whatever action may be appropriate to carry out its mission in situations of emergency.

B In addition, the CITY specifically retains all the rights, subject to the provisions of this MOU, to take whatever actions and set whatever policies it deems appropriate.

C This section will not operate to deny any employee rights guaranteed by applicable law, including the Meyers-Milias-Brown Act.

4 **NON-DISCRIMINATION**

The CITY and the ASSOCIATION agree not to discriminate against any employees in accordance with applicable law. Also, it is recognized that whenever the masculine gender is referred to in this MOU, it shall include the female gender and vice versa.

5 **UNIT RECOGNITION**

A Acknowledgment: The CITY agrees to acknowledge the Susanville Peace Officers Association as the only recognized employee organization representing the non-management employees itemized in Section 6 so long as said ASSOCIATION maintains the dues-paying membership of a majority of the employees within the unit as described within Section 6.

B Payroll Deduction/Dues: For those Unit employees itemized in Section 6, the CITY will deduct from their wages the regular monthly dues. Such dues shall be deducted and transmitted to the ASSOCIATION upon voluntary, revocable, written authorization of the Unit employee in a manner complying with legal requirements. Written authorization forms will be provided by the CITY.

6 **UNIT DESCRIPTION**

This unit shall consist of all regular full-time or probationary employees of the CITY of Susanville's Police Department which are specifically enumerated below:

A **Sworn Unit Members**
Police Sergeant
Police Officer

7 **SALARY SCALE, MERIT STEP INCREASES AND PAY PERIOD**

Outlined below are the salaries for all employees covered under this MOU.

A Pay Period: Pay periods will conform to 26 pay periods within a full year with pay day occurring every other Friday.

B. Salaries are shown in Exhibit "B" of the City of Susanville Global Range and Step Matrix.

C Merit Pay: In order to receive a salary step increase the employee shall demonstrate that they merit such increase as shown by the annual performance review. The performance review shall be rated "Meets job Requirements" or a numerical rating of 3.10 or above to qualify for merit increase.

D Longevity: When an employee has been at Step F for two years, he/she may according to merit, move to Step G. If the employee remains in the same classification for two additional years he/she may according to merit go to Step H. Merit increases will not be automatic and will be based upon merit as evidenced by the most recent performance evaluation. Merit increases will be limited to one per fiscal year.

- E Performance Evaluations: If an employee is not given a job performance evaluation within sixty days of the employee's evaluation anniversary date, and there are no current counseling letters or pending disciplinary actions, it will be deemed that the employee was at a "meets" or "exceeds" performance level or higher at the time of the anniversary date and will be granted an appropriate increase, based on merit, retroactive to the anniversary date.
- F Specialty Pay: When an employee who is certified as a Field Training Officer is assigned to perform those duties, they shall receive a specialty pay of \$50 per week. Members who are Detectives shall receive an additional 2.5%.

8 **IRS SECTION 125 PLAN, DEFERRED COMPENSATION**

- A The City agrees to establish an IRS Section 125 Plan for employees use.
- B The City will contribute \$65 per month as a contribution to an employee's Section 125 plan; or
- C The City will match on a dollar for dollar basis contributions to a deferred compensation plan with a maximum contribution of \$65 per month.

9 **UNIFORMS**

- A The CITY shall provide each employee in this unit with a uniform allowance of \$450.00 each June and \$450.00 each December. The allowance is for the purpose of purchase, maintenance and off-duty care of uniforms and associated gear and equipment.
- B There will be a one-time purchase by the CITY of a cold-weather coat and boots for each member of the Unit. All coats purchased shall be uniform in appearance. The maximum CITY expense shall be \$250.00 per employee, although that amount may be supplemented by the employee at the employee's discretion. New employees shall receive no more than \$350.00 for cold-weather coat and boots.

10 **RETIREMENT**

- A Sworn Personnel: The CITY shall pay employer share for each eligible sworn employee under its existing retirement program to the Public Employees Retirement System for 3% at 50, single highest year. Legacy members will be responsible for paying the 9% employee contribution.

New Employees as defined by the CalPERS hired after January 1, 2013 will be subject to the mandatory provisions of AB340 / PEPRA.

11 **WORK SCHEDULE**

- A Work Period: The work period for this unit shall consist of fourteen (14) days with the work period beginning at midnight Friday and ending at midnight Friday within a 14-day work period.

- B Work Week: A 40-hour work week shall constitute a regular work schedule for this unit unless the needs of the CITY require an alteration of the schedule because of emergencies, budgetary reasons, or in order to accommodate temporary schedule adjustments. The needs of the CITY will be paramount when making assignments under the 40-hour work week.
- C Alternate Work Schedules: The Chief of Police may implement alternative work schedules he deems beneficial to the department.
- D In December 2004, an alternative work schedule was implemented and considered successful after a six months trial period. The alternative work schedule is:

207(k) Work Schedule Employees assigned to the 207 (k) 7/12 work schedule shall work three twelve hour workdays in one seven day period and four twelve hour workdays in the next seven day period. Overtime shall be paid after twelve hours worked per day and after eighty four hours worked per pay period. Supervisory staff may send an employee home any time in a fourteen day work period for a minimum of two hours, not to exceed four hours.

4/40 Work Schedule Employees shall work eight ten hour days in a fourteen day work period, in a four and four configuration. Overtime shall be paid after ten hours worked per day and after eighty hours per pay period.

12 **HOLIDAYS**

- A The holidays listed in the Employee Manual will be recognized as eight (8) hour holidays. When holidays will be celebrated by this unit shall be specified each July by the City Administrator.
- B The holidays will be considered as a single block of time to be credited to the employee in the month they occur. This time is to be used in lieu of holidays. Holiday time will normally be taken in the month that the holiday occurs. However, the time at which the employee shall be granted holiday time is at the discretion of the Department Head. The employee's preference will be taken into account, as far as possible, with requests that may be denied justified in writing to the requesting employee. The predominant factor considered will be the CITY's needs which may include, but not be limited to:

No holiday time shall be granted off if an officer/sergeant has to be called back from a scheduled vacation or is attending school. Total number of hours credited to each employee of this unit will be the 14 holidays listed in paragraph A. Requests for holiday time may be made at any time to the supervising officer, but in a reasonable time to provide a written response if conditions require a denial.

Employees will be expected to take holiday leave whenever possible, however unused holiday leave up to a maximum of 50 hours will be reimbursed at regular pay rates during the pay period closest to June 30 and up to a maximum of 50 hours

will be reimbursed at regular pay rates during the pay period closest to December 31 each year.

It should be understood that should an individual terminate employment with unused Holiday Time, no compensation will be granted for the unused holiday time. It should be understood that if individuals have exhausted all of the Holiday Time prior to June 30th and the individual terminates employment after Holiday Time is exhausted, no pro-rated Holiday Time will be deducted from the final paycheck.

13

OVERTIME

- A The CITY agrees, for those who work a 207(k) schedule, overtime shall be paid after twelve hours worked per day and after eighty four hours worked per pay period. For those who work a 4/40 work schedule, overtime shall be paid after ten hours worked per day and after eighty hours per pay period per Section 11D of this MOU. Vacation time and sick leave time, or hours worked on a holiday designated in Section 12, will be counted as hours worked, and shall be compensated for at a rate of 1.5 times the regular rate of pay. Employees who have a regular day off on a holiday will receive double time if called in to work on that holiday.
- B The assignment of overtime will be at the CITY'S sole discretion and scheduled by supervisory personnel. However, the CITY shall endeavor to select, from among those employees who are qualified, those individuals who wish to work overtime.
- C The CITY shall have the right to require employees to work whenever necessary.
- D Call-back pay: Should an employee be required to make a court appearance outside of his/her regularly scheduled shift, or an off-duty day, said employee shall be compensated a minimum of four (4) hours at the straight time rate. Hours in court in excess of four (4) hours shall be compensated at time and one-half (1.5). An employee who is scheduled to make a court appearance outside his/her regularly scheduled shift, or on an off-duty day where the appearance is canceled shall receive 2 hours of regular pay if they are notified of court cancellation after 1700 the day before appearance is scheduled. An employee required to appear for duty after leaving the work site at end of shift, other than court, shall be compensated a minimum of two (2) hours at 1.5 times employee's regular rate of pay.
- E The CITY shall grant either pay for overtime pursuant to Section 13.A. or compensatory time off at the rate of 1.5 times the number of overtime hours worked. The time at which the employee shall be granted compensatory time is at the discretion of the Department Head. The employee's preference will be taken into account, as far as possible, with requests that may be denied justified in writing to the requesting employee.

No compensatory time shall be granted off if it requires a regular officer to be re-scheduled to work that time period at the time and one-half rate.

No compensatory time shall be granted off if an officer/sergeant has to be called back from a scheduled vacation or is attending school.

Requests for compensatory time off may be made at any time to the supervising officer, but in a reasonable time to provide a written response if conditions require a denial.

No employee shall accrue more than 240 hours of compensatory time off. Employee may request a cash payment of up to 80 hours per fiscal year to be issued by separate check. Such check(s) may only be issued on a quarterly basis within the months of September, December, March and June with a minimum increment of ten (10) hours of compensatory time accrued.

Employees with accruals in excess of 240 hours as of July 1, 1996 shall not accrue any additional compensatory time hours until they reduce their accrual to below 240 hours. Such employees shall reduce their compensatory time accruals to 240 hours.

Where any of the above section E is found to be inconsistent with DBL guidelines, the guidelines shall be used.

- F Notwithstanding the above, a shift trade between two employees to work the other's shift, which does not add to department costs for overtime pay or compensatory time, shall be allowed provided reasonable advance notice is provided to the approving supervisor.

14 **EMPLOYEE SICK LEAVE**

- A Employees within this unit will accrue 3.69 hours sick or accident allowance for each full pay period of employment, up to a total of ninety-six (96) hours allowance per calendar year, unlimited accumulation.
- B Benefits shall be payable commencing the first day of absence due to the employee's sickness or accident.
- C Sick leave benefits are payable only for an employee's regularly scheduled work days on which he or she is off as a result of the employee's illness or accident.
- D The employee may be required, at the discretion of the CITY Administrator or the CITY Administrator's authorized representative, to furnish a doctor's certificate, or other satisfactory proof of illness or accident, after three (3) days of absence. If the employee is suspected of abusing his sick leave privileges, said requirement may be imposed after any length of absence. The CITY Administrator, or the CITY Administrator's authorized representative, may terminate or withhold said benefits if the employee fails to furnish satisfactory and non-falsified proof of illness or accident.

E Under the Public Employees Retirement System, credit for unused sick leave (Section 20965) of the Government Code shall be a benefit provided to each employee of this unit upon retirement and in accordance with the rules and regulations of PERS.

F Upon retirement from the City unused sick leave shall be capitalized at 50% of current hourly salary. This fund may be used to pay one-half of monthly health insurance premiums.

15 **MILITARY LEAVE**

Military leave shall be granted in accordance with the provisions of State law. All employees entitled to military leave shall give the CITY Administrator, and/or the CITY Administrator's authorized representative, an opportunity, within the limits of military regulations, to determine when such leave shall be taken.

16 **JURY DUTY**

While serving on Jury Duty, employees will still be paid by the CITY, on the basis of a forty (40) hour week at their normal rate of pay, on condition that any compensation (in excess of mileage expenses) received from the court be turned over to the CITY.

17 **VACATION**

A Employees in this Unit shall earn vacation credit as set out in the Employee Manual.

B In order that employees obtain the maximum benefit for themselves, each vacation should be taken in a single period, if possible. It is desirable that vacations not be split to less than one calendar week.

C Vacation schedules will be arranged to avoid the necessity of work stoppage, slowing down of work, or need for additional help.

D The time at which the employee shall be granted a vacation is at the sole discretion of the Department Head. The employee's preference will be taken into account as far as possible. The predominant factor to be considered will be the CITY's needs. When possible, a vacation request should be submitted at least seven days in advance.

E Subject to the provisions of Section 17.D. above, vacation will be taken in accordance with departmental seniority regardless of classification or job assignment. For vacation scheduling purposes, departmental seniority shall be defined as full-time police department peace officer employment with no break in service.

18 **FAMILY ILLNESS LEAVE**

An employee shall be entitled to the use of up to five (5) days of accumulated sick leave in any one (1) calendar year for the purpose of providing personal care, attendance, and compassion to a member of the employee's household, or immediate family, who is suffering from an illness. However, the necessity for the employee's presence may, at the

discretion of the CITY Administrator and/or his authorized agent, be required to be verified by a doctor's certificate. The CITY shall have the authority to approve additional sick leave to be used for family sick purposes on a case-by-case basis where circumstances are justified by critical need.

For the purpose of this article, a member of the employee's immediate family is a spouse, mother, father, brother, sister, child, grandparent and grandchild of such employee, or spouse, and any family member residing in the house of the employee.

19 **HEALTH, DENTAL, VISION INSURANCE**

A. The City shall pay the cost of health, dental and vision insurance premium for each unit member covered under this MOU. Each unit member shall contribute \$25 per month towards the current plan premium. City will continue to research options for the best cost-effective coverage, at its discretion. The City reserves the right to select, change, administer and shall have the right to select any carrier or other method providing coverage to fund the benefits and may adjust the amount the City shall pay for such benefits. Any changes in the medical coverage or other benefits will be subject to the meet and confer process prior to implementation. If the insurance provider is changed and the cost is less than \$957 per month per employee, the City shall cap the amount of its contribution to an amount not less than 100 percent of the cost of the new plan.

B. Retirees will be eligible to purchase health insurance under the above plan with no vesting requirement, if allowed under the current plan.

20 **LIFE INSURANCE**

The City shall provide term life coverage in the amount of \$40,000 (\$15,000 with Health Coverage and \$25,000 additional) for each employee for the term of this contract.

21 **PROFESSIONAL DEVELOPMENT PROGRAM FOR SWORN EMPLOYEES**

A Purpose: The purpose of the CITY of Susanville Police Department Professional Development Program is to increase and maintain high levels of professionalism among Police Officers in order to attain a superior quality of police service for the community, and to better equip individual Police Officers for handling complex and difficult social and community problems characteristic of modern society. Thus, the program is intended to more effectively prepare both new recruits and experienced officers to cope with the changing role of the Police Officer in today's community through broadening of his educational background and exposure.

B General Provisions: Upon receiving a degree, and/or an appropriate level certificate issued by the California Commission on Peace Officers' Standards and Training (POST), a salary increase based on the attached schedule will be permanently added to the officer's base pay. In order to receive the educational incentive, an officer must have satisfactorily completed appropriate course requirements, with a grade average of "C" or better, in college course work.

- C Eligibility Requirements: To be eligible for participation in the program, Police Officers must have met the following requirements:
- 1 Each applicant must have satisfactorily completed the entry-level probationary period, and have attained regular status.
 - 2 Applicants must be classified as Police Officer or Police Sergeant.
 - 3 Each Police Officer, who plans to participate in the program, must advise the CITY Administrator, through the Chief of Police, on the appropriate forms.
 - 4 The Police Officer must have received a degree from an accredited college, or university, and have been in a program which leads to an Associate or Bachelor's Degree in Police Science, Public Administration, or an approved closely related field.

D Program Incentive: Upon completion of each degree level requirement (or equivalent requirements for the AA Degree for those pursuing a Bachelor's Degree and/or the required POST Certificate) and submittal of the necessary forms, the appropriate salary incentive will be added to the permanent base pay for the Officer such that, upon completion of the Associate or Bachelor Degree and/or completion of the appropriate POST Certificate, an Officer can receive a permanent pay increase of 2.5% to 10% respectively, over and above the base pay for the classification shown in the current pay plan. The following criteria outlines the requirement at each level.

Upon receiving a degree and/or appropriate certificates issued by POST, a permanent increase will be added to the base pay:

BASE SALARY	BASE + 2.5% REG FULL-TIME	BASE + 5% REG FULL-TIME
	AA or AS Degree or	BA or BS Degree

*Holders of Bachelor's Degrees are not eligible for Associate Degree Incentive.

BASE SALARY	BASE + 2.5% REG FULL-TIME	BASE + 5% REG FULL-TIME
	Intermediate POST	Advanced POST

*Holders of Advanced POST and not eligible for Intermediate POST Incentive.

Incentive pay based on POST certificates will be retroactive to the date of completion once certified by the Chief of Police. Incentives are not offered for multiple degrees.

E Responsibilities and Duties: Each Officer participating in the program is responsible for informing the Chief of Police and the CITY Administrator of his degrees and/or certificates from POST. Officers are responsible to handle all matters pertaining to the college or university and are required to have academic transcripts and records of achievement submitted through the Chief of Police. Keeping in mind that the purpose of the program is to encourage the professional

development of the Susanville Police Department, through attainment of higher education, each Officer participating in the program should commit themselves to work as quickly as feasible toward completion of the requirements of the degree sought.

- F. Continuing Education: The City will reimburse employees for the cost of books and tuition, not to exceed \$700 per calendar year for job related training with an intended goal (that has received approval of the Chief of Police and the City Administrator prior to enrollment) upon successful completion of each course with a passing grade. There will be no overtime pay granted to attend training, nor will there be travel and subsistence pay.

22 **PAST PRACTICES**

Nothing contained in this MOU shall be interpreted as to imply, or permit the invocation of past practice, or tradition, or accumulation, or vesting of any employee rights or privileges, other than those expressly stated herein.

The CITY and ASSOCIATION agree that only those past practices, standards, obligations and/or other commitments of the CITY to its employees, which are expressly stated herein, shall be in full force and effect during the term of this MOU.

23 **GRIEVANCE/DISCIPLINE PROCEDURES**

Grievance and Discipline policies and procedures may be found in the Employee Handbook.

24 **SOLE AGREEMENT**

- A The policies collected in this MOU constitute the entirety of the policies which are subject to the meet and confer obligation. To the extent that any other agreement should be in conflict with these policies, these policies shall prevail.
- B If, during its term, the parties hereto should mutually agree to modify, amend, or alter the provisions of the MOU in any respect, any such change shall be effective only if, and when, reduced to writing and executed by the authorized representatives of the CITY and the ASSOCIATION. Any such changes validly made shall become a part of this MOU and subject to its terms.
- C The waiver of any breach or condition of this MOU by either party shall not constitute a precedent in the future enforcement of all terms and conditions herein.
- D In the event that any of the policies contained in this MOU should be declared by a court of competent jurisdiction to be unenforceable, or illegal, that policy, or set of policies, shall be declared void. However, this action shall in no way invalidate the remaining policies contained in this MOU.

Should a policy within the MOU become void as outlined above, either the CITY or the ASSOCIATION may institute the Meet and Confer process in regard to instituting a substitute item.

25 **TERMS OF THE MEMORANDUM OF UNDERSTANDING**

This MOU shall remain in effect for the period of July 1, 2015 through and including June 30, 2017, or until a successor agreement is reached, unless a specific provision provides for a different commencement and/or termination date.

The provisions of this MOU shall not be altered, amended or added to except by the mutual written agreement of the CITY and the ASSOCIATION. Either party may request the other to consider changes in provisions of the MOU: such request shall be in writing. Neither party is, however, obligated to agree to re-initiate the Meet and Confer process unless specific provisions of the Federal Fair Standards Act and/or health, Dental and Vision Insurance Plan are amended to impact or alter the provisions of this MOU.

Dated: _____

For the CITY of Susanville

For the Susanville Peace Officers Assoc.

Brian R. Wilson, Mayor

Steve Allen

Jared G. Hancock, City Administrator

Jesse Leiss, Representative

Brian Rowe, Representative

Terra Avilla, Representative

ATTEST

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

Exhibit A

POLICE OFFICERS ASSOCIATION
Fiscal Year 2015-2017
Salary Range

<u>POSITION</u>	<u>RANGE</u>
Police Officer -- Base	136
Police Officer -- 2.5% Incentive	137
Police Officer -- 5.0% Incentive	138
Police Officer -- 7.5% Incentive	139
Police Officer -- 10.0% Incentive	140
Police Officer -- 12.5% Incentive	141
Police Sergeant -- Base	143
Police Sergeant -- 2.5% Incentive	144
Police Sergeant -- 5.0% Incentive	145
Police Sergeant -- 7.5% Incentive	146
Police Sergeant -- 10% Incentive	147
Police Sergeant -- 12.5% Incentive	148

CITY OF SUSANVILLE GLOBAL RANGE AND STEP MATRIX
2015-2017 SUSANVILLE POLICE OFFICERS ASSOCIATION MOU

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H
101	690.22	724.73	760.97	799.02	838.97	880.92	924.96	971.21
102	707.48	742.85	779.09	818.89	859.94	902.94	948.09	995.49
103	724.73	760.97	799.02	838.97	880.92	924.96	971.21	1,019.77
104	742.85	779.09	818.89	859.94	902.94	948.09	995.49	1,045.27
105	760.97	799.02	838.97	880.92	924.96	971.21	1,019.77	1,070.76
106	779.09	818.89	859.94	902.94	948.09	995.49	1,045.27	1,097.53
107	799.02	838.97	880.92	924.96	971.21	1,019.77	1,070.76	1,124.30
108	818.89	859.94	902.94	948.09	995.49	1,045.27	1,097.53	1,152.41
109	838.97	880.92	924.96	971.21	1,019.77	1,070.76	1,124.30	1,180.51
110	859.94	902.94	948.09	995.49	1,045.27	1,097.53	1,152.41	1,210.03
111	880.92	924.96	971.21	1,019.77	1,070.76	1,124.30	1,180.51	1,239.54
112	902.94	948.09	995.49	1,045.27	1,097.53	1,152.41	1,210.03	1,270.53
113	924.96	971.21	1,019.77	1,070.76	1,124.30	1,180.51	1,239.54	1,301.51
114	948.09	995.49	1,045.27	1,097.53	1,152.41	1,210.03	1,270.53	1,334.05
115	971.21	1,019.77	1,070.76	1,124.30	1,180.51	1,239.54	1,301.51	1,366.59
116	995.49	1,045.27	1,097.53	1,152.41	1,210.03	1,270.53	1,334.05	1,400.76
117	1,019.77	1,070.76	1,124.30	1,180.51	1,239.54	1,301.51	1,366.59	1,434.92
118	1,045.27	1,097.53	1,152.41	1,210.03	1,270.53	1,334.05	1,400.76	1,470.79
119	1,070.76	1,124.30	1,180.51	1,239.54	1,301.51	1,366.59	1,434.92	1,506.67
120	1,097.53	1,152.41	1,210.03	1,270.53	1,334.05	1,400.76	1,470.79	1,544.33
121	1,124.30	1,180.51	1,239.54	1,301.51	1,366.59	1,434.92	1,506.67	1,582.00
122	1,152.41	1,210.03	1,270.53	1,334.05	1,400.76	1,470.79	1,544.33	1,621.55
123	1,180.51	1,239.54	1,301.51	1,366.59	1,434.92	1,506.67	1,582.00	1,661.10
124	1,210.03	1,270.53	1,334.05	1,400.76	1,470.79	1,544.33	1,621.55	1,702.63
125	1,239.54	1,301.51	1,366.59	1,434.92	1,506.67	1,582.00	1,661.10	1,744.15
126	1,270.53	1,334.05	1,400.76	1,470.79	1,544.33	1,621.55	1,702.63	1,787.76
127	1,301.51	1,366.59	1,434.92	1,506.67	1,582.00	1,661.10	1,744.15	1,831.36
128	1,334.05	1,400.76	1,470.79	1,544.33	1,621.55	1,702.63	1,787.76	1,877.15
129	1,366.59	1,434.92	1,506.67	1,582.00	1,661.10	1,744.15	1,831.36	1,922.93
130	1,400.76	1,470.79	1,544.33	1,621.55	1,702.63	1,787.76	1,877.15	1,971.00
131	1,434.92	1,506.67	1,582.00	1,661.10	1,744.15	1,831.36	1,922.93	2,019.08
132	1,470.79	1,544.33	1,621.55	1,702.63	1,787.76	1,877.15	1,971.00	2,069.55
133	1,506.67	1,582.00	1,661.10	1,744.15	1,831.36	1,922.93	2,019.08	2,120.03
134	1,544.33	1,621.55	1,702.63	1,787.76	1,877.15	1,971.00	2,069.55	2,173.03
135	1,582.00	1,661.10	1,744.15	1,831.36	1,922.93	2,019.08	2,120.03	2,226.03
136	1,621.55	1,702.63	1,787.76	1,877.15	1,971.00	2,069.55	2,173.03	2,281.68
137	1,661.10	1,744.15	1,831.36	1,922.93	2,019.08	2,120.03	2,226.03	2,337.33
138	1,702.63	1,787.76	1,877.15	1,971.00	2,069.55	2,173.03	2,281.68	2,395.77
139	1,744.15	1,831.36	1,922.93	2,019.08	2,120.03	2,226.03	2,337.33	2,454.20
140	1,787.76	1,877.15	1,971.00	2,069.55	2,173.03	2,281.68	2,395.77	2,515.56
141	1,831.36	1,922.93	2,019.08	2,120.03	2,226.03	2,337.33	2,454.20	2,576.91
142	1,877.15	1,971.00	2,069.55	2,173.03	2,281.68	2,395.77	2,515.56	2,641.33
143	1,922.93	2,019.08	2,120.03	2,226.03	2,337.33	2,454.20	2,576.91	2,705.75
144	1,971.00	2,069.55	2,173.03	2,281.68	2,395.77	2,515.56	2,641.33	2,773.40
145	2,019.08	2,120.03	2,226.03	2,337.33	2,454.20	2,576.91	2,705.75	2,841.04
146	2,069.55	2,173.03	2,281.68	2,395.77	2,515.56	2,641.33	2,773.40	2,912.07
147	2,120.03	2,226.03	2,337.33	2,454.20	2,576.91	2,705.75	2,841.04	2,983.09
148	2,173.03	2,281.68	2,395.77	2,515.56	2,641.33	2,773.40	2,912.07	3,057.67
149	2,226.03	2,337.33	2,454.20	2,576.91	2,705.75	2,841.04	2,983.09	3,132.25
150	2,281.68	2,395.77	2,515.56	2,641.33	2,773.40	2,912.07	3,057.67	3,210.56
151	2,337.33	2,454.20	2,576.91	2,705.75	2,841.04	2,983.09	3,132.25	3,288.86
152	2,395.77	2,515.56	2,641.33	2,773.40	2,912.07	3,057.67	3,210.56	3,371.09
153	2,454.20	2,576.91	2,705.75	2,841.04	2,983.09	3,132.25	3,288.86	3,453.30
154	2,515.56	2,641.33	2,773.40	2,912.07	3,057.67	3,210.56	3,371.09	3,539.64
155	2,576.91	2,705.75	2,841.04	2,983.09	3,132.25	3,288.86	3,453.30	3,625.97
156	2,641.33	2,773.40	2,912.07	3,057.67	3,210.56	3,371.09	3,453.30	3,716.62
157	2,705.75	2,841.04	2,983.09	3,132.25	3,288.86	3,453.30	3,625.97	3,807.27
158	2,773.40	2,912.07	3,057.67	3,210.56	3,371.09	3,539.64	3,716.62	3,902.45
159	2,841.04	2,983.09	3,132.25	3,288.86	3,453.30	3,625.97	3,807.27	3,997.63
160	2,912.07	3,057.67	3,210.56	3,371.09	3,539.64	3,716.62	3,902.45	4,097.58
161	2,983.09	3,132.25	3,288.86	3,453.30	3,625.97	3,807.27	3,997.63	4,197.51
162	3,057.67	3,210.56	3,371.09	3,539.64	3,716.62	3,902.45	4,097.58	4,302.46
163	3,132.25	3,288.86	3,453.30	3,625.97	3,807.27	3,997.63	4,197.51	4,407.39
164	3,210.56	3,371.09	3,539.64	3,716.62	3,902.45	4,097.58	4,302.46	4,517.58
165	3,288.86	3,453.30	3,625.97	3,807.27	3,997.63	4,197.51	4,407.39	4,627.76
166	3,371.09	3,539.64	3,716.62	3,902.45	4,097.58	4,302.46	4,517.58	4,743.46
167	3,453.30	3,625.97	3,807.27	3,997.63	4,197.51	4,407.39	4,627.76	4,859.15
168	3,539.64	3,716.62	3,902.45	4,097.58	4,302.46	4,517.58	4,743.46	4,980.63
169	3,625.97	3,807.27	3,997.63	4,197.51	4,407.39	4,627.76	4,859.15	5,102.10
170	3,716.62	3,902.45	4,097.58	4,302.46	4,517.58	4,743.46	4,980.63	5,229.66
171	3,807.27	3,997.63	4,197.51	4,407.39	4,627.76	4,859.15	5,102.10	5,357.21
172	3,902.45	4,097.58	4,302.46	4,517.58	4,743.46	4,980.63	5,229.66	5,491.14
173	3,997.63	4,197.51	4,407.39	4,627.76	4,859.15	5,102.10	5,357.21	5,625.07
174	4,097.58	4,302.46	4,517.58	4,743.46	4,980.63	5,229.66	5,491.14	5,765.70
175	4,197.51	4,407.39	4,627.76	4,859.15	5,102.10	5,357.21	5,625.07	5,906.32
176	4,302.46	4,517.58	4,743.46	4,980.63	5,229.66	5,491.14	5,765.70	6,054.01
177	4,407.39	4,627.76	4,859.15	5,102.10	5,357.21	5,625.07	5,906.32	6,201.54
178	4,517.58	4,743.46	4,980.63	5,229.66	5,491.14	5,765.70	6,054.01	6,359.72
179	4,627.76	4,859.15	5,102.10	5,357.21	5,625.07	5,906.32	6,201.54	6,511.62
180	4,743.46	4,980.63	5,229.66	5,491.14	5,765.70	6,054.01	6,359.72	6,674.54
181	4,859.15	5,102.10	5,357.21	5,625.07	5,906.32	6,201.54	6,511.62	6,837.20
182	4,980.63	5,229.66	5,491.14	5,765.70	6,054.01	6,359.72	6,674.54	7,008.27
183	5,102.10	5,357.21	5,625.07	5,906.32	6,201.54	6,511.62	6,837.20	7,179.06
184	5,229.66	5,491.14	5,765.70	6,054.01	6,359.72	6,674.54	7,008.27	7,358.68
185	5,357.21	5,625.07	5,906.32	6,201.54	6,511.62	6,837.20	7,179.06	7,538.02
186	5,491.14	5,765.70	6,054.01	6,359.72	6,674.54	7,008.27	7,358.68	7,726.61
187	5,625.07	5,906.32	6,201.54	6,511.62	6,837.20	7,179.06	7,538.02	7,914.91
188	5,765.70	6,054.01	6,359.72	6,674.54	7,008.27	7,358.68	7,726.61	8,112.95
189	5,906.32	6,201.54	6,511.62	6,837.20	7,179.06	7,538.02	7,914.91	8,310.66
190	6,054.01	6,359.72	6,674.54	7,008.27	7,358.68	7,726.61	8,112.95	8,516.59
191	6,201.54	6,511.62	6,837.20	7,179.06	7,538.02	7,914.91	8,310.66	8,726.10
192	6,359.72	6,674.54	7,008.27	7,358.68	7,726.61	8,112.95	8,516.59	8,944.53
193	6,511.62	6,837.20	7,179.06	7,538.02	7,914.91	8,310.66	8,726.10	9,162.51
194	6,674.54	7,008.27	7,358.68	7,726.61	8,112.95	8,516.59	8,944.53	9,391.75
195	6,837.20	7,179.06	7,538.02	7,914.91	8,310.66	8,726.10	9,162.51	9,620.64
196	7,008.27	7,358.68	7,726.61	8,112.95	8,516.59	8,944.53	9,391.75	9,861.34
197	7,179.06	7,538.02	7,914.91	8,310.66	8,726.10	9,162.51	9,620.64	10,101.67
198	7,358.68	7,726.61	8,112.95	8,516.59	8,944.53	9,391.75	9,861.34	10,354.40
199	7,538.02	7,914.91	8,310.66	8,726.10	9,162.51	9,620.64	10,101.67	10,606.76
200	7,726.61	8,112.94	8,518.59	8,944.51	9,391.74	9,861.33	10,354.39	10,872.11

Reviewed by: HW City Administrator
 City Attorney

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

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: May 4, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: South Gay Street closure request for Farmer’s Market to the Uptown Susanville District, Pancera Plaza.

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: City staff were notified by the Lassen Land and Trails Trust (LLTT) that they have been working with the Historic Uptown Susanville Association (HUSA) to facilitate the 2016 Farmers’ Market. The LLTT and HUSA desire to change the location of the Farmer’s Market from the Railroad Depot to Pancera Plaza, in the Historic uptown.

The LLTT and HUSA are requesting the closure of Pancera Plaza 12 hours prior to each event or 6 p.m. through approximately 1 p.m. on the dates as follows:

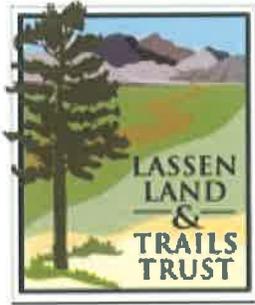
- June 4th, 11th, 18th and 25th
- July 2nd, 9th, 16th, 23rd and 30th
- August 6th, 13th, 20th and 27th
- September 3rd, 10th, 17th and 24th

The City will provide “A” frame construction barriers and HUSA will be responsible for signage, placement and removal of construction barriers. LLTT will provide event layout information, emergency contact information during the event and all parking lot event requirements.

FISCAL IMPACT: None.

ACTION REQUESTED: Direction to staff.

ATTACHMENTS: Lassen Land and Trails Trust Letter



April 21, 2016

City of Susanville

Jarred Hancock- Administrator

66 North Lassen St.

Susanville, CA 96130

CITY OF SUSANVILLE
RECEIVED

APR 21 2016

BUILDING & PLANNING

Dear Jared,

The Lassen Land and Trails Trust (LLTT) submits this letter as notification of the address location move of the 2016 Farmers' Market. LLTT & the Historic Uptown Susanville Association (HUSA) will be working together this year to facilitate the 2016 Farmers' Market. With this combined effort, the LLTT & HUSA came to an agreement on Tuesday April 19th at the LLTT Board meeting, to move the 2016 Farmers' Market to the Uptown Susanville District, specifically to Pancera Plaza located on South Gay Street.

With the Farmers' Market event planning we would like to request the use of the Pancera Plaza on the following dates:

June 4th, 11, 18 & 25th

July 2nd, 9th, 16th, 23rd and 30th

August 6th, 13th, 20th and 27th

September 3rd, 10th, 17th and 24th

Hours of operation to the public of the Farmers' Market will be 8am-12pm

Hours of operation to the vendors will be 6am-1pm

We will be requesting the closure of the Pancera Plaza to public users as of 12 hours prior to each date listed. This means a street closure of Pancera Plaza (South Gay Street area) will be necessary the Friday night before the Market date so we can ensure safety and adherence to Market rules on Market day.

I appreciate your assistance with the 2016 Farmers Market planning. We look forward to improving the success of the Farmers' Market in the season to come.

Please contact myself with LLTT or David Teeter at HUSA with any questions.

Thank you,

A handwritten signature in blue ink, appearing to read "Laura No".

Laura
Farmers' Market Manager

PO Box 1461
Susanville, CA 96130
530.257.3252
530.310.4556 Cell (call, text and voicemail)
530.257.3253 fax
www.lassenlandandtrailstrust.org

Reviewed by: AW City Administrator
 _____ City Attorney

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

Submitted by: Ian Sims, Project Manager

Action Date: May 04, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution No. 16-5289 supporting the Riverside Drive Multi-Use Trail and Bizz Johnson Trail Extension and authorizing application for Active Transportation Program grant funds for Construction

PRESENTED BY: Jared G. Hancock, City Administrator.

SUMMARY: The purpose of the Active Transportation Program (ATP) is to encourage increased use of active modes of transportation in rural and urban communities. It is a statewide grant program that encourages bicycling and walking, especially for children traveling to school and for residents of disadvantaged communities. The ATP grew from the consolidation of several federal and state transportation programs to focus on making California a national leader in active transportation.

The City is currently assembling an ATP application for the 2016 ATP Cycle 3 Round for the Riverside Trail Project to create a safer walking and bicycle path along Riverside Drive adjacent to the Old Sierra Pacific Industries mill site. It includes a separated bicycle, pedestrian path and bridge over the Susan River; and would provide a critical bicycle and pedestrian link in our community between residential areas, schools, key commercial areas, parks and community services.

Lassen Land & Trails Trust (LL&TT) has requested that the City include a small LL&TT section of trail in its application and would like to package their 'Cut' Project within the Riverside Trail ATP application. LL&TT's 'Cut' Project entails restoration of the seven acre 'Cut' area behind the Depot, rehabilitation of cut banks, install new fencing to convert the property to a non-motorized recreation area, construction of a 12 foot wide gravel path through the 'Cut' with a parallel equestrian path on native dirt, installation of gutters, signage, bicycle racks, and new outdoor kiosk to provide visitor information when the Depot is closed.

After reviewing the request it was determined that given the state notoriety of the Bizz Johnson Trail, connecting the Riverside Trail and the Bizz Johnson Trail will give this ATP application an increased likelihood of being funded under this competitive grant. This approach also supports the City's mission to utilize multi-modal trails to increase City connectivity. In order for the LL&TT to apply for ATP funds, they must partner with a sponsoring agency that has a Caltrans agreement in place and must submit an ATP application with a minimum request of \$250,000.

The application for funding requires a resolution of support from the City Council to provide

authority for submitting the application for funding which is due June 15th.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to approve Resolution No. 16-5289 supporting the Riverside Drive Multi-Use Trail and Bizz Johnson Trail Extension and authorizing application for Active Transportation Program grant funds for Construction

ATTACHMENTS: Resolution No. 16-5289
LL&TT Letter of Request

RESOLUTION NUMBER 16-5289
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
SUPPORTING THE RIVERSIDE DRIVE MULTI-USE TRAIL AND BIZZ JOHNSON
TRAIL EXTENSION AND AUTHORIZING APPLICATION FOR ACTIVE
TRANSPORTATION PROGRAM GRANT FUNDS FOR CONSTRUCTION

WHEREAS, the City of Susanville has been developing the Riverside Drive Multi-Use Trail for over 10 years and will soon be submitting an Active Transportation Program grant application for construction funds; and

WHEREAS, the Riverside Drive Multi-Use Trail project is a .5 mile long class 1 trail separated from Riverside Drive that connects the existing Susan River Trail, a class 1 trail along the Susan River, and Riverside Park and includes a stand-alone bicycle and pedestrian bridge over the Susan River; and

WHEREAS, the Riverside Drive Multi-Use Trail is a critical bicycle and pedestrian link in our community between residential areas, schools, key commercial areas, parks and community services; and

WHEREAS, the City will partner with Lassen Land & Trails Trust in applying for funding to construct the Bizz Johnson Trail extension from Richmond Road to Alexander.

WHEREAS, this addition to the City's bicycle and pedestrian network will improve the economic prosperity within the City by providing utilitarian transport to school, work and commerce and attracting visitors to enjoy the world class recreational bike and walking trails in the City; and

WHEREAS, this addition to the City's bicycle and pedestrian network will make the City of Susanville a more active community and help the City reach its goal of providing the residents and future residents of the City an excellent quality of life; and

WHEREAS, the City of Susanville wishes to encourage walking and biking as an important mode of transportation and as a healthy activity for youth, families, and seniors;

NOW, THEREFORE, BE IT RESOLVED:

1. The City of Susanville requests the State of California award the City of Susanville, its residents and visitors, an Active Transportation Grant for the Riverside Drive Multi-Use Trail and Bizz Johnson Trail Extension.
2. The City commits its resources to a successful delivery of this project and meeting all associated Federal and State requirements of the funding resource.
3. The City Clerk shall certify to the adoption of this Resolution.

APPROVED:

Brian R. Wilson, Mayor

ATTEST:

Gwenna MacDonald, City Clerk

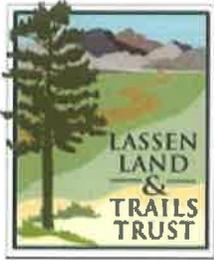
The foregoing Resolution was adopted at the regular meeting of the City Council on the City of Susanville, held on the 4th day of May, 2016, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney



P.O. Box 1461
SUSANVILLE, CA 96130
PHONE: (530) 257-3252
www.lassenlandandtrailstrust.org

Mr. Brian Wilson
Mayor, City of Susanville
66 North Lassen Street
Susanville, CA 96130

Dear Mayor Wilson:

The Lassen Land and Trails Trust (LLTT) would like to partner with the City of Susanville in applying for Active Transportation Program (ATP) grant funds to construct the Bizz Johnson Trail extension from Richmond Road to Alexander Avenue. Once constructed, this new trail will link directly with Lassen County's planned Skyline Multipath from Alexander Avenue to State Route 36 and the Skyline Drive extension. The attached briefing paper summarizes our proposed project.

ATP grant applications are due June 15, 2016 and the City plans to re-submit their Riverside Drive project. On April 21, Amy Holmen and Elizabeth Norton met with Jared Hancock to discuss adding the Bizz extension to the City's application. As a nonprofit, LLTT is unable to apply directly for ATP funds and must partner with another agency applicant for projects on LLTT land. Our project is consistent with the City and County's vision for a network of pedestrian and bicycle paths that connect people to public places. Once constructed, this new trail will complement several other proposed bike/ped projects that will enhance the livability of our community.

If you would like more information about the Bizz extension, please contact Amy Holmen, LLTT Project Manager, at 257-3252. Ms. Holmen plans to attend the May 4th City Council meeting to respond to any questions you may have. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Elizabeth Norton". The signature is written in a cursive, flowing style.

Elizabeth Norton
Vice-President

Enclosure: Bizz Extension briefing paper

Proposed Bizz Extension Project: The Lassen Land and Trails Trust (LLTT) has been an active partner with public land agencies, trail enthusiasts, and private landowners for the past 28 years to build a world-class regional trails network in northeastern California. To further its trails mission, LLTT recently acquired 7.11 acres of private property directly east of the LLTT-owned Historic Susanville Railroad Depot Visitor Center to construct a multi-modal, non-motorized trail. This purchase was completed in March 2015 and funded by the Recreation Trails Program. The property now links the 25.4-mile Bizz Johnson National Recreation Trail with Lassen County’s planned extension of Skyline class I multipath and the envisioned 23 mile rail-trail to Wendel and the existing Modoc Line.

The following amenities are proposed within the newly acquired property:

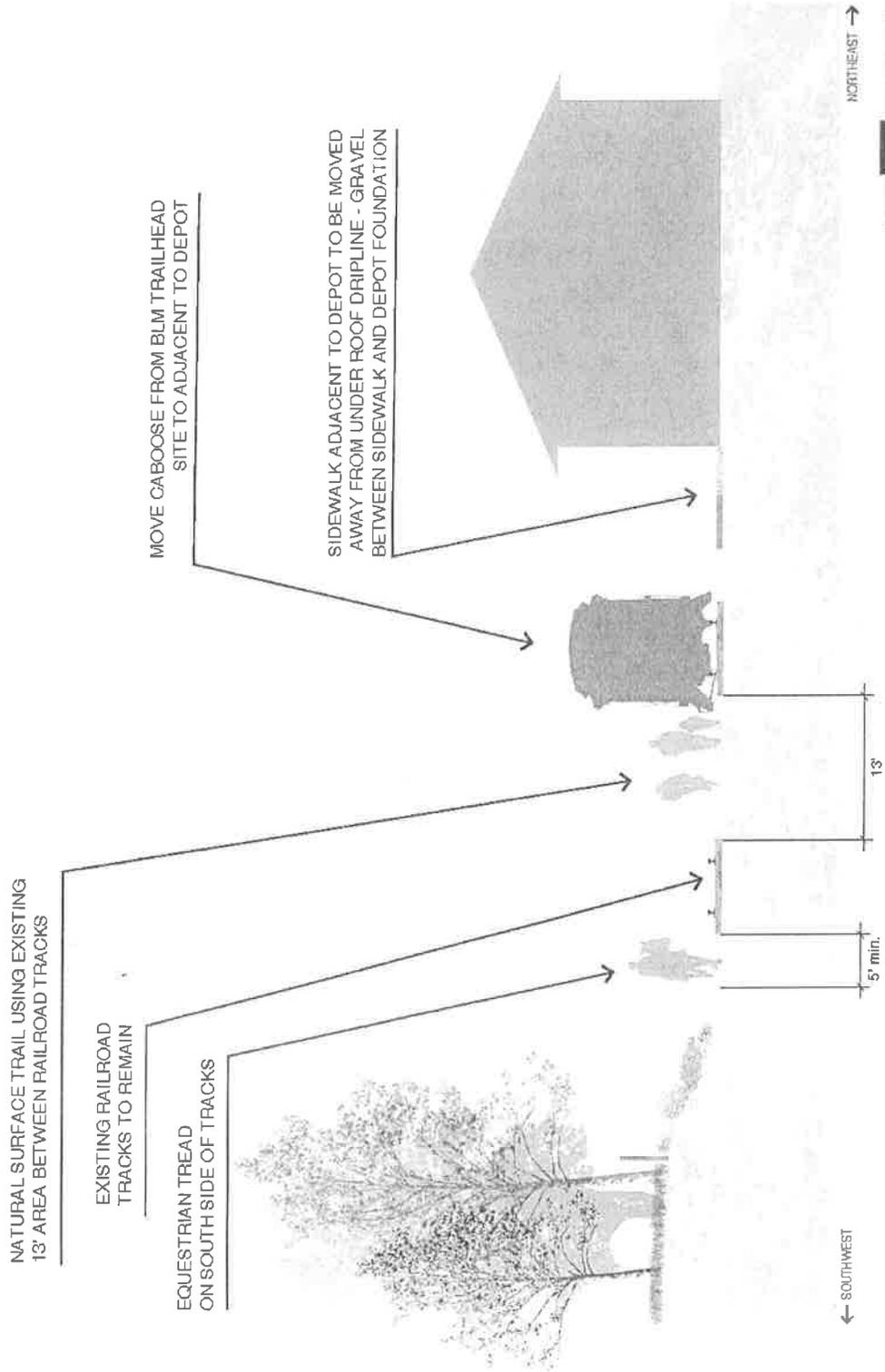
- Construct a hardened 1,500 ft. long, 13 ft. wide trail along the prism of the old Fernley and Lassen Branch Line between Richmond Road and Alexander Avenue;
- Construct a parallel 1,500 ft. long, 5ft. wide native surface equestrian trail;
- Install bollards and 3 “stop ahead” signs to warn trail users they are approaching a road crossing and 3 “stop” signs; and
- Install 1 trail entrance sign and, 2 parking signs, 3 all-purpose trail use signs and 3 trail arrow directional signs.

Improvements at the depot trailhead include:

- Installation of a new visitor information kiosk at the Historic Susanville Railroad Depot Visitor Center to provide information when the Depot is closed.
- Two bike racks

Estimated Costs (subject to change):

Work Item	ATP Grant Cost	LLTT Match Cost	Type of Match
CEQA documentation	?		
Trail construction	\$72,500		
Bollards and signs	\$2,940	\$1,416	In-kind install
Kiosk		\$13,500	Cash and in-kind install
3 Wood resting benches		\$3,375	In-kind construction/install
2 Bike racks	\$1,070		In-kind install
LLTT project liaison (3 days @ \$65/hour)		\$1,560	In-kind
Project TOTAL	\$76,510	\$19,851	
City grant administration @ 15%	\$11,477		
ATP GRANT TOTAL	\$87,987	\$19,851	



HISTORIC SUSANVILLE RAILROAD DEPOT
VISITOR CENTER AND TRAILHEAD CONCEPT PLAN

FIGURE 3: TRAIL SECTION AT DEPOT
CONCEPTUAL ONLY - NOT FOR CONSTRUCTION

Reviewed by: W City Administrator
 City Attorney

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

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: May 4, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Rescinding Ordinance No. 15-1003 and Adopting Urgency **Ordinance No. 16-1005** Adopting Water Conservation Measures to Comply With State Mandated Water Curtailment

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: In response to the State Water Resources Control Board's Emergency Water Regulation last year, which required the City of Susanville to achieve a 36% reduction in potable water production between the months of June 2015 and February 2016 as compared to the same months in 2013, staff prepared an Urgency Ordinance for Council's consideration which was adopted. The urgency ordinance placed an enforceable mandatory restriction on outdoor watering and limited watering to three days per week. The ordinance specified the permissible days of the week for even and odd numbered addresses, discussed the need for the emergency regulation and outlined the City's authority to implement an emergency regulation.

The City has been able to obtain a 26% reduction but fell short of the 36% requirement. The City was issued an additional conservation order that included additional reporting and implementation measures. After working with State Water Board staff, the City was successful in having the most onerous items removed. The State also implemented a climate factor which reduced the percentage required to 33% by October 31, 2016. Staff is requesting the adoption of Ordinance No. 16-1005 enforcing the same three-day watering schedule above in order to reach the current 33% reduction rate.

FISCAL IMPACT: Anticipated loss of revenue due to lower volume of water sold.

ACTION REQUESTED: Motion to Adopt Urgency Ordinance 16-1005 Adopting Water Conservation Measures to Comply With State Mandated Water Curtailment

ATTACHMENTS: Ordinance No. 16-1005
Ordinance No. 15-1003

ORDINANCE NO 16-1005
AN INTERIM URGENCY ORDINANCE OF THE CITY OF SUSANVILLE RESCINDING
ORDINANCE NO 15-1003 AND ADOPTING WATER CONSERVATION MEASURES
TO COMPLY WITH STATE MANDATED WATER CURTAILMENT

WHEREAS, on April 1, 2015, the Governor of the State of California issued Executive Order B-29-15 finding that California's water supplies continued to be severely depleted and that actions were needed to reduce the harmful impacts of the drought and required additional water use restrictions to achieve a 25% reduction in potable urban water usage through February 28, 2016; and

WHEREAS, on May 5, 2015, the State Water Resources Control Board adopted Emergency Regulations to implement Executive Order B-29-15 and the Emergency Regulations required the City of Susanville to reduce its total potable water production by 36% compared to 2013 beginning on June 1, 2015; and

WHEREAS, City staff estimated that changes in the water system configuration and a 50% reduction in outdoor watering would result in an overall conservation achievement of 36%; and

WHEREAS, the City endeavored to comply with the State Water Resources Control Board's emergency regulations by adopting Ordinance 15-1003 that placed a mandatory restriction on outdoor watering; and

WHEREAS, the City, through its water use restrictions, has realized a conservation rate of 26% falling under the threshold resulting in the issuance of a conservation order; and

WHEREAS, the State of California implemented a climatic factor which reduced the conservation requirement to 33%; and

WHEREAS, the City is extending the outdoor water use restrictions to meet the required 33% conservation rate.

NOW, THEREFORE, BE IT ORDAINED by the City of Susanville as follows:

Section 1. Authority. This Ordinance is enacted pursuant to the authority granted to cities by state law including, without limitation, California Constitution, Article 11, section 7; Government Code section 36901 and Water Code section 353.

Section 2. Outdoor watering shall be allowed only three days per week. Three days per week shall mean Monday, Thursday, and Saturday for properties with even numbered addresses and Tuesday, Friday, and Sunday for properties with odd numbered addresses.

Section 3. Violations of this Ordinance shall be subject to enforcement pursuant to Chapter 1.12 of the City of Susanville Municipal Code.

Section 4. Purpose and Findings. Based upon the findings below, and for the immediate preservation of the public peace, health, welfare, and safety, the City

Council finds there is an urgent need that this ordinance be effective immediately upon its enactment and adoption:

a. The City of Susanville has a substantial interest in achieving the state-mandated 33 percent reduction in water delivery and consumption by October 31, 2016 in order to protect the state's water resources and avoid conservation orders and potential fines from the State Water Resources Control Board.

b. Extending the effective date of this ordinance for a period of at least thirty (30) days would unnecessarily interfere with the City's ability to meet its 33 percent reduction by October 31, 2016 by delaying the City's ability to enforce water use restrictions until after the first compliance deadline.

c. This ordinance will promote the public peace, health, welfare, and safety by allowing the City to enforce water conservation requirements and modify them as necessary to respond to drought conditions and water conservation.

d. This ordinance will remain in full effect until October 31, 2016.

Section 5. Severability. If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable. The City Council hereby declares that it would have adopted this ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of this ordinance be enforced.

Section 6. CEQA. The City Council hereby determines that this ordinance is exempt from review under the California Environmental Quality Act ("CEQA") (California Public Resources Code § 21000 et seq.). Pursuant to CEQA Guidelines section 15307 (14 Cal. Code Regs., § 15307), this ordinance is covered by the CEQA Categorical Exemption for actions taken to assure the maintenance, restoration, enhancement, or protection of a natural resource where the regulatory process involves procedures for protection of the environment. The adoption of this ordinance will result in the enhancement and protection of water resources, and will not result in cumulative adverse environment impacts or any other potentially significant impact described in CEQA Guidelines section 15300.2. It is therefore exempt from the provisions of CEQA.

Section 7. Effective Date and Publication. This ordinance shall take effect immediately. Within fifteen (15) days of its passage, this ordinance shall be published once in the Lassen County Times, a newspaper of general circulation within the City. In lieu of publication of the full text of this ordinance within fifteen (15) days after its passage, a summary of this ordinance may be published at least five (5) days prior to and fifteen (15) days after adoption by the City Council and a certified copy shall be posted in the office of the City Clerk, pursuant to Government Code section 36933(c)(1).

APPROVED: _____
Brian R. Wilson, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing ordinance was adopted at a special meeting of the City Council of the City of Susanville, held on the 4th day of May, 2016 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

1
2
3
4
5
6
7
8
9

ORDINANCE NO 15-1003
AN INTERIM URGENCY ORDINANCE OF THE CITY OF SUSANVILLE ADOPTING
WATER CONSERVATION MEASURES TO COMPLY WITH STATE MANDATED
WATER CURTAILMENT

10
11
12
13
14
15
16
17
18
19

WHEREAS, on April 1, 2015, the Governor of the State of California issued Executive Order B-29-15 finding that California's water supplies continue to be severely depleted and that new expedited actions are needed to reduce the harmful impacts of the drought and requiring additional water use restrictions to achieve a 25 percent reduction in potable urban water usage through February 28, 2016; and

20
21
22
23
24
25
26
27
28

WHEREAS, on May 5, 2015, the State Water Resources Control Board adopted Emergency Regulations to implement Executive Order B-29-15 and the Emergency Regulations require the City of Susanville to reduce its total potable water production by 36 percent over 2013 beginning on June 1, 2015; and

WHEREAS, City staff estimates that a 50% reduction in outdoor watering will result in an overall conservation achievement of 36%; and

WHEREAS, the City endeavors to comply with the State Water Resources Control Board's emergency regulations by adopting an ordinance that places a mandatory restriction on outdoor watering; and

NOW, THEREFORE, BE IT ORDAINED by the City of Susanville as follows:

Section 1. Authority. This Ordinance is enacted pursuant to the authority granted to cities by state law including, without limitation, California Constitution, Article 11, section 7; Government Code section 36901 and Water Code section 353.

Section 2. Outdoor watering shall be allowed only three days per week. Three days per week shall mean Monday, Thursday, and Saturday for properties with even numbered addresses and Tuesday, Friday, and Sunday for properties with odd numbered addresses.

Section 3. Violations of this Ordinance shall be subject to enforcement pursuant to Chapter 1.12 of the City of Susanville Municipal Code.

Section 4. Purpose and Findings. Based upon the findings below, and for the immediate preservation of the public peace, health, welfare, and safety, the City Council finds there is an urgent need that this ordinance be effective immediately upon its enactment and adoption:

a. The City of Susanville has a substantial interest in achieving the state-mandated 36 percent reduction in water delivery and consumption by June 1, 2015 in order to protect the state's water resources and avoid conservation orders from the State Water Resources Control Board.

b. Extending the effective date of this ordinance for a period of at least thirty (30) days would unnecessarily interfere with the City's ability to meet its 36 percent

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

reduction by June 1, 2015 by delaying the City's ability to enforce water use restrictions until after the first compliance deadline.

c. This ordinance will promote the public peace, health, welfare, and safety by allowing the City to enforce water conservation requirements and modify them as necessary to respond to drought conditions and water conservation.

d. This ordinance will remain in full effect until February 28, 2016.

Section 5. Severability. If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable. The City Council hereby declares that it would have adopted this ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of this ordinance be enforced.

Section 6. CEQA. The City Council hereby determines that this ordinance is exempt from review under the California Environmental Quality Act ("CEQA") (California Public Resources Code § 21000 et seq.). Pursuant to CEQA Guidelines section 15307 (14 Cal. Code Regs., § 15307), this ordinance is covered by the CEQA Categorical Exemption for actions taken to assure the maintenance, restoration, enhancement, or protection of a natural resource where the regulatory process involves procedures for protection of the environment. The adoption of this ordinance will result in the enhancement and protection of water resources, and will not result in cumulative adverse environment impacts or any other potentially significant impact described in CEQA Guidelines section 15300.2. It is therefore exempt from the provisions of CEQA.

Section 7. Effective Date and Publication. This ordinance shall take effect immediately. Within fifteen (15) days of its passage, this ordinance shall be published once in the Lassen County Times, a newspaper of general circulation within the City. In lieu of publication of the full text of this ordinance within fifteen (15) days after its passage, a summary of this ordinance may be published at least five (5) days prior to and fifteen (15) days after adoption by the City Council and a certified copy shall be posted in the office of the City Clerk, pursuant to Government Code section 36933(c)(1).

APPROVED: 
Brian R. Wilson, Mayor

ATTEST: 
Gwenna MacDonald, City Clerk

The foregoing ordinance was adopted at a special meeting of the City Council of the City of Susanville, held on the 27th day of May, 2015 by the following vote:

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

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28


Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

City Attorney

Reviewed by: City Administrator
 City Attorney

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Jared G. Hancock, City Administrator

Action Date: May 4, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Skyline Park Pump Track Update

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: A portion of Skyline Park has been used as a bicycle riding track since at least 2004. The dirt mounds currently being used for riding appear to have been left over from the grading of the parking lot and trail construction. Based on aerial photographs, they were put into their current configuration sometime between 2000 and 2004. The bicycle riding area covers less than 1 acre and the new track does not propose any expansion beyond the area that is currently being used. An oral report and presentation will be provided by the Susanville Area Bicycle Association regarding the progress of constructing a pump track at Skyline Park.

FISCAL IMPACT: None at this time.

ACTION REQUESTED: Information only.

ATTACHMENTS: None.

Reviewed by: AW City Administrator
 ___ City Attorney

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

Submitted by: Jared G. Hancock, City Administrator

Action Date: May 4, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Annual Fitch Ratings of Water and Natural Gas Bonds

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: Annually, Fitch Ratings reviews the financial status of our Natural Gas and Water Systems. This review assists them in providing an opinion on the relative ability of the Susanville Public Financing Authority to meet its financial commitments to bond holders on the repayment of principal and interest for the 2010 Refunding Revenue Bonds.

Fitch rated the original bond issuance in 2010 as Senior Bond (Water) A-, and Subordinate Bond (Natural Gas) BBB-. In June 2012, Fitch affirmed the A- rating on the Senior Bond and upgraded the Subordinate Bond to BBB and in May of 2014 Fitch upgraded the Senior Bond to A and upgraded the Subordinate Bond to BBB+. Fitch has affirmed these current ratings for 2016.

A rating of A for the Senior Bond means an obligor has STRONG capacity to meet its financial commitments but is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligors in higher-rated categories. A rating of BBB+ on the Subordinate Bond means an obligor has ADEQUATE capacity to meet its financial commitments. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitments.

FISCAL IMPACT: None at this time

ACTION REQUESTED: Information Only

ATTACHMENTS: Fitch Ratings report

FITCH AFFIRMS SUSANVILLE PFA, CA'S WATER & GAS UTILITY REVS; OUTLOOK STABLE

Fitch Ratings-Austin-21 April 2016: Fitch Ratings has affirmed the following ratings for Susanville Public Financing Authority (SPFA), CA:

- \$8.3 million senior lien revenue refunding bonds at 'A';
- \$24.6 million subordinate lien revenue refunding bonds at 'BBB+'.

The Rating Outlook on both series of bonds is Stable.

SECURITY

The bonds are secured by installment payments made by the city of Susanville, CA from its water and gas enterprise systems to the SPFA, which has assigned those payments to the bond trustee. The payments due from the city of Susanville are absolute and unconditional and not subject to appropriation. Payment on the subordinate lien bonds is subject to the prior pledge of SPFA revenues on the senior lien bonds.

KEY RATING DRIVERS

DROUGHT PRESSURE ON WATER REVENUES: State imposed conservation has resulted in reduced water sales in fiscal 2016, which pressured the City's already modest financial margins. While all-in debt service coverage on the senior and subordinate lien debt (secured by the combined revenues of the two utilities) is projected above 1.0x in fiscal 2016, the net revenues of the water system by itself are projected below 1.0x.

WATER RATE INCREASES PLANNED: The city is in the process of adopting a large water rate increase that will become effective mid-year fiscal 2017. The increase is designed to increase water revenues to support the water system's obligations on the senior lien bonds in fiscal 2017.

STRONG GAS SYSTEM FINANCIALS: Growth in the customer base of the gas system and low commodity prices have produced positive cash flows and strong reserve levels for the gas utility fund.

SENIOR/SUBORDINATE BOND STRUCTURE: Both series of bonds are secured by unconditional installment payments made by the City of Susanville's water and gas enterprise systems. However, given the limited water system payments, subordinate lien bonds are effectively repaid only from gas system revenues.

SHARED RATE STABILIZATION FUNDS: The two series of bonds share the benefit of each system's respective rate stabilization fund, which can be used to support a shortfall of either series of bonds. Debt service reserve funds are in place for each series but do not provide cross-support to the other series.

LIMITED SERVICE AREA: The systems operate in a limited and concentrated local service area economy. Wealth levels are below state and national averages and unemployment in the county remained high in January 2016 at 8.2%. Government employment accounts for 64% of the city's work force.

RATING SENSITIVITIES

SUSTAINED DECLINE IN WATER FINANCIALS: Pressure on the City of Susanville's water system financial margins is occurring in fiscal 2016 as a result of the very large curtailment on water sales and the primarily volumetric rate structure. Water rates are being increased in fiscal 2017, which is expected to restore the system's financial performance. However, if financial margins at the water system persist at the low levels anticipated in fiscal 2016, downward rating pressure could result.

CREDIT PROFILE

LIMITED AND CONCENTRATED SERVICE AREA

The City of Susanville is located in northeastern California, approximately 85 miles northwest of Reno, Nevada and 135 miles northeast of Sacramento, California. Susanville is the county seat of Lassen County. Its location is fairly remote, and the local economy is concentrated in the employment provided by two prisons (one state and one federal).

The population of the city is 9,129 but this does not include an inmate population of around 6,700 as of fiscal 2015. While the prisons do not purchase their physical gas and water supplies from the city, they do utilize a small portion of the gas system's distribution network for transportation purposes. This activity does not provide significant net revenues to the gas enterprise.

DROUGHT CONSERVATION PRESSURES WATER FINANCIAL MARGINS

In 2015, the State Water Resource Control Board (SWRCB) assigned mandatory conservation tiers for all of California's water providers in response to the increasing severity of the drought. Susanville was placed in the highest tier, requiring a 36% reduction in water sales between June 2015 and February 2016 over 2013 levels. The city was slow to achieve sizable conservation amounts but is currently at 30%. The state has since reduced the city's required amount to 33% although the reduction is not as significant as the city would have liked given the limited impact that the drought has had on the availability of its specific water supplies.

Financial performance of the water system had historically been modest but consistent. Debt service coverage averaged 1.75x in fiscals 2012 - 2014. However, coverage for the water system declined to 1.3x in fiscal 2015 and is projected by management to end fiscal 2016 below 1.0x.

The senior lien bonds benefit from payments from both water system and natural gas system. Debt service coverage offered by the combined net revenues was 1.24x in fiscal 2015 and is projected by management to end fiscal 2016 at 1.13x.

Water system liquidity remains robust with \$4.2 million at the end of fiscal 2015, or 1,160 days operating cash. However, \$3 million of the balance is attributable to the rate stabilization fund, which is required to be maintained at this amount by the bond indenture. These funds can be used for any purpose but must be replenished within 120 days from the water system cash flow. Without the \$3 million reserve, cash levels are still solid at 260 days operating cash.

WATER RATE INCREASES TO REVERSE DECLINING FINANCIAL TREND

Susanville recently completed a full water cost of service study and City Council has approved the notification and public hearing required to adopt a new water rate structure in California. The proposed rate increase consists of higher volumetric rates for summer usage and implementation of a drought surcharge at times with City Council has enacted the city's water shortage plan. Management estimates that the rate proposal will increase revenues by 20% in fiscal 2017. This

should improve water system debt service coverage to over 1.4x and combined water and gas system debt service coverage to over 1.3x.

GAS ENTERPRISE GENERATING POSITIVE MARGINS

During its initial years, the start-up nature of the gas enterprise resulted in the need for the gas system to rely on the city's general fund and water fund for operating cash. However, margins at the gas system have been positive in the past five fiscal years and have continued to increase reserve levels. Cash at the gas system was \$3.9 million at the end of fiscal 2015, or 729 days cash on hand. This includes the bond indenture required amount of \$1.807 million in the rate stabilization fund.

Debt levels at the gas system are high and will remain high given slow amortization, with 13% of outstanding principal repaid in 10 years and 40% in the next twenty years. No additional debt is expected for the system. Principal began to amortize in fiscal 2012. Debt service gradually ramps up from \$1.49 million in fiscal 2013 to \$1.8 million by 2025. Debt service coverage has trended down slightly from 1.54x in fiscal 2013 to 1.38x in fiscal 2014 and 1.22x in fiscal 2015, as a result of increasing debt service costs. Management projects coverage in fiscal 2016 from gas system net revenues will be 1.27x. Coverage of maximum annual debt service with fiscal 2015 revenues is adequate at about 1.1x, given the continued potential customer growth at the system.

RATE STRUCTURE RISK

The city's gas rates do not include a fuel cost adjustment to track movement in natural gas prices, as is typically done by retail gas utilities. However, commodity price risk is reduced by the city's practice of forward hedging for most of its natural gas needs. The city's rate structure is exposed to variability in that 23% of its revenues are under variable rate pricing that allows customers to pay the lowest fuel cost of natural gas, propane, and fuel oil. The relatively low natural gas price environment seen in recent years is expected to continue, reducing near-term risk from this rate structure. In addition, strong cash reserves mitigate concerns regarding the magnitude of the potential impact to financial margins.

SENIOR/SUBORDINATE BOND STRUCTURE IS COMPLEX

While the senior and subordinate bonds enjoy a combined pledge of both systems, the difference in Fitch's two ratings reflects the structure of the payments and a dependence of the subordinate lien bondholders on payments from the city's natural gas system. Fitch views the natural gas system as weaker in credit quality than the water enterprise, largely because of its growth through the conversion of existing customers to natural gas, vulnerability to commodity price variability in its rate structure, and its slowly amortizing and escalating debt burden.

The bond repayment structure is complex. The installment sale agreements that the Susanville Public Financing Authority has with each enterprise system only requires each system to make payments equal to the debt service on one series (series 2010A debt service in the case of the water system and series 2010B debt service in the case of the gas system). The specific dollar amounts of the annual installment payments due from each system are listed in the installment payment agreements. There is no requirement for either system to make additional payments in the event the other system does not make its full payment to the trustee. The only degree of cross-over support is from the rate stabilization funds. Therefore, the senior lien bonds enjoy the combined net revenue payment from both utilities but the subordinate lien bonds are practically paid only by the gas system payments.

Contact:

Primary Analyst
Kathy Masterson
+1-512-215-3730
Senior Director
Fitch Ratings, Inc.
111 Congress Avenue, Suite 2010
Austin, TX 78701

Secondary Analyst
Andrew Ward
Director
+1-415-732-5617

Committee Chairperson
Dennis Pidherny
Managing Director
+1-212-908-0738

Media Relations: Sandro Scenga, New York, Tel: +1 212-908-0278, Email:
sandro.scenga@fitchratings.com.

Additional information is available at 'www.fitchratings.com'.

Applicable Criteria

Revenue-Supported Rating Criteria (pub. 16 Jun 2014)

https://www.fitchratings.com/creditdesk/reports/report_frame.cfm?rpt_id=750012

U.S. Public Power Rating Criteria (pub. 18 May 2015)

https://www.fitchratings.com/creditdesk/reports/report_frame.cfm?rpt_id=864007

U.S. Water and Sewer Revenue Bond Rating Criteria (pub. 03 Sep 2015)

https://www.fitchratings.com/creditdesk/reports/report_frame.cfm?rpt_id=869223

ALL FITCH CREDIT RATINGS ARE SUBJECT TO CERTAIN LIMITATIONS AND DISCLAIMERS. PLEASE READ THESE LIMITATIONS AND DISCLAIMERS BY FOLLOWING THIS LINK: [HTTP://FITCHRATINGS.COM/UNDERSTANDINGCREDITRATINGS](http://fitchratings.com/understandingcreditratings). IN ADDITION, RATING DEFINITIONS AND THE TERMS OF USE OF SUCH RATINGS ARE AVAILABLE ON THE AGENCY'S PUBLIC WEBSITE 'WWW.FITCHRATINGS.COM'. PUBLISHED RATINGS, CRITERIA AND METHODOLOGIES ARE AVAILABLE FROM THIS SITE AT ALL TIMES. FITCH'S CODE OF CONDUCT, CONFIDENTIALITY, CONFLICTS OF INTEREST, AFFILIATE FIREWALL, COMPLIANCE AND OTHER RELEVANT POLICIES AND PROCEDURES ARE ALSO AVAILABLE FROM THE 'CODE OF CONDUCT' SECTION OF THIS SITE. FITCH MAY HAVE PROVIDED ANOTHER PERMISSIBLE SERVICE TO THE RATED ENTITY OR ITS RELATED THIRD PARTIES. DETAILS OF THIS SERVICE FOR RATINGS FOR WHICH THE LEAD ANALYST IS BASED IN AN EU-REGISTERED ENTITY CAN BE FOUND ON THE ENTITY SUMMARY PAGE FOR THIS ISSUER ON THE FITCH WEBSITE.

Reviewed by: HW City Administrator
 City Attorney

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

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: May 4, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Update on Golf Course Restaurant

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: Staff released a Request for Proposal (RFP) on March 25, 2016 to contract with an individual or agency for the purpose of managing and operating the Diamond Mountain Bar and Grill. No proposals were submitted by the April 22, 2016 due date.

Staff will provide an update on possible options moving forward.

FISCAL IMPACT: None.

ACTION REQUESTED: Direction to Staff.

ATTACHMENTS: None.

Reviewed by: JW City Administrator
_____ City Attorney

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

Submitted by: Jared G. Hancock, City Administrator

Action Date: May 4, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Sphere of Influence and Annexation Discussion

PRESENTED BY: Jared G. Hancock, City Administrator

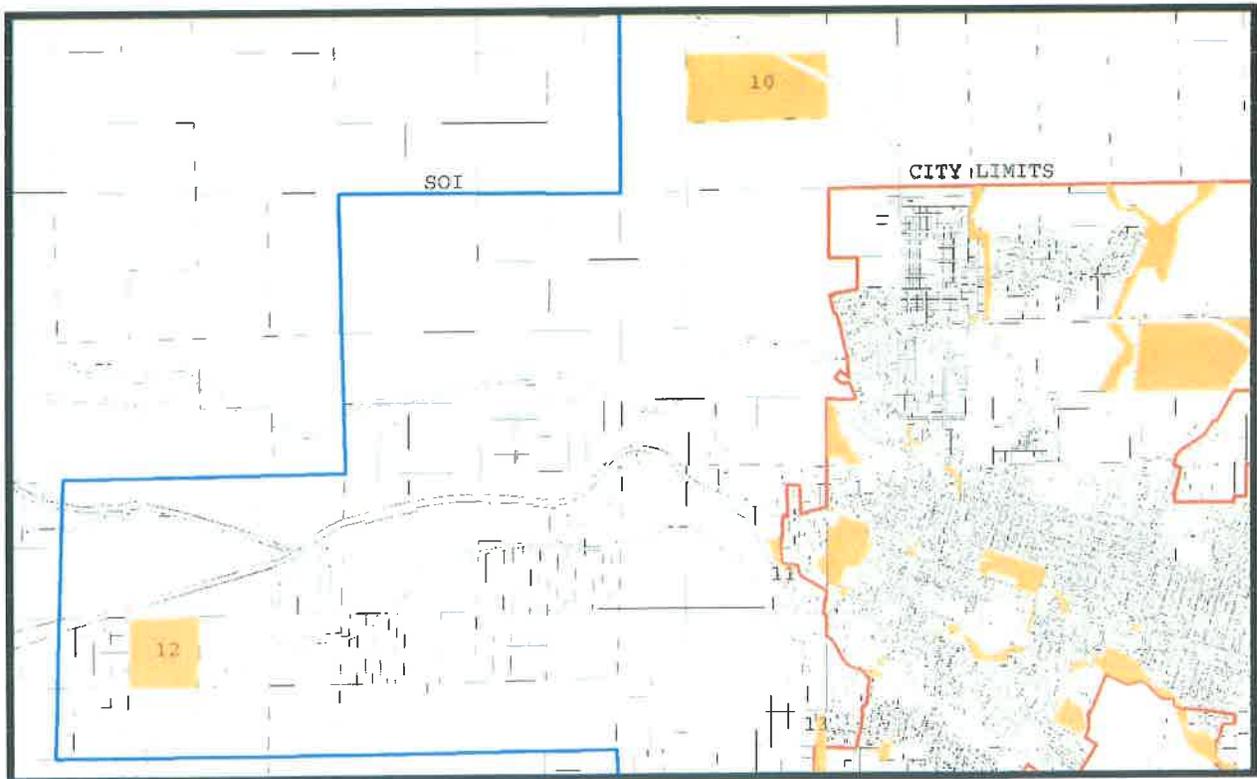
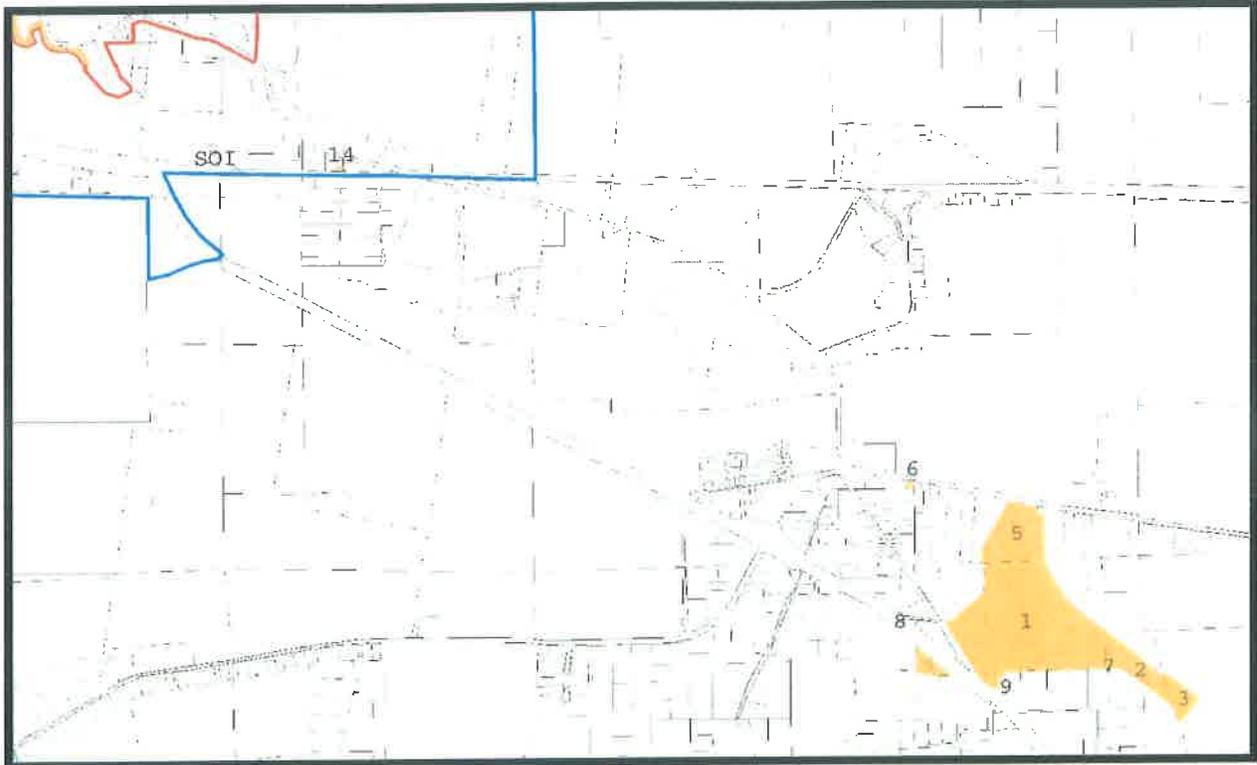
SUMMARY: Staff has been working with the Local Agency Formation Commission (LAFCo) on a draft proposal for the City's Sphere of Influence update. The Sphere of Influence is tied directly to properties that the City may desire to annex in the next 5-20 years. City staff has previously discussed the possible annexation of City owned properties that are currently outside of the City limits and have prepared a summary of these properties for City Council review. Staff has been able to identify 14 parcels, the majority of which are located in or around the airport or for utility infrastructure.

We have attached some diagrams identifying the City owned properties for the Council's consideration. It is important to note that these properties will also need to be located within the City's Sphere of Influence. City staff has also been investigating the possibility of creating satellite Spheres of Influence around the subject properties. Any future annexation proposals would also need to comply with government code regulations related to annexations, including but not limited to the approval of tax sharing agreements with the County of Lassen.

FISCAL IMPACT: None.

ACTION REQUESTED: Direction to staff.

ATTACHMENTS: Sphere of Influence Maps



Reviewed by: City Administrator
 City Attorney

 Motion only
 Public Hearing
 Resolution
 Ordinance
 X Information

Submitted by: Jared G. Hancock, City Administrator

Action Date: May 4, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Update regarding Caltrans Hwy 36/Main Street Maintenance Project (CAP M)

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: Caltrans District 2 is currently in the Project Approval/Environmental Determination (PA&ED) Phase of their CAP M project. The PA&ED is to be completed June 2016. Caltrans has previously notified the City that there may be difficulty in obtaining sufficient right-of-way to complete the Americans with Disabilities (ADA) pedestrian ramp improvements through the Main Street corridor. They requested that the City consider bulbouts as the possible remedy. Once the bulbouts were designed for the corridor, it was determined that their construction may result in the need to reduce the number of travel lanes on Main Street. This information was previously presented to the City Council and it was believed that the City would consider the changes provided that a traffic study was completed to ensure that the changes would not adversely impact traffic flows along Main Street. Traffic data was collected over a one week period in October 2015 and preliminary traffic modeling at intersections was conducted. The preliminary models illustrated that the changes would result in decreased levels of service.

On April 28, 2016, staff met with Caltrans to discuss the traffic models and to assist in the creation of a project alternative. The new project, as proposed by Caltrans, would leave the existing lane configurations in place, would incorporate additional pedestrian ramps along Main Street and would also include pedestrian bulbouts in the uptown areas from Roop Street to Gay Street with the possibility of extending them down to Weatherlow Street or Grand Avenue. Staff will provide future updates as information becomes available.

FISCAL IMPACT: None.

ACTION REQUESTED: None.

ATTACHMENTS: None.