CITY OF SUSANVILLE
66 North Lassen Street ◆ Susanville CA
Kathie Garnier, Mayor
Joseph Franco, Mayor pro tem
Rod E. De Boer Kevin Stafford Brian R. Wilson

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

Susanville City Council
SPECIAL MEETING ◆ City Council Chambers
July 19, 2016 * 6:00 p.m.

Call meeting to order
Roll call of Councilmembers present

Next Resolution No. 16-5312
Next Ordinance No. 16-1006

CLOSED SESSION ITEMS WILL BE CONSIDERED AT THE END OF OPEN SESSION

OPEN SESSION WILL BEGIN AT 6:00 P.M.

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 CONFERENCE WITH LABOR NEGOTIATOR – pursuant to Government Code §54957.6:
1. Agency Negotiator: Jared G. Hancock
   Bargaining Unit: All Employee Bargaining Units

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

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: Councilmember Stafford*
- *Proclamations, awards or presentations by the City Council*

5 **BUSINESS FROM THE FLOOR**:
Members of the public may address the Council concerning any item **on the agenda** prior to or during consideration of that item. However, any matter that requires action will be referred to staff for a report and action at a subsequent meeting. Presentations are subject to a five-minute limit.

6 **CONSENT CALENDAR**:

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

A Receive and file minutes from the City Council's June 8 and 22, 2016 special meetings and July 6, 2016 regular meeting

B Approve vendor warrants numbered 97588 through 97769 for a total of $781,365.07 including $117,613.62 in payroll warrants

C Receive and file Monthly Finance Reports: June 2016

7 **PUBLIC HEARINGS**:

A Consider approval of **Resolution No. 16-5310** authorizing execution of Community Development Block Grant Agreement and any amendments for funding, expenditure of Program income, Homebuyer Assistance Guidelines and Owner Occupied Housing Rehabilitation for the 2016 Community Development Block Grant (CDBG) Application

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS**:

Commission/Committee Reports:

9 **NEW BUSINESS**:

A Consider approval of **Resolution No. 16-5311** declaring certain items surplus and authorizing sale

B Consider approval of Lassen Family Services and Susanville Peace Officers Association Superhero 5K Fun Run on August 21, 2016

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

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

12 **CONTINUING BUSINESS**:

A Consider Susanville Municipal Airport Hangar Lease Options

13 **CITY ADMINISTRATOR'S REPORTS**:

A Emergency Water Regulations Report

B Golf Course Update

14 **COUNCIL ITEMS**:

A AB1234 travel reports:

15 **ADJOURNMENT**:

- ***The next regular City Council meeting scheduled for July 20, 2016 will not be held.***
- ***The next regular City Council meeting will be held on August 3, 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 special meeting scheduled for July 19, 2016 in the areas designated on July 15, 2016.

Gwenna MacDonald, City Clerk

AGENDA ITEM NO. 6A

Reviewed by: ___ City Administrator
____ City Attorney

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

Submitted By: Gwenna MacDonald, City Clerk

Action Date: July 19, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Minutes of the City Council's June 8 and 22, 2016 special meetings and July 6, 2016 regular meeting

PRESENTED BY: Gwenna MacDonald, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's June 8 and 22, 2016 special meetings and July 6, 2016 regular meeting.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of City Council's June 8 and 22, 2016 special meetings and July 6, 2016 regular meeting.

ATTACHMENTS: Minutes: June 8, 2016
June 22, 2016
July 6, 2016

SUSANVILLE CITY COUNCIL
Special Meeting Minutes
June 8, 2016 – 5:30 p.m.
City Council Chambers 66 North Lassen Street Susanville CA 96130

Meeting was called to order at 5:30 a.m. by Mayor Wilson.

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

Staff present: Jared G. Hancock, City Administrator, Jessica Ryan, City Attorney and Heidi Whitlock, Assistant to the City Administrator.

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

2 PUBLIC COMMENT:
Sophia Wages expressed concerns and her disappointment with the Diamond Mountain Golf Course.

Steve Robertson presented letter the Council written by Theresa Pustejovsky and then expressed his concerns with the Memorial Ball field and Mr. Hancock.

Dave Martin expressed concerns and his disappointment with the Diamond Mountain Golf Course and Mr. Hancock.

3 CLOSED SESSION: At 5:49 p.m. City Council recessed to Closed Session to discuss the following: PUBLIC EMPLOYMENT – Pursuant to Government Code §54957: Public employee performance evaluation – City Administrator

4 ADJOURNMENT:
The City Council reconvened in open session at 8:45 p.m. it was announced that the City Council gave direction to staff and there was no reportable action.

Meeting adjourned at 8:47 p.m.

Brian R. Wilson, Mayor

Respectfully submitted by

Heidi Whitlock,
Assistant to the City Administrator

SUSANVILLE CITY COUNCIL
SUSANVILLE COMMUNITY DEVELOPMENT AGENCY
SUSANVILLE MUNICIPAL ENERGY CORPORATION
SUSANVILLE PUBLIC FINANCING AUTHORITY
Special Meeting Minutes
June 22, 2016 – 5:30 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, Rod E. De Boer, Lino P. Callegari and Brian Wilson. Absent: Nicholas McBride.

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; Deborah Savage, Finance Manager and Gwenna MacDonald, City Clerk.

1 APPROVAL OF AGENDA:
Mr. Hancock requested the addition of a Police Officer Recognition presentation, and noted that Mayor pro tem McBride was unable to attend the meeting, so recognition of his service on the City Council would be schedule for the July 6, 2016 meeting of the City Council.

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

Certification of Canvass of Votes by the County Clerk and Consider Resolution No. 16-5305, Declaring Election Results (General Municipal Election, June 7, 2016) Mr. Hancock reported that the City Council held its election with the state primary election, which was conducted by the Lassen County Clerk/Recorder/Elections Office on June 7, 2016. The County Clerk has issued the certified canvass of the election results, and the results have been presented for the City Council's review. Councilmember Brian Wilson, Joseph Franco and Kevin Stafford have been elected to serve four-year terms. Prior to seating the new Council, the service of Councilmembers whose terms are ending should be recognized. Staff recommends that the City Council honor Councilmember Callegari's 28 years of service on the Susanville City Council.

Mayor Wilson spoke regarding Councilmember Callegari's dedication as he served 28 years on the Council. He presented Councilmember Callegari with a plaque on behalf of the City Council in honor of his service to the community.

Councilmember Callegari discussed the highlights of his career and the importance for the next generation of staying involved in the community.

Mayor Wilson invited the City Clerk to administer the Oath of Office to the newly elected Councilmembers.

The City Clerk administered the Oath of Office to Councilmembers Brian Wilson, Kevin Stafford and Joseph Franco.

Mayor Wilson invited nominations for the appointment of a Mayor and Mayor pro tem for the 2016-2018 term.

Motion by Councilmember De Boer, second by Councilmember Stafford, to appoint Councilmember Garnier to serve as Mayor; motion carried unanimously. Ayes: De Boer, Franco, Stafford, Wilson and Garnier.

Motion by Councilmember De Boer to appoint Councilmember Wilson to serve as Mayor pro tem. Councilmember Wilson declined the appointment.

Motion by Councilmember Stafford, second by Councilmember De Boer, to appoint Councilmember Franco to serve as Mayor pro tem; motion carried unanimously. Ayes: De Boer, Franco, Stafford, Wilson and Garnier.

2 **PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS**: No comments.

At 5:55 p.m., Mayor Garnier called for a brief recess prior to reconvening in Closed Session.

3 **CLOSED SESSION**: At 6:00 p.m. the Council convened to Closed Session to discuss the following:

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

1. Agency Negotiator: Jared G. Hancock
   Bargaining Unit: All Employee Bargaining Units

B PUBLIC EMPLOYMENT – pursuant to Government Code §54957:

1. Golf Course Manager

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

1. Property: APN: 103-340-01
   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 7:05 p.m.

4 **RETURN TO OPEN SESSION**: At 7:05 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; Deborah Savage, Finance Manager and Gwenna MacDonald, City Clerk.

Mr. Hancock reported that prior to Closed Session, the City Council approved the agenda with the addition of service recognition for four police officers. The City Council voted unanimously to appoint Councilmember Kathie Garnier as Mayor, and Councilmember Joseph Franco to serve as Mayor pro tem. At the conclusion of open session, the City Council would be reconvening to Closed Session.

Mayor Garnier provided the Thought of the Day.

Chief Uptegrove introduced Officer Terra Avilla, Officer Ryan Cochran, Officer Nate Horton and Officer Kelley Merritt. Each officer had been the recent recipient of the American Heart Association's Heart-Saver Award for actions that saved the lives of citizens involved in three separate incidents in the community. Chief Uptegrove stated the actions represented a dedication and commitment to the community that are a credit to the department and he was proud to present each officer with a certificate of recognition.

Chief Uptegrove introduced Officer Frederic Foulk and Officer Kevin Singletary to the City Council as the two newest officers to join the department. He stated that the police department is now fully staffed.

5 BUSINESS FROM THE FLOOR:

Brittany Sanchez, Rear Area Support Foundation, Inc., spoke regarding the Traveling Wall of Remembrance which would be displayed in Susanville from June 30 to July 4, 2016. The wall was created for the ten year remembrance of the 9/11 attacks and to pay tribute to Americans who have lost their lives to acts of terrorism. The wall will be displayed at the Fairgrounds, and will be open 24 hours a day to allow an opportunity for everyone to pay their respects.

Councilmember De Boer stated that the item to contribute funds to bring the wall to Susanville was on the agenda as Item 9E, and he would like to consider the request for funding at this time.

Motion by Councilmember De Boer, second by Councilmember Wilson, to approve the donation of funds in the amount of $1,000 to the Rear Area Support Foundation, Inc. in support of the Traveling Wall of Remembrance; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

Councilmember Wilson requested Item 6C be removed for separate discussion.

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

- A Receive and file minutes from the City Council's May 10, 2016 special meeting
- B Approve vendor warrants numbered 97312 through 97544 for a total of $771,588.75 including $237,603.70 in payroll warrants
- C Receive and file monthly Finance Reports: May 2016

Motion by Councilmember Wilson, second by Councilmember De Boer, to approve Item 6A and Item 6B; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

Ms. Savage reviewed Item 6C, the cash and investment report which included the revenues, expenditures and projected fund balances for May 2016. The total cash and investments is $12,993.07, the total cash and investment allocation is $13,597.98 and the total cash including enterprise funds is $17,591,322.

There were no questions or comments.

Motion by Councilmember De Boer, second by Councilmember Franco, to approve Item 6C; motion carried unanimously.

Ms. Savage requested that the City Council consider Item 7A and 7B concurrently.

7 PUBLIC HEARINGS:

7A Consider approval of Resolution No. 16-5301 Adopting the City of Susanville 2016-2017 Budget

7B Consider approval of Resolution No. 16-5302 Establishing Appropriations Limitation for Fiscal Year 2016-2017 Ms. Savage explained that the City conducted a budget workshop on May 10, 2016 to solicit input from the community and the City Council on the proposed 2016-2017 Budget. The Council reviewed and discussed the major funds for the City, revenue and expense projections and pension costs. The General Fund proposed budget was presented with requests for budget increases from Police and Fire, summaries of the classifications of revenues and operational expenses and balancing the proposed budget. There are two modifications to the budget; an increase to the water revenue as a result of the new rates approved at the June 1st City Council meeting, and an increase in CDBG Grant Administration funds. The current proposed budget is $5,398,392 for the General Fund, and $10,417,362 for all other funds for a total of $15,815,754.

Ms. Savage explained that the Government Code requires that cities establish an appropriations limit for each budget year, and the limit sets the amount of money that can be spent from state tax proceeds. The appropriation limit is computed based on the percentage change in population plus the percentage change in per Capita Personal Income. The appropriations limit for 2016-2017 is $9,284,629. The anticipated appropriation for the City of Susanville for fiscal year 2016-2017 is $4,697,480.

At 7:26 p.m. Mayor Garnier opened the public hearing and requested comments from the public.

There being no questions, Mayor Garnier closed the public hearing at 7:29 p.m.

Councilmember Wilson asked if the increase in water revenue was tied to the Capital Improvement Program fund which requires a four-fifths vote to approve any expenditures.

Mr. Newton responded that the additional revenue generated from the increase in water rates is restricted for use in the water fund, as it is an enterprise fund. Approval of the revised rate structure has eliminated the restricted CIP fund, and there has yet been no discussion regarding the specific disposition of funds that were remaining in the account.

Mr. Hancock added that the list of proposed capital improvements had been included in the water rate structure report, and it was the intent to obtain City Council approval prior to scheduling any water system improvements. The revenue generated by the water rate increase could be used for system improvements as well as operating expenses or equipment purchase for the water utility.

Councilmember Stafford asked if the budget included the four bargaining units which had not finalized negotiations.

Mr. Hancock responded that the budget represents full funding for all existing positions, with a four percent built in vacancy rate. No funds have been set aside for current contract negotiations.

There were no further questions or comments.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve Resolution No. 16-5302; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

Mayor Garnier recused herself from consideration of the following item due to a business conflict. She exited the chambers and Mayor pro tem Franco requested the staff report.

7C Consider approval of Resolution No. 16-5304 Setting Assessments for Historic Uptown Susanville Association (HUSA) Fiscal Year 2016/2017 Mr. Hancock reviewed the process as set forth in the Streets and Highways Code for the collection of assessments for the business improvement district. At the May 18, 2016 meeting, the City Council reviewed and accepted the annual fiscal report of the Historical Uptown Susanville Association. The report was accepted by resolution, and the Council set a public hearing to consider the levy of an assessment on the District for the 2016-2017 fiscal year.

At 7:36 p.m. Mayor pro tem Franco opened the public hearing and requested comments or questions from the public.

David Teeter, President, Historic Uptown Susanville Association, spoke in support of the City's effort and achieving one hundred percent collection of assessments, and he thanked the City for supporting all of the activities and accomplishments made by the District.

There being no further questions, Mayor pro tem Franco closed the public hearing at 7:38 p.m.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve Resolution No. 16-5304; motion carried. Ayes: Wilson, Stafford, Franco, and De Boer. Recused: Garnier

Mayor Garnier returned to the Council chambers.

8 <u>COUNCIL DISCUSSION/ANNOUNCEMENTS</u>: None.
Commission/Committee Reports:

9 <u>NEW BUSINESS</u>:

9A Consider approval of Resolution No. 16-5265 adopting updated Budget Process and Policies Mr. Hancock reported that during the budget workshop discussion in May, there were a few clean up items discussed regarding the existing budget process and policy document which was adopted in 2009. One of the most significant items added at that time was a provision to take fifty percent of the audited general fund surplus and dedicate it towards a reserve account. The goal was to establish a reserve based upon twenty percent of the annual general fund revenue, and since 2009 the City has been able to grow the reserve account to 18 percent, with a current balance of $853,684.

Mr. Hancock explained that the proposed modifications to the budget policy would memorialize what the City Council priorities are for the audited general fund surplus monies which are realized at the end of every fiscal year. These include plans to pay down existing short and long term debt, and setting aside a percentage of the savings for an equipment and facility replacement fund for each department. He reviewed the proposed Phase One, Phase Two and Phase Three language as the City moves forward in the goal of establishing a twenty percent reserve, and paying off debts. In addition, staff is also proposing that references to the Finance Director be changed to Finance Manager to reflect current staffing. He invited questions from the Council regarding the proposed policy.

Councilmember Wilson requested clarification as to the process for calculating what represents a department savings and how the thirty percent is calculated.

Mr. Hancock explained that the audited surplus is the amount left in the General Fund at the end of the fiscal year, which remains unspent due to cost savings realized over the year. Fifty percent of that amount has been dedicated to the Reserve Fund. If the Departments realize any savings within their department, then thirty percent of those savings are set aside to the equipment and facility replacement fund. The set aside is based upon operational savings, less payroll costs. The facility and equipment replacement fund accrues year over year, and has provided an incentive for the departments to operate with fiscal responsibility, and avoid the 'use it or lose it' mentality that is common to government agencies. The remaining twenty percent of the audited General Fund surplus will remain in fund balance.

Councilmember Wilson stated that the wording is confusing, and does not specify if the thirty percent is based upon the audited surplus of the general fund as a whole, or thirty percent of what the individual department has saved.

Mr. Hancock reviewed the process whereby the general fund surplus as a whole becomes audited surplus, and fifty percent of that is dedicated to the reserve account. The next step is to review each department individually, identify what the savings were for that year, less payroll expense, and then thirty percent of that amount is dedicated to the equipment and facility replacement. If there is no savings in that department, then there is no contribution to the equipment and facility replacement fund, regardless of whether or not there is a general fund audited surplus that year. The language has been rewritten a number of times, in an attempt to simplify the policy.

Councilmember Wilson asked what is done with the remainder of the audited surplus.

Mr. Hancock responded that it remains in the General Fund Fund Balance.

Councilmember Wilson referred to Phase Two of the proposed policy regarding paying off short and long term debt. He asked if the decision as to what gets paid off first would be handled administratively or if the City Council makes that decision.

Mr. Hancock stated that the City Council would be involved in that process, and it would make sense to consider those priorities at the midyear budget discussions. At that point the final audited figures are available from prior year savings, and the Council would then consider and evaluate the priorities for spending in the upcoming fiscal year. As the short term debts are paid off, that frees up money within the operating budgets for each fiscal year allowing the City to address some of the long term projects and priorities.

Councilmember Wilson commented that in reference to departmental savings, he would like it stated that any write offs or additional costs that are realized based upon decisions made in prior years not result in a penalty to the department. If the departments are managing budgets and operating responsibly to achieve a savings, then being penalized for something that happened in a prior year that is beyond their control is not a fair thing to impose.

There was a general discussion regarding the policies and the understanding of each department head regarding the concept of funding the equipment and facility replacement fund. It was noted that the Public Works Department operates with enterprise funds, which currently implement the policy of retaining any savings within the respective funds.

Councilmember Wilson commented that the concept of establishing an equipment and facility replacement fund in this manner is a good step forward.

It was the consensus of the City Council to make minor modifications to the language as discussed, and bring the revised document back at the next meeting for review and adoption.

9B Consider approval of Resolution No. 16-5306 authorizing the City Administrator to execute Proposition 84 Implementation Grant Agreement with the California Department of Water Resources for projects identified through the Integrated Regional Water Management Plan of the Lahontan Basins Mr. Newton explained that in March 2014, the City entered into a Memorandum of Understanding with the Honey Lake Valley Resource Conservation District, the Lassen Irrigation Company, and the Susanville Indian Rancheria to form the Lahontan Basins Regional Water Management Group. The purpose of the group was to prepare and submit the Region's Integrated Regional Water Management Plan to the State Division of Water Resources and since that time, the Regional Water Management Group has obtained a planning grant and prepared the Plan which has been approved by the Regional Water Management Group and the Division of Water Resources.

With a State-approved Integrated Regional Water Management Plan, our region was eligible to submit an implementation grant application for the final cycle of Proposition 84 funding. The City of Susanville submitted a grant application on behalf of the Group for funding for projects identified in the Plan, and have been awarded grant funding under Proposition 84 in the amount of $1,943,585.

Mr. Newton reviewed the projects that will be funded through this grant agreement are as follows:

- Lassen Land and Trails Trust will receive funding for the Madeline Municipal Water Assessment ($31,000) and the Ravendale Municipal Water Assessment ($31,000);
- Spalding Community Services District will receive funding for closing a water retention pond project ($92,500);
- City of Susanville, Cady Springs Booster Station Completion, Water Main Infrastructure Replacement ($1,789,085)

The City has been asked to act as the lead agency for the implementation grant, and there is no project match required. In addition, eligible costs incurred after January 1, 2011 are reimbursable under the terms of the agreement. Mr. Newton noted that Dyer Engineering was the consultant used for development of the application, and Mr. Ian Sims, City Project Manager, was very much involved in that process. The City has benefited from his expertise and Mr. Sims will serve as the City's point of contact for the implementation of this grant.

Mayor pro tem Franco noted that it was a unique situation to have the City managing grant projects for other agencies outside the city limits, and asked if the County would be responsible for reporting functions.

Mr. Hancock replied that the scenario is similar to what has been happening over the past few years with the Lassen Air Pollution Control Board, and the Honey Lake Valley Recreation Authority, where the City has the experience and capacity to serve as lead agency for multi-agency groups. He stated that Lassen County was not one of the four parties who formed the Lahontan Basins Regional Water Management Group by MOU. The group asked the City to act as lead agency for the overseeing management of projects and funds for the whole region and the City will receive an administrative reimbursement for providing those services. The Lassen Land and Trails Trust will be managing their own projects, but

providing information to the City to ensure compliance. Mr. Hancock added that it is not necessary to be a member of the group to bring a project forward, and there were a number of proposals received. One of the primary hurdles was the twenty-five percent match requirement which is significant for smaller groups with limited revenue sources. Because the City has several shovel ready projects, as well as being classified as a disadvantaged community, there is no match requirement for the City.

Councilmember Wilson commented that it was great that the City will finally be able to finish the Cady Springs project, and asked if the grant was based upon advanced payments or reimbursements.

Ian Sims, Project Manager, stated that it has been discussed, but not determined at this time. Whatever the payment provisions will be, they could be spelled out in the Request for Proposals so the contractors are aware that if the payments are reimbursement based, that their payments will be subject to reimbursement timelines.

Mr. Newton stated that the City has reserves that could be utilized for cash flow situations, and that there is a mandate to repay within 120 days at the end of the fiscal year. In that scenario, borrowing money in December would allow a significant amount of time for repayment as opposed to borrowing later in the fiscal year.

Councilmember Wilson asked how much work would remain after the Cady Springs project was complete.

Mr. Newton stated that the City has money set aside to refresh the design and the City would be looking at a project that is practical which would allow filling the tank and providing water through that conveyance. The existing plans were based upon an eventual elimination of the gravity flow system, but staff is looking at ways to retain that system, which is more practical than capturing all of the water, pumping it up hill, and having the excess overflow the tanks and flow back down into the Susan River. Some items not covered by this project include upgrading the collection sites and access road to the facility. There has also been a need identified to upgrade the trail for access and repair in the event of damages to the water line.

Councilmember Franco asked if the overflow for Cady Springs goes back into the Susan River, and if there is some concern that capturing all of that overflow would somehow deprive the existing habitat of water.

Mr. Hancock responded that staff has identified through the paperwork related to Cady Springs that the City has legal rights to one hundred percent of the water. There is not a definitive number regarding how much of the water is available for collection, but it is estimated that approximately sixty-five percent of the current flows are being captured. There are thirteen springs, and not all of the water is being collected. Due to the State imposed water restrictions, all of the water going into the tank was considered water that was being produced, and the City was being penalized for the overflow water that was going back down into the river. There were some modifications made to the system to divert water upstream so that it never entered the City's system. The new design concept for Cady Springs will be developed around a smaller pumping station.

Councilmember Wilson asked what the timeline for construction would potentially be.

Mr. Newton explained the steps in the process, and that staff would begin working on design modifications during the upcoming non-construction season, with construction work targeted to begin in the 2017 construction season.

Mr. Hancock responded that the deadline for grant completion is January 31, 2019, so the City would have to work within that time frame.

Motion by Councilmember De Boer, second by Mayor pro tem Franco, to approve Resolution No. 16-5306; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer, and Garnier.

9C Consider approval of Resolution No. 16-5303 authorizing the closure of Main Street for fair parade Mr. Newton reported that the Lassen County Fair Office is requesting City Council authorization for Main Street closure in support of the Lassen County Fair Parade on Saturday, July 23, 2016, between 9:30 a.m. and 11:30 a.m. There is no charge to the City for the Caltrans Encroachment Permit, and the closure would require three Street Division crewmembers to sweep Main Street before and after the event and six Public Works Department employees to set up, take down traffic control signs, and assist ten Police Officers with traffic control. The estimated cost for staffing time and assistance is $4,823.

Mayor Garnier asked that the Fair recognize the City's contribution as a sponsor of the event.

Motion by Councilmember De Boer, second by Councilmember Stafford, to approve Resolution No. 16-5303; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

9D Consider approval of accounts receivable write-off Ms. Savage explained that the collection of revenues that are owed to the City is a responsibility of the Administrative Services Department, and when accounts become past due, the City follows certain procedures for the collection of these accounts. Finance Division staff sends delinquent letters, searches for new accounts in the utility billing system or conducts a search using current credit reporting agency resources and calls telephone numbers from the closed accounts. After all attempts have failed, staff prepares a report for City Council consideration to authorize the removal of uncollectible balances from the accounts receivable and forward to a collection agency for further action. The agency has access to additional records and has been successful in recovering additional funds, and the City receives 66 percent of delinquencies collected. There is no additional fee charged for this service. Staff is requesting City Council authorization to write off $5,144.18 in uncollected utility revenue for the period of December 2015 thru April 2016.

Mayor Garnier asked why there were so many delinquencies in 2016.

Ms. Savage responded that the number is actually very low compared to what has been written off in the past. She added that the period represented the colder winter months when bills were substantially higher than average.

Councilmember De Boer asked if the majority of the bad accounts were tenants or property owners.

Ms. Savage answered that approximately 90 percent of the accounts were tenants who had moved without paying their final bill.

Motion by Councilmember De Boer, second Councilmember Franco, to approve the accounts receivable write-off as requested; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer, and Garnier.

9E Consider approval of sponsorship contribution to Traveling Memorial Wall of Remembrance Item was brought forward for consideration during Public Comment and approved.

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 Precision Approach Path Indicators (PAPI) Project Update Mr. Hancock reported that the FAA grant funded project for the construction of the Precision Approach Path Indicators (PAPI) Project at the Susanville Municipal Airport was put out to bid, and the City received one bid which exceeded the Engineer's project estimate by approximately 14 percent. The bid increases the project cost from $210,461 to $229,226, and staff considered the option of rebidding the project however it is not anticipated that additional bids would be received. The City's airport consultant, C&S Companies, has indicated that similar projects are not receiving any interest from contractors. Numerous electrical contractors within the region were contacted which also yielded no local bids. The City was able to negotiate project management costs with C&S, which has resulted in an increase in the project match requirement of only $900. Staff has brought the item as information only to keep the City Council informed.

14 COUNCIL ITEMS:
14A AB1234 travel reports:

Mayor Garnier requested an update regarding the status of assault exams and whether they can be performed locally at Banner Lassen.

Chief Uptegrove responded that assault victims still had to be transported to Reno, and that it was his understanding that the hospital was in the process of having another individual certified to conduct the exams.

15 ADJOURNMENT:
At 8:38 p.m., Mayor Garnier called for a five minute recess prior to reconvening in closed session.

The City Council adjourned closed session at 9:35 p.m.

It was reported that direction was given to staff but no reportable action was taken.

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

Meeting adjourned at 9:37 p.m.

Respectfully submitted by

_____
Kathie Garnier, Mayor

Approved on: _____

_____
Gwenna MacDonald, City Clerk

SUSANVILLE CITY COUNCIL
SUSANVILLE COMMUNITY DEVELOPMENT AGENCY
SUSANVILLE MUNICIPAL ENERGY CORPORATION
SUSANVILLE PUBLIC FINANCING AUTHORITY
Regular Meeting Minutes
July 6, 2016 – 6:00 p.m.
City Council Chambers 66 North Lassen Street Susanville CA 96130

Meeting was called to order at 6:01 p.m. by Mayor Garnier.

Roll call of Councilmembers present: Brian R. Wilson, Kevin Stafford, Joe Franco and Kathie Garnier. Absent: Rod E. De Boer.

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

1 APPROVAL OF AGENDA:
Motion by Councilmember Wilson, second by Councilmember Stafford, to approve the agenda as submitted; motion carried. Ayes: Wilson, Stafford, Franco and Garnier. Absent: De Boer.

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No comments.

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

A PUBLIC EMPLOYMENT – pursuant to Government Code §54957:
1. Golf Course Manager
2. Agency Negotiator: Jared G. Hancock
   Bargaining Unit: Administrative
   Miscellaneous
   Professional/Technical
   Public Works

B CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code 54956.8:
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 adjourned at 7:07 p.m.

4 RETURN TO OPEN SESSION: At 7:09 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; 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 but there was no reportable action.

Mr. Hancock provided the Thought of the Day.
Mayor Garnier presented a Certificate of Recognition to Colton Hunter Keith in honor of his achievement of the rank of Eagle Scout.

Mayor Garnier presented Nicholas McBride a plaque in honor of his four years of service on the Susanville City Council.

5 **BUSINESS FROM THE FLOOR**: No comments.

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

A Receive and file minutes from City Council's May 18, and June 1, 2016 meetings

B Approve vendor warrants numbered 97545 through 97587 for a total of $543,995.27 including $110,290.17 in payroll warrants

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve the Consent Calendar; motion carried. Ayes: Wilson, Stafford, Franco and Garnier. Absent: De Boer.

7 **PUBLIC HEARINGS**: No business.

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

9 **NEW BUSINESS**:

9A Consider request for sponsorship of 2016 Lassen County Fair Events Mr. Hancock reported that through the budget process, the City Council has created a civic promotion budget wherein various requests are made by community groups to sponsor events. The Lassen County Fair schedules a number of events during fair week, and have requested that the City contribute $2,500 in support of Fair Week. The City has historically provided support in the form of additional security staffing during shows, street closure assistance for the parade, as well as monetary contributions. Staff recommends providing the requested funding through the 2016-2017 Civic Promotions fund.

Councilmember Wilson requested clarification regarding the amount allocated to the civic promotions budget. Mr. Hancock reviewed the balances from 2007 through 2015 which varied from $4,000 to $8,000 per year.

Councilmember Wilson requested that staff research options to structure the civic promotions budget similar to that employed by Lassen County, where each Supervisor has a discretionary fund and is able to contribute towards specific events individually.

Councilmember Franco commended the Police and Fire Department for their management of community events, citing the example of the recent July 4th celebration, where residents celebrated without apparent incident.

Mr. Hancock added that the Public Works Department assisted in the clean up efforts on July 5th.

Councilmember Franco asked if trash cans were provided to allow citizens an opportunity to clean up their own mess.

Mr. Hancock suggested involving Solid Waste and looking for ways to improve the process in 2017.

Motion by Councilmember Franco, second by Councilmember Stafford, to approve the donation of $2,500 to the Lassen County Fair 2016 celebration; motion carried. Ayes: Wilson, Stafford, Franco and Garnier. Absent: De Boer.

9B Consider approval of Resolution No. 16-5307 approving City Council Committee List Mr. Hancock explained that part of the official duties of those elected to the City Council was to represent the Council on various boards and committees. After an election, the Mayor reviews the assignments and makes recommendations for committee appointments. The list is then brought to the City Council for ratification by the City Council.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve Resolution No. 16-5307; motion carried. Ayes: Wilson, Stafford, Franco and Garnier. Absent: De Boer.

9C Consider approval of Resolution No. 16-5309 approving agreement with Lassen Community College for usage of Memorial Park Ballfield Mr. Hancock explained that the City had a prior agreement with Lassen Community College for the use of various City owned facilities. Many, such as the Roosevelt Pool or greenhouses on Sierra Road, were no longer in existence, so the City and College have been working towards developing an agreement that just speaks to the current facilities in use by the college. The College maintains a strong presence at the Memorial Park Ballfield, and the City is involved in the scheduling to ensure that the field remains available for use by other groups. Both the College and City Council have reviewed the terms of the proposed agreement, which will require the College to contribute $5,000 annually in addition to providing labor for the completion of projects at the ballfield.

Councilmember Wilson asked if the College Board has approved the agreement.

Mr. Hancock responded that it was his understanding that Dr. Hall had authority to sign the agreement, but he was not sure if it went to the College Board.

Motion by Councilmember Franco, second by Councilmember Stafford, to approve Resolution No. 16-5309; motion carried. Ayes: Wilson, Stafford, Franco and Garnier. Absent: De Boer.

10 <u>SUSANVILLE COMMUNITY DEVELOPMENT AGENCY</u>: No business.

11 <u>SUSANVILLE MUNICIPAL ENERGY CORPORATION</u>: No business.

12 <u>CONTINUING BUSINESS</u>:

12A Consider approval of Resolution No. 16-5265 adopting updated Budget Process Policies Mr. Hancock explained that the budget policies have been reviewed and updated based on the suggestions provided during the June 22nd discussion to provide additional clarity regarding the allocation of audited surplus general funds. Currently, the City dedicates fifty percent of the audited general fund surplus to the reserve, and is close to reaching the goal of a twenty percent reserve. In addition, thirty percent of any departmental operational savings that are realized at the end of each year, less payroll expenses, will be allocated to an equipment and facility replacement fund. Once the reserve is fully funded, the policy proposes that the amount be increased to fifty percent of any savings in the department's operations budget be allocated to the equipment and facility replacement fund, and thirty percent of the audited general fund surplus would be utilized to pay down short and long term debt as approved by the City

Council. The remaining twenty percent would be retained in the General Fund fund balance. Phase three of the policy specifies that once all short and long term General Fund debt is paid, seventy percent of the net departmental savings, excluding payroll, for the Administrative Services, Police and Fire Departments will be allocated to the respective equipment and facility funds to continue accruing each year. Mr. Hancock added that the Public Works Department is operated through enterprise funds, and not the General Fund.

Councilmember Wilson stated that the City was on a good track, and it is good to be in a position to begin implementation of Phase Two in the very near future, and it has been possible because staff has worked together to maintain an efficient operation, and he thanked everyone for their effort.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve Resolution No. 16-5265; motion carried. Ayes: Wilson, Stafford, Franco and Garnier. Absent: De Boer.

13 CITY ADMINISTRATOR'S REPORTS: No business.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

Mayor Garnier announced that the City Council would be scheduling a special meeting on July 19, and going dark at the regular meeting of July 20.

Mayor Garnier requested an update be brought to the next meeting regarding the fee schedule at the Airport.

Mr. Hancock stated that the item had been tabled at a previous meeting, so it would be appropriate for the Council to vote to remove the item from the table.

Motion by Mayor Garnier, second by Councilmember Wilson, to remove the consideration of Airport Land Leases from the table; motion carried. Ayes: Garnier, Stafford, Franco, and Garnier. Absent: De Boer.

15 ADJOURNMENT:

Motion by Councilmember Franco, second by Councilmember Stafford, to adjourn; motion carried. Ayes: Wilson, Stafford, Franco and Garnier. Absent: De Boer.

Meeting adjourned at 7:42 p.m.

Respectfully submitted by

_____
Kathie Garnier, Mayor

Approved on: _____

_____
Gwenna MacDonald, City Clerk

AGENDA ITEM NO. 6B

Reviewed by: JGH City Administrator
___ City Attorney

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

Submitted by: Deborah Savage, Finance Manager

Action Date: July 19, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Vendor and Payroll Warrants

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Warrants dated June 29th through July 12th numbered 97588 through 97769

FISCAL IMPACT: Accounts Payable vendor warrants totaling $ 663,751.45 plus $ 117,613.62 in payroll warrants, for a total of $ 781,365.07

ACTION REQUESTED: Motion to receive and file.

ATTACHMENTS: Payments by vendor and transmittal check registers.

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
06/16	06/29/2016	97588	21	AIRGAS USA, LLC	CHLORINE WATER	9048725636	1	7110-430-42-46	SUPPLIES-GENERAL	373.89	373.89
Total 9048725636:										373.89	373.89
06/16	06/29/2016	97588	21	AIRGAS USA, LLC	CHLORINE WATER	9052434181	1	7110-430-42-46	SUPPLIES-GENERAL	374.84	374.84
Total 9052434181:										374.84	374.84
06/16	06/29/2016	97588	21	AIRGAS USA, LLC	AACETYLENE/ARGON//OXYGE	9936861568	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	81.73	81.73
06/16	06/29/2016	97588	21	AIRGAS USA, LLC	AACETYLENE/ARGON//OXYGE	9936861568	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	63.45	63.45
06/16	06/29/2016	97588	21	AIRGAS USA, LLC	AACETYLENE/ARGON//OXYGE	9936861568	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	108.63	108.63
06/16	06/29/2016	97588	21	AIRGAS USA, LLC	AACETYLENE/ARGON//OXYGE	9936861568	4	7401-430-62-46	SUPPLIES-GENERAL	42.78	42.78
06/16	06/29/2016	97588	21	AIRGAS USA, LLC	AACETYLENE/ARGON//OXYGE	9936861568	5	7110-430-42-46	SUPPLIES-GENERAL	51.46	51.46
Total 9936861568:										348.05	348.05
06/16	06/29/2016	97589	31	ALPINE FIRE SERVICES I	FIRE EXT. SER./FIRE GOLF CO	06153	1	7530-451-52-44	REPAIR & MAINT - BUILDING	609.55	609.55
Total 06153:										609.55	609.55
06/16	06/29/2016	97590	1256	AMA GOLF CO	PRO SHOP SUPPLY-GC	137822	1	7530-451-55-46	SUPPLIES - GENERAL	168.99	168.99
Total 137822:										168.99	168.99
06/16	06/29/2016	97591	1564	AMERICAN PUBLIC WOR	MEMBERSHIP DUES 7/1/16-8/31	656204	1	7620-1430-105	PRE-PAID OTHER	32.34	32.34
06/16	06/29/2016	97591	1564	AMERICAN PUBLIC WOR	MEMBERSHIP DUES 9/1/16-8/31	656204	2	7620-1430-105	PRE-PAID OTHER	161.66	161.66
Total 656204:										194.00	194.00
06/16	06/29/2016	97592	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 06/11/16-PA	16873613	1	1000-452-20-42	UNIFORM ALLOWANCE	59.71	59.71
Total 16873613:										59.71	59.71
06/16	06/29/2016	97592	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES 06/9/16-	634605133	1	7620-430-10-44	LINEN SERVICE	27.75	27.75

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 634605133:										27.75	27.75
06/16	06/29/2016	97592	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 06/09/16-G	634605147	1	7401-430-62-44	LINEN SERVICES	113.35	113.35
Total 634605147:										113.35	113.35
06/16	06/29/2016	97592	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 06/09/16-ST	634605148	1	2007-431-20-44	LINEN SERVICE	50.26	50.26
Total 634605148:										50.26	50.26
06/16	06/29/2016	97592	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 06/9/16-WA	634605149	1	7110-430-42-44	LINEN SERVICE	30.60	30.60
Total 634605149:										30.60	30.60
06/16	06/29/2016	97592	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES 06/16/16	634619387	1	7620-430-10-44	LINEN SERVICE	56.83	56.83
Total 634619387:										56.83	56.83
06/16	06/29/2016	97592	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 06/16/16-G	634619402	1	7401-430-62-44	LINEN SERVICES	51.73	51.73
Total 634619402:										51.73	51.73
06/16	06/29/2016	97592	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 06/16/16-ST	634619403	1	2007-431-20-44	LINEN SERVICE	50.26	50.26
Total 634619403:										50.26	50.26
06/16	06/29/2016	97592	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 06/16/16-W	634619404	1	7110-430-42-44	LINEN SERVICE	40.59	40.59
Total 634619404:										40.59	40.59
06/16	06/29/2016	97592	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 06/23/16-ST	634633743	1	7620-430-10-44	LINEN SERVICE	27.75	27.75
Total 634633743:										27.75	27.75
06/16	06/29/2016	97592	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 06/23/16-G	634633757	1	7401-430-62-44	LINEN SERVICES	51.73	51.73
Total 634633757:										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
06/16	06/29/2016	97592	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 06/23/16-ST	634633758	1	2007-431-20-44	LINEN SERVICE	50.26	50.26
Total 634633758:										50.26	50.26
06/16	06/29/2016	97592	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 06/23/16-W	634633759	1	7110-430-42-44	LINEN SERVICE	51.69	51.69
Total 634633759:										51.69	51.69
06/16	06/29/2016	97593	1231	ASBURY ENVIRONMENT	WASHER PARTS-STREETS	I500-00053631	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	33.59	33.59
06/16	06/29/2016	97593	1231	ASBURY ENVIRONMENT	WASHER PARTS-WATER	I500-00053631	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	57.51	57.51
06/16	06/29/2016	97593	1231	ASBURY ENVIRONMENT	WASHER PARTS-GAS	I500-00053631	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	43.28	43.28
Total I500-00053631:										134.38	134.38
06/16	06/29/2016	97594	927	BAXTER AUTO PARTS IN	REPAIRS #652-FIRE	32171560	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	232.67	232.67
Total 32171560:										232.67	232.67
06/16	06/29/2016	97595	67	BEAR'S REPAIR	BUMPER REPAIR #86-PD	2943	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	156.40	156.40
Total 2943:										156.40	156.40
06/16	06/29/2016	97595	67	BEAR'S REPAIR	BUMPER REPAIR #81-PD	2944	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	551.71	551.71
Total 2944:										551.71	551.71
06/16	06/29/2016	97596	68	BECKWITH MD, DAVID R	DMV PHYSICAL-GAS	050416	1	7401-430-62-43	PROFESSIONAL SVCS	180.00	180.00
Total 050416:										180.00	180.00
06/16	06/29/2016	97596	68	BECKWITH MD, DAVID R	FIRE FIGHTER PHY & SPIROME	060316	1	1000-416-10-43	PROFESSIONAL SVCS	270.00	270.00
Total 060316:										270.00	270.00
06/16	06/29/2016	97597	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2016-0043	1	8402-413-30-45	PRINTING AND BINDING	20.00	20.00
06/16	06/29/2016	97597	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2016-0043	2	8402-413-30-45	COMMUNICATIONS	62.84	62.84
06/16	06/29/2016	97597	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2016-0043	3	8402-413-30-46	SUPPLIES-GENERAL	15.00	15.00
06/16	06/29/2016	97597	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2016-0043	4	8402-413-30-43	LAFCO EXEC. OFFICE SVC	2,570.00	2,570.00
06/16	06/29/2016	97597	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2016-0043	5	8402-413-30-43	PROFESSIONAL SVCS	1,000.00	1,000.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 2016-0043:										3,667.84	3,667.84
06/16	06/29/2016	97597	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2016-0044	1	8402-413-30-45	PRINTING AND BINDING	105.03	105.03
06/16	06/29/2016	97597	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2016-0044	2	8402-413-30-46	POSTAGE	34.13	34.13
06/16	06/29/2016	97597	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2016-0044	3	8402-413-30-45	COMMUNICATIONS	61.11	61.11
06/16	06/29/2016	97597	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2016-0044	4	8402-413-30-46	SUPPLIES-GENERAL	15.00	15.00
06/16	06/29/2016	97597	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2016-0044	5	8402-413-30-43	LAFCO EXEC. OFFICE SVC	2,217.50	2,217.50
06/16	06/29/2016	97597	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2016-0044	6	8402-413-30-43	LAFCO BROWN ACT COMPLIAN	500.00	500.00
06/16	06/29/2016	97597	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2016-0044	7	8402-413-30-43	MUNICIPAL SVC REVIEW-LAFC	1,500.00	1,500.00
Total 2016-0044:										4,432.77	4,432.77
06/16	06/29/2016	97598	76	BILLINGTON ACE HARD	HOSE-GC	358019	1	7530-451-52-46	SUPPLIES-GENERAL	43.53	43.53
Total 358019:										43.53	43.53
06/16	06/29/2016	97598	76	BILLINGTON ACE HARD	SWAMP COOLER FILTER-COM	358652	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	27.96	27.96
Total 358652:										27.96	27.96
06/16	06/29/2016	97598	76	BILLINGTON ACE HARD	GLOVES-STREETS	358819	1	2007-431-20-46	SUPPLIES-GENERAL	28.21	28.21
Total 358819:										28.21	28.21
06/16	06/29/2016	97598	76	BILLINGTON ACE HARD	HARDWARE-STREETS	358883	1	2007-431-20-46	SUPPLIES-GENERAL	5.12	5.12
Total 358883:										5.12	5.12
06/16	06/29/2016	97598	76	BILLINGTON ACE HARD	TAPE-FIRE	358947	1	1000-422-10-46	SUPPLIES-GENERAL	17.72	17.72
Total 358947:										17.72	17.72
06/16	06/29/2016	97598	76	BILLINGTON ACE HARD	CONCRETE GLUE-STREETS	358960	1	2007-431-20-46	SUPPLIES-GENERAL	23.21	23.21
Total 358960:										23.21	23.21
06/16	06/29/2016	97598	76	BILLINGTON ACE HARD	SUPPLIES-FIRE	359052	1	1000-422-10-46	SUPPLIES-GENERAL	4.38	4.38

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 359052:										4.38	4.38
06/16	06/29/2016	97598	76	BILLINGTON ACE HARD	TOOL BAG-WATER	359066	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	29.01	29.01
Total 359066:										29.01	29.01
06/16	06/29/2016	97598	76	BILLINGTON ACE HARD	CHISEL, KNIFE-WATER	359087	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	30.94	30.94
Total 359087:										30.94	30.94
06/16	06/29/2016	97598	76	BILLINGTON ACE HARD	BRUSH-FIRE	359206	1	1000-422-10-46	SUPPLIES-GENERAL	11.60	11.60
Total 359206:										11.60	11.60
06/16	06/29/2016	97598	76	BILLINGTON ACE HARD	INSECT REPELLANT-GAS	359315	1	7401-430-62-46	SUPPLIES-GENERAL	28.97	28.97
Total 359315:										28.97	28.97
06/16	06/29/2016	97598	76	BILLINGTON ACE HARD	PAINT-STREETS	359434	1	2007-431-20-46	SUPPLIES-GENERAL	16.43	16.43
Total 359434:										16.43	16.43
06/16	06/29/2016	97598	76	BILLINGTON ACE HARD	SUPPLIES-GAS	359484	1	7401-430-62-46	SUPPLIES-GENERAL	15.33	15.33
Total 359484:										15.33	15.33
06/16	06/29/2016	97598	76	BILLINGTON ACE HARD	LANDSCAPE REPAIR-FIRE	359784	1	1000-422-10-44	MISC - REPAIR & MAINTENANC	2.89	2.89
Total 359784:										2.89	2.89
06/16	06/29/2016	97598	76	BILLINGTON ACE HARD	FILTER-STREETS	359821	1	2007-431-20-46	SUPPLIES-GENERAL	9.18	9.18
Total 359821:										9.18	9.18
06/16	06/29/2016	97598	76	BILLINGTON ACE HARD	HAMMER-STREETS	359955	1	2007-431-20-46	SUPPLIES-GENERAL	6.37	6.37
Total 359955:										6.37	6.37

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
06/16	06/29/2016	97598	76	BILLINGTON ACE HARD	FASTENERS-STREETS	359966	1	2007-431-20-46	SUPPLIES-GENERAL	6.39	6.39
Total 359966:										6.39	6.39
06/16	06/29/2016	97598	76	BILLINGTON ACE HARD	TARP-STREETS	360050	1	2007-431-20-46	SUPPLIES-GENERAL	10.15	10.15
Total 360050:										10.15	10.15
06/16	06/29/2016	97598	76	BILLINGTON ACE HARD	ROOF REPAIR WELL 5-WATER	360088	1	7110-430-42-44	REPAIR AND MAINTENANCE-F	116.08	116.08
Total 360088:										116.08	116.08
06/16	06/29/2016	97599	1217	BITLE, SEAN	SHARPENING BLADES-GC	566049	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	625.00	625.00
Total 566049:										625.00	625.00
06/16	06/29/2016	97600	1553	BRIDGESTONE GOLF, IN	PRO SHOP SUPPLIES-GC	1002518022	1	7530-1410-007	INVENTORIES - GOODS SOLD	202.18	202.18
Total 1002518022:										202.18	202.18
06/16	06/29/2016	97601	8591		REIM FITNESS EQUIPMENT-FIR	062416	1	1000-422-10-47	MACHINERY AND EQUIPMENT	250.00	250.00
Total 062416:										250.00	250.00
06/16	06/29/2016	97602	1409	C&S ENGINEERS/COMPA	PROFESSIONAL SER. 3/26/16-5/	0158812	1	7201-430-85-43	PROFESSIONAL SERVCIES	6,697.50	6,697.50
Total 0158812:										6,697.50	6,697.50
06/16	06/29/2016	97602	1409	C&S ENGINEERS/COMPA	PROFESSIONAL SER 4/1/16-5/2	0158813	1	7201-430-86-43	PROFESSIONAL SERVICES	6,386.50	6,386.50
Total 0158813:										6,386.50	6,386.50
06/16	06/29/2016	97603	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - BUEHL	PLCBUEHLERDNT 06011	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCBUEHLERDNT 060116:										37.96	37.96
06/16	06/29/2016	97603	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - FROST	PLCFROSTYMILL 060116	1	2007-431-20-44	DISPOSAL	18.98	18.98

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Total PLCFROSTYMILL 060116:										18.98	18.98
06/16	06/29/2016	97603	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HAIR H	PLCHAIRHUNTER 060116	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCHAIRHUNTER 060116:										37.96	37.96
06/16	06/29/2016	97603	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LITTLE I	PLCLITTLEITALY 06116	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCLITTLEITALY 06116:										37.96	37.96
06/16	06/29/2016	97603	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LV CHA	PLCLVCHARTER 060116	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCLVCHARTER 060116:										37.96	37.96
06/16	06/29/2016	97603	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - MT LAS	PLCMTLASSEN 060116	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCMTLASSEN 060116:										37.96	37.96
06/16	06/29/2016	97604	96	CALAFCO	CALAFCO DUES 16/17	2016-18	1	8402-1430-105	PREPAID OTHER	840.00	840.00
Total 2016-18:										840.00	840.00
06/16	06/29/2016	97605	97	CALIF POLICE CHIEF'S A	MEMBERSHIP DUES-PD	497	1	1000-1430-105	PREPAID - OTHER	331.00	331.00
Total 497:										331.00	331.00
06/16	06/29/2016	97606	8581		REFUND GAS DEPOSIT	10413350302	1	7401-2228-000	DEPOSITS-CUSTOMER	9.55	9.55
Total 10413350302:										9.55	9.55
06/16	06/29/2016	97607	8593		REFUND GAS DEPOSIT	10501300117	1	7401-2228-000	DEPOSITS-CUSTOMER	108.65	108.65
Total 10501300117:										108.65	108.65
06/16	06/29/2016	97608	116	CASHMAN EQUIPMENT	SEAT CUSHIONS #354-WATER	2451845	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	542.25	542.25
Total 2451845:										542.25	542.25

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06/16	06/29/2016	97609	118	CBC INNOVIS INC	MEMBERSHIP DUES	6153504075	1	1000-417-10-48	DUES AND MEMBERSHIPS	10.00	10.00
Total 6153504075:										10.00	10.00
06/16	06/29/2016	97610	8584		REFUND GAS DEPOSIT	10212300008	1	7401-2228-000	DEPOSITS-CUSTOMER	178.39	178.39
Total 10212300008:										178.39	178.39
06/16	06/29/2016	97611	8577		REFUND WATER DEPOSIT	10308700004	1	7110-2228-000	DEPOSITS-CUSTOMER	21.17	21.17
Total 10308700004:										21.17	21.17
06/16	06/29/2016	97612	8580		REFUND ELECTRICAL PANEL D	062016	1	1000-2228-009	DEPOSITS-COMM CENTER RE	100.00	100.00
Total 062016:										100.00	100.00
06/16	06/29/2016	97613	148	COMPUTER LOGISTICS	ANTI VIRUS-BARRACUDA 200G	65703	1	1000-421-10-43	PROFESSIONAL SVCS	3,331.39	3,331.39
Total 65703:										3,331.39	3,331.39
06/16	06/29/2016	97614	161	CSK AUTO INC	BRAKE PADS #55-WATER	2740424119	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	123.07	123.07
Total 2740424119:										123.07	123.07
06/16	06/29/2016	97614	161	CSK AUTO INC	ROTOR #55-WATER	2740424132	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	72.26	72.26
Total 2740424132:										72.26	72.26
06/16	06/29/2016	97614	161	CSK AUTO INC	FILTERS-GC	2740424961	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	20.45	20.45
Total 2740424961:										20.45	20.45
06/16	06/29/2016	97614	161	CSK AUTO INC	FUEL CAP-PW	2740425213	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	13.16	13.16
Total 2740425213:										13.16	13.16
06/16	06/29/2016	97615	8585		REFUND GAS DEPOSIT	10306904627	1	7401-2228-000	DEPOSITS-CUSTOMER	46.89	46.89

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Total 10306904627:										46.89	46.89
06/16	06/29/2016	97616	173	DATCO SERVICES	SUBSTANCE TEST 5/16	29081069	1	1000-416-10-43	TECHNICAL SVCS	104.00	104.00
Total 29081069:										104.00	104.00
06/16	06/29/2016	97617	184	DEPARTMENT OF JUSTI	FINGERPRINTS - APPS	168989	1	1000-416-10-45	FINGERPRINTING SERVICES	64.00	64.00
Total 168989:										64.00	64.00
06/16	06/29/2016	97618	194	DIAMOND SAW SHOP IN	GENERATOR-GAS	14671	1	7401-430-62-47	MACHINERY & EQUIPMENT	2,859.45	2,859.45
Total 14671:										2,859.45	2,859.45
06/16	06/29/2016	97618	194	DIAMOND SAW SHOP IN	TRIMMER REPAIR-WATER	14688	1	7110-430-42-44	REPAIR AND MAINTENANCE-MI	49.07	49.07
Total 14688:										49.07	49.07
06/16	06/29/2016	97618	194	DIAMOND SAW SHOP IN	MOWER BLADES-PARKS	14694	1	1000-452-20-46	SUPPLIES-GENERAL	93.11	93.11
Total 14694:										93.11	93.11
06/16	06/29/2016	97618	194	DIAMOND SAW SHOP IN	TRIMMER-WATER	14719	1	7110-430-42-46	SUPPLIES-GENERAL	390.12	390.12
Total 14719:										390.12	390.12
06/16	06/29/2016	97619	1261	DIAMOND TRUCK AND A	LABOR-AIRPORT	3199	1	7201-430-81-44	REPAIR AND MAINTENANCE-MI	217.30	217.30
Total 3199:										217.30	217.30
06/16	06/29/2016	97619	1261	DIAMOND TRUCK AND A	LABOR-AIRPORT	3208	1	7201-430-81-44	REPAIR AND MAINTENANCE-MI	212.20	212.20
Total 3208:										212.20	212.20
06/16	06/29/2016	97620	1260	DIRECTV INC	CABLE-GC	28789341553	1	7530-451-52-45	COMMUNICATIONS	171.96	171.96
Total 28789341553:										171.96	171.96

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06/16	06/29/2016	97621	208		REIM HEALTH INSURANCE	062016	1	7610-2239-006	RETIREE SICK LEAVE BANK PA	703.00	703.00
Total 062016:										703.00	703.00
06/16	06/29/2016	97622	219	ED STAUB & SONS PETR	20.35 GAL PROPANE-AIRPORT	0246622	1	7201-430-81-46	PROPANE	32.25	32.25
Total 0246622:										32.25	32.25
06/16	06/29/2016	97622	219	ED STAUB & SONS PETR	6000 GAL UNLEADED	1330787	1	1000-1410-001	INVENTORIES-GASOLINE	13,148.34	13,148.34
Total 1330787:										13,148.34	13,148.34
06/16	06/29/2016	97622	219	ED STAUB & SONS PETR	UNLEADED 287.3 GAL-GC	S11666	1	7530-451-52-46	GASOLINE	704.11	704.11
Total S11666:										704.11	704.11
06/16	06/29/2016	97623	1356		REIM FOR ENGINEERING LICE	061316	1	7620-430-10-48	TAXES, FEES, PERMITS & CHA	484.00	484.00
Total 061316:										484.00	484.00
06/16	06/29/2016	97624	8574		REFUND COMM CENTER DEPO	061416	1	1000-2228-009	DEPOSITS-COMM CENTER RE	100.00	100.00
Total 061416:										100.00	100.00
06/16	06/29/2016	97625	238	FASTENAL COMPANY	TRUCK RACK-WATER	71651	1	7110-430-42-46	SUPPLIES-GENERAL	68.36	68.36
Total 71651:										68.36	68.36
06/16	06/29/2016	97625	238	FASTENAL COMPANY	PARTS-STREETS	71694	1	2007-431-20-46	SUPPLIES-GENERAL	13.71	13.71
Total 71694:										13.71	13.71
06/16	06/29/2016	97626	241	FEATHER PUBLISHING C	FIREWORKS ADS-FIRE	617853	1	1000-425-20-45	ADVERTISING	779.10	779.10
Total 617853:										779.10	779.10
06/16	06/29/2016	97626	241	FEATHER PUBLISHING C	RABIES AD 05/11/16-PD	ACCT#437 00247766	1	1000-421-10-46	SPAY/NEUTER CLINIC	88.20	88.20

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total ACCT#437 00247766:										88.20	88.20
06/16	06/29/2016	97626	241	FEATHER PUBLISHING C	RABIES AD 05/11/16-PD	ACCT437 00247766	1	1000-421-10-46	SPAY/NEUTER CLINIC	88.20	88.20
Total ACCT437 00247766:										88.20	88.20
06/16	06/29/2016	97626	241	FEATHER PUBLISHING C	BUDGET HEARING LAFCO	LAFCO 052416	1	8402-413-30-45	ADVERTISING	107.80	107.80
Total LAFCO 052416:										107.80	107.80
06/16	06/29/2016	97626	241	FEATHER PUBLISHING C	BUDGET HEARING	PO#7752 061416	1	1000-417-10-45	ADVERTISING	55.00	55.00
Total PO#7752 061416:										55.00	55.00
06/16	06/29/2016	97627	8578		REFUND GAS DEPOSIT	1022897007	1	7401-2228-000	DEPOSITS-CUSTOMER	161.35	161.35
Total 1022897007:										161.35	161.35
06/16	06/29/2016	97628	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-W	673082A	1	7110-430-42-43	TECHNICAL SVCS	515.00	515.00
Total 673082A:										515.00	515.00
06/16	06/29/2016	97628	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-W	673664A	1	7110-430-42-43	TECHNICAL SVCS	121.00	121.00
Total 673664A:										121.00	121.00
06/16	06/29/2016	97628	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-W	673788A	1	7110-430-42-43	TECHNICAL SVCS	133.00	133.00
Total 673788A:										133.00	133.00
06/16	06/29/2016	97629	265	FRONTIER	257-0315 AWOS AIRPORT	0315 061516	1	7201-430-81-45	COMMUNICATIONS	42.58	42.58
Total 0315 061516:										42.58	42.58
06/16	06/29/2016	97629	265	FRONTIER	257-1000 DSL SERVICE	1000 060516	1	1000-417-10-45	COMMUNICATIONS	145.00	145.00
06/16	06/29/2016	97629	265	FRONTIER	257-1000 ADMIN FAX	1000 060516	2	1000-413-20-45	COMMUNICATIONS	1.10	1.10
06/16	06/29/2016	97629	265	FRONTIER	257-1000 CITY CLERK FAX	1000 060516	3	1000-411-40-45	COMMUNICATIONS	1.10	1.10
06/16	06/29/2016	97629	265	FRONTIER	257-1000 ADMIN	1000 060516	4	1000-413-20-45	COMMUNICATIONS	2.98	2.98

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06/16	06/29/2016	97629	265	FRONTIER	257-1000 CITY CLERK	1000 060516	5	1000-411-40-45	COMMUNICATIONS	2.35	2.35
06/16	06/29/2016	97629	265	FRONTIER	257-1000 FINANCE	1000 060516	6	1000-415-10-45	COMMUNICATIONS	2.35	2.35
06/16	06/29/2016	97629	265	FRONTIER	257-1000 COMM DEVELOPMEN	1000 060516	7	1000-419-10-45	COMMUNICATIONS	2.35	2.35
06/16	06/29/2016	97629	265	FRONTIER	257-1000 GAS - DEBIT MACHIN	1000 060516	8	7401-430-62-45	COMMUNICATIONS	24.15	24.15
06/16	06/29/2016	97629	265	FRONTIER	257-1000 WATER - DEBIT MACH	1000 060516	9	7110-430-42-45	COMMUNICATIONS	24.15	24.15
06/16	06/29/2016	97629	265	FRONTIER	257-1000 CITY HALL	1000 060516	10	1000-417-10-45	COMMUNICATIONS	237.54	237.54
Total 1000 060516:										443.07	443.07
06/16	06/29/2016	97629	265	FRONTIER	257-1033 PARKS	1033 060516	1	1000-452-20-45	COMMUNICATIONS	226.22	226.22
Total 1033 060516:										226.22	226.22
06/16	06/29/2016	97629	265	FRONTIER	257-1041 ADMIN-PW	1041 060516	1	7620-430-10-45	COMMUNICATIONS	299.70	299.70
Total 1041 060516:										299.70	299.70
06/16	06/29/2016	97629	265	FRONTIER	257-1045 P/W ENGINEERING	1045 061516	1	7620-430-10-45	COMMUNICATIONS	47.63	47.63
Total 1045 061516:										47.63	47.63
06/16	06/29/2016	97629	265	FRONTIER	257-1051 P/W STREETS	1051 060516	1	7620-430-10-45	COMMUNICATIONS	38.09	38.09
Total 1051 060516:										38.09	38.09
06/16	06/29/2016	97629	265	FRONTIER	257-1182 NAT GAS TELEMETRY	1182 061016	1	7401-430-62-45	COMMUNICATIONS	35.28	35.28
Total 1182 061016:										35.28	35.28
06/16	06/29/2016	97629	265	FRONTIER	252-1182 WATER SCADA	21182 061016	1	7110-430-42-45	COMMUNICATIONS	324.70	324.70
Total 21182 061016:										324.70	324.70
06/16	06/29/2016	97629	265	FRONTIER	252-4247 LASSEN CO AIR POLL	24247 061016	1	7620-430-11-45	COMMUNICATIONS	216.83	216.83
Total 24247 061016:										216.83	216.83
06/16	06/29/2016	97629	265	FRONTIER	257-2845 PUBLIC WORKS	2845 061516	1	7620-430-10-45	COMMUNICATIONS	64.51	64.51

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Total 2845 061516:										64.51	64.51
06/16	06/29/2016	97629	265	FRONTIER	257-2960 HVAC/ELEVATOR LIN	2960 060516	1	1000-417-10-45	COMMUNICATIONS	64.51	64.51
Total 2960 060516:										64.51	64.51
06/16	06/29/2016	97629	265	FRONTIER	257-3292 MUSEUM	3292 061016	1	1000-451-80-45	COMMUNICATION	113.82	113.82
Total 3292 061016:										113.82	113.82
06/16	06/29/2016	97629	265	FRONTIER	257-4725 CITY HALL FAX	4725 061516	1	1000-415-10-45	COMMUNICATIONS	36.95	36.95
06/16	06/29/2016	97629	265	FRONTIER	257-4725 CITY HALL FAX	4725 061516	2	1000-419-10-45	COMMUNICATIONS	36.94	36.94
Total 4725 061516:										73.89	73.89
06/16	06/29/2016	97629	265	FRONTIER	257-5152 FIRE	5152 061016	1	1000-422-10-45	COMMUNICATIONS	485.44	485.44
Total 5152 061016:										485.44	485.44
06/16	06/29/2016	97629	265	FRONTIER	257-5603 POLICE	5603 061016	1	1000-421-10-45	COMMUNICATIONS	886.54	886.54
Total 5603 061016:										886.54	886.54
06/16	06/29/2016	97630	280	GRANITE CONSTRUCTIO	COLD MIX-STREETS	991593	1	2007-431-20-46	SUPPLIES-GENERAL	500.58	500.58
06/16	06/29/2016	97630	280	GRANITE CONSTRUCTIO	COLD MIX-WATER	991593	2	7110-430-42-46	SUPPLIES-GENERAL	500.59	500.59
06/16	06/29/2016	97630	280	GRANITE CONSTRUCTIO	COLD MIX-GAS	991593	3	7401-430-62-46	SUPPLIES-GENERAL	500.59	500.59
Total 991593:										1,501.76	1,501.76
06/16	06/29/2016	97631	1424	GREEN DOT TRANSPOR	PROFESSIONAL SER GATEWA	305	1	2007-431-39-43	PROFESSIONAL SERVICES	540.00	540.00
Total 305:										540.00	540.00
06/16	06/29/2016	97632	8575		REFUND GC CLUB HOUSE DEP	061416	1	1000-2228-009	DEPOSITS-COMM CENTER RE	100.00	100.00
Total 061416:										100.00	100.00
06/16	06/29/2016	97633	6661		PRO SHOP SUPPLIES REIM.	062016	1	7530-451-55-46	SUPPLIES - GENERAL	278.33	278.33

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Total 062016:										278.33	278.33
06/16	06/29/2016	97633	6661		REIM PRO SHOP SUPPLIES-GC	062716	1	7530-451-55-46	SUPPLIES - GENERAL	354.35	354.35
Total 062716:										354.35	354.35
06/16	06/29/2016	97634	8576		REFUND HUSA FEE BUS. CLOS	062016	1	9999-1001-002	CASH CLEARING - ACCTS REC	75.00	75.00
Total 062016:										75.00	75.00
06/16	06/29/2016	97635	298	HAT CREEK CONSTRUC	BASE ROCK-STREETS	S073795	1	2007-431-20-46	SUPPLIES-GENERAL	1,202.15	1,202.15
Total S073795:										1,202.15	1,202.15
06/16	06/29/2016	97636	307		REIM FITNESS EQUIPMENT-FIR	060916	1	1000-422-10-47	MACHINERY AND EQUIPMENT	250.00	250.00
Total 060916:										250.00	250.00
06/16	06/29/2016	97637	1075	INDEPENDENT ELECTRI	PIPING SUPPLIES-GAS	S102795989002	1	7401-430-62-46	SUPPLIES-GENERAL	161.74	161.74
Total S102795989002:										161.74	161.74
06/16	06/29/2016	97638	335	J.W. WOOD CO INC	REPAIR #230-STREETS	S089736	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	45.28	45.28
Total S089736:										45.28	45.28
06/16	06/29/2016	97639	8583		REFUND DEPOSIT CLUB HOUS	061316	1	7530-451-50-36	RENTS & ROYALTIES	275.00	275.00
Total 061316:										275.00	275.00
06/16	06/29/2016	97640	237	JOHN DEERE FINANCIAL	ELECTRICAL PARTS-GC	266266	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	90.89	90.89
Total 266266:										90.89	90.89
06/16	06/29/2016	97640	237	JOHN DEERE FINANCIAL	CARBURETOR, GASKET-GC	268346	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	393.01	393.01
Total 268346:										393.01	393.01

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06/16	06/29/2016	97641	362	KAUFFMAN, BILL	CUSTODIAL SVCS 6/2016	063016	1	1000-417-10-44	CUSTODIAL	650.00	650.00
Total 063016:										650.00	650.00
06/16	06/29/2016	97642	8586		REFUND WATER DEPOSIT	10403850016	1	7110-2228-000	DEPOSITS-CUSTOMER	45.83	45.83
Total 10403850016:										45.83	45.83
06/16	06/29/2016	97643	372	KRONICK, MOSKOVITZ	PROFESSIONAL SERVICES 5/2	282874	1	1000-412-10-43	PROFESSIONAL SVCS	3,723.00	3,723.00
Total 282874:										3,723.00	3,723.00
06/16	06/29/2016	97644	374	L N CURTIS & SONS	11 BULLARD HELMETS WITH S	139466800	1	1000-422-10-43	VOLUNTEERS	2,483.25	2,483.25
Total 139466800:										2,483.25	2,483.25
06/16	06/29/2016	97644	374	L N CURTIS & SONS	11 BULLARD HELMETS WITH S	139466801	1	1000-422-10-43	VOLUNTEERS	590.66	590.66
Total 139466801:										590.66	590.66
06/16	06/29/2016	97644	374	L N CURTIS & SONS	TURN OUTS-FIRE	280635	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	2,286.53	2,286.53
Total 280635:										2,286.53	2,286.53
06/16	06/29/2016	97644	374	L N CURTIS & SONS	PARTS #E621-FIRE	29122	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	232.20	232.20
Total 29122:										232.20	232.20
06/16	06/29/2016	97644	374	L N CURTIS & SONS	PARTS #E621-FIRE	30628	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	123.31	123.31
Total 30628:										123.31	123.31
06/16	06/29/2016	97644	374	L N CURTIS & SONS	GEAR BAG, KNIFES-FIRE	32335	1	1000-422-10-44	RESCUE - REPAIR & MAINTENA	454.73	454.73
Total 32335:										454.73	454.73
06/16	06/29/2016	97644	374	L N CURTIS & SONS	WEBBING-FIRE	32690	1	1000-422-10-44	RESCUE - REPAIR & MAINTENA	132.23	132.23

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Total 32690:										132.23	132.23
06/16	06/29/2016	97645	389	LASSEN CO AUDITOR	COUNTY SHARE PARKING TIC	061716	1	1000-2205-004	COUNTY PAYABLE	995.00	995.00
Total 061716:										995.00	995.00
06/16	06/29/2016	97646	1478	LASSEN CO ENVIROMEN	CUPA FEES 16-17-GOLF COUR	160157	1	7530-451-50-48	TAXES, FEES, PERMITS & CHA	85.00	85.00
Total 160157:										85.00	85.00
06/16	06/29/2016	97647	411	LASSEN MOTOR PARTS	PARTS-STREETS	251575	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	1.77	1.77
06/16	06/29/2016	97647	411	LASSEN MOTOR PARTS	PARTS-WATER	251575	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	2.28	2.28
06/16	06/29/2016	97647	411	LASSEN MOTOR PARTS	PARTS-GAS	251575	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	3.02	3.02
Total 251575:										7.07	7.07
06/16	06/29/2016	97647	411	LASSEN MOTOR PARTS	BATTERY AND DEPOSIT-STRE	251635	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	96.99	96.99
Total 251635:										96.99	96.99
06/16	06/29/2016	97647	411	LASSEN MOTOR PARTS	TAPE, FUSES-FIRE	251816	1	1000-422-10-46	SUPPLIES-GENERAL	14.89	14.89
Total 251816:										14.89	14.89
06/16	06/29/2016	97647	411	LASSEN MOTOR PARTS	CONNECTORS-FIRE	251920	1	1000-422-10-46	SUPPLIES-GENERAL	9.88	9.88
Total 251920:										9.88	9.88
06/16	06/29/2016	97647	411	LASSEN MOTOR PARTS	FILTERS #602-FIRE	252115	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	76.86	76.86
Total 252115:										76.86	76.86
06/16	06/29/2016	97647	411	LASSEN MOTOR PARTS	FILTER, CLAMP-GC	252325	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	16.66	16.66
Total 252325:										16.66	16.66
06/16	06/29/2016	97647	411	LASSEN MOTOR PARTS	MAINTENANCE #102-PARKS	252353	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	24.32	24.32

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Total 252353:										24.32	24.32
06/16	06/29/2016	97647	411	LASSEN MOTOR PARTS	PARTS-STREETS	252407	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	10.58	10.58
Total 252407:										10.58	10.58
06/16	06/29/2016	97647	411	LASSEN MOTOR PARTS	BATTERY AND DEPOSIT-WATE	252433	1	7110-430-42-44	REPAIR AND MAINTENANCE-F	308.53	308.53
Total 252433:										308.53	308.53
06/16	06/29/2016	97647	411	LASSEN MOTOR PARTS	PUMP, BELT #39-STREETS	252547	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	90.10	90.10
Total 252547:										90.10	90.10
06/16	06/29/2016	97647	411	LASSEN MOTOR PARTS	BELT #39-STREETS	252554	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	17.57	17.57
Total 252554:										17.57	17.57
06/16	06/29/2016	97647	411	LASSEN MOTOR PARTS	RETURN BELT #39-STREETS	252560	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	23.07-	23.07-
Total 252560:										23.07-	23.07-
06/16	06/29/2016	97647	411	LASSEN MOTOR PARTS	LIGHT BULB-PD	252731	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	18.25	18.25
Total 252731:										18.25	18.25
06/16	06/29/2016	97647	411	LASSEN MOTOR PARTS	RETURN CAP-STREETS	252771	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	3.69-	3.69-
Total 252771:										3.69-	3.69-
06/16	06/29/2016	97647	411	LASSEN MOTOR PARTS	PART #150- WATER	252778	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	4.17	4.17
Total 252778:										4.17	4.17
06/16	06/29/2016	97647	411	LASSEN MOTOR PARTS	CUSTODIAL SUPPLIES-FIRE	252913	1	1000-422-10-46	SUPPLIES-JANITORIAL	13.14	13.14
Total 252913:										13.14	13.14

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06/16	06/29/2016	97647	411	LASSEN MOTOR PARTS	GLASS CLEANER-STREETS	252952	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	16.09	16.09
06/16	06/29/2016	97647	411	LASSEN MOTOR PARTS	GLASS CLEANER-WATER	252952	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	27.55	27.55
06/16	06/29/2016	97647	411	LASSEN MOTOR PARTS	GLASS CLEANER-GAS	252952	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	20.73	20.73
Total 252952:										64.37	64.37
06/16	06/29/2016	97647	411	LASSEN MOTOR PARTS	TOOL-STREETS	252995	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	4.20	4.20
06/16	06/29/2016	97647	411	LASSEN MOTOR PARTS	TOOL-WATER	252995	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	7.19	7.19
06/16	06/29/2016	97647	411	LASSEN MOTOR PARTS	TOOL-GAS	252995	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	5.42	5.42
Total 252995:										16.81	16.81
06/16	06/29/2016	97648	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	780466	1	2007-431-20-44	DISPOSAL	6.66	6.66
Total 780466:										6.66	6.66
06/16	06/29/2016	97648	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	780528	1	2007-431-20-44	DISPOSAL	8.20	8.20
Total 780528:										8.20	8.20
06/16	06/29/2016	97649	432	LEXIS NEXIS	CONTRACT 5/16	1605205589	1	1000-412-10-48	DUES AND MEMBERSHIPS	143.82	143.82
Total 1605205589:										143.82	143.82
06/16	06/29/2016	97650	437	LMUD	JOHNSTONVILLE RD SPRINKLE	10262 061616	1	1000-452-30-46	ELECTRICITY	21.45	21.45
Total 10262 061616:										21.45	21.45
06/16	06/29/2016	97650	437	LMUD	LASSEN COLLEGE WELL #5-W	120270 052716	1	7110-430-42-46	ELECTRICITY	43.25	43.25
Total 120270 052716:										43.25	43.25
06/16	06/29/2016	97650	437	LMUD	STREET LIGHTS	14039 060616	1	2007-431-60-46	ELECTRICITY	190.13	190.13
Total 14039 060616:										190.13	190.13
06/16	06/29/2016	97650	437	LMUD	STREET LIGHTS	14041 060616	1	2007-431-60-46	ELECTRICITY	3,511.44	3,511.44

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Total 14041 060616:										3,511.44	3,511.44
06/16	06/29/2016	97650	437	LMUD	SOUTH ST OFFICE-PW	14590 052716	1	7620-430-10-46	ELECTRICITY	455.32	455.32
Total 14590 052716:										455.32	455.32
06/16	06/29/2016	97650	437	LMUD	S GAY ST-STREETS	24323 060616	1	2007-431-60-46	ELECTRICITY	38.17	38.17
Total 24323 060616:										38.17	38.17
06/16	06/29/2016	97650	437	LMUD	66 N LASSEN STREET	2466 060616	1	1000-417-10-46	ELECTRICITY	559.65	559.65
Total 2466 060616:										559.65	559.65
06/16	06/29/2016	97650	437	LMUD	N WEATHERLOW ST-TENNIS S	24661 060616	1	1000-452-20-46	ELECTRICITY	20.00	20.00
Total 24661 060616:										20.00	20.00
06/16	06/29/2016	97650	437	LMUD	STREET LIGHTS	2467 060616	1	2007-431-60-46	ELECTRICITY	1,556.57	1,556.57
Total 2467 060616:										1,556.57	1,556.57
06/16	06/29/2016	97650	437	LMUD	CADY SPRINGS-WATER	26784 052716	1	7110-430-42-46	ELECTRICITY	31.33	31.33
Total 26784 052716:										31.33	31.33
06/16	06/29/2016	97650	437	LMUD	65 N WEATHERLOW ST-PARK	2865 060616	1	1000-452-20-46	ELECTRICITY	82.18	82.18
Total 2865 060616:										82.18	82.18
06/16	06/29/2016	97650	437	LMUD	65 N WEATHERLOW ST-MUSEU	2866 060616	1	1000-451-80-46	ELECTRICITY	23.93	23.93
Total 2866 060616:										23.93	23.93
06/16	06/29/2016	97650	437	LMUD	65 N WEATHERLOW ST-COMM	2867 060616	1	1000-452-20-46	ELECTRICITY	59.09	59.09
Total 2867 060616:										59.09	59.09

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06/16	06/29/2016	97650	437	LMUD	N WEATHERLOW ST-TENNIS C	2870 060616	1	1000-452-20-46	ELECTRICITY	22.03	22.03
Total 2870 060616:										22.03	22.03
06/16	06/29/2016	97650	437	LMUD	NORTH ST BALL PARK-MEM FI	2873 060616	1	1000-452-20-46	ELECTRICITY	44.41	44.41
Total 2873 060616:										44.41	44.41
06/16	06/29/2016	97650	437	LMUD	SKYLINE DR WELL 4-WATER	29931 061016	1	7110-430-42-46	ELECTRICITY	184.04	184.04
Total 29931 061016:										184.04	184.04
06/16	06/29/2016	97650	437	LMUD	HARRIS DR & HWY 36-WATER	30658 060616	1	7110-430-42-46	ELECTRICITY	310.58	310.58
Total 30658 060616:										310.58	310.58
06/16	06/29/2016	97650	437	LMUD	472-105 JOHNSTONVILLE WAT	350161 061616	1	7112-430-42-46	ELECTRICITY	117.63	117.63
Total 350161 061616:										117.63	117.63
06/16	06/29/2016	97650	437	LMUD	RICHMOND RD BRIDGE-STREE	35094 052716	1	2007-431-60-46	ELECTRICITY	244.23	244.23
Total 35094 052716:										244.23	244.23
06/16	06/29/2016	97650	437	LMUD	720 SOUTH EMULSION TANK-P	38646 052716	1	7620-430-10-46	ELECTRICITY	20.00	20.00
Total 38646 052716:										20.00	20.00
06/16	06/29/2016	97650	437	LMUD	UPTOWN DECOR LIGHTS-STRE	43511 060616	1	2007-431-60-46	ELECTRICITY	215.07	215.07
Total 43511 060616:										215.07	215.07
06/16	06/29/2016	97650	437	LMUD	115 N WEATHERLOW ST-MUSE	43866 060616	1	1000-451-80-46	ELECTRICITY	74.34	74.34
Total 43866 060616:										74.34	74.34
06/16	06/29/2016	97650	437	LMUD	N PINE & COOK SCADA-WATER	44153 060616	1	7110-430-42-46	ELECTRICITY	24.80	24.80

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 44153 060616:										24.80	24.80
06/16	06/29/2016	97650	437	LMUD	GLENN & CHERRY TR SCADA-	44298 061016	1	7110-430-42-46	ELECTRICITY	25.96	25.96
Total 44298 061016:										25.96	25.96
06/16	06/29/2016	97650	437	LMUD	PAIUTE LN SCADA-WATER	44316 061016	1	7110-430-42-46	ELECTRICITY	23.20	23.20
Total 44316 061016:										23.20	23.20
06/16	06/29/2016	97650	437	LMUD	BAGWELL SPRINGS SCADA-W	45542 061016	1	7110-430-42-46	ELECTRICITY	57.48	57.48
Total 45542 061016:										57.48	57.48
06/16	06/29/2016	97650	437	LMUD	WELL #3-WATER	4559 061616	1	7110-430-42-46	ELECTRICITY	2,177.76	2,177.76
Total 4559 061616:										2,177.76	2,177.76
06/16	06/29/2016	97650	437	LMUD	QUARRY ST LIGHTS-STREETS	49500 060616	1	2007-431-60-46	ELECTRICITY	58.49	58.49
Total 49500 060616:										58.49	58.49
06/16	06/29/2016	97650	437	LMUD	MAIN & FOSS SIGNAL LIGHT-ST	49501 060616	1	2007-431-60-46	ELECTRICITY	179.52	179.52
Total 49501 060616:										179.52	179.52
06/16	06/29/2016	97650	437	LMUD	SPRING RIDGE BOOSTER-WAT	55754 052716	1	7110-430-42-46	ELECTRICITY	681.94	681.94
Total 55754 052716:										681.94	681.94
06/16	06/29/2016	97650	437	LMUD	NORTH ST PARK LITES-MEM FI	9283 060616	1	1000-452-20-46	ELECTRICITY	142.04	142.04
Total 9283 060616:										142.04	142.04
06/16	06/29/2016	97650	437	LMUD	GEOTHERMAL PUMP #1	9297 060616	1	7301-430-52-46	ELECTRICITY	1,651.04	1,651.04
Total 9297 060616:										1,651.04	1,651.04

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06/16	06/29/2016	97650	437	LMUD	MAIN & PINE TREE LIGHTS	94811 060616	1	1000-466-30-46	ELECTRICITY	20.00	20.00
Total 94811 060616:										20.00	20.00
06/16	06/29/2016	97650	437	LMUD	GEOTHERMAL PUMP #2	9503 052716	1	7301-430-52-46	ELECTRICITY	36.71	36.71
Total 9503 052716:										36.71	36.71
06/16	06/29/2016	97650	437	LMUD	HOSPITAL LN-GEO	9963 052716	1	7301-430-52-46	ELECTRICITY	21.02	21.02
Total 9963 052716:										21.02	21.02
06/16	06/29/2016	97651	444		TR EX SACRAMENTO 6/5/16	04212016	1	7630-411-40-45	TRAVEL	69.91	69.91
Total 04212016:										69.91	69.91
06/16	06/29/2016	97652	445		RETIRE INCENTIVE 7/16	063016	1	7610-2239-007	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 063016:										930.00	930.00
06/16	06/29/2016	97653	8592		REFUND GAS DEPOSIT	10306806721	1	7401-2228-000	DEPOSITS-CUSTOMER	187.71	187.71
Total 10306806721:										187.71	187.71
06/16	06/29/2016	97654	1416		VOLUNTEER 6/9/16-FIRE	061016	1	1000-422-10-43	VOLUNTEERS	25.00	25.00
Total 061016:										25.00	25.00
06/16	06/29/2016	97655	467	METER VALVE & CONTR	GAUGES-GAS	10800	1	7401-430-62-46	SUPPLIES-GENERAL	1,762.50	1,762.50
Total 10800:										1,762.50	1,762.50
06/16	06/29/2016	97655	467	METER VALVE & CONTR	RADIOS-GAS	10804	1	7401-430-62-46	SUPPLIES-GENERAL	874.06	874.06
Total 10804:										874.06	874.06
06/16	06/29/2016	97656	473		ENGINEERING PLAN REVIEW-P	062016	1	7620-430-10-34	ENGINEERING FEES	91.80	91.80

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Total 062016:										91.80	91.80
06/16	06/29/2016	97657	1463	MILLER CLEANING SERV	CUSTODIAL 6/16-PD	MCS1672	1	1000-421-10-44	CUSTODIAL	360.00	360.00
Total MCS1672:										360.00	360.00
06/16	06/29/2016	97658	481	MISSION LINEN & UNIFO	CUSTODIAL SUPPLIES-PD	502672891	1	1000-421-10-46	SUPPLIES-SAFETY ITEMS	321.00	321.00
Total 502672891:										321.00	321.00
06/16	06/29/2016	97659	1446	MIWALL CORP	AMMO-PD	497	1	1000-421-10-47	EQUIPMENT - SAFETY	1,603.41	1,603.41
Total 497:										1,603.41	1,603.41
06/16	06/29/2016	97660	1099	MONSEN ENGINEERING	REPAIR SURVEY STATION-PW	553008	1	7620-430-10-44	REPAIR AND MAINTENANCE-MI	815.38	815.38
Total 553008:										815.38	815.38
06/16	06/29/2016	97661	527	NORTHWEST INSURANC	AIRPORT LIABILITY INSURANC	14300	1	7630-1430-102	PREPAID INSURANCE PREMIU	4,682.00	4,682.00
06/16	06/29/2016	97661	527	NORTHWEST INSURANC	AIRPORT PROPERTY INSURAN	14300	2	7630-1430-102	PREPAID INSURANCE PREMIU	3,488.00	3,488.00
Total 14300:										8,170.00	8,170.00
06/16	06/29/2016	97662	546	PAYLESS BUILDING SUP	BOARDS-STREETS	2479292	1	2007-431-20-46	SUPPLIES-GENERAL	38.66	38.66
Total 2479292:										38.66	38.66
06/16	06/29/2016	97662	546	PAYLESS BUILDING SUP	CONCRETE-STREETS	2479432	1	2007-431-20-46	SUPPLIES-GENERAL	19.67	19.67
Total 2479432:										19.67	19.67
06/16	06/29/2016	97662	546	PAYLESS BUILDING SUP	HARDWARE-FIRE	2479476	1	1000-422-10-46	SUPPLIES-GENERAL	20.81	20.81
Total 2479476:										20.81	20.81
06/16	06/29/2016	97662	546	PAYLESS BUILDING SUP	SUPPLIES-FIRE	359907	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	3.18	3.18

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Total 359907:										3.18	3.18
06/16	06/29/2016	97663	8596		REIM FITNESS EQUIPMENT-FIR	062716	1	1000-422-10-47	MACHINERY AND EQUIPMENT	250.00	250.00
Total 062716:										250.00	250.00
06/16	06/29/2016	97664	556	PITNEY BOWES	MONTHLY MAINT POSTAGE MA	1000837987	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	230.25	230.25
06/16	06/29/2016	97664	556	PITNEY BOWES	MONTHLY MAINT POSTAGE MA	1000837987	2	1000-417-10-44	MISC - REPAIR & MAINTENANC	230.25	230.25
Total 1000837987:										460.50	460.50
06/16	06/29/2016	97665	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT 5/	58020 062116	1	1000-417-10-45	COMMUNICATIONS	868.00	868.00
Total 58020 062116:										868.00	868.00
06/16	06/29/2016	97666	572	QUILL CORPORATION	OFFICE SUPPLIES	6489240	1	1000-417-10-46	SUPPLIES-GENERAL	366.72	366.72
Total 6489240:										366.72	366.72
06/16	06/29/2016	97666	572	QUILL CORPORATION	TONER	6675509	1	1000-415-10-46	SUPPLIES-GENERAL	208.53	208.53
Total 6675509:										208.53	208.53
06/16	06/29/2016	97666	572	QUILL CORPORATION	NAME PLATES COUNCIL	6755849	1	1000-411-10-46	SUPPLIES-GENERAL	75.20	75.20
Total 6755849:										75.20	75.20
06/16	06/29/2016	97667	1562	R.E.Y ENGINEERS INC	GATEWAY PROJECT ENGINEE	15058	1	2007-431-39-43	PROFESSIONAL SERVICES	4,399.78	4,399.78
Total 15058:										4,399.78	4,399.78
06/16	06/29/2016	97668	8587		REFUND GAS OVERPAYMENT	10531800727	1	9999-1001-001	CASH CLEARING - UTILITIES	51.94	51.94
Total 10531800727:										51.94	51.94
06/16	06/29/2016	97669	579		REIM MED INS-3/2016-7/2016	062416	1	7610-2239-006	RETIREE SICK LEAVE BANK PA	2,047.50	2,047.50

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 062416:										2,047.50	2,047.50
06/16	06/29/2016	97670	1566	REAR AREA SUPPORT F	DONATION	062716	1	1000-466-33-46	CIVIC CONTRIBUTIONS	1,000.00	1,000.00
Total 062716:										1,000.00	1,000.00
06/16	06/29/2016	97671	1296	RENTAL GUYS	CONCRETE SAW-STREETS	5918071	1	2007-431-20-44	RENT & LEASES EQUIP & VEHI	146.54	146.54
Total 5918071:										146.54	146.54
06/16	06/29/2016	97671	1296	RENTAL GUYS	CONCRETE SAW, BLADE-STRE	5920045	1	2007-431-20-44	RENT & LEASES EQUIP & VEHI	469.95	469.95
Total 5920045:										469.95	469.95
06/16	06/29/2016	97672	8573		REFUND COMM CENTER DEPO	061416	1	1000-2228-009	DEPOSITS-COMM CENTER RE	50.00	50.00
Total 061416:										50.00	50.00
06/16	06/29/2016	97673	8579		REFUND GAS DEPOSIT	10517800007	1	7401-2228-000	DEPOSITS-CUSTOMER	176.06	176.06
Total 10517800007:										176.06	176.06
06/16	06/29/2016	97674	1076	SIERRA COFFEE AND BE	BOTTLED WATER 6/8/16-PW	46122	1	1000-417-10-46	SUPPLIES-GENERAL	34.56	34.56
Total 46122:										34.56	34.56
06/16	06/29/2016	97674	1076	SIERRA COFFEE AND BE	BOTTLED WATER 6/15/16-PW	46233	1	7620-430-10-46	SUPPLIES-GENERAL	7.25	7.25
Total 46233:										7.25	7.25
06/16	06/29/2016	97674	1076	SIERRA COFFEE AND BE	BOTTLED WATER 6/22/16-PW	46256	1	7620-430-10-46	SUPPLIES-GENERAL	7.25	7.25
Total 46256:										7.25	7.25
06/16	06/29/2016	97674	1076	SIERRA COFFEE AND BE	BOTTLED WATER 6/22/16	46258	1	1000-417-10-46	SUPPLIES-GENERAL	21.75	21.75
Total 46258:										21.75	21.75

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
06/16	06/29/2016	97675	1270	SILVER STATE BARRICA	SIGN ANCHORS-STREETS	86148	1	2007-431-20-46	SUPPLIES-GENERAL	141.65	141.65
Total 86148:										141.65	141.65
06/16	06/29/2016	97675	1270	SILVER STATE BARRICA	STREET SIGN-STREETS	86383	1	2007-431-20-46	SUPPLIES-GENERAL	498.76	498.76
Total 86383:										498.76	498.76
06/16	06/29/2016	97675	1270	SILVER STATE BARRICA	STREET SIGN-STREETS	86390	1	2007-431-20-46	SUPPLIES-GENERAL	129.92	129.92
Total 86390:										129.92	129.92
06/16	06/29/2016	97676	883	SILVER STATE INTERNA	SAFETY BELT #622-FIRE	SP366436	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	298.41	298.41
Total SP366436:										298.41	298.41
06/16	06/29/2016	97677	1555		TR EX LAKE TAHOE 05/20/16	061716	1	1000-413-20-45	TRAVEL	71.00	71.00
Total 061716:										71.00	71.00
06/16	06/29/2016	97677	1555		TR EX SACRAMENTO 6/9/16	062316	1	1000-413-20-45	TRAVEL	109.50	109.50
Total 062316:										109.50	109.50
06/16	06/29/2016	97678	8582		REFUND GAS DEPOSIT	1022712003	1	7401-2228-000	DEPOSITS-CUSTOMER	163.44	163.44
Total 1022712003:										163.44	163.44
06/16	06/29/2016	97679	1558	SMITHS TREE SERVICE	TREE TRIMMING-PARKS	052716	1	1000-452-20-43	TECHNICAL SVCS	685.00	685.00
Total 052716:										685.00	685.00
06/16	06/29/2016	97680	1436	STANISLAUS FARM SUP	WEED KILLER-STREETS	1338851	1	2007-431-20-46	SUPPLIES-GENERAL	64.48	64.48
Total 1338851:										64.48	64.48
06/16	06/29/2016	97681	1265	SUSANVILLE PAINT CEN	STRIPING PAINT-STREETS	27186	1	2007-431-20-46	SUPPLIES-GENERAL	41.86	41.86

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 27186:										41.86	41.86
06/16	06/29/2016	97682	1141	THOMPSON GARAGE DO	1 NEW BAY DOOR-FIRE	85677	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	4,190.79	4,190.79
Total 85677:										4,190.79	4,190.79
06/16	06/29/2016	97683	1244	TITLEIST	RETURNED PRO SHOP ITEM-G	300076383	1	7530-451-55-46	SUPPLIES - GENERAL	327.00-	327.00-
Total 300076383:										327.00-	327.00-
06/16	06/29/2016	97683	1244	TITLEIST	PRO SHOP SUPPLY-GC	902409639	1	7530-451-55-34	PRO SHOP SALES	3,342.79	3,342.79
Total 902409639:										3,342.79	3,342.79
06/16	06/29/2016	97683	1244	TITLEIST	PRO SHOP SUPPLY-GC	902645572	1	7530-451-55-46	SUPPLIES - GENERAL	609.88	609.88
Total 902645572:										609.88	609.88
06/16	06/29/2016	97683	1244	TITLEIST	PRO SHOP SUPPLY-GC	902658344	1	7530-451-55-46	SUPPLIES - GENERAL	507.36	507.36
Total 902658344:										507.36	507.36
06/16	06/29/2016	97683	1244	TITLEIST	PRO SHOP SUPPLY-GC	902658345	1	7530-451-55-46	SUPPLIES - GENERAL	426.93	426.93
Total 902658345:										426.93	426.93
06/16	06/29/2016	97683	1244	TITLEIST	PRO SHOP SUPPLY-GC	902672885	1	7530-451-55-46	SUPPLIES - GENERAL	909.53	909.53
Total 902672885:										909.53	909.53
06/16	06/29/2016	97683	1244	TITLEIST	SPECIAL ORDER-GC	902693103	1	7530-451-55-34	PRO SHOP SALES	109.06	109.06
Total 902693103:										109.06	109.06
06/16	06/29/2016	97683	1244	TITLEIST	PRO SHOP SUPPLY-GC	902708993	1	7530-451-55-46	SUPPLIES - GENERAL	335.34	335.34
Total 902708993:										335.34	335.34

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
06/16	06/29/2016	97684	712	TNS TRUCKING CO	BASE ROCK & SAND-STREETS	2298	1	2007-431-20-46	SUPPLIES-GENERAL	1,384.16	1,384.16
Total 2298:										1,384.16	1,384.16
06/16	06/29/2016	97684	712	TNS TRUCKING CO	BASE ROCK & SAND-STREETS	2300	1	2007-431-20-46	SUPPLIES-GENERAL	712.19	712.19
Total 2300:										712.19	712.19
06/16	06/29/2016	97684	712	TNS TRUCKING CO	BASE ROCK & SAND-STREETS	2304	1	2007-431-20-46	SUPPLIES-GENERAL	1,424.38	1,424.38
Total 2304:										1,424.38	1,424.38
06/16	06/29/2016	97684	712	TNS TRUCKING CO	BASE ROCK & SAND-STREETS	2310	1	2007-431-20-46	SUPPLIES-GENERAL	1,424.38	1,424.38
Total 2310:										1,424.38	1,424.38
06/16	06/29/2016	97684	712	TNS TRUCKING CO	BASE ROCK & SAND-STREETS	2313	1	2007-431-20-46	SUPPLIES-GENERAL	712.19	712.19
Total 2313:										712.19	712.19
06/16	06/29/2016	97684	712	TNS TRUCKING CO	TRANSFER SAND-WATER	2325	1	7110-430-42-46	SUPPLIES-GENERAL	176.66	176.66
06/16	06/29/2016	97684	712	TNS TRUCKING CO	TRANSFER SAND-GAS	2325	2	7401-430-62-46	SUPPLIES-GENERAL	176.66	176.66
Total 2325:										353.32	353.32
06/16	06/29/2016	97685	713		RETIRE INCENTIVE 7/16	063016	1	7610-2239-007	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 063016:										930.00	930.00
06/16	06/29/2016	97686	966	TURF STAR, INC.	IRRIGATION REPAIRS-GC	693794100	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	526.39	526.39
Total 693794100:										526.39	526.39
06/16	06/29/2016	97686	966	TURF STAR, INC.	IRRIGATION REPAIRS-GC	693841900	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	997.10	997.10
Total 693841900:										997.10	997.10
06/16	06/29/2016	97686	966	TURF STAR, INC.	IRRIGATION REPAIRS-GC	693865400	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	137.36	137.36

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 693865400:										137.36	137.36
06/16	06/29/2016	97686	966	TURF STAR, INC.	IRRIGATION REPAIRS-GC	693962400	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	457.71	457.71
Total 693962400:										457.71	457.71
06/16	06/29/2016	97686	966	TURF STAR, INC.	IRRIGATION REPAIRS-GC	693962401	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	36.77	36.77
Total 693962401:										36.77	36.77
06/16	06/29/2016	97687	530	U.S. BANK EQUIPMENT F	COPIER - CITY HALL UP AND D	305884140	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	581.04	581.04
06/16	06/29/2016	97687	530	U.S. BANK EQUIPMENT F	COPIER - POLICE 05/16	305884140	2	1000-421-10-44	RENT & LEASES EQUIP & VEHI	290.52	290.52
Total 305884140:										871.56	871.56
06/16	06/29/2016	97687	530	U.S. BANK EQUIPMENT F	COPIER - FIRE	306239435	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	160.96	160.96
Total 306239435:										160.96	160.96
06/16	06/29/2016	97688	738	UNITED STATES POSTAL	POSTAGE FOR POSTAGE MET	062816	1	1000-1410-002	INVENTORIES-POSTAGE	2,000.00	2,000.00
Total 062816:										2,000.00	2,000.00
06/16	06/29/2016	97689	749	VERIZON WIRELESS	CELLULAR PHONES - AIR POLL	9766276698	1	7620-430-11-45	COMMUNICATIONS	54.24	54.24
06/16	06/29/2016	97689	749	VERIZON WIRELESS	CELLULAR PHONES - BUILDIN	9766276698	2	1000-424-20-45	COMMUNICATIONS	1.03	1.03
06/16	06/29/2016	97689	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	9766276698	3	1000-452-20-45	COMMUNICATIONS	27.57	27.57
06/16	06/29/2016	97689	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	9766276698	4	7620-430-10-45	COMMUNICATIONS	360.02	360.02
Total 9766276698:										442.86	442.86
06/16	06/29/2016	97690	1398	WAGE WORKS	MONTHLY ADMIN FEE 5/16	125AI0470127	1	8403-2239-002	SECTION 125 - CITY	100.00	100.00
Total 125AI0470127:										100.00	100.00
06/16	06/29/2016	97691	770	WESTERN NEVADA SUP	PLUMBING STOCK-GAS	665832931	1	7401-430-62-46	SUPPLIES-GENERAL	233.74	233.74
Total 665832931:										233.74	233.74

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
06/16	06/29/2016	97691	770	WESTERN NEVADA SUP	METER LIDS-WATER	66627976	1	7110-430-42-46	SUPPLIES-GENERAL	229.85	229.85
Total 66627976:										229.85	229.85
06/16	06/29/2016	97691	770	WESTERN NEVADA SUP	TOOL-FIRE	66629546	1	1000-422-10-44	HYDRANTS - REPAIR & MAINTE	107.97	107.97
Total 66629546:										107.97	107.97
06/16	06/29/2016	97691	770	WESTERN NEVADA SUP	PIPE THREADER-GAS	66629783	1	7401-430-62-46	SUPPLIES-SMALL TOOLS	154.47	154.47
Total 66629783:										154.47	154.47
06/16	06/29/2016	97691	770	WESTERN NEVADA SUP	WELD WIRE-PW	66647542	1	2007-431-20-46	SUPPLIES-GENERAL	58.86	58.86
Total 66647542:										58.86	58.86
06/16	06/29/2016	97691	770	WESTERN NEVADA SUP	PARTS-WATER	66650448	1	7110-430-42-46	SUPPLIES-GENERAL	155.14	155.14
Total 66650448:										155.14	155.14
06/16	06/29/2016	97691	770	WESTERN NEVADA SUP	REPAIR PARTS-WATER	66652012	1	7110-430-42-46	SUPPLIES-GENERAL	290.26	290.26
Total 66652012:										290.26	290.26
06/16	06/29/2016	97691	770	WESTERN NEVADA SUP	BLADES, TORCH-WATER	66655912	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	80.52	80.52
Total 66655912:										80.52	80.52
06/16	06/29/2016	97691	770	WESTERN NEVADA SUP	VALVE-GAS	66657012	1	7401-430-62-46	SUPPLIES-GENERAL	59.43	59.43
Total 66657012:										59.43	59.43
06/16	06/29/2016	97691	770	WESTERN NEVADA SUP	REPAIR BAND-WATER	66661755	1	7110-430-42-46	SUPPLIES-GENERAL	614.47	614.47
Total 66661755:										614.47	614.47
06/16	06/29/2016	97691	770	WESTERN NEVADA SUP	METER LIDS-WATER	66661767	1	7110-430-42-46	SUPPLIES-GENERAL	1,048.13	1,048.13

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 66661767:										1,048.13	1,048.13
06/16	06/29/2016	97691	770	WESTERN NEVADA SUP	PIPE CLAMP-GAS	66662449	1	7401-430-62-46	SUPPLIES-GENERAL	9.72	9.72
Total 66662449:										9.72	9.72
06/16	06/29/2016	97691	770	WESTERN NEVADA SUP	RETURN TOOL-FIRE	CM66603473	1	1000-422-10-44	HYDRANTS - REPAIR & MAINTE	107.97-	107.97-
Total CM66603473:										107.97-	107.97-
06/16	06/29/2016	97692	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COU	A47880	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.88	98.88
Total A47880:										98.88	98.88
06/16	06/29/2016	97692	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE 5	A47888	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	98.88	98.88
Total A47888:										98.88	98.88
06/16	06/29/2016	97692	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GC OLD CL	A47900	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.88	98.88
Total A47900:										98.88	98.88
06/16	06/29/2016	97693	7162		REIM PRO SHOP SALES-GC	062716	1	7530-451-55-46	SUPPLIES - GENERAL	20.39	20.39
Total 062716:										20.39	20.39
06/16	06/29/2016	97694	8594		REFUND PERMIT FEE CANCEL	061316	1	1000-424-20-32	BUILDING PERMITS	83.25	83.25
Total 061316:										83.25	83.25
06/16	06/29/2016	97695	8590		RETURN PERMIT FEE NOT USE	061716	1	1001-2228-003	DEPOSIT-PARK SIERRA PLAN	864.00	864.00
Total 061716:										864.00	864.00
06/16	06/29/2016	97696	1192	ZAMORA'S TREE SERVIC	DOWN TREE-STREETS	606706	1	2007-431-20-43	TECHNICAL SVCS	500.00	500.00
Total 606706:										500.00	500.00

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
Grand Totals:										144,265.38	144,265.38

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
06/16	06/30/2016	97697	76	BILLINGTON ACE HARD	HOSE-GC	358019	1	7530-451-52-46	SUPPLIES-GENERAL	43.53	43.53
Total 358019:										43.53	43.53
06/16	06/30/2016	97697	76	BILLINGTON ACE HARD	SWAMP COOLER FILTER-COM	358652	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	27.96	27.96
Total 358652:										27.96	27.96
06/16	06/30/2016	97697	76	BILLINGTON ACE HARD	GLOVES-STREETS	358819	1	2007-431-20-46	SUPPLIES-GENERAL	28.21	28.21
Total 358819:										28.21	28.21
06/16	06/30/2016	97697	76	BILLINGTON ACE HARD	HARDWARE-STREETS	358883	1	2007-431-20-46	SUPPLIES-GENERAL	5.12	5.12
Total 358883:										5.12	5.12
06/16	06/30/2016	97697	76	BILLINGTON ACE HARD	TAPE-FIRE	358947	1	1000-422-10-46	SUPPLIES-GENERAL	17.72	17.72
Total 358947:										17.72	17.72
06/16	06/30/2016	97697	76	BILLINGTON ACE HARD	CONCRETE GLUE-STREETS	358960	1	2007-431-20-46	SUPPLIES-GENERAL	23.21	23.21
Total 358960:										23.21	23.21
06/16	06/30/2016	97697	76	BILLINGTON ACE HARD	SUPPLIES-FIRE	359052	1	1000-422-10-46	SUPPLIES-GENERAL	4.38	4.38
Total 359052:										4.38	4.38
06/16	06/30/2016	97697	76	BILLINGTON ACE HARD	TOOL BAG-WATER	359066	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	29.01	29.01
Total 359066:										29.01	29.01
06/16	06/30/2016	97697	76	BILLINGTON ACE HARD	CHISEL, KNIFE-WATER	359087	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	30.94	30.94

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 359087:										30.94	30.94
06/16	06/30/2016	97697	76	BILLINGTON ACE HARD	BRUSH-FIRE	359206	1	1000-422-10-46	SUPPLIES-GENERAL	11.60	11.60
Total 359206:										11.60	11.60
06/16	06/30/2016	97697	76	BILLINGTON ACE HARD	INSECT REPELLANT-GAS	359315	1	7401-430-62-46	SUPPLIES-GENERAL	28.97	28.97
Total 359315:										28.97	28.97
06/16	06/30/2016	97697	76	BILLINGTON ACE HARD	PAINT-STREETS	359434	1	2007-431-20-46	SUPPLIES-GENERAL	16.43	16.43
Total 359434:										16.43	16.43
06/16	06/30/2016	97697	76	BILLINGTON ACE HARD	SUPPLIES-GAS	359484	1	7401-430-62-46	SUPPLIES-GENERAL	15.33	15.33
Total 359484:										15.33	15.33
06/16	06/30/2016	97697	76	BILLINGTON ACE HARD	LANDSCAPE REPAIR-FIRE	359784	1	1000-422-10-44	MISC - REPAIR & MAINTENANC	2.89	2.89
Total 359784:										2.89	2.89
06/16	06/30/2016	97697	76	BILLINGTON ACE HARD	FILTER-STREETS	359821	1	2007-431-20-46	SUPPLIES-GENERAL	9.18	9.18
Total 359821:										9.18	9.18
06/16	06/30/2016	97697	76	BILLINGTON ACE HARD	SUPPLIES-FIRE	359907	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	3.18	3.18
Total 359907:										3.18	3.18
06/16	06/30/2016	97697	76	BILLINGTON ACE HARD	HAMMER-STREETS	359955	1	2007-431-20-46	SUPPLIES-GENERAL	6.37	6.37
Total 359955:										6.37	6.37
06/16	06/30/2016	97697	76	BILLINGTON ACE HARD	FASTENERS-STREETS	359966	1	2007-431-20-46	SUPPLIES-GENERAL	6.39	6.39
Total 359966:										6.39	6.39

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
06/16	06/30/2016	97697	76	BILLINGTON ACE HARD	TARP-STREETS	360050	1	2007-431-20-46	SUPPLIES-GENERAL	10.15	10.15
Total 360050:										10.15	10.15
06/16	06/30/2016	97697	76	BILLINGTON ACE HARD	ROOF REPAIR WELL 5-WATER	360088	1	7110-430-42-44	REPAIR AND MAINTENANCE-F	116.08	116.08
Total 360088:										116.08	116.08
06/16	06/30/2016	97698	362	KAUFFMAN, BILL	CUSTODIAL SVCS 6/2016 - PW	589260	1	7620-430-10-44	CUSTODIAL	250.00	250.00
Total 589260:										250.00	250.00
06/16	06/30/2016	97699	546	PAYLESS BUILDING SUP	BOARDS-STREETS	2479292	1	2007-431-20-46	SUPPLIES-GENERAL	38.66	38.66
Total 2479292:										38.66	38.66
06/16	06/30/2016	97699	546	PAYLESS BUILDING SUP	CONCRETE-STREETS	2479432	1	2007-431-20-46	SUPPLIES-GENERAL	19.67	19.67
Total 2479432:										19.67	19.67
06/16	06/30/2016	97699	546	PAYLESS BUILDING SUP	HARDWARE-FIRE	2479476	1	1000-422-10-46	SUPPLIES-GENERAL	20.81	20.81
Total 2479476:										20.81	20.81
06/16	06/30/2016	97699	546	PAYLESS BUILDING SUP	SUPPLIES-FIRE	359907	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	3.18	3.18
Total 359907:										3.18	3.18
06/16	06/30/2016	97699	546	PAYLESS BUILDING SUP	VOID INPUT INCORRECT	359907VOID	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	3.18-	3.18-
Total 359907VOID:										3.18-	3.18-
06/16	06/30/2016	97700	728	U S POSTMASTER	UB BILLING GAS	063016	1	7401-430-62-46	POSTAGE	271.67	271.67
06/16	06/30/2016	97700	728	U S POSTMASTER	UB BILLING WATER	063016	2	7110-430-42-46	POSTAGE	527.37	527.37
Total 063016:										799.04	799.04
Grand Totals:										1,564.83	1,564.83

M = Manual Check, V = Void Check

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
07/16	07/07/2016	97705	1264	AC&S MATERIALS TESTI	CONSULTANT STIP SC & SC1 M	0061	1	2007-431-30-43	TECHNICAL SERVICES	5,514.40	5,514.40
Total 0061:										5,514.40	5,514.40
07/16	07/07/2016	97705	1264	AC&S MATERIALS TESTI	CONSULTANT STIP SC & SC1 M	0073	1	2007-431-30-43	TECHNICAL SERVICES	2,274.20	2,274.20
Total 0073:										2,274.20	2,274.20
07/16	07/07/2016	97706	1256	AMA GOLF CO	TEES-GC	138110	1	7530-451-55-46	SUPPLIES - GENERAL	198.97	198.97
Total 138110:										198.97	198.97
07/16	07/07/2016	97707	40	AMPS ELECTRIC	REWIRED PARK LIGHTING-PAR	2307	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	190.00	190.00
Total 2307:										190.00	190.00
07/16	07/07/2016	97708	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES 06/30/16	634647860	1	7620-430-10-44	LINEN SERVICE	27.75	27.75
Total 634647860:										27.75	27.75
07/16	07/07/2016	97708	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 06/30/16-G	634647875	1	7401-430-62-44	LINEN SERVICES	51.73	51.73
Total 634647875:										51.73	51.73
07/16	07/07/2016	97708	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 06/30/16-W	634647877	1	7110-430-42-44	LINEN SERVICE	30.60	30.60
Total 634647877:										30.60	30.60
07/16	07/07/2016	97709	8589		REFUND GAS DEPOSIT	10306901623	1	7401-2228-000	DEPOSITS-CUSTOMER	170.90	170.90
Total 10306901623:										170.90	170.90
07/16	07/07/2016	97709	8589		REFUND GAS DEPOSIT	10327250010	1	7401-2228-000	DEPOSITS-CUSTOMER	43.71	43.71

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 10327250010:										43.71	43.71
07/16	07/07/2016	97710	76	BILLINGTON ACE HARD	BATTERIES-GAS	359831	1	7401-430-62-46	SUPPLIES-GENERAL	28.99	28.99
Total 359831:										28.99	28.99
07/16	07/07/2016	97710	76	BILLINGTON ACE HARD	SAWZALL BLADES-PARKS	359908	1	1000-452-20-44	VEHICLE - REPAIR & MAINTEN	14.82	14.82
Total 359908:										14.82	14.82
07/16	07/07/2016	97710	76	BILLINGTON ACE HARD	CUSTODIAL SUPPLIES-PARKS	359960	1	1000-452-20-46	SUPPLIES-JANITORIAL	19.33	19.33
Total 359960:										19.33	19.33
07/16	07/07/2016	97710	76	BILLINGTON ACE HARD	LIGHTSTICKS-FIRE	360010	1	1000-422-10-44	RESCUE - REPAIR & MAINTENA	20.22	20.22
Total 360010:										20.22	20.22
07/16	07/07/2016	97710	76	BILLINGTON ACE HARD	BROOM, DOLLY-WATER	360414	1	7110-430-42-46	SUPPLIES-GENERAL	92.85	92.85
Total 360414:										92.85	92.85
07/16	07/07/2016	97710	76	BILLINGTON ACE HARD	PARTS FOR LEAK-WATER	360485	1	7110-430-42-46	SUPPLIES-GENERAL	20.31	20.31
Total 360485:										20.31	20.31
07/16	07/07/2016	97710	76	BILLINGTON ACE HARD	SUPPLIES-GAS	360489	1	7401-430-62-46	SUPPLIES-GENERAL	21.95	21.95
Total 360489:										21.95	21.95
07/16	07/07/2016	97710	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	360533	1	2007-431-20-46	SUPPLIES-GENERAL	3.09	3.09
Total 360533:										3.09	3.09
07/16	07/07/2016	97710	76	BILLINGTON ACE HARD	GLOVES-PARKS	360556	1	1000-452-20-46	SUPPLIES-GENERAL	38.18	38.18
07/16	07/07/2016	97710	76	BILLINGTON ACE HARD	LOCK-GC	360556	2	7530-451-52-46	SUPPLIES-GENERAL	6.77	6.77

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 360556:										44.95	44.95
07/16	07/07/2016	97710	76	BILLINGTON ACE HARD	CONCRETE MIX-GAS	360608	1	7401-430-62-46	SUPPLIES-GENERAL	37.68	37.68
Total 360608:										37.68	37.68
07/16	07/07/2016	97710	76	BILLINGTON ACE HARD	OVEN FUSE-WATER	360670	1	7110-430-42-46	SUPPLIES-GENERAL	5.60	5.60
Total 360670:										5.60	5.60
07/16	07/07/2016	97710	76	BILLINGTON ACE HARD	CLEANING SUPPLIES-GAS	360730	1	7401-430-62-46	SUPPLIES-GENERAL	30.42	30.42
Total 360730:										30.42	30.42
07/16	07/07/2016	97711	8591		REIM MEDICAL EXAM-FIRE	061316	1	1000-422-10-43	PROFESSIONAL SVCS	150.00	150.00
Total 061316:										150.00	150.00
07/16	07/07/2016	97712	8610		REFUND GAS DEPOSIT	10432320313	1	7401-2228-000	DEPOSITS-CUSTOMER	103.01	103.01
Total 10432320313:										103.01	103.01
07/16	07/07/2016	97713	1307	C&S WASTE SOLUTIONS	110 NORTH ST	110NORTH 070116	1	1000-452-20-44	DISPOSAL	234.65	234.65
Total 110NORTH 070116:										234.65	234.65
07/16	07/07/2016	97713	1307	C&S WASTE SOLUTIONS	470-895 CIRCLE DR	470895CIRCLE 070116	1	7530-451-52-44	DISPOSAL	193.08	193.08
Total 470895CIRCLE 070116:										193.08	193.08
07/16	07/07/2016	97713	1307	C&S WASTE SOLUTIONS	66 N LASSEN ST	SVL2 070116	1	1000-417-10-44	DISPOSAL	160.42	160.42
Total SVL2 070116:										160.42	160.42
07/16	07/07/2016	97713	1307	C&S WASTE SOLUTIONS	95 N WEATHERLOW ST	SVL5 070116	1	1000-452-20-44	DISPOSAL	193.08	193.08
Total SVL5 070116:										193.08	193.08

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
07/16	07/07/2016	97713	1307	C&S WASTE SOLUTIONS	1801 MAIN ST-PD	SVL7 070116	1	1000-421-10-44	DISPOSAL	96.54	96.54
Total SVL7 070116:										96.54	96.54
07/16	07/07/2016	97714	116	CASHMAN EQUIPMENT	PURCHASE OF USED ROLLERS	S3809301	1	7401-430-63-47	MACHINERY & EQUIPMENT	8,583.16	8,583.16
07/16	07/07/2016	97714	116	CASHMAN EQUIPMENT	PURCHASE OF USED ROLLERS	S3809301	2	7110-430-43-47	MACHINERY AND EQUIPMENT	8,583.16	8,583.16
07/16	07/07/2016	97714	116	CASHMAN EQUIPMENT	PURCHASE OF USED ROLLERS	S3809301	3	2007-431-20-47	VEHICLES	8,583.16	8,583.16
Total S3809301:										25,749.48	25,749.48
07/16	07/07/2016	97715	8601		REFUND COMM CENTER DEPO	062216	1	1000-2228-009	DEPOSITS-COMM CENTER RE	55.00	55.00
Total 062216:										55.00	55.00
07/16	07/07/2016	97716	148	COMPUTER LOGISTICS	MONTHLY SER 2HRS	67807	1	1000-417-10-43	TECHNICAL SVCS	220.00	220.00
Total 67807:										220.00	220.00
07/16	07/07/2016	97716	148	COMPUTER LOGISTICS	ANTI VIRUS-BARRACUDA 200G	67819	1	1000-421-10-43	PROFESSIONAL SVCS	50.00	50.00
Total 67819:										50.00	50.00
07/16	07/07/2016	97716	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT	67861	1	1000-417-10-43	TECHNICAL SVCS	466.00	466.00
Total 67861:										466.00	466.00
07/16	07/07/2016	97717	161	CSK AUTO INC	ANTIFREEZE-STREETS	2740426676	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	22.56	22.56
07/16	07/07/2016	97717	161	CSK AUTO INC	ANTIFREEZE-WATER	2740426676	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	38.62	38.62
07/16	07/07/2016	97717	161	CSK AUTO INC	ANTIFREEZE-GAS	2740426676	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	29.06	29.06
Total 2740426676:										90.24	90.24
07/16	07/07/2016	97717	161	CSK AUTO INC	FILTERS-GC	2740426700	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	51.97	51.97
Total 2740426700:										51.97	51.97
07/16	07/07/2016	97717	161	CSK AUTO INC	FILTERS MOWER-GC	2740426702	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	103.95	103.95

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 2740426702:										103.95	103.95
07/16	07/07/2016	97717	161	CSK AUTO INC	OIL FILTER-GC	2740426703	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	4.01	4.01
Total 2740426703:										4.01	4.01
07/16	07/07/2016	97717	161	CSK AUTO INC	FILTERS MOWER-GC	2740426706	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	47.16	47.16
Total 2740426706:										47.16	47.16
07/16	07/07/2016	97717	161	CSK AUTO INC	FILTERS MOWER-GC	2740426708	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	45.97	45.97
Total 2740426708:										45.97	45.97
07/16	07/07/2016	97717	161	CSK AUTO INC	FILTERS-GC	2740426709	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	28.11	28.11
Total 2740426709:										28.11	28.11
07/16	07/07/2016	97717	161	CSK AUTO INC	OIL-GC	2740426716	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	126.77	126.77
Total 2740426716:										126.77	126.77
07/16	07/07/2016	97717	161	CSK AUTO INC	FILTER-PW	2740426865	1	7620-430-11-44	VEHICLE REPAIR & MAINTENA	12.55	12.55
Total 2740426865:										12.55	12.55
07/16	07/07/2016	97717	161	CSK AUTO INC	OIL PRESS #55-WATER	2740427079	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	43.62	43.62
Total 2740427079:										43.62	43.62
07/16	07/07/2016	97717	161	CSK AUTO INC	DOOR HANDLE #34-STREETS	2740427129	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	18.47	18.47
Total 2740427129:										18.47	18.47
07/16	07/07/2016	97718	8604		REFUND GAS DEPOSIT	10301050114	1	7401-2228-000	DEPOSITS-CUSTOMER	137.92	137.92
Total 10301050114:										137.92	137.92

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
07/16	07/07/2016	97719	182	DEPARTMENT OF CONS	4TH QTR SMIP FEE REPORT 20	070516	1	1000-2205-003	DEPOSITS-STRONG MOTION P	2.33	2.33
Total 070516:										2.33	2.33
07/16	07/07/2016	97720	194	DIAMOND SAW SHOP IN	TRIMMER REPAIR-PARKS	14708	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	71.37	71.37
Total 14708:										71.37	71.37
07/16	07/07/2016	97720	194	DIAMOND SAW SHOP IN	PARTS #72-GAS	14729	1	7401-430-62-46	SUPPLIES-GENERAL	47.29	47.29
Total 14729:										47.29	47.29
07/16	07/07/2016	97721	1261	DIAMOND TRUCK AND A	ANNUAL SMOKE TEST E621-FI	3305	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	70.00	70.00
Total 3305:										70.00	70.00
07/16	07/07/2016	97721	1261	DIAMOND TRUCK AND A	ANNAUL SMOKE TEST E628-FI	3306	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	70.00	70.00
Total 3306:										70.00	70.00
07/16	07/07/2016	97721	1261	DIAMOND TRUCK AND A	ANNUAL SMOKE TEST E626-FI	3307	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	70.00	70.00
Total 3307:										70.00	70.00
07/16	07/07/2016	97721	1261	DIAMOND TRUCK AND A	ANNUAL SMOKE TEST U654-FI	3308	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	70.00	70.00
Total 3308:										70.00	70.00
07/16	07/07/2016	97721	1261	DIAMOND TRUCK AND A	ANNUAL SMOKE TEST T1-FIRE	3309	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	70.00	70.00
Total 3309:										70.00	70.00
07/16	07/07/2016	97721	1261	DIAMOND TRUCK AND A	ANNAUL SMOKE TEST E622-FI	3310	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	70.00	70.00
Total 3310:										70.00	70.00
07/16	07/07/2016	97721	1261	DIAMOND TRUCK AND A	ANNAUL SMOKE TEST E623-FI	3311	1	1000-422-10-44	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 3311:										70.00	70.00
07/16	07/07/2016	97721	1261	DIAMOND TRUCK AND A	ANNAUL INSPECTION E623-FIR	3312	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	100.00	100.00
Total 3312:										100.00	100.00
07/16	07/07/2016	97721	1261	DIAMOND TRUCK AND A	ANNUAL INSPECTION E622-FIR	3313	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	100.00	100.00
Total 3313:										100.00	100.00
07/16	07/07/2016	97721	1261	DIAMOND TRUCK AND A	ANNUAL INSPECTION T1-FIRE	3314	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	100.00	100.00
Total 3314:										100.00	100.00
07/16	07/07/2016	97721	1261	DIAMOND TRUCK AND A	ANNUAL INSPECTION U654-FIR	3315	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	100.00	100.00
Total 3315:										100.00	100.00
07/16	07/07/2016	97721	1261	DIAMOND TRUCK AND A	ANNUAL INSPECTION E626-FIR	3316	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	100.00	100.00
Total 3316:										100.00	100.00
07/16	07/07/2016	97721	1261	DIAMOND TRUCK AND A	ANNUAL INSPECTION E628-FIR	3317	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	100.00	100.00
Total 3317:										100.00	100.00
07/16	07/07/2016	97721	1261	DIAMOND TRUCK AND A	ANNUAL INSPECTION E621-FIR	3318	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	100.00	100.00
Total 3318:										100.00	100.00
07/16	07/07/2016	97722	8609		REFUND GAS DEPOSIT	10306902217	1	7401-2228-000	DEPOSITS-CUSTOMER	190.78	190.78
Total 10306902217:										190.78	190.78
07/16	07/07/2016	97723	219	ED STAUB & SONS PETR	GREASE-STREETS	1333549	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	29.27	29.27
07/16	07/07/2016	97723	219	ED STAUB & SONS PETR	GREASE-WATER	1333549	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	50.11	50.11

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 1333549:										79.38	79.38
07/16	07/07/2016	97724	238	FASTENAL COMPANY	GLOVES-PARKS	71618	1	1000-452-20-46	SUPPLIES-GENERAL	75.27	75.27
Total 71618:										75.27	75.27
07/16	07/07/2016	97725	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-W	674052A	1	7110-430-42-43	TECHNICAL SVCS	24.00	24.00
Total 674052A:										24.00	24.00
07/16	07/07/2016	97725	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-W	674053A	1	7110-430-42-43	TECHNICAL SVCS	24.00	24.00
Total 674053A:										24.00	24.00
07/16	07/07/2016	97725	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-W	674054A	1	7110-430-42-43	TECHNICAL SVCS	85.00	85.00
Total 674054A:										85.00	85.00
07/16	07/07/2016	97725	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING G	674378A	1	7530-451-50-43	TECHNICAL SVCS	27.00	27.00
Total 674378A:										27.00	27.00
07/16	07/07/2016	97725	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING G	674379A	1	7530-451-50-43	TECHNICAL SVCS	27.00	27.00
Total 674379A:										27.00	27.00
07/16	07/07/2016	97725	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-W	674380A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00
Total 674380A:										105.00	105.00
07/16	07/07/2016	97726	257	FOREST OFFICE EQUIP	COPY PAPER-PW	10956	1	7620-430-10-46	SUPPLIES-GENERAL	37.07	37.07
Total 10956:										37.07	37.07
07/16	07/07/2016	97726	257	FOREST OFFICE EQUIP	COPY PAPER-PW	541	1	7620-430-10-46	SUPPLIES-GENERAL	202.10	202.10
Total 541:										202.10	202.10

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07/16	07/07/2016	97726	257	FOREST OFFICE EQUIP	MAINT.CONTRACT FOLD MACH	CC7578	1	7401-430-62-44	REPAIR AND MAINTENANCE-MI	42.00	42.00
07/16	07/07/2016	97726	257	FOREST OFFICE EQUIP	MAINT.CONTRACT FOLD MACH	CC7578	2	7110-430-42-44	REPAIR AND MAINTENANCE-MI	42.00	42.00
Total CC7578:										84.00	84.00
07/16	07/07/2016	97726	257	FOREST OFFICE EQUIP	KYOCERA COPIER 6/16-PW	CC7579	1	7620-430-10-43	TECHNICAL SVCS	401.16	401.16
Total CC7579:										401.16	401.16
07/16	07/07/2016	97727	265	FRONTIER	257-1056 P/W SHOP	1056 062016	1	7620-430-10-45	COMMUNICATIONS	16.70	16.70
07/16	07/07/2016	97727	265	FRONTIER	257-1056 P/W SHOP	1056 062016	2	7620-430-10-45	COMMUNICATIONS	31.74	31.74
Total 1056 062016:										48.44	48.44
07/16	07/07/2016	97727	265	FRONTIER	257-1057 FAX-PW	1057 062016	1	7620-430-10-45	COMMUNICATIONS	66.50	66.50
07/16	07/07/2016	97727	265	FRONTIER	257-1057 FAX-PW	1057 062016	2	7620-430-10-45	COMMUNICATIONS	126.37	126.37
Total 1057 062016:										192.87	192.87
07/16	07/07/2016	97727	265	FRONTIER	257-7236 NAT GAS	7236 062016	1	7620-430-10-45	COMMUNICATIONS	68.40	68.40
07/16	07/07/2016	97727	265	FRONTIER	257-7236 NAT GAS	7236 062016	2	7620-430-10-45	COMMUNICATIONS	129.92	129.92
Total 7236 062016:										198.32	198.32
07/16	07/07/2016	97727	265	FRONTIER	257-7237 NAT GAS	7237 062016	1	7620-430-10-45	COMMUNICATIONS	18.90	18.90
07/16	07/07/2016	97727	265	FRONTIER	257-7237 NAT GAS	7237 062016	2	7620-430-10-45	COMMUNICATIONS	34.43	34.43
Total 7237 062016:										53.33	53.33
07/16	07/07/2016	97728	8597		REFUND GAS DEPOSIT	10532200004	1	7401-2228-000	DEPOSITS-CUSTOMER	143.54	143.54
Total 10532200004:										143.54	143.54
07/16	07/07/2016	97729	1148	GREATAMERICA FINANC	COPIER LEASE 6/16-P/W	18970806	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	364.78	364.78
Total 18970806:										364.78	364.78
07/16	07/07/2016	97730	288		REIMBURSE HEALTH INS PER	070516	1	7610-2239-006	RETIREE SICK LEAVE BANK PA	69.02	69.02

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 070516:										69.02	69.02
07/16	07/07/2016	97731	8605		REFUND GAS DEPOSIT	10437700029	1	7401-2228-000	DEPOSITS-CUSTOMER	131.19	131.19
Total 10437700029:										131.19	131.19
07/16	07/07/2016	97732	8606		REFUND GAS DEPOSIT	10118950013	1	7401-2228-000	DEPOSITS-CUSTOMER	166.50	166.50
Total 10118950013:										166.50	166.50
07/16	07/07/2016	97733	8600		REIM HOME OWNER PERMIT F	062916	1	1000-419-10-34	ZONING & SUBDIVISION FEES	129.25	129.25
07/16	07/07/2016	97733	8600		REIM HOME OWNER PERMIT F	062916	2	1000-2205-006	DEPOSIT PAYABLE-SB 1473	1.00	1.00
Total 062916:										130.25	130.25
07/16	07/07/2016	97734	335	J.W. WOOD CO INC	COOLER, COOLER PUMP-FIRE	R474101	1	1000-422-10-47	MACHINERY AND EQUIPMENT	1,001.84	1,001.84
Total R474101:										1,001.84	1,001.84
07/16	07/07/2016	97735	237	JOHN DEERE FINANCIAL	ELECTRIC MOTOR-GC	269351	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	546.20	546.20
Total 269351:										546.20	546.20
07/16	07/07/2016	97736	8603		REFUND GAS DEPOSIT	10432330313	1	7401-2228-000	DEPOSITS-CUSTOMER	173.74	173.74
Total 10432330313:										173.74	173.74
07/16	07/07/2016	97737	374	L N CURTIS & SONS	PRESSURE REDUCER-FIRE	283475	1	1000-422-10-44	RESCUE - REPAIR & MAINTENA	1,075.00	1,075.00
Total 283475:										1,075.00	1,075.00
07/16	07/07/2016	97738	1478	LASSEN CO ENVIROMEN	CUPA FEES 2016-2017-PW	160146	1	7620-430-10-48	TAXES, FEES, PERMITS & CHA	186.00	186.00
Total 160146:										186.00	186.00
07/16	07/07/2016	97738	1478	LASSEN CO ENVIROMEN	CUPA FEES 2016-2017-WATER	160178	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	85.00	85.00

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 160178:										85.00	85.00
07/16	07/07/2016	97738	1478	LASSEN CO ENVIROMEN	CUPA FEES 2016-2017	160179	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	85.00	85.00
Total 160179:										85.00	85.00
07/16	07/07/2016	97739	395	LASSEN CO FAIR	2016 FIREWORKS CITY SHARE	1879	1	1000-1430-105	PREPAID - OTHER	2,500.00	2,500.00
Total 1879:										2,500.00	2,500.00
07/16	07/07/2016	97740	411	LASSEN MOTOR PARTS	AIR FILTER-GC	253407	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	21.93	21.93
Total 253407:										21.93	21.93
07/16	07/07/2016	97740	411	LASSEN MOTOR PARTS	FILTER TORO-GC	253613	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	44.63	44.63
Total 253613:										44.63	44.63
07/16	07/07/2016	97740	411	LASSEN MOTOR PARTS	FREON-STREETS	253614	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	35.79	35.79
Total 253614:										35.79	35.79
07/16	07/07/2016	97740	411	LASSEN MOTOR PARTS	OIL TORO-GC	253644	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	15.48	15.48
Total 253644:										15.48	15.48
07/16	07/07/2016	97741	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	2791	1	2007-431-20-44	DISPOSAL	9.72	9.72
Total 2791:										9.72	9.72
07/16	07/07/2016	97741	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	3362	1	2007-431-20-44	DISPOSAL	17.00	17.00
Total 3362:										17.00	17.00
07/16	07/07/2016	97742	413	LASSEN TIRE	4 TIRES #103- PLANNING	48531	1	1000-424-20-44	MISC - REPAIR & MAINTENANC	70.00	70.00
Total 48531:										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
07/16	07/07/2016	97743	437	LMUD	AIRPORT VASI LIGHTS	10108 062216	1	7201-430-81-46	ELECTRICITY	20.00	20.00
Total 10108 062216:										20.00	20.00
07/16	07/07/2016	97743	437	LMUD	GOLF COURSE IRR WELL30 HP	122907 062216	1	7530-451-52-46	ELECTRICITY	1,594.69	1,594.69
Total 122907 062216:										1,594.69	1,594.69
07/16	07/07/2016	97743	437	LMUD	GOLF COURSE PUMP STATION	122910 062216	1	7530-451-52-46	ELECTRICITY	1,394.44	1,394.44
Total 122910 062216:										1,394.44	1,394.44
07/16	07/07/2016	97743	437	LMUD	GOLF COURSE IRR PUMP/8TH	122929 062216	1	7530-451-52-46	ELECTRICITY	899.45	899.45
Total 122929 062216:										899.45	899.45
07/16	07/07/2016	97743	437	LMUD	GOLF COURSE PUMP HOUSE	132052 062216	1	7530-451-52-46	ELECTRICITY	27.26	27.26
Total 132052 062216:										27.26	27.26
07/16	07/07/2016	97743	437	LMUD	470-895 CIRCLE DR-G/C CLUB	144281 062216	1	7530-451-52-46	ELECTRICITY	531.42	531.42
Total 144281 062216:										531.42	531.42
07/16	07/07/2016	97743	437	LMUD	SOUTH ST ROOSEVELT AREA	1744 062816	1	1000-452-20-46	ELECTRICITY	8.44	8.44
Total 1744 062816:										8.44	8.44
07/16	07/07/2016	97743	437	LMUD	RIVERSIDE PARK LIGHT-PARK	1999 062816	1	1000-452-20-46	ELECTRICITY	46.17	46.17
Total 1999 062816:										46.17	46.17
07/16	07/07/2016	97743	437	LMUD	LITTLE LEAGUE PARK AREA LI	3522 062216	1	1000-452-20-46	ELECTRICITY	33.77	33.77
Total 3522 062216:										33.77	33.77
07/16	07/07/2016	97743	437	LMUD	N WEATHERLOW ST SIGNALS-	3651 062216	1	2007-431-60-46	ELECTRICITY	124.80	124.80

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 3651 062216:										124.80	124.80
07/16	07/07/2016	97743	437	LMUD	MAIN & ALEXANDER SIGNALS-	49496 062216	1	2007-431-60-46	ELECTRICITY	114.29	114.29
Total 49496 062216:										114.29	114.29
07/16	07/07/2016	97743	437	LMUD	MAIN & FAIRFIELD-STREETS	49497 062216	1	2007-431-60-46	ELECTRICITY	115.10	115.10
Total 49497 062216:										115.10	115.10
07/16	07/07/2016	97743	437	LMUD	MAIN & JOHNSTNVLE SIGNALS	49498 062216	1	2007-431-60-46	ELECTRICITY	136.22	136.22
Total 49498 062216:										136.22	136.22
07/16	07/07/2016	97743	437	LMUD	RIVERSIDE & MAIN SIGNALS-S	49499 062216	1	2007-431-60-46	ELECTRICITY	223.62	223.62
Total 49499 062216:										223.62	223.62
07/16	07/07/2016	97743	437	LMUD	AIRPORT LOT 5	51908 062216	1	7201-430-81-46	ELECTRICITY	20.15	20.15
Total 51908 062216:										20.15	20.15
07/16	07/07/2016	97743	437	LMUD	AIRPORT HANGER 6	54333 062216	1	7201-430-81-46	ELECTRICITY	20.00	20.00
Total 54333 062216:										20.00	20.00
07/16	07/07/2016	97743	437	LMUD	925 SIERRA RD SPORTS CTR-P	60453 062216	1	1000-452-20-46	ELECTRICITY	20.29	20.29
Total 60453 062216:										20.29	20.29
07/16	07/07/2016	97743	437	LMUD	AIRPORT OFFICE	7146 062216	1	7201-430-81-46	ELECTRICITY	409.24	409.24
Total 7146 062216:										409.24	409.24
07/16	07/07/2016	97743	437	LMUD	AIRPORT GAS PUMP	7154 062216	1	7201-430-81-46	ELECTRICITY	28.73	28.73
Total 7154 062216:										28.73	28.73

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
07/16	07/07/2016	97743	437	LMUD	GOLF COURSE CLUB HOUSE	7394 062216	1	7530-451-52-46	ELECTRICITY	100.24	100.24
Total 7394 062216:										100.24	100.24
07/16	07/07/2016	97743	437	LMUD	GOLF COURSE CART BARN 2	7400 062216	1	7530-451-52-46	ELECTRICITY	46.30	46.30
Total 7400 062216:										46.30	46.30
07/16	07/07/2016	97743	437	LMUD	WELL 1-WATER	7714 062216	1	7110-430-42-46	ELECTRICITY	1,237.53	1,237.53
Total 7714 062216:										1,237.53	1,237.53
07/16	07/07/2016	97743	437	LMUD	GOLF COURSE BARN 1 & 3	9312 062216	1	7530-451-52-46	ELECTRICITY	20.15	20.15
Total 9312 062216:										20.15	20.15
07/16	07/07/2016	97743	437	LMUD	RIVERSIDE PARK LIGHT-PARK	9501 062816	1	1000-452-20-46	ELECTRICITY	445.27	445.27
Total 9501 062816:										445.27	445.27
07/16	07/07/2016	97744	452	MARTIN SECURITY SYST	720 SOUTH ST SECURITY 7/16-	031136	1	7620-430-10-43	TECHNICAL SVCS	40.00	40.00
Total 031136:										40.00	40.00
07/16	07/07/2016	97744	452	MARTIN SECURITY SYST	470-895 CIRCLE DR CODE CHA	031147	1	7530-451-50-43	TECHNICAL SVCS	65.00	65.00
Total 031147:										65.00	65.00
07/16	07/07/2016	97744	452	MARTIN SECURITY SYST	75 N WEATHERLOW 7/16-9/16	031242	1	1000-451-80-43	TECHNICAL SVCS	99.00	99.00
Total 031242:										99.00	99.00
07/16	07/07/2016	97744	452	MARTIN SECURITY SYST	60 N LASSEN SECURITY 7/16	031338	1	1000-417-10-43	TECHNICAL SVCS	108.00	108.00
Total 031338:										108.00	108.00
07/16	07/07/2016	97745	8607		REFUND GAS DEPOSIT	10526050106	1	7401-2228-000	DEPOSITS-CUSTOMER	160.90	160.90

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 10526050106:										160.90	160.90
07/16	07/07/2016	97746	1533	ONE STOP OFFICE	POSTERS-JPA	062016	1	1000-452-22-46	SUPPLIES GENERAL	70.95	70.95
Total 062016:										70.95	70.95
07/16	07/07/2016	97746	1533	ONE STOP OFFICE	SHIPPING-FIRE	5753	1	1000-422-10-46	POSTAGE	133.15	133.15
Total 5753:										133.15	133.15
07/16	07/07/2016	97747	556	PITNEY BOWES	MTHLY MAINT POSTAGE 4/15-6	1000915739	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	270.90	270.90
Total 1000915739:										270.90	270.90
07/16	07/07/2016	97748	8608		REFUND GAS DEPOSIT	10306903111	1	7401-2228-000	DEPOSITS-CUSTOMER	190.20	190.20
Total 10306903111:										190.20	190.20
07/16	07/07/2016	97749	1127	ROSS' LADDER SERVICE	ANNUAL LADDER INSPECTION-	349	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	1,196.25	1,196.25
Total 349:										1,196.25	1,196.25
07/16	07/07/2016	97750	1076	SIERRA COFFEE AND BE	BOTTLED WATER 6/25/16-PW	46283	1	7620-430-10-46	SUPPLIES-GENERAL	7.25	7.25
Total 46283:										7.25	7.25
07/16	07/07/2016	97750	1076	SIERRA COFFEE AND BE	BOTTLED WATER 7/6/16	46299	1	1000-417-10-46	SUPPLIES-GENERAL	34.65	34.65
Total 46299:										34.65	34.65
07/16	07/07/2016	97751	935	STATE OF CALIFORNIA	20 ACCOUNTABILITY TAGS-FIR	135891	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	50.00	50.00
Total 135891:										50.00	50.00
07/16	07/07/2016	97752	8598		REFUND GAS DEPOSIT	10120650149	1	7401-2228-000	DEPOSITS-CUSTOMER	92.69	92.69
Total 10120650149:										92.69	92.69

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
07/16	07/07/2016	97753	917	SUPREME GRAPHICS	PAF FORMS	64323	1	1000-416-10-46	SUPPLIES-GENERAL	225.00	225.00
Total 64323:										225.00	225.00
07/16	07/07/2016	97754	1265	SUSANVILLE PAINT CEN	REPAIRS AT MEMORIAL PARK-	27240	1	1000-452-21-46	SUPPLIES-GENERAL	448.38	448.38
Total 27240:										448.38	448.38
07/16	07/07/2016	97755	677	SUSANVILLE SANITARY	606 NEVADA ST	1274 070116	1	1000-417-10-44	SEWER	47.00	47.00
Total 1274 070116:										47.00	47.00
07/16	07/07/2016	97755	677	SUSANVILLE SANITARY	66 N LASSEN ST	1276 070116	1	1000-417-10-44	SEWER	104.00	104.00
Total 1276 070116:										104.00	104.00
07/16	07/07/2016	97755	677	SUSANVILLE SANITARY	115 N WEATHERLOW ST-MUSE	1448 070116	1	1000-451-80-44	SEWER	52.00	52.00
Total 1448 070116:										52.00	52.00
07/16	07/07/2016	97755	677	SUSANVILLE SANITARY	65 N WEATHERLOW ST-PARKS	1449 070116	1	1000-452-20-44	SEWER	104.00	104.00
Total 1449 070116:										104.00	104.00
07/16	07/07/2016	97755	677	SUSANVILLE SANITARY	1850 RIVER ST-PARKS	3667 070116	1	1000-452-20-44	SEWER	52.00	52.00
Total 3667 070116:										52.00	52.00
07/16	07/07/2016	97755	677	SUSANVILLE SANITARY	1600 RIVERSIDE DR-PARKS	3668 070116	1	1000-452-20-44	SEWER	52.00	52.00
Total 3668 070116:										52.00	52.00
07/16	07/07/2016	97755	677	SUSANVILLE SANITARY	1200 NORTH ST-PARKS	3669 070116	1	1000-452-20-44	SEWER	52.00	52.00
Total 3669 070116:										52.00	52.00
07/16	07/07/2016	97756	8599		REFUND GAS DEPOSIT	10428950028	1	7401-2228-000	DEPOSITS-CUSTOMER	82.28	82.28

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 10428950028:										82.28	82.28
07/16	07/07/2016	97757	770	WESTERN NEVADA SUP	FLAG STAND-STREETS	66650006	1	2007-431-20-46	SUPPLIES-GENERAL	28.24	28.24
Total 66650006:										28.24	28.24
07/16	07/07/2016	97758	8602		REFUND GAS DEPOSIT	10120651017	1	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
07/16	07/07/2016	97758	8602		REFUND GAS OVERPAYMENT	10120651017	2	9999-1001-001	CASH CLEARING - UTILITIES	37.22	37.22
Total 10120651017:										237.22	237.22
07/16	07/07/2016	97759	1288	WITTEK GOLF SUPPLY C	PENCILS-GC	11987	1	7530-451-55-46	SUPPLIES - GENERAL	109.13	109.13
Total 11987:										109.13	109.13
07/16	07/07/2016	97760	1378	ZITO MEDIA	CABLE 6/16-FIRE	756225062 062716	1	1000-422-10-45	COMMUNICATIONS	39.30	39.30
Total 756225062 062716:										39.30	39.30
Grand Totals:										59,031.85	59,031.85

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

Report Criteria:
Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
07/01/2016	CDPT	07/07/2016	528	P.E.R.S.	8	7650-2203-1	898.51-
07/01/2016	CDPT	07/07/2016	528	P.E.R.S.	8	7650-2203-1	6,223.57-
07/01/2016	CDPT	07/07/2016	528	P.E.R.S.	8	7650-2203-1	1,704.08-
07/01/2016	CDPT	07/07/2016	528	P.E.R.S.	8	7650-2203-1	2,112.93-
07/01/2016	CDPT	07/07/2016	528	P.E.R.S.	8	7650-2203-1	373.76-
07/01/2016	CDPT	07/07/2016	528	P.E.R.S.	8	7650-2203-1	1,522.54-
07/01/2016	CDPT	07/07/2016	528	P.E.R.S.	8	7650-2203-1	203.35-
07/01/2016	CDPT	07/07/2016	528	P.E.R.S.	8	7650-2203-1	83.69-
07/01/2016	CDPT	07/07/2016	528	P.E.R.S.	8	7650-2203-1	1,209.31-
07/01/2016	CDPT	07/07/2016	528	P.E.R.S.	8	7650-2203-1	1,268.32-
07/01/2016	CDPT	07/07/2016	528	P.E.R.S.	8	7650-2203-1	1,265.39-
07/01/2016	CDPT	07/07/2016	528	P.E.R.S.	8	7650-2203-1	1,389.27-
07/01/2016	CDPT	07/07/2016	528	P.E.R.S.	8	7650-2203-1	812.56-
07/01/2016	CDPT	07/07/2016	528	P.E.R.S.	8	7650-2203-1	853.69-
07/01/2016	CDPT	07/07/2016	528	P.E.R.S.	8	7650-2203-1	15.00-
07/01/2016	CDPT	07/07/2016	528	P.E.R.S.	8	7650-2203-1	4,528.43-
07/01/2016	CDPT	07/07/2016	528	P.E.R.S.	8	7650-2203-1	878.95-
07/01/2016	CDPT	07/07/2016	528	P.E.R.S.	8	7650-2203-1	1,968.56-
07/01/2016	CDPT	07/07/2016	528	P.E.R.S.	8	1000-413-20-	18,489.28-
07/01/2016	CDPT	07/07/2016	528	P.E.R.S.	8	1000-411-40-	4,412.51-
07/01/2016	CDPT	07/07/2016	528	P.E.R.S.	8	1000-416-10-	9,822.58-
07/01/2016	CDPT	07/07/2016	528	P.E.R.S.	8	1000-415-10-	18,040.54-
07/01/2016	CDPT	07/07/2016	528	P.E.R.S.	8	1000-424-20-	10,553.85-
07/01/2016	CDPT	07/07/2016	528	P.E.R.S.	8	1000-419-10-	10,175.74-
07/01/2016	CDPT	07/07/2016	528	P.E.R.S.	8	1000-452-20-	5,786.15-
07/01/2016	CDPT	07/07/2016	528	P.E.R.S.	8	2007-431-20-	11,704.64-
07/01/2016	CDPT	07/07/2016	528	P.E.R.S.	8	7620-430-10-	26,058.54-
07/01/2016	CDPT	07/07/2016	528	P.E.R.S.	8	7110-430-42-	21,126.76-
07/01/2016	CDPT	07/07/2016	528	P.E.R.S.	8	7401-430-62-	23,760.42-
07/01/2016	CDPT	07/07/2016	528	P.E.R.S.	8	7620-430-11-	11,546.97-
07/01/2016	CDPT	07/07/2016	528	P.E.R.S.	8	1000-421-10-	133,814.85-
07/01/2016	CDPT	07/07/2016	528	P.E.R.S.	8	1000-422-10-	72,054.15-
07/01/2016	CDPT	07/08/2016	528	CITY OF SUSANVILLE PA	1	7650-2203-1	8,316.22-
07/01/2016	CDPT	07/08/2016	528	CITY OF SUSANVILLE PA	1	7650-2203-1	8,316.22-
07/01/2016	CDPT	07/08/2016	528	CITY OF SUSANVILLE PA	1	7650-2203-1	2,519.39-
07/01/2016	CDPT	07/08/2016	528	CITY OF SUSANVILLE PA	1	7650-2203-1	2,519.39-
07/01/2016	CDPT	07/08/2016	528	CITY OF SUSANVILLE PA	1	7650-2203-1	21,195.26-
07/01/2016	CDPT	07/08/2016	530	EMPLOYMENT DEV. DEP	6	7650-2203-1	6,299.89-
07/01/2016	CDPT	07/08/2016	531	EMPLOYMENT DEV DEP	7	7650-2203-1	1,471.85-
07/01/2016	CDPT	07/08/2016	97763		40	7650-2203-0	348.46-
07/01/2016	CDPT	07/08/2016	97764	CA STATE DISBURSEME	35	7650-2203-0	155.07-
07/01/2016	CDPT	07/08/2016	97765	CA STATE DISBURSEME	36	7650-2203-0	84.90-
07/01/2016	CDPT	07/08/2016	97766	CA STATE DISBURSEME	37	7650-2203-0	69.23-
07/01/2016	CDPT	07/08/2016	97767	NATIONWIDE RETIREME	5	7650-2203-0	955.00-
07/01/2016	CDPT	07/08/2016	97768	VALIC	4	7650-2203-0	1,917.62-
07/01/2016	CDPT	07/08/2016	97769	VANTAGEPOINT TRANS.	3	7650-2203-0	62.00-
Grand Totals:			46				458,889.39-

AGENDA ITEM NO. 6C

Reviewed by: ___City Administrator
____City Attorney

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

Submitted By: Deborah Savage, Finance Manager

Action Date: July 19, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Monthly Finance Reports

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Attached for the Council's review is the cash and investment report and the summary report of revenues, expenditures and projected fund balances for the month of June 2016.

FISCAL IMPACT: None

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

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

POOLED CASH & INVESTMENTS

	JUNE 30, 2016
POOLED CASH FUND	
Bank of America - Checking	233,172
LAIF	12,726,332
Accounts Payable	(37)
Total Cash & Investments	12,959,467

Pooled Cash Allocation:	
General	1,484,321
General Restricted	1,098,978
Special Revenue	1,213,109
Capital Projects	13,848
Debt Service	619,469
Enterprise	
Airport	(34,277)
Geothermal	315,529
Golf Course	20,407
Natural Gas	4,037,403
Water	3,071,421
Internal Service	565,213
Trust & Agency	554,046
Total Cash & Inv. Allocations	12,959,467

CASH WITH FISCAL AGENTS

	JUNE 30, 2016
General	
Special Revenue	
Capital Projects	
Debt Service	150,081
Enterprise	3,842,838
Internal Service	
Trust & Agency	
Total Cash with Fiscal Agents	3,992,919
GRAND TOTAL	16,952,386

S:/Finance/Debi/Council Cash & Investments Report
7/14/2016 15:03
Totals may not add due to rounding

CITY OF SUSANVILLE
COMBINED CASH AND INVESTMENTS
JUNE 30, 2016

COMBINED ACCOUNTS

9999-1011-001	B OF A # 08038-80200	233,172.39
9999-1030-001	LAIF	12,726,331.68
	TOTAL COMBINED CASH AND INVESTMENTS	12,959,504.07
9999-2202-001	ACCOUNTS PAYABLE	(37.22)
9999-1000-000	CLAIM ON CASH	(12,959,466.85)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

1001	ALLOCATION TO GF-DEPOSITS PAYABLE	130,225.84
1002	ALLOCATION TO GF-ECONOMIC DEVELOPMENT	3,437.12
1004	ALLOCATION TO GF-PANCERA	18,239.88
1005	ALLOCATION TO GF-RESERVE ACCOUNT	854,643.63
1006	ALLOCATION TO POLICE FACILITIES & EQUIP FUND	29,046.96
1007	ALLOCATION TO FIRE FACILITIES & EQUIP FUND	36,523.07
1008	ALLOCATION TO ADMIN SVCS FACILITIES & EQUIP	26,861.30
2002	ALLOCATION TO STATE COPS	58,166.30
2006	ALLOCATION TO SNOW REMOVAL	59,031.04
2007	ALLOCATION TO STREETS & HIGHWAYS	(36,996.73)
2010	ALLOCATION TO STREET MITIGATION	21,266.44
2011	ALLOCATION TO POLICE MITIGATION	24,005.53
2012	ALLOCATION TO FIRE MITIGATION	108,250.21
2013	ALLOCATION TO PARK DEDICATION FUND	167,632.79
2014	ALLOCATION TO STATE OF CA - PROP 30/AB 109	34,615.00
2016	ALLOCATION TO CDBG REVOLVING LOAN FUND	34,776.12
2017	ALLOCATION TO STATE ECONOMIC REV FD	287,886.90
2018	ALLOCATION TO HOME REVOLVING FUND	274,892.33
2030	ALLOCATION TO TRAFFIC SAFETY	75,528.56
2035	ALLOCATION TO TRAFFIC SIGNALS FUND	96,534.13
2037	ALLOCATION TO SKYLINE BICYCLE LANE	7,520.09
4001	ALLOCATION TO MARK ROOS SERIES B/92	172,050.04
4003	ALLOCATION TO CITY HALL	52,244.33
4004	ALLOCATION TO 2013 CALPERS REFUNDING LOAN	359,215.65
4005	ALLOCATION TO COMMUNITY POOL DEBT SERVICE	35,958.67
7111	ALLOCATION TO WATER RATE STABILIZATION FUND	3,000,000.00
7114	ALLOCATION TO WATER CAPITAL IMPROVEMENTS	476,787.44
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND	1,807,075.00
7610	ALLOCATION TO OPEB	79,793.23
7630	ALLOCATION TO RISK MANAGEMENT FUND	401,591.44
8401	ALLOCATION TO HUSA BUSINESS IMPROVE DIST	7,675.62
8402	ALLOCATION TO LAFCO	39,969.72
8403	ALLOCATION TO SEC 125 & AFLAC	1,482.98
8404	ALLOCATION TO AIR POLLUTION	241,548.42
8405	ALLOCATION TO AIR POLLUTION-CARL MOYER	263,369.49
	ALLOCATIONS TO RESTRICTED FUNDS	9,250,848.54

CITY OF SUSANVILLE
COMBINED CASH AND INVESTMENTS
JUNE 30, 2016

UNRESTRICTED FUNDS

1000	ALLOCATION TO GENERAL FUND	1,484,320.89
3015	ALLOCATION TO CITY HALL PARKING LOT PROJECT	13,847.97
7110	ALLOCATION TO WATER SYSTEM	(419,117.58)
7112	ALLOCATION TO JOHNSTONVILLE WATER SYSTEM	13,751.46
7201	ALLOCATION TO AIRPORT	(34,276.72)
7301	ALLOCATION TO GEOTHERMAL UTILITY	315,529.03
7401	ALLOCATION TO NATURAL GAS	2,230,327.70
7530	ALLOCATION TO GOLF COURSE	20,406.92
7620	ALLOCATION TO PW ADMIN & ENGINEERING FUND	83,828.64
	ALLOCATIONS TO UNRESTRICTED FUNDS	3,708,618.31
	TOTAL ALLOCATIONS TO OTHER FUNDS	12,959,466.85
	ALLOCATION FROM COMBINED CASH FUND - 9999-1000-000	(12,959,466.85)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance
				$106,290.58
6/1/2016			$16,896.80	$123,187.38
6/1/2016		-$34,998.90		$88,188.48
6/1/2016		-$4,741.53		$83,446.95
6/1/2016		-$8,006.40		$75,440.55
6/1/2016		-$1,208.13		$74,232.42
6/1/2016		-$383.59		$73,848.83
6/1/2016		-$842.92		$73,005.91
6/1/2016			$7,194.21	$80,200.12
6/1/2016			$2,978.75	$83,178.87
6/1/2016			$841.47	$84,020.34
6/1/2016			$31,903.57	$115,923.91
6/2/2016			$13,285.29	$129,209.20
6/2/2016			$2,638.84	$131,848.04
6/2/2016		-$630.39		$131,217.65
6/2/2016		-$1,641.43		$129,576.22
6/2/2016			$8,308.45	$137,884.67
6/3/2016		-$19,482.51		$118,402.16
6/3/2016			$41,560.20	$159,962.36
6/3/2016			$1,042.17	$161,004.53
6/3/2016			$5,720.39	$166,724.92
6/3/2016			$3,037.08	$169,762.00
6/6/2016			$333,534.67	$503,296.67
6/6/2016			$3,280.76	$506,577.43
6/6/2016			$592.28	$507,169.71
6/6/2016		-$930.00		$506,239.71
6/6/2016		-$191.00		$506,048.71
6/6/2016		-$20.00		$506,028.71
6/7/2016			$25,980.71	$532,009.42
6/7/2016			$938.30	$532,947.72
6/7/2016		-$9,998.22		$522,949.50
6/7/2016			$3,570.14	$526,519.64
6/7/2016			$1,657.02	$528,176.66
6/7/2016		-$96,159.81		$432,016.85
6/7/2016		-$2,732.55		$429,284.30
6/7/2016		-$32,768.37		$396,515.93
6/7/2016		-$4,434.51		$392,081.42
6/7/2016		-$1,176.50		$390,904.92
6/7/2016		-$24,044.41		$366,860.51
6/7/2016		-$3,507.38		$363,353.13
6/8/2016		-$267.70	$12,282.51	$375,367.94
6/8/2016		-$70.71		$375,297.23
6/8/2016		-$155.89		$375,141.34
6/8/2016				$375,141.34
6/8/2016			$220,000.00	$595,141.34
6/8/2016			$421.25	$595,562.59
6/8/2016			$956.50	$596,519.09
6/8/2016			$5,538.73	$602,057.82
6/9/2016		-$311,817.25		$290,240.57
6/9/2016		-$1,870.05		$288,370.52
6/9/2016			$13,760.01	$302,130.53
6/9/2016			$71.30	$302,201.83
6/9/2016			$9.14	$302,210.97
6/9/2016			$363.66	$302,574.63
6/9/2016			$3,037.69	$305,612.32
6/10/2016			$23,586.19	$329,198.51
6/10/2016			$2,890.30	$332,088.81
6/10/2016		-$28,483.98		$303,604.83
6/13/2016			$34,075.07	$337,679.90
6/13/2016			$32.64	$337,712.54
6/13/2016			$8,478.49	$346,191.03
6/13/2016		-$240.00		$345,951.03
6/13/2016			$4,144.17	$350,095.20
6/14/2016			$168,559.19	$518,654.39
6/14/2016			$343.25	$518,997.64
6/14/2016			$2,935.84	$521,933.48
6/15/2016			$11,273.31	$533,206.79
6/15/2016			$66.92	$533,273.71
6/15/2016		-$1,299.91		$531,973.80
6/15/2016			$1,514.11	$533,487.91
6/15/2016		-$14,785.40		$518,702.51
6/15/2016				$518,702.51
6/16/2016			$18,907.67	$537,610.18
6/16/2016			$135.43	$537,745.61
6/16/2016		-$3,722.94		$534,022.67

RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance
6/16/2016		-$42.00		$533,980.67
6/16/2016			$1,723.68	$535,704.35
6/16/2016			$5,429.72	$541,134.07
6/16/2016				$541,134.07
6/17/2016			$9,255.67	$550,389.74
6/17/2016			$221.17	$550,610.91
6/17/2016			$2,218.06	$552,828.97
6/17/2016		-$261,964.12		$290,864.85
6/17/2016		-$1,172.90		$289,691.95
6/20/2016			$34,707.23	$324,399.18
6/20/2016			$4,287.01	$328,686.19
6/20/2016			$3,416.86	$332,103.05
6/21/2016			$200,000.00	$532,103.05
6/21/2016			$841.49	$532,944.54
6/21/2016			$48,551.12	$581,495.66
6/21/2016			$4,895.74	$586,391.40
6/22/2016			$7,665.39	$594,056.79
6/22/2016			$288.37	$594,345.16
6/22/2016		-$51.15		$594,294.01
6/22/2016		-$26.06		$594,267.95
6/22/2016		-$217,228.75		$377,039.20
6/22/2016			$3,604.30	$380,643.50
6/22/2016			$434.53	$381,078.03
6/22/2016		-$96,983.77		$284,094.26
6/22/2016		-$11,869.08		$272,225.18
6/22/2016		-$35,057.56		$237,167.62
6/22/2016		-$4,821.29		$232,346.33
6/22/2016		-$1,274.92		$231,071.41
6/22/2016		-$26,610.59		$204,460.82
6/22/2016		-$9,921.19		$194,539.63
6/22/2016		-$71,030.00		$123,509.63
6/23/2016		-$7,002.13	$14,774.08	$131,281.58
6/23/2016			$233.58	$131,515.16
6/23/2016			$5,748.00	$137,263.16
6/23/2016			$6,028.00	$143,291.16
6/23/2016			$2,385.72	$145,676.88
6/23/2016			$794.34	$146,471.22
6/24/2016		-$65.00	$123,243.38	$269,649.60
6/24/2016			$232.42	$269,882.02
6/24/2016			$350.00	$270,232.02
6/24/2016			$189,320.96	$459,552.98
6/24/2016			$2,975.61	$462,528.59
6/27/2016			$52,784.08	$515,312.67
6/27/2016			$79.57	$515,392.24
6/27/2016			$92.39	$515,484.63
6/27/2016			$129.09	$515,613.72
6/27/2016			$3,782.58	$519,396.30
6/27/2016			$1,476.53	$520,872.83
6/27/2016		-$245,000.00		$275,872.83
6/28/2016			$12,487.17	$288,360.00
6/28/2016			$393.57	$288,753.57
6/28/2016			$30,708.76	$319,462.33
6/28/2016		-$930.00		$318,532.33
6/28/2016			$4,589.46	$323,121.79
6/28/2016			$2,387.83	$325,509.62
6/29/2016		-$144,265.38		$181,244.24
6/29/2016			$515.79	$181,760.03
6/29/2016			$19,394.84	$201,154.87
6/29/2016			$66.17	$201,221.04
6/29/2016			$11.28	$201,232.32
6/29/2016			$28.40	$201,260.72
6/29/2016			$156.80	$201,417.52
6/29/2016			$253.10	$201,670.62
6/29/2016			$270.22	$201,940.84
6/29/2016			$285.47	$202,226.31
6/29/2016		-$30.00		$202,196.31
6/29/2016			$2,901.31	$205,097.62
6/29/2016			$829.89	$205,927.51
6/30/2016		-$1,564.83		$204,362.68
6/30/2016			$21,357.17	$225,719.85
6/30/2016			$3,675.55	$229,395.40
6/30/2016			$2,752.85	$232,148.25
6/30/2016			$1,000.49	$233,148.74
6/30/2016			$23.65	$233,172.39

s:/Debi/fund Balances Report

Fund #	Fund Title	Audited 6/30/15 Fund Balance	YTD Revenue	YTD Expenditures	Unaudited **June** Fund Balance 6/30/16
100X	General Fund	2,506,284	5,226,674	5,516,452	2,216,507
2002	State COPS	44,850	124,234	114,158	54,926
2006	Snow Removal	120,224	8,611	69,804	59,031
2007	Streets	394,867	1,392,194	1,422,205	364,856
2010	Street Mitigation	118,267	18,616	115,617	21,266
2011	Police Mitigation	36,419	23,948	36,362	24,006
2012	Fire Mitigation	84,547	23,703	0	108,250
2013	Park Dedication	170,283	440	3,090	167,632
2014	State of CA - Prop 30/AB 109	38,725	20,562	24,672	34,615
2016	State Comm. Dev. Rev.FD	1,008,295	12,017	5,588	1,014,724
2017	State Economic Rev. FD	422,956	7,100	0	430,057
2018	Home Revolving Fund	765,821	682	112	766,391
2030	Traffic Safety	72,413	6,678	3,562	75,529
2035	Traffic Signals Fund	96,304	231	0	96,534
2037	Skyline Bicycle Lane	7,502	18	0	7,520
3015	City Hall Parking Lot	13,848	0	0	13,848
4001	Miller Fletcher	711,573	30,018	148,835	592,756
4003	City Hall Debt Service	52,239	136,656	136,651	52,244
4004	2013 CalPERS Refunding Loan	359,210	437,052	437,046	359,216
4005	Community Pool Debt Service	0	1,200,000	1,164,041	35,959
711X	Water Funds	2,631,732	1,877,004	3,316,479	1,192,257
7201	Airport	2,324,034	202,205	347,583	2,178,655
7301	Geothermal	564,208	86,885	78,511	572,581
740X	Natural Gas	(541,540)	4,073,131	4,335,840	(804,250)
7530	Golf Course	2,448,304	334,759	348,670	2,434,394
7610	OPEB	(85,064)	85,064	0	0
7620	PW Admin/Engineering	1,696	222,538	178,969	45,265
7630	Risk Management	273,723	707,530	568,892	412,361
8402	LAFCO	34,100	54,954	48,243	40,810
8404	Air Pollution	375,162	234,434	349,911	259,684
8405	Air Pollution - Carl Moyer	302,611	280,681	319,842	263,450
	TOTALS	15,353,591	16,828,616	19,091,133	13,091,074

AGENDA ITEM NO. 7A

Reviewed by: ___ City Administrator
_____ City Attorney

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

Submitted by: Ian Sims, Project Manager

Action Date: July 19, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 16-5310** approving submittal of 2016 Community Development Block Grant (CDBG) Program Application

PRESENTED BY: Jared G. Hancock, City Administrator

BACKGROUND: The City Council reviewed projects and directed staff to prepare the 2016 Community Development Block Grant Application (CDBG) for the following projects at the March 16th, 2016 City Council Meeting:

- Riverside Water Main Line Rehabilitation Project
- Riverside Park Rehabilitation Project
- Housing Combination Program - Housing Rehabilitation/Homebuyer Program

The total project costs were not to exceed $2,000,000 and as a result of the continued activity with the City's First Time Homebuyer Program, the City currently has a Program Income balance of $120,000.

Over the past month, staff has developed the application and project budgets, reviewed the Program Income funds, and is presenting the application for Council review.

PROGRAM FUNDING INFORMATION: Staff reviewed the projects and developed project budgets based on the funding allocations. Each project was reviewed and scoped based on the project needs and limits based on the census tract boundaries of the income eligible neighborhood. Current and projected Program Income amounts were reviewed based on pending applications. Below we have provided the Application total based on the project design:

Application Total:	**$2,000,000**
General Administration:	$139,535
Riverside Water System Improvement Project:	$976,744
Riverside Park Rehabilitation Project:	$418,605
Rehabilitation/Homebuyer Program:	$465,116

It is projected the City will receive approximately $125,000 of program income over the next three years. In order to prepare for these funds and allow allocation to the projects identified in the application, the Public Hearing and Resolution approved includes the approval to use the Program Income funds on the projects as outlined in the application. This will provide the most flexibility and ensure Program Income funds do not limit our access to the grant funding.

FISCAL IMPACT: If awarded up to $2,000,000 in grant funding.

ACTION REQUESTED: Motion to approve Resolution No. 16-5310 authorizing the City Administrator to execute Grant Agreement and any amendments for funding, expenditure of program income, Homebuyer Guidelines and Owner Occupied Rehabilitation Guidelines for the 2016 Community Development Block Grant Notice of Funding Availability application.

ATTACHMENTS:
Resolution No. 16-5310
Application Summary
Grant Administration Capacity Forms Organizational Chart and Duty Statements
Public Improvement Application Activity Forms
Public Facilities Application Activity Forms
Homebuyer Application Activity Forms
Owner Occupied Rehabilitation Application Activity Forms
Homebuyer Assistance Program Guidelines
Owner Occupied Rehabilitation Guidelines

RESOLUTION NUMBER 16-5310
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE GRANT AGREEMENT AND ANY AMENDMENTS FOR FUNDING, EXPENDITURE OF PROGRAM INCOME, HOMEBUYER GUIDELINES, AND OWNER OCCUPIED REHABLITATION FOR THE 2016 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) NOTICE OF FUNDING AVAILABILITY (NOFA) APPLICATION.

WHEREAS, the California Department of Housing and Community Development has issued a Notice of Funding Availability for the 2016 Community Development Block Grant; and

WHEREAS, the City conducted a Planning Public Hearing to discuss the various programs and projects eligible for funding; and

WHEREAS, the City Council considered the projects and directed staff to prepare an application to apply for funds under the Notice of Funding Availability for the 2016 Community Development Block Grant; and

WHEREAS, the City has existing CDBG Program Income and anticipates future receipts of CDBG Program Income; and

WHEREAS, the City wishes to expend the CDBG Program Income funds on projects and programs identified in the 2016 Community Development Block Grant Application during the term of the contract period if awarded; and

WHEREAS, the 2016 Community Development Block Grant Application will include the Homebuyer Program and Owner Occupied Rehabilitation Program; and

WHEREAS, the Homebuyer Program and Owner Occupied Rehabilitation Program require guidelines approved by the City Council as part of the application; and

WHEREAS, Homebuyer Program and Owner Occupied Rehabilitation Program guidelines are in compliance with CDBG Requirements.

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

SECTION 1:
The City Council has reviewed and hereby approves an application for up to $2 Million for the following activities:

- General Administration: $139,535
- Riverside Water System Improvement Project: $976,744
- Riverside Park Rehabilitation Project: $418,605
- Rehabilitation/Homebuyer Program: $465,116

SECTION 2:

The City hereby commits up to $250,000 in Program Income which is currently available or is anticipated to be received over the term of the grant to activities outlined in the application.

SECTION 3:
The City Homebuyer Program and Owner Occupied Rehabilitation Program guidelines are hereby approved.

SECTION 4:
The City has determined that federal Citizen Participation requirements were met during the development of this application.

SECTION 5:
No cash match is required for this application, as no PTA activities are being applied for.

SECTION 6:
The City Administrator is hereby authorized and directed to sign this application and act on the City's behalf in all matters pertaining to this application.

SECTION 7:
If the application is approved, the City Administrator is authorized to enter into and sign the grant agreement and any subsequent amendments with the State of California for the purposes of this grant.

SECTION 8:
If the application is approved, the City Administrator or is designee is authorized to sign Funds Requests and other required reporting forms.

PASSED AND ADOPTED at a special meeting of the City Council of the City of Susanville held on July 19, 2016 by the following vote:

Dated: July 19, 2016

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing resolution 16-5310 was adopted at a special meeting of the City Council of the City of Susanville, held on the 19th day of July, 2016, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

_____
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

2016 CDBG Application Summary

CDFA 14.228
rev. 04.16

1. Table of Contents

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☐ Read Only
☐ Fill Out

Jurisdiction	
Type	Name
City of	SUSANVILLE

Application Summary Contents	Required or "Select"	Documentation Location (page #)
Tab 2: Jurisdiction Information	Required	
- Joint Powers Agreement/MOU (If applicable)	N/A	
Tab 3: Legislative Representative Information	Required	
Tab 4: CD and ED	Required	
Tab 5: Colonia and Native American	Required	
Tab 6: Supplementals	Required	
Tab 7: ED OTC	Required	
Tab 8: Activity Funding Sources	Required	
Tab 9: Section 504 Self Certification	Required	

Threshold Documentation	Required or "Select"	Documentation Location (page #)
Contents		
Tab 10: Threshold Requirement Certification	Required	
- Non-Debarment Documentation	Required	
- Citizen Participation Documentation	Required	
- Original Resolution(s) of the Governing Body	Required	

Statement of Assurances	Required or "Select"	Documentation Location (page #)
Contents		
Tab 11: Statement of Assurances Form	Required	

Jurisdictional Capacity	Required	Documentation Location (page #)
All Grant Administrative Capacity Application Forms	Required	

Individual Activities (populates from green tabs)	Required or "Select"	Documentation Location (page #)
Activities (CD, ED, PTA)		
Public Facilities & Improvements (General) (03)	Required	
Water/ Sewer Improvements (03J)	Required	
Homeownership Direct Assistance (13)	Required	
Rehab; Single-Unit Residence (14A)	Required	
	Required	
	Required	
	Required	
	Required	
	Required	
	Required	
Other Activities (Colonia and Native American)		
	Required	
	Required	
	Required	
	Required	
	Required	
	Required	
	Required	
	Required	

2016 CDBG Application Summary

CDFA 14.228
rev 04.16

1. Table of Contents

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Read Only
Fill Out

Jurisdiction	
Type	Name
City of	SUSANVILLE

Supplementals		
	Required	
	Required	
	Required	

ED-Over the Counter (OTC)		
	Required	

2016 CDBG Application Summary

rev. 04.16

2. Jurisdiction Information

A. Application Information

Jurisdiction: City of SUSANVILLE **Duns #:** 94377157

Address: 66 NORTH LASSEN STREET **EIN/TIN#:** 94-6000439

City: SUSANVILLE **Zip Code:** 96130

Is this application being submitted on behalf of more than one jurisdiction?

Select **No** *Complete the following. (Please note the inclusion of a Joint Powers Agreement or Memorandum of Understanding in the application is required).*

Second Jurisdiction's Name: _____

Address: _____

City: _____ **Zip Code:** _____

B. Authorized Representative Information (per the Resolution)

Name: Jared G. Hancock **Title:** CITY ADMINISTRATOR

Phone: 530-252-5110 **Ext:** - **Fax:** 530-252-1020

Email: jhancock@cityofsusanville.org

☑ Check here if address information is the same as above; if not, fill in information below.

Address: _____

City: _____ **Zip Code:** _____

Signature: _____ (Blue Ink) **Date:** 7/20/2016

C. Jurisdictional Contact Information

☑ *Check here if address and contact person is the same as the Authorized Representative information above; if not, fill in information below.*

Name: IAN SIMS (must be jurisdiction staff) **Title:** PROJECT MANAGER

Agency: CITY OF SUSANVILLE

Address: 66 NORTH LASSEN STREET

City: SUSANVILLE **Zip Code:** 96130

Phone: 530-252-5110 **E-mail:** ISIMS@CITYOFSUSANCILLE.ORG **Fax:** 530-252-1020

Jurisdiction:	City of SUSANVILLE

D. Legislative Representative Information

		District #	First Name	Last Name
1	Assembly	1	BRIAN	DAHLE
	Senate	1	TED	GAINES
	Congress	1	DOUG	LAMALFA
2	Assembly			
	Senate			
	Congress			
3	Assembly			
	Senate			
	Congress			
4	Assembly			
	Senate			
	Congress			

2016 CDBG Application Summary

4. CD and ED

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rev. 04 16

Jurisdiction: City of SUSANVILLE

1 Activity

Public Facilities & Improvements (General) (03)

Result of a Previous PTA?	PTA Contract #
No	N/A

Requested Amounts

Select AD %	a. Total	b. Gen Admin (a - (a / 1.075))	c. Activity Delivery ((a - b)-(a-b)/(1+AD%))	d. Net Activity (a - b - c)
12%	$450,000	$31,395	$44,850	$373,754

National Objective: LMA

Proposed Beneficiaries

Target ID (see below)	#
1, 3, 4, 7, 9	

2 Activity

Water/ Sewer Improvements (03J)

Result of a Previous PTA?	PTA Contract #
No	N/A

Requested Amounts

Select AD %	a. Total	b. Gen Admin (a - (a / 1.075))	c. Activity Delivery ((a - b)-(a-b)/(1+AD%))	d. Net Activity (a - b - c)
12%	$1,050,000	$73,256	$104,651	$872,093

National Objective: LMA

Proposed Beneficiaries

Target ID (see below)	#
4, 7, 9	

3 Activity

Homeownership Direct Assistance (13)

Result of a Previous PTA?	PTA Contract #
No	N/A

Requested Amounts

Select AD %	a. Total	b. Gen Admin (a - (a / 1.075))	c. Activity Delivery ((a - b)-(a-b)/(1+AD%))	d. Net Activity (a - b - c)
8%	$250,000	$17,442	$17,227	$215,332

National Objective: LMC

Proposed Beneficiaries

Target ID (see below)	#
4, 7, 9	4

2016 CDBG Application Summary

4. CD and ED

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rev. 04/16

Jurisdiction: City of SUSANVILLE

4 Activity

Rehab; Single-Unit Residence (14A)

Result of a Previous PTA?	PTA Contract #
No	N/A

Requested Amounts

Select AD %	a. Total	b. Gen Admin (a - (a / 1.075))	c. Activity Delivery ((a - b)-(a-b)/(1+AD%))	d. Net Activity (a - b - c)
19%	$250,000	$17,442	$37,131	$195,427

National Objective: LMC

Proposed Beneficiaries	
Target ID (see below)	#
1, 4, 7, 9	6

5 Activity

Result of a Previous PTA?	PTA Contract #

Requested Amounts

Select AD %	a. Total	b. Gen Admin (a - (a / 1.075))	c. Activity Delivery ((a - b)-(a-b)/(1+AD%))	d. Net Activity (a - b - c)
Select				

National Objective:

Proposed Beneficiaries	
Target ID (see below)	#

6 Activity

Result of a Previous PTA?	PTA Contract #

Requested Amounts

Select AD %	a. Total	b. Gen Admin (a - (a / 1.075))	c. Activity Delivery ((a - b)-(a-b)/(1+AD%))	d. Net Activity (a - b - c)
Select				

National Objective:

Proposed Beneficiaries	
Target ID (see below)	#

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Jurisdiction: City of SUSANVILLE

7 Activity

	Result of a Previous PTA?	PTA Contract #

Requested Amounts

Select AD %	a. Total	b. Gen Admin (a - (a / 1.075))	c. Activity Delivery ((a - b)-(a-b)/(1+AD%))	d. Net Activity (a - b - c)
Select				

National Objective

Proposed Beneficiaries

Target ID (see below)	#

8 Activity

	Result of a Previous PTA?	PTA Contract #

Requested Amounts

Select AD %	a. Total	b. Gen Admin (a - (a / 1.075))	c. Activity Delivery ((a - b)-(a-b)/(1+AD%))	d. Net Activity (a - b - c)
Select				

National Objective

Proposed Beneficiaries

Target ID (see below)	#

9 Activity

	Result of a Previous PTA?	PTA Contract #

Requested Amounts

Select AD %	a. Total	b. Gen Admin (a - (a / 1.075))	c. Activity Delivery ((a - b)-(a-b)/(1+AD%))	d. Net Activity (a - b - c)
Select				

National Objective

Proposed Beneficiaries

Target ID (see below)	#

10 Activity

	Result of a Previous PTA?	PTA Contract #

Requested Amounts

Select AD %	a. Total	b. Gen Admin (a - (a / 1.075))	c. Activity Delivery ((a - b)-(a-b)/(1+AD%))	d. Net Activity (a - b - c)
Select				

National Objective

Proposed Beneficiaries

Target ID (see below)	#

2016 CDBG Application Summary

4. CD and ED

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Jurisdiction:	City of SUSANVILLE

	Requested for Activity(ies)	General Administration (21A)
CD & ED Total	$2,000,000	$139,535

Target ID

Enter the ***primary*** number(s) that correspond to the target population(s) each activity will specifically address. For example, a homeless shelter will most likely serve many target populations shown, but the ***primary*** target population will be the homeless.

1. Physically Disabled	**7. Families**	**13. Victims of Domestic Violence**
2. Persons with AIDS	**8. Farmworkers**	**14. Duly Diagnosed**
3. Youths	**9. Seniors**	**15. Prevent Homelessness**
4. Single Adults	**10. Mentally Ill**	**16. Help the Homeless**
5. Single Men	**11. Veterans**	**17. Help those with HIV/AIDS**
6. Single Women	**12. Substance Abusers**	**18. Other**

2016 CDBG Application Summary

8. Activity Funding Sources

rev 04.16

Jurisdiction:	City of SUSANVILLE

Program Income On Hand
$120,000

Funding Request Summary (CDBG only)	CD & ED	Col & NA	ED-OTC	GA	Total
	$1,860,465	$0	$0	$139,535	$2,000,000

	Activity	CDBG	Activity Delivery	Federal	State	Local	Private	Total
Community Development & Economic Development (CD & ED) Funding								
	General Administration (GA)	$139,535	N/A					$139,535
1	Public Facilities & Improvements (General) (03)	$373,754	$44,850					$418,605
2	Water/ Sewer Improvements (03J)	$872,093	$104,651					$976,744
3	Homeownership Direct Assistance (13)	$215,332	$17,227					$232,558
4	Rehab; Single-Unit Residence (14A)	$195,427	$37,131					$232,558
5								$0
6								$0
7								$0
8								$0
9								$0
10								$0
	CD & ED Total (Activity + AD)	$1,656,606	$203,859	$0	$0	$0	$0	$1,860,465
Colonia & Native American (Col. & NA) Funding								
	General Administration		N/A					$0
1								$0
2								$0
3								$0
4								$0
5								$0
6								$0
7								$0
8								$0
	Col & NA Total (Activity + AD)	$0	$0	$0	$0	$0	$0	$0

2016 CDBG Application Summary	8. Activity Funding Sources

rev 04.16

Jurisdiction:	City of SUSANVILLE

Program Income On Hand	Funding Request Summary (CDBG only)	CD & ED	Col & NA	ED-OTC	GA	Total
$120,000		$1,860,465	$0	$0	$139,535	$2,000,000

	Activity	CDBG	Activity Delivery	Federal	State	Local	Private	Total
Supplementals	Informational Only							
1								
2								
3								
Economic Development/ Over-the-Counter (ED OTC)								
	General Administration (GA)		N/A					$0
1								$0

2016 CDBG Application Summary	9. Section 504 Self Certification

rev. 04 16

Jurisdiction:	City of SUSANVILLE

1) HUD requires jurisdictions to have documented their compliance with Section 504.

2) Applicants must attach a **Section 504 Self-Certification Form** with their Application Package. It is important to note that the form itself does not constitute the jurisdiction's efforts to meet Section 504 requirements. The jurisdiction should have performed an analysis and evaluation of each factor and prepared a Section 504 Plan.

3) The following self-certification form should be used with this application to certify that the jurisdiction has performed this analysis and evaluation and to record areas of compliance or problems. Please complete this form, sign and date it, and include it as part of this application.

*>>See the **CDBG Grant Management Manual Chapter 4** for additional information<<*

Communications (Program Publicity)	Y/N	Problems
Public Notices & Newspaper Ads	Yes	TDD/TTY not included on publications and notices.
Public Service Announcements	Yes	
Posters/ Flyers	Yes	
Letters to Homeowners in the Area	Yes	
Informational Public Meetings	Yes	
Interpreters/ Readers/ TDD Available on Request	Yes	
Equal Opportunity Statements in Ads, Flyers and/ or Letters	Yes	

Modifications Made

Number has been added to notices and flyers.

Employment	Y/N	Problems
City Makes Reasonable Accommodation to Known Physical/ Mental Limitations of Qualified Applicant/ Employees with Handicaps.	Yes	
Pre-Employment Inquiries and Test Do Not Screen Out Handicapped Persons.	No	

Modifications Made

Program Accessibility	Y/N	Problems
Are City County Facilities Accessible to and Useable by Individuals with Handicaps (i.e. Ramps, Space at Meetings.	Yes	
Handicap Modifications Offered in Rehabilitation Program.	Yes	
Handicapped Individuals with Limited Mobility Assisted with Applications in Their Homes.	Yes	

Modifications Made

2016 CDBG Application Summary

9. Section 504 Self Certification

rev. 04 16

Jurisdiction: City of SUSANVILLE

Enforcement (How policies meet 504 requirements)	Y/N	Problems
Statement of Assurances in Grant Applications	Yes	
Non-Discrimination Clause in Deed-of-Trust	Yes	
Names of Advisors on Handicapped Issues	Yes	
1 DAVID PURVIS		
2 IAN SIMS		
City/ County has Procedures for Complaints.	Yes	
Is a Log Maintained of any Complaints?	Yes	

Modifications Made

Section 504 Coordinator

Name: IAN SIMS

Date: 7/20/2016

Signature: _____ (Blue Ink)

2016 CDBG Application Summary	10. Threshold Requirements

rev 04 16

Jurisdiction:	City of SUSANVILLE

The department will review each application to determine whether the application meets all of the eligibility threshold criteria.

A Debarment

Select: No

Is the applicant jurisdiction on the Federal Excluded parties List? (**https://www.sam.gov**)

If "**Yes**" - applicant is **not** eligible to receive Federal Funding.

Copy of the search is on page(s):

B Housing Element Compliance

Select: Yes

Does the applicant have a Housing Element in compliance with CDBG requirements as of the application submittal deadline?

If "**No**" - applicant is **not** eligible to receive Federal Funding.

The Department will verify CDBG compliance with HPD as of the application due date.

C Growth Control

Select: No

Has the applicant's jurisdiction enacted limitations on residential construction, which includes limitations other than: establishing agricultural preserves, limitations imposed by another agency or limitations not based on health and safety needs?

If "**No**" - skip to next section

Select:

Do these limitations meet any of the exceptions found in State Statute at Health and Safety Code 50830?

If "**Yes**" - applicant includes a copy of the limitation with the application.

Copy of the limitation is on page(s): N/A

If "**No**" - applicant is **not** eligible to receive Federal Funding.

D Statement of Assurances

Select: Yes

Applicant has printed and included the Excel version of the Statement of Assurances (last tab in this workbook) signed in **blue ink** by the **Authorized Representative** of the applicant jurisdiction as listed in the Authorizing Resolution.

E OMB Circular A-133

Select: Yes

Per OMB Circular A-133 .315(e) - Applicant asserts that the State Controller's Office (SCO) was in receipt of the complete Single Audit Package by the NOFA application due date.

The Department will verify compliance with SCO.

F Citizen Participation

Select: Yes

Applicant has met all Public Hearing/ Citizen Participation requirements:

1 A) Public notices published in a local newspaper announcing the Public hearings and containing the required information as stated in the CDBG Grant Management Manual, applicable Management Memos and as applies to all parts of the Statement of Assurances in this Application Summary.

B) Applicant has read, implemented and followed all citizen participation requirements as discussed in Appendix D - including holding all public hearings in ADA accessible locations and meeting all requirements for serving citizens with limited English proficiency.

2 C) At least one public hearing was held during the program design prior to application submittal,

- Hearing prior to application submission was published/ posted on: **07/05/16** ; **and,**
- Hearing ***prior*** to application submission was held on: **07/19/16** ; **and**

Jurisdiction:	City of SUSANVILLE

The department will review each application to determine whether the application meets all of the eligibility threshold criteria.

3 D) Sign-in sheets and all documentation are in the public information file available for review and monitoring **and,**

4 E) Written comments received during the public hearing process are included with the application along with any responses.

Jurisdiction: City of SUSANVILLE

The department will review each application to determine whether the application meets all of the eligibility threshold criteria.

G Resolution(s) of the Governing Body

Select: Yes

Applicant has included a Resolution (sample in Appendix E) that:

1. Is an original certified copy; **and**,
2. Authorizes submission of the application; **and**,
3. Approves the application's contents (funding requested, activities, committed funding other than CDBG Program Income, etc...); **and**,
4. Authorizes the execution of a grant agreement and any amendments thereto (if funded); **and**,
5. Designates a person (by title) authorized to enter into an agreement (if funded); **and**,
6. Designates persons (by title) authorized sign all reports, Funds Requests and other program-supporting documentation (if funded).

H 50% Expenditure Rule

Select: Yes

Has the applicant expended at least 50% of **all** funds awarded under the 2012 NOFA and later (excludes funds awarded for ED-OTC, DRI and NSP)?

To validate the definition of **expended** has been met, please select **Yes** or **No** for each of the following:

1. Yes — The work is complete.
2. Yes — Associated costs have been paid by the applicant.
3. Yes — The associated reimbursement Funds Request has been submitted to the Department.

*If the answer to any of the items above is, "**No**" the applicant is not eligible under this NOFA.*

After the application due date, the Department will not consider unsolicited information from an applicant. However, the Department may contact an applicant to clarify an item in the application related to the above threshold questions and any other eligible application issue. Applicants should note that the Department will not seek clarification of items or responses that improve the substantive quality of the applicant's response to any eligibility or selection criterion.

Authorized Representative (per the Resolution):

I certify on behalf of City of SUSANVILLE that the Threshold information provided is true and accurate.

Date: 07/20/16 **Signature:** _____ (Blue Ink)

Name: JARED G. HANCOCK **Title:** CITY ADMINISTRATOR

The City of SUSANVILLE hereby assures and certifies that:

Select Yes

Legal Authority - It possesses legal authority to apply for the grant and to execute the proposed program.

Select Yes

Application Authorization - Its governing body has duly adopted or passed as an official act or resolution, motion, or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the applicant's chief executive officer or other designee to act in connection with the application and to provide such additional information as may be required.

Select Yes

Citizen Participation - It has or will comply with all citizen participation requirements, which include, at a minimum, the following components:

A Provides for and encourages citizen participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blight areas and of areas in which CDBG funds are proposed to be used, and provides for participation of residents in low- and moderate-income neighborhoods as defined by the local jurisdiction - **and**

B Provides citizens with reasonable ADA compliant and timely access to local meetings, information, and records relating to the grantee's proposed use of funds, as required by CDBG regulations, and relating to the actual use of funds under this title - **and**

C Provides for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee - **and**

D Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program. These include at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodation for the handicapped. This shall include one public meeting during the program design, annual performance report preparation, and formal amendments. A public hearing shall be conducted prior to application submittal - **and**

E Solicits and provides for a timely written answer to written complaints and grievances, within 15 working days where practicable - **and**

F Identifies how the needs of limited-English speaking residents will be met in the case of public hearings where limited-English speaking residents can reasonably be expected to participate.

Select Yes

National Objective - It has developed its CDBG Program so as to primarily benefit targeted income persons and households, and each activity in the program meets one of the three national objectives: benefit to low- and moderate-income persons, elimination of slums and blight, or meets an urgent community need certified by the grantee as such.

Select Yes

NEPA Environmental Review – It consents to assume the responsibilities for environmental review and decision-making in order to ensure compliance with NEPA by following the procedures for recipients of block grant funds as set forth in 24 CFR, Part 58, titled "Environmental Review Procedures for Title I Community Development Block Grant Programs." Also included in this requirement is compliance with Executive Order 11988 relating to the evaluation of flood hazards, and Section 102(a) of the Flood Disaster Protection Act of 1973 (Public Law 93-234) regarding purchase of flood insurance, and the National Historic Preservation Act of 1966 (16 USC 470) and implementing regulations (36 CFR 800.8).

Select Yes

Audit/Performance Findings – It has resolved or is currently working with the Department to resolve any audit findings or CDBG performance problems.

The City of SUSANVILLE hereby assures and certifies that:

Select Yes **Growth Control** - There is no plan, ordinance, or other measure in effect which directly limits, by number, the building permits that may be issued for residential construction or the buildable lots which may be developed for residential purposes; or if such a plan, ordinance, or measure is in effect, it will either be rescinded before receiving funds, or it need not be rescinded because it:

- **A** Imposes a moratorium on residential construction, to protect the health and safety, for a specified period of time which will end when the public health and safety is no longer jeopardized; **or**,
- **B** Creates agricultural preserves under Chapter 7 (commencing with Section 51200) of Part 2 of Division 1 of Title 5 of the Government Code; **or**,
- **C** Was adopted pursuant to a specific requirement of a State or multi-State board, agency, department, or commission; **or**,
- **D** The applicant has an adopted housing element which the Department has found to be in compliance, unless a final order has been used by a court in which the court determined that it is not in compliance with Article 10.6 of Chapter 3 of Division 1 of Title 7 of the Government Code; **or**,
- **D** The use of the funds applied for in this application is restricted for housing for Low/ Mod Income persons.

Select Yes **Uniform Administrative Requirements** – It will comply with the regulations, policies, guidelines, and requirements of OMB Circular Numbers A-87, A-133, A-122, and 24 CFR Part 85, where appropriate, and the State CDBG regulations.

Select Yes **Nondiscrimination** – It shall comply with the following regarding nondiscrimination laws and practices:

- **A** Title VI of the Civil Rights Act of 1964 (Public Law 88-352).
- **B** Title VIII of the Civil Rights Act of 1968 (Public Law 90-284) as amended; and will administer all programs and activities related to housing and community development in a manner affirmatively furthering fair housing.
- **C** Section 109 of the Housing and Community Development Act of 1974, as amended.
- **D** Section 3 of the Housing and Urban Development Act of 1968, as amended.
- **E** Executive Order 11246, as amended by Executive Orders 11375 and 12086.
- **F** Executive Order 11063, as amended by Executive Order 12259.
- **G** Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112), as amended, and implementing regulations.
- **H** The Age Discrimination Act of 1975 (Public Law 94-135).

Select Yes **Anti-Displacement/Relocation** – It will comply with the Federal Relocation Act (42 U.S.C. 4601 et seq.) and certifies that it will follow the state's residential anti-displacement and relocation plan located in Appendix E of the State's Annual Plan.

The plan can be found at: **Annual Plan Update 2014-2015**

Select Yes **Labor Standards** – It will comply with the following regarding labor standards:

- **A** Section 110 of the Housing and Community Development Act of 1974, as amended.
- **B** Section 1720 et seq. of the California Labor Code regarding public works labor standards.
- **C** Davis-Bacon Act as amended (40 USC. 276a) regarding prevailing wage rates.
- **D** Contract Work Hours and Safety Standards Act (40 USC 3702) regarding overtime compensation.
- **E** Anti-Kickback Act of 1934 (41 USC 51-58) prohibiting "kickbacks" of wages in federally assisted construction activities.

Select Yes **Architectural Barriers** – It will comply with the Architectural Barriers Act of 1968 (42 USC 4151-4157) and implementing regulations (24 CFR Part 40-41).

The City of SUSANVILLE hereby assures and certifies that:

Select Yes

Conflict of Interest – It will enforce standards for conflicts of interest which govern the performance of their officers, employees, or agents engaged in the award and administration, in whole or in part, of State CDBG grant funds (Section 7126 of the State regulations).

Select Yes

Limitations on Political Activities – It will comply with the Hatch Act (5 USC 1501 et seq.) regarding political activity of employees.

Select Yes

Lead-Based Paint – It will comply with the Lead-Based Paint Regulations (24 CFR Part 35) which prohibits the use of lead-based paint on projects funded by the program.

Select Yes

Debarred Contractors - The applicant or its staff are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federal assistance programs, in any proposal submitted in connection with the CDBG program, per the Excluded Party List System (**https://www.sam.gov**). In addition, the applicant will not award contracts to or otherwise engage the services of any contractor while that contractor (or its principals) is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation from the covered transaction, in any proposal submitted in connection with the CDBG program under the provisions of 24 CFR part 24.

Select Yes

Inspection of Grant Activities – It will give HUD, the Comptroller General, the State Department of Housing and Community Development, or any of their authorized representatives access to and the right to examine all records, books, papers, or documents related to the grant.

Select Yes

Cost Recovery – It will not attempt to recover any capital costs of public improvements assisted in whole or in part with CDBG funds by assessing properties owned and occupied by Low/ Mod income persons unless:

- **A** CDBG funds are used to pay the proportion of such assessment that relates to non-CDBG funding; **or**,
- **B** For the purposes of assessing properties owned and occupied by Low/ Mod income persons who are not of the lowest targeted income group, it does not have sufficient CDBG funds to comply with the provisions of "A" above.

Select Yes

Procurement – It will follow the federal procurement policies per 24 CFR Sec. 85.36

Select Yes

Excessive Force – It will adopt and enforce policies:

- **A** Prohibiting the use of excessive force by its law enforcement agencies against individuals engaged in non-violent civil rights demonstrations; **and**,
- **B** Enforcing applicable State and local law against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstration within its jurisdiction.

Select Yes

Compliance with Laws - The jurisdiction will comply with applicable laws.

The City of SUSANVILLE hereby assures and certifies that:

I hereby certify under the penalty of perjury that all of the information contained in this request for funds (including all supporting documentation) is true and correct. I understand and acknowledge that making false statements on this certification, including any documents submitted in support of it, is a crime under federal and California state laws, which may result in criminal prosecution.

Certifying Officials Name: JARED G. HANCOCK

Certifying Officials Title: CITY ADMINISTRATOR

Certification Date: 07/20/16

Signature: (Blue Ink)

2016 CDBG APPLICATION
Grant Administrative Capacity – Forms

APPLICANT NAME: CITY OF SUSANVILLE

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Click on the box, drop-down menu or text box to enter information.

APPLICATION FORMS	REQUIRED OR "SELECT"	DOCUMENTATION LOCATED ON PAGE(S)
GRANT ADMINISTRATIVE CAPACITY		
CDBG Grant(s) Award History	No	No Docs Required
Timely Clearance of General and Special Conditions Historically	Full pts. to all applications - 2016 NOFA	See Section 2 below for explanation
In-House Grant Administration Capacity Documentation	Required	
Organizational Chart:	Required	
1. Position: CITY ADMINISTRATOR Resume and Duty Statement	Required	
2. Position: PROJECT MANAGER Resume and Duty Statement	Required *Only if more staffing	
3. Position: FINANCE MANAGER Resume and Duty Statement	Required *Only if more staffing	
4. Position: PARK SUPERINTENDENT Resume and Duty Statement	Required *Only if more staffing	
5. Position: CITY PLANNER Resume and Duty Statement	Required *Only if more staffing	
6. Position: BUILDING OFFICAL Resume and Duty Statement	Required *Only if more staffing	
7. Position: PERMIT TECHNICIAN Resume and Duty Statement	Required *Only if more staffing	
8. Position: ASSISTANT TO CITY MANAGER Resume and Duty Statement	Required *Only if more staffing	
9. Position: Resume and Duty Statement	Required *Only if more staffing	
10. Position: Resume and Duty Statement	Required *Only if more staffing	
Reporting History	HCD File Review	No Docs Required
Audit and/or Monitoring Compliance documentation	HCD File Review	No Docs Required

2016 CDBG APPLICATION
Grant Administrative Capacity - Forms

Where requested, fill out the "Capacity and Past Performance" information below. Up to 200 points will be awarded under this section. For question 1, please fill in the information requested. Question 3 requires documentation to be sent in. Questions 2, 4 and 5 will be reviewed by the Department using the Department's existing contract and monitoring files.

1. Awarded Grant History

Did the Applicant have any CDBG Economic Development, Community Development, Native American or Colonia Allocations grant experience for the years 2013 through 2015? ***(Do not include PTA grants.)***

☐ **Yes.** Identify which CDBG Allocation(s) and the applicable funding year(s).

- ☐ **Community Development** Allocation:
  Funding Year(s): _____ Grant #'s:_____
- ☐ **Economic Development** Allocation:
  Funding Year(s): _____ Grant #'s:_____
- ☐ **Colonia** Allocation:
  Funding Year(s): _____ Grant #'s: _____
- ☐ **Native American** Allocation:
  Funding Year(s): _____ Grant #'s: _____

☒ **No.** Have not had any CDBG grants during the 2013 through 2015 timeframe.

2. Timely Clearance of General and Special Conditions

Program regulations state that Timely Clearance means within 90 days of contract execution, however, **each applicant will receive the full 60 points for this scoring criterion** since the Department is changing Special Conditions to General Conditions and is no longer requiring a 90 day deadline to clear, thus no applicant will be held to that standard.

3. In-House Organizational Capacity for General Administration & Oversight of CDBG Funded Activities

If funded from this Application, how will this grant be administered? Who will carry out the grant's General Administrative activities?

☒ **In-House Staff Only:** List the title of each in-house position involved in operation of your CDBG program. For each position attach a **resume** and **duty statement** of the staff that will be performing the work, **and a "Responsibility Chart"** (much like an Organization Chart) showing internal controls, management oversight, and which staff will be working on CDBG activities (describing their specific CDBG responsibilities).

A. Position Title: CITY MANAGER

B. Position Title: PROJECT MANAGER

C. Position Title: FINANCE MANAGER

D. Position Title: PARK SUPERINTENDENT

E. Position Title: CITY PLANNER

F. Position Title: BUILDING OFFICAL

G. Position Title: PERMIT TECHNICIAN

H. Position Title: ASSISTANT TO THE CITY MANAGER

I. Position Title:

J. Position Title:

4. Grant Reporting

The Department will review the Applicant jurisdiction's files to score the previous two years of reporting compliance, as applicable, for the following. ***(No documentation submission for this section of the application required. The Department will review existing files.)***

A. Set-up and Completion Reports;

B. Annual Report;

C. Semi-Annual/Annual Program Income Reports, if applicable;

D. Semi-Annual Wage Compliance Reports, if applicable;

E. Section 3 Annual Report, if applicable; and,

F. Closeout Documents.

If the Applicant is unsure of the status of all reports listed above, the Department

strongly recommends contacting the appropriate HCD Contract Management Representative for confirmation prior to Application submission.

5. Compliance in Clearing Monitoring and Audit Findings

The Department will review all Applicants that have been monitored or received A-133 Audit Findings to determine if the Applicant has been collaborative in clearing the Monitoring and/or Audit Findings. ***(No documentation submission for this section of the application is required. The Department will review existing files.)***

Monitoring Report:

- ☐ Jurisdiction responded to Monitoring Report within prescribed timeline.
- ☐ Jurisdiction responded to Monitoring Report outside prescribed timeline with the Department's approval.
- ☐ Jurisdiction responded to Monitoring Report outside prescribed timeline without the Department's approval.

Audit Report:

- ☐ OMB A-133 Single Audit Report included one or more CDBG-related Findings.
- ☐ Jurisdiction responded to Audit Finding Report within prescribed timeline.
- ☐ Jurisdiction responded to Audit Finding Report outside prescribed timeline with the Department's approval.
- ☐ Jurisdiction responded to Audit Finding Report outside prescribed timeline without the Department's approval.

City of Susanville: CDBG Experience / Duty Statements

Although this is the first year the City of Susanville is applying to the General Allocation under CDBG in many years, the City has had significant experience in developing, managing and implementing federally funded projects and programs. Additionally, the City has implemented numerous housing projects under the CDBG Program Income process. The City has developed a well working management system that has been outlined in the responsibility chart and duty statements below.

General Grant Requirements

- ***City Administrator*** ***Jared G. Hancock***
  The City Administrator will act as the authorized representative of the City. All contracts and funding requests will be processed through the City Manager's office for review and final approval/signature.

- ***Project Manager*** ***Ian Sims***
  The Project Manager will directly supervise the City staff to work on the CDBG projects and programs on a daily basis. The Project Manager will be responsible for all communication between State officials, city staff, and contractors. Project Manager will shepherd each project and program through the various clearance processes, ensure environmental compliance components are completed, coordinate with appropriate staff and consultants and the various stages of each project, ensure reporting is submitted timely, coordinate payment requests to the CDBG department, oversee the inclusion of all required documents in all RFP, RFQ, bid documents and contracts. Additionally the Project Manager will ensure compliance with public information binders and proper public noticing for all hearings.

- ***Finance Manager*** ***Deborah Savage***
  The Finance Manager will be responsible for maintaining City accounting system and accounting for expenditure and receipt of CDBG funds according to Generally Accepted Accounting Principles, OMB Circulars and contractual requirements. Responsible for insuring information regarding program regulations and obligations are communicated to City staff and management. The Finance Manager will work with the Program Manager to ensure compliance and a balance of duties and oversight.

- ***City Planner*** ***Craig Sanders***
  The City Planner is responsible for the processing of environmental documents for the programs and projects as required by CEQA and NEPA per program regulations. The City Planner will prepare the documents necessary for approval as a part of the Special Conditions Clearance Process.

Public Facility/Public Infrastructure

- ***Public Works Director and City Engineer*** ***Dan Newton / Dan Gibbs***
  The Engineer will oversee all construction related activities for the Riverside Water Main Replacement Project. This will include design, engineering, RFP's/RFQ's, contract negotiations and project management to ensure proper federal overall requirements are met – including procurement and labor compliance.

- ***Park Superintendent*** ***Dow Davis***
  The Park Superintendent will oversee all construction related activities for the River Side Park Rehabilitation Project. This will include design, engineering, RFP's/RFQ's, contract negotiations and project management to ensure proper federal overall requirements are met – including procurement and labor compliance.

Housing Programs

- ***Assistant to City Manager*** ***Heidi Whitlock***
  The Assistant to the City Manager will provide the services related to project implementation and applicant contact for the Owner Occupied Rehabilitation Program and the Homebuyer Program. This position is the primary public contact at the City Hall. The Assistant will prepare and implement all marketing, maintain the waiting list, process all applications and verification of income and property eligibility and will coordinate with the inspector and prepare loan committee documents for approval. Additionally, this position will prepare all required underwriting and loan documents for recording.

- ***Building Official*** ***Dave Purvis***
  Owner Occupied Rehabilitation Program
  The Building Official will conduct the initial property site inspection to ensure local, State and Federal compliance of each unit is documented and identified. The Building Official will prepare the work write-up and review with the homeowner to prepare for bid purposes. The Building Official will conduct periodic inspections as required by the project for permit purposes and will conduct the final walk-through and approval prior to final payment to contractor.

  Homebuyer Program
  The Building Official will conduct the property inspection for the program following the Section 8 requirements as outlined in the Program Guidelines, prepare the report, and submit to the Assistant to City Manager for file.

- ***Permit Technician*** ***Holly Hill-Young***

  The Permit Technician will prepare the work write-up approved by homeowner for bid, conduct the contractor walk-through and receive all bids. The Technician will review bids with the Building Official and prepare bid tabulation for review with homeowner selection of contractor. Technician will complete the contract process and issue notice to proceed followed by inspections are required for payment draws for each contractor payment. The Permit Technician will maintain the construction file until the project is complete and then will provide to the Assistant to the City Manager for inclusion in the loan file.

  **See attached Responsibility Chart and Resumes*

2016 CDBG APPLICATION
Public Improvements (PI) Activity – Forms

APPLICANT NAME: CITY OF SUSANVILLE

TABLE OF CONTENTS

Double Click on the box, drop-down menu or text box to enter information. Select desired answer, and then Up button to move desired answer to the top.

ACTIVITY	SELECT	DOCUMENTATION	PAGE(S)
Public Improvement Forms *(All pages)*	YES	All Forms/Documents	to
NEED			
Regulatory Agency Order(s)	Select	Select	
Regulatory Agency Order(s)	Select	Select	
Enforcement Agency Letter	Select	Select	
Study Documentation	YES	Select	
Supplemental Information	YES	List:	
BENEFIT			
Service Area Documentation	Required	ACS data	
Beneficiary Documentation:	Required	Required	
- List: Census			
- List:			
- List:			
READINESS			
Experienced In-House Staff/Consultant and Ready to Start:			
- Proof of Experience	In-House Ad	Other	
- Proof of Experience	Select	Select	
- Proof of Experience	Select	Select	
- Proof of Experience	Select	Select	
Project Approval Status:			
- Engineer's Preliminary Plans and Specifications	Not available	Select	
- Engineer's Cost Estimate	Yes	Engineer's Cost Estim	
- Engineer's Timeline	Yes	Engineer's Timeline	
All Funding In Place	Yes	Other	
Site Control	YES	City/County Owned S	

STATE OBJECTIVES			PAGE(S)
1. Points awarded for any proposed activity that addresses or mitigates impacts from a state- or federally-declared disaster.	If applicable	Description and documentation required for maximum points	
2. Points awarded for any proposed activity that meets the Urgent Need National Objective.	If applicable	Description and documentation required for maximum points	

2016 CDBG APPLICATION
Public Improvements (PI) Activity – Forms

A. *Activity Information:*

1. **Is this Activity being Submitted Under the Community Development Allocation, the Native American Allocation and/or the Colonia Allocation?** *(Check only one box and fill out a separate set of application forms for each funding category being applied for.)*

   ☒ **Community Development Allocation**
   ☐ **Native American Allocation**
   ☐ **Colonia Allocation**

2. **How will the Requested CDBG Funds be Used?**

   a) Type of Project:

   ☐ Flood Drainage Improvements (03I)
   ☒ Water/Sewer Improvements (03J)
   ☐ Street Improvements (03K)
   ☐ Sidewalks (03L)
   ☐ Payment of Eligible Assessments for Public Improvements
   ☐ Tree Planting (03N)
   ☐ Other (describe): _____

   b) Is Acquisition of Real Property included in this Activity?

   ☐ Yes ☒ No

3. **Location of Sites(S) Where Activity will Occur (Include Maps):**

   All work will be conducted on streets in the City limits of the City of Susanville wtihin the Block Group 2, Tract 403.04 as follows:

   South Gilman (Main to River)
   Monrovia Ally (Covina to Limoneria)
   Upland (Orange) Ally (Laverne to Covina)

   Does the Applicant Currently have Site Control? *(Include documentation under Readiness section, Question 4.)*

   ☒ Yes ☐ No

4. **Describe the Activity:** *(See instructions.)*

The City of Susanville is proposing the 2016 WATER MAIN REPLACEMENT PROJECT for funding under the 2016 CDBG Application. The project is located in the City of Susanville City Limits, in Census Tract 2, Block Group 403.04, on the following street locations:

South Gilman (Main to River)

Monrovia Ally (Covina to Limoneria)

Upland (Orange) Ally (Laverne to Covina)

The project is described by title as the 2016/17 CDBG WATER MAIN REPLACEMENT PROJECT and consists of the following elements:

1. The replacement, removal or abandonment (in place) of various water mains located as outlined above;
2. Reconnection of these mains to existing residences for domestic services with new laterals (from meter to main only);
3. Replacement of residential water serve laterals and meters (as needed) from meter to main only;
4. Installation of new valves and fittings for the larger sized water main (2" to 6") in some areas to support fire flows;
5. New or replacement fire hydrants for fire flows as required by the Fire Chief;
6. Repair and placement of concrete sidewalk immediately adjacent to meters and their services; and the repair of existing surfaces either asphalt or gravel.

The project was identified based on the exposure of existing water mains where considerable lack of structural integrity of pipe walls and fittings has resulted in numerous locations along the length of existing pipe where leaks of a chronic nature have developed over the past 10 years or more. These leaks result in major water and pressure loss in the system. Additionally, fire flows have not met the requirements of the fire department and need to be addressed with an increase in the main size due to inadequate ability to provide the necessary pressure from undersized pipes. The City anticipates the project will be completed by December 2017 if awards and allocations are received by January 2017.

5. **Relocation Compliance:** Does the proposed project involve purchase, conversion or demolition of structures on the proposed project's site that will cause displacement of any "persons"?

Will this Activity Trigger Temporary Relocation or Permanent Displacement of Any "Persons"?

☐ Yes ☒ No

If "Yes":

✓ Explain: _____

- ✓ The grantee will be required as a special condition of the CDBG grant contract to submit GIN notices and a formal relocation or displacement plan for the project prior to release of grant funds. A properly signed acquisition notice to the seller will also be required per federal regulations.
- ✓ Add the associated cost into the Development Cost Breakdown below in "All Funding in Place" under Readiness.

If "No", explain how that determination was made?

All work will be performed in existing city rights of way where existing city infrastructure currently exists.

B. Need for Activity: Be sure to include the page numbers for the items below in the Table of Contents above.

1. Describe the Need(s) this Activity will Address:

The City of Susanville has selected this project due the high need of repair/replacement to the potable water infrastructure. The Riverside area water main is well beyond normal service life and has become incapable of further repair and will result in imminent failure if not replaced. Leak repair is a common (almost weekly event) for the City's Water Division under the Public Works Department. Many of these chronic leaks occur under emergency conditions with loss of pavement, during periods of short staffing such as nights, weekends and holidays and disrupt both water service and access. Partial street closures including two State highways can occur without adequate advance notice as a result of the sudden evolution of major leaks under pavement areas within the public right of way.

Replacement of older undersized and inferior quality materials will minimize loss of water to residents, considerably reduce unanticipated damage to city streets and State highways and allow current staff, materials and other resources be used to pursue further improvements to the existing system without loss of resources to emergency repair activities as a result of leaks. Specifically, the work proposed includes the identification and exposure of existing water mains and construction includes the replacement of residential water serve laterals and meters (in some cases); new valves and fittings for the larger sized water main (2" to 6") in some areas; and new or replacing fire hydrants to ensure adequate fire flows.

2. How was the Need for this Activity Determined?

The needs for this project was determined by the Capital Improvement Project List priority and the amount of resources used to manage the impacts of the failures resulting from leaks and breaks occuring in the system.

Additonally, the City has tracked the various water main leaks since 2007 and this area has reported a high breakagae over the bast 9 years.

Documentation:	**Page(s):**
☐ Cease and Desist Order	_____
☐ Boil Water Order	_____
☐ Letter from Enforcement Agency	_____
☐ Letter from Other Funding Agency RE: Eligibility Status	_____
☐ Study Documenting Problem/Proposed Solution	_____
☒ Other: Leak report, Letters	_____

3. **Describe How and to What Extent CDBG Funding will Eliminate/Improve the Problem:**
The funding will provide a complete solution to the problems outlined. The main, lateral, meter, fire hydrants and adequately sized pipe will rectify the leaks, failures and fire flow issues identified for the area.

4. **Describe the Financial Systems that will Ensure Long-Term Operation and Maintenance if this Improvement is Funded:**
The City currently provides maintenance service to the system and will continue to provide these services although the proposed repairs will reduce the resources required to manage the system.

5. **Additional Supporting Documentation for this *Specific* Activity:**
   - Reports, Notices, orders and/or directives from State or local regulatory agencies.
   - Third-party letters describing the direct **health and safety** impact ("Letters of support" not applicable).
   - Documentation to support the Need(s) must be less than 5 years old.
   - Note the page numbers, in this application, where documentation can be found.

   Note: *For lengthy reports/studies, please include the cover page, executive summary and only the pages needed to support the need for the specific Public Improvements that are proposed.*

	Source (Agency, Other)	Description of Documentation	Date of Doc.	Application Page #
1.	City of Susanville	Leak Log	2007-2016	
2.				
3.				
4.				
5.				
6.				

C. ***Benefit: Be sure to include the page numbers for the items below in the Table of Contents above.***

Note: *If your project is Assessment Fees – No Service Area information is required*

since LMH is your National Objective. Service Area information is only required for LMA National Objective.

1. **Service Area - Low/Mod and Poverty Percentages:** *(Check only one and include map(s) when appropriate.)*

   ☐ Jurisdiction-Wide *(Map is not required.)*

   ☒ Service Area(s) is/are greater than or smaller than jurisdiction-wide. *(Map and narrative justifying the service area being used are required.)*

   - **All Applicants:** Identify the Service Area(s) by Census Tract(s) and Block Group(s) (even if jurisdiction-wide) in the table below and list the page(s) where the Census Track/Block Group Map(s) may be found in this application. ***Be sure to add page numbers for this documentation in the Table of Contents above.***

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
403.04	_____	_____	_____	_____
Block Group(s)	**Block Group(s)**	**Block Group(s)**	**Block Group(s)**	**Block Group(s)**
2	_____	_____	_____	_____

2. **Beneficiaries (People):**

   ☐ Income Restricted (100% Low-Income) for Payment of Assessments only.

   ☒ Primarily Low/Mod (List % of total): 75%

   ☒ Based on ACS Low/Mod chart (**Appendix A**)

   ☐ Based on an Income Survey

   Methodology and results on page(s): _____

3. **Number of People Who Will Benefit:**

81% AND ABOVE *(Non-Low/Mod)*	BETWEEN 51% - 80% *(Low/Mod)*	BETWEEN 31% - 50% *(Very Low-Income)*	BELOW 30% *(Extremely Low-Income)*	TOTAL *Number of People*
400	755	255	205	1615

D. Readiness: Be sure to include the page numbers for the items below in the Table of Contents above.

1. Experienced In-House Staff and Ready to Start:

Applicant's number of previously completed **CDBG-funded non-housing related** construction or rehabilitation projects within the last three program years ending June 30th, prior to this NOFA:

☒ 0 (zero) ☐ 1 ☐ 2 or more

Documentation required: *(Check all that apply; make sure all documents show the contract numbers)*

☐ First page of grant agreements

☐ First page of development agreements

☐ Grant close-out letters from CDBG

☐ Copy of Certificate of Occupancy or Recorded Notice of Completion

Applicant's number of previously completed **CDBG-funded housing related** construction or rehabilitation projects within the last three program years ending June 30th, prior to this NOFA:

Number of Projects: _____

Documentation required: *(Check all that apply; make sure all documents show the contract numbers)*

☐ First page of grant agreements

☐ First page of development agreements

☐ Grant close-out letters from CDBG or HOME

☐ Copy of Certificate of Occupancy or Recorded Notice of Completion

Applicant's number of previously completed **federally funded (other than CDBG) housing or non-housing related** construction or rehabilitation projects within the last three program years ending June 30th, prior to this NOFA:

Number of Projects: _____

Documentation required: *(Check all that apply; make sure all documents show the contract numbers)*

☒ First page of grant agreement(s)

☐ First page of development agreement(s)

- ☐ Grant close-out letter(s) from CDBG or HOME
- ☐ Copies of Certificate of Occupancy or Recorded Notice(s) of Completion

2. <u>Project Approval Status</u>:

- ☐ Engineer's Preliminary Design and Plans stamped and signed by the Engineer.
- ☒ Engineer's Cost Estimate stamped and signed by the Engineer.
- ☒ Engineer's Timeline stamped and signed by the Engineer.

3. <u>Funding in Place</u>:

a) Check all applicable boxes.
b) List where the funding is coming from and how much from each source.
c) Fill out the funding breakdown in the chart below.
d) Provide documentation supporting the funding listed.
e) Include narrative in the Comments section below as necessary.
f) Include the page numbers for the supporting documentation in the Table of Contents above.

- ☒ Program Income Funds Included in the Resolution
- ☐ Grant/Loan Award Letters

  List:_____
- ☐ Bank Loan Commitment Letters

  List:_____
- ☐ Other Funding Commitments
  List:_____

2016 CDBG APPLICATION
Public Improvements (PI) Activity – Forms

SOURCES AND USES FORM							
	Dev. Cost Amounts	CDBG Funding (Enter From Summary Application)	Total Program Income In Place	Total Grant/Loan Awards In Place	Total Other Funding In Place	TOTAL FUNDING IN PLACE	GAP FUNDS NEEDED
Acquisition	$0	$0	$0	$0	$0	$0	$0
Demolition	$0	$0	$0	$0	$0	$0	$0
Site work	$0	$0	$0	$0	$0	$0	$0
Construction - Structures	$666,960	$666,960	$0	$0	$0	$0	$666,960
Soft Costs (Loan interest, permits, etc)	$0	$0	$0	$0	$0	$0	$0
Environmental Review	$15,000	$15,000	$0	$0	$0	$0	$15,000
Architect/Engineer Fees	$193,000	$193,000	$0	$0	$0	$0	$193,000
Labor Standards	$35,000	$35,000	$0	$0	$0	$0	$35,000
Temporary Relocation	$0	$0	$0	$0	$0	$0	$0
Permanent Relocation	$0	$0	$0	$0	$0	$0	$0
Contingency	$66,784	$66,824	$0	$0	$0	$0	$66,824
Other – Describe	$0	$0	$0	$0	$0	$0	$0
TOTALS	$976,744	**$976,744**	$0	$0	$0	$0	$976,744

Comments regarding Funding in Place and/or Cost Breakdown: _____

4. Site Control of Land for Project

Draft	Executed	
☐	☐	City/County Owned Site
☐	☐	Purchase Agreement (See Instructions)
☐	☐	Option to Purchase
☐	☐	Option to Lease
☐	☐	Leasehold Interest
☐	☐	Deed of Trust
☐	☒	Other Documentation of Site Control

List LOCATED IN EXISTING CITY ROW - CITY STREETS

E. State Objective Points:

1. 100 points will be awarded for any proposed activity that addresses or mitigates impacts from a state- or federally-declared disaster, active at the time of application submittal due date. Please note that the proposed activity must be CDBG eligible and meet a National Objective.

A description and documentation of how the proposed activity meets this State Objective will be needed to garner maximum points in this category.

2. 100 points will be awarded for any proposed activity that meets the Urgent Need National Objective. The activity must address a community development need having a particular urgency, and must be designed to alleviate existing conditions which the local government certifies and state determines (see NOFA for additional information).

A description and documentation of how the proposed activity meets this State Objective will be needed to garner maximum points in this category.

2016 CDBG APPLICATION
Public Facilities Activity – Forms

APPLICANT NAME: CITY OF SUSANVILLE

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Double Click on the box, drop-down menu or text box to enter information. Select desired answer, and then Up button to move desired answer to the top.

ACTIVITY	SELECT	DOCUMENTATION	PAGE(S)
Public Facility Forms *(All pages)*	YES	YES	
NEED			
Necessity of the Service: - Description: If Service Not Provided	YES	YES	
Condition of the Building: - Description and Documentation: Needed for Acquisition, Construction or Rehab of Facility	YES	Rehab Need Analysis	
Extent of Solution: - Description: Service Solves Problem/Necessity for Service/Condition of Building	YES	Included in forms	
- Need Documentation Matrix Chart	YES	Chart	
Need Determination Documentation:			
Proposed Beneficiaries	Existing-continue	Proof of current svc	
Existing Beneficiaries:	YES	YES	
- Unmet Demand	N/A	Select	
- Availability of Similar Services	N/A	Select	
BENEFIT			
Service Area Documentation	YES	ACS data	
Beneficiary Documentation:	YES	ACS Data	
- List:	-	-	
- List:	-	-	
- List:	-	-	
READINESS			
Experienced In-House Staff/Contractor and Ready to Start:			
Proof of Experience:	In-House Admini	Other	
- Proof of Experience	YES	Grant Agreement	
- Proof of Experience	Select	Select	

Project Approval Status:			
- Engineer's Preliminary Plans and Specifications	NO	Not available	
Engineer's Cost Estimate:	Yes	Engineer's Cost Estim	
- Engineer's Timeline	YES	Engineer's Timeline	
- All Funding in Place	YES	Other	
- Site Control	Yes	City/County Owned S	
STATE OBJECTIVES			
1. Points awarded for any proposed activity that addresses or mitigates impacts from a state- or federally-declared disaster.	If applicable	Description and documentation required for maximum points	
2. Points awarded for any proposed activity that meets the Urgent Need National Objective.	If applicable	Description and documentation required for maximum points	

2016 CDBG APPLICATION
Public Facilities Activity – Forms

A. *Activity Information:*

1. How will the Requested CDBG Funds be Used?

a) Type of Project: ***(Select all that apply)***

	w/CDBG Funding	w/Other Funding
☐ Acquisition of Vacant Land	☐	☐
☐ Acquisition of Existing Structure	☐	☐
☐ New Construction	☐	☐
☒ Rehabilitation	☐	☐
☐ Other (describe): _____		

b) Type of Public Facility: (*As stated in the Application Summary*) ***(Select only one)***

- ☐ Senior Center (03A)
- ☐ Centers for the Disabled/Handicapped (03B)
- ☐ Homeless Facility - Not Operating Costs (03C)
- ☐ Youth Center/Facility (03D)
- ☐ Neighborhood Facilities (03E)
- ☒ Parks, Recreational Facilities (03F)
- ☐ Parking Facilities (03G)
- ☐ Child Care Centers (03M)
- ☐ Fire Stations/Equipment (03O)
- ☐ Health Facilities (03P)
- ☐ Other (specify): _____

2. How many Public Services will be Provided at this Facility?

☒ One Public Service: List: Recreation/Park

☐ More than one Public Service: List all: _____

☐ Public Service Activity(s), as noted above and other non-CDBG eligible Public Service Activities

Explain/Describe: _____

3. **What type of Public Service(s) will be Provided at this Facility?** *(Check all that apply.)*

- ☐ Senior Services (05A)
- ☐ Services for the Disabled (05B)
- ☐ Legal Services (05C)
- ☐ Youth Service (05D)
- ☐ Transportation Services (05E)
- ☐ Substance Abuse Services (05F)
- ☐ Battered & Abused Spouses (05G)
- ☐ Employment Training (05H)
- ☐ Crime Awareness (05I)
- ☐ Fair Housing (05J)
- ☐ Tenant/Landlord Counseling (05K)
- ☐ Child Care Services (05L)
- ☐ Health Services (05M)
- ☐ Abused & Neglected Children (05N)
- ☐ Mental Health Services (05O)
- ☐ Screening for Lead (05P)
- ☐ Subsistence Payments (05Q)
- ☐ Security Deposits (05T)
- ☐ Homeless/AIDS Programs (03T)
- ☒ Other Public Services (05)

(Specify): PARK

4. **Where will this Public Facility be Located?** *(Physical address must be included.)*

1600 Riverside Drive, Susanville, CA

Does the Applicant currently have site control? *(See Readiness Question 4)*

☐ Yes ☒ No

5. **Description of Project:** *(See instructions, include description of structure and type of rehabilitation or construction proposed)*

The City of Susanville is proposing the rehabilitation of Riverside Park located at 1600 Riverside Drive in a 75% low-mod census tract in the City. The park structures and access infrastructure does not meet current standards and are impediments for residents in the neighborhood to use the park. Additionally, the lack of lighting, fencing, inadequate security at restrooms, and lack of vehicle barriers bring many safety concerns to forefront. The City proposes to improve the parking areas and install proper parking stalls and ADA striping; install proper pathways and ramps to assess play areas and bollards to prevent vehicle traffic from accessing, picnic areas, compliant drinking fountain, and restroom; accessible picnic tables will be installed to allow for wheel chair use; irrigation, trees and signage will also be provided; a new six stall prefab restroom will be constructed to replace the current facility which has outlived its useful life and does not meet current codes. The City anticipates the project will be completed by Summer 2017. Please review the report provided on page X and photos that document the deterioration of this pubic facility.

6. **Relocation Compliance:** Does the proposed project involve purchase, conversion or demolition of structures on the proposed project's site that will cause displacement of any "persons"?

☐ Yes ☒ No

Will this activity trigger relocation temporary or permanent displacement of any "persons"?

☐ Yes ☒ No

If "Yes":

✓ Explain: _____

✓ The grantee will be required as a special condition of the CDBG grant contract to submit GIN notices and a formal relocation or displacement plan for the project prior to release of grant funds. A properly signed acquisition notice to the seller will also be required per federal regulations.

✓ Add the associated cost into the Development Cost Worksheet below in "All Funding in Place" under Readiness.

If "No", explain how that determination was made?

Project location does not have any units and is a park.

7. **Is the Applicant Also Requesting CDBG Funding Under this NOFA for the Proposed Public Service(s) at this Facility?**

☐ Yes ☒ No

B. *Need for Activity:*

1a Necessity of the Service: For each service conducted, or to be conducted in the facility project, describe the problem if the service(s) is not provided, continued or expanded.

The need for the project described in this application is based on the inadequate access to the public facility. The infrastructure currently available for access to all of the park resources (play areas, bathrooms, fountain, and picnic areas) does not exist or is not adequate for any person defined under ADA. (See attached Building Official Report and photos provided). The serious lack of compliant structures has caused consideration of removing the facilities but this would be a true disservice to this neighborhood. The only viable option is to bring the park up to the current standard and allow for access to all areas of the park resources.

☒ Documentation for Public Services is not being requested under this application and is included with Question 3 in the Need Documentation Matrix below. Be sure to include the page numbers of the documentation.

☐ Documentation for the Public Service is being requested under this application and is included in this application with the Public Service Application Forms.

1b. Need for CDBG funds to improve condition of the Facility or construction of new Facility : Describe the need for the acquisition, construction or rehabilitation of the facility.

☒ Third-Party Documentation of Facility condition for rehabilitation

☐ Third-party Documentation of Need for New Facility

2. Extent of Solution: Explain how and to what extent the proposed activity will solve the problem: (a) necessity for all services; *and*, (b) condition of the building.

The proposed project will provide the required parking, access to tables, fountain, play areas, and adequate restroom facilities to serve this neighborhood. The impediments, barriers, and safety features will be installed that will provide the necessary resources and meet the needs of all users including persons defined under ADA.

3. Supporting documentation for the Public Service(s). Use the NEED DOCUMENTATION MATRIX BELOW:

- Documentation regarding the need for the service. (Quantifiable data only, no anecdotal information).
- Third-party letters describing the direct **health and safety** impact.
- Documentation to support the need must be specific to your service area and must be less than 5 years old.
- Note the page numbers, in the Need Documentation Matrix, where documentation can be found.

Note: For lengthy reports or studies, please include the cover page, executive summary and only the pages needed to support the need for the Public Services in the proposed Public Facility.

>>Continue to next page for Need Documentation Matrix Form<<

2016 CDBG APPLICATION
Public Facilities Activity – Need Documentation Matrix Form

Click on the box, drop-down menu or text box to enter information.

Source	Type of Documentation	Quantification	Page # (in app.)
DOCUMENTATION SUPPORTING SEVERITY OF PROBLEM ADDRESSED			
Other Source Documentation	Report	Yes	
Law Enforcement Agency	Letter	Yes	
Select	Select	Select	
Select	Select	Select	
Select	Select	Select	
Select	Select	Select	
DOCUMENTATION OF THE EXTENT TO WHICH THE PROPOSED SERVICE(S) WOULD SOLVE THE PROBLEM			
Other Source Documentation	Report	Yes	
Select	Select	Select	
Select	Select	Select	
Select	Select	Select	
Select	Select	Select	
Select	Select	Select	
ADDITIONAL THIRD PARTY SUPPORTING DOCUMENTATION			
3rd Party Letters describing dir	Letter	Yes	
Select	Select	Select	
Select	Select	Select	
Select	Select	Select	
Select	Select	Select	
Select	Select	Select	

C. ***Benefit: Be sure to include the page numbers for the items below in the Table of Contents above.***

1. **Service Area Low/Mod and Poverty Percentages:** *Check only one and include map(s) when appropriate. Since the applicant pool sets the range for these scores, the Department will determine the percentages and scores for these criteria as listed in Appendix A. Poverty will always be only jurisdiction wide. Low/Mod may be either jurisdiction wide or a defined service area.*

   ☐ Jurisdiction-Wide *(Map is not required.)*

   ☒ Service Area(s) - is/are greater than or smaller than jurisdiction-wide. **(Map and narrative justifying the service area are required.)**

   Justification for service area: Census Tract, Block Group

   Note: If the Public Facility will provide Public Services that are either 100% Income Restricted or provided to Limited-Clientele only, LMC National Objective, the service area must be the entire jurisdiction. Include data for the entire jurisdiction in both the Census Tract and income group charts.

   - **All Applicants:** Identify the Service Area(s) by Census Tract(s) and Block Group(s) (even if jurisdiction-wide) in the table below and list the page(s) where the Census Track/ Block Group Map(s) may be found in the application. ***Be sure to add page numbers for this documentation in the Table of Contents above.***

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
403.04	_____	_____	_____	_____
Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)
2	_____	_____	_____	_____

2. **Beneficiaries (People):**

   ☐ Income-Restricted (100% Low-Income) *(Documentation Required)*

   ☐ Limited-Clientele (List type): _____ *(Documentation Required)*

   ☒ Primarily Low/Mod (List % of total): _____

   ☒ Based on HUD ACS Low/Mod data

   ☐ Based on Income Survey *(Survey Results Required)*

(This applies to services open to all residents in the service area, where at least 51% of the residents are Low/Mod.)

3. **Number of People who will Benefit:**

81% AND ABOVE (Non-Low/Mod)	BETWEEN 51% - 80% (Low/Mod)	BETWEEN 31% - 50% (Very Low-Income)	BELOW 30% (Extremely Low-Income)	TOTAL Number of People
400	755	255	205	1615

D. Readiness:

1. **Experienced In-House Staff and Ready to Start:**

Applicant's number of previously completed ***CDBG*-funded *non-housing-related*** construction or rehabilitation projects within the last three program years ending June 30th, prior to this NOFA:

☒ 0 (zero) ☐ 1 ☐ 2 or more

Documentation required: *(Check all that apply.)*

☐ First page of grant agreements
☐ First page of development agreements
☐ Grant closeout letters from CDBG or HOME
☐ Copy of Certificate of Occupancy or Recorded Notice of Completion

Applicant's number of previously completed ***CDBG or HOME*-funded *housing-related*** construction or rehabilitation projects within the last three program years ending June 30th, prior to this NOFA:

Number of Projects: _____

Documentation required: *(Check all that apply.)*

☐ First page of grant agreements
☐ First page of development agreements
☐ Grant closeout letters from CDBG or HOME
☐ Copy of Certificate of Occupancy or Recorded Notice of Completion

Applicant's number of previously completed ***federally-funded (other than CDBG) housing- or non-housing-related*** construction or rehabilitation projects within the last three program years ending June 30th, prior to this NOFA:

Number of Projects: _____

Documentation required: *(Check all that apply.)*

- ☒ First page of grant agreements
- ☐ First page of development agreements
- ☐ Grant closeout letters from HUD or Rural Development
- ☐ Copy of Certificate of Occupancy or Recorded Notice of Completion

2. Project Approval Status: ***(Documents submitted without the Engineer's signature and stamp will receive lesser points)***

- ☐ Engineer's Preliminary Design and Plans
- ☒ Engineer's Cost Estimate
- ☒ Engineer's Timeline

3. Funding in Place:

a) Check all applicable boxes.
b) List where the funding is coming from and how much from each source.
c) Fill out the funding breakdown in the chart below.
d) Provide documentation supporting the funding listed.
e) Include narrative in the Comments section below as necessary
f) Include the page numbers for the supporting documentation in the Table of Contents.

- ☒ Program Income Funds Included in the Resolution
- ☐ Grant/Loan Award Letters

  List:_____
- ☐ Bank Loan Commitment Letters

  List:_____
- ☐ Other Funding Commitments
  List:_____

2016 CDBG APPLICATION
Public Facilities Activity – Forms

SOURCES AND USES FORM							
	Dev. Cost Amounts	CDBG Funding (Enter From Summary Application)	Total Program Income In Place	Total Grant/Loan Awards In Place	Total Other Funding In Place	TOTAL FUNDING IN PLACE	GAP FUNDS NEEDED
Acquisition	$0	$0	$0	$0	$0	$0	$0
Demolition	$11,000	$11,000	$0	$0	$0	$11,000	$0
Site work	$5,500	$5,500	$0	$0	$0	$5,500	$0
Construction - Structures	$327,355	$327,355	$0	$0	$0	$327,355	$0
Soft Costs (Loan interest, permits, etc)	$0	$0	$0	$0	$0	$0	$0
Environmental Review	$3,000	$3,000	$0	$0	$0	$3,000	$0
Architect/Engineer Fees	$30,000	$30,000	$0	$0	$0	$30,000	$0
Labor Standards	$11,850	$11,850	$0	$0	$0	$11,850	$0
Temporary Relocation	$0	$0	$0	$0	$0	$0	$0
Permanent Relocation	$0	$0	$0	$0	$0	$0	$0
Contingency	$29,900	$29,900	$0	$0	$0	$29,900	$0
Other – Describe	$0	$0	$0	$0	$0	$0	$0
TOTALS	$418,605	**$418,605**	$0	$0	$0	$418,605	$0

Comments regarding Funding in Place and/or Cost Breakdown: _____

4. Site Control

Draft	Executed	
☐	☒	City/County Owned Site
☐	☐	Purchase Agreement (see Instructions)
☐	☐	Option to Purchase
☐	☐	Option to Lease
☐	☐	Leasehold Interest
☐	☐	Deed of Trust
☐	☐	Other Documentation of Site Control – List _____

E. State Objective Points:

1. 100 points will be awarded for any proposed activity that addresses or mitigates impacts from a state- or federally-declared disaster, active at the time of application submittal due date. Please note that the proposed activity must be CDBG eligible and meet a National Objective.

A description and documentation of how the proposed activity meets this State Objective will be needed to garner maximum points in this category.

2. 100 points will be awarded for any proposed activity that meets the Urgent Need National Objective. The activity must address a community development need having a particular urgency, and must be designed to alleviate existing conditions which the local government certifies and state determines (see NOFA for additional information).

A description and documentation of how the proposed activity meets this State Objective will be needed to garner maximum points in this category.

2016 CDBG APPLICATION
Housing Activity – Homeownership Assistance – Forms

APPLICANT NAME: City of Susanville

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Click on the box, drop-down menu or text box to enter information.

ACTIVITY	SELECT	DOCUMENTATION	PAGE(S)
Homeownership Assistance ***(All pages)***	Required	All Forms and Documentation	to
NEED			
Overcrowding ***(As listed in Appendix A)***	No Action Required	No Documentation Required	No Documentation Required
Homeownership Rate ***(As listed in Appendix A)***	No Action Required	No Documentation Required	No Documentation Required
BENEFIT			
Service Area	Jurisdiction-Wide Only	No Documentation Required	No Documentation Required
Beneficiary Documentation:	YES	YES	
READINESS			
Activity Specific Operator Experience	YES	YES	
Homeownership Assistance Program Guidelines	YES	Adopted by Resolution	
Waiting List of Pre-Screened Applicants	YES	Pre-Screened Applicants	
STATE OBJECTIVES			
1. Points awarded for any proposed activity that addresses or mitigates impacts from a state- or federally-declared disaster.	If Applicable	Description and documentation required for maximum points	
2. Points awarded for any proposed activity that meets the Urgent Need National Objective.	If Applicable	Description and documentation required for maximum points	
3. Points Awarded for Applications that Apply for Homeownership Assistance which is not Part of a Combo Program.	No Action Required	The Department will review for point award	No documentation required

2016 CDBG APPLICATION
Homeownership Assistance Activity – Forms

A. *Activity Information:*

1. **Is this Activity being submitted under the Community Development Allocation or the Native American Set Aside?** *(Check only one box per set of activity application forms. A complete separate set of the forms in this section must be filled out for each allocation being requested.)*

   ☒ **Community Development Allocation**
   ☐ **Native American Allocation**

2. **Is this activity a component of a Housing Combo program?**

   ☒ **Yes** ☐ **No**

3. **Description of Activity:** Provide a brief narrative description of the proposed activity. The narrative should include specific information on who, what, when, where and how.

The City of Susanville will implement a Homeownership Assistance Program (HAP) that will be offered to residents within the city limits. The HAP Program will be used to provide "gap financing" to individuals, who have qualified for a primary mortgage, however still lack the necessary funds to purchase a modest housing unit. The Program will be marketed city-wide and will target single adults, families, and seniors who are looking to purchase a home within the incorporated areas of the City of Susanville.

The HAP Program will only be offered to qualifying applicants whose gross income falls within the Low-Mod Income Limits, or 80% and below the county median income as outlined annually by HCD. Each applicant will undergo an extensive screening and verification of income process to ensure they meet the income eligibility requirement.

Assistance will be provided to qualifying applicants in the form of "silent second" loans with deferred payments for a minimum of 30 years. The loans will accrue interest at a rate of 3% and will be due in full upon the loan maturity date or sale or transfer of title. The HAP Program will also require applicants to provide a minimum of a 1% down payment towards the purchase price. No applicant will recieve more than 50% of the purchase price of the home.

A loan pool of $250,000 less activity delivery will be made available for the HAP loan pool. Based on current market conditions we anticipate the average cost of a unit to be approximately $150,000. Based on these home prices, the Program will seek to assist 4-6 households with an average loan amount of approximately $55,000.

The proposed HAP Program will seek to be a continuation of the homebuyer program that the city is currently offering through their Program Income funds. The City has closed 4 homebuyer projects in the past eight months and currenlty have 2 additional homebuyer projects pending.

According to the US Census, the City has a renter rate of 59% suggesting the City's homeownership rate is well below the State average. The need for this program in assisting homebuyers is critical to increasing the rate of homeownership in the community.

B. *Need For Activity:*

The need for Homeownership Assistance (HA) is primarily based on 2010 Census data and American Community Survey (ACS) 5-year data, found in **Appendix A**. Since the Applicant pool sets the range of scores for this data, the Department will use the data found in **Appendix A** to set the range for all Applicants and apply scoring once the Applicant pool dataset has been established.

1. **Overcrowding:** The total percentage of the Jurisdiction's housing stock that is overcrowded (1.01 or more occupants per room). Since the Applicant pool sets the scoring range for all data driven criteria, during rating and ranking the Department will use the percentage provided in **Appendix A**.

2. **Homeownership Rate:** This is the total percentage of the Jurisdiction's owner-occupied housing units. Since the Applicant pool sets the scoring range for all data driven criteria, during rating and ranking the Department will use the percentage provided in **Appendix A**.

C. *Benefit: Be sure to include the page numbers for the items below in the Table of Contents above.*

1. **Service Area:** Entire jurisdiction only.

2. **Beneficiaries (Number of Households):** All HA activities are income restricted and must benefit 100% Low/Mod Individuals (LMI). Provide the number of households expected to benefit from this grant:

81% AND ABOVE (Non-Low/Mod)	BETWEEN 51% - 80% (Low-Mod)	BETWEEN 31% - 50% (Very Low-Income)	BELOW 30% (Extremely Low-Income)	TOTAL Number of People
Not Eligible	0	6	0	6

3. **Estimated Number of Loans:** 6

D. ***Readiness: Be sure to include the page numbers for the items below in the Table of Contents above.***

1. **Activity-Specific Operator Experience:** Provide documentation to establish which of the items below is applicable for scoring purposes:

   a) Continuation of existing Program active during the last fiscal year.
   b) Active in last 4 years, but not the last 12 months.
   c) No active Housing Program.

2. **Approved HA Program Guidelines:** Submit documentation confirming the guidelines have been formally adopted by the Jurisdiction's governing body.

3. **Waiting List of Pre-Screened Applicants (*Not Pre-Qualified*):** Submit up to five most recent signed, pre-screened applications with the Social Security Numbers redacted. ***Do not submit pre-qualified applications, only pre-screened.***

E. ***State Objective Points:***

1. 100 points will be awarded for any proposed activity that addresses or mitigates impacts from a state- or federally-declared disaster, active at the time of application submittal due date. Please note that the proposed activity must be CDBG eligible and meet a National Objective.

2. 100 points will be awarded for any proposed activity that meets the Urgent Need National Objective. The activity must address a community development need having a particular urgency, and must be designed to alleviate existing conditions which the local government certifies and state determines (see NOFA for additional information).

3. 50 point will be awarded for a Homeownership Assistance Program activity that is not part of a Combo (Homeownership and Housing Rehabilitation) activity. The points will not be awarded if the application includes both Homeownership and Housing Rehabilitation activities.

2016 CDBG APPLICATION
Housing Activity – Housing Rehabilitation Program (HR) (1-4 Units) – Forms

APPLICANT NAME: CITY OF SUSANVILLE

TABLE OF CONTENTS

Click on the box, drop-down menu or text box to enter information.

ACTIVITY	SELECT	DOCUMENTATION	PAGE(S)
Housing Rehabilitation Forms (All pages)	Required	All Forms and Documentation	to
NEED			
Overcrowding	Appendix A	Included in Forms	
Age of Housing Stock	Appendix A	Included in Forms	
BENEFIT			
Service Area	Jurisdiction Wide Only	No Documentation Required	
Beneficiary Documentation:	YES	YES	
- **READINESS**			
- Activity Specific Operator Experience	YES	YES	
- Housing Rehabilitation Program Guidelines	YES	Adopted by Resolution	
Waiting List of Pre-Screened Applicants	YES	Pre-Screened Applicants	
STATE OBJECTIVES			
- Points awarded for any proposed activity that addresses or mitigates impacts from a state- or federally-declared disaster.	If Applicable	Description and documentation required for maximum points.	
- Points awarded for any proposed activity that meets the Urgent Need National Objective.	If Applicable	Description and documentation required for maximum points.	

2016 CDBG APPLICATION
Housing Activity – Housing Rehabilitation Program (HR) (1-4 Units) – Forms

A. *Activity Information:*

1. **Is this Activity being Submitted under the Community Development Allocation, the Native American Allocation or the Colonia Allocation?** *(Check only one box per set of activity application forms. A complete separate set of the forms in this section must be filled out for each allocation being applied for.)*

   ☒ **Community Development Allocation**
   ☐ **Native American Allocation**
   ☐ **Colonia Allocation**

2. **Is this Activity a Component of a Housing Combo Program*?**

   ☒ **Yes** ☐ **No**

   ***Note:** The Combo Program means that a jurisdiction is going to run both a Housing Rehabilitation (HR) Program (1-4 Units) and a Homeownership Assistance (HA) Program.*

3. **How will the Requested CDBG Funds be Used?** *(Check **ONLY** one type of Program. If more than one program is being proposed, submit a separate set of Activity Forms for each program.)*

   a) Programs

   ☒ HR Program: (1-4 Units) Residential (14A)
   ☐ Energy Efficiency Improvements *(only)* (14F)
   ☐ Residential Historic Preservation Program (16A)

4. **Description of Activity:** *(See instructions.)*

The City of Susanville will implement, over the next 36 months, an Owner-Occupied Rehabilitation Program throughout the city limits of Susanville. The funds will be targeted to owner-occupied applicants with household income equal to or less than 80% of the Lassen County median income level by household size. The funds will provide assistance for units that are in need of rehabilitation in order to address the following: 1) health and safety concerns; 2) energy conservation; 3) extension of useful life; 4) converting to current Uniform Building Code (UBC) standards; 5) lead based paint remediation; and 6) external repairs. Additionally, the City may consider reconstruction or replacement housing where health and safety repairs are insufficient to remove the most serious deficiencies, and where the cost of new construction is less than rehabilitation to UBC standards.

The OOR Program will offer qualified applicants 3% simple interest loans and amortized

for a period of 30 years. Grants will also be made available to qualifying households for lead based paint remediation.

A loan pool of $250,000 (less activity delivery) will be made available through this Program. Based on current market values and housing conditions within the City, and recent activity with its current open program the average loan amount is expected to be approximately $50,000. Based on these amounts, the County will assist 3 to 5 households through this Program.

The City has not participated in the OOR program in the past 9 years. The City has successfully implemented a program in the past and completed numerous natural gas retrofitting projects. The recent market place had made OOR a difficult program and the City has focused on Homebuyer projects with the Program Income that has been received and is now looking to expand the opportunity to owner occupied households as the market has turned. The City has staff in place to implement the program and will be managing the program in house (see Capacity Section for detailed descriptions). The City currently has 2 households on the waiting list.

Much of the City's housing stock is very outdated and in need of repairs to ensure safety and code compliance. Over 50% of the City housing stock predates 1970. Additionally, as determined in the current City Housing Element, there are a high number of dwelling units identified as either deteriorated or dilapidated. Of the City's 1,816 housing units, 14 were rated as dilapidated (less than 1%); 181 were rated deteriorated (10%) and 1003 units (55%) were rated sound. The balance of the units were rated deficient, 34%. It must additionally be noted that 36% the City's housing stock is more than 40 years old and this age of unit usually requires system improvements beyond regular maintenance.

B. *Need for Activity:*

The need for HR is primarily based on American Community Survey (ACS) 5-year data, found in **Appendix A**. Since the Applicant pool sets the range of scores for this data, the Department will use the data found in Appendix A to set the range for all applicants and apply scoring once the applicant pool dataset has been established.

1. **Overcrowding:** The total percentage of the Jurisdiction's housing stock that is overcrowded (1.01 or more occupants per room). Since the applicant pool sets the scoring range for all data driven criteria, during rating and ranking the Department will use the percentage provided in **Appendix A**.

2. **Age of Housing Stock:** This table will indicate the total percentage of the Jurisdiction's housing stock that was built pre-1970. Since the applicant pool sets the scoring range for all data driven criteria, during rating and ranking the Department will use the percentage provided in **Appendix A**.

C. ***Benefit:***

1. **Service Area:** Entire Jurisdiction

2. **Beneficiaries (by Income and Tenure): (Required for data collection purposes, but not rated.)** HR programs are income restricted and benefit 100% low/mod-income households. Indicate the number of households that are anticipated to be assisted by category of low-income, and by owner or renter-occupied units.

OWNER-OCCUPIED UNITS				
81% AND ABOVE (Non-Low/Mod)	BETWEEN 51% - 80% (Low/Mod)	BETWEEN 31% - 50% (Very Low-Income)	BELOW 30% (Extremely Low-Income)	TOTAL Number of People
Not Eligible	0	3	2	5

RENTER-OCCUPIED UNITS				
81% AND ABOVE (Non-Low/Mod)	BETWEEN 51% - 80% (Low/Mod)	BETWEEN 31% - 50% (Very Low-Income)	BELOW 30% (Extremely Low-Income)	TOTAL Number of People
Not Eligible	0	0	0	0

3. **Estimated Number of:** 4 Loans 1 Grants
(Required for data collection purposes, but not rated.)

D. Readiness: Be sure to include the page numbers for the items below in the Table of Contents above.

1. **Activity Specific Operator Experience:** Provide documentation to establish which of the items below is applicable for scoring purposes:

   a) Continuation of existing Program active during the last fiscal year.
   b) Active in last 4 years, but not the last 12 months.
   c) No active Housing Program.

2. **HR Program Guidelines (1-4 Units):** Submit documentation confirming the guidelines have been formally adopted by the Jurisdiction's governing body.

   Note: *If the Applicant is going to assist both owner-occupied properties and tenant-occupied properties, the Applicant's guidelines must address both program types clearly, either as separate sets of guidelines or as separate sections within the overall program guidelines.*

3. **Waiting List of Pre-Screened Applicants (*Not* Pre-Qualified):** Submit up to 5 of the most recently signed, pre-screened applications with the Social Security Numbers redacted. ***Do not submit pre-qualified Applicants, only pre-screened.***

E. State Objective Points:

1. 100 points will be awarded for any proposed activity that addresses or mitigates impacts from a state- or federally-declared disaster, active at the time of application submittal due date. A description and documentation of how the proposed activity meets this State Objective will be needed to garner maximum points in this category.

2. 100 points will be awarded for any proposed activity that meets the Urgent Need National Objective. The activity must address a community development need having a particular urgency, and must be designed to alleviate existing conditions which the local government certifies and state determines (see NOFA for additional information). A description and documentation of how the proposed activity meets this State Objective will be needed to garner maximum points in this category.

City of Susanville

Homeownership Assistance Program Guidelines

For:

Community Development Block Grant (CDBG) Program

Serving the City of Susanville

CDBG Approved:
Council Approved:

HOMEOWNERSHIP ASSISTANCE PROGRAM GUIDELINES

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CITY OF SUSANVILLE

HOMEOWNERSHIP ASSISTANCE PROGRAM GUIDELINES

1.0. GENERAL

The above–named entity, hereinafter referred to as the "Sponsor," has entered into a contractual relationship with the California Department of Housing and Community Development ("HCD") to administer one or more HCD-funded Homeownership programs. The Homeownership program described herein (the "Program") is designed to provide assistance to eligible homeowners in purchasing homes, also referred to herein as "housing units", located within the Program's eligible area, as described in Section 3.1.A. The Program provides this assistance in the form of deferred payment "silent" second priority loans as "Gap" financing toward the purchase price and closing costs of affordable housing units that will be occupied by the homeowners as their primary residence.

1.1. PROGRAM OUTREACH AND MARKETING

All outreach efforts will be done in accordance with state and federal fair lending regulations to assure nondiscriminatory treatment, outreach and access to the Program. No person shall, on the grounds of age, ancestry, color, creed, physical or mental disability or handicap, marital or familial status, medical condition, national origin, race, religion, gender or sexual orientation be excluded, denied benefits or subjected to discrimination under the Program. The City will ensure that all persons, including those qualified individuals with handicaps, have access to the Program.

A. The Fair Housing Lender and Accessibility logos will be placed on all outreach materials. Fair housing marketing actions will be based upon a characteristic analysis comparison (census data may be used) of the Program's eligible area compared to the ethnicity of the population served by the Program (includes, separately, all applications given out and those receiving assistance) and an explanation of any underserved segments of the population. This information is used to show that protected classes (age, gender, ethnicity, race, and disability) are not being excluded from the Program. Flyers or other outreach materials, in English and any other language that is the primary language of a significant portion of the area residents, will be widely distributed in the Program-eligible area and will be provided to any local social service agencies. The Program may sponsor Homeowner classes to help educate Homeowners about the home buying process and future responsibilities. Persons who have participated in local homeowner seminars will be notified about the Program.

B. The City will work with local real estate agents and primary lenders to explain the Program requirements for eligible housing units and homeowners, and to review Program processes. Local real estate agents and primary lenders will also be encouraged to have their customers participate in the Program.

C. Section 504 of the Rehabilitation Act of 1973 prohibits the exclusion of an otherwise qualified individual, solely by reason of disability, from participation under any program receiving Federal funds. The City will take appropriate steps to ensure effective communication with disabled housing applicants, residents and members of the public.

1.2. APPLICATION PROCESS AND SELECTION

A. The City maintains a waiting list of applicants. Each applicant is asked to complete an application form, which asks for sufficient information concerning income, employment, and credit history to establish preliminary eligibility for Program participation. Completed applications are processed on a first-come-first-served basis. Applications are deemed complete only if all information is completed, the application is signed and dated, and a primary lender's pre-qualification letter is attached to the application. Incomplete applications are returned to the applicant and will not be date/time stamped until complete.

B. Once the applicant's name comes to the top of the waiting list, their Program eligibility is confirmed and they are invited to a briefing regarding participation in the Program. At the briefing the application is reviewed and the potential homeowner is given a "Preliminary Eligibility Letter" for the Program along with the following forms: Program Brochure, Attachment (G) Instructions to Home Buyer, List of Participating Lenders, Attachment (E) Sellers Lead-Based Paint Disclosure and the EPA Booklet (Protect Your Family from Lead in Your Home) and (F) Notice to Seller.

If the City encounters material discrepancies and/or misrepresentations, and/or there is income, asset, household composition, or other important questions that can't be resolved, the City reserves the right to deny assistance to the household.

C. The potential homeowner is given 90 days in order to find a qualified home and begin securing a primary loan for the housing unit. If during the 90-day time frame, the potential homeowner is unable to purchase a home, an extension may be given. However, if it appears the potential homeowner cannot participate in the Program, the reservation of funds expires and the next person on the waiting list is given an opportunity to participate in the Program.

1.3. THE HOME PURCHASE PROCESS

A. The following is a simplified example of how a primary lender would analyze a homeowner's finances to determine how much the homeowner could afford to borrow from the primary lender towards homeownership.

DEBT SERVICE
FOR A FAMILY OF FOUR EARNING $3,388 PER MONTH

HOUSING PAYMENTS		TOTAL OVERALL PAYMENTS	
Principal & Interest Payment	$ 865	$1,180	Housing
Insurance	82	+200	Other Debt Service
Taxes	233	$1,380	Total Debt Service
Total Housing Expense	$1,180	(Overall debt service per month is 41% of $3,388)	(PITI

is 35% of $3,388)

OTHER HOUSEHOLD DEBT SERVICE

Car Payment	$ 150
Credit Card Payment	50
Total Other Debt	$ 200

A $865 per month loan payment equates to borrowing $143,000 at 5.88% for a 30 year term.

SUBSIDY CALCULATION
FOR A FAMILY OF FOUR EARNING $3,388 PER MONTH

Purchase Price of Property	$ 280,000
Less Primary loan amount	**143,000**
Less down payment of 1%	2,800
Equals **"GAP"**	**$ 134,200**
Plus estimated allowable settlement charges	8,400
Equals **Total Subsidy**	**$ 142,600**

B. The housing unit selection process will be conducted by the homebuyers. Prior to making an offer to purchase an eligible housing unit (see Section 3.0), homebuyer shall provide seller with a disclosure containing the following provisions:

1) Homebuyer has no power of eminent domain and, therefore, will not acquire the property if negotiations fail to result in an amicable agreement; and
2) Homebuyer's offer is an estimate of the fair market value of the housing unit, to be finally determined by a state licensed appraiser;
3) The housing unit will be subject to inspection. The housing unit must comply with local codes at the time of construction and local health and safety standards.
4) All housing units built prior to January 1, 1978 will require a lead paint disclosure to be signed by both the homebuyer and Seller (Attachment E);
5) Since the purchase would be voluntary, the seller would not be eligible for relocation payments or other relocation assistance;

6) The seller understands that the housing unit must be either: currently owner-occupied, newly constructed, or vacant for four months prior to submission of the purchase offer.

7) If the seller is not provided with a statement of the above six provisions prior to the purchase offer, the seller may withdraw from the agreement after this information is provided.

C. Applicant submits executed standard form purchase and sale agreement and primary lender prequalification letter to the City. The purchase and sale agreement will be contingent on the household and housing unit meeting Program eligibility requirements and receiving Program loan approval. The City verifies applicant eligibility, housing unit and loan eligibility and amount of assistance to be provided consistent with these guidelines.

D. The City determines Applicant's approval or denial, and notifies Applicant. The City provides written notification to Applicant of approval or denial with reason and, if denied, a copy of the Program's appeal procedures.

E. When Primary Lender requirements are met, Program funds are deposited into escrow, with required closing instructions and loan documents.

F. At the time of escrow closing, the City of Susanville shall be named as an additional loss payee on fire, flood (if required), and extended coverage insurance for the length of the loan and in an amount sufficient to cover all encumbrances or full replacement cost of the housing unit. A policy of Title Insurance naming the City of Susanville as insured is also required.

1.4. HOMEOWNER COSTS

A. Eligible households must document that they have the funds necessary for down payment and closing costs as required by the Primary Lender and the City. The Program's down payment requirement (below) is in place even if the Primary Lender has a lower down payment requirement. If the Primary Lender has a higher down payment requirement, there is no additional down payment requirement required by the Program.

B. Homebuyer must contribute a minimum down payment of one percent (1%) of the purchase price as recommended by the City, but may contribute more if desired.

C. City will not provide more than fifty percent (50%) of the purchase price. The subsidy will write down the cost of the primary lender's loan so that the payments of PITI are within approximately 30 to 35% of the gross household income. The City will determine the level of subsidy and affordability during underwriting of the Program's loan to make sure that it conforms to the requirements of the HCD funding Program.

1.5. HOMEOWNER EDUCATION

Buying a home can be one of the most confusing and complicated transactions anyone can make. Providing the future homeowner with informative homeowner education training, can bring success to the City of Susanville's Homeownership Assistance Program and most

importantly, the homeowner. It has been documented that Homeowners that have had homeowner education have the ability to handle problems that occur with homeownership. Program participants may be required to attend a City-approved homeowner education class. The homeowner education class will cover such topics as the following: preparing for homeownership; available financing; credit analysis; loan closing; homeownership responsibilities; home maintenance; impact of refinancing and loan servicing. Methods of homeowner counseling and education may include, but are not limited to: one-on-one counseling between homeowner, counselor and family/individual and/or group workshops and informational sessions. Tools of instruction may include fliers, brochures, power point presentations, worksheets, etc.

1.6. CONFLICT OF INTEREST REQUIREMENTS

When the City's program contains Federal funds, the applicable Conflict of Interest requirements of 24 CFR Section 570.611 shall be followed for CDBG assistance.

1.7. NON-DISCRIMINATION REQUIREMENTS

The Program will be implemented in ways consistent with the City's commitment to non-discrimination. No person shall be excluded from participation in, denied the benefit of, or be subject to discrimination under any program or activity funded in whole or in part with State funds on the basis of his or her religion or religious affiliation, age, race, color, creed, gender, sexual orientation, marital status, familial status (children), physical or mental disability, national origin, or ancestry, or other arbitrary cause.

2.0 APPLICANT QUALIFICATIONS

2.1. CURRENT INCOME LIMITS FOR THE AREA, BY HOUSEHOLD SIZE

All applicants must certify that they meet the household income eligibility requirements for the applicable HCD program(s) and have their household income documented. The income limits in place at the time of loan approval will apply when determining applicant income eligibility. All applicants must have incomes at or below 80% of the County's area median income (AMI), adjusted for household size, as published by HCD. (Attachment C).

Household: Means one or more persons who will occupy a housing unit. Unborn children do count in family size determination.

Annual Income: Generally, the gross amount of income of all adult household members that is anticipated to be received during the coming 12-month period.

2.2. INCOME QUALIFICATION CRITERIA

Projected annual gross income of the applicant household will be used to determine whether they are above or below the published HCD income limits. Income qualification criteria, as shown in the most recent HCD program-specific guidance at http://www.hcd.ca.gov/fa/cdbg/GuideFedPrograms.html, will be followed to independently determine and certify the household's annual gross income. The City should compare this annual gross income to the income the Primary Lender used when qualifying the household. The Primary Lender is usually underwriting to FHA or conventional guidelines and may not

calculate the household income or assets in the same way as required by the Program. Income will be verified by reviewing and documenting tax returns, copies of wage receipts, subsidy checks, bank statements and third-party verification of employment forms sent to employers. All documentation shall be dated within six months prior to loan closing and kept in the applicant file and held in strict confidence.

A. HOUSEHOLD INCOME DEFINITION:

Household income is the annual gross income of all adult household members that is projected to be received during the coming 12-month period, and will be used to determine program eligibility. Refer to Income Inclusions and Exclusions for further guidance to the types of incomes to be included or excluded when calculating gross annual income. For those types of income counted, gross amounts (before any deductions have been taken) are used. Two types of income that are not considered would be income of minors and live-in aides. Certain other household members living apart from the household also require special consideration. The household's projected ability to pay must be used, rather than past earnings, when calculating income.

The link to Annual Income Inclusions and Exclusions is:
http://www.hcd.ca.gov/fa/cdbg/FedProgGuideDocs/AppendixB_AnnualIncomeInclusionsExclusions.doc
See Attachment A: 24 CFR Part 5 Annual Income Inclusions and Exclusions

B. ASSETS:

There is no asset limitation for participation in the Program. Income from assets, however, is recognized as part of annual income under the Part 5 definition. An asset is a cash or non-cash item that can be converted to cash. The value of necessary items such as furniture and automobiles are not included. *(Note: it is the income earned – e.g. interest on a savings account – not the asset value, which is counted in annual income.)*

An asset's cash value is the market value less reasonable expenses required to convert the asset to cash, including, for example, penalties or fees for converting financial holdings, and costs for selling real property. The cash value (rather than the market value) of an item is counted as an asset.

The Link to Asset Inclusions and Exclusions is:
http://www.hcd.ca.gov/fa/cdbg/FedProgGuideDocs/AppendixC_AnnualIncomeAssetInclusionsExclusions.doc
See Attachment B: Part 5 Annual Income Net Family Asset Inclusions and Exclusions

2.3. DEFINITION OF AN ELIGIBLE HOMEBUYER

For CDBG, an eligible homebuyer means an individual or individuals or an individual and his or her spouse who meets the income eligibility requirements and is/are not currently on title to real property. Persons may be on title of a manufactured home unit, who are planning to sell the unit as part of buying a home located on real property. Documentation of

homebuyer status will be required for all ~~s~~ homebuyers. CDBG-funded programs may assist eligible homebuyers who are not "first-time" homebuyers.

3.0. HOUSING UNIT ELIGIBILITY

3.1. LOCATION AND CHARACTERISTICS

A. Housing units to be purchased must be located within the eligible area. The eligible area is described as follows: "Within the City of Susanville."

B. Housing unit types eligible for the Homeownership Program are new or previously owned single-family residences; condominiums; or manufactured homes in mobile home parks, in common-interest developments or on a single-family lot and placed on a permanent foundation system.

C. All housing units must be in compliance with State and local codes and ordinances.

D. Housing units located within a 100 year flood zone will be required to provide proof of flood insurance with an endorsement naming the City as loss payee in order to close escrow.

E. Housing must be "modest", so it may not exceed three bedrooms and two bathrooms unless there are documented extenuating circumstances (e.g. it would create an overcrowding situation, there is not a reasonable inventory of homes of this size, etc.) and the City of Susanville's Loan Committee approves the exception request.

3.2. CONDITIONS

A. <u>Construction Inspection and Determining Need for Repairs</u>:

Once the participating homebuyer has executed a purchase agreement for a housing unit, and prior to a commitment of Program funds, the following steps must be taken for the housing unit to be eligible for purchase under the Program:

1) When the City's Program utilizes Federal funds and if the housing unit was constructed prior to 1978 then the lead-based paint requirements of Section 3.2.C will apply.

2) The City and a certified housing inspector, will walk through the housing unit, determine if it is structurally sound, and identify any code related and health and safety deficiencies that need to be corrected. A list of code related repair items will be given to the ~~s~~ homebuyers and their Realtor to be negotiated with the seller.

If there are one or more health and safety deficiencies, and/or violations of applicable building codes noted in the written report, the City will approve the subsidy only if:

a. <u>Repair prior to close of escrow.</u> The buyer and seller agree to make necessary repairs to the dwelling unit prior to transfer of property ownership at their own expense; or

3) Upon completion of all work required by the City, a final inspection will be conducted prior to close of escrow. The inspector will sign off on all required construction work assuring that each housing unit receiving Program assistance is in compliance with local codes and health and safety requirements at the time of purchase and prior to occupancy.

4) Any work to be completed after purchase will be undertaken in accordance with HCD-approved housing rehabilitation program guidelines.

B. Lead-Based Paint Hazards: All housing units built prior to 1978 for which CDBG funding is anticipated are subject to the requirements of this section 3.2.C. Such homes must undergo a visual assessment by a person who has taken HUD's online Visual Assessment course. Deteriorated paint must be stabilized using work safe methods. Clearance must be obtained after paint stabilization by a DHS certified LBP Risk Assessor/Inspector. CDBG general administrative and activity delivery funds may be used to pay for lead-based paint visual assessments, and if lead mitigation and clearance costs are incurred, these programs may incorporate the costs into the calculation of Program assistance.

The following requirements must be met:

1) **Notification**: a) Prior to homebuyer's obligation to purchase a pre-1978 home, the Buyer will be given the most recent copy of and asked to read the EPA pamphlet "*Protect Your Family From Lead in Your Home*". (EPA 747-K-94-001). A signed receipt of the pamphlet will be kept in the City's homebuyer file; b) A notice to residents is required following a risk assessment/inspection using form DHS 8552, which is provided by the DHS-certified Risk Assessor/Inspector; c) a notice to residents is required following lead-based paint mitigation work using Visual Assessment and Lead-based Paint Notice of Presumption and Hazard Reduction form, LBP – 1 (Attachment H).

2) **Disclosure:** Prior to the homeowner's obligation to purchase a pre-1978 housing unit, the HUD disclosure (Attachment E), "Seller's Lead-based Paint Disclosure" notice must be provided by the seller to the homebuyer.

3) **Inspections:** The Inspector shall conduct a "Visual Assessment" of all the dwelling unit's painted surfaces in order to identify deteriorated paint. All deteriorated paint will be stabilized in accordance with CFR 35.1330 (a) and (b); and a Clearance shall be made in accordance with CFR 35.1340.

4) **Mitigation:** If stabilization is required, the contractor performing the mitigation work must use appropriately trained workers. Prior to the contractor starting mitigation work the City shall obtain copies of the contractor's and workers' appropriate proof of LBP training, as applicable to the job in order to assure that only qualified contractors and workers are allowed to perform the mitigation.

C. The City will: 1) confirm that the housing unit is within the eligible area, 2) will review each proposed housing unit to ensure that it meets all eligibility criteria before funding, and 3) ensure a completed Lead Compliance Document Checklist is placed in each

purchaser's file (see Attachment I).

3.3. ANTI-DISPLACEMENT POLICY AND RELOCATION ASSISTANCE

Eligible homes will be those that are currently owner-occupied or have been vacant for four months prior to the acceptance of a contract to purchase. A unit is ineligible if its purchase would result in the displacement of a tenant. It is not anticipated that the implementation of the Program will result in the displacement of any persons, households, or families. However, if tenant-occupied homes are included in the Program and relocation becomes necessary, the activity will be carried out in compliance with City's relocation plan, which describes how those permanently displaced will be relocated and paid benefits in accordance with the following Federal laws.

A. **Uniform Relocation Assistance (URA) and Real Property Acquisition Policies Act of 1970**

The federal URA and Real Property Acquisition Policies, as amended by the URA Amendments of 1987, contains requirements for carrying out real property acquisition or the displacement of a person, regardless of income status, for a project or program for which HUD financial assistance (including CDBG is provided. Requirements governing real property acquisition are described in Chapter VIII. The implementing regulations, 49 CFR Part 24, require developers and owners to take certain steps in regard to tenants of housing to be acquired, rehabbed or demolished, including tenants who will not be relocated even temporarily.

B. **Section104(d) of the Housing and Community Development Act of 1974**

Section 104(d) requires each contractor (CHDO or State Recipient), as a condition of receiving assistance under CDBG, to certify that it is following a residential anti-displacement plan and relocation assistance plan. Section 104(d) also requires relocation benefits to be provided to low-income persons who are physically displaced or economically displaced as the result of a CDBG assisted project, and requires the replacement of low-income housing, which is demolished or converted. The implementing regulations for Section 104(d) can be found in 24 CFR Part 570(a).

3.4. PROPER NOTIFICATION AND DISCLOSURES

A. Upon selection of a housing unit, a qualified seller and homebuyer will be given the necessary disclosures for the Program. The homebuyer must have read and signed all Program disclosure forms. Any and all property disclosures must be reviewed and signed by the homebuyer and seller.

B. All owners who wish to sell their housing units must receive an acquisition notice (Attachment F) prior to submission of the homebuyer's original offer. This notice will be included in the contract and must be signed by all owners on title. The disclosure must contain the items listed in 1.3.B. (required for federally-funded programs).

4.0. THE PRIMARY LOAN

Prior to obtaining a loan from the City, a homebuyer must provide evidence of financing for the maximum amount the Primary Lender is willing to loan (the "primary loan").

A. QUALIFYING RATIOS

The front-end (housing) debt-to-income ratio shall be between 26% and 35% and is the percentage of a borrower's gross monthly income (before deductions) that would cover the cost of the loan principal and interest payment, property taxes, property insurance, mortgage insurance, and HOA dues, if any.

The back-end (total) debt-to-income ratio shall be between 29% and 40% and is the percentage of a borrower's gross monthly income that would cover the cost of housing as described in the paragraph above, plus any other monthly debt payments like car or personal loans and credit card debt, as well as child support and alimony payments.

B. INTEREST RATE

The primary loan must have a fixed interest rate that does not exceed the current market rate, as established by an index identified in the most recent NOFA. No temporary interest rate buy-downs are permitted.

C. LOAN TYPE AND TERM

The primary loan shall be fully amortized and have a term "all due and payable" in no fewer than 30 years. There shall not be a balloon payment due before the maturity date of the Program loan.

D. IMPOUND ACCOUNT

All households will be required to have impound accounts for the payment of taxes and insurance to ensure they remain current.

5.0. THE PROGRAM LOAN

A. MAXIMUM AMOUNT OF PROGRAM ASSISTANCE

The amount of Program assistance to a homebuyer toward purchase of a home shall not exceed 50% of the total indebtedness.

B. NON-RECURRING CLOSING COSTS

Non-recurring costs such as credit report, escrow, closing and recording fees, and title report and title insurance, title updates and/or related costs may be included in the Program loan.

C. AFFORDABILITY PARAMETERS FOR HOMEOWNERS

The actual amount of a buyer's Program subsidy shall be computed according to the housing

ratio parameters specified in Section 5.0.A.. Each borrower shall receive only the subsidy needed to allow them to become homeowners ("the Gap") while keeping their housing costs affordable. The City will use the "front-end ratio" of housing-expense-to-income to determine if the amount of the proposed primary loan is acceptable and, ultimately, the Program subsidy amount required, bridging the gap between the acquisition cost (purchase price plus closing costs) less down payment, and the amount of the primary loan.

D. RATE AND TERMS FOR PROGRAM LOAN

All Program assistance to individual households shall be made in the form of deferred payment (interest and principal) loan (DPL).

The Program loan's term shall be for _30_ years.

The Program loan's interest rate shall be 3% simple interest.

All Program loan payments can be deferred to allow borrowers to have their repayment ability fully utilized under the primary loan. Loan principal shall not be forgiven, and the loan period cannot be extended.

E. COMBINED LOAN-TO-VALUE RATIO

The loan-to-value ratio for a Program loan, when combined with all other indebtedness to be secured by the property, shall not exceed 100 percent of the sales price plus a maximum of up to 5 percent of the sales price to cover actual closing costs.

6.0. PROGRAM LOAN REPAYMENT

6.1. EARLY PAYMENTS ARE VOLUNTARY

Borrowers may begin making voluntary payments at any time.

6.2. RECEIVING LOAN PAYMENTS

A. Program loan payments will be made to:

City of Susanville
66 North Lassen Street
Susanville, CA 96130

B. The City will be the receiver of loan payments or recaptured funds and will maintain a financial record-keeping system to record payments and file statements on payment status. Payments shall be deposited and accounted for in the City's Program Income Account, as required by HCD programs. The Program lender will accept loan payments from borrowers prepaying deferred loans, and from borrowers making payments in full upon sale or transfer of the property. All loan payments are payable to the City. The City may, at its discretion, enter into an agreement with a third party to collect and distribute payments and/or complete all loan servicing aspects of the Program.

6.3. DUE UPON SALE OR TRANSFER

In the event that an owner sells, transfers title, or discontinues residence in the purchased property for any reason, the principal balance of the DPL is due and payable, except:

A. The owner shall be assured a fair return on investment including the owner's investment and any capital improvement. If the Net proceeds are insufficient for the City to recapture the balance of Program Loan owed, the City shall share the Net proceeds with the owner in proportion to each party's investment in the property. The Net proceeds are the sales price less repayment of the primary loan, and closing costs.

B. If the owner of the property dies, and the heir to the property meets income requirements, the Homeowner definition, and intends to occupy the home as a principal residence, the heir may be permitted, upon approval of the City, to assume the loan at the rate and terms the heir qualifies for under the current participation guidelines. If the property owner dies and the heir does not meet eligibility requirements, the loan is due and payable.

C. If an owner wants to convert the property to a rental unit, or any commercial or non-residential use, the loan is due and payable.

D. The loan will be in default if the borrower fails to maintain required fire or flood insurance or fails to pay property taxes. See Attachment D on loan defaults for further information on property restrictions.

6.4. LOAN SERVICING POLICIES AND PROCEDURES

See Attachment D for local loan servicing policies and procedures. While the attached policy outlines a system that can accommodate a crisis that restricts borrower repayment ability, it should in no way be misunderstood: The loan must be repaid. All legal means to ensure the repayment of a delinquent loan as outlined in the Loan Servicing Policies and Procedures will be pursued.

6.5. LOAN MONITORING PROCEDURES

City will monitor Borrowers and their housing units to ensure adherence to Program requirements including, but not limited to, the following:

A. Owner-occupancy
B. Property tax payment
C. Hazard insurance coverage
D. Good standing on Primary loans and Secondary loans
E. General upkeep of housing units

7.0. PROGRAM LOAN PROCESSING AND APPROVAL

A. Loan Processing

All homebuyers or their representatives will be sent out an eligibility packet with all the necessary forms, disclosures, information, and application. They should submit a

complete application packet with all the City's Program loan documents executed as well as all the information from the Primary Lender. The Primary Lender should submit: 1) accepted property sales contract with proper seller notification; 2) mortgage application with good faith estimates and first mortgage disclosures; 3) full mortgage credit report and rent verification; 4) current third party income verifications and verifications of assets; 5) homeownership education certificate, if applicable; and 6) signed underwriting transmittal summary and final signed loan application, both from primary lender. Staff will work with local lenders to ensure qualified participants receive only the benefit from the City's Program needed to purchase the housing unit and that leveraged funds will be used when possible.

B. Creditworthiness

Qualifying ratios are only a rough guideline in determining a potential borrower's creditworthiness. Many factors such as excellent or poor credit history, amount of down payment, and size of loan will influence the decision to approve or disapprove a particular loan. The borrower's credit history will be reviewed by the City and documentation of such maintained in the loan file. The City may elect to obtain a credit report or rely on a current copy obtained by the primary lender.

C. Documents from Primary Lender

After initial review of the qualified homeowner's application packet, the City will request any additional documents needed. Documents may be faxed, but originals shall be received through the mail before Program funds are committed to escrow. Based on receipt and review of the final documents, the City will do an income certification (using most recent HCD program's guidance on income calculation and determination), and homebuyer certification (review of credit report and income taxes). Documentation of affordability will then be verified and subsidy requirement determined.

D. Disclosure of Program and Loan Information to Homebuyers

The Program's application and disclosure forms will contain a summary of the loan qualifications of the borrower with and without Program assistance. Housing ratios with and without Program assistance are also outlined in these guidelines. Information on the Program's application will be documented with third party verifications in the file. For example, the sales contact will provide the final purchase price and outline how much of the closing costs are to be paid by the seller, etc. The appraisal, termite and title report will provide information to substantiate the information in the sales contract and guide the construction inspection. The Program loan application will provide current debt and housing information and will be documented by the credit report and income/asset verifications. The Primary Lender's approval letter and estimated closing cost statement should reflect all the information in the loan package and show any contingencies of loan funding. Reviewing the Primary Lender's loan underwriting documentation will provide basic information about the qualification of the applicant and substantiate the affordability provided by the Program loan. By reviewing and crosschecking all the Primary Lender information, the final Program loan amount approved will fall within the affordability parameters of the Program.

7.1. COMPLETION OF UNDERWRITING AND APPROVAL OF PROGRAM LOAN

Once the loan approval package has been completed the City will review the request and may approve it with or without conditions. Upon approval, a final closing date for escrow is set and Program funds are accessed for the homebuyer.

7.2. PRIMARY AND PROGRAM LOAN DOCUMENT SIGNING

The homebuyer(s) sign promissory notes, loan agreements, deeds of trust, and statutory lending notices (Truth In Lending (TIL), etc.); the Deeds of Trust are recorded with the County Clerk/Recorder at the same time, and the request(s) for copy of Notice of Default are also recorded with the County Clerk/Recorder.

7.3 ESCROW PROCEDURES

The escrow/title company shall review the escrow instruction provided by the Program lender and shall issue a California Land Title Association (CLTA) and the American Land Title Association (ALTA) after closing. The CLTA policy is issued to the homebuyer and protects them against failure of title based on public records and against such unrecorded risks as forgery of a deed. The ALTA is issued to each lender providing additional coverage for the physical aspects of the property as well as the homebuyer's title failure. These aspects include anything which can be determined by only physical inspection, such as correct survey lines; encroachments; mechanics liens; mining claims and water rights. The Program lender instructs the escrow/title company in the escrow instructions as to what may show on the policy; the amount of insurance on the policy (all liens should be covered) and the loss payee (each lender should be listed as a loss payee and receive an original ALTA).

8.0. SUBORDINATE FINANCING

With today's high costs, in order for a low-income household to obtain a home, several funding sources might be required. Subordinate loans may be used to cover mortgage subsidy costs that exceed the Program maximum loan amount. All subordinate liens must have the payments deferred and the term must be for at least as long as the term of the Program loan.

9.0. EXCEPTIONS AND SPECIAL CIRCUMSTANCES

The City may make amendments to these Participation Guidelines. Any changes shall be made in accordance with regulations and approved by the City's Loan Committee. Changes shall then be sent to HCD for approval.

9.1. DEFINITION OF EXCEPTION

Any case to which a standard policy or procedure, as stated in the guidelines, does not apply or an applicant treated differently from others of the same class would be an exception.

9.2. PROCEDURES FOR EXCEPTIONAL CIRCUMSTANCES

A. The City or its agent may initiate consideration of an exception and prepare a report. This report shall contain a narrative, including the City's recommended course of action and any written or verbal information supplied by the applicant.

B. The City shall make a determination of the exception and the request can be presented to the City's loan committee and/or governing body for a decision.

10.0. DISPUTE RESOLUTION AND APPEALS PROCEDURE

Any applicant denied assistance from the Program has the right to appeal. The appeal must be in writing. The City has thirty (30) working days to review the appeal, seek recommendations from the loan committee and respond in writing to the applicant. If the applicant is not satisfied with the decision, a request for an appeal may be filed with the City's governing body. Final appeal must be filed in writing with HCD within one year after denial.

ATTACHMENT A

24 CFR Part 5 ANNUAL INCOME INCLUSIONS AND EXCLUSIONS

Part 5 Inclusions

This table presents the Part 5 income inclusions as stated in the HUD Technical Guide for Determining Income and Allowances for HOME Program (Third Edition; January 2005).

General Category	(Last Modified: January 2005)
1. Income from wages, salaries, tips, etc.	The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
2. Business Income	The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.
3. Interest & Dividend Income	Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in number 2 (above). Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of $5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.
4. Retirement & Insurance Income	The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic payment (except for certain exclusions, listed in Income Exclusions, number 14).
5. Unemployment & Disability Income	Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (except for certain exclusions, listed in Income Exclusions, number 3).
6. Welfare Assistance	Welfare Assistance. Welfare assistance payments made under the Temporary Assistance for Needy Families (TANF) program are included in annual income: • Qualify as assistance under the TANF program definition at 45 CFR 260.31; and • Are otherwise excluded from the calculation of annual income per 24 CFR 5.609(c). If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of: • the amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; **plus**: • the maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family welfare assistance is reduced from the standard of need by applying a percentage, the amount calculated under 24 CFR 5.609 shall be the amount resulting from one application of the percentage.
7. Alimony, Child Support, & Gift Income	Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
8. Armed Forces Income	All regular pay, special day, and allowances of a member of the Armed Forces (except as provided in number 8 of Income Exclusions).

Part 5 exclusions

This table presents the Part 5 income exclusions as stated in the HUD Technical Guide for Determining Income and Allowances for HOME Program (Third Edition; January 2005).

General Category	(Last Modified: January 2005)
1. Income of Children	Income from employment of children (including foster children) under the age of 18 years.
2. Foster Care Payments	Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone).
3. Inheritance and Insurance Income	Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses (except for certain exclusions, listed in Income Inclusions, number 5).
4. Medical Expense Reimbursements	Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member.
5. Income of Live-in Aides	Income of a live-in aide (as defined in 24 CFR5.403).
6. Income from a Disabled Member	Certain increase in income of a disabled member of qualified families residing in HOME-assisted housing or receiving HOME tenant-based rental assistance (24 CFR 5.671 (a)).
7. Student Financial Aid	The full amount of student financial assistance paid directly to the student or to the educational institution.
8. "Hostile Fire" Pay	The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.
9. Self-Sufficiency Program Income	a. Amounts received under training programs funded by HUD. b. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set side for use under a Plan to Attain Self-Sufficiency (PASS). c. Amounts received by a participant in other publicly assisted programs that are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, childcare, etc.) and which are made solely to allow participation in a specific program. d. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed $200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving s a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time. e. Incremental earnings and benefits resulting to any family member from participation in qualifying state or local employment training programs (including training not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment-training program.
10. Gifts	Temporary, nonrecurring, or sporadic income (including gifts).
11. Reparation Payments	Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era.
12. Income from Full-time Students	Earnings in excess of $480 for each full-time student 18 years old or older (excluding the head of household or spouse).
13. Adoption Assistance Payments	Adoption assistance payments in excess of $480 per adopted child.
14. Social Security & SSI Income	Deferred periodic amounts from supplemental security income and social security benefits that are received in a lump sum amount or in prospective monthly amounts.
15. Property Tax Refunds	Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit.
16. Home Care Assistance	Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep this developmentally disabled family member at home.
17. Other Federal Exclusions	Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR 5.609(c) apply. A notice will be published in the Federal Register and distributed to housing owners identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary. The following is a list of income sources that qualify for that exclusion:

	▸ The value of the allotment provided to an eligible household under the Food Stamp Act of 1977; ▸ Payments to volunteers under the Domestic Volunteer Service Act of 1973 (employment through AmeriCorps, VISTA, Retired Senior Volunteer Program, Foster Grandparents Program, youthful offender incarceration alternatives, senior companions); ▸ Payments received under the Alaskan Native Claims Settlement Act; ▸ Income derived from the disposition of funds to the Grand River Band of Ottawa Indians; ▸ Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes; ▸ Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program. ▸ Payments received under the Maine Indian Claims Settlement Act of 1980 (25 U.S.C. 1721); ▸ The first $2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the U.S. Claims Court and the interests of individual Indians in trust or restricted lands, including the first $2,000 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands; ▸ Amounts of scholarships funded under Title IV of the Higher Education Act of 1965, including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs; ▸ Payments received from programs funded under Title V of the Older Americans Act of 1985 (Green Thumb, Senior Aides, Older American Community Service Employment Program); ▸ Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the In Re Agent Orange product liability litigation, M.D.L. No. 381 (E.D.N.Y.); ▸ Earned income tax credit refund payments received on or after January 1, 1991, including advanced earned income credit payments; ▸ The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990; ▸ Payments received under programs funded in whole or in part under the Job Training Partnership Act (employment and training programs for Native Americans and migrant and seasonal farm workers, Job Corps, veterans employment programs, state job training programs and career intern programs, AmeriCorps). ▸ Payments by the Indians Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation; ▸ Allowances, earnings, and payments to AmeriCorps participants under the National and Community Services Act of 1990; ▸ Any allowance paid under the provisions of 38 U.S.C. 1805 to a child suffering from spina bifida who is the child of a Vietnam veteran; ▸ Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act; and ▸ Allowances, earnings, and payments to individuals participating in programs under the Workforce Investment Act of 1998.

ATTACHMENT B

PART 5 ANNUAL INCOME NET FAMILY ASSET INCLUSIONS AND EXCLUSIONS

This table presents the Part 5 asset inclusions and exclusions as stated in the HUD Technical Guide for Determining Income and Allowances for HOME Program (Third Edition; January 2005).

Statements from 24 CFR Part 5 – Last Modified: January 2005

Inclusions

1. Cash held in savings accounts, checking accounts, safe deposit boxes, homes, etc. For savings accounts, use the current balance. For checking accounts, use the average 6-month balance. Assets held in foreign countries are considered assets.
2. Cash value of revocable trusts available to the applicant.
3. Equity in rental property or other capital investments. Equity is the estimated current market value of the asset less the unpaid balance on all loans secured by the asset and all reasonable costs (e.g., broker fees) that would be incurred in selling the asset. Under HOME, equity in the family's primary residence is not considered in the calculation of assets for owner-occupied rehabilitation projects.
4. Cash value of stocks, bonds, Treasury bills, certificates of deposit and money market accounts.
5. Individual retirement, 401(K), and Keogh accounts (even though withdrawal would result in a penalty).
6. Retirement and pension funds.
7. Cash value of life insurance policies available to the individual before death (e.g., surrender value of a whole life or universal life policy).
8. Personal property held as an investment such as gems, jewelry, coin collections, antique cars, etc.
9. Lump sum or one-time receipts, such as inheritances, capital gains, lottery winnings, victim's restitution, insurance settlements and other amounts not intended as periodic payments.
10. Mortgages or deeds of trust held by an applicant.

Exclusions

1. Necessary personal property, except as noted in number 8 of Inclusions, such as clothing, furniture, cars and vehicles specially equipped for persons with disabilities.
2. Interest in Indian trust lands.
3. Assets not effectively owned by the applicant. That is, when assets are held in an individual's name, but the assets and any income they earn accrue to the benefit of someone else who is not a member of the household and that other person is responsible for income taxes incurred on income generated by the asset.
4. Equity in cooperatives in which the family lives.
5. Assets not accessible to and that provide no income for the applicant.
6. Term life insurance policies (i.e., where there is no cash value).
7. Assets that are part of an active business. "Business" does not include rental of properties that are held as an investment and not a main occupation.

ATTACHMENT C

INCOME LIMITS FOR LASSEN COUNTY*
(Limits are effective 2016)

	Number of Persons in Household							
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**
80% of AMI	**$37,700**	**$43,100**	**$48,500**	**$53,850**	**$58,200**	**$62,500**	**$66,800**	**$71,100**

* City will insert the limits for the county in which the Program is located, and will update the income limits annually as HCD provides new information. The link to the official, HCD-maintained, income limits is: **http://www.hcd.ca.gov/hpd/hrc/rep/state/incNote.html**

ATTACHMENT D

LOAN SERVICING POLICIES AND PROCEDURES FOR City of Susanville

The City of Susanville, hereafter called "Lender," has adopted these policies and procedures in order to preserve its financial interest in properties, whose "Borrowers" have been assisted with public funds. The Lender will to the greatest extent possible follow these policies and procedures, but each loan will be evaluated and handled on a case-by-case basis. The Lender has formulated this document to comply with state and federal regulations regarding the use of these public funds and any property restrictions, which are associated with them.

The policies and procedures are broken down into the following areas: 1) making required monthly payments or voluntary payments on a loan's principal and interest; 2) required payment of property taxes and insurance; 3) required Request for Notice of Default on all second mortgages; 4) loans with annual occupancy restrictions and certifications 5) required noticing and limitations on any changes in title or use of property; 6) required noticing and process for requesting a subordination during a refinance; 7) processing of foreclosure in case of default on the loan.

1. Loan Repayments:

The Lender will collect monthly payments from those borrowers who are obligated to do so under Notes which are amortized promissory notes (or Lender will use a third party loan collection Company to collect payments). Late fees will be charged for payments received after the assigned monthly due date.

For Notes, which are deferred payment loans, the Lender must accept voluntary payments on the loan. Loan payments will be credited to principal. The borrower may repay the loan balance at any time with no penalty.

2. Payment of Property Taxes and Insurance:

As part of keeping the loan from going into default, borrower must maintain property insurance coverage naming the Lender as loss payee in first position or additional insured if the loan is a junior lien. If borrower fails to maintain the necessary insurance, the Lender may take out force placed insurance to cover the property while the Borrower puts a new insurance policy in place. All costs for installing the necessary insurance will be added to the loan balance at time of installation of Borrower's new insurance.

When a property is located in a 100-year flood plain, the Borrower will be required to carry the necessary flood insurance. A certificate of insurance for flood and for standard property insurance with an endorsement naming the City as additional insured will be required at close of escrow. The lender will verify the insurance on an annual basis.

Property taxes must be kept current during the term of the loan. If the Borrower fails to maintain payment of property taxes then the lender may pay the taxes current and add the balance of the tax payment plus any penalties to the balance of the loan. Wherever possible, the Lender encourages Borrower to have impound accounts set up with their first mortgagee wherein they pay their taxes and insurance as part of their monthly mortgage payment.

3. Required Request for Notice of Default:

When the Borrower's loan is in second position behind an existing first mortgage, it is the Lender's policy to prepare and record a "Request for Notice of Default" for each senior lien in front of Lender's loan. This document requires any senior lien holder listed in the notice to notify the lender of initiation of a foreclosure action. The Lender will then have time to contact the Borrower and assist them in bringing the first loan current, if possible. The Lender can also monitor the foreclosure process and go through the necessary analysis to determine if the loan can be made whole or preserved. When the Lender is in a third position and receives notification of foreclosure from only one senior lien holder, it is in their best interest to contact any other senior lien holders regarding the status of their loans.

4. Annual Occupancy Restrictions and Certifications:

On owner-occupant loans, the Lender will require that Borrowers submit utility bills and/or other documentation annually to prove occupancy during the term of the loan. Some loans may have income and housing cost evaluations, which require a household to document that they are not able to make amortized loan payments, typically every five years. These loan terms are incorporated in the original Note and Deed of Trust.

5. Required Noticing and Restrictions on Any Changes of Title or Occupancy:

In all cases where there is a change in title or occupancy or use, the Borrower must notify the Lender in writing of any change. Lender and borrower will work together to ensure the property is kept in compliance with the original Program terms and conditions such that it remains available as an affordable home for low-income families. These types of changes are typical when Borrowers do estate planning (adding a relative to title) or if a Borrower dies and property is transferred to heirs or when the property is sold or transferred as part of a business transaction. In some cases the Borrower may move and turn the property into a rental unit without notifying the Lender. Changes in title or occupancy must be in keeping with the objective of benefit to low-income households (below 80 percent of AMI).

Change from owner-occupant to owner-occupant occurs at a sale. When a new owner-occupant is not low-income, the loan is not assumable and the loan balance is immediately due and payable. If the new owner-occupant qualifies as low-income, the purchaser may either pay the loan in full or assume all loan repayment obligations of the original owner-occupant, subject to the approval of the Lender's Loan Committee (depends on the HCD program).

If a transfer of the property occurs through inheritance, the heir (as owner-occupant) may be provided the opportunity to assume the loan at an interest rate based on household size and household income, provided the heir is income eligible. If the heir intends to occupy the property and is not low-income, the balance of the loan is due and payable. If the heir intends to act as an owner-investor, the balance of the loan may be converted to an owner/investor interest rate and loan term and a rent limitation agreement is signed and recorded on title. All such changes are subject to the review and approval of the Lender's Loan Committee.

Change from owner-occupant to owner-investor occurs when an owner-occupant decides to move out and rent the assisted property, or if the property is sold to an investor. If the owner converts any assisted unit from owner-occupied to rental, the loan is due in full.

Conversion to use other than residential use is not allowable where the full use of the property is changed from residential to commercial or other. In some cases, Borrowers may request that the Lender allow for a partial conversion where some of the residence is used for a business but the household still resides in the property. Partial conversions can be allowed if it is reviewed and approved by any and all agencies required by local statute. If the use of the property is converted to a fully non-residential use, the loan balance is due and payable.

6. Requests for Subordinations:

When a Borrower wishes to refinance the property, they must request a subordination request to the Lender. The Lender will subordinate their loan only when there is no "cash out" as part of the refinance. No cash out means that there are no additional charges on the transaction above loan and escrow closing fees. There can be no third-party debt payoffs or additional encumbrance on the property above traditional refinance transaction costs. Furthermore, the refinance should lower the housing cost of the household with a lower interest rate, and the total indebtedness on the property should not exceed the current market value.

Also, provisions of Section 5.0.B and 5.0.C of these guidelines still apply, which state that the loan must:

a) Be fully amortized and have a fixed interest rate that does not exceed the current market rate, as established by an index identified in the most recent NOFA;
b) Not have a temporary interest rate buy-down;
c) Have a term "all due and payable" in no fewer than 30 years; and,
d) Not have a balloon payment due before the maturity date of the Program loan.

Upon receiving the proper documentation from the refinance lender, the request will be considered by the City of Susanville's Loan Committee for review and approval. Upon approval, the escrow company will provide the proper subordination document for execution and recordation by the Lender.

7. Process for Loan Foreclosure:

Upon any condition of loan default: 1) non-payment; 2) lack of insurance or property tax payment; 3) change in title or use without approval; 4) default on senior loans, the Lender will send out a letter to the Borrower notifying them of the default situation. If the default situation continues then the Lender may start a formal process of foreclosure.

When a senior lien holder starts a foreclosure process and the Lender is notified via a Request for Notice of Default, the Lender, who is the junior lien holder, may cancel the foreclosure proceedings by "reinstating" the senior lien holder. The reinstatement amount or payoff amount must be obtained by contacting the senior lien holder. This amount will include all delinquent payments, late charges and fees to date. Lender must confer with Borrower to determine if, upon paying the senior lien holder current, the Borrower can provide future payments. If this is the case then the Lender may cure the foreclosure and add the costs to the balance of the loan with a Notice of Additional Advance on the existing note.

If the Lender determines, based on information on the reinstatement amount and status of borrower, that bringing the loan current will not preserve the loan, then staff must determine if it is cost effective to protect their position by paying off the senior lien holder in total and restructure the debt such that the unit is made affordable to the Borrower. If the Lender does not have sufficient funds to pay the senior lien holder in full, then they may choose to cure the senior lien holder and foreclose on the property themselves. As long as there is sufficient value in the property, the Lender can afford to pay for the foreclosure process and pay off the senior lien holder and retain some or all of their investment.

If the Lender decides to reinstate, the senior lien holder will accept the amount to reinstate the loan up until five (5) days prior to the set "foreclosure sale date." This "foreclosure sale date" usually occurs about four (4) to six (6) months from the date of recording of the "Notice of Default." If the Lender fails to reinstate the senior lien holder before five (5) days prior to the foreclosure sale date, the senior lien holder would then require a full pay off of the balance, plus costs, to cancel foreclosure. If the Lender determines the reinstatement and maintenance of the property not to be cost effective and allows the senior lien holder to complete foreclosure, the Lender's lien may be eliminated due to insufficient sales proceeds.

Lender as Senior Lien holder

When the Lender is first position as a senior lien holder, active collection efforts will begin on any loan that is 31 or more days in arrears. Attempts will be made to assist the homeowner in bringing and keeping the loan current. These attempts will be conveyed in an increasingly urgent manner until loan payments have reached 90 days in arrears, at which time the Lender may consider foreclosure. Lender's staff will consider the following factors before initiating foreclosure:

1. Can the loan be cured and can the rates and terms be adjusted to allow for affordable payments such that foreclosure is not necessary?
2. Can the Borrower refinance with a private lender and pay off the Lender?
3. Can the Borrower sell the property and pay off the Lender?
4. Does the balance warrant foreclosure? (If the balance is under $5,000, the expense to foreclose may not be worth pursuing.)
5. Will the sales price of home "as is" cover the principal balance owing, necessary advances, (maintain fire insurance, maintain or bring current delinquent property taxes, monthly yard maintenance, periodic inspections of property to prevent vandalism, etc.) foreclosure, and marketing costs?

If the balance is substantial and all of the above factors have been considered, the Lender may opt to initiate foreclosure. The Borrower must receive, by certified mail, a thirty-day notification of foreclosure initiation. This notification must include the exact amount of funds to be remitted to the Lender to prevent foreclosure (such as, funds to bring a delinquent BMIR current or pay off a DPL).

At the end of thirty days, the Lender should contact a reputable foreclosure service or local title company to prepare and record foreclosure documents and make all necessary notifications to the owner and junior lien holders. The service will advise the Lender of all required documentation to initiate foreclosure (Note and Deed of Trust usually) and funds

required from the owner to cancel foreclosure proceedings. The service will keep the Lender informed of the progress of the foreclosure proceedings.

When the process is completed, and the property has "reverted to the beneficiary" at the foreclosure sale, the Lender could sell the home themselves under a homeowner program or use it for an affordable rental property managed by a local housing authority or use it for transitional housing facility or other eligible use. The Lender could contract with a local real estate broker to list and sell the home and use those funds for program income eligible uses.

ATTACHMENT E

SELLERS LEAD-BASED PAINT DISCLOSURE

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards
Lead Warning Statement

Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

Seller's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

(i) ____ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

_____

(ii)____ Seller has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the seller (check (i) or (ii) below):

(i) ____ Seller has provided the purchaser with all available records and reports pertaining to Lead-based paint and/or lead-based paint hazards in the housing (list documents below).

_____

(ii) ____Seller has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Purchaser's Acknowledgment (initial)

(c)____Purchaser has received copies of all information listed above.

(d)____Purchaser has received the pamphlet Protect Your Family from Lead in Your Home.

(e)____Purchaser has (check (i) or (ii) below):

(i) _____ received a 10-day opportunity (or mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards; or

(ii) _____waived the opportunity to conduct a risk assessment or inspection for the presence of Lead-based paint and/or lead-based paint hazards (NOT PERMISSIBLE FOR HOME AND CDBG).

Agent's Acknowledgment (initial)

(f)____ Agent has informed the seller of the seller's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

Seller	Date	Seller	Date
Purchaser	Date	Purchaser	Date
Agent	Date	Agent	Date

ATTACHMENT F

Disclosure to Seller with Voluntary, Arm's Length Purchase Offer

DECLARATION

This is to inform you that _____ would like to purchase the property, located at _____, if a satisfactory agreement can be reached. We are prepared to pay $_____ for a clear title to the property under conditions described in the attached proposed contract of sale.

Because Federal funds may be used in the purchase, however, we are required to disclose to you the following information:

1. The sale is voluntary. If you do not wish to sell, the buyer, _____, thru the agency,_____ will not acquire your property. The buyer does not have the power of eminent domain to acquire your property by condemnation (i.e. eminent domain) and the agency/Sponsor _____ will not use the power of eminent domain to acquire the property.
2. The estimated fair market value of the property is $_____ and was estimated by _____, to be finally determined by a professional appraiser prior to close of escrow.

Since the purchase would be a voluntary, arms length, transaction you would not be eligible for relocation payments or other relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), or any other law or regulation. Also, as indicated in the contract of sale, this offer is made on the condition that no tenant will be permitted to occupy the property before the sale is completed.

Again, please understand that if you do not wish to sell your property, we will take no further action to acquire it. If you are willing to sell the property under the conditions described in the attached contract of sale, please sign the contract and return it to us at: _____. If you have any questions about this matter, please contact _____at _____.

Sincerely,

_____
Title

_____ _____
Buyer Date

_____ _____
Buyer Date

Form continues on next page with Seller's Acknowledgment

Acknowledgement

As the Seller I/we understand that the _____ will inspect the property for health and safety deficiencies. I/we also understand that public funds may be involved in this transaction and, as such, if the property was built before 1978, a lead-based paint disclosure must be signed by both the buyer and seller, and that a Visual Assessment will be conducted to determine the presence of deteriorated paint.

As the Seller, I/we understand that under the City's program, the property must be currently owner-occupied, vacant for four months at the time of submission of purchase offer, new (never occupied), or renter purchasing the unit. I/we hereby certify that the property is:

☐ Vacant at least 4 months; ☐ Owner-occupied; ☐ New; or ☐ Being Purchased by Occupant

I/we hereby certify that I have read and understand this "Declaration" and ☐ a copy of said Notice was given to me prior to the offer to purchase. If received after presentation of the purchase offer, I/We choose ☐ to withdraw or ☐ not to withdraw, from the Purchase Agreement.

_____ _____

Seller Date

_____ _____

Seller Date

ATTACHMENT G

City of Susanville

INSTRUCTIONS TO HOMEOWNER

A. Participant works with lender of choice to obtain the primary lender's pre-qualification letter.

B. The City staff meets with qualified applicant to provide information relative to the program requirements, the lending process, and homeownership responsibilities.

C. After consultation with City regarding approved bedroom and bathroom maximums (always 3 bedrooms and 2 bathrooms unless extenuating circumstances justify more to be approved), participant works with real estate agent to select home. Program disclosures are reviewed with agent for presentation to seller.

D. Lender provides information to City and City reviews paperwork to determine program eligibility and financing affordability for participant

E. Participant selects home and enters into a purchase contract (contingent upon receiving Program loan approval). Lender provides the City with a copy of:

   a. real estate sales contract
   b. residential loan application and credit report
   c. verified income documentation
   d. disclosure statement
   e. proof of personal funds for participation in program
   f. breakdown of closing costs
   g. structural pest control clearance
   h. appraisal with photos and preliminary title report

F. The City has home inspected to document health & safety and code compliance. Notice of any deficiencies or needed corrections are given to participant's real estate agent, with recommended course of action.

G. The City of Susanville's Loan Committee will review loan application and supporting documents, and if all documentation is in order approve loan. Following loan approval, the City prepares Deed of Trust, Promissory Note, Request for Notice of Default, Grant Agreement, Owner-Occupant Agreement with City and Escrow Instructions, and requests check and deposits same into escrow.

H. Escrow company furnishes City with proof of documents to be recorded, and any escrow closeout information. After receipt of recorded loan documents, Final HUD-1, Insurance Loss Payee Certification and Final Title Insurance Policy () (City) closes out the loan file.

ATTACHMENT H

LEAD-BASED PAINT

VISUAL ASSESSMENT, NOTICE OF PRESUMPTION, AND HAZARD REDUCTION FORM

Section 1: Background Information			
Property Address:			No LBP found or LBP exempt ☐
Select one:	Visual Assessment ☐	Presumption ☐	Hazard Reduction ☐

Section 2: Visual Assessment. Fill out Sections 1, 2, and 6. If paint stabilization is performed, also fill out Sections 4 and 5 after the work is completed.	
Visual Assessment Date:	Report Date:
Check if no deteriorated paint found ☐	
Attachment A: Summary where deteriorated paint was found.	

Section 3: Notice of Presumption. Fill out Sections 1, 3, 5, and 6. Provide to occupant w/in 15 days of presumption.
Date of Presumption Notice:
Lead-based paint is presumed to be present ☐ and/or Lead-based paint ***hazards*** are presumed to be present ☐
Attachment B: Summary of Presumption:

Section 4: Notice of Lead-Based Paint Hazard Reduction Activity. Fill out Sections 1, 4, 5, and 6. Provide to occupant w/in 15 days of after work completed.	
Date of Hazard Reduction Notice:	
Initial Hazard Reduction Notice? Yes ☐ No ☐	Start & Completion Dates:
If "No", dates of previous Hazard Reduction Activity Notices:	
Attachment C: Activity locations and types.	
Attachment D: Location of building components with lead-based paint remaining in the rooms, spaces or areas where activities were conducted.	
Attachment E: Attach clearance report(s), using DHS form 8552 (and 8551 for abatement activities)	

Section 5: Resident Receipt of Notice for Presumption or Lead-Based Paint Hazard Reduction Activity		
Printed Name:	Signature:	Date:

Section 6: Contact Information	Organization:	
Contact Name:	Contact Signature:	
Date:	Address:	Phone:

ATTACHMENT I

Homeownership Assistance Program Lead Compliance Document Checklist

The following documents should be in each homeowner unit file to document compliance with the lead requirements:

Document Name	Purpose	✓
Lead Safe Housing Rule Screening Sheet	Documents exemptions	
Physical inspection form (HQS or equivalent)	Documents visual assessment results	
Seller Certification	Seller certifies that paint was stabilized by qualified workers and that safe work practices were followed during paint stabilization	
Clearance Report and Clearance Review Worksheet	Documents that unit passed clearance	
Disclosure Form	Documents that buyer received disclosure and pamphlet.	
Lead Hazard Reduction Notice	Documents that buyer received required lead hazard reduction notification.	

This was taken from the HUD Website at:

http://www.hud.gov/offices/cpd/affordablehousing/training/leadsafe/usefulforms/index.cfm#crosscutting

STANDARD CONTRACT LANGUAGE:
ALL CONTRACTS AND SUBCONTRACTS

1. The Civil Rights. HCD. and Age Discrimination Acts Assurances:
During the performance of this Agreement, the Grantee assures that no otherwise qualified person shall be excluded from participation or employment, denied program benefits, or be subjected to discrimination based on race, color, national origin, sex, age, or handicap, under any program or activity funded by this contract, as required by Title VI of the Civil Rights Act of 1964, Title I of the Housing and Community Development Act of 1974, as amended, and the Age Discrimination Act of 1975, and all implementing regulations.

2. Rehabilitation Act of 1973 and the "504 Coordinator"
The Grantee further agrees to implement the Rehabilitation Act of 1973, as amended, and its regulations, 24 CFR Part 8, including, but not limited to, for Grantees with 15 or more permanent full or part time employees, the local designation of a specific person charged with local enforcement of this Act, as the "504 Coordinator".

3. The Training. Employment and Contracting Opportunities for Business and Lower Income Persons Assurance of Compliance:
   a) The grant activity to be performed under this Agreement is on a project assisted under a program providing direct federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C 1701u. Recipients, contractors and subcontractors shall direct their efforts to provide, to the greatest extent feasible, training and employment opportunities generated from the expenditure of Section 3 covered assistance to Section 3 residents in the order of priority provided in 24 CFR 135.34(a)(2).

   b) The parties to this Agreement will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.

   c) The Grantee will include these Section 3 clauses in every contract and subcontract for Work in connection with the grant activity and will, at the direction of the State, take appropriate action pursuant to the contract or subcontract upon a finding that the Grantee or any contractor or subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Part 135 and, will not let any contract unless the Grantee or contractor or subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

   d) Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of the Agreement shall be a condition of the federal financial assistance provided to the project, binding upon the Grantee, its successors and assigns. Failure to fulfill these requirements shall subject the Grantee, its contractors and subcontractors, its successors and assigns to those sanctions specified by the grant or contract through which federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

4. Assurance of Compliance with Requirements Placed on Construction Contracts of $10,000 or more

   The Grantee hereby agrees to place in every contract and subcontract for construction exceeding $10,000 the Notice of Requirement for Affirmative Action to ensure Equal Employment Opportunity (Executive Order 11246), the Standard Equal Employment Opportunity, and the Construction Contract Specifications. The Grantee furthermore agrees to insert the appropriate Goals and Timetables issued by the U.S. Department of Labor in such contracts and subcontracts.

5. State Nondiscrimination Clause:

   a) During the performance of this contract, contractor and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40) marital status, and denial of family care leave. Contractors and subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination and harassment. Contractors and subcontractors shall comply with the provisions of the Housing Act (Government Code, Section 12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7258 et seq.) The applicable regulations of the Fair Employment and Housing Commission implementing Government Regulations, are incorporated into this contract by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

   b) Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the contract.

6. Labor Standards –Federal Labor Standards Provisions

   The Grantee shall cause or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of:

   Davis-Bacon Act (40 USC 276a-276a-5) requires that workers receive no less than the prevailing wages being paid for similar work in their locality. Prevailing wages are computed by the Department of Labor and are issued in the form of Federal wage decisions for each classification of work. The law applies to most construction, alteration, or repair contracts over $2,000.

   Copeland "Anti-Kickback" Act (47 USC 276(c) requires that workers be paid at least once a week without any deductions or rebates except permissible deductions.

   Contract Work Hours and Safety Standards Act – CWHSSA (40USC 327-333) requires that workers receive "overtime" compensation at a rate of 1-1/2 times their regular hourly wage after they have worked 40 hours in one week.

   Title 29, Code of Federal Regulations, Subtitle A, Parts 1, 3 and 5 are the regulations and procedures issued by the Secretary of Labor for the administration and enforcement of the Davis-Bacon Act, as amended.

NOTICE TO OWNER

"Under the California Mechanics' Lien Law, any contractor, subcontractor, laborer, supplier, or other person or entity who helps to improve your property, but is not paid for his or her work or supplies, has a right to place a lien on your home
, land, or property where the work was performed and to sue you in court to obtain payment.

This means that after a court hearing, your home, land, and property could be sold by a court officer and the proceeds of the sale used to satisfy what you owe. This can happen even if you have paid your contractor in full if the contractor's subcontractors, laborers, or suppliers remain unpaid.

To preserve their rights to file a claim or lien against your property, certain claimants such as subcontractors or material suppliers are each required to provide you with a document called a "Preliminary Notice." Contractors and laborers who contract with owners directly do not have to provide such notice since you are aware of their existence as an owner. A preliminary notice is not a lien against your property. Its purpose is to notify you of persons or entities that may have a right to file a lien against your property if they are not paid. In order to perfect their lien rights, a contractor, subcontractor, supplier, or laborer must file a mechanics' lien with the county recorder which then becomes a recorded lien against your property. Generally, the maximum time allowed for filing a mechanics' lien against your property is 90 days after substantial completion of your project.

TO INSURE EXTRA PROTECTION FOR YOURSELF AND YOUR PROPERTY, YOU MAY WISH TO TAKE ONE OR MORE OF THE FOLLOWING STEPS:

(1) Require that your contractor supply you with a payment and performance bond (not a license bond), which provides that the bonding company will either complete the project or pay damages up to the amount of the bond. This payment and performance bond as well as a copy of the construction contract should be filed with the county recorder for your further protection. The payment and performance bond will usually cost from 1 to 5 percent of the contract amount depending on the contractor's bonding ability. If a contractor cannot obtain such bonding, it may indicate his or her financial incapacity.
(2) Require that payments be made directly to subcontractors and material suppliers through a joint control. Funding services may be available, for a fee, in your area which will establish voucher or other means of payment to your contractor. These services may also provide you with lien waivers and other forms of protection. Any joint control agreement should include the addendum approved by the registrar.
(3) Issue joint checks for payment, made out to both your contractor and subcontractors or material suppliers involved in the project. The joint checks should be made payable to the persons or entities which send preliminary notices to you. Those persons or entities have indicated that they may have lien rights on your property; therefore, you need to protect yourself. This will help to insure that all person due are actually paid.
(4) Upon making payment on any completed phase of the project, and before making any further payments, require your contractor to provide you with unconditional "Waiver and Release" forms signed by each material supplier, subcontractor, and laborer involved in that portion of the work for which payment was made. The statutory lien releases are set forth in exact language in Section 3262 of the Civil Code. Most stationery stores will sell the "Waiver and Release" forms if your contractor does not have them. The material suppliers, subcontractors, and laborers that you obtain releases from are those persons or entities who have filed preliminary notices with you. If you are not certain of the material suppliers, subcontractors, and laborers working on your project, you may obtain a list from your contractor. On projects involving improvements to a single-family residence or a duplex owned by the individuals, the person signing these releases lose the right to file a mechanics' lien

claim against your property. In other types of construction, this protection may still be important, but may not be as complete.

To protect yourself under this option, you must be certain that all material suppliers, subcontractors, and laborers have signed the "Waiver and Release" form. If a mechanics' lien has been filed against your property, it can only be voluntarily released by a recorded "Release of Mechanics' Lien" signed by the person or entity that filed the mechanics' lien against your property unless the lawsuit to enforce the lien was not timely filed. You should not make any final payments until any and all such liens are removed. You should consult an attorney if a lien is filed against your property."

Read and acknowledged:

Signature	Dated
Signature	Dated

ATTACHMENT I

CITY OF SUSANVILLE

CONSTRUCTION PAYMENT REQUEST # _____

Date_____

Participant _____Project_____Job #_____

Project Address_

_____

Total Contract Amount $_____ Payment Amount $_

_____

Contractor:_____Construction Supervisor:_____

Items Completed:

_____

_ _____

_ _____

_ _____

_ _____

_ _____

_ _____

I request payment for work in progress on the above property. I certify that the work itemized above has been completed as of this date.

_____ -

_____

Contractor's Signature Date

NOTE: Ten percent (10%) of the total contract amount (including all change orders) will be retained by City of ADD NAME until 35 days after Notice of Completion is recorded.

The items listed above have been completed satisfactorily.

_____

Please release payment to Contractor as requested (or amended). OWNER'S SIGNATURE

DATE

APPROVED FOR PAYMENT: _____

City Building Inspector DATE

☐ Mail ☐ Pick-up

NOTES:

–

–

–

DISTRIBUTION: WHITE: City Building Department **YELLOW**: Owner **PINK**: Contractor **GOLDENROD**: Supervisor

City of Susanville
Housing Rehabilitation Assistance Guidelines

For:
Community Development Block Grant (CDBG) Program

CDBG Approved (XX/XX/2016)
City Council Approved (XX/XX/2016)
HCD Version 12/10

CITY OF SUSANVILLE
HOUSING REHABILITATION PROGRAM GUIDELINES

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CITY OF SUSANVILLE
HOUSING REHABILITATION PROGRAM GUIDELINES

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Introduction

This Manual sets forth policies and procedures for the City of Susanville Housing Rehabilitation Program. This Program provides funds for owner-occupied and owner-investor residential properties of 1-4 units. Funding is supplied through various sources, as available, including the state of California Community Development Block Grant (CDBG) Program. The Housing Rehabilitation Program is administered by the Housing Authority of the County of Lassen and is designed to provide home rehabilitation opportunities to low- income buyers and tenants within the City of Susanville.

Homebuyer Program Mailing Address:	City of Susanville 66 N. Lassen St. Susanville, CA 96130
Telephone: Fax:	530-252-5100 530-252-1020
Program Operator:	City of Susanville 66 N. Lassen St. Susanville, CA 96130
Telephone:	530-252-5100

CITY OF SUSANVILLE

HOUSING REHABILITATION PROGRAM GUIDELINES

1.0. GENERAL

The above-named entity, hereinafter referred to as the "City", has entered into a contractual relationship with the California Department of Housing and Community Development ("HCD") to administer one or more HCD-funded housing rehabilitation programs. The rehabilitation program described herein and hereinafter referred to as the "Program" is designed to provide assistance to eligible homeowners and owner-investors for correction of eligible health and safety items, property improvements, water and energy efficiency upgrades and code violations for properties located within the City of Susanville. The Program provides this assistance in the form of deferred payment loans used to finance the cost of necessary repairs that will provide the homeowner with a healthy, safe, sanitary and code-compliant home, referred to herein as "housing unit". The Program will be administered by the City of Susanville hereinafter referred to as the "Program Operator".

1.1. PROGRAM OUTREACH AND MARKETING

All outreach efforts will be done in accordance with state and federal fair lending regulations to assure nondiscriminatory treatment, outreach and access to the Program. No person shall, on the grounds of age, ancestry, color, creed, physical or mental disability or handicap, marital or familial status, medical condition, national origin, race, religion, gender or sexual orientation, be excluded, denied benefits or subjected to discrimination under the Program. The City will ensure that all persons, including those qualified individuals with handicaps have access to the Program.

A. The Fair Housing Lender and Accessibility logos will be placed on all outreach materials. Fair housing marketing actions will be based upon a characteristic analysis comparison (census data may be used) of the Program's eligible area compared to the ethnicity of the population served by the Program (includes, separately, all applications given out and those receiving assistance) and an explanation of any underserved segments of the population. This information is used to show that protected classes (age, gender, ethnicity, race, and disability) are not being excluded from the Program. A Fair Housing Marketing Plan can be found as Attachment D. Flyers or other outreach materials, in English and any other language that is the primary language of a significant portion of the area residents, will be widely distributed in the Program-eligible area and will be provided to any local social service agencies. The Program may sponsor homeownership education classes to help educate homeowners about credit, budgeting, predatory lending, foreclosure prevention and home maintenance, as well as future responsibilities.

B. Section 504 of the Rehabilitation Act of 1973 prohibits the exclusion of an otherwise qualified individual, solely by reason of disability, from participation under any program receiving Federal funds. The Program City will take appropriate steps to ensure effective communication with disabled housing applicants, residents and members of the public.

1.2. APPLICATION PROCESS AND SELECTION

A. Waiting List/Homeowner Contact

The Program Operator will utilize a waiting list for the Owner-Occupied Rehabilitation Program. In response to a homeowner's request, the homeowner is placed on the waiting list. Homeowners are offered the opportunity to qualify for assistance on a first-come, first served basis. The Program Operator will contact homeowners by mail and/or by telephone to advise of funding availability. The homeowner has 30 days to complete and return the loan application and supporting documentation. Should a homeowner fail to respond to the initial contact for assistance or to provide any of the required documentation within the 30-day period, the homeowner's name will be removed from the waiting list. If the homeowner desires assistance at a later time, he/she will be placed on the waiting list at that time.

Should the waiting list be exhausted, the Program will be marketed in accordance with the City's Marketing Plan. **See Attachment D.**

B. Application/Interview

An application packet is provided to the homeowner for completion and submittal to the Program Operator, along with all supporting documentation. An interview is scheduled with the applicant. The Program is fully explained; application forms and documentation are reviewed. Verifications are obtained for income, assets, employment, benefits, and mortgage. Title report and appraisals are also obtained.

If the Program Operator encounters material discrepancies and/or misrepresentations, and/or there are income, asset, household composition, or other important questions that can't be resolved, the City reserves the right to deny assistance to the household. In this case, the applicant may re-apply after six months have elapsed from the time of written assistance denial.

C. Household Selection

Households selected for participation in the City's Housing Rehabilitation Program are those determined eligible by the Program Operator in accordance with these Guidelines, after completion of processes described in A. and B. above.

D. Initial Inspection/Work Write-Up/Estimate

Prospective units are inspected by the Program Operator, a certified housing inspector, or a City representative to determine eligibility and acceptability of properties for participation in the Program.

If the home is a pre-1978 unit, the initial inspection will also include paint testing by a certified Lead-Based Paint (LBP) inspector/assessor or presumption of LBP. Code deficiencies will be corrected and if presumption is used or lead hazards are found they will be properly treated according to HUD regulations (Section 6.1.E & F) and cleared by a certified LBP inspector/assessor.

Measurements and observations are noted about the property, including special conditions with potential cost consequences (dilapidated outbuildings, absence of curb and gutter when required by code, etc.). A floor plan and site plan, as needed, are drawn for the home and property, including all appurtenances.

Findings are noted on an inspection form, and later used by the Program Operator to prepare the work write-up. Estimated costs are determined by the Program Operator who has years of experience in the building industry, and in reviewing contractor bids and verifying cost with materials suppliers. The homeowner reviews the completed work write-up and cost estimate, and the approved write-up is incorporated into bid documents.

E. Bid Solicitation

A bid walk-through date and time are scheduled. The homeowner may choose to solicit his/her own bids or request that the Program Operator solicit bids on his/her behalf. Invitations to bid are mailed to all eligible contractors on file in efforts to obtain three reasonable bids. Bid results will be provided to participating contractors.

Contractors must be licensed and bonded by the State of California Contractors Licensing Board. Contractors must also provide Program Operator with evidence of Workers' Compensation Insurance and Comprehensive General Liability and Property Damage Insurance with Combined Single Limits of at least $1,000,000. The Program Operator determines eligibility of the contractor by contacting the State Contractors License Board and checking the Federal List of Debarred Contractors. The contractor is also required to provide a self-certification stating that he/she is not on the Federal debarred list. Once determined eligible, the contractor is then notified of provisional award of bid (pending loan approval). Notices

of non-award are mailed to participating contractors.

Cost reasonableness is determined by comparing the bids received with the cost estimate prepared by the Program Operator. Bids should be within 10% of the Program Operator's cost estimate, otherwise an explanation must be provided to the file for any bid selected exceeding 10% of the estimate. The homeowner is encouraged to accept the lowest reasonable bid.

F. Loan Request/Approval

A report and loan request are prepared on behalf of the homeowner by the Program Operator. The loan request includes the cost of construction, a contingency fund, and other project costs (listed in Section 6.3.). A Housing Committee meeting is scheduled to hear the loan request. Section 1.3 provides additional information on the loan approval process. Once approved, loan documents are executed and the loan is funded.

G. Pre-Construction Conference

A pre-construction conference is scheduled with homeowner, contractor, and Program Operator. The Program Operator reviews the Owner-Contractor Construction Contract, including the work write-up, start date, pay schedule, and date of completion, with the homeowner and contractor. The construction contract and Notice to Proceed are executed.

H. Start-Up/Field Inspections

The Program Operator monitors date of start-up and performs field inspections on a regular basis. The Program Operator will visit the job site regularly in order to check the scope of work, inspect materials, and to confirm the job is on schedule and within budget. The Program Operator works with the City's Building Inspector to ensure the work meets building codes, while not exceeding funding limits. The Program Operator reviews the work status with the homeowner and with the contractor in order to remedy any developing problems quickly and to ensure that both are satisfied with the construction process. At the completion of each phase, the Program Operator inspects the work and the homeowner authorizes contractor payments. The Program Operator will refer back to original plans and specifications to verify the work was completed as contracted.

I. Change Orders

Written change orders are required when the homeowner requests any changes in the write-up, such as eliminating an item completely, eliminating one item and substituting another, or adding items. The change order will state the change and dollar value for the change. The change order must be signed by both the contractor and the homeowner, and submitted to the Program Operator for approval. If the change order exceeds the approved financing, the homeowner will be asked to provide additional funds or a report and request for additional funds may be presented to the City for approval prior to Program Operator signing-off on the change order.

J. Progress Payments

Ninety percent (90%) of the contract amount is distributed to the contractor in the form of progress payments during construction. The final ten-percent (10%) of the contract amount is set aside as a retention payment. The contractor requests a progress payment from the homeowner and notifies the Program Operator that he/she has done so. Upon favorable inspection by the homeowner, Program Operator, and City or City's Building Inspector, the payment authorization is signed by the homeowner and submitted for payment.

K. Final Inspections/Notice of Completion/Final Payment

When the project is completed, the Program Operator inspects the work item by item with the homeowner, the contractor, and/or the City. The City's Building Inspector performs a final inspection. Any corrections or deficiencies are noted and corrected by the contractor. Upon favorable final inspections, a Notice of Completion is prepared, signed by the

homeowner, and then recorded. The final ten-percent (10%) retention payment is released 35 days after the recording of the Notice of Completion.

1.3. LOAN PROCESS

The City must approve all loans and grants. The Housing Committee may approve assistance with financing exceeding 100 percent of after-rehabilitation value as needed in cases where no other financial resources are available to cover the cost of the improvements and where clear and convincing documentation exists, justifying why the exception is needed.

In order to obtain financing, applicants must meet all property and eligibility guidelines in effect at the time the application is considered. Homeowners will be provided written notification of approval or denial. Any reason for denial will be provided to the applicant in writing.

1.4. CONFLICT OF INTEREST REQUIREMENTS

When the City's program contains Federal funds, the applicable Conflict of Interest requirements of 24 CFR Section 570.611 shall be followed for CDBG assistance.

A contractor with a vested interest in the property cannot bid on a rehabilitation job. Such a contractor may act as owner/builder, subject to standard construction procedures. Owner/builders are reimbursed for materials purchased which are verified by invoice/receipt and used on the job. Reimbursement occurs after the installation is verified by the Program Operator to be part of the scope of work. Owner/builders are not reimbursed for labor.

2.0. APPLICANT QUALIFICATIONS

2.1. INCOME LIMITS

All homeowners must certify that they meet the household income eligibility requirements for the applicable HCD program(s) and have their household income documented. All applicants must have incomes at or below 80% of the County's area median income (AMI), adjusted for household size, as published by HCD each year. **See Attachment C.** The income limits in place at the time of loan approval will apply when determining applicant income eligibility. The link to the official HCD-maintained income limits for CDBG Funded activities is:
http://www.hcd.ca.gov/hpd/hrc/rep/state/incNote.html.

Household: means one or more persons who will occupy a housing unit. Unborn children count in family size determination.
Annual Income: Generally, the gross amount of income of all adult household members that is anticipated to be received during the coming 12-month period.

To be eligible, the owner-occupant household income must be equal to or less than the applicable HCD income limits in Attachment C, and listed below. Owner will be required to provide income documentation. Refer to Income Inclusions and Exclusions for further guidance to the types of incomes to be included or excluded when calculating gross annual income. **See Attachment A for CDBG.** . Refer to Asset Inclusions and Exclusions for further guidance to the types of assets to be included or excluded when calculating gross annual income. **See Attachment B.**

Owner-occupant's housing and/or debt ratios are not considered, nor is a credit report required, as the funding provided creates no additional monthly financial obligation. If an owner-occupant has a mortgage, it is verified that all payments are current and that no late payments have been received in the past twelve months.

HOUSEHOLD INCOME LIMITS FOR LASSEN COUNTY*
(Limits are effective 6/6/2016)

	Number of Persons in Household							
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**
80% of Area Median Income	$37,700	$43,100	$48,500	$53,850	$58,200	$62,500	$66,800	$71,100

*UPDATED ANNUALLY REFER TO HCD WEBSITE AT WWW.HCD.CA.GOV/FA/HOME OR WWW.HCD.CA.GOV/FA/CDBG FOR CURRENT LIMITS.

2.2. INCOME QUALIFICATION CRITERIA

Projected annual gross income of the applicant household will be used to determine whether they are above or below the published HCD income limits. Income qualification criteria for CDBG, as shown in the most recent HCD program-specific guidance at http://www.hcd.ca.gov/fa/cdbg/GuideFedPrograms.html, will be followed to independently determine and certify the household's annual gross income. Income will be verified by reviewing and documenting tax returns, copies of wage receipts, subsidy checks, bank statements and third-party verification of employment forms sent to employers. All documentation shall be dated within six months prior to loan closing and kept in the applicant file and held in strict confidence.

A. HOUSEHOLD INCOME DEFINITION:

Household income is the annual gross income of all adult household members that is projected to be received during the coming 12-month period, and will be used to determine program eligibility. Refer to Income Inclusions and Exclusions for further guidance to the types of incomes to be included or excluded when calculating gross annual income. For those types of income counted, gross amounts (before any deductions have been taken) are used. Two types of income that are not considered would be income of minors and of live-in aides. Certain other household members living apart from the household also require special consideration. The household's projected ability to pay must be used, rather than past earnings, when calculating income.

The link to Annual Income Inclusions and Exclusions is:
http://www.hcd.ca.gov/fa/cdbg/FedProgGuideDocs/AppendixB_AnnualIncomeInclusionsExclusions.doc

See Attachment A: CDBG 24 CFR Part 5 Annual Income Inclusions and Exclusions and Attachment

B. ASSETS:

There is no asset limitation for participation in the Program. Income from assets is, however, recognized as part of annual income under the Part 5 definition. An asset is a cash or non-cash item that can be converted to cash. The value of necessary items such as furniture and automobiles are not included. *(Note: it is the income earned – e.g. interest on a savings account – not the asset value, which is counted in annual income.)*

An asset's cash value is the market value less reasonable expenses required to convert the asset to cash, including: Penalties or fees for converting financial holdings and costs for selling real property. The cash value (rather than the market value) of an item is counted as an asset.

The Link to Asset Inclusions and Exclusions is:
http://www.hcd.ca.gov/fa/cdbg/FedProgGuideDocs/AppendixC_AnnualIncomeAssetInclusionsExclusions.doc

See Attachment B: Part 5 Annual Income Net Family Asset Inclusions and Exclusions

2.3. HOMEOWNER ELIGIBILITY AND RESIDENCY REQUIREMENTS

Owner-occupied units must be the owner's principal place of residence. A photocopy of a recent utility bill will verify proof of occupancy. No unit to be rehabilitated will receive financial assistance if it is currently occupied by an over-income household or does not meet the eligibility standards outlined in these guidelines.

A. Continued residency is monitored between January 1 and 15 of each year for the term of the loan. Occupancy will be verified by the submission of the following:

1. Proof of occupancy in the form of a copy of a current utility bill; and/or
2. Statement of unit's continued use as primary residence of the owner.

B. In the event that an homeowner sells, transfers title, or discontinues residence in the rehabilitated property for any reason, the loan becomes due and payable, unless the following conditions are met:

The homeowner who received the loan dies and the heir to the property meets income requirements and intends to occupy the home as his/her principal residence. Upon approval of the City, the heir may be permitted to assume the loan at the rate and terms the heir qualifies for under current participation guidelines. If the heir does not meet applicable eligibility requirements, the loan is due and payable.

C. If a homeowner converts the property to a rental unit, or any commercial or non-residential use, the loan is due and payable, unless the loan was funded with CDBG and tenant and homeowner meet eligibility requirements as described Section 12.0 below.

3.0. PROPERTY ELIGIBILITY

3.1. CONDITIONS

A. No unit will be eligible if a household's income exceeds the prescribed income limits listed in Attachment C.

B. Units to be rehabilitated must be located within the incorporated areas of the City's jurisdiction.

C. Property must contain a legal residential structure intended for continued residential occupancy.

D. All repair work will meet Local Building Code standards. At a minimum, health and safety hazards must be eliminated. For CDBG the priority will be the elimination of health and safety hazards. City may also require elimination of code deficiencies. However, if certain components of the house are sound and were built to code prescribed at the time of installation, no repair or alteration will be made to those components. Section 8 Housing Quality Standards may be required on rentals by City when CDBG funds are used.

3.2. ANTI-DISPLACEMENT POLICY AND RELOCATION ASSISTANCE

Owner-occupants are not eligible for temporary relocation benefits, unless health and safety threats are determined to exist by the Program Operator. In cases where relocation is determined to be necessary by the City/Program Operator, assistance may be provided for actual costs incurred from the applicant's loan proceeds or as a grant **(see Section 5. for allowable grants)**.

Tenants of units owned by Owner-Investors (see Section 10.0) will be informed of their eligibility for temporary relocation benefits if occupancy during rehabilitation constitutes a danger to health and safety of occupants or public danger or is otherwise undesirable because of the nature of the project. Relocated persons will receive increased housing costs,

payment for moving and related expenses and appropriate advisory services, as detailed in the City's "Residential Anti-displacement and Relocation Assistance Plan" **(Attachment E). See Section 10 Owner-Investors.**

3.3. NOTIFICATION AND DISCLOSURES

A. Occupants of units constructed prior to 1978 will receive proper notification of Lead-Based Paint (LBP) hazards as follows:

The Lead Hazard Information Pamphlet published by the EPA/HUD/Consumer Product Safety Commission will be given to all owners regardless of the cost of rehabilitation or paint test findings. If lead-based paint is found through testing or if presumed, a Notice of Lead Hazard Evaluation or Presumption will also be supplied. When Lead hazards are present, a Notice of Lead Hazard Reduction Activity and a Lead Hazard Evaluation Report will also be provided **(Attachment I)**.

B. Tenants located in properties that will receive housing rehabilitation will be provided a notice outlining their relocation rights and benefits **(Attachment E)**. See Section 10 Owner-Investors.

4.0. THE PROGRAM LOAN

4.1. MAXIMUM AMOUNT OF PROGRAM ASSISTANCE

An eligible homeowner may qualify for the full cost of rehabilitation/reconstruction work needed to comply with State and local codes and ordinances.

4.2. AFFORDABILITY PARAMETERS FOR HOMEOWNERS

A. Total indebtedness against property shall not exceed 100 percent of after-rehabilitation value as determined by "Estimates of value" or an appraisal, for CDBG projects. An estimate of after-rehab value will be made prior to making a commitment of funds using the method outlined in Section 4.5.

B. Costs may be supplemented with personal financing and/or credit will be provided for volunteer labor ("sweat equity") valued at $10 per hour as per Section 6.1.D., or with other loan or grant programs, which are sources of leverage for the City.

C. Any bid within 10% of the Program Operator's estimate may be selected, otherwise an explanation must be provided to the file for a bid selected exceeding 10% of the estimate.

4.3. RATES AND TERMS

A. Homeowners are eligible for Deferred Payment Loans (DPL), at three percent (3%) interest, evidenced by a Promissory Note and secured by a Deed of Trust, with no payback required for 30 years unless the borrower sells or transfers title or discontinues residence in the dwelling. Payments may be made voluntarily on a DPL. **Note: If it is determined by the City that repayment of CDBG Program loan at the maturity date causes a hardship to the homeowner, the City may opt the following**:
   1. Amend the note and deed of trust to defer repayment of the amount due at maturity, that is balance of the original principal plus the accrued interest, for up to an additional 30 years (at 0% additional interest). This may be offered one time;
   2. Convert the debt at loan maturity; that is the balance of the original principal plus any accrued interest, to an amortized loan, repayable in 15 years at 0% additional interest.

B. If the homeowner dies, and if the heir(s) to the property live(s) in the house and is/are income eligible, the heir(s) may be permitted, upon approval of the City, to assume the loan at the rate and terms the heir(s) qualifies for under current participation guidelines.

C. If the homeowner dies and the heir(s) is/are not income eligible, the loan becomes all due and payable.

D. If a homeowner converts the rehabilitated property to any residential-rental, commercial or non-residential use, the loan becomes all due and payable, unless they meet requirements outlined in Section 5.0.

E. As specified in the Rehabilitation Loan Agreement, all applicants who participate in the Program must maintain the property at post-rehabilitation conditions for the term of the loan. Should the property not be maintained accordingly, the loan shall be considered in default and becomes all due and payable, and if necessary, foreclosure proceedings will be initiated. A method of inspection will be established by the City.

4.4. APPRAISAL

A. The After-Rehab Value for rehabilitation projects is determined using the "Estimates of value" method. The City or Program Operator determines estimates of value based on the sale prices of at least three (3) comparable properties, sold within the last six months (within one year of the assistance date, which is the date the promissory note is signed), and located within one mile of the subject property. The participants' file will include the estimate of value and document the basis for the value estimates. The purpose of the "Estimates of value" is to determine that the After-Rehabilitation Value Limit of the housing unit will not exceed the permitted amount per HCD Program regulations **(See Attachment C)**. If three comparable properties cannot be found, or if there is any question regarding the After-Rehab Value, the ARV will be determined by a licensed appraiser, as described in Section 4.5.B. below.

B. A licensed appraiser determines the After-Rehab Value for rehabilitation projects, when the "Estimates of value" method cannot be used. For rehabilitation projects the appraiser determines the value of the unit with the rehabilitation building plans and specifications included. The cost of the appraisal will be paid by the City, not by the homeowner. The purpose of the appraisal is to determine that the after-rehabilitation value of the housing unit will not exceed the permitted amount per HCD Program regulations **(See Attachment C),** and that the combined loans will not exceed the maximum combined loan-to-value limit, as described in Section 4.2.A above.

C. The After-Rehab Value for reconstruction projects is determined by a licensed appraiser. The After-Rehab Value for reconstruction projects is determined by an appraisal completed off the building plans and specifications for the new home. The cost of the appraisal will be paid by the City, not by the homeowner. The purpose of the appraisal is to determine that the After-Rehabilitation Value Limit of the housing unit will not exceed the permitted amount per HCD Program regulations **(See Attachment C)**.

4.5. INSURANCE REQUIREMENTS

A. Fire Insurance

The homeowner shall maintain fire insurance on the property for the duration of the Program loan(s). This insurance must be an amount adequate to cover all encumbrances on the property. The insurer must identify the City as Loss Payee for the amount of the Program loan(s). A binder shall be provided to the City.

In the event the applicant fails to make the fire insurance premium payments in a timely fashion, the City at their option, may make such payments for a period not to exceed 60 days. The City may, in its discretion and upon the showing of special circumstances, make such premium payments for a longer period of time. Should the City make any payments, it may, in its sole discretion, add such payments to the principal amount that the applicant is obligated to repay the City under this Program. The premium may be paid by the Program loan for one year.

B. Flood Insurance

For homes in a 100-year flood zone, the owner is required to maintain flood insurance in an amount adequate to secure the Program loan and all other encumbrances. This policy must designate the City as Loss Payee and a binder shall be provided to the City and maintained in the borrowers file. The premium may be paid by the Program loan for one year.

4.6. LOAN SECURITY

A. Loan security for all owner-occupied rehabilitation stick-built homes will be secured by the real property and improvements, and will also include a Deed of Trust, Promissory Note and Loan Agreement in favor of the City.

B. A manufactured home in a mobile home park or on leased land that is not on a permanent foundation will be secured by an HCD 480.7 or an HCD 484 Statement of Lien, and will also include a Promissory Note and Loan Agreement.

C. Entering a subordinate lien is acceptable. However, the City will not subordinate a first lien position once established.

5.0 PROGRAM GRANTS

A. CDBG funded programs may provide rehabilitation grants as follows: A grant of up to $10,000 is available for any one of the following qualifying factors:

1. Senior Citizen - at least 62 years old; or

2. Handicapped – for handicap modifications to a house with one or more physically handicapped occupants who would function more independently if such modifications were installed; or

3. Lowest Targeted Income Group – with gross annual income less than 50% of County median income; or

4. Equity maintenance – if financing rehabilitation entirely with a loan would cause indebtedness to exceed 100% of after-rehabilitation value.

5. Emergency grants to address immediate health and safety issues due to a Local, State, or Federal disaster declaration.

B. CDBG provide grants for all actual costs of lead-based paint evaluation and reduction activities.

C. CDBG provide grants for relocation assistance. See Relocation Assistance Plan, **Attachment E**.

1. Owner-Occupant – Limit of $3,000

6.0. PROGRAM LOAN SERVICING AND MAINTENANCE

6.1. OWNER-OCCUPANT BORROWERS PAYMENTS ARE VOLUNTARY

The assistance offered to borrowers will be in the form of deferred payments, as such no regular payments are required. However, Owner-Occupant borrowers may begin making voluntary payments at any time should they choose to do so.

6.2. RECEIVING LOAN REPAYMENTS

A. Program loan payments will be made to:
City of Susanville
66 N. Lassen St.
Susanville, CA 96130

B. The City will be the receiver of loan payments or recapture funds and will maintain a financial record-keeping system to record payments and file statements on payment status. Payments shall be deposited and accounted for in the City's appropriate Program Income Account, as required by all three HCD programs. The Program City will accept loan

payments from borrowers prepaying deferred loans, from borrowers making payments in full upon sale or transfer of the property, and homeowners of tenant occupied units. All loan payments are payable to the City. The City may at its discretion, enter into an agreement with a third party to collect and distribute payments and/or complete all loan servicing aspects of the Program.

6.3. LOAN SERVICING POLICIES AND PROCEDURES

See **Attachment F** for local loan servicing policies and procedures. While the attached policy outlines a system that can accommodate a crisis that restricts borrower repayment ability, it should in no way be misunderstood: The loan must be repaid. All legal means to ensure the repayment of a delinquent loan as outlined in the Loan Servicing Policies and Procedures will be pursued.

6.4. LOAN MONITORING PROCEDURES

Homeowners will be required to submit each of the following to the City between January 1 and 15 of each year for the term of the loan:

- Proof of occupancy in the form of a copy of a current utility bill;
- Statement of unit's continued use as a residence;
- Declaration that other title holders do not reside on the premises;
- Verification that Property Taxes are current; and
- Verification of current required insurance policies.

6.5. DEFAULT AND FORECLOSURE

If an owner defaults on a loan, and foreclosure procedures are instituted, they shall be carried out according to the Program Foreclosure Policy adopted by the City, and attached to these guidelines as **Attachment G**.

6.6. SUBORDINATIONS

The City may approve a request to subordinate a loan, in order for the owner to refinance the property, under the following conditions:

A. The lien position of the City loan will remain the same or be advanced.

B. The new primary loan is no greater than the balance of the loan being refinanced, except the costs of refinancing the loan may be added to the principal balance.

C. The purpose of the new primary loan is to reduce the interest rate being paid and/or reduce the owner's payment.

D. The refinanced loan must have an impound account for taxes and insurances.

E. The refinancing terms must be acceptable to the City.

F. CDBG allows refinancing with CDBG funds in conjunction with only rehabilitation of the unit

7.0 CONSTRUCTION

7.1. STANDARDS

A. All repair work will meet Local Building Code standards. At a minimum, health and safety hazards must be eliminated. For CDBG the priority will be the elimination of health and safety hazards. City may also require elimination of code deficiencies. Section 8 Housing Quality Standards may be required on rentals by City when CDBG funds are used.

B. Contracting Process

1. Contracting will be done on a competitive basis.
2. The homeowner will be the responsible agent, but the Program Operator will prepare the work write-up, prepare and advertise the bid package, and assist the owner in negotiating the construction contract.
3. The City does not warrant any construction work, or provide insurance coverage.

C. Approved Contractors

1. Contractors are required to be licensed with the State of California, and be active and in good standing with the Contractors' License Board.

2. Contractors will be checked against HUD's list of federally debarred contractors. No award will be granted to a contractor on this list.

3. Contractors must have public liability and property damage insurance, and worker's compensation, unemployment and disability insurance, to the extent required by State law.

4. Contractor must agree to comply with all federal and state regulations.

D. Occupants of units constructed prior to 1978 will receive proper notification of Lead-Based Paint (LBP) hazards as identified in Section 3.3.A.

E. Units constructed prior to 1978 will also be inspected according to the following HUD regulations. For CDBG funded programs please refer to Chapter 20, Lead-Based Paint Requirements for guidance in the CDBG Grant Management Manual

1. If the total amount of Federal assistance or the total amount of rehabilitation hard cost is up to and including $5,000, the following is required:
   (a) Paint testing or presume LBP;
   (b) Clearance of disturbed work areas; and
   (c) Notifications listed in Section 3.3.A.

2. If the amount of Federal assistance or the total amount of rehabilitation hard cost is more than $5,000 up to and including $25,000, the following is required:
   (a) Paint testing or presume LBP;
   (b) Risk assessment; and
   (c) Clearance of unit.

   If LBP hazards are identified, interim controls will be implemented. This level will also require a notice of "Abatement of Lead Hazards Notification" at least five days prior to starting work.

3. If the amount of Federal assistance or the total amount of rehabilitation hard cost is more thant $25,000, the following is required:
   (a) Items (a), (b), and (c) of 2. above;
   (b) Abatement of all LBP hazards identified or produced;
   (c) Use of interim controls on exterior surfaces not disrupted by rehab; and all notices listed above in Sections 3.3.A. and 6.1.F.2.

4. All paint tests that result in a negative finding of lead-based paint are exempt from any and all additional requirements. If

defective paint surfaces are found, they will be properly treated or abated. A State-certified Inspector/Assessor will perform all paint testing, risk assessments, and clearances. A trained supervisor may oversee interim controls; however, a certified supervisor and workers will perform all abatement.

7.2. ELIGIBLE CONSTRUCTION COSTS

"Rehabilitation" means, in addition to the definition in Section 50096 of the Health and Safety Code, repairs and improvements to a manufactured home necessary to correct any condition causing the home to be substandard pursuant to Section 1704 of Title 25, California Code of Regulations. Rehabilitation also includes room additions to alleviate overcrowding. Rehabilitation also means repairs and improvements where necessary to meet any locally-adopted standards used in local rehabilitation programs. Rehabilitation does not include replacement of personal property.

Rehabilitation includes reconstruction. Reconstruction is defined as the demolition and construction of a structure. The City and/or Program Operator must document that the reconstruction costs are less than the cost to rehabilitate the existing substandard housing. This will be done using the State's CDBG Test for Reconstruction, for projects funded with CDBG funds. Additionally, the City must determine that the project's value after reconstruction (housing and land combined) is less than the Maximum After-Rehabilitation Value for the City (see Attachment C, One-Family).

The residential structure to be reconstructed must be a structure with cooking, eating, sleeping, and sanitation facilities which has been legally occupied as a residence within the preceding 12 months. Fifth wheels or recreational vehicles, for example, are not considered dwellings and therefore are not eligible under this Program. "Like for like" requires that the structure being demolished must be replaced with a like structure (replace manufactured housing with manufactured housing, for example). However, additions may be approved by the HCD Program when required by Codes/Ordinances or to alleviate overcrowding. **(See Attachment C)**

Temporary relocation benefits must be planned for and budgeted into the total allowable subsidy for the project, but if required would be in the form of a grant. Depending on the outcome of the Statutory Worksheet (Environmental test), a reconstructed project may require Authority from the State before funds are committed to the project.

Allowable rehabilitation\reconstruction costs include:

A. Cost of building permits and other related government fees.

B. Cost of architectural, engineering, and other consultant services which are directly related to the rehabilitation of the property.

C. Rehabilitation or Replacement of a manufactured home not on a permanent foundation. Rehabilitation of a manufactured home may include the replacement of the unit with a used manufactured home and the cost to repair it, as long as the unit has been occupied and not used as a demonstration model. Should the unit meet the criteria for reconstruction a new manufactured home can be used for replacement and all cost associated with the purchase and transportation can be added to the loan.

D. Owner-occupied rehabilitation activity delivery fees, pursuant to Section 7733(f), as reimbursement to the City for the actual costs of services rendered to the homeowner that are incidentally but directly related to the rehabilitation work (e.g. planning, engineering, construction management, including inspections and work write-ups).

E. Rehabilitation will address the following issues in the order listed. Eligible costs are included for each item.

1. Health and Safety Issues
   Eligible costs include, but are not limited to, energy-related improvements, lead-based paint hazard evaluation and reduction activities, improvements for handicapped accessibility, repair or replacement of major housing systems.

A driveway may be considered part of rehabilitation if it is determined to be a health and safety issue.

2. Code and Regulation Compliance
   Eligible costs include, but are not limited to, additional work required to rehabilitate and modernize a home, and bring it into compliance with current building codes and regulations. Painting and weatherization are included.

3. Demolition
   Eligible costs include, but are not limited to, the tear down and disposal of dilapidated structures when they are a part of the reconstruction of an affordable housing unit. If a garage or carport is detached, it may not be rehabilitated but may be demolished, if it is determined to be a health and safety issue.

4. Upgrades
   Eligible costs include additional bedrooms and bathrooms if the need can be demonstrated per HUD's or City's overcrowding guidelines listed in **Attachment C**. The Program will not fund additions to a home for a den or family room, or for any luxury items.

5. General Property Improvements, including Water and Energy Efficiency
   Eligible costs include, but are not limited to, installation of a stove, refrigerator, and/or dishwasher; and repair or installation of fencing, repair or replacement of principal fixtures and components of existing structures (e.g., the heating system), Improvements to increase the efficient use of energy in structures through such means as installation of storm windows and doors, wall and attic insulation, and conversion/modification/replacement of heating and cooling equipment, including the use of solar energy equipment, improvements to increase the efficient use of water through such means as water savings faucets and shower heads, lawn drip systems and the repair of water leaks.

   All improvements must be physically attached to the property and permanent in nature. Non-code property improvements (fencing, landscaping, driveway, etc.) will be *limited to 20 percent* of the rehabilitation loan amount. Any cash contribution by the property owner will be considered a general property improvement and be included in this percentage. Luxury items are not permitted. Items such as refrigerators, stoves and dishwashers that are not built-in may be replaced due only due to incipient failure or documented medical condition of the homeowner, and must be of moderate quality. The Loan Committee will establish limits for these items on an annual basis.

6. Rehabilitation Standards

   All repair work related to health and safety conditions will meet Local Building Code standards. The priority will be the elimination of health and safety hazards and code compliance.

7.3. ELIGIBLE PROJECT COSTS

Project costs for all expenses related to the paperwork for processing and insuring a loan application include:

- Appraisal
- Property Report/Title Insurance
- Building Plan
- Termite Report
- Lead Paint Testing
- Land Survey
- Grading Plan
- Recording Fees
- Fire/Course of Construction Insurance
- Flood Insurance

- Disposal Bin
- Storage

Costs are based on charges currently incurred by the City, or it's Program Operator, for these products and/or services. Any cost increases charged to the City/Program Operator for these products and/or services will be passed on to the homeowner and included in the loan. All fees are subject to change and are driven by the market.

7.4. REPAIR CALLBACKS

Contractors will comply with State law regarding all labor and material warranties. All labor and material shall meet FHA minimum specifications.

8.0. EXCEPTIONS AND SPECIAL CIRCUMSTANCES

8.1. AMENDMENTS

The City may make amendments to these Participant Guidelines. Any changes made shall be in accordance with federal and state regulations, shall be approved by the City's Housing Committee and/or local governing body and submitted to HCD for approval.

8.2. EXCEPTIONS

Any case to which a standard policy or procedure, as stated in the guidelines, does not apply or an applicant treated differently from others of the same class would be an exception.

8.2.1 PROCEDURES FOR EXCEPTIONAL CIRCUMSTANCES

A. The City or its Program Operator may initiate consideration of an exception and prepare a report. This report shall contain a narrative, including the City's/Program Operator's recommended course of action and any written or verbal information supplied by the applicant.

B. The City shall make a determination of the exception based on the recommendation of the Program Operator. The request can be presented to the City's housing committee and/or governing body for decision.

9.0. DISPUTE RESOLUTION AND APPEALS PROCEDURES

9.1. PROGRAM COMPLAINT AND APPEAL PROCEDURE

Complaints concerning the City's Rehabilitation Program should be made to the Program Operator first. If unresolved in this manner, the complaint or appeal shall be made in writing and filed with the City. The City will then schedule a meeting with the City's Housing Committee. Their written response will be made within thirty (30) working days. If the applicant is not satisfied with the committee's decision, a request for an appeal may be filed with the local governing body. Final appeal may be filed in writing with HCD within one year after denial or the filing of the Project Notice of Completion.

9.2. GRIEVANCES BETWEEN PARTICIPANTS AND CONSTRUCTION CONTRACTOR

Contracts signed by the contractor and the participant include the following clause, which provides a procedure for resolution of grievances:

Any controversy arising out of or relating to this Contract, or the breach thereof, shall be submitted to binding arbitration in accordance with the provisions of the California Arbitration Law, Code of Civil Procedure 1280 et seq., and the Rules of the American Arbitration Association. The arbitrator shall have the final authority to order work performed, to order the payment from one party to another, and to order who shall bear the costs of arbitration. Costs to initiate arbitration shall be paid by the party seeking arbitration. Notwithstanding, the party prevailing in any arbitration proceeding shall be entitled to recover from the other all attorney's fees and costs of arbitration.

10.0 OWNER-INVESTOR LOANS (eligible under only CDBG-funded programs)

The rehabilitation program described below is designed to also provide assistance to owner-investors for correction of eligible health and safety items, and property improvements for properties located within the City of Susanville. Owner-Investors interested in rehabilitation of residential rental properties with 1-4 units or converting non-residential structures to residential uses should contact the City's Community Development Director. Owner-Investor loans will be made as funds are available, with priority given to owner-occupied applicants.

10.1 INCOME REQUIREMENTS

A. There are no restrictions on the income of the owner-investor of an eligible rental property with 1-4 units, unless the owner-investor is a member of the HUD Low/Mod Income Group and is interested in qualifying for a Deferred Payment Loan (see Section 4.3.2.C.).
Owner-investor housing and debt ratios are considered and a credit report is required, since the funding provided may create an additional monthly financial obligation. Specific ratios and scores will not be set for this activity, as each project will be unique and reviewed on an individual basis. If an owner-investor has a mortgage on the property to be rehabilitated, it is verified that all payments are current and that no late payments have been received in the past twelve month, then *they are eligible*.

B. If a rental is currently occupied, the tenant's household income must be equal to, or less than, the applicable HCD income guidelines. Tenant will be asked to cooperate by providing income documentation and income will be projected for 12 months based on current income. See Attachments A and B.

10.2 *PROPERTY AND RESIDENCY REQUIREMENTS*

A. If the owner-investor sells or transfers title of the rehabilitated property for any reason, the loan is due and payable.

B. An owner-investor may convert a rental property to his or her personal residence if all conditions below exist:

1. He or she can prove that the previous tenant was not evicted without cause.
2. He or she is income eligible.
3. He or she requests approval from the City.

C. If an owner-investor converts the rental property to his or her personal residence, but is not income eligible, the loan is due and payable.

D. If the owner wants to convert the rehabilitated property to any commercial or non-residential use, the loan is due and payable.

E. Over-income rental households occupying units in a project which will receive financial assistance for other eligible units will be allowed to stay in their respective units. To prevent owners from evicting ineligible tenants

before applying for the Program, the owner must certify that no tenant has been forced to move without cause during the previous six months.

F. Residential Tenant – Relocation Assistance will be provided at the level necessary to comply with the Uniform Relocation Act (URA) and Section 104(d) of the Housing and Community Development Act of 1974

10.3 RATES AND TERMS

A. The rate and terms for an owner-investor may vary depending on the owner's financial situation. Below are the options available:

1. Amortized Loan - Below Market Interest Rate (BMIR) loan at 3 percent interest, secured by a deed of trust and promissory note with a maximum term of 15 years for non-Low/Mod owner investors.

2. Deferred Payment Loan (DPL) for a HUD Low/Mod income owner-investor who agrees to comply with standard investor restrictions (i.e., Maintenance Agreement for minimum five years and recorded Rent Limitation Agreement for life of the loan), as outlined below. DPL terms are the same as those described in 4.3 above.

B. Rent Limitation Agreement (RLA)

An owner-investor who elects to rehabilitate a rental unit with CDBG financing must sign an RLA, which will be recorded *against the property*. This agreement will specify:

1. In no instance shall rents exceed the U.S. Department of Housing and Urban Development (HUD) Fair Market Rent (FMR) schedule while the RLA is in effect.

2. Base Rent -- Vacant Unit
If the house is vacant, rent charges shall not exceed 30 percent of 80 percent of the City area median income for the appropriate household size in that unit. Owner-investor shall affirmatively seek HUD Low/Mod income households. Where such efforts do not result in an eligible HUD Low/Mod income tenant, the owner-investor shall contact the City for guidance.

3. Base Rent -- Occupied Unit
If the house is occupied, rent charges shall not exceed 30 percent of the existing tenants' household income; or, where, before rehabilitation, rents already exceed 30 percent of the existing tenants' income, no rent increases shall be allowed which provide for rents plus utilities over 30 percent of the tenants' income.

4. Terms –BMIR financing will require a rent limitation agreement for a minimum of 10 years. DPL financing will require rent limitations for the full term of the loan.

5. Verification -- Each year during the term of the Agreement, the borrower shall provide the City with a written list of current occupants' names and monthly rents by January 15th. The City may verify this information with the occupant.

6. Compliance -- Failure to comply with these terms and conditions will result in the loan becoming due and payable. If necessary, foreclosure proceedings will be initiated.

D. Maintenance Agreement

As specified in the Rehabilitation Loan Agreement, an owner-investor who participates in the Program must maintain the property at post-rehabilitation conditions for the term of the loan(s). Should the property not be maintained accordingly, the loan will become due and payable, and if necessary, foreclosure proceedings will be initiated.

ATTACHMENT A

24 CFR Part 5 ANNUAL INCOME INCLUSIONS AND EXCLUSIONS – For CDBG & HOME

Part 5 Inclusions

This table presents the Part 5 income inclusions as stated in the HUD Technical Guide for Determining Income and Allowances for HOME Program (Third Edition; January 2005).

General Category	(Last Modified: January 2005)
1. Income from wages, salaries, tips, etc.	The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
2. Business Income	The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.
3. Interest & Dividend Income	Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in number 2 (above). Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of $5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.
4. Retirement & Insurance Income	The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic payment (except for certain exclusions, listed in Income Exclusions, number 14).
5. Unemployment & Disability Income	Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (except for certain exclusions, listed in Income Exclusions, number 3).
6. Welfare Assistance	Welfare Assistance. Welfare assistance payments made under the Temporary Assistance for Needy Families (TANF) program are included in annual income: • Qualify as assistance under the TANF program definition at 45 CFR 260.31; and • Are otherwise excluded from the calculation of annual income per 24 CFR 5.609(c). If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of: • the amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; **plus**: • the maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family welfare assistance is reduced from the standard of need by applying a percentage, the amount calculated under 24 CFR 5.609 shall be the amount resulting from one application of the percentage.
7. Alimony, Child Support, & Gift Income	Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
8. Armed Forces Income	All regular pay, special day, and allowances of a member of the Armed Forces (except as provided in number 8 of Income Exclusions).

Part 5 exclusions

This table presents the Part 5 income exclusions as stated in the HUD Technical Guide for Determining Income and Allowances for HOME Program (Third Edition; January 2005).

General Category	(Last Modified: January 2005)
1. Income of Children	Income from employment of children (including foster children) under the age of 18 years.
2. Foster Care Payments	Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone).
3. Inheritance and Insurance Income	Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses (except for certain exclusions, listed in Income Inclusions, number 5).
4. Medical Expense Reimbursements	Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member.
5. Income of Live-in Aides	Income of a live-in aide (as defined in 24 CFR5.403).
6. Income from a Disabled Member	Certain increase in income of a disabled member of qualified families residing in HOME-assisted housing or receiving HOME tenant-based rental assistance (24 CFR 5.671 (a)).
7. Student Financial Aid	The full amount of student financial assistance paid directly to the student or to the educational institution.
8. "Hostile Fire" Pay	The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.
9. Self-Sufficiency Program Income	**a.** Amounts received under training programs funded by HUD. **b.** Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set side for use under a Plan to Attain Self-Sufficiency (PASS). **c.** Amounts received by a participant in other publicly assisted programs that are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, childcare, etc.) and which are made solely to allow participation in a specific program. **d.** Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed $200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving s a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time. **e.** Incremental earnings and benefits resulting to any family member from participation in qualifying state or local employment training programs (including training not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment-training program.
10. Gifts	Temporary, nonrecurring, or sporadic income (including gifts).
11. Reparation Payments	Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era.
12. Income from Full-time Students	Earnings in excess of $480 for each full-time student 18 years old or older (excluding the head of household or spouse).
13. Adoption Assistance Payments	Adoption assistance payments in excess of $480 per adopted child.
14. Social Security & SSI Income	Deferred periodic amounts from supplemental security income and social security benefits that are received in a lump sum amount or in prospective monthly amounts.
15. Property Tax Refunds	Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit.
16. Home Care Assistance	Amounts paid by a state agency to a family with a member who has a developmental disability and is

	living at home to offset the cost of services and equipment needed to keep this developmentally disabled family member at home.
17. Other Federal Exclusions	Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR 5.609(c) apply. A notice will be published in the Federal Register and distributed to housing owners identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary. The following is a list of income sources that qualify for that exclusion: • The value of the allotment provided to an eligible household under the Food Stamp Act of 1977; • Payments to volunteers under the Domestic Volunteer Service Act of 1973 (employment through AmeriCorps, VISTA, Retired Senior Volunteer Program, Foster Grandparents Program, youthful offender incarceration alternatives, senior companions); • Payments received under the Alaskan Native Claims Settlement Act; • Income derived from the disposition of funds to the Grand River Band of Ottawa Indians; • Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes; • Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program. • Payments received under the Maine Indian Claims Settlement Act of 1980 (25 U.S.C. 1721); • The first $2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the U.S. Claims Court and the interests of individual Indians in trust or restricted lands, including the first $2,000 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands; • Amounts of scholarships funded under Title IV of the Higher Education Act of 1965, including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs; • Payments received from programs funded under Title V of the Older Americans Act of 1985 (Green Thumb, Senior Aides, Older American Community Service Employment Program); • Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the In Re Agent Orange product liability liHUD Low/Mod Incomeation, M.D.L. No. 381 (E.D.N.Y.); • Earned income tax credit refund payments received on or after January 1, 1991, including advanced earned income credit payments; • The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990; • Payments received under programs funded in whole or in part under the Job Training Partnership Act (employment and training programs for Native Americans and migrant and seasonal farm workers, Job Corps, veterans employment programs, state job training programs and career intern programs, AmeriCorps). • Payments by the Indians Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation; • Allowances, earnings, and payments to AmeriCorps participants under the National and Community Services Act of 1990; • Any allowance paid under the provisions of 38 U.S.C. 1805 to a child suffering from spina bifida who is the child of a Vietnam veteran; • Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act; and • Allowances, earnings, and payments to individuals participating in programs under the Workforce Investment Act of 1998.

ATTACHMENT B

FAMILY INCOME LIMITS FOR LASSEN COUNTY*
(Limits are effective 06/6/2016)

	Number of Persons in Household							
	1	2	3	4	5	6	7	8
80% of AMI	$37,700	$43,100	$48,500	$53,850	$58,200	$62,500	$66,800	$71,100

*City will insert the limits for the county in which the Program is located, and will update the income limits annually as HCD provides new information. The link to the official, HCD-maintained, income limits is: **http://www.hcd.ca.gov/hpd/hrc/rep/state/incNote.html**

CITY STANDARDS FOR BEDROOM AND BATHROOM ADDITIONS TO ALLEVIATE OVERCROWDING

Maximum No. of Persons in the Household	Number of Bedrooms	Number of Bathrooms
1	SRO	1
1	0-BR	1
2	1-BR	1
4	2-BR	2
6	3-BR	2
8	4-BR	3
10	5-BR	3
12	6-BR	4

- **Opposite sex children under 6 years of age may share a bedroom, up to 2 children per bedroom.**
- **Opposite sex children 6 years of age and older may have their own bedroom.**
- **Children shall be permitted a separate bedroom from their parents.**
- **Same sex children of any age may share a bedroom, up to 2 children per bedroom.**
- **Adults not in a partner relationship may have their own bedroom.**
- **4 or more people – a second bathroom may be added.**
- **8 or more people – a third bathroom may be added.**
- **Same rules apply to mobile home units.**

The chart above is used as a guide to overcrowding.

ATTACHMENT C

HOUSING REHABILITATION MARKETING PLAN

SUMMARY

The City will continue its efforts to market the Housing Rehabilitation Program in a manner that will reach all community members.

All marketing related to the Housing Rehabilitation Program is publicized in both English and Spanish. All marketing materials include information identifying the City's commitment to fair housing laws and affirmative marketing policy, and are widely distributed. Equal opportunity is emphasized in written materials and oral presentations. A record is maintained by the City identifying what marketing materials are used, and when and where they are distributed.

Forms of marketing may include fliers, brochures, newspaper ads, articles and public service announcements. Fliers and brochures are distributed at local government buildings, other public buildings and through the mail, as well as to businesses that assist those not likely to apply without special outreach. Advertisements and articles are published in newspapers that are widely circulated within the community.

Established working relationships with local lending agencies also aid in informing the public by facilitating the distribution of informational fliers to households seeking financial assistance for repairs that are unable to obtain conventional financing.

Informational meetings are offered to potential participants to explain Program requirements. Often, minimal formal outreach efforts are required as the need for assistance generally exceeds funds available. However, marketing measures are actively performed in order to maintain a healthy interest list.

Characteristics on all applicants and participants are collected and compared with the City's demographics. Should the City find that there are underserved segments of the population, a plan to better serve them will be developed and implemented.

MARKETING FORMS

Fliers
Brochures
Newspaper Ads and Articles
Public Service Announcements
Public Informational Meetings

MARKETING VENUES

Local Government Buildings
Local Public Services Buildings
Private Businesses
Lending Agencies
Real Estate Offices
Newspaper
Radio
Mail

ATTACHMENT D

RESIDENTIAL ANTI-DISPLACEMENT AND TEMPORARY RELOCATION PLAN
Version 2

The Housing and Community Development Act of 1974, as amended, and the National Affordable Housing Act of 1990, require all grantees of Community Development Block Grant (CDBG) funds to follow a written Residential Anti-displacement and Relocation Assistance Plan (Plan) for any activities which could lead to displacement of occupants whose property is receiving funds from these or other federal funding source. Having been developed in response to both aforesaid federal legislations, this Plan is intended to inform the public of the compliance of the City of Susanville (City) with the requirements of federal regulations 24 CFR 570.606 under state recipient requirements and Section 104(d) of the Housing and Community Development Act of 1974 and 24 CFR 92 of the HOME federal regulations. The Plan will outline reasonable steps, which the City will take to minimize displacement and ensure compliance with all applicable federal and state relocation requirements. The City's governing body has adopted this plan via a formal resolution.

This Plan will affect rehabilitation activities funded by the U.S. Department of Housing and Urban Development (HUD) under the following program titles: CDBG, Urban Development Action Grant (UDAG), Special Purpose Grants, Section 108 Loan Guarantee Program, and such other grants as HUD may designate as applicable, which take place within the City's jurisdiction limits.

The City will provide permanent relocation benefits to all eligible "displaced" households either owner occupied or rental occupied units which are permanently displaced by the housing rehabilitation program **(See Section E below.)**. In addition, the City will replace all eligible occupied and vacant occupiable low income group dwelling units demolished or converted to a use other than low income group housing as a direct result of rehabilitation activities. This applies to all units assisted with funds provided under the Housing and Community Development Act of 1974, as amended, and as described in the Federal Regulations 24 CFR 570.496(a), Relocation, Displacement and Acquisition: Final Rule dated July 18, 1990 (Section 104(d)) and 49 CFR Part 24, Uniform Relocation Assistance (URA) and Real Property Acquisition Regulations Final Rule and Notice (URA) dated March 2, 1989.

All City programs/projects will be implemented in ways consistent with the City's commitment to Fair Housing. Participants will not be discriminated against on the basis of race, color, religion, age, ancestry, national origin, sex, familial status, or handicap. The City will provide equal relocation assistance available 1) to each targeted income group household displaced by the demolition or rehabilitation of housing or by the conversion of a targeted income group dwelling to another use as a direct result of assisted activities; and 2) to each separate class of targeted income group persons temporarily relocated as a direct result of activities funded by HUD programs.

A. Minimizing Permanent Displacement and Temporary Relocation Resulting from Housing Rehabilitation or Reconstruction Activities

Consistent with the goals and objectives of activities assisted under the Act, the City will take the following steps to minimize the displacement of persons from their homes during housing rehabilitation or reconstruction funded by HUD programs:

1. Provide proper notices with counseling and referral services to all tenants so that they understand their relocation rights and receive the proper benefits. When necessary assist permanently displaced persons to find alternate housing in the neighborhood.

2. Stage rehabilitation of assisted households to allow owner occupants and/or tenants to remain during minor rehabilitation.

3. Encourage owner investors to temporarily relocate tenants to other available safe and sanitary vacant units on the project site area during the course of rehabilitation or pay expenses on behalf of replaced tenants.

4. Work with area landlords, real estate brokers, and/or hotel/motel managements to locate vacancies for households facing temporary relocation.

5. When necessary, use public funds, such as CDBG funds, to pay moving costs and provide relocation/displacement payments to households permanently displaced by assisted activities.

B. Lead Based Paint Mitigation Which Causes Temporary Relocation:

On September 15, 2000, the Final Rule for Lead Based Paint Hazard Control went into effect. Among other things, it requires that federally-funded rehabilitation must use safe work practices so that occupants and workers can be protected from lead hazards. **At no time should the tenant-occupant(s) be present in work areas or designated adjacent areas while LHC activities are taking place in any dwelling unit interior, common area, or exterior.** As such, occupants may not be allowed to remain in their units during the time that lead-based paint hazards are being created or treated. Once work that causes lead hazards has been completed, and the unit passes clearance, the occupants can return. **The tenant-occupants may not reoccupy a work area or adjacent area until post-lead hazard reduction clearance standards have been achieved and verified with laboratory results.** The final rule allows for certain exceptions: programs:

1. The work will not disturb lead-based paint, or create dust-lead or soil-lead hazard; or

2. The work is on exterior only and openings are sealed to prevent dust from entering the home, the work area is cleaned after the work is completed, and the residents have alternative lead free entry; or

3. The interior work will be completed in one period of less than 8-daytime hours and the work site is contained to prevent the release of dust into other areas of the home; or

4. The interior work will be completed within five (5) calendar days, the work site is contained to prevent the release of dust, the worksite and areas within 10 feet of the worksite are cleaned at the end of each day to remove any visible dust and debris, and the residents have safe access to kitchen and bath and bedrooms.

If temporary relocation benefits are not provided because the City believes that the project meets one of the above criteria, then proper documentation must be provided in the rehabilitation project file to show compliance. It is up to the City to ensure that the owner occupant or tenant in the project does not get impacted by lead paint mitigation efforts. In most cases where lead paint mitigation is taking place, occupants (tenants or owners) will be strongly encouraged to relocate even for just a few days until a final lead clearance can be issued by a certified lead based paint assessor. Occupants who are temporarily relocated because of lead based paint mitigation are entitled to the same relocation benefits as those who are relocated because of substantial rehabilitation or reconstruction activities.

C. Temporary Relocation of Owner Occupants:

Owner occupants are not allowed to stay in units which are hazardous environments during lead based paint mitigation. When their home is having lead based paint mitigation work done which will not make it safe to live in, then they are eligible for temporary relocation benefits up to $3,000, which will be provided as a grant. In the same way, a unit requiring substantial rehabilitation (with or without lead based paint mitigation) which will not allow the family to access a bath or kitchen facility, or if the unit is being demolished and reconstructed, then the family will be eligible for temporary relocation benefits up to $3,000, which will be provided as a grant. In no case shall the grant for temporary relocation exceed $3,000 for any one owner occupant.

Owner occupants will be encouraged to move in with family or friends during the course of rehabilitation, since they are voluntarily participating in the Program. The housing rehabilitation loan specialist and/or the rehabilitation construction specialist will complete a temporary relocation benefits form **(See Appendix C)** to document that the owner occupant understands that they must relocate during the course of construction and what benefits they wish to be reimbursed for as part of their relocation.

D. Temporary Relocation of Residential Tenants:

If continued occupancy during rehabilitation is judged to constitute a substantial danger to health and safety of the tenant or the public, or is otherwise undesirable because of the nature of the project, the tenant may be required to relocate temporarily. The contract administrator or rehabilitation specialist will make determination of the need for temporary relocation. The temporary relocation period will not exceed 180 days. All conditions of temporary relocation will be reasonable. Any tenant required to relocate temporarily will be helped to find another place to live which is safe, sanitary and of comparable value and they have the first right to move back into the original unit being rehabilitated at the same rent or lower. He or she may move in with family and friends and still receive full or partial temporary assistance based on eligible cost incurred. The housing rehabilitation loan specialist and/or the rehabilitation specialist will ensure that each tenant occupied unit under the Program will receive a General Information Notice (GIN) (as soon as possible after a loan application is received) and the tenant will receive a Notice of Non-displacement (after loan approval), and each tenant occupied unit will have a temporary relocation benefits form completed for them. **(See Appendix C).** These notices will document that each tenant understands what their relocation rights are, and if they must relocate during the course of construction, that they receive the proper counseling and temporary relocation benefits.

A tenant receiving temporary relocation shall receive the following:

1. Increased housing costs (e.g. rent increase, security deposits) and

2. Payment for moving and related expenses, as follows:

a. Transportation of the displaced persons and personal property within 50 miles, unless the grantee determines that farther relocation is justified;

b. Packing, crating, unpacking, and uncrating of personal property;

c. Storage of personal property, not to exceed 12 months, unless the grantee determines that a longer period is necessary;

d. Disconnection, dismantling, removing, reassembling, and reinstalling relocated household appliances and other personal property;

e. Insurance for the replacement value of personal property in connection with the move and necessary storage;

f. The replacement value of property lost, stolen or damaged in the process of moving (not through the fault of the displaced person, his or her agent, or employee) where insurance covering such loss, theft or damage is not reasonably available;

g. Reasonable and necessary costs of security deposits required to rent the replacement dwelling;

h. Any costs of credit checks required to rent the replacement dwelling;

i. Other moving related expenses as the grantee determines to be reasonable and necessary, except the following ineligible expenses:
1) Interest on a loan to cover moving expenses; or
2) Personal injury; or
3) Any legal fee or other cost for preparing a claim for a relocation payment or for representing the claimant before the Grantee; or
4) Costs for storage of personal property on real property already owned or leased by the displaced person before the initiation of negotiations.

E. Rehabilitation Activities Requiring Permanent Displacement

The City's rehabilitation program will not typically trigger permanent displacement and permanent displacement activities fall outside of the scope of this plan. If a case of permanent displacement is encountered, then the staff responsible for the rehabilitation program will consult with City's legal counsel to decide if they have the capacity to conduct the permanent displacement activity. If local staff does not have the capacity, then a professional relocation consultant will be hired to do the counseling and benefit determination and implementation. If local staff does wish to do the permanent displacement activity then they will consult and follow the HUD Relocation Handbook 1378.

F. Rehabilitation Which Triggers Replacement Housing

If the City's rehabilitation program assists a property where one or more units are eliminated then under Section 104 (d) of the Housing and Community Act of 1974, as amended applies and the City is required to replace those lost units. An example of this would be a duplex unit which is converted into a single family unit. In all cases where rehabilitation activities will reduce the number of housing units in the jurisdiction, then the City must document that any lost units are replaced and any occupants of reduced units are given permanent relocation benefits. (This does not apply to reconstruction or replacement housing done under a rehabilitation program where the existing unit(s) is demolished and replaced with a structure equal in size without in loss number of units or bedrooms.)

Replacement housing will be provided within three years after the commencement of the demolition or conversion. Before entering into a contract committing the City to provide funds for an activity that will directly result in such demolition or conversion, the City will make this activity public (through a noticed public hearing and/or publication in a newspaper of general circulation) and submit to the California Department of Housing and Community Development or the appropriate federal authority the following information in writing:

1. A description of the proposed assisted activity;

2. The location on a map and the approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as targeted income group dwelling units as a direct result of the assisted activity;

3. A time schedule for the commencement and completion of the demolition or conversion;

4. The location on a map and the approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;

5. The source of funding and a time schedule for the provision of the replacement dwelling units;

6. The basis for concluding that each replacement dwelling unit will remain a targeted income group dwelling unit for at least 10 years from the date of initial occupancy; and,

7. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units (e.g., a two-bedroom unit with two one-bedroom units) is consistent with the housing needs of targeted income group households in the jurisdiction.

The Program Operator for the City is responsible for tracking the replacement of housing and ensuring that it is provided within the required period. The City is responsible for ensuring requirements are met for notification and provision of relocation assistance, as described in Section 570.606, to any targeted income group displaced by the demolition of any dwelling unit or the conversion of a targeted income group dwelling unit to another use in connection with an assisted activity.

G. Record Keeping and Relocation Disclosures/Notifications

The City will maintain records of occupants of federally funded rehabilitated, reconstructed or demolished property

from the start to completion of the project to demonstrate compliance with section 104(d), URA and applicable program regulations. Each rehabilitation project, which dictates temporary or permanent or replacement activities, will have a project description and documentation of assistance provided. (See sample forms in HUD Relocation Handbook 1378, Chapter 1, Appendix 11, form HUD-40054)

Appropriate advisory services will include reasonable advance written notice of (a) the date and approximate duration of the temporary relocation; (b) the address of the suitable, decent, safe, and sanitary dwelling to be made available for the temporary period; (c) the terms and conditions under which the tenant may lease and occupy a suitable, decent, safe, and sanitary dwelling.

Notices shall be written in plain, understandable primary language of the persons involved. Persons who are unable to read and understand the notice (e.g. illiterate, foreign language, or impaired vision or other disability) will be provided with appropriate translation/communication. Each notice will indicate the name and telephone number of a person who may be contacted for answers to questions or other needed help. The notices and process below is for only temporary relocation. If permanent relocation is involved then other sets of notice and noticing process and relocation benefits must be applied (See HUD relocation handbook 1378 for those forms and procedures) The Temporary Relocation Advisory Notices to be provided are as follows:

1. General Information Notice: As soon as feasible when an owner investor is applying for Federal financing for rehabilitation, reconstruction, or demolition, the tenant of a housing unit will be mailed or hand delivered a General Information Notice that the project has been proposed and that the tenant will be able to occupy his or her present house upon completion of rehabilitation. The tenant will be informed that the rent after rehabilitation will not exceed current rent or 30 percent of his or her average monthly gross household income. The tenant will be informed that if he or she is required to move temporarily so that the rehabilitation can be completed, suitable housing will be made available and he or she will be reimbursed for all reasonable extra expenses. The tenant will be cautioned that he or she will not be provided relocation assistance if he or she decides to move for personal reasons. **See Appendix A for sample notice to be delivered personally or by certified mail.**

2. Notice of Non Displacement: As soon as feasible when the rehabilitation application has been approved, the tenant will be informed that they will not be permanently displaced and that they are eligible for temporary relocation benefits because of lead based paint mitigation or substantial rehabilitation, or reconstruction of their unit. The tenant will also again be cautioned not to move for personal reasons during rehabilitation, or risk losing relocation assistance. **See Appendix B for sample notice to be delivered personally or by certified mail.**

3. Disclosure to Occupants of Temporary Relocation Benefits: This form is completed to document that the City is following it's adopted temporary relocation plan for owner occupants and tenants. **See Appendix C for a copy of the disclosure form.**

4. Other Relocation/Displacement Notices: The above three notices are required for temporary relocation. If the City is attempting to provide permanent displacement benefits then there are a number of other forms which are required. Staff will consult HUD's Relocation Handbook 1378 and ensure that all the proper notices are provided for persons who are permanently displaced as a result of housing rehabilitation activities funded by CDBG or other federal programs.

APPENDIX A TO RELOCATION PLAN

Dear _____,

On __(date)__, __(property owner)__ submitted an application to the _____ for financial assistance to rehabilitate the building which you occupy at __(address)__.

This notice is to inform you that, if the assistance is provided and the building is rehabilitated, you will not be displaced. Therefore, we urge you not to move anywhere at this time. (If you do elect to move for reasons of your choice, you will not be provided relocation assistance.)

If the application is approved and Federal assistance is provided for the rehabilitation, you will be able to lease and occupy your present apartment (or another suitable, decent, safe and sanitary apartment in the same building) upon completion of the rehabilitation. Of course, you must comply with standard lease terms and conditions.

After the rehabilitation, your initial rent, including the estimated average monthly utility costs, will not exceed the greater of (a) your current rent/average utility costs, or (b) 30 percent of your gross household income. If you must move temporarily so that the rehabilitation can be completed, suitable housing will be made available to you for the temporary period, and you will be reimbursed for all reasonable extra expenses, including all moving costs and any increase in housing costs.

Again, we urge you not to move. If the project is approved, you can be sure that we will make every effort to accommodate your needs. Because Federal assistance would be involved, you would be protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

This letter is important and should be retained. You will be contacted soon. In the meantime, if you have any questions about our plans, please contact ____(name)_____, _____(title)_____, at ____(telephone number), (address) _____.

Sincerely,

(name)
(title)

APPENDIX B TO RELOCATION PLAN

(date)

Dear _____:

On _(date)__, we notified you that the owner of your building had applied for assistance to make extensive repairs to the building. On __(date)__, the owner's request was approved, and the repairs will begin soon.

This is a notice of non-displacement. You will not be required to move permanently as a result of the rehabilitation. This notice guarantees you the following:

1. You will be able to lease and occupy your present apartment [or another suitable, decent, safe and sanitary apartment in the same building/complex] upon completion of the rehabilitation. Your monthly rent will remain until after construction is completed. If increased after construction is done, your new rent and estimated average utility costs will not exceed local fair market rents for your community. Of course, you must comply with all the other reasonable terms and conditions of your lease.

2. If you must move temporarily so that the repairs can be completed, you will be reimbursed for all of your extra expenses, including the cost of moving to and from the temporarily occupied unit and any additional housing costs. The temporary unit will be decent, safe and sanitary, and all other conditions of the temporary move will be reasonable.

Since you will have the opportunity to occupy a newly rehabilitated apartment, I urge you not to move. (If you do elect to move for your own reasons, you will not receive any relocation assistance.) We will make every effort to accommodate your needs. Because Federal assistance is involved, you are protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

If you have any questions, please contact _(name)__, _(title), at _(phone #)_, ____(address)_____. Remember; do not move before we have a chance to discuss your eligibility for assistance. This letter is important to you and should be retained.

Sincerely,

(name and title)

APPENDIX C TO RELOCATION PLAN

DISCLOSURE TO OCCUPANT OF TEMPORARY RELOCATION BENEFITS

Top to be completed at time of loan application submittal or Home Visit

Property Address: _____

__ Rental Unit __Owner/Occupied Unit

The rehabilitation loan specialist working on behalf of the City/County of _____ has explained the temporary relocation services and benefits available under the current rehabilitation program relocation plan.

I/we have been advised that the City/County of _____ rehabilitation construction specialist will inform me if I need to be temporarily relocated and will to assist me with scheduling any necessary moves and answer any questions about assistance as needed.

Acknowledged:

_____ _____ _____ _____

Occupant Signature Date Occupant Signature Date

Complete this at time of acceptance of Work Write Up with initials by occupant

The rehabilitation construction specialist for the City/County of _____ has explained the Rehabilitation Scope of Work for our house and I/we agree that it will:

____ Not require I/we to be relocated. **(If initialed then STOP here and sign bottom.)**

____ Yes, I/we need to be temporarily relocated. **(Complete rest of form if initialed.)**

Start date and duration of relocation:

____ Starting on or about _____we will move for all or part of the rehabilitation project.

____ Approximate length of temporary relocation: _____Number of days.

For temporary relocation, I/We elect to (check all that apply):

____ Relocate with friends and family.

____ Relocate into a suitable temporary housing unit identified by rehab specialist.

____ Relocate furnishings only into a temporary storage unit.

____ I/We have been told what our relocation benefits are and elect **Not** to be reimbursed for any eligible relocation expenses.

____ I/We have been told what our relocation benefits are and want to be reimbursed for: _____

_____

By signing, occupant(s) acknowledge receipt of copy of this form:

_____ _____ _____ _____

Occupant Signature Date Occupant Signature Date

ATTACHMENT E

LOAN SERVICING POLICIES AND PROCEDURES FOR THE CITY OF SUSANVILLE

The City of Susanville, hereafter called "City," has adopted these policies and procedures in order to preserve its financial interest in properties, whose "Borrowers" have been assisted with public funds. The City will to the greatest extent possible follow these policies and procedures, but each loan will be evaluated and handled on a case-by-case basis. The City has formulated this document to comply with state and federal regulations regarding the use of these public funds and any property restrictions, which are associated with them.

The policies and procedures are broken down into the follow areas: 1) making required monthly payments or voluntary payments on a loan's principal and interest; 2) required payment of property taxes and insurance; 3) required Request for Notice of Default on all second mortgages; 4) loans with annual occupancy restrictions and certifications 5) required noticing and limitations on any changes in title or use of property; 6) required noticing and process for requesting a subordination during a refinance; 7) processing of foreclosure in case of default on the loan.

1. Loan Repayments:

The City will collect monthly payments from those borrowers who are obligated to do so under Notes which are amortized promissory notes. Late fees will be charged for payments received after the assigned monthly date.

For Notes which are deferred payment loans, the City must accept voluntary payments on the loan. Loan payments will be credited to principal. The borrower may repay the loan balance at any time with no penalty.

2. Payment of Property Taxes and Insurance:

As part of keeping the loan from going into default, borrower must maintain property insurance coverage naming the City as loss payee in first position or additional insured if the loan is a junior lien. If borrower fails to maintain the necessary insurance, the City may take out force placed insurance to cover the property while the Borrower puts a new insurance policy in place. All costs for installing the necessary insurance will be added to the loan balance at time of installation of Borrower's new insurance.

When a property is located in a 100 year flood plain, the Borrower will be required to carry the necessary flood insurance. A certificate of insurance for flood and for standard property insurance naming the City as a lender loss payee will be required at close of escrow. The City will verify the insurance on an annual basis.

Property taxes must be kept current during the term of the loan. If the Borrower fails to maintain payment of property taxes then the City may pay the taxes current and add the balance of the tax payment plus any penalties to the balance of the loan. Wherever possible,
the City encourages Borrower to have impound accounts set up with their first mortgagee wherein they pay their taxes and insurance as part of their monthly mortgage payment.

3. Required Request for Notice of Default:

When the Borrower's loan is in second position behind an existing first mortgage, it is the City's policy to prepare and record a "Request for Notice of Default" for each senior lien in front of City's loan. This document requires any senior lien holder listed in the notice to notify the City of initiation of a foreclosure action. The City will then have time to contact the Borrower and assist them in bringing the first loan current. The City can also monitor the foreclosure

process and go through the necessary analysis to determine if the loan can be made whole or preserved. When the City is in a third position and receives notification of foreclosure from only one senior lien holder, it is in their best interest to contact any other senior lien holders regarding the status of their loans.

4. Annual Occupancy Restrictions and Certifications:

On some owner occupant loans the City may require that Borrowers submit utility bills and/or other documentation annually to prove occupancy during the term of the loan. Other loans may have income and housing cost evaluations, which require a household to document that they are not able to make repayments, typically every five years. These loan terms are incorporated in the original note and deed of trust.

5. Required Noticing and Restrictions on Any Changes of Title or Occupancy:

In all cases where there is a change in title or occupancy or use, the Borrower must notify the City in writing of any change. City and borrower will work together to ensure the property is kept in compliance with the original Program terms and conditions such that it remains available as an affordable home for low income families. These types of changes are typical when Borrowers do estate planning (adding a relative to title) or if a Borrower dies and property is transferred to heirs or when the property is sold or transferred as part of a business transaction. In some cases the Borrower may move and turn the property into a rental unit without notifying the City. Changes in title or occupancy must be in keeping with the objective of benefit to low-income households (below 80 percent of AMI).

Change from owner-occupant to owner-occupant occurs at a sale. When a new owner-occupant is not low-income, the loan is not assumable and the loan balance is immediately due and payable. If the new owner-occupant qualifies as low-income, the purchaser may either pay the loan in full or assume all loan repayment obligations of the original owner-occupant, subject to the approval of the City's Housing Committee (depends on the HCD program).

If a transfer of the property occurs through inheritance, the heir (as owner-occupant) may be provided the opportunity to assume the loan at an interest rate based on household size and household income, provided the heir is income eligible. If the heir intends to occupy the property and is not low-income, the balance of the loan is due and payable. If the heir intends to act as an owner-investor, the balance of the loan may be converted to an owner/investor interest rate and loan term and a rent limitation agreement is signed and recorded on title. All such changes are subject to the review and approval of the City's Housing Committee.

Change from owner-occupant to owner-investor occurs when an owner-occupant decides to move out and rent the assisted property, or if the property is sold to an investor. If the owner converts any assisted unit from owner occupied to rental, the loan is due in full.

Conversion to use other than residential use is not allowable where the full use of the property is changed from residential to commercial or other. In some cases, Borrowers may request that the City allow for a partial conversion where some of the residence is used for a business but the household still resides in the property. Partial conversions can be allowed if it is reviewed and approved by any and all agencies required by local statute. If the use of the property is converted to a fully non-residential use, the loan balance is due and payable.

6. Requests for Subordinations:

When a Borrower wishes to refinance the property, they must request a subordination request to the City. The City will subordinate their loan only when there is no "cash out" as part of the refinance. Cash out means there are no additional charges on the transaction above loan and escrow closing fees. There can be no third-party debt payoffs or additional encumbrance on the property above traditional refinance transaction costs. Furthermore, the refinance should lower the housing cost of the household with a lower interest rate and the total indebtedness on the property

should not exceed the current market value.

Upon receiving the proper documentation from the refinance lender, the request will be considered by the housing committee for review and approval. Upon approval, the escrow company will provide the proper subordination document for execution and recordation by the City.

7. Process for Loan Foreclosure:

Upon any condition of loan default: 1) non-payment; 2) lack of insurance or property tax payment; 3) change in title or use without approval; or 4) default on senior loans, the City will send out a letter to the Borrower notifying them of the default situation. If the default situation continues, the City may start a formal process of foreclosure.

When a senior lien holder starts a foreclosure process and the City is notified via a Request for Notice of Default, the City, who is the junior lien holder, may cancel the foreclosure proceedings by "reinstating" the senior lien holder. The reinstatement amount or payoff amount must be obtained by contacting the senior lien holder. This amount will include all delinquent payments, late charges and fees to date. City must confer with Borrower to determine if, upon paying the senior lien holder current, the Borrower can provide future payments. If this is the case, then the City may cure the foreclosure and add the costs to the balance of the loan with a Notice of Additional Advance on the existing note.

If the City determines, based on information on the reinstatement amount and status of borrower, that bringing the loan current will not preserve the loan, then staff must determine if it is cost effective to protect their position by paying off the senior lien holder in total and restructure the debt such that the unit is made affordable to the Borrower. If the City does not have sufficient funds to pay the senior lien holder in full, then they may choose to cure the senior lien holder and foreclose on the property themselves. As long as there is sufficient value in the property, the City can afford to pay for the foreclosure process and pay off the senior lien holder and retain some or all of their investment.

If the City decides to reinstate, the senior lien holder will accept the amount to reinstate the loan up until five (5) days prior to the set "foreclosure sale date." This "foreclosure sale date" usually occurs about four (4) to six (6) months from the date of recording of the "Notice of Default." If the City fails to reinstate the senior lien holder before five (5) days prior to the foreclosure sale date, the senior lien holder would then require a full pay off of the balance, plus costs, to cancel foreclosure. If the City determines the reinstatement and maintenance of the property not to be cost effective and allows the senior lien holder to complete foreclosure, the City's lien may be eliminated due to insufficient sales proceeds.

City as Senior Lien holder

When the City is first position as a senior lien holder, active collection efforts will begin on any loan that is 31 or more days in arrears. Attempts will be made to assist the homeowner in bringing and keeping the loan current. These attempts will be conveyed in an increasingly urgent manner until loan payments have reached 90 days in arrears, at which time the City may consider foreclosure. City's staff will consider the following factors before initiating foreclosure:

1) Can the loan be cured and can the rates and terms be adjusted to allow for affordable payments such that foreclosure is not necessary?

2) Can the Borrower refinance with a private lender and pay off the City?

3) Can the Borrower sell the property and pay off the City?

4) Does the balance warrant foreclosure? (If the balance is under $5,000, the expense to foreclose may not be worth pursuing.)

5) Will the sales price of home "as is" cover the principal balance owing, necessary advances, (maintain fire insurance, maintain or bring current delinquent property taxes, monthly yard maintenance, periodic inspections of property to prevent vandalism, etc.) foreclosure, and marketing costs?

If the balance is substantial and all of the above factors have been considered, the City may opt to initiate foreclosure. The Borrower must receive, by certified mail, a thirty-day notification of foreclosure initiation. This notification must include the exact amount of funds to be remitted to the City to prevent foreclosure (such as, funds to bring a delinquent BMIR current or pay off a DPL).

At the end of thirty days, the City should contact a reputable foreclosure service or local title company to prepare and record foreclosure documents and make all necessary notifications to the owner and junior lien holders. The service will advise the City of all required documentation to initiate foreclosure (Note and Deed of Trust usually) and funds required from the owner to cancel foreclosure proceedings. The service will keep the City informed of the progress of the foreclosure proceedings.

When the process is completed, and the property has "reverted to the beneficiary" at the foreclosure sale, the City could sell the home themselves under a homebuyer program or use it for an affordable rental property managed by a local housing authority or use it for transitional housing facility or other eligible use. The City could contract with a local real estate broker to list and sell the home and use those funds for Program income-eligible uses.

ATTACHMENT F

CITY OF SUSANVILLE'S FORECLOSURE POLICY

City As Junior Lien holder

It is the City of Susanville's (City's) policy to prepare and record a "Request for Notice" on all junior liens (any lien after the first position) placed on properties financed by a loan.

This document requires any senior lien holder to notify the City of initiation (recordation of a "Notice of Default") of a foreclosure only. This is to alert the junior lien holder that they are to monitor the foreclosure with the senior lien holder. When the City is in a third position and receives notification of foreclosure from only one senior lien holder, it would be in their best interest to contact both senior lien holders regarding the status of their loans.

The junior lien holder may cancel the foreclosure proceedings by "reinstating" the senior lien holder. The reinstatement amount must be obtained by contacting the senior lien holder. This amount will include all delinquent payments, late charges, advances (fire insurance premiums, property taxes, property protection costs, etc.), and foreclosure costs (fees for legal counsel, recordings, certified mail, etc.)

Once the City has the information on the reinstatement amount, staff must then determine if it is cost effective to protect their position by reinstating the senior lien holder, keeping them current by submitting a monthly payment thereafter, foreclosing on the property possibly resulting in owning the property at the end of foreclosure, protecting the property against vandalism, and paying marketing costs (readying the home for marketing, paying for yard maintenance, paying a real estate broker a sales commission).

If the City decides to reinstate, the senior lien holder will accept the amount to reinstate the loan up until five (5) days prior to the set "foreclosure sale date." This "foreclosure sale date" usually occurs about four (4) to six (6) months from the date of recording of the "Notice of Default." If the City fails to reinstate the senior lien holder before five (5) days prior to the foreclosure sale date, the senior lien holder would then require a full pay off of the balance, plus costs, to cancel foreclosure. If the City determines the reinstatement and maintenance of the property not to be cost effective and allows the senior lien holder to complete foreclosure, the City's lien may be eliminated due to insufficient sales proceeds.

City As Senior Lien holder

When the City is in a first position, or the senior lien holder, active collection efforts will begin on any loan that is 31 or more days in arrears. Attempts will be made to assist the homeowner in bringing and keeping the loan current. These attempts will be conveyed in an increasingly urgent manner until loan payments have reached 90 days in arrears, at which time the City may consider foreclosure. City staff will consider the following factors before initiating foreclosure:

- Can the loan be cured (brought current or paid off) by the owner without foreclosure?

- Can the owner refinance with a commercial lender and pay off the City?

- Can the owner sell the property and pay off the City?

- Does the balance warrant foreclosure? (If the balance is under $5,000, the expense to foreclose may not be worth pursuing.)

- Will the sales price of home "as is" cover the principal balance owing, necessary advances, (maintain fire insurance, maintain or bring current delinquent property taxes, monthly yard maintenance, periodic inspections of property to prevent vandalism, etc.) foreclosure, and marketing costs?

If the balance is substantial and all of the above factors have been considered, the City may opt to initiate foreclosure. The owner must receive, by certified mail, a thirty-day notification of foreclosure initiation. This notification must include the exact amount of funds to be remitted to the City to prevent foreclosure (such as, funds to bring a delinquent BMIR current or pay off a DPL).

At the end of thirty days, the City should contact a reputable foreclosure service or local title company to prepare and record foreclosure documents and make all necessary notifications to the owner and junior lien holders. The service will advise the City of all required documentation to initiate foreclosure (Note and Deed of Trust usually) and funds required from the owner to cancel foreclosure proceedings. The service will keep the City informed of the progress of the foreclosure proceedings. When the process is completed, and the property has "reverted to the beneficiary" at the foreclosure sale, the City would then contact a real estate broker to market the home.

ATTACHMENT G

CERTIFICATION OF OCCUPANCY

CITY OF SUSANVILLE

I/we_____declare as follows:
(Please Print Occupant's Name(s))

That I/we am/are currently occupying as my/our principal place of residence the real property commonly known as:

_____
(Address)

_____
(City, State, Zip code)

Daytime Phone Number: _____

Executed on_____, 20____, at _____, CA (Date)
(City)

I/we declare under penalty of perjury that the foregoing is true and correct.

Signature(s) of all occupants:

Occupant: _____

Occupant: _____

Occupant: _____

Occupant: _____

Occupant: _____

ATTACHMENT H

LEAD-BASED PAINT
VISUAL ASSESSMENT, NOTICE OF PRESUMPTION, AND HAZARD REDUCTION FORM

Section 1: Background Information			
Property Address:			No LBP found or LBP exempt ☐
Select one:	Visual Assessment ☐	Presumption ☐	Hazard Reduction ☐

Section 2: Visual Assessment. Fill out Sections 1, 2, and 6. If paint stabilization is performed, also fill out Sections 4 and 5 after the work is completed.	
Visual Assessment Date:	Report Date:
Check if no deteriorated paint found ☐	
Attachment A: Summary where deteriorated paint was found. For multi-family housing, list at least the housing unit numbers and common areas and building components (including type of room or space, and the material underneath the paint).	

Section 3: Notice of Presumption. Fill out Sections 1, 3, 5, and 6. Provide to occupant w/in 15 days of presumption.
Date of Presumption Notice:
Lead-based paint is presumed to be present ☐ and/or Lead-based paint ***hazards*** are presumed to be present ☐
Attachment B: Summary of Presumption: For multi-family housing, list at least the housing unit numbers and common areas, bare soil locations, dust-lead location, and or building components (including type of room or space, and the materials underneath the paint) of lead-based paint and/or hazards presumed to be present.

Section 4: Notice of Lead-Based Paint Hazard Reduction Activity. Fill out Sections 1, 4, 5, and 6. Provide to occupant w/in 15 days of after work completed.	
Date of Hazard Reduction Notice:	
Initial Hazard Reduction Notice? Yes ☐ No ☐	Start & Completion Dates:
If "No", dates of previous Hazard Reduction Activity Notices:	
Attachment C: Activity locations and types. For multi-family housing, list at least the housing unit numbers and common areas (for multifamily housing), bare soil locations, dust–lead locations, and/or building components (including type of room or space, and the material underneath the paint), and the types of lead-based paint hazard reduction activities performed at the location listed.	
Attachment D: Location of building components with lead-based paint remaining in the rooms, spaces or areas where activities were conducted.	
Attachment E: Attach clearance report(s), using DHS form 8552 (and 8551 for abatement activities)	

Section 5: Resident Receipt of Notice for Presumption or Lead-Based Paint Hazard Reduction Activity and Acknowledgement of Receipt of pamphlet *Protection Your Family from Lead in Your Home.*		
Printed Name:	Signature:	Date:

Section 6: Contact Information	Organization:	
Contact Name:	Contact Signature:	
Date:	Address:	Phone:

AGENDA ITEM NO. 9A

Reviewed by: JGH City Administrator
_____ City Attorney

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

Submitted by: Ruth Ellis, Administrative Staff Assistant

Action Date: July 19, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 16-5311** declaring certain materials and vehicles surplus as listed on Exhibit "A" and authorizing their sale

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The Administrative Services department has worked to coordinate a City-wide surplus sale and has worked with all departments to finalize the list of items attached hereto as Exhibit A of Resolution No. 16-5311. Staff has determined that these items, owned by the City of Susanville, are no longer of practical use for the operation of the respective departments. A public viewing is scheduled for Saturday, August 13 and sealed bids will be accepted through 12 p.m. Monday, August 15. People can place bids online, but the results won't be viewable to anyone until the close of the sale. The surplus sale and the process for submitting bids will be properly noticed in the newspaper of general circulation and various online resources including the City's website.

Staff is requesting the approval to surplus the items described in Exhibit A, and take the necessary action to sell the vehicles in accordance with current policy.

FISCAL IMPACT: Unknown revenue until items are sold.

ACTION REQUESTED: Motion to approve Resolution No. 16-5311 declaring certain materials and vehicles surplus and authorizing their sale.

ATTACHMENTS: Resolution No. 16-5311
Exhibit "A"

RESOLUTION NO. 16-5311
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE DECLARING CERTAIN MATERIALS AND VEHICLES SURPLUS AND AUTHORIZING SALE OF THE SURPLUS ITEMS

WHEREAS, City Staff has determined that certain materials and vehicles belonging to the City of Susanville are of no practical use for the operation of the City of Susanville; and

WHEREAS, the City Council of the City of Susanville declares the certain materials and vehicles as listed on attached Exhibit "A" to be surplus; and

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

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville declares certain materials and vehicles as listed on attached Exhibit "A" surplus and authorizes City Staff to take the necessary steps to sale the surplus items.

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 16-5311 was adopted at a special meeting of the City Council of the City of Susanville, held on the 19th day of July 2016 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

_____
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

_____
Jessica Ryan, City Attorney

City Hall			
Lot Number	Description	Serial Number/ID Number	Minimum Bid (if none list N/A)
CH-1	Marantz Handheld Recorder PMD620		N/A
CH-2	Duck Electric Laminator	00-32037-03	N/A
CH-3	GBC DocuSeal 95 Laminator	MGP 1506	N/A
CH-4	Microsoft ergonomic keyboard	S/N-7687602571548	N/A
CH-5	Dell black keyboard	CN-04N454-37172-51D-09E3	N/A
CH-6	Dell keyboard	S/N- J0N022ZR	N/A
CH-7	Radio Shack Amplifier w/ mic *Does not turn on	32-2042	N/A
CH-8	Sharp electronic calculator	1D192850	N/A
CH-9	Dell Altec Lansing speakser system subwoofer w/ speakers	ACS340	N/A
CH-10	Zonet four port switch connection	KVM3004	N/A
CH-11	Eight foot wood book shelf		N/A
CH-12	Eight foot wood book shelf		N/A
CH-13	Three shelf bookcase		N/A
CH-14	Six-foot wood book case		N/A
CH-15	Table/desk		N/A
CH-16	Two white hanging shelves		N/A
CH-17	Lateral two-drawer filing cabinet (wood finish)		N/A
CH-18	Two-drawer brown filing cabinet (metal)		N/A
CH-19	Dish Network Receiver	ViP222	N/A
CH-20	Wood table w/drawer		N/A
CH-21	2-1/2 foot one door metal cabinet		N/A
CH-22	Black desk chair		N/A
CH-23	Sony Still camera MVC-FD73 w/case	1119029	N/A
CH-24	One Sony-shot Camera DSC-P71 Digital Camera w/case	365368	N/A
CH-25	Actiontec Modem Router F2250	CVYA4130105856	N/A
CH-26	Six black wall mounts		N/A
CH-27	1996 Ford Taurus *runs, but needs new transmission	VIN- 1FALP52U4TG211838	$1,300
CH-28	Apollo Cobra Projector with case		
CH-29	Nikon CoolPix 885 w/case *Battery dead	3125077	
Fire Department			

Lot Number	Description	Serial Number/ID Number	Minimum Bid
FD-1	Stainless Steel Kitchen Sink	None	N/A
FD-2	Fire Hydrant with extension #1	None	N/A
FD-3	TV Bracket	None	N/A
FD-4	TV Bracket	None	N/A
FD-5	32" RCA TV Model #32V434T	G343CF033	N/A
FD-6	32" RCA TV Model #32V434T	G115CE0MS	N/A
FD-7	**REMOVED BY DEPARTMENT**		N/A
FD-8	1996 Ford Explorer XLT 4x4	1FMDU34X9TZB86017	$1,780
FD-9	Computer Tower (Hard drive is drilled/no good)	4X8X591	N/A
FD-10	Misc Landscape Bricks		N/A
FD-11	Misc Recycle metal		N/A
FD-12	Flat Screen Computer Monitor	909G3J	N/A
FD-13	TMX 412 gas detector	1810-2183	N/A
FD-14	V-100 Amplifier	4380133	N/A
FD-15	Fire Hydrant with extension #2		N/A
FD-16	Porta Power with bolt cutter head		N/A
FD-17	Porta Power with interchangeable tools		N/A
FD-18	Engine Truck Seat with SCBA bracket		N/A
FD-19	Large metal box		N/A
FD-20	Dumb bell weight rack with 2-75# wts, 2-70# wts and 2-65# Wts		N/A
FD-21	Toshiba laptop w/ bag		

Police Department

Lot Number	Description	Serial Number/ID Number	Minimum Bid
PD-1	Kenmore Model 158.16250 Sewing Machine w/ foot pedal	17680	N/A
PD-2	Super Circutis 19" LCD Monitor Model 9005B	9005L-8AB2543-00295X	N/A
PD-3	16 Channel DVR Video Surveillance System	DMR62106NA013	N/A
PD-4	Hankook Zovac HPW401 Studded Snow Tires Size 215 60R156	None	N/A
PD-5	Osiris Shoes, Mens Size 10, New Condition	None	N/A
PD-6	DC Shoes, Mens Size 10, New Condition	None	N/A

Public Works

PW-1	HP Plotter/ HP5000 (WxLxH) 23 5/4"x 42 3/4"x 26 3/4"	SG171401W	

PW-2	Laser Printer w/stand - Mode #l HP Laser Jet 5simx	USBG091050	
PW-3	Brown Particle Board Desk		
PW-4	Brown Particle Board Desk (WxLxH) 15 1/2"x 20"x 27"		
PW-5	Black/Silver Computer Desk (WxLxH) 20" x 36" x 30"		
PW-6	Fellowes Paper Shredder PS-70	1234-5678-1234	
PW-7	24" Sanyo TV	B5210289728531	
PW-8	Black/Brown Plywood Desk (WxLxH) 27" x 47 1/2" x 26"		
PW-9	Brown Sanyo Mini Refrigerator Model #SR-361X	960206290	
PW-10	Intel Computer Tower		
PW-11	Windows XP Hard Drive Professional 1-2CPU (two each)	USV41404CZ	
PW-12	Board/Metal Brown/Black Top Desk (WxLxH) 30" x 48" x 29"		
PW-13	Battery Back-up - Model # APC Back-ups NS1050	42C2E95463	
PW-14	Wood Plan Holder Storage (WxDxH) 15" x 36" x 22"		
PW-15	Yellow Top Con Box Survey J 35135		
PW-16	Drafting Table Ruler Vemco SE 30119		
PW-17	Laser Fax Machine Intellifax 1400e	U61639L6J566557	
PW-18	Toshiba Satellite Pro 430 CDT Lap Top w/Shoulder Strap Case	5740739	
PW-19	Systemax Venture Windows XP Hard Drive Tower	106240851	
PW-20	Florescent Light Table 32" x 40"		
PW-21	TV Wall Mount Up to 95lbs. And 27" TV Size		
PW-22	6 Drawer Metal Desk (WxLxH) 30" x 5' x 30"		
PW-23	Dell Computer Monitor Trinitron	9090655	
PW-24	2 Drawer Metal File Cabinet		
PW-25	Phones and all accessories (six each)		
PW-26	Cubical Particle Walls (Three each)		
PW-27	Slanted Chart Board		
PW-28	Misc. Radios & Chargers		
PW-29	Patton Electric Heater		
PW-30	Versa Probe Metal Detector		
PW-31	Coleman Two Mantle Propane Lantern		
PW-32	Motor		
PW-33	Motor		
PW-34	Motor		

PW-35	Motor		
PW-36	Ace 6" Duel Light Grinder	61167	
PW-37	Wave length meter calibration machine 0G685M-15-R13	70W211	
PW-38	Black/Brown Table (WxLxH) 27" x 26" x 26"		
PW-39	Office Desk Organizers (three each)		
PW-40	Keyboards (16 each)		
PW-41	HP DeskJet Printer 990 CSE Professional Series	MY2281B19D	
PW-42	Jetco Metal Detector GTX Huntmaster		
PW-43	Zoning Paper		
PW-44	Brown Electric Heater		
PW-45	Misc. Radios & Chargers		
PW-46	Meter Reader Registers (30 each)		
PW-47	Capital Controls Chlorine - Heads and Parts		
PW-48	Sureflow Chlorine - Heads and Parts		
PW-49	Window Fan		
PW-50	Cordless Makita Drill Charger - 2 batteries		
PW-51	Cordless Dewalt Drill Charger - 2 batteries		
PW-52	Homelite Waterbug multi-purpose pump		
PW-53	Ace Submersive Pump		
PW-54	Depth Sounder		
PW-55	1.5 Gallon Gas Container		
PW-56	GX 160 Honda Trash pump (two pumps)		
PW-57	Dewalt Electric Sawzall		
PW-58	Compaction Whacker		
PW-59	Bristol's Graph Box		
PW-60	Holmes Space Heater		
PW-61	Duke Digital Backflow Tester		
PW-62	1 1/2 Suction Hose		
PW-63	60 Horsepower motor		
PW-64	40 Horsepower motor		
PW-65	10 Horsepower motor		
PW-66	7.5 Horsepower motor		
PW-67	Various size geothermal meters (27 each)		

PW-68	3/4" meter yokes (17 each)		
PW-69	Heat exchangers in various lengths (26 each)		
PW-70	Chart recorders with various charts (5 each)		
PW-71	Three SCBA and masks		
PW-72	Small Air Compressor		
PW-73	Fisher line locator		
PW-74	Roll-up dump truck bed cover		
PW-75	4" PE yelow coil 500' end	PE 2406 SDR 11-4" pipe	
PW-76	Wacker Convertors (two each)	G3.7	
PW-77	Two end pipe horn	pipe and cable locators	
PW-78	5600 Homelite Watt Convertor	LRXE	
PW-79	Tru-Bone Drilling fluid mix (132 bags)	Beronite	
PW-80	Combustible Gas Leak Detector		
PW-81	Bacharach Carbon Monoxide (CO) Detector and Printer		
PW-82	1995 Crafco EZ Pour 100 (Unit #138) *Motor runs, should be scrap sell		
PW-83	1986 Case W252 Roller (Unit #149) * roller runs, problem with injectors		
PW-84	Graco Linelazer 3900 Airless Sprayer *motor runs, primer valve leaks		
PW-85	NEW windshield for Case Backhoe 580E		
PW-86	Misc. Automotive paint sprayers		
PW-87	Dodge Truck – has wiring problems		
PW-88	Steiner Rotary Mower attachment		
PW-89	Kohler Diesel Pony motor w/ 1793 hours		
PW-90	1995 Ford Ranger		
PW-91	30 KW Generator – unknown model. *Wiring is fried but could be good for parts		
PW-92	Various Fiberglass street signs		
PW-93	Two – 2000 BLU buses for commercial use. One has the rear window broken.		

AGENDA ITEM NO. 9B

Reviewed by: YCH City Administrator
_____ City Attorney

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

Submitted by: Jim Uptegrove, Interim Police Chief

Action Date: July 19, 2016

CITY COUNCIL AGENDA ITEM

PRESENTED BY: Jim Uptegrove, Interim Police Chief

SUBJECT: Superhero 5K Fun Run on Sunday, August 21, 2016, Sponsored by Lassen Family Services and Susanville Police Officers Association.

PRESENTED BY: Jim Uptegrove, Interim Police Chief

SUMMARY: Lassen Family Services and the Susanville Police Officers Association are teaming up to host a 5K Fun Run on Sunday, August 21, 2016 beginning at 11:00 am, to raise funds for Lassen Family Services. Both groups request City Council support of this event. The event will begin on North Street near Memorial Park and proceed east on North Street to Hall Street, south to 2nd Street, east to Mesa Street then south to Riverside Drive, west to Weatherlow Street then north back to North Street and Memorial Park. Runners/walkers will be escorted by police vehicles that will also provide temporary traffic control at intersections to ensure safety of participants. No road closures are anticipated.

This event requires two (2) Police Department employees to provide an escort for participants.

FISCAL IMPACT:

Police Department Estimate Costs	$ 120
TOTAL ESTIMATED COST	$ 120

ACTION REQUESTED: Motion to approve support of the Superhero 5k Fun Run on Sunday, August 21, 2016 beginning at 11:00 am. Sponsored by Lassen Family Services and Susanville Police Officers Association.

ATTACHMENTS: Map of route
Promotional flyer

Superhero Fun Run Route

Saturday, August 21st, 2016, at 11am

Start: Memorial Park

Eastbound North St. toward Ash St.

Eastbound 2nd St. toward Mesa St.

Southbound Mesa St. toward Riverside Dr.

Westbound Riverside Dr. toward N. Weatherlow St.

Northbound N. Weatherlow St. toward North St.

End: Memorial Park

Lassen Family Services and the Susanville Police Officers' Association Presents

SUPERHERO 5K FUN RUN

CELEBRATING OUR LOCAL HERO'S

AUGUST 21ST, 2016
RUN STARTS AT 11AM

Come and join us for a 5K run/jog/walk through Susanville, escorted by police vehicles and fire trucks

BEST COSTUME CONTEST

RAFFLE

FLAG FOOTBALL TO FOLLOW

COME DRESSED AS YOUR FAVORITE SUPERHERO OR WEAR YOUR FREE T-SHIRT

To Register please visit

www.eventbrite.com

REGISTRATION IS $20.00
INCLUDES FREE T-SHIRT

City of Susanville

POLICE OFFICER'S ASSOCIATION

Jesse Leiss, Association President
Brian Rowe Association Vice-President
Nathan Horton Association Treasurer

Susanville City Council Members,

The Susanville Police Officers' Association would like to invite you all to support a Superhero 5K fun Run/Jog/Walk collaboratively organized by Lassen Family Services, Inc. and the Susanville Police Officers' Association on Sunday August 21st, 2016 Starting and ending at Memorial Park. We have come together to create a memorable event to celebrate our cities Superheroes as well as bring the community together for some much needed fun! We are hosting a Fun Run/Jog/Walk that will include the city's first responder organizations. Each department involved with this event works every day to make sure the people in our community are safe and protected. All proceeds will benefit our local Court Appointed Special Advocate (CASA) program, as part of Lassen Family Services. Awards will be given out for best costumes and prizes will be raffled off as well. After the Fun Run/Jog/Walk we invite everyone to join in a community flag football game!

In light of recent nationwide events, we believe it is important to bring members of law enforcement and the community together in fun and lighthearted ways. We look forward to engaging the community in this positive matter. Thank you in advance for your support!

Nathan Horton
Association Treasurer

Susanville Police Officer's Association
Business Office (530)257-5603 FAX (530)257-7366
1801 Main Street, Susanville California 96130-3904

LASSEN FAMILY SERVICES
P.H.A.S.E. into Empowerment
P.O. Box 710 • 1306 Riverside Drive • Susanville, CA 96130

Dear Mayor Garnier and Susanville City Council Members,

I write to enthusiastically encourage you all to support a Superhero 5K fun Run/Jog/Walk collaboratively organized by Lassen Family Services, Inc. and the Susanville Police Officers Association for Sunday August 21st, 2016 Starting and ending at Memorial Park. We have come together to create a memorable event to celebrate our cities Super Hero's as well as bring the community together for some much needed fun! We are Hosting a Fun Run/Jog/Walk that will include LFS, SPOA, LCPSA, HWP and CASA. Each department involved with this event works every day to make sure the people in our community are safe and protected. All proceeds will benefit our local Court Appointed Special Advocate (CASA) program. Awards will be given out for best costumes and prizes will be raffled off as well. After the Fun Run/Jog/Walk we invite everyone to join in a community flag football game!

Thank you for your consideration

Respectfully,

Becky Brewster

Becky Brewster
Executive Director
Lassen Family Services, Inc.

AGENDA ITEM NO. 12A

Reviewed by: ZH City Administrator
___City Attorney

___Motion only
___Public Hearing
___Resolution
___Ordinance
X Information

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: July 19, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Susanville Municipal Airport Hangar Lease Options

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The Susanville Municipal Airport has two land lease options for privately owned hangars, private leases and commercial leases. Staff has reviewed the leases and has summarized the primary differences as follows:

Private Leases are for a period of twenty (20) years at $.299077261 per square foot per year, subject to increases in the annual CPI. Lessee shall use the hangar for the storage of one or more aircraft owned or leased by Lessee. Lessee can sublease a portion of their hangar for the storage of the Sublessee's aircraft, and personal property related to said aircraft, with written notification and City approval but Lessee is prohibited from subleasing the entire hangar. In the event the Lessee subleases a portion of the hangar, Lessee shall pay to the City an amount equal to twenty percent (20%) of the amount charged by Lessee to the Sublessee, or $20.00, whichever is greater. Lessee shall not conduct any commercial or business activity on the Leased Premises (does not address Sublessee ability to conduct commercial or business activity).

Commercial Leases are for a period of five (5) years at $.78 per square foot per year, also subject to the annual CPI. Lessee shall use the hangar primarily for the storage of one or more aircraft owned or leased by Lessee and shall not sublease the space for storing any property other than aircraft. The lease, however, does not outline a process for sublease approval, if all or only a portion of the hangar can be sublet or address any additional payment to City. Lessee shall not conduct commercial or business activity on the leased premises without the prior written consent of Lessor. Lessee agrees to conform to City ordinance and rules and regulation regarding commercial operations prior to commencing any commercial operations on the Leased Premises.

Based on the feedback received from City Council, if the City no longer entered into Commercial Leases and amended the language in the Private Lease for all future we recommend that the following items be addressed:

- Allow sublease of entire hangar for commercial use
- Remove prohibition of commercial or business activity on the leased premises
- Require conformance with City ordinances and rules and regulations regarding commercial operations, including commercial operator agreement prior to commencing any commercial operations on the leased premises

Other items to address include uses such as office space, non-airport related business/commercial activities, living quarters, storage of non-aircraft related items, storage of items outside hangar and the ability to secure hangars (inoperable hangar and access doors).

The City also has a lease option for City owned hangars. In addition, commercial operators are required to enter into a Commercial Operators Agreement with a payment of $10,579.45 annually based upon 7.5% of the annual operating costs of the Susanville Municipal Airport minus depreciation for FAA-funded improvements.

FISCAL IMPACT: None at this time.

ACTION REQUESTED: Direction to staff.

ATTACHMENTS: None.

AGENDA ITEM NO. 13A

Reviewed by: ___ City Administrator
_____ City Attorney

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

Submitted by: Dan Newton, Public Works Director

Action Date: July 19, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Emergency Water Regulations Report

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: On May 18, 2016 the State Water Resources Control Board adopted a statewide water conservation approach that replaces the prior percentage reduction-based water conservation standard with a localized "stress test" approach. The revised approach allows water providers to evaluate and anticipate water availability for the next three years. Based upon the evaluation, a new conservation percentage is established. Water suppliers are required to self-certify the level of conservation required.

Staff has prepared a conservation standard self-evaluation for Susanville and submitted it to the State Water Board per the regulation. The result of the evaluation is that a zero percent conservation standard is required for Susanville. The calculations supporting the evaluation are attached.

No official approval of the self-evaluation will be provided by the Water Board. However, we do expect to receive feedback that the documents submitted are complete. Water Board staff are reviewing the submittals received from across the state and are expecting to post a list of self-certified standards by the end of July. Once we receive some form of confirmation/approval, it would be appropriate to consider rescinding the urgency ordinance restricting outdoor watering.

Members of the State Water Board have expressed a concern that many water suppliers will begin consuming too much water as a result of the regulation change. They have urged water suppliers to continue conservation programs. The revised regulation is effective through January 2017. A slow to moderate winter may prompt additional changes to the regulation.

FISCAL IMPACT: None

ACTION REQUESTED: Information Only

ATTACHMENTS: Conservation Standard Analysis

Recognizing persistent yet less severe drought conditions throughout California, on May 18, 2016, the State Water Board adopted an emergency water conservation regulation that replaces the February 2 emergency regulation. The May 2016 regulation that will be in effect from June 2016 through January 2017 requires locally developed conservation standards based upon each agency's specific circumstances. It replaces the prior percentage reduction-based water conservation standard with a localized "stress test" approach. These standards require local water agencies to ensure a three-year supply assuming three more dry years like the ones the state experienced from 2012 to 2015. Water agencies that would face shortages under three additional dry years will be required to meet a conservation standard equal to the amount of shortage. The California Water Board has recently modified their Emergency Water Regulation.

The City of Susanville is located within the Honey Lake Valley Ground Water Basin (HLVGWB). The HLVGWB stores ample water to supply our small community for several years and recharges quickly (DWR Bulletin 118). Two large springs supply water to Susanville and during the non-irrigation season the water from the springs is more than adequate to supply the needs of the community without pumping groundwater.

The City of Susanville has prepared an analysis of available water supply over the next three years. The analysis is simple and based upon the City's physical ability to obtain water from existing sources, including springs and ground water wells. The results of the analysis indicate that the City has the ability to produce over twice the amount of water that is historically used within our community.

Susanville Water Calculations

Calculate Total Water Demand			
Potable Water Production in Calendar Year 2013		3191 acre-feet	
Potable Water Production in Calendar Year 2014		3104 acre-feet	
Total Potable Water Demand = ([3191 acre-feet] + [3104 acre-feet])/2		3147.5 acre-feet	
Calculate Total Water Supply			
Potable Water Supply	Year 1	Year 2	Year 3
Ground Water Springs (acre-feet)	2387	2387	2387
Ground Water Wells (acre-feet)	5032	5032	5032
Total Water Supply (acre-feet) =[Ground Water Spings]+[Ground Water Wells]	7419	7419	7419
Calculate Conservation Standard			
Total Water Demand (from Step 1)		3147.5 acre-feet	
Total Water Supply in Year 3 (from Step 2)		7419 acre-feet	
Supply Shortfall in Year 3 (negative amount indicates a surplus) =[3147.5 acre-feet] - [7419 acre-feet]		-4271.5	
Conservation Standard with Self-Certification of Supply Relaibility [Shortfall in Year 3] / [Total Potable Water Demand] *			0%

* There is no shortfall in Year 3, the conservation standard is 0%.

Water Production Capability				
Source	Production GPM	Max Daily Production Gallons	Max Daily Production Cubic Feet	Max Annual Production Acre Feet
CADY SPRINGS	780	1123200	150140.36	1258.06313
BAGWELL SPRINGS	700	1008000	134741.34	1129.03101
WELL 1	650	936000	125116.96	1048.38594
WELL 3	1350	1944000	259858.31	2177.41695
WELL 4	675	972000	129929.15	1088.70847
WELL 5	445	640800	85656.998	717.741143
Total	4600	6624000	885443.12	7419.34664

AGENDA ITEM NO. 13B

Reviewed by: JGH City Administrator
___ City Attorney

___Motion only
___ Public Hearing
___ Resolution
___ Ordinance
_X_ Information

Submitted By: Deborah Savage, Finance Manager

Action Date: July 19, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Monthly Golf Course Update

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Attached for Council's review is the monthly report of revenues, expenses and cash balances for the golf course for May and June 2016.

FISCAL IMPACT: None

ACTION REQUESTED: Information only.

ATTACHMENTS: Monthly golf course report

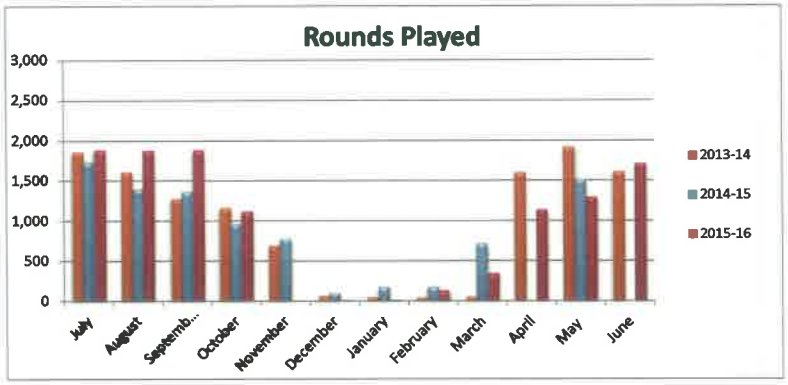
S:\bob\Monthly Council Streets-Golf Course Report

GOLF COURSE

GOLF SEASON IS APRIL-OCTOBER

Rounds Played

	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
July	2,484	2,744	2,432	2,076	2,157	1,862	1,738	1,888
August	2,322	2,435	2,400	1,740	1,636	1,609	1,398	1,880
September	1,817	1,866	1,792	1,357	1,516	1,277	1,363	1,886
October	1,601	1,401	1,215	1,098	1,267	1,163	965	1,117
November	1,103	895	741	557	473	697	777	
December	368	61	0	0	22	66	106	15
January	0	0	0	0	45	48	183	20
February	0	0	0	0	41	41	182	134
March	0	0	0	564	483	56	717	349
April	1,840	1,270	1,122	1,672	1,412	1,599	*1,275	1,138
May	2,244	1,953	1,378	1,719	1,654	1,923	1,514	1,295
June	2,511	2,446	1,564	1,859	1,545	1,613	1,831	1714
	16,290	15,071	12,644	12,642	12,251	11,954	8,943	11,436

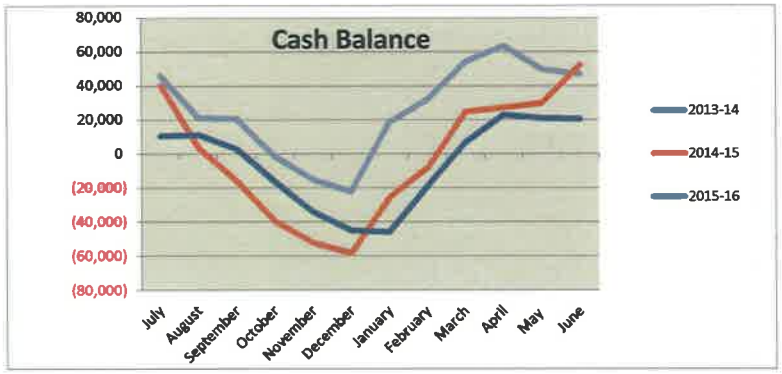


Winter Play does not include rounds played for annual members.

* Golf Course Manager unable to verify rounds played due to computer software malfunction.

Cash Balance ($)

	2008-09	2009-10	2010-11	2011-12	(1) 2012-13	2013-14	2014-15	2015-16
July	4,754	(8,769)	(63,595)	(164,703)	(185,431)	46,316	40,244	10,656
August	3,746	(35,641)	(65,521)	(155,126)	(193,199)	21,223	3,187	11,290
September	2,707	(36,478)	(67,531)	(183,151)	(200,453)	20,658	(16,159)	2,908
October	1,482	(37,982)	(86,305)	(211,381)	(210,085)	(1,610)	(39,909)	(16,418)
November	400	(39,213)	(170,911)	(235,502)	(219,836)	(15,142)	(52,457)	(33,946)
December	(556)	(40,450)	(182,084)	(251,904)	(231,686)	(22,109)	(58,501)	(45,052)
January	(1,558)	(41,603)	(189,022)	(260,560)	(242,035)	18,530	(25,397)	(45,959)
February	(2,545)	(43,794)	(194,031)	(265,072)	(3,943)	31,973	(8,634)	(19,234)
March	(3,546)	(45,957)	(207,205)	(197,719)	48,766	54,233	24,611	6,820
April	(4,558)	(49,075)	(139,990)	(188,001)	74,261	63,514	26,858	22,910
May	(5,844)	(53,577)	(163,433)	(185,079)	59,882	49,830	29,518	20,845
June	(6,265)	(61,696)	(174,529)	(184,109)	46,510	47,143	52,328	20,407



(1) - General Fund transferred in $244,886 to remove negative cash

GOLF COURSE

Revenue ($)

	2010-11 Revenues	2011-12 Revenues	2012-13 Revenues	2013-14 Revenues	2014-15 Revenues	2015-16 Revenues	
July	$ 2,284	$ 55,333	$ 78,704	$ 66,861	$ 73,478	$ 76,998	1
August	$ 2,286	$ 40,342	$ 28,151	$ 20,948	$ 23,906	$ 34,678	
September	$ 2,286	$ 22,355	$ 16,907	$ 14,243	$ 13,563	$ 23,559	
October	$ 13,147	$ 14,270	$ 18,531	$ 9,281	$ 13,443	$ 16,780	
November	$ 10,151	$ 11,739	$ 9,340	$ 6,097	$ 7,190	$ 7,772	
December	$ 445	$ 1,315	$ 2,541	$ 2,031	$ 4,372	$ 5	
January	$ 175	$ -	$ 627	$ 46,874	$ 32,962	$ 5,290	
February	$ 1,504	$ 771	$ 8,479	$ 18,544	$ 12,215	$ 30,997	
March	$ 7,256	$ 71,957	$ 52,973	$ 24,741	$ 28,803	$ 32,949	
April	$ 89,414	$ 27,191	$ 34,671	$ 24,241	$ 12,655	$ 35,048	
May	$ 38,039	$ 30,147	$ 17,400	$ 14,632	$ 15,488	$ 25,647	
June	$ 21,516	$ 45,843	$ 25,172	$ 25,829	$ 60,973	$ 10,441	2
	$ 188,503	$ 321,262	$ 293,494	$ 274,322	$ 299,048	$ 300,163	

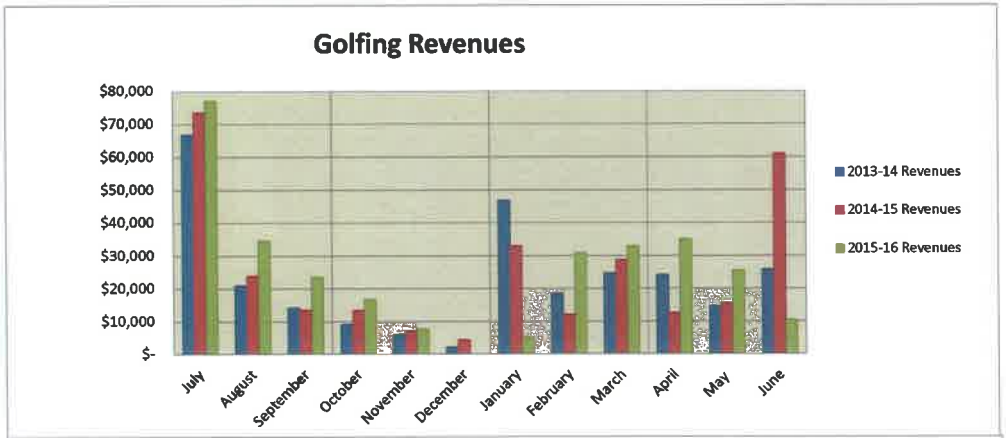
Expenses ($)

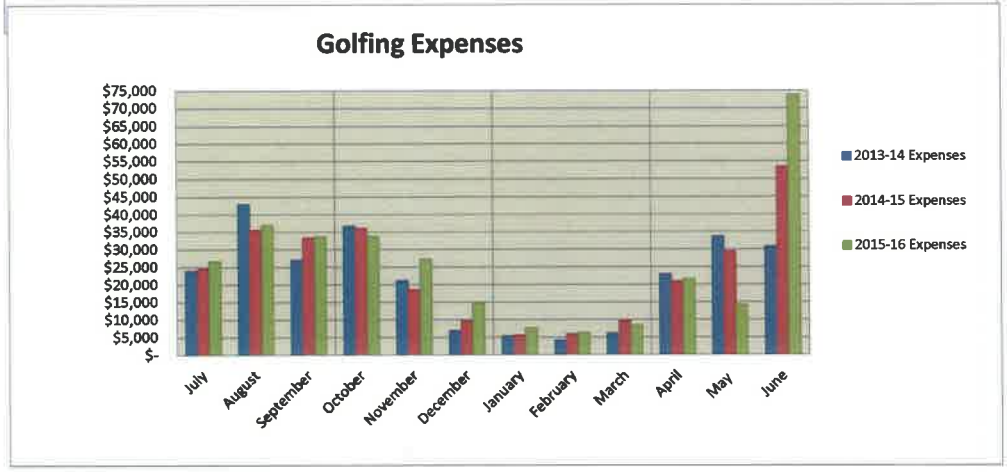
	2010-11 Expenses	2011-12 Expenses	2012-13 Expenses	2013-14 Expenses	2014-15 Expenses	2015-16 Expenses
July	$ 8,495	$ 33,627	$ 36,737	$ 24,054	$ 24,593	$ 26,790
August	$ 3,970	$ 71,919	$ 58,916	$ 42,984	$ 35,518	$ 36,961
September	$ 11,204	$ 51,818	$ 31,511	$ 27,049	$ 33,330	$ 33,660
October	$ 47,590	$ 47,451	$ 35,092	$ 36,693	$ 35,939	$ 33,758
November	$ 34,276	$ 54,972	$ 29,001	$ 21,353	$ 18,556	$ 27,341
December	$ 19,451	$ 22,233	$ 17,629	$ 6,914	$ 9,723	$ 14,683
January	$ (3,769)	$ 14,766	$ 15,224	$ 5,311	$ 5,484	$ 7,588
February	$ 15,222	$ 15,038	$ 25,556	$ 4,144	$ 5,861	$ 6,376
March	$ 24,881	$ 25,361	$ 12,940	$ 6,208	$ 9,580	$ 8,322
April	$ 29,967	$ 35,536	$ 22,179	$ 22,989	$ 20,917	$ 21,600
May	$ 31,809	$ 39,833	$ 46,152	$ 33,686	$ 29,452	$ 14,145
June	$ 87,589	$ 33,799	$ 60,118	$ 30,895	$ 53,327	* $ 73,805
	$ 310,685	$ 442,570	$ 391,057	$ 262,280	$ 282,280	$ 305,029
Net Profit(Loss)	(122,182)	(121,308)	(97,563)	12,042	16,768	(4,865)

* Expense higher due to pump maintenance.

(1) Revenue numbers changed for annual amounts due in this fiscal year.

(2) Revenue numbers lower for accring annual revenues into correct period ($30,828)





GOLF COURSE RESTAURANT

Revenues	2012-13 Revenues	2012-13 Expenses	2012-13 Net Profit(Loss)	2013-14 Revenues	2013-14 Expenses	2013-14 Net Profit(Loss)	2014-15 Revenues	2014-15 Expenses	2014-15 Net Profit(Loss)
July				$ 8,783	$ 9,078	(295)	$ 9,328	$ 10,493	(1,165)
August				$ 5,594	$ 13,999	(8,406)	$ 10,671	$ 19,642	(8,971)
September				$ 7,767	$ 5,924	1,843	$ 10,204	$ 18,853	(8,649)
October				$ 4,097	$ 7,101	(3,005)	$ 8,645	$ 11,004	(2,359)
November				$ 2,411	$ 3,261	(851)	$ 3,512	$ 5,218	(1,706)
December									
January									
February									
March		$ 9,478	(9,478)		$ 600	(600)			
April	$ 5,200	$ 7,298	(2,098)	$ 5,183	$ 8,264	(3,082)	$ 3,757	$ 4,730	(972)
May	$ 7,047	$ 5,928	1,118	$ 8,453	$ 13,272	(4,819)	$ 10,754	$ 13,156	$ (2,402)
June	$ 8,632	$ 16,138	(7,506)	$ 17,708	$ 26,694	(8,987)	$ 16,253	$ 20,809	(4,555)
	$ 20,878	$ 38,842	(17,964)	$ 59,994	$ 88,194	(28,200)	$ 73,125	$ 103,904	(30,779)

	2015-16 Revenues	2015-16 Expenses	2015-16 Net Profit(Loss)
July	$ 10,644	$ 10,935	(291)
August	$ 16,198	$ 17,875	(1,677)
September	$ 7,628	$ 11,322	(3,694)
October	$ 126	$ 3,268	(3,142)
November	$ -	$ 241	(241)
December			
January			
February			
March			
April			
May			
June			
	$ 34,595	$ 43,641	(9,046)