
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
Regular Meeting ♦ City Council Chambers
August 17, 2016 * 6:00 p.m.

Call meeting to order

Roll call of Councilmembers present

Next Resolution No. 16-5314

Next Ordinance No. 16-1006

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

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

- 3 **CLOSED SESSION:**
 - A PUBLIC EMPLOYMENT – pursuant to Government Code §54957:
 1. Police Chief
 - B CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code 54956.8:
 - 1 Property: APN: 101-270-10
Agency negotiator: Jared G. Hancock
Negotiating parties: City of Susanville/Lassen Community College
Under negotiation: Price/Conditions/Terms
 - 2 Property: APN: 103-340-02
Agency negotiator: Jared G. Hancock
Negotiating parties: City of Susanville/Ralph Sanders
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 Brian R. Wilson*
 - *Proclamations, awards or presentations by the City Council*
 1. Employee Service Recognition

- 5 **BUSINESS FROM THE FLOOR:**

Any person may address the Council at this time upon any subject **not on the agenda** within the jurisdiction of the City Council. However, any matter that requires action will be referred to staff for a report and action at a subsequent meeting. Presentations are subject to a five-minute limit.

6 **CONSENT CALENDAR:**

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

- A Receive and file minutes from the City Council's June 19, 2016 special meeting
- B Approve vendor warrants numbered 97890 through 98041 for a total of \$1,356,823.86 including \$112,035.36 in payroll warrants
- C Receive and file Finance Reports: July 2016

7 **PUBLIC HEARINGS:** No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

9 **NEW BUSINESS:**

- A Consider appoint of 2016 League of CA Cities Annual Conference voting delegate
- B Consider approval of **Resolution No. 16-5312** notice to award and execute agreement for STIP Pavement Project SC-11
- C Consider approval of **Resolution No. 16-5313** notice to award and execute agreement for STIP Pavement Project SC-12

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

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

12 **CONTINUING BUSINESS:**

- A Consideration of Water Rate Moderation

13 **CITY ADMINISTRATOR'S REPORTS:**

- A Property Maintenance Ordinance update
- B Susan River Trail Clean Up

14 **COUNCIL ITEMS:**

- A AB1234 travel reports:

15 **ADJOURNMENT:**

- *The next regular City Council meeting will be held on September 7, 2016 at 6:00 p.m.*

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

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

I, Gwenna MacDonald, certify that I caused to be posted notice of the regular meeting scheduled for August 17, 2016 in the areas designated on August 12, 2016.

A handwritten signature in blue ink, appearing to read "Gwenna MacDonald", written over a horizontal line.

Gwenna MacDonald, City Clerk

Reviewed by: JGH City Administrator
 City Attorney

 X Motion Only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Gwenna MacDonald, City Clerk

Action Date: August 17, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Minutes of the City Council's July 19, 2016 special meeting

PRESENTED BY: Gwenna MacDonald, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's July 19, 2016 special meeting

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of City Council's July 19, 2016 special meeting

ATTACHMENTS: Minutes: July 19, 2016

**SUSANVILLE CITY COUNCIL
Special Meeting Minutes
July 19, 2016 – 6:00 p.m.**

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

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

Staff present: Jared G. Hancock, City Administrator; Jessica Ryan, City Attorney; Jim Uptegrove, Interim Police Chief; James Moore, Fire Chief; Dan Gibbs, City Engineer; Deborah Savage, Finance Manager and Gwenna MacDonald, City Clerk.

Mr. Hancock announced that the City Council would be considering closed session business at the end of open session. He also shared that a sign in sheet for the public hearing for the Community Development Block Grant Program was available and he invited everyone present to sign in so we could meet the citizen participation requirements of the program.

1 APPROVAL OF AGENDA:

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to approve the agenda as submitted; motion carried. Ayes: Stafford, Franco and Garnier. Absent: De Boer and Wilson.

Thought of the Day provided by Councilmember Stafford.

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No comments.

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: No announcements.

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 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

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

7 PUBLIC HEARINGS:

7A 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 Mr. Hancock announced that the item before the Council for consideration is a very exciting opportunity for the City. The federal funding available to cities and counties in California is administered through the State Department of Housing and Community Development, and cities with populations in excess of 50,000 are entitlement jurisdictions. Susanville is a non-entitlement jurisdiction and has to follow the competitive application process in order to obtain funding for various eligible projects and programs. There are a number of steps required in order to be eligible to submit an application, including having a compliant Housing Element, which the City has worked to put in place. The State had also experienced some compliance issues with the federal government and had to revise some of their guidelines which also resulted in the City having to update some of its program guidelines in the last few years.

Mr. Hancock explained that the Notice of Funding Availability had been delayed which shortened the timeline that the City had to submit an application, which is anticipated to be July 27th. Another important component of the application process is to hold a public hearing. The City held its first hearing in April and the Council considered and discussed a number of program and project options which were eligible based on the identification of census tracts in the City that meet the target income population requirement. The City Council approved the application for \$1 million to complete an infrastructure project to replace various water lines in the fruit grower's neighborhood, and \$450,000 to complete a Riverside Park Rehabilitation. In addition, the City would be applying for \$500,000 for a program combining Housing Rehabilitation with Homebuyer Assistance. In addition, the City has Program Income available and there is an allocated amount for General Administration, which is used to pay for administration of the program.

Mr. Hancock reviewed details of the infrastructure and park rehabilitation project, which will include ADA upgrades to parking, access pathways, restroom upgrades and some landscaping and irrigation improvements.

Mr. Hancock concluded by thanking Lori Adams of Adams Ashby Group, for working with the City to put the application together. The City would receive notice of award in October, with funding made available in January.

Mayor pro tem Franco asked if the grant was funded at the outset or if it was a reimbursement based award.

Mr. Hancock responded that the grant is funded through an expenditure and draw down or reimbursement process.

Mr. Hancock reviewed the combo program that the City would be applying for and described the process for which provides funding for housing rehabilitation and homebuyer assistance activities. The housing rehabilitation component provides money to lend to residents who may need to address health and

safety or code enforcement type of items in their home. The program eligibility is based upon annual household income, the loans are at three percent interest, and a person can be an owner-occupant, or owner-investor who has between one and four rental units. In order to participate in the program, an owner investor must enter into a rent restriction agreement and keep the units available for renting to target-income families for a period of five years.

The second program is almost identical to the City's existing first-time homebuyer program, with the change being that it no longer has to be a person who is buying their first home. This program is intended to provide gap financing so that a person who qualifies for a set amount can obtain a loan through the program to fill that gap between the loan amount they can obtain through traditional financing, and the purchase price. The program is intended to provide stable or affordable housing for low income residents, and allows eligible participants to borrow up to 50 percent of the purchase price of the home. Mr. Hancock also noted that the guidelines before the Council did not include the interest forgiveness language that exists with the current program, where the loans earn interest for the first ten years, then each year after that, ten percent of the interest is forgiven. At year 20, the loan is back to the original principal amount only, and it is due and payable at year 30 and he requested that the language be included. Staff has been working with realtors and lenders on the current program to make them aware of the program, and the recommended funding allocation will provide \$250,000 for housing rehabilitation and \$250,000 for homebuyer assistance, with flexibility to move money between the programs if needed.

Mr. Hancock concluded by stating that the CDBG program requires that the grant must be spent down to 50 percent before applying for more funding, and the City has worked with Adams Ashby Group to prepare a competitive application with an infrastructure and community improvement project that are very achievable and balanced with the combo program. This will allow the City to develop more projects for future funding cycles while maintaining funding for the homeowner assistance and housing rehabilitation program. He invited questions or comments from the City Council.

Mayor Garnier asked for clarification regarding what sort of improvements would be considered eligible under the housing rehabilitation loan, suggesting replacement of a wood stove with a furnace, or switching out single pane windows with double pane. She also asked if moving funding from housing rehabilitation to homeowner assistance would require City Council authorization, and if there were any grants available to address health and safety issues.

Mr. Hancock responded that those items would be considered health and safety improvements under the program, and that the transfer of funds from one activity to another, depending on the success of the program, would require City Council approval. Regarding grant availability, there are certain applicants who would qualify for a grant, such as senior citizens, handicapped individuals, or those in the very low income category which are residents whose annual income is less than 50 percent of the annual median income for Lassen County. In addition, if the cost of improvements would over-improve the value of the home, then it can be looked at to grant funds. In addition, the removal of lead based paint can also be funded through a grant, and not a loan.

Mayor pro tem Franco asked if there was a preference given to single family homes rather than rental property.

Lori Adams, Adams Ashby Group, responded that the program does not have any requirements, and that participation is on a first-come, first-served basis. However, typically there is a struggle with property

owners agreeing to the rent limitation that must be imposed on the property which requires that they charge the tenant no more than 30% of their income for rent, so participation by landlords is often difficult.

Mr. Hancock added that this is a good option when the City has code violations, or health and safety issues with a property that make a property uninhabitable. Often times those people do not have the resources to make the improvements and to be able to refer them to a program that will provide funding needed to make those improvements is a very good partnership.

Mayor Garnier stated that she would love to see a huge advertisement in the paper so that people know the program is available.

Mr. Hancock explained that advertising is important and there are a lot of steps involved in participating, so working with applicants, contractors, lenders and realtors is a very important component to ensure success of the program. Mr. Hancock reviewed the steps in the rehabilitation process to create a scope of work, obtain bids, and encourage participation in the program by local contractors is also a normal hurdle in rural areas.

Mr. Hancock added that the final part of the funding opportunity is the use of program income funds, which is the money that the City receives from loans made by prior grants. The application has been structured so that the program income can be utilized on any of the projects, and staff will be monitoring closely to ensure that the fifty percent spend down thresholds are met. Mr. Hancock summarized that the action for Council consideration was to approve submittal of the application, approval of two sets of guidelines for the combination Housing Rehabilitation and Homebuyer Assistance program, with the inclusion of the interest forgiveness language in the Homebuyer Assistance Guidelines.

Mayor Garnier opened the public hearing at 6:37 p.m. and requested any comments or questions from the public.

There being no questions or comments, the public hearing was closed at 6:38 p.m.

Mr. Hancock invited Lori Adams, Adams Ashby Group, to add any comments.

Ms. Adams commented that the report provided to City Council was very thorough, and stated that there are a lot of changes going on at the State level with the CDBG program, and it is very likely that the NOFA process next year is likely to be much different. The City has a very competitive application, and the way it is structured with staggered projects and programs allows the City to kick off immediately to complete some large projects, and demonstrate that the City is able to spend the funding in a timely manner. Staff has worked very diligently to come up with the information needed, and the applications are individually rated and ranked. It is possible that the State could partially fund one activity and not another, or it could fund all three, so the application approval is not based on an all or nothing method.

Mr. Hancock added that since the Super NOFA process has been implemented, there were a lot of jurisdictions applying for and receiving grant funds that they were not able to spend, so that fewer and fewer agencies have been applying for funding. The City has benefited by having the involvement of the Adams Ashby Group and Ms. Adams' expertise with the program and knowledge what other communities have done in order to be successful.

Mayor pro tem Franco asked if there was any requirement to hire local contractors with these projects.

Ms. Adams replied that the program requires the City to follow a competitive bid process, so it is not allowed to have a preference. With the smaller rehabilitation projects, the City will be required to maintain a list of eligible contractors that will be vetted, and they are then invited to provide bids on projects. With smaller projects, the City is allowed to obtain three verbal quotes, as long as the documentation can be provided to verify that the process has been followed.

There were no more questions or comments.

Motion by Councilmember Franco, second by Councilmember Stafford, to approve Resolution No. 16-5310 with the added interest forgiveness language included in the Homebuyer Assistance Guidelines; motion carried. Ayes: Franco, Stafford and Garnier. Absent: De Boer and Wilson.

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

9 **NEW BUSINESS:**

9A **Consider approval of Resolution No. 16-5311 declaring certain items surplus and authorizing sale** Mr. Hancock explained that the City is establishing an annual cycle to hold a surplus sale for any obsolete or unusable items. He thanked Ms. Ruth Ellis, Administrative Staff Assistant, for her work in developing the list of items. The departments each work to identify items, circulate to determine if another City department could use the item, and then the list is brought to the City Council to declare that the items are surplus and eligible for sale. Some of the larger items have a minimum bid that is typically equivalent to scrap value, then the City advertises, makes the list available on the website, and provides an opportunity for public viewing. The items are bid on through a closed bid process, and the list of items to be declared surplus are included as an attachment to the resolution.

Councilmember Franco asked what is done with the items that do not sell at the sale.

Mr. Hancock responded that depending on the item and potential for use by another agency or community group, it is either donated or disposed of, or returned for future sale.

Motion by Councilmember Stafford, second by Councilmember Franco, to approve Resolution No. 16-5311; motion carried. Ayes: Franco, Stafford and Garnier. Absent: De Boer and Wilson.

9B **Consider approval of Lassen Family Services and Susanville Peace Officers Association Superhero 5K Fun Run on August 21, 2016** Chief Uptegrove explained that Lassen Family Services and the Susanville Police Officers Association are partnering to host a 5K Fun Run on Sunday, August 21, 2016 beginning at 11:00 a.m. 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 to be needed and the money raised will be donated to support Lassen Family Services programs. The cost for the City's support is approximately \$120 for two police officers to provide an escort and assistance with traffic control.

Motion by Councilmember Stafford, second by Councilmember Franco, to support the Superhero Fun Run on August 21, 2016; motion carried. Ayes: Franco, Stafford and Garnier. Absent: De Boer and Wilson.

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

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

12 **CONTINUING BUSINESS:**

12A **Consider Susanville Municipal Airport Hangar Lease Options** Mr. Hancock explained that the City currently provides two different lease options at the Susanville Municipal Airport for the land leases, a private lease and a commercial lease. These leases are in place even for owners who have built and own a hangar. The private leases are for 20 years, and are .29 per square foot per year. They are able to use the hangar for the storage of an airplane or aircraft related equipment, and if they sublease, they must pay the City either 20 percent of the sublease amount or \$20 per month, whichever is greater.

The other lease option is a commercial lease for anyone operating a business out of their hangar. These are for five years, for a price of .78 per square foot per year, and it is tied to the Consumer Price Index so it increases every year. The current leases do not contain any guidelines for subleasing, but it does require that any person operating a commercial business enter into a Commercial Operator Agreement with the City. The current cost for the operation of a commercial business is approximately \$10,600 per year, which is based on 7.5 percent of the annual operating costs, less any FAA funded projects. There has been a lot of discussion regarding the commercial operator lease rate, the development of businesses at the airport, and whether or not the City needs to have two separate ground leases for private or commercial users. Mr. Hancock requested comments and discussion from the City Council.

Mayor pro tem Franco asked how the City was defining commercial businesses, and if it was limited to a storage facility or warehousing, or having customers coming to and from the location.

Mr. Hancock responded that the business use would not allow for a business like private storage of items such as precious metals for investors where you would have the foot traffic of people visiting the hangar. The current businesses are medical operators, flight instruction, or those things that would typically have a base located at the airport. There is currently one hangar owner that is in real estate and works with larger rural and range properties, and they fly to and from the airport when looking at property. The City has had inquiries in the past from someone who was having difficulty locating an industrial property, and wanted to set up a paint booth for aircraft and vehicles and it was not approved at the time. The City Council would have an opportunity to review the type of business and potential for exposure when considering approval of the Operator Agreement.

Mr. Hancock explained that there is an opportunity to work with the Airport Commission for recommendations regarding commercial uses, and cleaning up some of the language that is often contradictory that should be addressed. For example, there are legitimate needs to be able to park a vehicle in the hangar if you are driving to the airport to use your airplane. There is one hangar that does not have a door on it, and it contains a number of items so that people taxiing can see the miscellaneous storage, and it gives the wrong impression of what is permitted. The language needs to be buttoned down so we can work with people to become compliant.

Mr. Hancock continued that it is also important to know that there are businesses who are used to working on a shorter lease period of 3 to 5 years, but the 20 year lease is beneficial for financing to

construct a hangar on the property, and it corresponds with the IRS timeline for depreciation. In addition, the people who rent city-owned hangars are paying for a space lease which is different than the ground leases.

In the discussion regarding the establishment of a \$10,600 annual commercial operator fee, it was discussed that for a smaller business the amount may be difficult to come up with. A one size fits all fee is more simple to administer, and even if the fee is lowered slightly to six percent, it is important to have the people who are using the airport and benefiting from the improvements to pay their share. Currently the City is budgeting \$15,000 per year to provide for the ten percent match required for FAA funded projects, and it will be important for people to see those improvements happening, and will make them more willing to pay their share.

Mayor pro tem Franco stated that it will be important to balance long term use with generating a reasonable amount of income. The Council has an opportunity to review the proposed businesses and decline if they do not fit with what is an appropriate use of the airport.

Councilmember Stafford agreed, adding that it is important for the Airport to be as self-sufficient as possible, since using General Fund money to subsidize takes away from the other departments.

Mayor Garnier stated that the discussion has included concern that the seven percent rate would drive away businesses, and suggested lowering it to six, or six and one half, then increasing after a few years.

Mayor pro tem Franco commented that the City could develop an introductory rate to offer new businesses as an incentive to locate at the airport.

Mr. Hancock stated that based upon the annual operating cost of \$141,059, a six percent fee would be \$8,463 per year. The more businesses the City attracts, the more the operating costs could be spread out, resulting in a lower cost for each business. Any amount between six and seven and one-half percent would be reasonable.

Mr. Hancock reviewed the recommendations, which would be to create one ground lease for 5 or 20 years, with the commercial operators paying their way by entering into an operator agreement. As the ground lease is developed, staff can address some of the language to clarify storage and other operational issues. Mr. Hancock stated that if the reduction in the commercial operator agreement is lowered then he recommends revisiting the recent lease entered into with PHI Medical, who just signed an agreement for approximately \$10,500 per year.

It was the consensus of the City Council to move forward with one ground lease to include clarifying language regarding storage and operational issues, and lower the fee to six percent. Mr. Hancock noted that staff would be obtaining input from the FAA regarding the lease to ensure compliance with equal opportunity and non-discrimination provisions which are sometimes interpreted differently by the Federal Government.

Mayor pro tem Franco asked if there had been any inquiries received from businesses wanting to start up.

Mr. Hancock replied that there have been discussions with the Forest Service who is currently using a more rural airport for refueling planes with retardant. Staff has been looking at an expansion of the Johnstonville Well water system to serve the airport, which would allow the Forest Service utilize the water

for mixing retardant, and a benefit to the City would be seen in fuel sales. There would need to be additional infrastructure put in place in order to provide that opportunity.

There was a discussion regarding options to lengthen the runway and expand the airport to allow larger aircraft to utilize the facility.

13 **CITY ADMINISTRATOR'S REPORTS:**

13A **Emergency Water Regulations Report** Mr. Hancock noted that Mr. Newton had been excused from the meeting, and he would be providing the report in his absence.

Mr. Hancock reviewed the drought conditions in the State that resulted in a mandated water emergency conservation order. Some of the State Regulations made it illegal to wash down parking lots and driveways, utilizing a hose without a shut-off nozzle, or over-spraying. Next, they took a look at individual municipal water service providers and assigned a water conservation percentage based on population and usage. The City of Susanville was assigned to the highest conservation tier, or 36 percent, based upon 2013 production numbers. Staff worked with the community, reduced watering to three days per week, used door hangar reminders, and had a lot of success, reducing usage by 20 percent during the first few months. The State set up a compliance threshold of 15 percent, meaning that if an agency was 15 percentage points off the target conservation measure, then you entered the next phase of enforcement. Staff traveled to Sacramento, met with Water Board officials, and shared that the City anticipated achieving the majority of the conversation during the winter months, that our region was not experiencing the level of drought seen in other parts of the State, but the City received a conservation order, asking for a reduction in outdoor watering to one day per week and hiring additional staff, among other things.

Mr. Hancock explained that the City was able to achieve a 30 percent reduction, mainly through system modifications. The large amount of water collected during the winter at Cady Springs fills the Harris Drive tank, then overflows and runs back into the river. That water was all included in the production numbers and would overflow the tank at roughly one million gallons of water per day during the winter months. Staff worked to divert the water upstream so that the water never entered the system.

In addition, the State guidelines had been modified to include a climate factor which reduced the conservation mandate to thirty three percent. Approximately three months ago, the State made additional modifications and implemented a mechanism for agencies to self-certify. Staff obtained the requirements for the self-certification process, compiled the data and submitted it to the State. The State has received the information, reviewed it and while the City has not received the official approval, we expect the list of self-certified agencies to be published in the near future. The City is not currently enforcing the three-day per week watering restriction, but is continuing to encourage conservation, and while there is some perception in the community that conservation is not necessary based upon other reports in the surrounding areas, staff has worked to educate the community and reinforce the practices of conserving.

Mayor Garnier asked if the City had published any notices to remind people that they should still be conserving, because with the warmer weather they will really begin to pour on the water.

Mayor pro tem Franco stated that it is good to remind residents to remain conscientious, as we are lucky to have the water that we do. Predictions show that the region could be moving into a drought condition for the next few years, which would put us right back into a restriction.

Mr. Hancock stated that California is a relatively dry state and while our region does not see the same drought impacts as others, the abundance of water is also relative to the lower population. The water rates which the Council implemented will also affect the amount of water people use as they notice the difference in cost.

Mayor Garnier asked what amount of water was available for use with the base rate.

Mr. Hancock responded that the base rate includes 300 cubic feet, or approximately 2,500 gallons of water per month, and it was the goal of the Council to have as little impact as possible on seniors or others with fixed income. Households with more people or turf to water will see the largest increase.

13B Golf Course Update Mr. Hancock reviewed the financial update noting that there were only a few outstanding invoices so the data through June 30th, is very solid for the end of the fiscal year. It shows a cash balance of \$20,000, and he reviewed some of the equipment purchases and recent improvement activities that had been undertaken at the course. He stated that Ron Jarrell has been providing the golf course coordinator function over the past few weeks, and he has helped tremendously in getting the course operations on track. The course is fully staffed, and there have been a few extra maintenance and mowing people hired to work on spot spraying, fertilizing, and sprinkler head repair and replacement. The limited food items have been a success, and staff is continuing to look for a concession operator in order to allow for expansion into hamburgers and some other things to provide for golfers. The course is steadily improving and staff has received positive feedback from golfers and members of the community.

Mayor pro tem Franco noted that there was a great article in the paper recently about the Course, and the Council thanked Sam Williams of the Lassen County Times for the positive promotion.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

15 ADJOURNMENT:

At 7:48 p.m., Mayor Garnier called for a five minute recess prior to reconvening in closed session.

The City Council adjourned closed session at 9:10 p.m.

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

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

Meeting adjourned at 9:32 p.m.

Respectfully submitted by

Kathie Garnier, Mayor

Gwenna MacDonald, City Clerk

Approved on: _____

Reviewed by: DA City Administrator
_____ City Attorney

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

Submitted by: Deborah Savage, Finance Manager

Action Date: August 17, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Vendor and Payroll Warrants

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Warrants dated July 28th through August 9th numbered 97890 through 98041

FISCAL IMPACT: Accounts Payable vendor warrants totaling \$ 1,244,788.50 plus \$ 112,035.36 in payroll warrants, for a total of \$ 1,356,823.86

ACTION REQUESTED: Motion to receive and file.

ATTACHMENTS: Payments by vendor and transmittal check registers.

Report Criteria:
 Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
07/15/2016	CDPT	07/22/2016	532	CITY OF SUSANVILLE PA	1	7650-2203-1	6,867.83-
07/15/2016	CDPT	07/22/2016	532	CITY OF SUSANVILLE PA	1	7650-2203-1	6,867.83-
07/15/2016	CDPT	07/22/2016	532	CITY OF SUSANVILLE PA	1	7650-2203-1	2,288.94-
07/15/2016	CDPT	07/22/2016	532	CITY OF SUSANVILLE PA	1	7650-2203-1	2,288.94-
07/15/2016	CDPT	07/22/2016	532	CITY OF SUSANVILLE PA	1	7650-2203-1	18,498.65-
07/15/2016	CDPT	07/22/2016	533	LABORERS TRUST FUND	9	7650-2203-1	1,097.50-
07/15/2016	CDPT	07/22/2016	533	LABORERS TRUST FUND	9	7650-2203-1	70,147.50-
07/15/2016	CDPT	07/22/2016	534	EMPLOYMENT DEV. DEP	6	7650-2203-1	5,316.35-
07/15/2016	CDPT	07/22/2016	535	EMPLOYMENT DEV DEP	7	7650-2203-1	1,310.22-
07/15/2016	CDPT	07/28/2016	536	P.E.R.S.	8	7650-2203-1	742.25-
07/15/2016	CDPT	07/28/2016	536	P.E.R.S.	8	7650-2203-1	5,732.34-
07/15/2016	CDPT	07/28/2016	536	P.E.R.S.	8	7650-2203-1	2,036.36-
07/15/2016	CDPT	07/28/2016	536	P.E.R.S.	8	7650-2203-1	2,958.02-
07/15/2016	CDPT	07/28/2016	536	P.E.R.S.	8	7650-2203-1	368.81-
07/15/2016	CDPT	07/28/2016	536	P.E.R.S.	8	7650-2203-1	1,557.59-
07/15/2016	CDPT	07/28/2016	536	P.E.R.S.	8	7650-2203-1	159.14-
07/15/2016	CDPT	07/28/2016	536	P.E.R.S.	8	7650-2203-1	87.57-
07/15/2016	CDPT	07/28/2016	536	P.E.R.S.	8	7650-2203-1	1,261.76-
07/15/2016	CDPT	07/28/2016	536	P.E.R.S.	8	7650-2203-1	1,323.33-
07/15/2016	CDPT	07/28/2016	536	P.E.R.S.	8	7650-2203-1	1,578.53-
07/15/2016	CDPT	07/28/2016	536	P.E.R.S.	8	7650-2203-1	1,658.43-
07/15/2016	CDPT	07/28/2016	536	P.E.R.S.	8	7650-2203-1	837.38-
07/15/2016	CDPT	07/28/2016	536	P.E.R.S.	8	7650-2203-1	879.77-
07/15/2016	CDPT	07/28/2016	536	P.E.R.S.	8	7650-2203-1	16.00-
07/15/2016	CDPT	07/28/2016	536	P.E.R.S.	8	7650-2203-1	3,920.12-
07/15/2016	CDPT	07/28/2016	536	P.E.R.S.	8	7650-2203-1	876.79-
07/15/2016	CDPT	07/28/2016	536	P.E.R.S.	8	7650-2203-1	2,300.84-
07/15/2016	CDPT	07/28/2016	536	P.E.R.S.	8	7650-2203-1	16.00-
07/15/2016	CDPT	07/22/2016	97876	AFLAC	14	8403-2239-0	431.05-
07/15/2016	CDPT	07/22/2016	97876	AFLAC	14	7650-2203-0	120.61-
07/15/2016	CDPT	07/22/2016	97877		40	7650-2203-0	348.46-
07/15/2016	CDPT	07/22/2016	97878	CA STATE DISBURSEME	35	7650-2203-0	155.07-
07/15/2016	CDPT	07/22/2016	97879	CA STATE DISBURSEME	36	7650-2203-0	84.90-
07/15/2016	CDPT	07/22/2016	97880	CA STATE DISBURSEME	37	7650-2203-0	69.23-
07/15/2016	CDPT	07/22/2016	97881	GOLDEN ONE CREDIT U	12	7650-2203-0	592.50-
07/15/2016	CDPT	07/22/2016	97882	JEFFERSON PILOT FINA	22	7650-2203-1	156.42-
07/15/2016	CDPT	07/22/2016	97882	JEFFERSON PILOT FINA	22	7650-2203-1	174.25-
07/15/2016	CDPT	07/22/2016	97883	NATIONWIDE RETIREME	5	7650-2203-0	955.00-
07/15/2016	CDPT	07/22/2016	97884	NEW IMAGE RACQUETB	30	7650-2203-0	153.00-
07/15/2016	CDPT	07/22/2016	97885	OPERATING ENGINEERS	11	7650-2203-0	681.00-
07/15/2016	CDPT	07/22/2016	97886	PRE-PAID LEGAL SERVI	13	7650-2203-0	7.97-
07/15/2016	CDPT	07/22/2016	97887	UPEC, LOCAL 792	10	7650-2203-1	21.75-
07/15/2016	CDPT	07/22/2016	97887	UPEC, LOCAL 792	10	7650-2203-1	1,957.50-
07/15/2016	CDPT	07/22/2016	97888	VALIC	4	7650-2203-0	1,917.62-
07/15/2016	CDPT	07/22/2016	97889	VANTAGEPOINT TRANS.	3	7650-2203-0	62.00-
Grand Totals:			<u>45</u>				<u>150,883.12-</u>

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	07/28/2016	537	LABORERS TRUST FUND	9	7650-2203-1	970.00-
07/01/2016	CDPT	07/28/2016	97890	AFLAC	14	8403-2239-0	431.05-
07/01/2016	CDPT	07/28/2016	97890	AFLAC	14	7650-2203-0	120.61-
07/01/2016	CDPT	07/28/2016	97891	GOLDEN ONE CREDIT U	12	7650-2203-0	553.00-
07/01/2016	CDPT	07/28/2016	97892	NEW IMAGE RACQUETB	30	7650-2203-0	153.00-
07/01/2016	CDPT	07/28/2016	97893	OPERATING ENGINEERS	11	7650-2203-0	680.00-
07/01/2016	CDPT	07/28/2016	97894	PRE-PAID LEGAL SERVI	13	7650-2203-0	7.98-
07/01/2016	CDPT	07/28/2016	97895	UPEC, LOCAL 792	10	7650-2203-1	21.75-
Grand Totals:			8				2,937.39-

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	07/28/2016	97896	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER-CITY	07194	1	1000-417-10-44	FACILITY - REPAIR & MAINTEN	107.74	107.74
Total 07194:											
07/16	07/28/2016	97896	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER-MUS	07195	1	1000-417-10-44	FACILITY - REPAIR & MAINTEN	85.16	85.16
Total 07195:											
07/16	07/28/2016	97896	31	ALPINE FIRE SERVICES I	FIRE EXT. SER./FIRE GOLF CO	57193	1	7530-451-52-44	REPAIR & MAINT - BUILDING	63.23	63.23
Total 57193:											
07/16	07/28/2016	97897	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES 07/21/16	634690204	1	7620-430-10-44	LINEN SERVICE	27.75	27.75
Total 634690204:											
07/16	07/28/2016	97897	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 07/21/16-G	634690218	1	7401-430-62-44	LINEN SERVICES	51.73	51.73
Total 634690218:											
07/16	07/28/2016	97897	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 07/21/16-ST	634690219	1	2007-431-20-44	LINEN SERVICE	50.26	50.26
Total 634690219:											
07/16	07/28/2016	97897	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 07/21/16-W	634690220	1	7110-430-42-44	LINEN SERVICE	40.80	40.80
Total 634690220:											
07/16	07/28/2016	97898	68	BECKWITH MD, DAVID R	DMV PHYSICAL-PW	071116	1	1000-416-10-43	PROFESSIONAL SVCS	100.00	100.00
Total 071116:											
07/16	07/28/2016	97899	116	CASHMAN EQUIPMENT	VEHICLE REPAIR	2459659	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	154.80	154.80

Check Issue Dates: 7/28/2016 - 7/28/2016

Jul 28, 2016 03:40PM

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 2459659:											
07/16	07/28/2016	97900	152	COUSO TECHNOLOGY &	WEBSITE MAINT 6/16-7/16	542193	1	1000-417-10-43	TECHNICAL SVCS	170.00	170.00
07/16	07/28/2016	97900	152	COUSO TECHNOLOGY &	WEBSITE MAINT 6/16-7/16	542193	2	1000-417-10-43	TECHNICAL SVCS	170.00	170.00
Total 542193:											
07/16	07/28/2016	97901	167	DALCAR ELECTRICAL SU	PLUMBING PARTS-GAS	0020362	1	7401-430-62-46	SUPPLIES-GENERAL	53.48	53.48
Total 0020362:											
07/16	07/28/2016	97902	174	DATEMA, STEVEN K.	AIRPORT MANAGER 7/16	072716	1	7201-430-81-43	TECHNICAL SVCS	1,896.86	1,896.86
Total 072716:											
07/16	07/28/2016	97903	184	DEPARTMENT OF JUSTI	FINGERPRINTS - APPS	175143	1	1000-416-10-45	FINGERPRINTING SERVICES	160.00	160.00
Total 175143:											
07/16	07/28/2016	97904	7293	DIG IT CONSTRUCTION	STIP SC PROJECT #15-03	072616	1	2007-431-30-44	CONSTRUCTION SERVICES	86,725.78	86,725.78
Total 072616:											
07/16	07/28/2016	97904	7293	DIG IT CONSTRUCTION	STIP SC-1 PROJECT #15-04	07262016	1	2007-431-31-44	CONSTRUCTION SERVICES	220,627.18	220,627.18
Total 07262016:											
07/16	07/28/2016	97905	1260	DIRECTV INC	CABLE-GC	29026672783	1	7530-451-62-45	COMMUNICATIONS	171.96	171.96
Total 29026672783:											
07/16	07/28/2016	97906	208		REIM HEALTH INSURANCE PRE	072516	1	7610-2239-006	RETIREE SICK LEAVE BANK PA	703.00	703.00
Total 072516:											
07/16	07/28/2016	97907	1503	DSA SACRAMENTO REGI	PANCERA PLAZA SC-3 STREET	071416	1	2007-431-20-48	TAXES, FEES, PERMIT AND CH	880.00	880.00

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 071416:											
07/16	07/28/2016	97908	219	ED STAUB & SONS PETR	9 GAL PROPANE-AIRPORT	0251388	1	7201-430-81-46	PROPANE	20.29	20.29
Total 0251388:											
07/16	07/28/2016	97909	7111		REFUND ELECT. PANAL DEPO	071416	1	1000-2228-009	DEPOSITS-COMM CENTER RE	150.00	150.00
Total 071416:											
07/16	07/28/2016	97910	8624		ENCR OACHMENT DEPOSIT	071316	1	1001-2228-001	DEPOSITS-CURB, GUTTER, SID	760.00	760.00
Total 071316:											
07/16	07/28/2016	97911	238	FASTENAL COMPANY	SUPPLIES-PARKS	CASUS71963	1	1000-452-20-46	SUPPLIES-JANITORIAL	41.09	41.09
Total CASUS71963:											
07/16	07/28/2016	97912	241	FEATHER PUBLISHING C	LEAF PROGRAM	1163128	1	1000-417-10-45	ADVERTISING	73.50	73.50
Total 1163128:											
07/16	07/28/2016	97912	241	FEATHER PUBLISHING C	LEAF PROGRAM	1167933	1	1000-417-10-45	ADVERTISING	73.50	73.50
Total 1167933:											
07/16	07/28/2016	97912	241	FEATHER PUBLISHING C	FATHERS DAY SPECIAL AD-GC	1220493	1	7530-451-52-45	ADVERTISING	137.25	137.25
Total 1220493:											
07/16	07/28/2016	97912	241	FEATHER PUBLISHING C	FATHERS DAY SPECIAL AD-GC	1222368	1	7530-451-52-45	ADVERTISING	137.25	137.25
Total 1222368:											
07/16	07/28/2016	97913	8578		REFUND GAS DEPOSIT	1022897007	1	7401-2228-000	DEPOSITS-CUSTOMER	161.35	161.35
Total 1022897007:											

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	07/28/2016	97914	265	FRONTIER	257-0315 AWOS AIRPORT	0315 071516	1	7201-430-81-45 COMMUNICATIONS	42.68	42.68
	Total 0315 071516:										
	07/16	07/28/2016	97914	265	FRONTIER	257-1045 PW ENGINEERING	1045 071516	1	7620-430-10-45 COMMUNICATIONS	49.96	49.96
	Total 1045 071516:										
	07/16	07/28/2016	97914	265	FRONTIER	257-1056 PW SHOP	1056 072016	1	7620-430-10-45 COMMUNICATIONS	52.34	52.34
	Total 1056 072016:										
	07/16	07/28/2016	97914	265	FRONTIER	257-1057 FAX-PW	1057 072016	1	7620-430-10-45 COMMUNICATIONS	193.15	193.15
	Total 1057 072016:										
	07/16	07/28/2016	97914	265	FRONTIER	257-2845 UTILITY ROLL OVER	2845 071516	1	7620-430-10-45 COMMUNICATIONS	64.51	64.51
	Total 2845 071516:										
	07/16	07/28/2016	97914	265	FRONTIER	257-3292 MUSEUM	3292 071016	1	1000-451-80-45 COMMUNICATION	114.13	114.13
	Total 3292 071016:										
	07/16	07/28/2016	97914	265	FRONTIER	257-4725 CITY HALL FAX	4725 071516	1	1000-415-10-45 COMMUNICATIONS	36.77	36.77
	07/16	07/28/2016	97914	265	FRONTIER	257-4725 CITY HALL FAX	4725 071516	2	1000-419-10-45 COMMUNICATIONS	36.78	36.78
	Total 4725 071516:										
	07/16	07/28/2016	97914	265	FRONTIER	257-7236 NAT GAS	7236 072016	1	7620-430-10-45 COMMUNICATIONS	198.82	198.82
	Total 7236 072016:										
	07/16	07/28/2016	97914	265	FRONTIER	257-7237 NAT GAS	7237 072016	1	7620-430-10-45 COMMUNICATIONS	54.42	54.42
	Total 7237 072016:										
	07/16	07/28/2016	97915	946	GEORGE T. HALL CO. IN	REPAIR ON PUMP-GC	S1219882001	1	7530-451-62-44 REPAIR & MAINTENANCE - MIS	787.60	787.60

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 \$1219682001:											
07/16	07/28/2016	97916	8013		REFUND GAS DEPOSIT	071416	1	7401-2228-000	DEPOSITS-CUSTOMER	156.40	156.40
Total 071416:											
07/16	07/28/2016	97917	372	KRONICK MOSKOVITZ	PROFESSIONAL SERVICES 6/2	283098	1	1000-416-10-43	PROFESSIONAL SVCS	292.50	292.50
Total 283098:											
07/16	07/28/2016	97918	8625	LAGUNA RANCH, LLC	ENCROACHMENT DEPOSIT	071316	1	1001-2228-001	DEPOSITS-CURB, GUTTER, SID	106,880.00	106,880.00
Total 071316:											
07/16	07/28/2016	97919	411	LASSEN MOTOR PARTS	INSTRUMENT PANEL #61-GAS	253493	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	1,083.08	1,083.08
Total 253493:											
07/16	07/28/2016	97920	432	LEXIS NEXIS	CONTRACT 6/16	1606205352	1	1000-412-10-48	DUES AND MEMBERSHIPS	143.82	143.82
Total 1606205352:											
07/16	07/28/2016	97921	437	LMUD	JOHNSTONVILLE RD SPRINKLE	10262 071916	1	1000-452-30-46	ELECTRICITY	21.74	21.74
Total 10262 071916:											
07/16	07/28/2016	97921	437	LMUD	66 N LASSEN ST	2466 070716	1	1000-417-10-46	ELECTRICITY	702.03	702.03
Total 2466 070716:											
07/16	07/28/2016	97921	437	LMUD	N WEATHERLOW ST TENNIS S	24661 070716	1	1000-452-20-46	ELECTRICITY	20.00	20.00
Total 24661 070716:											
07/16	07/28/2016	97921	437	LMUD	65 N WEATHERLOW ST-PARK	2865 070716	1	1000-452-20-46	ELECTRICITY	79.57	79.57
Total 2865 070716:											

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	07/28/2016	97921	437	LMUD	65 N WEATHERLOW ST MUSEU	2866 070716	1	1000-451-80-46	ELECTRICITY	26.68	26.68
Total 2866 070716:											
07/16	07/28/2016	97921	437	LMUD	65 N WEATHERLOW ST COMM	2867 070716	1	1000-452-20-46	ELECTRICITY	48.48	48.48
Total 2867 070716:											
07/16	07/28/2016	97921	437	LMUD	N WEATHERLOW ST-TENNIS C	2870 070716	1	1000-452-20-46	ELECTRICITY	21.31	21.31
Total 2870 070716:											
07/16	07/28/2016	97921	437	LMUD	NORTH ST BASEBALL PARK M	2873 070716	1	1000-452-20-46	ELECTRICITY	43.83	43.83
Total 2873 070716:											
07/16	07/28/2016	97921	437	LMUD	472-105 JOHNSTONVILLE WAT	350161 71916	1	7112-430-42-46	ELECTRICITY	94.25	94.25
Total 350161 71916:											
07/16	07/28/2016	97921	437	LMUD	116 N WEATHERLOW ST MUSE	43866 070716	1	1000-451-80-46	ELECTRICITY	131.00	131.00
Total 43866 070716:											
07/16	07/28/2016	97921	437	LMUD	WELL #3-WATER	4559 071916	1	7110-430-42-46	ELECTRICITY	8,938.07	8,938.07
Total 4559 071916:											
07/16	07/28/2016	97921	437	LMUD	NORTH ST PARK LITES MEM FI	9289 070716	1	1000-452-20-46	ELECTRICITY	171.10	171.10
Total 9289 070716:											
07/16	07/28/2016	97921	437	LMUD	MAIN & PINE CHRISTMAS TREE	94811 070716	1	1000-466-30-46	ELECTRICITY	20.00	20.00
Total 94811 070716:											
07/16	07/28/2016	97922	445		RETIRE INCENTIVE 8/16	072816	1	7610-2239-007	EARLY RETIREMENT INCENTIV	930.00	930.00

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 072816:											
07/16	07/28/2016	97923	480	MINERS & PISANI INC	3" TURBINE METER-GAS	19627	1	7401-430-63-47	MACHINERY & EQUIPMENT	5,062.82	5,062.82
07/16	07/28/2016	97923	480	MINERS & PISANI INC	3" TURBINE METER-GAS	19627	2	7401-430-63-47	MACHINERY & EQUIPMENT	66.19	66.19
Total 19627:											
07/16	07/28/2016	97924	931		REFUND FUEL CHARGE-PW	060216	1	7620-430-11-46	GASOLINE	53.02	53.02
Total 060216:											
07/16	07/28/2016	97925	1567	OHD, INC	QFT ANNUAL CALIBRATION-FI	47523	1	1000-422-10-43	TECHNICAL SVCS	690.00	690.00
Total 47523:											
07/16	07/28/2016	97926	1228	ONLINE INFORMATION S	CREDIT ON ACCT ALREADY US	704674	3	7110-430-42-48	TAXES, FEES, PERMITS & CHA	2.58	2.58
07/16	07/28/2016	97926	1228	ONLINE INFORMATION S	CREDIT ON ACCT ALREADY US	704674	4	7401-430-62-48	TAXES, FEES, PERMITS & CHA	2.57	2.57
Total 704674:											
07/16	07/28/2016	97927	546	PAYLESS BUILDING SUP	LUMBER-GOLF	1409090	1	7530-451-62-46	SUPPLIES-GENERAL	23.65	23.65
Total 1409090:											
07/16	07/28/2016	97927	546	PAYLESS BUILDING SUP	LUMBER-STREETS	2479202	1	2007-431-20-46	SUPPLIES-GENERAL	34.36	34.36
Total 2479202:											
07/16	07/28/2016	97927	546	PAYLESS BUILDING SUP	CONCRETE-STREETS	2479462	1	2007-431-20-46	SUPPLIES-GENERAL	25.48	25.48
Total 2479462:											
07/16	07/28/2016	97928	1462	PURVIS CONSULTING	INTERM BUILDING OFFICIAL S/	053016	1	1000-424-20-43	TECHNICAL SVCS	6,057.50	6,057.50
Total 053016:											
07/16	07/28/2016	97929	572	QUILL CORPORATION	OFFICE SUPPLIES-PW	6805265	1	7620-430-10-46	SUPPLIES-GENERAL	8.59	8.59

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 6805265:											
07/16	07/28/2016	97929	572	QUILL CORPORATION	THERMAL ROLL TAPE	7108680	1	7530-451-52-46	SUPPLIES-GENERAL	30.05	30.05
Total 7108680:											
07/16	07/28/2016	97929	572	QUILL CORPORATION	OFFICE SUPPLIES-PD	7286639	1	1000-421-10-46	SUPPLIES-GENERAL	940.65	940.65
Total 7286639:											
07/16	07/28/2016	97929	572	QUILL CORPORATION	TONER-PD	7290140	1	1000-421-10-46	SUPPLIES-GENERAL	175.16	175.16
Total 7290140:											
07/16	07/28/2016	97929	572	QUILL CORPORATION	FOLDERS-PD	7290141	1	1000-421-10-46	SUPPLIES-GENERAL	408.93	408.93
Total 7290141:											
07/16	07/28/2016	97929	572	QUILL CORPORATION	BINDERS-PW	7324295	1	7620-430-10-46	SUPPLIES-GENERAL	72.40	72.40
Total 7324295:											
07/16	07/28/2016	97929	572	QUILL CORPORATION	OFFICE SUPPLIES	7474393	1	1000-415-10-46	SUPPLIES-GENERAL	6.44	6.44
Total 7474393:											
07/16	07/28/2016	97929	572	QUILL CORPORATION	OFFICE SUPPLIES	7515594	1	1000-417-10-46	SUPPLIES-GENERAL	17.51	17.51
Total 7515594:											
07/16	07/28/2016	97929	572	QUILL CORPORATION	OFFICE SUPPLIES	7517342	1	1000-415-10-46	SUPPLIES-GENERAL	76.63	76.63
Total 7517342:											
07/16	07/28/2016	97929	572	QUILL CORPORATION	OFFICE SUPPLIES	7524588	1	1000-415-10-46	SUPPLIES-GENERAL	46.73	46.73
Total 7524588:											

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	07/28/2016	97929	572	QUILL CORPORATION	OFFICE SUPPLIES	7554605	1	1000-417-10-46	SUPPLIES-GENERAL	33.10	33.10
Total 7554605:											
07/16	07/28/2016	97929	572	QUILL CORPORATION	OFFICE SUPPLIES	7558201	1	1000-417-10-46	SUPPLIES-GENERAL	18.26	18.26
Total 7558201:											
07/16	07/28/2016	97930	1076	SIERRA COFFEE AND BE	BOTTLED WATER 7/20/16-PW	46385	1	7620-430-10-46	SUPPLIES-GENERAL	7.25	7.25
Total 46385:											
07/16	07/28/2016	97930	1076	SIERRA COFFEE AND BE	BOTTLED WATER 7/20/16-CITY	46400	1	1000-417-10-46	SUPPLIES-GENERAL	29.00	29.00
Total 46400:											
07/16	07/28/2016	97931	664	STEVES PUMPS & WELL	SERVICE CALL GOLF COURSE	6634	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	120.00	120.00
07/16	07/28/2016	97931	664	STEVES PUMPS & WELL	SERVICE CALL GOLF COURSE	6634	2	7530-451-52-44	REPAIR & MAINTENANCE - MIS	130.00	130.00
Total 6634:											
07/16	07/28/2016	97932	713		RETIRE INCENTIVE 8/16	072716	1	7610-2239-007	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 072716:											
07/16	07/28/2016	97933	749	VERIZON WIRELESS	CELLULAR PHONES - AIR POLL	9767914793	1	7620-430-11-45	COMMUNICATIONS	52.81	52.81
07/16	07/28/2016	97933	749	VERIZON WIRELESS	CELLULAR PHONES - AIR POLL	9767914793	2	7620-430-11-45	COMMUNICATIONS	1.82	1.82
07/16	07/28/2016	97933	749	VERIZON WIRELESS	CELLULAR PHONES - BUILDIN	9767914793	3	1000-424-20-45	COMMUNICATIONS	.35	.35
07/16	07/28/2016	97933	749	VERIZON WIRELESS	CELLULAR PHONES - BUILDIN	9767914793	4	1000-424-20-45	COMMUNICATIONS	.01	.01
07/16	07/28/2016	97933	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	9767914793	5	1000-452-20-45	COMMUNICATIONS	22.84	22.84
07/16	07/28/2016	97933	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	9767914793	6	1000-452-20-45	COMMUNICATIONS	.78	.78
07/16	07/28/2016	97933	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	9767914793	7	7620-430-10-45	COMMUNICATIONS	487.70	487.70
07/16	07/28/2016	97933	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	9767914793	8	7620-430-10-45	COMMUNICATIONS	16.82	16.82
Total 9767914793:											
07/16	07/28/2016	97934	1398	WAGE WORKS	MONTHLY ADMIN FEE 6/30	125A10475676	1	8403-2239-002	SECTION 125 - CITY	100.00	100.00
Total 97934:											

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 125A10475676:											
07/16	07/28/2016	97935	770	WESTERN NEVADA SUP	ADAPTER #230-STREETS	66673792	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	92.60	92.60
Total 66673792:											
07/16	07/28/2016	97936	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COU	A48179	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.88	98.88
Total A48169:											
07/16	07/28/2016	97936	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE 6	A48179	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	98.88	98.88
Total A48179:											
07/16	07/28/2016	97936	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GC OLD CL	A48192	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.88	98.88
Total A48192:											
07/16	07/28/2016	97937	775	WHITE CAP	PLATE TAMPER- STREETS	50004595798	1	2007-431-20-47	MACHINERY AND EQUIPMENT	1,773.76	1,773.76
Total 50004595798:											
Grand Totals:											
										453,143.98	453,143.98

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

M = Manual Check, V = Void Check

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
07/16	07/29/2016	97938	7293	DIG IT CONSTRUCTION	STIP SC-1 PROJECT #15-04	07262016	1	2007-431-31-44	CONSTRUCTION SERVICES	220,627.18	220,627.18
Total 07262016:											
07/16	07/29/2016	97940	7293	DIG IT CONSTRUCTION	STIP SC PROJECT #15-03	072616	1	2007-431-30-44	CONSTRUCTION SERVICES	86,725.78	86,725.78
Total 072616:											
07/16	07/29/2016	97939	728	U S POSTMASTER	UB BILLING WATER	072916	1	7110-430-42-46	POSTAGE	527.72	527.72
07/16	07/29/2016	97939	728	U S POSTMASTER	UB BILLING GAS	072916	2	7401-430-62-46	POSTAGE	271.86	271.86
Total 072916:											
Grand Totals:										308,152.54	308,152.54

Report Criteria:

Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
07/29/2016	CDPT	08/02/2016	538	P.E.R.S.	8	7650-2203-1	741.45-
07/29/2016	CDPT	08/02/2016	538	P.E.R.S.	8	7650-2203-1	5,798.13-
07/29/2016	CDPT	08/02/2016	538	P.E.R.S.	8	7650-2203-1	1,786.36-
07/29/2016	CDPT	08/02/2016	538	P.E.R.S.	8	7650-2203-1	2,665.35-
07/29/2016	CDPT	08/02/2016	538	P.E.R.S.	8	7650-2203-1	367.21-
07/29/2016	CDPT	08/02/2016	538	P.E.R.S.	8	7650-2203-1	1,555.73-
07/29/2016	CDPT	08/02/2016	538	P.E.R.S.	8	7650-2203-1	132.62-
07/29/2016	CDPT	08/02/2016	538	P.E.R.S.	8	7650-2203-1	87.57-
07/29/2016	CDPT	08/02/2016	538	P.E.R.S.	8	7650-2203-1	1,258.31-
07/29/2016	CDPT	08/02/2016	538	P.E.R.S.	8	7650-2203-1	1,319.71-
07/29/2016	CDPT	08/02/2016	538	P.E.R.S.	8	7650-2203-1	1,505.42-
07/29/2016	CDPT	08/02/2016	538	P.E.R.S.	8	7650-2203-1	1,581.62-
07/29/2016	CDPT	08/02/2016	538	P.E.R.S.	8	7650-2203-1	809.77-
07/29/2016	CDPT	08/02/2016	538	P.E.R.S.	8	7650-2203-1	850.76-
07/29/2016	CDPT	08/02/2016	538	P.E.R.S.	8	7650-2203-1	16.00-
07/29/2016	CDPT	08/02/2016	538	P.E.R.S.	8	7650-2203-1	3,908.32-
07/29/2016	CDPT	08/02/2016	538	P.E.R.S.	8	7650-2203-1	875.19-
07/29/2016	CDPT	08/02/2016	538	P.E.R.S.	8	7650-2203-1	2,050.84-
07/29/2016	CDPT	08/02/2016	539	EMPLOYMENT DEV. DEP	6	7650-2203-1	5,429.62-
07/29/2016	CDPT	08/02/2016	540	EMPLOYMENT DEV DEP	7	7650-2203-1	1,343.82-
07/29/2016	CDPT	08/02/2016	541	CITY OF SUSANVILLE PA	1	7650-2203-1	7,067.30-
07/29/2016	CDPT	08/02/2016	541	CITY OF SUSANVILLE PA	1	7650-2203-1	7,001.63-
07/29/2016	CDPT	08/02/2016	541	CITY OF SUSANVILLE PA	1	7650-2203-1	2,315.87-
07/29/2016	CDPT	08/02/2016	541	CITY OF SUSANVILLE PA	1	7650-2203-1	2,300.55-
07/29/2016	CDPT	08/02/2016	541	CITY OF SUSANVILLE PA	1	7650-2203-1	18,573.08-
07/29/2016	CDPT	08/02/2016	97943		40	7650-2203-0	348.46-
07/29/2016	CDPT	08/02/2016	97944	CA STATE DISBURSEME	35	7650-2203-0	155.07-
07/29/2016	CDPT	08/02/2016	97945	CA STATE DISBURSEME	36	7650-2203-0	103.84-
07/29/2016	CDPT	08/02/2016	97946	CA STATE DISBURSEME	37	7650-2203-0	69.23-
07/29/2016	CDPT	08/02/2016	97947	NATIONWIDE RETIREME	5	7650-2203-0	1,005.00-
07/29/2016	CDPT	08/02/2016	97948	STATE OF CALIFORNIA F	39	7650-2203-0	25.00-
07/29/2016	CDPT	08/02/2016	97949	VALIC	4	7650-2203-0	1,917.62-
07/29/2016	CDPT	08/02/2016	97950	VANTAGEPOINT TRANS.	3	7650-2203-0	62.00-
Grand Totals:			33				75,028.45-

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
08/16	08/04/2016	97962	8637		REFUND WATER DEPOSIT	10219000008	1	7110-2228-000	DEPOSITS-CUSTOMER	51.35	51.35
Total 10219000008:											
08/16	08/04/2016	97963	21	AIRGAS USA, LLC	CHLORINE WATER	9053276071	1	7110-430-42-46	SUPPLIES-GENERAL	374.84	374.84
Total 9053276071:											
08/16	08/04/2016	97964	30	ALMANOR ENERGY PLU	REPAIRED A/C DUCT-FIRE	W027074	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	285.00	285.00
Total W027074:											
08/16	08/04/2016	97965	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER. FIRE	07192	1	1000-422-10-43	TECHNICAL SVCS	524.94	524.94
Total 07192:											
08/16	08/04/2016	97966	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES 07/28/16	634704417	1	7620-430-10-44	LINEN SERVICE	27.75	27.75
Total 634704417:											
08/16	08/04/2016	97966	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 07/28/16-G	634704433	1	7401-430-62-44	LINEN SERVICES	51.73	51.73
Total 634704433:											
08/16	08/04/2016	97966	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 07/28/16-ST	634704434	1	2007-431-20-44	LINEN SERVICE	50.26	50.26
Total 634704434:											
08/16	08/04/2016	97966	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 07/28/16-W	634704435	1	7110-430-42-44	LINEN SERVICE	40.80	40.80
Total 634704435:											
08/16	08/04/2016	97967	8628		REFUND GAS DEPOSIT	10120661632	1	7401-2228-000	DEPOSITS-CUSTOMER	63.55	63.55

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 10120651632:											
08/16	08/04/2016	97968	68	BECKWITH MD, DAVID R	DMV PHYSICAL-FIRE	072816	1	1000-422-10-43	PROFESSIONAL SVCS	63.55	63.55
Total 072816:											
08/16	08/04/2016	97969	76	BILLINGTON ACE HARD	AAA BATTERIES, C BATTERIES	345945	1	7401-430-62-46	SUPPLIES-GENERAL	20.40	20.40
Total 345945:											
08/16	08/04/2016	97969	76	BILLINGTON ACE HARD	SWAMP COOLER REPAIR-FIRE	361283	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	20.29	20.29
Total 361283:											
08/16	08/04/2016	97969	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	361901	1	1000-452-20-46	SUPPLIES-GENERAL	12.70	12.70
Total 361901:											
08/16	08/04/2016	97969	76	BILLINGTON ACE HARD	FASTENERS-STREETS	362220	1	2007-431-20-46	SUPPLIES-GENERAL	19.53	19.53
Total 362220:											
08/16	08/04/2016	97969	76	BILLINGTON ACE HARD	BULBS-PARK	362356	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	38.68	38.68
Total 362356:											
08/16	08/04/2016	97969	76	BILLINGTON ACE HARD	TOOLS-GAS	362592	1	7401-430-62-46	SUPPLIES-GENERAL	100.57	100.57
Total 362592:											
08/16	08/04/2016	97969	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	362734	1	1000-452-20-46	SUPPLIES-GENERAL	76.01	76.01
Total 362734:											
08/16	08/04/2016	97969	76	BILLINGTON ACE HARD	TARPS-STREETS	362823	1	2007-431-20-46	SUPPLIES-GENERAL	17.40	17.40
Total 362823:											

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
08/16	08/04/2016	97969	76	BILLINGTON ACE HARD	HYDRANT SPRAY-FIRE	362842	1	1000-422-10-44	HYDRANTS - REPAIR & MAINTN	9.65	9.65
Total 362842:											
08/16	08/04/2016	97969	76	BILLINGTON ACE HARD	ELECTRICAL TAPE-GAS	362864	1	7401-430-62-46	SUPPLIES-GENERAL	3.86	3.86
Total 362864:											
08/16	08/04/2016	97969	76	BILLINGTON ACE HARD	APOXY	362868	1	2007-431-20-46	SUPPLIES-GENERAL	6.76	6.76
Total 362868:											
08/16	08/04/2016	97969	76	BILLINGTON ACE HARD	GLOVES-PARKS	362872	1	1000-452-20-46	SUPPLIES-GENERAL	30.94	30.94
Total 362872:											
08/16	08/04/2016	97969	76	BILLINGTON ACE HARD	PARTS A/C UNIT-FIRE	362931	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	19.33	19.33
Total 362931:											
08/16	08/04/2016	97969	76	BILLINGTON ACE HARD	SAFETY SUPPLIES FOR SPRAY	362942	1	2007-431-20-46	SUPPLIES-GENERAL	30.93	30.93
Total 362942:											
08/16	08/04/2016	97969	76	BILLINGTON ACE HARD	CABLE TIES-FIRE	362951	1	1000-422-10-46	SUPPLIES-GENERAL	9.66	9.66
Total 362951:											
08/16	08/04/2016	97969	76	BILLINGTON ACE HARD	BUG-B-GONE-PARKS	362969	1	1000-452-20-46	SUPPLIES-GENERAL	18.36	18.36
Total 362969:											
08/16	08/04/2016	97969	76	BILLINGTON ACE HARD	ADHESIVE-STREETS	363250	1	2007-431-20-46	SUPPLIES-GENERAL	3.38	3.38
Total 363250:											
08/16	08/04/2016	97969	76	BILLINGTON ACE HARD	PHOTO CELL LIGHT @ PANZER	363255	1	2007-431-20-46	SUPPLIES-GENERAL	13.53	13.53

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 363255:											
08/16	08/04/2016	97970	1409	C&S ENGINEERS/COMPA	PROFESSIONAL SERVICES 3/2	158811	1	7201-430-86-43	PROFESSIONAL SERVICES	10,910.85	10,910.85
Total 158811:											
08/16	08/04/2016	97971	1307	C&S WASTE SOLUTIONS	1505 MAIN ST	3039710 070116	1	1000-422-10-44	DISPOSAL	160.42	160.42
Total 3039710 070116:											
08/16	08/04/2016	97972	1413	CALIFORNIA FIRE CHIEF	ANNUAL MEMBERSHIP DUES 1	080316	1	1000-422-10-48	DUES AND MEMBERSHIPS	250.00	250.00
Total 080316:											
08/16	08/04/2016	97973	1122	CAROLINA MOLDINGS IN	INSULATING UNIONS	165524	1	7401-430-62-46	SUPPLIES-GENERAL	2,076.42	2,076.42
Total 165524:											
08/16	08/04/2016	97974	1351	CEB	MUNICIPAL LAW BOOKS	10546287	1	1000-411-40-46	BOOKS AND PERIODICALS	780.10	780.10
Total 10546287:											
08/16	08/04/2016	97975	8631		REFUND GAS DEPOSIT	10120650621	1	7401-2228-000	DEPOSITS-CUSTOMER	78.59	78.59
Total 10120650621:											
08/16	08/04/2016	97976	1358	CLASSIC GOLF CAR INC.	REGULATORS	867	1	7530-451-56-44	REPAIR & MAINTENANCE MISC	87.23	87.23
Total 867:											
08/16	08/04/2016	97977	148	COMPUTER LOGISTICS	MONTHLY SER 2HRS	68007	1	1000-417-10-43	TECHNICAL SVCS	220.00	220.00
Total 68007:											
08/16	08/04/2016	97977	148	COMPUTER LOGISTICS	ANTI VIRUS-BARRACUDA 200G	68019	1	1000-421-10-43	PROFESSIONAL SVCS	50.00	50.00
Total 68019:											

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
08/16	08/04/2016	97977	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT	68062	1	1000-417-10-43	TECHNICAL SVCS	469.00	469.00
Total 68062:											
08/16	08/04/2016	97978	6546	CRAZY J'S CONCRETE	SIDEWALK DEPOSIT REFUND	072616	1	1001-2228-001	DEPOSITS-CURB, GUTTER, SID	1,840.00	1,840.00
Total 072616:											
08/16	08/04/2016	97979	161	CSK AUTO INC	ALTERNATOR #232-STREETS	2740429421	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	212.62	212.62
Total 2740429421:											
08/16	08/04/2016	97979	161	CSK AUTO INC	OIL, FUEL CYLINDER-GC	2740429994	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	16.10	16.10
Total 2740429994:											
08/16	08/04/2016	97979	161	CSK AUTO INC	THERMOSTAT, ANTIFREEZE #7	2740431468	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	101.58	101.58
Total 2740431468:											
08/16	08/04/2016	97979	161	CSK AUTO INC	FUEL FILTER, COPPER PLUG-G	2740431531	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	5.19	5.19
Total 2740431531:											
08/16	08/04/2016	97979	161	CSK AUTO INC	TRACTOR FLUID-STREETS	2740432013	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	14.77	14.77
08/16	08/04/2016	97979	161	CSK AUTO INC	TRACTOR FLUID-WATER	2740432013	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	25.31	25.31
08/16	08/04/2016	97979	161	CSK AUTO INC	TRACTOR FLUID-GAS	2740432013	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	19.03	19.03
Total 2740432013:											
08/16	08/04/2016	97980	167	DALGAR ELECTRICAL SU	LIGHT PARTS-PARKS	20372	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	11.77	11.77
Total 20372:											
08/16	08/04/2016	97980	167	DALGAR ELECTRICAL SU	LIGHT PARTS-PARKS	20382	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	11.77	11.77
Total 20382:											
08/16	08/04/2016	97981	8627		REFUND GAS DEPOSIT	10100201409	1	7401-2228-000	DEPOSITS-CUSTOMER	168.41	168.41

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 10100201409:											
08/16	08/04/2016	97982	8643		REFUND WATER DEPOSIT	10329350001	1	7110-2228-000	DEPOSITS-CUSTOMER	20.78	20.78
08/16	08/04/2016	97982	8643		REFUND GAS DEPOSIT	10329350001	2	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
Total 10329350001:											
08/16	08/04/2016	97983	194	DIAMOND SAW SHOP IN	OIL-FIRE	14791	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	58.05	58.05
Total 14791:											
08/16	08/04/2016	97983	194	DIAMOND SAW SHOP IN	CHAINSAW PARTS-FIRE	14827	1	1000-422-10-47	MACHINERY AND EQUIPMENT	9.09	9.09
Total 14827:											
08/16	08/04/2016	97984	1261	DIAMOND TRUCK AND A	TAIL LIGHT REPAIR #86- PD	3367	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	695.00	695.00
Total 3367:											
08/16	08/04/2016	97985	1078	DLT SOLUTIONS INC	AUTO CAD SOFTWARE SUBSC	4518060A	1	7620-430-10-47	SOFTWARE	1,300.04	1,300.04
08/16	08/04/2016	97985	1078	DLT SOLUTIONS INC	AUTO CAD SOFTWARE SUBSC	4518060A	2	7620-1430-105	PRE-PAID OTHER	650.02	650.02
Total 4518060A:											
08/16	08/04/2016	97986	219	ED STAUB & SONS PETR	230.60 GAL DIESEL-GC	S12345-IN	1	7530-451-52-46	GASOLINE	547.04	547.04
Total S12345-IN:											
08/16	08/04/2016	97987	1196	EMERGENCY REPORTIN	ANNUAL SOFTWARE FEE-FIRE	20163036	1	1000-422-10-48	DUES AND MEMBERSHIPS	1,668.00	1,668.00
Total 20163036:											
08/16	08/04/2016	97988	238	FASTENAL COMPANY	SUPPLIES-FIRE	CASUST2054	1	1000-422-10-46	SUPPLIES-GENERAL	34.60	34.60
Total CASUST2054:											
08/16	08/04/2016	97989	241	FEATHER PUBLISHING C	ADVERTISING-SURPLUS SALE	1235493	1	7620-430-10-45	ADVERTISING	82.56	82.56
08/16	08/04/2016	97989	241	FEATHER PUBLISHING C	ADVERTISING-SURPLUS SALE	1235493	2	1000-417-10-45	ADVERTISING	123.84	123.84

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 1235493:											
08/16	08/04/2016	97989	241	FEATHER PUBLISHING C	RECRUITMENT MAINT. WORKE	ACCT1858	1	7401-430-62-45	ADVERTISING	206.40	206.40
Total ACCT1858:											
08/16	08/04/2016	97989	241	FEATHER PUBLISHING C	RECRUITMENT MAINT. WORKE	ACCT1858 7/28/16	1	7401-430-62-45	ADVERTISING	39.50	39.50
Total ACCT1858 7/28/16:											
08/16	08/04/2016	97989	241	FEATHER PUBLISHING C	CARL MOYER AD 7/26/16-AP	PO#7755	1	7620-430-11-45	ADVERTISING	212.10	212.10
Total PO#7755:											
08/16	08/04/2016	97990	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	674681A	1	7112-430-42-43	TECHNICAL SERVICES	27.00	27.00
Total 674681A:											
08/16	08/04/2016	97990	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	674682A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00
Total 674682A:											
08/16	08/04/2016	97990	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	674879A	1	7110-430-42-43	TECHNICAL SVCS	85.00	85.00
Total 674879A:											
08/16	08/04/2016	97990	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	675134A	1	7110-430-42-43	TECHNICAL SVCS	133.00	133.00
Total 675134A:											
08/16	08/04/2016	97990	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	675135A	1	7110-430-42-43	TECHNICAL SVCS	215.00	215.00
Total 675135A:											
08/16	08/04/2016	97990	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	675646A	1	7110-430-42-43	TECHNICAL SVCS	85.00	85.00
Total 675646A:											

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
08/16	08/04/2016	97990	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-G	675648A	1	7530-451-50-43	TECHNICAL SVCS	29.00	29.00
Total 675648A:											
08/16	08/04/2016	97991	8626	FINE DETAILING	REFUND FIRE INSPECTION	070616	1	1000-422-10-34	PROTECTIVE INSPECTION FEE	82.00	82.00
Total 070616:											
08/16	08/04/2016	97992	257	FOREST OFFICE EQUIP	RECEIPT TAPE-GC	10799	1	7530-451-52-46	SUPPLIES-GENERAL	4.52	4.52
Total 10799:											
08/16	08/04/2016	97992	257	FOREST OFFICE EQUIP	MAINT.CONTRACT FOLD MACH	11032	1	7401-430-62-44	REPAIR AND MAINTENANCE-MI	42.00	42.00
08/16	08/04/2016	97992	257	FOREST OFFICE EQUIP	MAINT.CONTRACT FOLD MACH	11032	2	7110-430-42-44	REPAIR AND MAINTENANCE-MI	42.00	42.00
Total 11032:											
08/16	08/04/2016	97992	257	FOREST OFFICE EQUIP	KYOCERA COPIER 7/16-PW	11033	1	7620-430-10-43	TECHNICAL SVCS	759.00	759.00
Total 11033:											
08/16	08/04/2016	97993	265	FRONTIER	257-5152 FIRE	5152071016	1	1000-422-10-45	COMMUNICATIONS	484.89	484.89
Total 5152071016:											
08/16	08/04/2016	97994	1148	GREATAMERICA FINANC	COPIER LEASE 7/16+PW	19131559	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	364.78	364.78
Total 19131559:											
08/16	08/04/2016	97995	8632		REFUND WATER DEPOSIT	10425750009	1	7110-2228-000	DEPOSITS-CUSTOMER	25.74	25.74
Total 10425750009:											
08/16	08/04/2016	97996	8630		REFUND GAS DEPOSIT	10207800026	1	7401-2228-000	DEPOSITS-CUSTOMER	149.15	149.15
Total 10207800026:											
08/16	08/04/2016	97997	8633		REFUND GAS DEPOSIT	10306805018	1	7401-2228-000	DEPOSITS-CUSTOMER	183.76	183.76

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 10306805018:											
08/16	08/04/2016	97998	8640		REFUND ELECTRICAL DEPOSIT	071416	1	1000-2228-009	DEPOSITS-COMM CENTER RE	100.00	100.00
Total 071416:											
08/16	08/04/2016	97999	331	INTERNATIONAL CODE C	FIRE DEPT MEMBERSHIP 8/16 -	3100301	1	1000-422-10-48	DUES AND MEMBERSHIPS	135.00	135.00
Total 3100301:											
08/16	08/04/2016	98000	332	INTERSTATE GAS SERVI	GAS CONSULTING SVC 4/2016	7021304	1	7401-430-62-43	PROFESSIONAL SVCS	400.00	400.00
Total 7021304:											
08/16	08/04/2016	98000	332	INTERSTATE GAS SERVI	GAS CONSULTING SVC 5/2016-	7021318	1	7401-430-62-43	PROFESSIONAL SVCS	800.00	800.00
Total 7021318:											
08/16	08/04/2016	98001	335	J.W. WOOD CO INC	NOZZLE-PARKS	S091137	1	1000-452-20-46	SUPPLIES-GENERAL	16.82	16.82
Total S091137:											
08/16	08/04/2016	98002	362	KAUFFMAN, BILL	CUSTODIAL SVCS 7/2016	589264	1	1000-417-10-44	CUSTODIAL	650.00	650.00
Total 589264:											
08/16	08/04/2016	98002	362	KAUFFMAN, BILL	CUSTODIAL SVCS 7/2016 - PW	589265	1	7620-430-10-44	CUSTODIAL	250.00	250.00
Total 589265:											
08/16	08/04/2016	98003	8636		REFUND GAS DEPOSIT	10439050016	1	7401-2228-000	DEPOSITS-CUSTOMER	109.40	109.40
Total 10439050016:											
08/16	08/04/2016	98004	374	L N CURTIS & SONS	PARTS #E621-FIRE	40356	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	72.99	72.99
Total 40356:											

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 52439:											
08/16	08/04/2016	98008	8641		REFUND GAS OVERPAYMENT	10100202607	1	9999-1001-001	CASH CLEARING - UTILITIES	140.50	140.50
Total 10100202607:											
08/16	08/04/2016	98009	437	LMUD	1505 MAIN ST	2876 072516	1	1000-422-10-46	ELECTRICITY	856.87	856.87
Total 2876 072516:											
08/16	08/04/2016	98009	437	LMUD	1801 MAIN ST	8314 072516	1	1000-421-10-46	ELECTRICITY	1,432.22	1,432.22
Total 8314 072516:											
08/16	08/04/2016	98010	437	LMUD	STREET LIGHTS	4035	1	2007-431-20-46	SUPPLIES-GENERAL	173.80	173.80
Total 4035:											
08/16	08/04/2016	98011	444	MACDONALD, GWENNA	REIM FOR KEY COPIES	080416	1	1000-452-20-46	SUPPLIES-GENERAL	12.72	12.72
Total 080416:											
08/16	08/04/2016	98012	452	MARTIN SECURITY SYST	470-895 CIRCLE DR CODE CHA	31431	1	7530-451-50-43	TECHNICAL SVCS	95.00	95.00
Total 31431:											
08/16	08/04/2016	98012	452	MARTIN SECURITY SYST	115 N WHEATHERLOW SECURI	31500	1	1000-451-80-43	TECHNICAL SVCS	84.00	84.00
Total 31500:											
08/16	08/04/2016	98012	452	MARTIN SECURITY SYST	60 N LASSEN SECURITY 8/16	31577	1	1000-417-10-43	TECHNICAL SVCS	98.00	98.00
Total 31577:											
08/16	08/04/2016	98013	1416		24 HOUR VOLUNTEER 7/20/16	072516	1	1000-422-10-43	VOLUNTEERS	25.00	25.00
Total 072516:											

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
08/16	08/04/2016	98014	1463	MILLER CLEANING SERV	OFFICE CLEANING JULY 2016	MCS1687	1	1000-421-10-44	CUSTODIAL	450.00	450.00
Total MCS1687: 450.00											
08/16	08/04/2016	98015	480	MINERS & PISANI INC	REGULATORS-GAS	19644	1	7401-430-62-46	SUPPLIES-GENERAL	356.45	356.45
Total 19644: 356.45											
08/16	08/04/2016	98016	1446	MIWALL CORP	AMMUNITION PD	5514	1	1000-421-10-47	EQUIPMENT - SAFETY	2,208.83	2,208.83
Total 5514: 2,208.83											
08/16	08/04/2016	98017	7872		24 HOUR VOLUNTEER 7/14	071516	1	1000-422-10-43	VOLUNTEERS	25.00	25.00
Total 071516: 25.00											
08/16	08/04/2016	98018	8635		REFUND WATER DEPOSIT	10524500030	1	7110-2228-000	DEPOSITS-CUSTOMER	16.28	16.28
08/16	08/04/2016	98018	8635		REFUND GAS DEPOSIT	10524500030	2	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
Total 10524500030: 216.28											
08/16	08/04/2016	98019	8642		WOODSTOVE REBATE	080116	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 080116: 1,500.00											
08/16	08/04/2016	98020	572	QUILL CORPORATION	OFFICE SUPPLIES-PD	93465825	1	1000-421-10-46	SUPPLIES-GENERAL	215.46	215.46
Total 93465825: 215.46											
08/16	08/04/2016	98020	572	QUILL CORPORATION	OFFICE SUPPLIES-FIRE	93590009	1	1000-422-10-46	SUPPLIES-GENERAL	21.90	21.90
Total 93590009: 21.90											
08/16	08/04/2016	98020	572	QUILL CORPORATION	OFFICE SUPPLIES-FIRE	93620668	1	1000-422-10-46	SUPPLIES-GENERAL	36.50	36.50
Total 93620668: 36.50											
08/16	08/04/2016	98020	572	QUILL CORPORATION	OFFICE SUPPLIES	93913076	1	1000-417-10-46	SUPPLIES-GENERAL	111.02	111.02

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 93913076:											
08/16	08/04/2016	98021	582	RAY MORGAN CO INC	FIRE COPIER 4/26/16-7/25/16	1300921	1	1000-425-20-45	PRINTING AND BINDING	144.65	144.65
08/16	08/04/2016	98021	582	RAY MORGAN CO INC	FIRE COPIER 4/26/16-7/25/16	1300921	2	1000-422-10-44	RENT & LEASES EQUIP & VEHI	32.12	32.12
Total 1300921:											
08/16	08/04/2016	98022	1296	RENTAL GUYS	SAW BLADE- STREETS	592004-5	1	2007-431-20-44	RENT & LEASES EQUIP & VEHI	469.95	469.95
Total 592004-5:											
08/16	08/04/2016	98023	8639		REFUND GAS DEPOSIT	10438350024	1	7401-2228-000	DEPOSITS-CUSTOMER	155.95	155.95
Total 10438350024:											
08/16	08/04/2016	98024	8638		REFUND GAS DEPOSIT	10223680009	1	7401-2228-000	DEPOSITS-CUSTOMER	90.86	90.86
Total 10223680009:											
08/16	08/04/2016	98025	8634		REFUND WATER DEPOSIT	10429400015	1	7110-2228-000	DEPOSITS-CUSTOMER	9.61	9.61
Total 10429400015:											
08/16	08/04/2016	98026	1076	SIERRA COFFEE AND BE	BOTTLED WATER 7/27/16-PW	46412	1	7620-430-10-46	SUPPLIES-GENERAL	14.50	14.50
Total 46412:											
08/16	08/04/2016	98027	1270	SILVER STATE BARRICA	SPEED LIMIT SIGNS-STREETS	87085	1	2007-431-20-46	SUPPLIES-GENERAL	58.65	58.65
Total 87085:											
08/16	08/04/2016	98028	806	SUSANVILLE AVIATION	AWOS REPAIR	33951	1	7201-430-81-44	REPAIR AND MAINTENANCE-F	499.71	499.71
Total 33951:											
08/16	08/04/2016	98029	7095	SUSANVILLE FORD	ACCT# 54546 REPAIR #73-GAS	324306	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	165.00	165.00

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 324306:											
08/16	08/04/2016	98030	677	SUSANVILLE SANITARY	1505 MAIN	2064 070116	1	1000-422-10-44	SEWER	52.00	52.00
Total 2064 070116:											
08/16	08/04/2016	98031	685	SUSANVILLE SUPERMAR	PALLET OF WATER-FIRE	39662	1	1000-422-10-43	VOLUNTEERS	380.52	380.52
Total 39662:											
08/16	08/04/2016	98032	712	TNS TRUCKING CO	BASE ROCK & SAND-WATER	2366	1	7110-430-42-46	SUPPLIES-GENERAL	748.74	748.74
Total 2366:											
08/16	08/04/2016	98033	966	TURF STAR, INC.	RADIATOR-GC	694534500	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	1,080.43	1,080.43
Total 694534500:											
08/16	08/04/2016	98034	530	U.S. BANK EQUIPMENT F	COPIER - FIRE	308365923	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	160.96	160.96
Total 308365923:											
08/16	08/04/2016	98035	731	UNDERGROUND SERVIC	YRLY MEMBERSHIP 16/17	16070315	1	2007-431-20-48	TAXES, FEES, PERMIT AND CH	107.81	107.81
08/16	08/04/2016	98035	731	UNDERGROUND SERVIC	YRLY MEMBERSHIP 16/17	16070315	2	7110-430-42-48	TAXES, FEES, PERMITS & CHA	107.81	107.81
08/16	08/04/2016	98035	731	UNDERGROUND SERVIC	YRLY MEMBERSHIP 16/17	16070315	3	7401-430-62-48	TAXES, FEES, PERMITS & CHA	107.82	107.82
Total 16070315:											
08/16	08/04/2016	98036	770	WESTERN NEVADA SUP	HOSE FITTING-STREETS	66677493	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	34.87	34.87
Total 66677493:											
08/16	08/04/2016	98036	770	WESTERN NEVADA SUP	CONNECTIONS-GAS	66677530	1	7401-430-62-46	SUPPLIES-GENERAL	204.50	204.50
Total 66677530:											
08/16	08/04/2016	98036	770	WESTERN NEVADA SUP	METER BOXES & LIDS-WATER	66690435	1	7110-430-42-46	SUPPLIES-GENERAL	162.78	162.78

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 66690435:											
08/16	08/04/2016	98036	770	WESTERN NEVADA SUP	SUPPLIES-GAS	66700148	1	7401-430-62-46	SUPPLIES-GENERAL	45.14	45.14
Total 66700148:											
08/16	08/04/2016	98036	770	WESTERN NEVADA SUP	REPAIR BAND-WATER	66701898	1	7110-430-42-46	SUPPLIES-GENERAL	296.44	296.44
Total 66701898:											
08/16	08/04/2016	98036	770	WESTERN NEVADA SUP	VALVES, LID- WATER	66703629	1	7110-430-42-46	SUPPLIES-GENERAL	74.63	74.63
Total 66703629:											
08/16	08/04/2016	98036	770	WESTERN NEVADA SUP	VALVE-GAS	66704787	1	7401-430-62-46	SUPPLIES-GENERAL	161.25	161.25
Total 66704787:											
08/16	08/04/2016	98037	8629		REFUND GAS DEPOSIT	10425500214	1	7401-2228-000	DEPOSITS-CUSTOMER	165.90	165.90
Total 10425500214:											
08/16	08/04/2016	98038	1378	ZITO MEDIA	CABLE 8/16-FIRE	356225062 8/16	1	1000-422-10-45	COMMUNICATIONS	39.30	39.30
Total 356225062 8/16:											
Grand Totals:										44,735.45	44,735.45

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
08/16	08/09/2016	98039	131	CHICAGO TITLE COMPA	LOAN 707 PLUMAS	080516	1	2017-463-73-48	ACTIVITY DELIVERY-LOANS	28,844.74	28,844.74
Total 080516:											
										28,844.74	28,844.74
08/16	08/09/2016	98040	1561	RAPID CONSTRUCTION I	2016 WATER MAIN REPLACEM	3192	1	7114-430-44-44	CONSTRUCTION SERVICES	167,015.56	167,015.56
08/16	08/09/2016	98040	1561	RAPID CONSTRUCTION I	PYMT 2 2016 WATER MAIN REP	3192	2	7114-430-44-44	CONSTRUCTION SERVICES	13,791.05	13,791.05
Total 3192:											
										180,806.61	180,806.61
08/16	08/09/2016	98041	728	U S POSTMASTER	WATER BILLING POSTAGE	080916	1	7110-430-42-46	POSTAGE	169.11	169.11
08/16	08/09/2016	98041	728	U S POSTMASTER	GAS BILLING POSTAGE	080916	2	7401-430-62-46	POSTAGE	87.11	87.11
Total 080916:											
										256.22	256.22
Grand Totals:											
										209,907.57	209,907.57

Reviewed by: City Administrator
 City Attorney

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Deborah Savage, Finance Manager

Action Date: August 17, 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 July 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

July 31, 2016

POOLED CASH FUND	
Bank of America - Checking	505,826
LAIF	12,064,431
Total Cash & Investments	<u>12,570,256</u>

Pooled Cash Allocation:

General	1,234,163
General Restricted	1,018,802
Special Revenue	1,120,721
Capital Projects	13,848
Debt Service	664,147
Enterprise	
Airport	(17,399)
Geothermal	317,580
Golf Course	9,386
Natural Gas	4,033,793
Water	3,106,415
Internal Service	505,106
Trust & Agency	563,694
Total Cash & Inv. Allocations	<u>12,570,256</u>

CASH WITH FISCAL AGENTS

July 31, 2016

General	
Special Revenue	
Capital Projects	
Debt Service	150,108
Enterprise	2,446,094
Internal Service	
Trust & Agency	
Total Cash with Fiscal Agents	<u>2,596,202</u>

GRAND TOTAL	<u>15,166,458</u>
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S:/Finance/Debi/Council Cash & Investments Report

8/9/2016 16:31

Totals may not add due to rounding

CITY OF SUSANVILLE
 COMBINED CASH AND INVESTMENTS
 JULY 31, 2016

COMBINED ACCOUNTS

9999-1011-001	B OF A # 08038-80200	505,825.50
9999-1030-001	LAIF	12,064,430.64
		12,570,256.14
	TOTAL COMBINED CASH AND INVESTMENTS	12,570,256.14
9999-1000-000	CLAIM ON CASH	(12,570,256.14)
		.00

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

1001	ALLOCATION TO GF-DEPOSITS PAYABLE	48,765.84
1002	ALLOCATION TO GF-ECONOMIC DEVELOPMENT	3,441.68
1004	ALLOCATION TO GF-PANCERA	18,264.06
1005	ALLOCATION TO GF-RESERVE ACCOUNT	855,776.37
1006	ALLOCATION TO POLICE FACILITIES & EQUIP FUND	29,085.46
1007	ALLOCATION TO FIRE FACILITIES & EQUIP FUND	36,571.48
1008	ALLOCATION TO ADMIN SVCS FACILITIES & EQUIP	26,896.90
2002	ALLOCATION TO STATE COPS	44,134.94
2006	ALLOCATION TO SNOW REMOVAL	57,912.04
2007	ALLOCATION TO STREETS & HIGHWAYS	(112,713.74)
2010	ALLOCATION TO STREET MITIGATION	21,294.63
2011	ALLOCATION TO POLICE MITIGATION	24,037.35
2012	ALLOCATION TO FIRE MITIGATION	108,830.48
2013	ALLOCATION TO PARK DEDICATION FUND	167,854.97
2014	ALLOCATION TO STATE OF CA - PROP 30/AB 109	32,559.00
2016	ALLOCATION TO CDBG REVOLVING LOAN FUND	32,583.44
2017	ALLOCATION TO STATE ECONOMIC REV FD	288,213.12
2018	ALLOCATION TO HOME REVOLVING FUND	275,381.27
2030	ALLOCATION TO TRAFFIC SAFETY	76,396.81
2035	ALLOCATION TO TRAFFIC SIGNALS FUND	96,662.08
2037	ALLOCATION TO SKYLINE BICYCLE LANE	7,530.06
4001	ALLOCATION TO MARK ROOS SERIES B/92	172,050.04
4003	ALLOCATION TO CITY HALL	63,496.33
4004	ALLOCATION TO 2013 CALPERS REFUNDING LOAN	387,182.65
4005	ALLOCATION TO COMMUNITY POOL DEBT SERVICE	41,462.67
7111	ALLOCATION TO WATER RATE STABILIZATION FUND	3,000,000.00
7114	ALLOCATION TO WATER CAPITAL IMPROVEMENTS	455,628.31
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND	1,807,075.00
7610	ALLOCATION TO OPEB	72,669.71
7630	ALLOCATION TO RISK MANAGEMENT FUND	124,196.16
7650	ALLOCATION TO PAYROLL	216,960.90
8401	ALLOCATION TO HUSA BUSINESS IMPROVE DIST	13,529.11
8402	ALLOCATION TO LAFCO	40,032.38
8403	ALLOCATION TO SEC 125 & AFLAC	2,457.53
8404	ALLOCATION TO AIR POLLUTION	243,956.58
8405	ALLOCATION TO AIR POLLUTION-CARL MOYER	263,718.56
		9,043,894.17
	ALLOCATIONS TO RESTRICTED FUNDS	9,043,894.17

CITY OF SUSANVILLE
COMBINED CASH AND INVESTMENTS
JULY 31, 2016

UNRESTRICTED FUNDS

1000	ALLOCATION TO GENERAL FUND	1,234,163.41
3015	ALLOCATION TO CITY HALL PARKING LOT PROJECT	13,847.97
7110	ALLOCATION TO WATER SYSTEM	(362,890.61)
7112	ALLOCATION TO JOHNSTONVILLE WATER SYSTEM	13,677.79
7201	ALLOCATION TO AIRPORT	(17,399.46)
7301	ALLOCATION TO GEOTHERMAL UTILITY	317,579.68
7401	ALLOCATION TO NATURAL GAS	2,226,718.27
7530	ALLOCATION TO GOLF COURSE	9,385.61
7620	ALLOCATION TO PW ADMIN & ENGINEERING FUND	91,279.31
		<hr/>
	ALLOCATIONS TO UNRESTRICTED FUNDS	3,526,361.97
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	12,570,256.14
	ALLOCATION FROM COMBINED CASH FUND - 9999-1000-000	(12,570,256.14)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	.00
		<hr/> <hr/>

RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance
				\$233,098.39
7/1/2016			\$29,806.45	\$262,904.84
7/1/2016			\$6,924.08	\$269,828.92
7/5/2016			\$36,009.58	\$305,838.50
7/5/2016			\$336.60	\$306,175.10
7/5/2016			\$1,930.87	\$308,105.97
7/5/2016		-\$30.00		\$308,075.97
7/5/2016		-\$8.04		\$308,067.93
7/5/2016		-\$191.00		\$307,876.93
7/5/2016		-\$625.67		\$307,251.26
7/5/2016		-\$1,674.69		\$305,576.57
7/5/2016		-\$56.00		\$305,520.57
7/5/2016			\$3,680.09	\$309,200.66
7/6/2016			\$29,364.26	\$338,564.92
7/6/2016			\$1,318.49	\$339,883.41
7/6/2016		-\$9,997.42		\$329,885.99
7/6/2016			\$5,661.87	\$335,547.86
7/6/2016			\$300,000.00	\$635,547.86
7/6/2016		-\$59,031.85		\$576,516.01
7/6/2016			\$293.99	\$576,810.00
7/7/2016			\$30,982.44	\$607,792.44
7/7/2016			\$5,165.82	\$612,958.26
7/7/2016			\$5,021.11	\$617,979.37
7/7/2016		-\$103,325.41		\$514,653.96
7/7/2016		-\$14,288.21		\$500,365.75
7/7/2016		-\$42,866.48		\$457,499.27
7/7/2016		-\$6,299.89		\$451,199.38
7/7/2016		-\$1,471.85		\$449,727.53
7/7/2016		-\$404,658.89		\$45,068.64
7/7/2016		-\$3,592.28		\$41,476.36
7/8/2016			\$40,818.02	\$82,294.38
7/8/2016			\$4,091.86	\$86,386.24
7/8/2016			\$1,233.78	\$87,620.02
7/8/2016			\$399.29	\$88,019.31
7/8/2016			\$295.17	\$88,314.48
7/11/2016			\$36,327.10	\$124,641.58
7/11/2016			\$146.97	\$124,788.55
7/11/2016		-\$41.35		\$124,747.20
7/11/2016			\$3,045.75	\$127,792.95
7/12/2016			\$18,540.40	\$146,333.35
7/12/2016			\$211.61	\$146,544.96
7/12/2016		-\$141.10		\$146,403.86
7/12/2016			\$2,318.51	\$148,722.37
7/12/2016			\$3,009.00	\$151,731.37
7/13/2016			\$11,758.68	\$163,490.05
7/13/2016			\$227.99	\$163,718.04
7/13/2016			\$1,524.77	\$165,242.81
7/13/2016			\$880.46	\$166,123.27
7/13/2016			\$380,000.00	\$546,123.27
7/14/2016		-\$387,212.13		\$158,911.14
7/14/2016			\$16,025.59	\$174,936.73
7/14/2016			\$2,027.73	\$176,964.46
7/14/2016			\$1,270.11	\$178,234.57
7/14/2016			\$1,440.67	\$179,675.24
7/14/2016				\$179,675.24
7/15/2016			\$15,495.56	\$195,170.80
7/15/2016			\$118.72	\$195,289.52
7/15/2016			\$31.93	\$195,321.45
7/15/2016		-\$1,297.35		\$194,024.10
7/15/2016			\$1,732.96	\$195,757.06
7/15/2016			\$75.00	\$195,832.06
7/18/2016		-\$1,171.67	\$252,904.34	\$447,564.73
7/18/2016			\$345.81	\$447,910.54
7/18/2016		-\$3,800.20		\$444,110.34
7/18/2016			\$2,898.74	\$447,009.08

RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance
7/19/2016			\$21,464.58	\$468,473.66
7/19/2016			\$283.50	\$468,757.16
7/19/2016			\$5,417.74	\$474,174.90
7/19/2016			\$1,233.64	\$475,408.54
7/19/2016			\$1,923.68	\$477,332.22
7/20/2016			\$6,253.96	\$483,586.18
7/20/2016			\$153.00	\$483,739.18
7/20/2016			\$126,800.00	\$610,539.18
7/20/2016		-\$57.75		\$610,481.43
7/20/2016		-\$10.00		\$610,471.43
7/20/2016			\$3,725.08	\$614,196.51
7/20/2016			\$735.38	\$614,931.89
7/21/2016			\$21,621.84	\$636,553.73
7/21/2016			\$1,772.13	\$638,325.86
7/21/2016			\$371.01	\$638,696.87
7/22/2016		-\$107,783.59	\$11,022.11	\$541,935.39
7/22/2016		-\$2,424.16		\$539,511.23
7/22/2016		-\$36,812.19		\$502,699.04
7/22/2016		-\$5,316.35		\$497,382.69
7/22/2016		-\$1,310.22		\$496,072.47
7/22/2016		-\$28,311.03		\$467,761.44
7/22/2016		-\$9,855.72		\$457,905.72
7/22/2016		-\$72,215.00		\$385,690.72
7/22/2016		-\$31,814.47		\$353,876.25
7/22/2016			\$145.00	\$354,021.25
7/22/2016			\$161.35	\$354,182.60
7/22/2016			\$2,890.46	\$357,073.06
7/22/2016			\$305.00	\$357,378.06
7/25/2016			\$26,685.02	\$384,063.08
7/25/2016			\$350.00	\$384,413.08
7/25/2016			\$703.05	\$385,116.13
7/25/2016			\$595.57	\$385,711.70
7/25/2016			\$137.64	\$385,849.34
7/25/2016			\$32.68	\$385,882.02
7/25/2016			\$425.73	\$386,307.75
7/25/2016			\$11.28	\$386,319.03
7/25/2016			\$286.75	\$386,605.78
7/25/2016			\$94.85	\$386,700.63
7/25/2016		-\$10.00		\$386,690.63
7/25/2016		-\$3.19		\$386,687.44
7/25/2016			\$7,803.09	\$394,490.53
7/25/2016			\$709.11	\$395,199.64
7/26/2016			\$34,140.22	\$429,339.86
7/26/2016			\$2,859.10	\$432,198.96
7/26/2016			\$1,930.90	\$434,129.86
7/27/2016			\$733.99	\$434,863.85
7/27/2016			\$53.02	\$434,916.87
7/27/2016			\$447,408.92	\$882,325.79
7/27/2016			\$1,127.18	\$883,452.97
7/27/2016			\$99.91	\$883,552.88
7/27/2016		-\$22,534.46		\$861,018.42
7/27/2016		-\$20.00		\$860,998.42
7/27/2016		-\$76.05		\$860,922.37
7/28/2016			\$16,600.92	\$877,523.29
7/28/2016			\$30.54	\$877,553.83
7/28/2016		-\$930.00		\$876,623.83
7/28/2016			\$2,270.58	\$878,894.41
7/28/2016		-\$453,143.98		\$425,750.43
7/28/2016		-\$308,152.54		\$117,597.89
7/28/2016			\$307,352.96	\$424,950.85
7/29/2016			\$30,702.40	\$455,653.25
7/29/2016			\$17.00	\$455,670.25
7/29/2016			\$93.00	\$455,763.25
7/29/2016			\$50,062.25	\$505,825.50

Fund #	Fund Title	Unaudited			Unaudited
		6/30/16	YTD	YTD	July
		Fund Balance	Revenue	Expenditures	Fund Balance
					7/30/16
100X	General Fund	2,609,038	146,296	608,739	2,146,595
2002	State COPS	54,965	(11)	10,819	44,135
2006	Snow Removal	58,003	(55)	36	57,912
2007	Streets	327,535	(76)	55,846	271,613
2010	Street Mitigation	21,328	(33)	0	21,295
2011	Police Mitigation	24,056	(18)	0	24,037
2012	Fire Mitigation	108,455	375	0	108,830
2013	Park Dedication	167,953	(99)	0	167,854
2014	State of CA - Prop 30/AB 109	34,615	0	2,056	32,559
2016	State Comm. Dev. Rev.FD	1,014,996	(115)	2,423	1,012,458
2017	State Economic Rev. FD	430,536	(154)	0	430,383
2018	Home Revolving Fund	766,915	(160)	112	766,643
2030	Traffic Safety	76,439	(42)	0	76,397
2035	Traffic Signals Fund	96,718	(56)	0	96,662
2037	Skyline Bicycle Lane	7,534	(4)	0	7,530
3015	City Hall Parking Lot	13,848	0	0	13,848
4001	Miller Fletcher	592,783	0	0	592,783
4003	City Hall Debt Service	52,244	11,252	0	63,496
4004	2013 CalPERS Refunding Loan	359,216	27,967	0	387,183
4005	Community Pool Debt Service	35,959	5,504	0	41,463
711X	Water Funds	2,287,683	374,928	194,986	2,467,625
7201	Airport	2,265,533	37,505	22,289	2,280,750
7301	Geothermal	572,544	3,906	4,359	572,091
740X	Natural Gas	(703,037)	143,419	281,937	(841,554)
7530	Golf Course	2,431,992	56,463	22,204	2,466,251
7610	OPEB	0	0	0	0
7620	PW Admin/Engineering	107,366	18,563	49,113	76,816
7630	Risk Management	412,914	38,720	316,668	134,966
8402	LAFCO	40,900	(27)	0	40,873
8404	Air Pollution	268,566	(115)	18,541	249,910
8405	Air Pollution - Carl Moyer	263,958	(159)	0	263,799
	TOTALS	14,801,556	863,773	1,590,128	14,075,202

Reviewed by: City Administrator
 City Attorney

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

Submitted By: Gwenna MacDonald, City Clerk

Action Date: August 17, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: League of California Cities Annual Conference October 5 - 7, 2016

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The League of California Cities 2016 Annual Conference is scheduled for October 5 through October 7, 2016 at the Long Beach Convention Center. An important part of the Conference is the Annual Business Meeting, where the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, the City Council must designate a voting delegate and up to two alternates. The voting delegate and alternate may be a Councilmember or the City Administrator.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to designate a voting delegate and up to two alternates.

ATTACHMENTS: Conference announcement and schedule



2016 Annual Conference & Expo

In

LONG BEACH

CALIFORNIA

OCTOBER 5-7

Early Bird Registration Deadline: August 10

www.cacities.org/AC



Welcome



Invitation to Attend

It's my pleasure to invite you to seize a valuable opportunity by attending the 2016 Annual Conference and Expo, October 5 - 7 in Long Beach. You won't want to miss this enriching experience.

That's because attending the Annual Conference represents an investment in your community and in yourself. You'll work smarter and feel re-energized after hearing from leading experts, deepening your knowledge of emerging issues, and connecting with colleagues tackling similar challenges.

At the Expo, you'll have the chance to look over a whole host of innovative products and services that can help make your city run more efficiently.

This year's Annual Conference – the League's 118th – will once again be the state's largest gathering of city officials, all of them committed to bettering California's cities. I hope you'll join us!

Warm regards,

L. Dennis Michael

2015-2016 President, League of California Cities®
Mayor, Rancho Cucamonga

Conference Location

The 2016 Annual Conference will be held at the Long Beach Convention Center, located downtown at 300 East Ocean Boulevard. All sessions will be held at the convention center unless otherwise noted.

Parking and Public Transportation

In addition to the main parking lot along Shoreline Drive, the convention center has three parking garages, Terrace Theater, Arena, and Promenade. Convention center garages can be accessed from Linden Avenue. Parking rates are \$10.00 per car entry and special rates as posted at garage may apply during the conference. *(Subject to change without notice)* Public transportation is easily accessible and includes the Metro Blue Line, Los Angeles County's light rail system, and the Passport, a free downtown shuttle, connecting the convention center with all local conference hotels, restaurants, and area attractions. The Passport operates daily, every 6 to 20 minutes.



Welcome to Long Beach!

As Mayor of the 7th largest city in California, it's my honor and pleasure to welcome the California League of Cities to our beautiful community. We are proud to be one of the most diverse cities in America, home to a growing

aerospace industry, innovative entrepreneurs, world-class museums, one of the nation's finest aquariums in the Aquarium of the Pacific, the Toyota Grand Prix, and a great Pride Parade and Festival that attracts visitors from all over the world. We're also proud of the progress we've made making city government more transparent, efficient and responsive. Through the use of technology, open data, and rigorous public communications, we are keeping residents, businesses and tourists informed and up to date, and holding ourselves accountable in everything we do. And there's more to come. Meanwhile, our city is undergoing a dramatic urban renaissance, with new developments shooting skyward throughout our downtown, new restaurants and shops opening, and downtown household income up by 75% over the past decade. National and local brands share the stage in Long Beach, and the future is looking very bright for our economy. The Port of Long Beach continues to set cargo volume records while reducing emissions, and our airport is winning accolades from coast to coast. I'm very bullish on Long Beach.

The League of Cities is doing important work that benefits Long Beach and our entire region. The League's advocacy on transportation issues, water conservation, and homelessness are just a few of the many actions important to our city. My thanks to all the member cities and the League staff for your hard work on behalf of the people of California. I'm grateful to know we will continue to work together on these important policies, supporting good government and progress in our state.

On behalf of the people of the great City of Long Beach, thank you for visiting with us! We wish you a successful and productive conference.

Sincerely,

Mayor Robert Garcia

(subject to change)

WEDNESDAY, OCTOBER 5

- 8:00 a.m. – 6:00 p.m.....Registration Open (Long Beach Convention Center)
- 9:00 - 10:30 a.m.....Policy Committees (at hotel)
- 10:30 a.m. - NoonPolicy Committees (at hotel)
- 9:00 – 11:00 a.m.AB 1234 Ethics Training
- 10:00 a.m. – 2:30 p.m.....City Clerks Workshop
- 10:30 – 11:45 a.m.Education
- 11:45 – 1:15 p.m.Regional Division Lunches
- 1:00 - 1:30 p.m.First Time Attendee Orientation
- 1:30 – 2:45 p.m.....Department Business Meetings
- 3:00 - 5:00 p.m.**Opening General Session - Keynote Address**
- 5:00 – 7:00 p.m.....Grand Opening Expo Hall & Host City Reception
- 7:00 – 10:00 p.m.....CitiPAC – 11th Annual Leadership Reception

THURSDAY, OCTOBER 6

- 7:00 a.m. – 4:00 p.m.....Registration Open
- 8:00 – 9:30 a.m.Education
- 9:00 a.m. – 4:00 p.m.....Expo Open
- 9:45 – 11:45 a.m.....**General Session - Keynote Address**
- 11:30 a.m. - 1:00 p.m.Attendee Lunch In Expo Hall (exhibitor exclusive; no competing events)
- 1:00 – 2:15 p.m.....General Resolutions Committee
- 1:00 – 2:15 p.m.....Education
- 2:15 – 2:45 p.m.....Caucus Board Meetings
- 2:45 – 4:00 p.m.....Education
- 4:15 – 5:30 p.m.....Education
- 4:00 – 5:30 p.m.....Board of Directors Meeting
- EveningNetworking Receptions – Caucus, League Partners, Divisions

FRIDAY, OCTOBER 7

- 7:30 – 10:00 a.m.Registration Open
- 7:30 - 8:45 a.m.....Regional Division Breakfasts
- 9:00 - 10:15 a.m.....Education
- 10:30 – 11:45 a.m.....Education
- Noon – 2:00 p.m.....**Closing Luncheon with Voting Delegates & General Assembly**
- 2:00 p.m.Adjourn

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

Brown Act and League Conferences

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

Program will be shown

Educational sessions at the annual conference offer professional development, focusing on workable solutions through current and timely topics. Targeting a broad audience, sessions address innovative, thought/discussion provoking, evidence based, trends, tools, and best practices. Connecting professional experience and collective understanding, these sessions aim to provide attendees the opportunity to gain practical skills and useful resources. Visit www.cacities.org/AC for additional details and late breaking sessions.

Keynotes



JASON ROBERTS

“Build a Better Block: How to Make Real Change in Your Community, Today”

How can we drive change in our communities and move past unproductive committees and outdated regulation? How do we become the “bike part of town” and revitalize stagnant blocks? In this funny, smart, energetic, and breathless talk, arts activist Jason Roberts of the Better Block Project encourages us to stop waiting around. Even if that means painting in our own crosswalks, bringing in our own trees, and blackmailing ourselves into action.



CHRISTOPHER THORNBERG

“Fact and Fiction: What is really going on in the California Economy?”

There seem to be many worries about the ability for the current expansion to maintain momentum—China, oil, the Middle East, tech bubbles and other issues have all cause brief periods of market panic. How sustainable is the economy in its current form? How does ‘business unfriendly’ stack up? What are the future flash points that cities need to focus their attention on?

Conference App

The League of California Cities® mobile application is a great organization and conference tool. The app provides full access to the conference in the palm of your hand. You can see the schedule of events, build your own custom schedule, import your selected events into your calendar, access session materials, speaker bios, all exhibitor information, and the list goes on. The League’s mobile app is available for download through your device’s app store by searching “League of CA Cities”, “League of California Cities” or “CACities.”

Conference Overview

City Attorneys Track

The League City Attorneys' Department will present its municipal law track at the Annual Conference, providing Minimum Continuing Legal Education (MCLE) presentations for California attorneys. Legal updates will be offered in municipal litigation subject areas: General Municipal Law, Torts & Civil Rights, Labor & Employment, and Land Use & CEQA. Additional and timely municipal law topics will be covered. The Department's track will also include one hour of MCLE specialty credit. Elected officials and city staff are welcome to attend all City Attorneys' Department presentations of interest.

First Time Attendees

First conference? Be sure to attend the first-time attendees orientation briefing on Wednesday, October 5, at 1:00 p.m.

Helen Putnam Award for Excellence

This program, supported by the League Partners, recognizes outstanding cities that deliver the highest quality and level of service in the most effective manner possible. Visit the special displays by cities that won the 2016 prestigious awards program and learn what your city can adapt from their success.

Institute for Local Government

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

Mayors and Council Members Leadership Academy

The MCMLA program is for elected officials who are seeking continuing education to enhance their own knowledge and skills in order to better serve the public. Each year officials from throughout the state earn recognition as they progress upward through three sequential levels of achievement. For more information visit www.cacities.org/leadershipacademy.

Municipal Departments

Departments are essential to the League. They help form League policy, assist with conference program development, and are represented on the Board of Directors. Department business meetings will be held at 1:30 p.m. on Wednesday, October 5. Register your city's leadership to ensure their attendance at the conference as well as department events.

Session Materials

Our goal is to provide exceptional educational experiences, networking opportunities, and innovative tools that will make attendees and their cities more successful. Presentation materials are an important element of the Annual Conference and will be available online at www.cacities.org/achandouts. You can download or print session materials in advance or after the conference for additional resources.

Understanding Public Service Ethics Laws and Principles (AB 1234 Training)

State law requires elected and appointed officials to receive two hours of training in specified ethics laws and principles every two years. Newly elected and appointed officials must receive this training within one year of becoming a public servant. Join a panel of experts as they help navigate the ethic laws and principles. *Sign-in begins at 8:30 a.m. and you must be present the full two hours to receive a certification of attendance.*

City Clerks' Workshop: The California Public Records Act

Additional registration \$150 per member city/\$300 non-member city. (Business meeting 10:00 - 10:30 a.m. and 4 hour workshop) CMC/MMC Advanced Education Point accreditation will be available.

The California Public Records Act (CPRA), established in 1968, requires public inspection and disclosure of government records upon request unless otherwise exempted by law. Almost half a century later, the traditional view of the CPRA is being challenged. Instant access to information is seen not only as the right of an individual but a broader expectation of modern day society. In a world where human interactions are electronically recorded and instantly available in real-time, reevaluation of CPRA views is prudent and necessary to ensure government maintains pace with the community it serves. Explore the historical, legal and social applications of the CPRA, and to identify challenges and opportunities.

2016 Trends in Labor Relations

Receive an in-depth look at labor negotiations from the perspective of finance and human resources professionals. Learn about trends in labor relations for 2016 and offer insight into preparing for and presenting persuasive data during labor negotiations. Hear about tactics for protecting vital services in the face of rising personnel expenditures, and revisit strategies that control costs while investing in human resources.

5 Workplace Issues That Matter Most to Emerging Leaders

This clear and compelling TED-style talk will introduce attendees to five issues identified by emerging leaders as key to effectiveness in their roles. With millennials eclipsing the number of baby boomers for the first time, senior managers must learn to understand the needs of future leaders. This session presents insights gained from surveys of MMANC/MMASC members (2013, 2014 & 2015) as well as the 2015 Local Government Workforce Survey. Leave with a greater understanding of the need to support development opportunities, and the importance of removing barriers to the growth of the next generation of managers.

Addressing Homelessness: Attainable, Collaborative Solutions

In 2015, California represented a staggering 21 percent of the nation's homeless population. Across the state, local officials and staff are grappling with solutions to address this complex problem. Hear from city officials and staff on how they are using attainable, collaborative solutions to address homelessness and combat the overwhelming problem. Speakers will share their experiences, best practices and lessons learned in partnering with different agencies to reduce homelessness.

An Exploration in Best Practices for Fire & EMS Services
In many cases, the economic downturn has served as a catalyst for enhanced public demand for transparency and accountability in government. Deciding which programs and innovations are right for your unique community profile is not always self-evident. This session will utilize case studies and examples of multiple best practices in the delivery of services. Explore the dynamics of community paramedicine, the relationship of service capabilities (ALS v. BLS) between first response and ambulance services, station placement and resource allocation, shift schedules, quick attack vehicles, mini-pumpers, and public-private partnerships.

Sessions

🏢 Approaches to Administer Local Minimum Wage Ordinances

Many communities are looking at ways to address income inequality. In areas with a high cost of living, many people working at minimum wage jobs are not able to cover their basic living expenses. A number of cities in California have enacted local minimum wage standards to help address this issue. Hear insights from three cities of various sizes about how they administer their program, lessons learned, and the benefits of a regional approach. Learn about innovative approaches for administration/enforcement by smaller cities as well as the public process for development or revisions to a minimum wage ordinance.

The Advance of Wireless Infrastructure

As the rules and technology for wireless communications continue to evolve, cities need to move faster and smarter. Our communities demand and deserve good wireless services. Telecommunications carriers are increasing demands to place Distributed Antenna Systems in city right of ways. And the Federal Communications Commission demands that cities move quickly on siting applications. Join us to discuss how your city can balance all these interests.

📊 Budget Forecasting in Financial Policy Making

Even as the economy has shown great recovery over the last six years, many cities have not seen positive budget results. Demands from labor unions, deteriorating infrastructure, increasing pension and health-care costs, and general inflation are all dampening the ability to get ahead in our budgets. Explore the way different cities have used budget forecast models to introduce financial capacity issues into policy making. Learn best practices for introducing forecast models into council, labor union, and staff discussions as well as suggestions for presenting these models in a public forum.

Building Trust in Police Departments

Police departments are losing the trust and confidence of those they protect and serve in many cities in California and nationwide, especially among the poor, people of color, and youth. Explore lessons learned and best practices in critical policies (*such as use of force*), recruitment, training, discipline, civic engagement, the relationship between the council/city manager and police chief and creating a guardian culture. Response to mass shootings and terrorist incidents will also be discussed. Material from *The President's Task Force on 21st Century Policing* will be summarized and presented.

Cafe Style Discussion: Diversity in City Management

With the recent high profile shootings of African-Americans by law enforcement officers and the subsequent court cases and settlements that have ensued, diversity in city management has become a national topic of interest. The conversations and debates have moved outside the realm of public safety and a spotlight has been cast on city leadership in general. Who are the people leading our cities? How much do they reflect the communities they serve? How can we diversify key departments to include more people of color and women? What has worked in the past and what may work best in the future?

Changing the Way We See & Serve California Cities
Augmented Reality (AR) for the public sector is transforming the smart cities movement. AR allows citizens to instantly “see” and interact with the increasing abundance of data through their mobile device. For the public sector, AR has powerful business-specific applications from transportation to tourism to utilities, taking a futuristic phenomenon and transforming it into a practical solution for cities. This session explores and demonstrates revolutionary developments in public sector AR. It simplifies and enhances daily life for citizens, visitors, and workers, creates efficient, connected communities, and is the next step for smart governance.

🏢 Complying with CEQA, Brown Act, and other Public Noticing Requirements

Hear a discussion of best practices for preparing, filing and distributing CEQA notices. Recent case law has provided guide posts for ensuring these documents are defensible. The panel will also address noticing requirements under the Brown Act and recent case law that clarifies when and how CEQA determinations need to be noticed in agendas, staff reports and other documentation. Lastly, the panelists will discuss how agencies can ensure their municipal codes, rules and regulations properly delegate authority to subsidiary bodies to approve or disapprove CEQA documents.

🏢 Crisis Management for Officer Involved Shootings

City leaders and top law-enforcement officials will provide critical information necessary to respond and take appropriate action in the wake of officer-involved shootings and other high profile use of force incidents. Receive an overview of best practices, including handling media at the scene and in the aftermath; providing stress management to the officers on the scene and agency employees; pros and cons of outsourcing the investigation; what public comments may be made prior to, during and after the investigation; compliance with Public Safety Officers' Procedural Bill of Rights (*including scope of information that may be publicly disclosed*); and building equity with community stakeholders.

Developing a Power Leadership Network in Your Community

For city officials, time is a limited resource, but networking is an integral part of the job. Networking isn't just about the number of connections you make - it's about meeting and fostering relationships with people who will help you meet your goals. Are you ready to quit filling up the calendar with random events and start building and leveraging relationships that help you as a leader? This session provides tools and strategies to help you spend less time in unproductive meetings and more time building a community of leadership supporters.

Disaster Preparedness Lessons Learned from the Christchurch Earthquake Red Zone

Jacob Green, Assistant City Manager for the city of Ontario, recently returned from an ICMA Management Exchange to New Zealand and the Christchurch Earthquake Red Zone. Jacob will take attendees through a slideshow and video presentation highlighting lessons learned for local government officials based on New Zealand's response to one of their country's deadliest natural disasters. Lessons learned will cover areas of police/fire response, public information management, leadership, economic development, sheltering, mental health, utility management, infrastructure impact, and many other areas of public sector response and recovery.

Don't Feed the Bears - Reducing Burglaries in Our Communities

Hear how the city of Lafayette implemented a strategic program to reduce the number of residential burglaries within the community. The program utilizes community partnerships, resident involvement, and the deployment of advanced technology. Results? 50% reduction each year over the past two years and a 60% solve rate of those that did occur. Learn how the program was developed, implemented, and how to replicate a similar program in your own communities - for a very low cost.

Elected Official Engagement in Employee Relations

Engagement in employee relations matters can be both helpful and harmful to the day-to-day operations of public agencies. When faced with discussions on labor negotiations, employee discipline, workplace investigations, performance matters, and anonymous tips about wrong-doing, learn what parameters you should follow to avoid risky pitfalls and how to effectively engage in employee relations.

Emerging Issues in Policing: Implications for California Cities

Police chiefs from several cities will discuss some of the emerging issues facing law enforcement and public safety in our communities. Topics will include asset forfeiture, homeless and mentally ill residents, legislative impacts surrounding public safety and community involvement.

Engaging and Serving the Homeless Population Through Parks & Recreation

Learn how the city of Eureka, through a process of trial and error, successfully developed a formula to identify and serve homeless youth and families at no additional cost to the general fund; empowering the City to provide access to valuable city recreation programs and services such as youth development programs, job workshops, family literacy events and more. Participants will walk away with guidelines and a successful model on partnering with outside agencies, discovering unidentified needs, overcoming unforeseen challenges, and implementing a similar project that will empower their city to connect with and serve homeless youth and families.

Engaging Youth: A Journey of Three Cities

Engaging youth in government has multiple benefits. Youth offer a valuable and unique perspective on city matters. Engaging youth sets up pathways for cities to recruit a more diverse future workforce, and can turn around low citizen engagement as we grow the next generation of active citizens. Youth benefit by gaining 21st century skills; learn about careers in local government and how to advocate for community change. Hear about the startup efforts of three cities who are partnering with schools to actively engage today's youth in civic affairs and enable you to replicate this work.

The Gender Balance Challenge: Why is it Important?

As we strive to ensure our workforce reflects our communities, embracing diversity is essential. In addition, studies show that inclusive cultures with gender diversity in leadership result in better decision making, more innovation and better results. Yet women are still not proportionately represented in the upper ranks of cities in California. Learn about the business case for gender diversity in city management, and tools that elected officials and city managers can use to support the advancement of female city managers, department heads, and police and fire chiefs.

Growing Green in Riverside, Integrating Climate Action with Entrepreneurial Opportunity

A multidisciplinary team describes how they developed the Riverside Restorative Growthprint (RRG), a Climate Action Plan that integrates greenhouse gas reduction strategies with economic development and entrepreneurship. Hear the challenges they met in developing the RRG, which required an understanding of local issues and planning priorities along with knowledge of economic development strategies and experience with clean-tech innovation hubs and "Eco-Business Zones." The team used innovative ways to engage with UC Riverside and Riverside's thought leaders, influencers, and community leaders, to gather ideas and best practices for spurring economic development and inspiring entrepreneurship while reducing emissions.

Hot Topics in Municipal Revenues, Budgeting & Finance

Learn the latest major developments in municipal finance, important changes, significant challenges, and new opportunities. Leading experts Colantuono and Coleman will outline legal developments, new laws, proposals and explain the underlying issues for local government finances.

How Bad Data is Hurting the Fire Service

Explore challenges and questions presented to fire departments and the ways to use relevant and objective data for better decision making. Most fire departments have learned the value of collecting data but are falling into some common pitfalls when using and interpreting the data, and also fail to use the data beyond response times or station location issues. With the changing economic climate and the availability of information, elected officials and citizens have become accustomed to data-driven decision versus emotional arguments, and expect fire service leaders to provide decision-making models that will withstand scrutiny.

Sessions

How Data Visualization Uncovers Secrets to Better Outcomes

Using the latest in data visualization, see what some of the best outcomes in local government have in common. The panelists have developed a new tool that unlocks the secret to great government collaborations. These experts have used the latest in public administration practice alongside a revolutionary data visualization tool to reverse engineer the ingredients from distinguished local government projects. Take home the learnings from the most successful government collaborations and apply them to your most wicked problems.

How to Develop Your Retail Recruitment Roadmap

An ever-growing number of communities are recognizing the tax revenue and quality of life benefits provided by a thriving retail sector. Explore the four steps to developing a successful retail economic development roadmap, and case studies of how communities, including Temecula, have successfully grown their retail sectors.

Implementing Affordable Housing & Sustainable Communities Program

Strategic Growth Council (SGC)'s AHSC program aims to reduce greenhouse gas emissions and vehicle miles traveled by incentivizing mode-shift to walking, biking and public transit use via compact affordable housing and strengthened transportation networks. While AHSC provides a critical resource for communities to meet their sustainable planning goals, the program requires creativity and encourages strong, innovative partnerships between public and private entities. Hear directly from SGC and a diverse group of practitioners on how cities can successfully access AHSC funds to further housing and transportation projects in their communities.

Lessons from the Cal-ICMA "City Manager Challenges and Strategies" Report

A recently completed survey and series of focus groups has resulted in a summary report and recommendations on how to improve local government effectiveness by improving the partnership between appointed local government executives, and the elected officials to whom they are responsible. The study identified a number of key issues that impact these relationships, and key strategies to address these challenges. A partnership between several local government organizations is underway to address key study findings. Learn about key follow-up actions while identifying practical ways both appointed and elected officials can establish and maintain this critical relationship.

Making the Most of Your City's Technology

Information Technology (IT) is traditionally seen as a necessary evil in municipal government. With seemingly insatiable user expectations, ever increasing budget and staff requests, exorbitant maintenance agreements, project backlogs, and questionable results, IT often gets a bad rap. Learn about technology strategy, systems, cloud computing, citizen engagement, mobile apps, smart cities and more. Experienced city managers and CIOs will share advice and experiences on how to make the most of technology investments. *Attendees can send questions to either the League's twitter account @CaCitiesLearn with the hashtag #CityITQuestions or email info@misac.org to become part of the session!*

Making Your Community Truly Inclusive

The city of Temecula has paved the way for youth and families with disabilities by honoring the fundamental value of each person in the community. There have been numerous changes legislatively and societally that have created a strong incentive towards increased awareness and creating a culture that embraces inclusion. Communities will learn how to identify their assets and needs of youth with disabilities by developing strategies and actions that facilitate partnerships, leverage resources, and capitalize on a "can do" spirit. City officials will realize the importance and benefits of including people with disabilities in all aspects of their community.

Medical Marijuana: Continuing Regulatory Changes

Receive the latest updates on the state's implementation of the Medical Marijuana Regulation and Safety Act. Challenges cities have faced along with potential solutions in crafting local regulations will be highlighted. Hear how a marijuana legalization measure on the November ballot may change the regulatory picture for cities.

Meeting Affordable Housing Challenges with Fewer Resources

Cities across the state are struggling to address chronic homelessness and housing affordability challenges. Come hear what cities are doing with fewer resources, and what you can do to increase state and federal financial support, reduce regulatory barriers, and provide additional incentives and local financial tools.

📄 Mergers & Sharing Personnel: What's a City to Do?

In an effort to utilize all available resources, cities sometimes merge with other agencies, and/or share personnel. Occasionally, neighboring cities will merge two fire departments, or appoint one department head to serve both agencies. Learn about best practices, and identify pitfalls associated with these types of arrangements.

New Tools for Funding Your Stormwater Program

The El Niño rains this year have demonstrated the need for cities to find adequate funding for the ongoing maintenance of storm drain and flood control systems, as well as to fund overall system improvements and permit compliance activities. Examine several innovative strategies that cities are currently using to fund their stormwater programs. These strategies will help your city implement new stormwater funding strategies and technologies that can reduce the financial burden on your general fund, reduce costs and help the environment.

Prepare For An Active Shooter Event & Save Lives

The city of Rancho Cucamonga will profile their innovative training program designed to teach police officers, firefighters and residents to work together in response to a mass casualty incident. Learn valuable lessons and program framework that you can take to your jurisdictions to create your own interagency response plan. This program can help municipalities achieve the delivery of emergency medical care to victims within minutes of public safety's arrival, coordination of a large resource response, and teaching their communities to reduce loss through action.

Public Meetings Out Of Control? Think Like A Kindergarten Teacher

Incivility, disrespect, public "flaming" and even angry-mob takeovers: these are increasing problems in California's local public hearings. Agendas are sidetracked, often standing incomplete when adjournment finally arrives in the wee hours. Sitting elected officials are at a loss, and staff is flummoxed. Qualified candidates for office are being deterred from running altogether, due to a public process run amok. This CityTalk will offer an entertaining, practical and innovative look at our public meeting problems. Provocative reform-ideas will be offered.

📄 Reducing Pension and OPEB Costs

With the ever growing pressures on public funds and the constitutional and statutory limitations on modifying pension benefits, public agencies are looking for innovative ways to reduce the cost of pensions. In addition, recent cases have clarified that modifications to OPEB benefits are considered on a case-by-case basis and, thus, are fact intensive. This session will focus on the various techniques that public agencies are using to rein in pension and OPEB costs.

Response and Aftermath to a Terrorist Attack - Lessons Learned

When a major international incident occurs in your community, are you prepared for the response and aftermath? A police chief and mayor will discuss how they maneuvered the demands of media outlets from around the world, and how they worked cooperatively with the various federal, state, and local agencies who assisted with the response and investigation.

Safeguarding Your City from "Vehicle-into-Building" Crashes

Cities can prevent property damage, injuries, and fatalities by improving parking lot safety. Participants will understand the breadth of the problem of "vehicle-into-building" crashes in the United States and recognize the options to address this problem. More than 60 vehicle-into-building crashes occur daily, causing over 3,600 injuries and nearly 500 deaths every year. Seventy percent of the collisions involved vehicles crashing into a store or business and 41 percent of these collisions resulted from pedal error. The city of Artesia adopted its safety ordinance in April 2015 and will share its ordinance and staff report with interested cities.

The Sharing Economy - Managing the Challenge & Creating Opportunities

Like the 'information super highway' of 25 years ago that changed the way we shop and conduct business, the sharing economy is revolutionizing how consumers and businesses choose a ride, a vacation location, a parking space and even wardrobes. While the emergence of this new market is undeniable, the implications on local government continue to evolve, leaving many cities unsure of the proper approach. How is collaborative consumption shaping future tax policy? How are other cities managing this trend? Participants will learn about emerging trends and discover practical ways (*policies, partnerships, etc.*) to respond and create new opportunities.

Sitting is the New Smoking: How to Get Employees Moving

In 2015, medical research and a major *Forbes* magazine article named physical inactivity a major risk factor for chronic disease, calling it the "new tobacco." Cities can utilize their workforce wellness programs to get employees moving to counter sitting's negative health impacts. Hear from cities that have created opportunities for employees to engage in physical activity during the work day, and maximized participation through various competitions. Learn about inactivity research, low cost strategies to create activity opportunities, maximizing employee participation and the short and long term benefits of workforce wellness programs.

Social Media & Today's 24-7 News Cycle: Do's & Don'ts

With media reporting on stories 24-7 and prevalence of mobile devices and social media, how city officials conduct themselves during a personal or emergency crisis can reflect either positively or negatively in a community. This brave new world means that elected officials must understand the 24-7 news cycle, social media technology, and the potential consequences of even a mere 140 character "tweet." Learn from experts who have effectively helped cities and other agencies address internal crises, natural disasters, and public personnel matters. This informative panel will provide practical strategies on using instant communication tools and crisis communication strategies that work.

👤 Strategies for Local Government Recruiting in the Social Media Age

Learn how to utilize social media strategies to recruit and retain talent, as well as inform and educate city constituents. Understand some of the legal challenges and the necessary tools for each of the social media platforms.

Succession Planning for the New Government Workforce

Every day 10,000 people turn 65 years of age. Millennials now outnumber baby boomers, 76 million to 75 million, and by 2025 they will make up 75% of the workforce. It's an oversimplification to believe that current approaches for developing leaders will work for millennials. Many organizations are trying to improve their leadership pipelines, but for a number of reasons are coming up short. Explore ideas and insights on effective ways to attract, develop and retain all generations throughout California, with a special emphasis on millennials.

Summit

Succession: The Achilles Heel of City Government
Years of prolonged hiring freezes coupled with early retirements and fewer interested and/or qualified candidates have proven costly to agencies that have had to promote and/or hire people who were not qualified for their new responsibilities. Hear a discussion about the impact these issues have on your agency effectiveness. Panelists will present viable succession processes to enable you to address your current competency gaps, and fill future key vacancies throughout the organization with well-qualified individuals who can hit the ground running.

Transparent Cities: Building Communities for Everyone

A proposed ballot initiative, the award winning TV series *Transparent*, and recent court decisions have placed “transgender” in the center of the public square necessitating a city hall that is transparent for all, be it visitor or resident. However, research has shown that many people do not know what ‘transgender’ means. “Transparent Cities” will inform and educate local officials and help them understand the political and jurisdictional issues confronting local elected officials as the public discussion broadens into city council chambers; panelists will provide attendees with tools to positively address widespread public misunderstanding about transgender and gender nonconforming persons.

What Municipalities Can Do About the Coming Drone-pocalypse

The FAA estimates 1 million drones were sold during the 2015 holiday season. Learn about the effects of the 2015 FAA drone registration regulations and the spring 2016 commercial drone regulations on municipalities. Focus on what municipalities can and cannot do to combat privacy, noise, and nuisance issues raised by small drones through the types of ordinances allowed and not allowed due to FAA pre-emption. Discussion will also surround how these regulations affect municipal airports.

What Planning Directors Wish Council Members Knew About Planning

In many cities, planning directors spend a great deal of time responding to council member/public requests for information, explaining why a particular project can or cannot move forward, and dealing with heated public hearings, while trying to juggle the rest of their job duties as well. In this session, attendees will receive valuable information about what cities can and cannot do when it comes to general plans, plan amendments, zoning, mixed-use developments, housing, the RHNA process, etc.

Who in Your City Will Determine the 2016 Elections?

Did you know, every 30 seconds in the US, a Latino citizen turns 18 and becomes eligible to vote? Latinos are playing an increasingly impactful role in politics, and how they turn out this November stands to be a key factor in which party emerges in control of the White House, the state and cities across California. Learn from the experts how the changing demographics in California will impact your State and local elections. The Secretary of State has been invited to share his efforts to increase voter turnout.

Networking

CitiPAC – 11th Annual Leadership Reception

With the support of our event hosts, Keenan & Associates, CitiPAC will present its 11th Annual Leadership Reception on Wednesday, October 5th from 7:00 - 10:00 p.m. at the Loft on Pine. Join the League Board of Directors for this wonderful evening of entertainment featuring food, beverages dueling pianos and casino style gaming.

Diversity Groups

The Board of Directors has recognized the following five diversity groups: African-American Caucus; Asian-Pacific Islander Caucus; the Gay, Lesbian, Bisexual & Transgender Local Officials Caucus; Latino Caucus and Women’s Caucus. Sign up to join one or more of the League’s Caucuses. Each will host a networking event at the Annual Conference and is open to all attendees.

Host City Reception

The City of Long Beach welcomes the delegates to the League of California Cities® Annual Conference & Expo. Please join us at the opening night host city reception and enjoy a selection of delicious hors d’oeuvres. The reception will take place from 5:00 - 7:00 p.m. on Wednesday, October 5, at the Long Beach Convention Center. A registration badge is required to access the event and show floor.

Regional Divisions

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

HOW TO PARTICIPATE

Policy development is a key part of the League's legislative effectiveness. The League's Annual Conference Resolutions process is one way that city officials can directly participate in the development of League policy. The 2016 Annual Conference Resolution Calendar of Events identifies the key points in the process.

Submission of Resolutions

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

Resolutions submitted to the General Assembly must be concurred in by at least five cities or by city officials from at least five cities. Those submitting resolutions should be prepared to provide written documentation of concurrence by at least five cities or by city officials from at least five cities. This may be in the form of a letter from the city or the city official in support. For concurrence by a city official, the official's city and office held must be included in the letter. All concurrences must be submitted at the time the resolution is submitted by the deadline of midnight, August 6, 2016.

Consideration at the Conference

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

Late-Breaking Issues

Resolutions to address late-breaking issues may be introduced by petition at the Annual Conference. To qualify, a petitioned resolution must be signed by 10 percent of the voting delegates and submitted at least 24 hours before the beginning of the Concluding General Assembly (Deadline: noon, Thursday, October 6). All qualified petitioned resolutions are forwarded to the General Assembly for consideration, regardless of the action recommended by the GRC.

2016 Resolutions Calendar And Deadlines

BEFORE THE CONFERENCE

Friday, July 15: Deadline for submitting appointments to the General Resolutions Committee.

Saturday, August 6, Midnight: Deadline for submitting resolutions to the League office by regular mail, email or fax.

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

AT THE CONFERENCE

Wednesday, October 5, 9:00 - 10:30 a.m. (*Thursday committees*) and **10:30 a.m. - 12:00 p.m.** (*Friday committees*): Policy committees meet to review resolutions and make recommendations to the General Resolutions Committee on resolutions assigned to each committee.

Thursday, October 6, 12:00 p.m.: Deadline to submit signatures to qualify a petitioned resolution.

Thursday, October 6, 1:00 p.m.: General Resolutions Committee meets to consider and make recommendations on resolutions.

Friday, October 7, 12:00 p.m.: Consideration of resolutions by cities in the General Assembly at the Annual Business Meeting. (*Voting Delegates must be registered at conference and must stay until conclusion of voting. They may register for Friday only.*)

A

5 BARS, LLC
A Tiny House Village (*Newport Pacific*)
Accela
Ameresco
American Fidelity Assurance Company
ANP Lighting
Aqua Patch Road Materials, LLC
Arborjet
Architerra Design Group
Avery Associates
AXA

B

Best Best & Krieger LLP
Blais & Associates
Bob Murray & Associates
Bryce Fastener Inc.
Burke, Williams & Sorensen, LLP
Burrtec Waste Industries, Inc.

C

California Building Officials
California Consulting, LLC
California Contract Cities Association
California Fuel Cell Partnership
California Housing Finance Agency
California Joint Powers Insurance Authority
California Product Stewardship Council
California State Board of Equalization
CA Statewide Community Development Authority (*CSCDA*)
California State Water Resources Control Board
CalPERS
CalTRUST
Cannon
Carpenter/Robbins Commercial Real Estate, Inc.
Charles Abbott Associates
Churchwell White LLP
Citrus Pest & Disease Prevention Program
City of Rancho Cucamonga
City Ventures
CleanStreet
Climatec BTG
CloudCompli
Community Champions
Complus Data Innovations, Inc.
Contract Sweeping Services
Contractor Compliance and Monitoring, Inc.
CSG Consultants, Inc.
CXT Prefabricated Concrete Buildings

D

Dapeer, Rosenblit & Litvak, LLP
Davey Resource Group, a Division of the Davey Tree
David Taussig & Associates, Inc.
Deacero
Dekra-Lite
DESIGNPOLE CO
Digital Ally Inc.
DN Tanks
DSSI

E

Earth Systems
EfficientGov
Empower Retirement
Energy Upgrade California
ExecuTime Software

F

FATHOM
Fieldman, Rolapp & Associates, Inc.
Fitch & Associates, LLC
Foundation Support of CA
FuelMaster/Syntech Systems, Inc.

G

George Hills Company, Inc.
Glice LLC
Golden Sun Safety
Good Energy, L.P.
Graphic Solutions
Graybar
Greenshine New Energy

H

HAI, Hirsch & Associates Inc.
Landscape Architects
HD Supply Facilities Maintenance
HdL Companies
HEAL Cities Campaign
Herman Miller
Holbrook Asphalt
HR Green, Inc.

I

IBank
In God We Trust-America, Inc.
Integrated Media Systems
IntelliTime Systems Corporation
International Municipal Signal Assn Far West
ITEM, Ltd.

J

Jamboree Housing Corporation
Johnson Controls
Jones & Mayer

K

Kaiser Permanente
Kasdan LippSmith Weber Turner, LLP
Keenan & Associates
Kenall Lighting
Keyser Marston Associates, Inc.
KOA Corporation
Kosmont Companies and Auction.com

L

Laserfiche
Learn4Life
LECET Southwest
Library Systems & Services
Liebert Cassidy Whitmore
Local Search Association
Longobart-Ross Consulting

M

Matrix Consulting Group
Meyers Nave
MunicipiPAY
MuniServices
MuniTemps
MyOnlineBill.com

LEAGUE PARTNER

Speaker Theater

This expo session area will highlight successful examples of public/private partnerships. Explore case studies of innovative projects and programs that have worked in California cities. Gain insight from elected officials, city staff and industry experts that have discovered creative solutions to some of the challenging problems that cities face.

N

NBS
NEOGOV
Newline Interactive
Newport Pacific Capital Family of Companies
NexLevel Information Technology
NLC Service Line Warranty Program
NO-DES, Inc.
Northern California Carpenters Regional Council
NV5

O

Omni-Means, Ltd
OpenGov.com
OpTerra Energy Services
Otto Environmental Systems North America, Inc.

P

Pacific Gas and Electric Company
ParcelQuest
PARS
Pennino Management Group
PERC Water
PFIC
Phantom Fireworks
Piper Jaffray
PlaceWorks
PowerFlare - PF Distribution Center, Inc.
Precision Civil Engineering, Inc.
Procure America, Inc.
Public Agency Risk Sharing Authority of California
Public Financial Management Group
Public Restroom Company

R

Radarsign, LLC
Ralph Andersen and Associates
Rancho Cucamonga's Pop Up City Hall
Redtail Telematics Corp
Renew Financial
Renne Sloan Holtzman Sakai LLP
(Public Law Group)
Renovate America - The HERO Program
Republic Services
REV
RJM Design Group, Inc.
RKA Consulting Group
RSG, Inc.

S

SAFEbuilt, LLC
Save Pensions, Inc.
Schaefer Systems International, Inc.
Schafer Consulting
ScholarShare Investment Board
Schneider Electric
SeamlessGov by SeamlessDocs
Security Lines US
Sensus
Servpro
Severn Trent Services
Siemens
Silver & Wright LLP
SmartCitiesPrevail.org
Sol Powered By Carmanah
Southern California Gas Company
SouthTech Systems
Spohn Ranch Skateparks
Sportsplex USA
Spring City Electrical
SSA Landscape Architects, Inc.
State of Your City Presentations
SunGard Public Sector
Superior Graffiti Solutions
Surface Systems and Instruments, Inc.
SVA Architects, Inc.
SWARCO Traffic Americas
SyTech Solutions

T

Tensar
TIAA
TNT Fireworks
Toyota Motor Sales, Inc.
Transtech Engineers, Inc.
Tribal Alliance of Sovereign Indian Nations
Turbo Data Systems
Turf Time West, Inc.

U

U.S. Communities
U.S. Flood Control Corp
Union Pacific Railroad
United Storm Water, Inc.
University of La Verne
University of San Francisco MA Urban Affairs
Urban Futures, Inc.
USA Fleet Solutions
USA Properties Fund
Utility Service Co. Inc.

V

Vali Cooper & Associates, Inc.
Vanir Construction Management, Inc.
ViewPoint Government Solutions

W

We Hang Christmas Lights
Wells Fargo
West Coast Arborists, Inc.
Willdan

*As of April 19, 2016
For a current list, visit www.cacities.org/AC
Note: 2016 League Partners are in teal

Expo Grand Prize

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

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Congratulations to the City of Monrovia, winner of the 2015 Grand Prize!
Must be present at the Closing General Assembly on Friday to win.
Sponsored by the League of California Cities*

Registration Includes:

- Admission to educational sessions as well as networking events
- Wednesday host city reception and Expo; Thursday lunch with exhibitors; Friday closing luncheon

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

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

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

Full Conference Registration Fees

	EARLY BIRD Before August 10	After August 10 and onsite
City Delegate		
Member City	\$ 525	\$ 575
Nonmember City	\$ 1525	\$ 1575
Public Official		
County/State	\$ 600	\$ 650
Partner/Exhibitor/All Others		
Company Representative	\$ 700	\$ 750

NOTE: Conference registration is required to attend department business meetings, Annual Conference general assembly and/or to be a voting delegate

One-Day Registration

Early bird rates are not available for one day registrations

City Delegate	
Member City	\$ 300
Nonmember City	\$ 1300
Public Official	
County/State	\$ 350
Partner/Exhibitor/All Others	
Company Representative	\$ 400

Optional Registration Add-ons (non-refundable)

City Clerks Workshop - \$150 member cities,
\$300 non-member cities

Guest Registration - \$125

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

Onsite Badge Pick Up

2016 Annual Conference badges will be available at the registration desk in the Long Beach Convention Center.

REGISTRATION HOURS:

Wednesday, October 5 – 8:00 a.m. - 6:00 p.m.

Thursday, October 6 – 7:00 a.m. - 4:00 p.m.

Friday, October 7 – 7:30 - 10:00 a.m.

Refund Policy

Advance registrants unable to attend will receive a refund of rate paid, **minus a \$75 processing charge**, only when a written request is submitted to the League of California Cities®, Conference Registration, 1400 K Street, Sacramento, CA, 95814 or mdunn@cacities.org and received before **5:00 p.m. on Friday, September 2**. Refunds will not be available after this date. If you are unable to attend, you may substitute a colleague for your entire registration. Please note sharing of registration is prohibited.



Questions or special needs? Contact our conference registrar at mdunn@cacities.org before Friday, September 2.

Reduced room rates are available for registered attendees/exhibitors at the 2016 Annual Conference. Reserve your hotel nights while space is available. Phone reservations will not be available. The discounted hotel rate cut-off is **Friday, September 2** and the hotels are subject to sell out prior to the reservation deadline – reserve early.

STEP ONE: Register for the conference

STEP TWO: Book hotel room

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

Predatory Housing Warning

Beware of unauthorized housing and hotel reservation services that may solicit your business. All legitimate communications regarding housing will come directly from the League of California Cities®. If you receive a suspicious email or phone call asking to book your hotel room for the conference, please let us know immediately.

Hyatt Regency Long Beach

200 South Pine Street
\$209.00 single/double*

Hyatt Centric The Pike Long Beach

285 Bay Street
\$209.00 single/double*

Renaissance Long Beach Hotel

111 East Ocean Boulevard
\$199.00 single/double*

The Westin Long Beach

333 East Ocean Boulevard
\$199.00 single/double*

Courtyard Long Beach Downtown

500 East First Street
\$179.00 single/double*

Hilton Long Beach Hotel

700 West Ocean Boulevard
\$189.00 single/double*

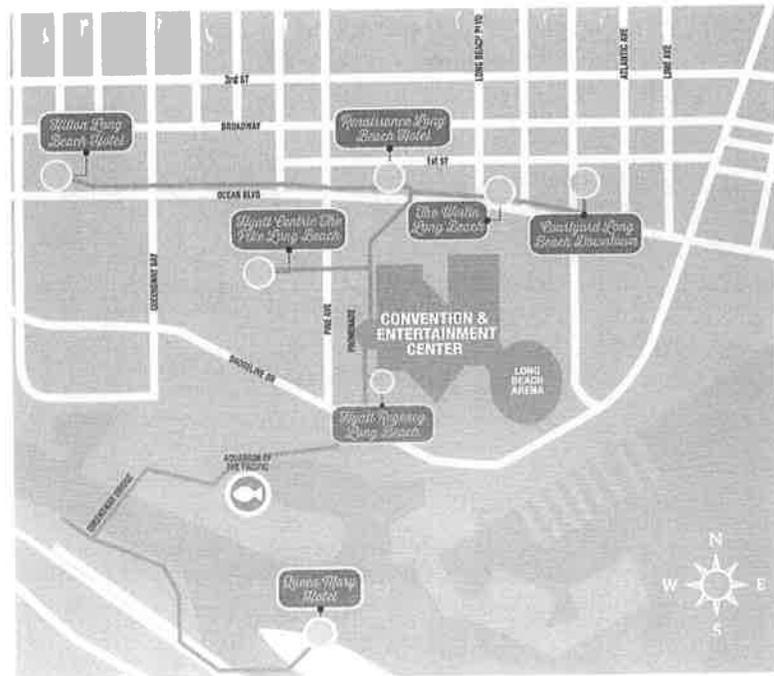
Queen Mary Hotel

1126 Queens Highway
\$159.00 single/double*

Hotel Changes or Hotel Cancellations

Hotel reservation changes, date modifications, early check-out, or cancellations made prior to Friday, September 2 must be done through the online reservation link you received when registering for the conference. Use your confirmation/acknowledgment number to access your reservation and make any necessary changes. Once the September 2 deadline has passed, please contact the hotel directly with any changes or cancellations. Please note that after the housing deadline has passed, you may incur a financial penalty and minimum one-night room charge or attrition fees.

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



*Plus occupancy taxes and fees. All hotels are within walking distance of the convention center or on the free Passport Shuttle route with the exception of the Courtyard Long Beach Downtown which is .2 miles from the Center.

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

Shuttle

Reviewed by: JGH City Administrator
 City Attorney

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

Submitted by: Daniel Gibbs, City Engineer

Action Date: August 17, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution Number 16-5312 authorizing the City Council to accept and award Project No. 16-01, 2016 STIP Pavement Project 'SC-2' in the City of Susanville to the lowest responsible bidder and authorizing the City Administrator to execute the Agreement, and authorizing the Director of Public Works to execute contract change orders up to 10% of the value of the base bid or in an amount not to exceed \$84,614.50

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: Public Works staff prepared plans and specifications for the installation of 2.5" thick Type 'B' asphalt pavement over existing City streets at various locations. Additional work includes making localized repairs to sub-grade, re-establishing proper street profiles and cross slopes, the required upgrading of existing American with Disabilities Act (ADA) access ramps at adjacent street intersections and repair of isolated areas to replace damaged curb, gutter and sidewalk. The following streets are now included in Project No. 16-01:

- i. South Gay Street - Cottage to Mill Street
- ii. Adaline, Adella & Martha Street - North Street to Alley Btw Martha & Grand
- iii. Arnold Street - Weatherlow to West End at Cul-de-sac (Paiute Creek)
- iv. Arnold Street - Weatherlow to Grand Avenue
- v. Alley N/O Arnold - Martha & Grand Avenue
- vi. Foss Street - Main Street (SR36) to South End (Paiute Creek)
- vii. Maple Street - North to Nevada Street
- viii. Brookwood, Meadowood & Oakridge - East of Cherry Terrace to End

The project was advertised in the Lassen Times on at least three separate publications for a bid opening date of July 21, 2016. Additional notification of the project was also provided to plan holder services throughout northern California and Nevada and to national firms in compliance with our cost accounting procedures as required by the State.

Only two bidders submitted acceptable bid packages and the results of the bids are as follows:

Bidder No. 1:

S.T. Rhoades Construction, Inc. Redding, CA	Base bid:	\$ 846,145.00
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Bidder No. 2:

Hat Creek Construction & Materials, Inc. Burney, CA	Base bid:	\$ 959,995.00
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The City Engineer's estimate for the project based on the quantities anticipated and recent unit prices provided with similar projects was \$796,790.00 for the base bid excluding any contingencies. Thus, the lowest responsible bid was 6% higher than estimated.

Change orders, normally estimated at less than 10% would include an additional \$84,614 in costs to the project. The remaining funding will be used to cover construction engineering related services for inspection and quality control testing. This amount is typically estimated at 15% and is used to reimburse staff time that has already been budgeted, creating a savings to the Streets fund. Funding allotted for the project from the State Transportation Improvement Program (STIP) is set at \$992,000 thus making it possible that staffing costs will not be fully reimbursed. Regardless, costs with this work typically cost less than estimated and staff will make every attempt to maximize the funding available and work toward a full reimbursement of staffing time spent on the project.

FISCAL IMPACT: Funding allotted for the project from the State Transportation Improvement Program (STIP) is set at \$992,000. The total project cost to be awarded is less than \$930,760 including change orders.

ACTION REQUESTED: Motion to approve Resolution Number 16-5312 authorizing the City Council to accept and award Project No. 16-01, 2016 STIP Pavement Project 'SC-2' in the City of Susanville to the lowest responsible bidder and authorizing the City Administrator to execute the Agreement, and authorizing the Director of Public Works to execute contract change orders up to 10% of the value of the base bid or in an amount not to exceed \$84,614.50.

ATTACHMENTS: Resolution No. 16-5312

RESOLUTION NUMBER 16-5312
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AWARDING PROJECT NO. 16-01, 2016 STIP PAVEMENT PROJECT 'SC-2' TO S.T.
RHOADES CONSTRUCTION INC.; AUTHORIZING THE CITY ADMINISTRATOR TO
EXECUTE AGREEMENT AND AUTHORIZING DIRECTOR OF PUBLIC WORKS TO
EXECUTE CONTRACT CHANGE ORDERS NOT EXCEEDING TEN PERCENT (10%)
OF THE BID AMOUNT AWARDED

WHEREAS, the City has been allocated funding through the State Transportation Improvement Program to rehabilitate roadway, construct drainage improvements, construct pedestrian facilities in an amount not to exceed \$992,000 including construction engineering, and

WHEREAS, the City advertised bids and opened those bids in accordance with California Public Contract Code §4100 et seq; and

WHEREAS, said bids were found to be in good order and meeting the intent of above said referenced codes and of a reasonable price to provide such that award could be considered; and

WHEREAS, the City of Susanville Public Works Department has determined that S.T. Rhoades Construction, Inc. has been determined as the lowest responsible bidder and should be given consideration for award in the amount approved in their bid including contingencies; and

WHEREAS, the City will receive all necessary and required bonds and insurance to authorize the commencement of construction activities for a period not exceeding sixty (60) working days as defined by the State of California prior to execution of a contract; and

WHEREAS, said bonds to be received shall be in good order and satisfactory prior execution of an Agreement between the City and S.T. Rhoades Construction, Inc. for said project; and

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

1. Project No. 16-01, 2016 STIP Pavement Project 'SC-2' in the City of Susanville is awarded to S.T. Rhoades Construction, Inc., of Redding, California, determined to be the lowest responsible bidder;
2. The City Administrator is authorized to execute Agreement upon submission of required bonds and insurance.
3. The Director of Public Works is authorized to execute change orders up to 10% in contingencies over and above the base bid of \$846,145.00.
4. Authorize Finance Division to increase the Streets budget by \$992,000 for STIP Program allocation.

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 17th day of August, 2016, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

Reviewed by: City Administrator
 City Attorney

 Motion only
 Public Hearing
 X Resolution
 Ordinance
 Information

Submitted by: Daniel Gibbs, City Engineer

Action Date: August 17, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution Number 16-5313** authorizing the City Council to accept and award Project No. 16-02, 2016 STIP Pavement Project 'SC-3' in the City of Susanville to the lowest responsible bidder and authorizing the City Administrator to execute the Agreement and authorizing the Director of Public Works to execute contract change orders up to 10% of the value of the base bid or in an amount not to exceed \$77,443.45

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: Public Works staff retained Remedy engineering to prepare plans and specifications for the installation of 2.5" thick Type 'B' asphalt pavement over existing City streets at various locations. Additional work includes making localized repairs to sub-grade, re-establishing proper street profiles and cross slopes, the required upgrading of existing American with Disabilities Act (ADA) access ramps at adjacent street intersections and repair of isolated areas to replace damaged curb, gutter and sidewalk. The following streets are included in Project No. 16-02:

- i. N. Sacramento – Main (SR36) to Fourth Street
- ii. N. Spring - Main (SR36) to Second Street and Fourth to Bunyan Road
- iii. Oak Street – Grand to Fifth Street
- iv. Park - Main (SR36) to North Street
- v. Small - Main (SR36) to South Of Cornell (Paiute Creek)
- vi. McDow – Main (SR36) to Second Street
- vii. Gay Street – Main (SR36) to Cottage Street

The project was advertised in the Lassen Times on at least three separate publications for a bid opening date of July 21, 2016. Additional notification of the project was also provided to plan holder services throughout northern California and Nevada and to national firms in compliance with our cost accounting procedures as required by the State.

Only two bidders submitted acceptable bid packages and the results of the bids are as follows:

Bidder No. 1:

S.T. Rhoades Construction, Inc. Base bid: \$ 774,434.50

Bidder No. 2:

Hat Creek Construction & Materials, Inc. Base bid: \$ 826,935.00
 Burney, CA

The City Engineer's most current estimate for the project based on the quantities anticipated and recent unit prices provided with similar projects was \$674,592 for the base bid excluding any contingencies. Thus, the lowest responsible bid was approximately 17% higher than estimated. Unit prices have increased over the course of the 2016 construction season and contractors are much less available than earlier this year and likely due to projects under construction by Caltrans.

Change orders, normally estimated at less than 10% would include an additional \$77,443.45 in costs to the project. The remaining funding will be used to cover construction engineering related services for inspection and quality control testing. This amount is typically estimated at 15% and is used to reimburse staff time that has already been budgeted, creating a savings to the Streets fund. Funding allotted for the project from the State Transportation Improvement Program (STIP) is set at \$951,000 thus making it possible that staffing costs will not be fully reimbursed. Regardless, costs with this work typically cost less than estimated and staff will make every attempt to maximize the funding available and work toward a full reimbursement of staffing time spent on the project.

Additional (or additive bids) were also received for improvements desired for Pancera Plaza on South Gay Street between Main and Cottage. Pavement rehabilitation and other repairs to concrete are included in the base bid indicated above. The bids received for this work were considerably more than hoped and in the range of \$77,000 to \$85,000 for removing and replacing the stamped concrete; and between \$123,000 to \$127,000 for placing interlocking paving stones.

City staff will be pursuing opportunities for additional funding, cost savings during the course of the project to free up programmed funds for the additive work desired and present to Council a renegotiated price with the Contractor as soon as practical.

FISCAL IMPACT: Funding allotted for the project from the State Transportation Improvement Program (STIP) is set at \$951,000. The total project cost to be awarded is less than \$851,878 including change orders.

ACTION REQUESTED: Motion to approve Resolution Number 16-5313 authorizing the City Council to accept and award Project No. 16-02, 2016 STIP Pavement Project 'SC-3' in the City of Susanville to the lowest responsible bidder and authorizing the City Administrator to execute the Agreement and authorizing the Director of Public Works to execute contract change orders up to 10% of the value of the base bid or in an amount not to exceed \$77,443.45

ATTACHMENTS: Resolution No. 16-5313

RESOLUTION NUMBER 16-5313

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AWARDING PROJECT NO. 16-02, 2016 STIP PAVEMENT PROJECT 'SC-3' TO S.T.
RHOADES CONSTRUCTION INC.; AUTHORIZING THE CITY ADMINISTRATOR TO
EXECUTE AGREEMENT AND AUTHORIZING THE DIRECTOR OF PUBLIC WORKS
TO EXECUTE CONTRACT CHANGE ORDERS NOT EXCEEDING TEN PERCENT
(10%) OF THE BID AMOUNT AWARDED**

WHEREAS, the City has been allocated funding through the State Transportation Improvement Program to rehabilitate roadway, construct drainage improvements, construct pedestrian facilities in an amount not to exceed \$951,000 including construction engineering; and

WHEREAS, the City advertised bids and opened those bids in accordance with California Public Contract Code §4100 et seq; and

WHEREAS, said bids were found to be in good order and meeting the intent of above said referenced codes and of a reasonable price to provide such that award could be considered; and

WHEREAS, the City of Susanville Public Works Department has determined that S.T. Rhoades Construction, Inc. has been determined as the lowest responsible bidder and should be given consideration for award in the amount approved in their bid including contingencies; and

WHEREAS, the City will receive all necessary and required bonds and insurance to authorize the commencement of construction activities for a period not exceeding sixty (60) working days as defined by the State of California prior to execution of a contract; and

WHEREAS, said bonds to be received shall be in good order and satisfactory in order to further pursue execution of a contract between the City and S.T. Rhoades Construction, Inc. for said project; and

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

1. Project No. 16-02, 2016 STIP Pavement Project 'SC-3' in the City of Susanville is awarded to S.T. Rhoades Construction, Inc., of Redding, California, determined to be the lowest responsible bidder;
2. The City Administrator is authorized to execute Agreement upon submission of required bonds and insurance.
3. The Director of Public Works is authorized to execute change orders up to 10% in contingencies over and above the base bid of \$774,434.50.
4. Authorize Finance Division to increase the Streets budget by \$951,000 for STIP program allocation.

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 17th day of August, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

Reviewed by: JGH City Administrator
 _____ City Attorney

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

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: August 17, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Update on Water Rates

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: On June 1, 2016, the City Council adopted Resolution No. 16-5297 implementing the finding from water rate analysis and calculation study. This included a restructuring of the existing rate structure and increasing the quantity water rate. The 5- tiered system from 5 tiers was reduced 2 tiers (irrigation and non-irrigation seasonal rates) and the inclusion of a drought surcharge. On August 3, 2016 members of the community expressed their concerns with the rate increases during public comment. The City Council directed staff to review the rates and procedural requirements of amending /lowering the rates. Staff has included the rate study along with a rate modification summary which outlines a number of alternatives and procedural requirements of each. The primary options include the following:

- Option 1: No change to Base Rate, reduce Capital Improvement Project Plan
- Option 2: Increase Base Rate, maintain Capital Improvement Project Plan
- Option 3: Increase Base Rate, reduce Capital Improvement Project Plan
- Option 4: Implement Rate Increase over a period of months/years
- Option 5: Rescinding the current Rate Structure

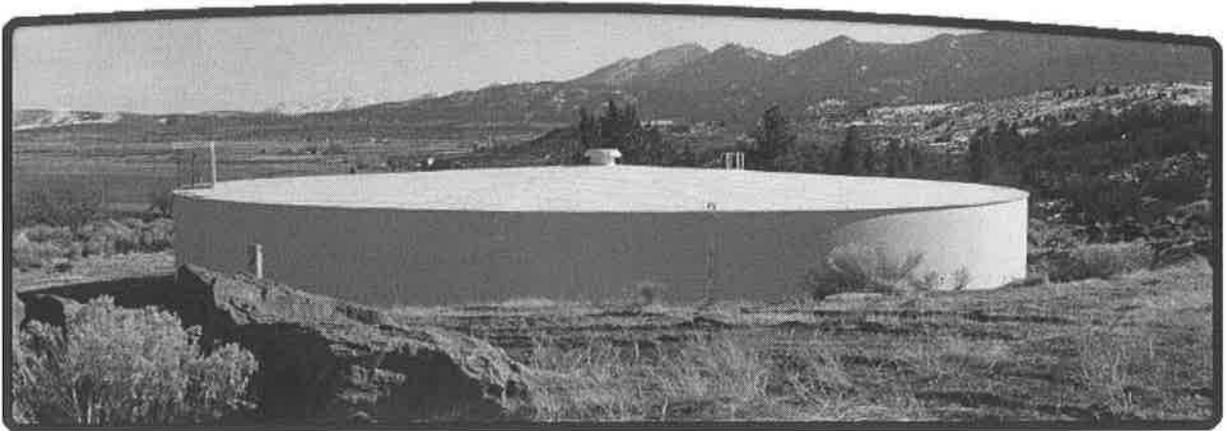
FISCAL IMPACT: To be calculated based on Council direction.

ACTION REQUESTED: Direction to staff/possible action

ATTACHMENTS: Water Rate Study
 Rate Modification Study
 Single Family Residential Water Use Comparison

City of Susanville

Water Rate Analysis and Calculations 2016



April 6, 2016

Table of Contents

	PAGE
1. Introduction	1
1.1. Current Water Rates	3
Table 1: Historic and Current Water Rates	4
2. Rate Setting Legislation & Principals	5
2.1. Constitutional Rate Requirements	5
2.2. Use of Industry Standard Rate-Making Principals	6
3. Water Utility Overview	8
3.1. Water System Overview	8
3.2. Water Customers	8
Table 2: Current Water Customers 2015	8
Figure 1: Historic Water Accounts	8
3.3. Water Production	10
Figure 2: Historic Water Produced	10
4. Water Finances and Rates	11
4.1. Water Financial Overview	11
4.2. Historic Financial Performance	12
Figure 3: Comparison of Revenues and Expenses	13
Table 3: Historical Revenue and Expenses	14
4.3. Financial Challenges/ Key Drivers of Rate Increases	15
4.3.1. Operating Deficit and Fund Reserves	15
4.3.2. Capital Improvements/ Replacement of Aging Infrastructure (Depreciation)	15
Table 4: Water Capital Improvement Plan / Infrastructure Replacement	17
5. Cost to Provide Services	18
5.1. Cost to Provide Services	18
Table 5: Water Operating Expenses	19
Figure 4: Operating Expenses	20
5.2. Fixed vs. Variable Cost Recovery	21
6. Water Rate Design and Structure	22
6.1. Base Rate- Fixed Charge Recommendation	22
6.2. Quantity Rate- Variable Charge Recommendation	22
6.3. Proposed Rate Structure	22
Table 6: Proposed Rate Structure	24
7. Drought Surcharge	25
7.1. Drought Surcharge Overview	25
7.2. Water Shortage Contingency Plan	25
7.3. Proposed Drought Surcharge	26
Table 7: Drought Surcharge	26

1 INTRODUCTION

To ensure that water rates reflect the true cost of operation and distribution, the City of Susanville is required to periodically review water rates through the preparation of a comprehensive water rate study with the primary objective of maintaining water rates that protect the continued financial health and stability of the City's water enterprise and providing rate stability.

Analysis and Calculation objectives:

- Maintain financial health and stability of the City's water enterprise;
- Renewal of water rates to recover the full cost of service;
- Implementation of water shortage or drought rates;
- Preservation of rate equality and ensuring compliance with all legal requirements, including Proposition 218.

Background

Historically, water rates have remained stagnate with the last increase occurring in 2008. The primary objective of the 2008 increase was to create a modest funding stream to facilitate critical repairs to the aged infrastructure that has already exceeded its projected useful life. Revenues generated from the increase are placed in a restricted fund and are only used for the repair or replacement of existing infrastructure. The additional revenues have facilitated the replacement of water meters and replacement of some of the most venerable sections of pipeline. The increase did not consider or address ongoing operational deficits.

Prior to 2008, the last rate analysis and subsequent increase occurred in 2005, which has been insufficient to maintain ongoing operations especially with state mandated water conservation, resulting in declining revenues.

Declining water enterprise fund balances resulted in a negative cash balance at the end of the 2014/2015 fiscal year. During preparation of the 2015/2016 fiscal year budget staff recommended that a rate study be prepared as a more comprehensive approach to rate setting. In addition, the State's Emergency Water Regulations imposed a 36% conservation mandate which has had a significant impact on revenues and available operation funding. The State has also mandated that the City adopt a drought surcharge which has been included in this analysis and will be implemented and increased commensurately with each stage of the City's Water Shortage Contingency Plan.

This rate analysis and calculation forecasts the fundamental operation and delivery costs through 2021 and includes the following categories;

- Operations and Management
- Water Delivery
- Depreciation
- Capital Improvement
- Conservation Programs
- Long Term and Short Term Debt

Executive Summary

The system analysis and rate calculation concluded that insufficient cost recovery over the last two decades have resulted in inadequate funding to maintain and upgrade the continuously aging infrastructure and resulted in insufficient reserves to address increased operation and infrastructure replacement costs in a meaningful manner. Modest water rate increases will be required through 2021 to allow for the effective and prudent management of the enterprise in order to maintain service reliability and sustain a level of service that customers expect for a modern utility.

1.1 Current Water Rates

The City bills customers for water service on a monthly basis. **Table 1: Historic and Current Water Rates** shows rates from 2005 to 2016. Current water rates include 2 components, a Base Rate and a Quantity Rate.

1. **Base Rate (Fixed Charge):** All customers, residential and non-residential, are charged the same fixed rate based on meter size. The fixed charge applies regardless of water consumption and is designed to cover the fixed costs associated with system operation and maintaining the ability to serve each connection. Included in the fixed cost is the first 300 CF of water.

Meter size establishes the potential demand that a customer can place on the water system. Water system design is tied to the total capacity requirements and in turn, the utility's operating and capital costs. The City's smallest meter size is a 5/8" x 3/4" meter. Larger meters are charged based on their estimated capacity represented by meter ratios or maximum flow as recommended by the American Water Works Association (AWWA). The AWWA has established a set of capacity ratios using the maximum safe flow of various sizes of meters relative to the base or smallest meter size. These meter capacity ratios provide a basis for charging customers proportionally based on the capacity reserved for them in the water system.

Fixed charges were calculated in 2005 to recover approximately 50% of total water revenues.

2. **Quantity Rate (Water Consumption Charge):** All customer classes are currently billed according to a six-tiered inclining rate structure, with the cost for each unit of water increasing for each tier as customers use more water. Water is measured and billed at the hundred cubic feet (ccf) unit which is equal to 748 gallons of water.

The water consumption charges are currently set to recover about 50% of total water rate revenues.

Table 1: Historic and Current Water Rates

City of Susanville

Water Rate Analysis and Calculations 2016

Base Rate by Meter Size					
Meter Size	Max Flow* (GPM)	Meter Ratios**	2005 to 2008		2008 to Current
5/8"X3/4"	15	1.0	\$18.20		\$23.65
1"	25	1.7	\$26.39		\$31.93
1 1/2"	80	5.3	\$34.38		\$41.60
2"	100	6.6	\$44.72		\$54.11
3"	450	30	\$72.23		\$81.37
4"	1000	66.6	\$103.17		\$124.84
6"	2000	133.3	\$179.56		\$217.27
8"	3500	233.3	\$239.41		\$289.69
10"	5500	366.7	\$299.26		\$362.10
Water Quantity Rate Per ccf					
		0 - 300	\$0.855	0 - 300	included in base fee
		301 - 6300	\$1.057	301 - 1,500	\$1.245
		> 6301	\$1.235	1,501 - 4,000	\$1.365
				4,001 - 6,500	\$1.485
				6,501 - 10,000	\$1.565
				> 10,000	\$1.645
* Source: Badger Meter Product Data Sheets.					
**Meter ratios represent the capacity of each meter size relative to 5/8" X 3/4" meter.					

2 RATE SETTING LEGISLATION & PRINCIPLES

2.1 Constitutional Rate Requirements

The California Constitution includes two key articles that directly govern water rate calculation and implementation: Article 10 and Article 13D. The water rates developed in this analysis are compliant with both of these constitutional mandates and the provisions of the California Water Code in addition to the Government Code which adds further guidance for implementing these constitutional requirements. In accordance with the constitutional provisions, the proposed rates are designed to a) recover the cost of providing water service; b) allocate costs in proportion to the cost of serving each customer class; and c) promote conservation and discourage waste.

Article 10, Section 2

Article 10, Section 2 of the California Constitution was established by voter-approval in 1976 and requires public agencies to maximize the beneficial use of water, prevent waste, and encourage conservation. Section 2 states:

“It is hereby declared that because of the conditions prevailing in this State the general welfare requires that the water resources of the State be put to beneficial use to the fullest extent of which they are capable, and that the waste or unreasonable use or unreasonable method of use of water be prevented, and that the conservation of such waters is to be exercised with a view to the reasonable and beneficial use thereof in the interest of the people and for the public welfare”.

Article 13D, Section 6 (Proposition 218)

Proposition 218 was adopted by California voters in 1996 and resulted in the addition of Article 13D to the California Constitution. Article 13D, Section 6 governs property-related charges, which the California Supreme Court subsequently ruled to include ongoing utility service charges such as water, sewer and garbage rates. Article 13D, Section 6 establishes a) procedural requirements for imposing or increasing property-related charges and b) substantive requirements for those charges. Article 13D requires voter approval for new or increased property-related charges but exempts from this voting requirement rates for water, sewer and garbage service.

The substantive requirements of Article 13D, Section 6 require that the City's water rates meet the following conditions:

- 1) Revenues derived from the fee or charge shall not exceed the funds required to provide the property related service.
- 2) Revenues derived from the fee or charge shall not be used for any purpose other than that for which the fee or charge was imposed.
- 3) The amount of a fee or charge imposed upon any parcel or person as an incident of property ownership shall not exceed the proportional cost of the service attributable to the parcel.
- 4) No fee or charge may be imposed for a service unless that service is actually used by, or immediately available to, the owner of the property in question.
- 5) No fee or charge may be imposed for general governmental services, such as police or fire services, where the service is available to the public at large in substantially the same manner as it is to property owners.

A subsequent appellate court decision in 2011 further clarified that agencies must demonstrate, satisfactory to a court's independent judgment, that property-related fees and charges meet the substantive requirements of Section 6 (3). This rate analysis provides the required justification. The water rates derived in this report are based on a cost-of-service methodology that fairly apportions costs to all customers.

2.2 Use of Industry Standard Rate-Making Principles

The rates calculated as a result of this analysis are based on a straightforward methodology that establishes an equitable system of calculating fixed charges that recover the cost of providing service and fairly apportion costs to each rate component. The rates were developed using cost-based principles and methodologies for establishing water rates, charges and fees contained and discussed in the AWWA M1 Manual. There is no "one-size-fits-all" approach for establishing cost-based water rates, "the (M1 Manual) is aimed at outlining the basic elements involved in water rates and suggesting alternative rules of procedure for formulating rates, thus permitting the exercise of judgment and preference to meet local conditions and requirements."¹

¹ AWWA Manual M1 Manual, Principles of Water Rates, Fees, and Charges, Sixth Edition, 2012, page 5.

In addition to the City's water rates and finances, the following criteria were used in rate calculation:

1. *Revenue Sufficiency:* Rates recover the annual cost of service and provide revenue stability.
2. *Rate Impact:* Rates are calculated to generate sufficient revenue to cover operating and capital costs and are designed to maximize rate stability.
3. *Equitable:* Rates are fairly allocated among all customer classes based on proportionate demand characteristics.
4. *Practical:* Rates are simple in form and adaptable to changing conditions. Rates are both easy to administer and easy to understand.
5. *Provide Incentive:* Rates provide price signals which serve as indicators to conserve and produce water efficiently.

3 WATER UTILITY OVERVIEW

3.1 Water System Overview

The City of Susanville is a general law city incorporated in 1900. The current population according to the City of Susanville 2015 Comprehensive Annual Financial Report is 9,129. The City's Public Works Department is responsible for the maintenance, operation and repair of the City's water distribution system. The water utility serves a number of customers who reside outside of the city limits and, as a result, the utility's service area is not coterminous with the City's boundaries.

The City utilizes two natural springs and four water wells as primary sources of water in addition to water rights along the Susan River as secondary non-potable water sources. Water is treated at all primary sources with a minimal amount of chlorine as a precautionary measure in the event that a contaminant entered the water system. Four water tanks are filled from springs by gravity flow and in irrigation months, water is pumped from wells to meet the demand. There are a number of pressure reducing valves (PRV's) in the system which regulate pressure across seven pressure zones. System pressures, flows, and a variety of other parameters are monitored through a supervisory control and data acquisition (SCADA) program. There are approximately 43.5 miles of pipeline in the City's domestic water system. The water system has mainlines ranging in diameter from 2 inches to 14 inches. There are just under 9 full time equivalent (FTE) staff positions performing the work functions required for the operations and maintenance, billing services, system planning, regulatory compliance, and capital improvement project planning and implementation. There are just under 0.6 full time equivalent staff positions performing administrative functions.

3.2 Water Customers

The water utility currently supports approximately 3,807 metered water accounts. **Table 2: 2015 Water Customers** summarizes the number of current accounts by meter size and customer class. Approximately 93% of customers are single family dwellings, 5% are commercial/industrial/irrigation/public agency accounts, and 2% are multi-family residential accounts. The water enterprise has seen an 11% increase in water customer accounts since 2001 as shown in **Figure 1: Historical Water Accounts**.

Table 2: 2015 Water Customers

City of Susanville

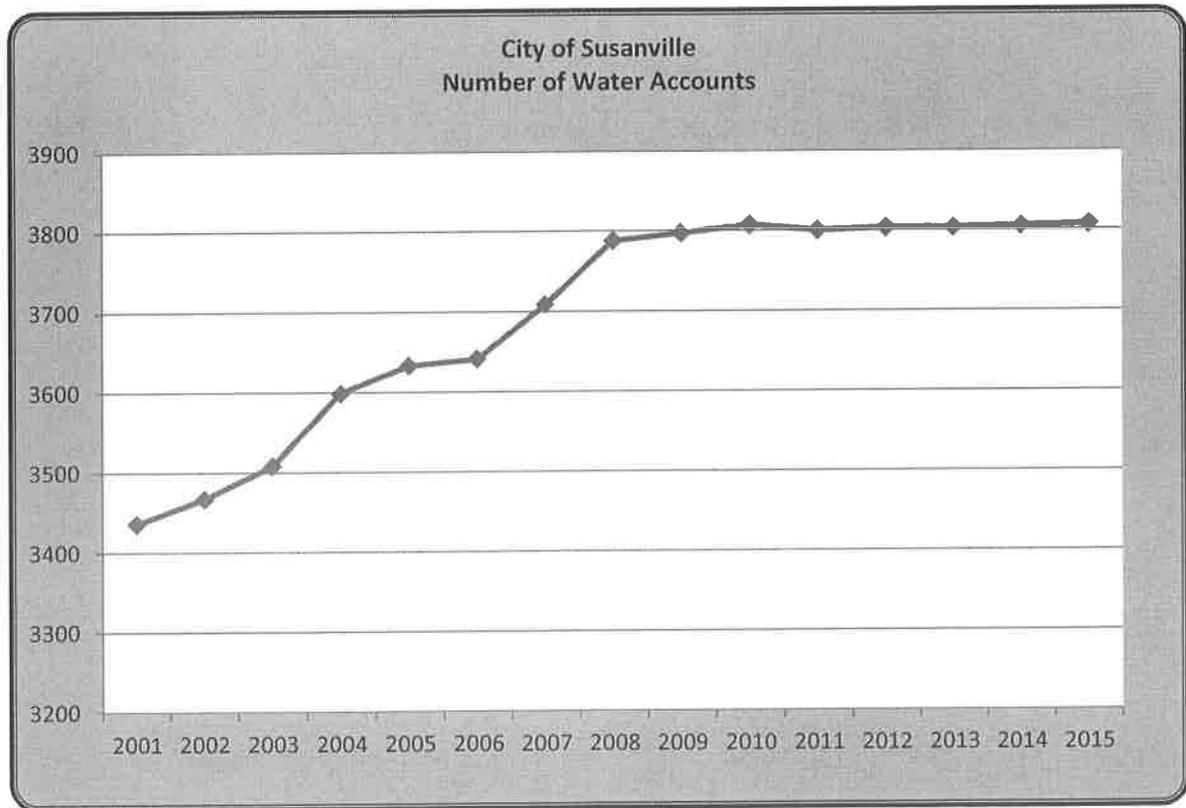
Water Rate Analysis and Calculations 2016

Meter Size	Residential- Single	Residential- Multi	Commercial	Total
5/8" X 3/4"	3,496			3,496
1"	38	21	69	128
1 1/2"	6	7	24	37
2"	4	29	95	128
3"		1	4	5
4"		3	5	8
6"			4	4
8"			1	1
10"				
TOTAL	3,544	61	202	3,807

Figure 1: Historical Water Accounts

City of Susanville

Water Rate Analysis and Calculations 2016



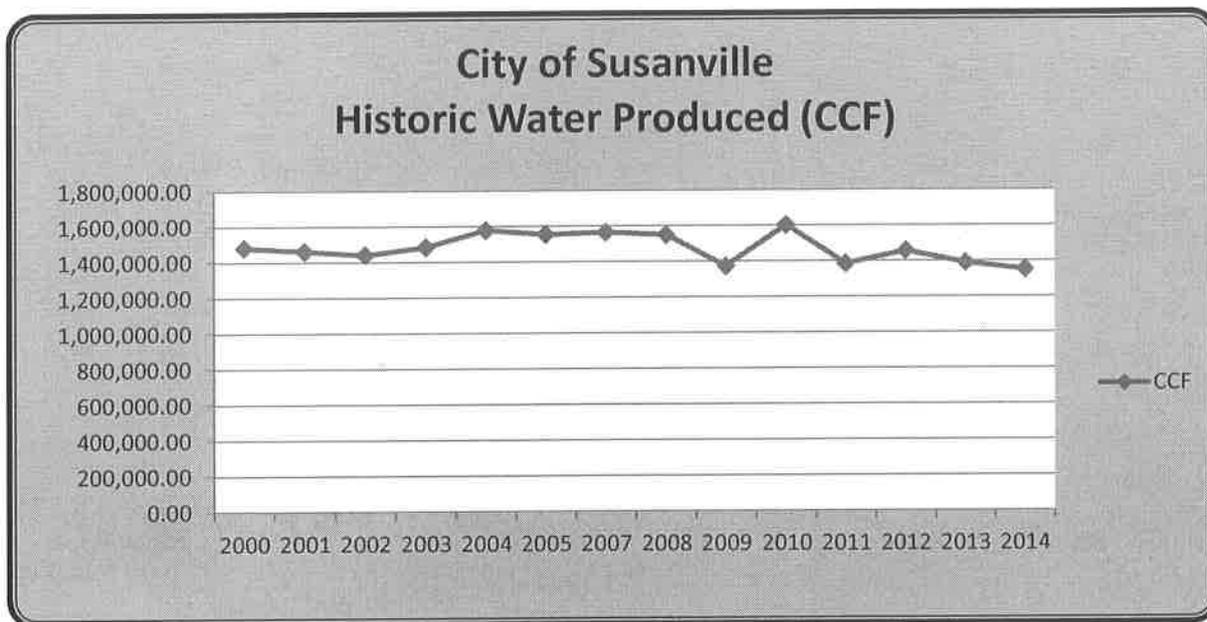
3.3 Water Production

Figure 2. Historical Water Produced illustrates historical water production for the past 14 years. Compared to prior years, water consumption has declined since 2010. The City measures water production at each water source and reports production in units of 100 cubic feet.

Figure 2. Historical Water Produced

City of Susanville

Water Rate Analysis and Calculations 2016



Source: 2010 Susanville Urban Water Management Plan Addendum #1; 2006 data omitted as significant outlier likely caused by a malfunctioning meter at Cady Springs.

Reductions in water production as a result of Executive Order.

In April 2015, the governor issued Executive Order B-29-15, imposing restrictions to achieve a 25% statewide reduction in potable urban water usage. For the first time in the State's history, a mandatory conservation of urban potable use was declared. The State Water Board released a proposed regulatory framework for all urban water suppliers that allocated the conservation savings across nine tiers of increasing levels of residential water use to reach the statewide 25% reduction mandate. The City of Susanville was placed in Tier 9, calling for a 36% decrease in use from the base year of 2013. Subsequently, the extension of the emergency regulation has included a provision for Susanville to decrease its conservation standard to 33%. As a result of robust conservation efforts, the City has achieved a 28% reduction in total water production as of February 28, 2016.

4 WATER FINANCES AND RATES

4.1 Water Financial Overview

The water enterprise is governed by the City Council and operates under the Direction of the City Administrator with the Public Works Department performing operations and maintenance functions and Administrative Services Department performing billing and various administrative functions. Low production and treatment costs allow the utility to operate much more efficiently than other utilities. There are also multiple areas where economies of scale are realized within the operation of the multiple divisions within Public Works. Areas such as: Equipment maintenance; shared facilities; shared equipment; and staffing resources.

An evaluation of water enterprise finances revealed the following:

- The water enterprise operation fund is currently operating at a deficit. Current and projected operating revenues from water rates do not meet current and projected operating expenses.
- The water enterprise does not have a dedicated operation reserve, it does however have a rate stabilization fund consisting of \$3 million which provides limited, short term security as funds must be replenished within 120 days after the end of the fiscal year. Additional water funds are held in a separate account (7114) but are restricted to infrastructure replacement.
- The City's water rates are currently low when compared to other communities throughout the state. The 2013 California/Nevada Water Rate Study, prepared by the California Water Works Association, compares monthly water charges by county. Of the 45 counties surveyed, 38 have rates higher than Susanville.
- Much of the City's existing water infrastructure has exceeded its projected useful life with the greatest infrastructure need being water main and service line replacement. An estimated 100 million gallons are lost annually to water system leaks. The most urgent infrastructure needs are estimated at \$4.15 million dollars. Infrastructure needs are included in Table 4: **Table 4: Water Capital Improvement Plan/Infrastructure Replacement Plan.**
- The State is in the fourth year of declared drought, although water supplies within the City have not been measurably impacted. The City has worked to be absolved from the oppressive water curtailments however, requests to be placed in a lower conservation tier have not been granted or acknowledged by the Water Board. The City is currently required to achieve 33% reduction in potable water produced.

4.2 Historical Financial Performance

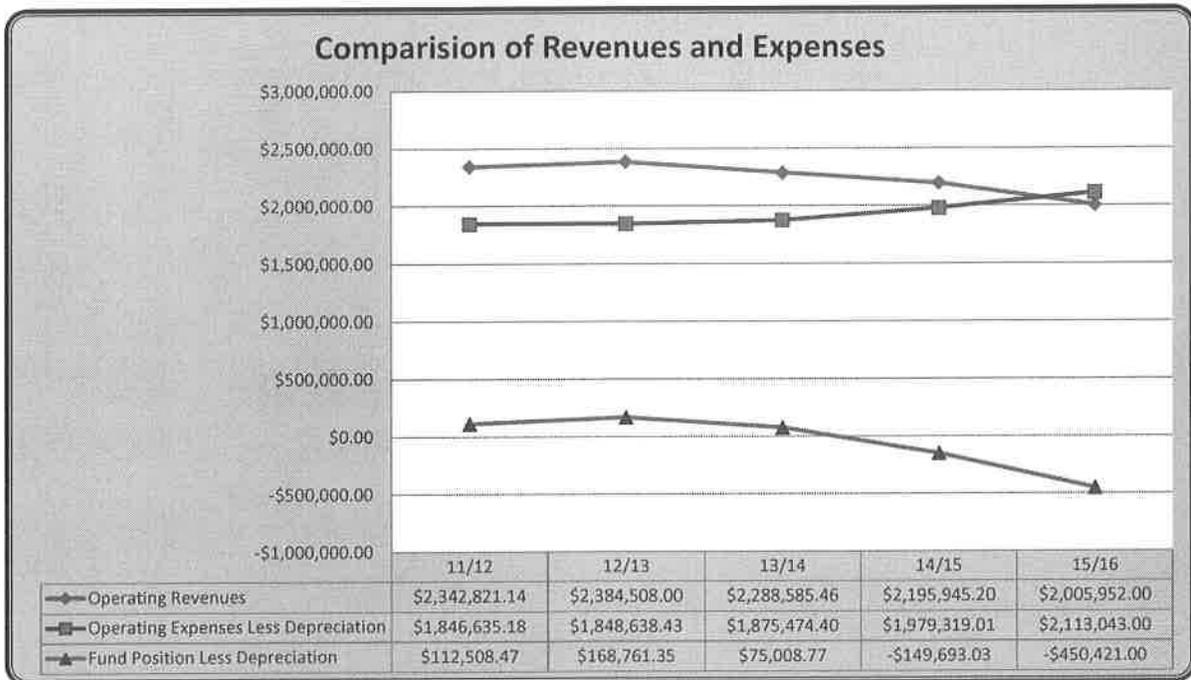
As an enterprise fund, the water utility relies primarily on revenues generated from water rates to fund the total cost of providing water service. As a result of limited water revenues, the City has not fully allocated direct and indirect administrative cost to the enterprise, resulting in the City's General Fund providing a subsidy to water operations which is not a desirable practice. The water enterprise is currently not covering its annual operating and capital costs and revenues are not sufficient to pay for annual expenses, resulting in an annual operating deficit.

Figure 3: Comparison of Revenues and Expenses and *Table 3: Historical Revenue and Expenses* summarize the financial performance of the water utility since 2011/12 based on the City's Audited Financial Reports.

Table 3: Historical Revenue and Expenses
 City of Susanville
 Water Rate Analysis and Calculations 2016

Water Operations Budget					
	Fiscal Year				
	2011/12	2012/13	2013/14	2014/2015	Budgeted 2015/16
Water Operating Fund - 7110					
Revenues					
Water Sales	\$2,298,656.29	\$2,300,892.38	\$2,230,654.21	\$2,151,957.78	\$1,967,752.00
Total Operating Revenues	\$2,342,821.14	\$2,384,508.00	\$2,288,585.46	\$2,195,945.20	\$2,005,952.00
Expenses					
Personnel	\$818,648.79	\$812,196.47	\$861,628.36	\$930,733.53	\$1,073,191.00
Services and Supplies	\$341,751.56	\$348,338.19	\$328,434.47	\$361,799.01	\$355,125.00
Depreciation	\$721,520.73	\$686,951.59	\$646,948.00	\$664,868.53	\$616,498.00
Debt	\$686,234.83	\$688,103.77	\$685,411.57	\$686,786.47	\$684,727.00
Capital Improvement Program					
Total Operating Expenses	\$2,568,155.91	\$2,535,590.02	\$2,522,422.40	\$2,644,187.54	\$2,729,541.00
Net Operating Revenue	-\$225,334.77	-\$151,082.02	-\$233,836.94	-\$448,242.34	-\$723,589.00
Change in Net Position *	-\$450,541.41	-\$601,623.43	-\$835,460.37	-\$1,283,702.71	-\$2,007,291.71
Operating Expenses Less Depreciation					
Depreciation	\$1,846,635.18	\$1,848,638.43	\$1,875,474.40	\$1,979,319.01	\$2,113,043.00
Fund Position less Depreciation	\$112,508.47	\$168,761.35	\$75,008.77	-\$149,693.03	-\$450,421.00
*Change in Net Position is claim on cash fiscal year 2010/2011 (-\$225,206.64) plus net operating revenue each year.					

Figure 3: Comparison of Revenues and Expenses
 City of Susanville
 Water Rate Analysis and Calculations 2016



4.3 Financial Challenges/Key Drivers of Rate Increases

As utility infrastructure matures, regulations change, and safety needs evolve, so too does the need of water security, monitoring and the implementation and use of required technologies. These changes carry with them additional costs and require vigilance and regular monitoring of operational expenses, identification of operational efficiencies, cost saving measures and rate structure evaluation. Without taking a proactive approach to cost management, the City's water enterprise would face financial challenges which would require the City to raise water rates more aggressively in the future as infrastructure replacement becomes more critical and expensive. Key rate indicators are included and summarized as follows.

4.3.1 Operating Deficit and Fund Reserves

To ensure that the City's water system remains financially stable and operationally sound long into the future, rate adjustments are required to ensure that the water enterprise does not proceed down a path of annual operational deficits. Moreover, onerous restrictions placed on the established \$3 million Rate Stabilization Fund make it an ineffective tool to manage short and medium term declines in revenue resulting from increased levels of precipitation, cooler temperatures and, most significantly, state mandated water curtailment. Creation of an Operating Fund Reserve will be necessary to provide the kind of operational and rate stabilization envisioned by the existing rate stabilization fund however, without the restrictions imposed by bond covenants. This operational reserve fund would be used as a water operations budget reserve and would provide additional short and medium-term stability. The existing Rate Stabilization Fund would only be used in an emergency, where repayment could be made within 120 days of the end of the fiscal year when the funds were borrowed.

4.3.2 Capital Improvements / Replacement of Aging Infrastructure (Depreciation)

Capital Improvements and Depreciation of Aging Infrastructure have been separated for the purpose of this report. In this report, a capital improvement is a new feature or upgrade to the water system; depreciation includes the replacement of infrastructure that has met or exceeded its service life and is in need of replacement. **Table 4: Water Capital Improvement Plan / Infrastructure Replacement** is the proposed 5-year capital improvement plan and represents the City's most critical water main and service line infrastructure needs based on the number of leaks over the years and field assessments.

The City's five-year capital improvement program (CIP) includes \$1.9 million of water system improvements through 2020/21. A need exists to develop a long-range capital improvement plan

over the next five years. The plan would allow for the evaluation of newly envisioned improvements that have the potential to provide increased security, reliability, source and storage that would be ranked and prioritized based on providing the greatest value to the system and users.

Table 4: Water Capital Improvement/Infrastructure Replacement Plan

City of Susanville

Water Rate Study 2016

Project	1	2	3	4	5	Total	
	COST ESCALTED FROM 2015 DOLLARS (2%/YEAR)						
	2016/17	2017/18	2018/19	2019/20	2020/21		
CIP	Develop Well (Former Nathan Property)			\$22,030	\$393,890		\$415,920
	Emergency Power Upgrades (Harris Booster, Spring Ridge Booster, Well 3)				\$38,240	\$119,170	\$157,410
INFRASTRUCTURE REPLACEMENT	S Gilman; Main St. to River St.	\$9,330	\$199,500				\$208,830
	Richmond Rd.; Cypress to Riverside Dr.		\$6,370	\$136,250			\$142,620
	Monrovia alley; Covina St. to East End		\$14,590	\$312,370			\$326,960
	Upland Alley; Covina St. to East End		\$9,260	\$198,250			\$207,510
	Paiute Ln; Glenn Dr. north	\$9,080	\$194,360				\$203,440
	N. Pine St.; Burma Rd to View Dr.			\$7,020	\$150,120		\$157,140
	N. Roop St.; North Alley to Willow St.			\$17,540	\$375,330		\$392,870
	Third St; Cedar St. to Park St.	\$10,590	\$226,750				\$237,340
	Third St; Ash to Hall St.	\$5,920	\$126,610				\$132,530
	Park St.; Fifth St. to Fourth St.			\$5,150	\$110,110		\$115,260
	N. Weatherlow; Mark St. to Chestnut St.	\$9,620	\$205,970				\$215,590
	Parkdale Ave; North St. to Willow St.			\$9,440	\$201,940		\$211,380
	Chestnut St.; Park St. 400' East			\$4,570	\$97,750		\$102,320
	Johnstonville Rd; Johnstonville Rd. to Skyline				\$41,300	\$884,480	\$925,780
TOTAL BY YEAR	\$44,540	\$983,410	\$712,620	\$1,408,680	\$1,003,650	\$4,152,900	

5 Cost to Provide Service

5.1 Cost to Provide Service

Each year the City evaluates system operational expenses and infrastructure needs and identifies opportunities to reduce cost through efficiency. Extensive analysis is also performed to calculate fair share costs to each customer. This effort is paramount in developing a nexus between the cost of providing service and the rate structure.

In preparing the rate study, staff separated costs based on the following categories:

- Operations and Management
- Water Delivery
- Depreciation
- Capital Improvement
- Conservation Programs
- Debt

Table 5: Water Operating Expenses reflect the results of the analysis. Costs presented have been developed through a detailed and comprehensive analysis of operational and maintenance needs, infrastructure replacement needs, regulatory requirements, and debt obligations over the next five years. Each year has been escalated 2% and the five year average represents the annual cost to provide service. The costs presented are minimally required to provide good stewardship of the City's water enterprise

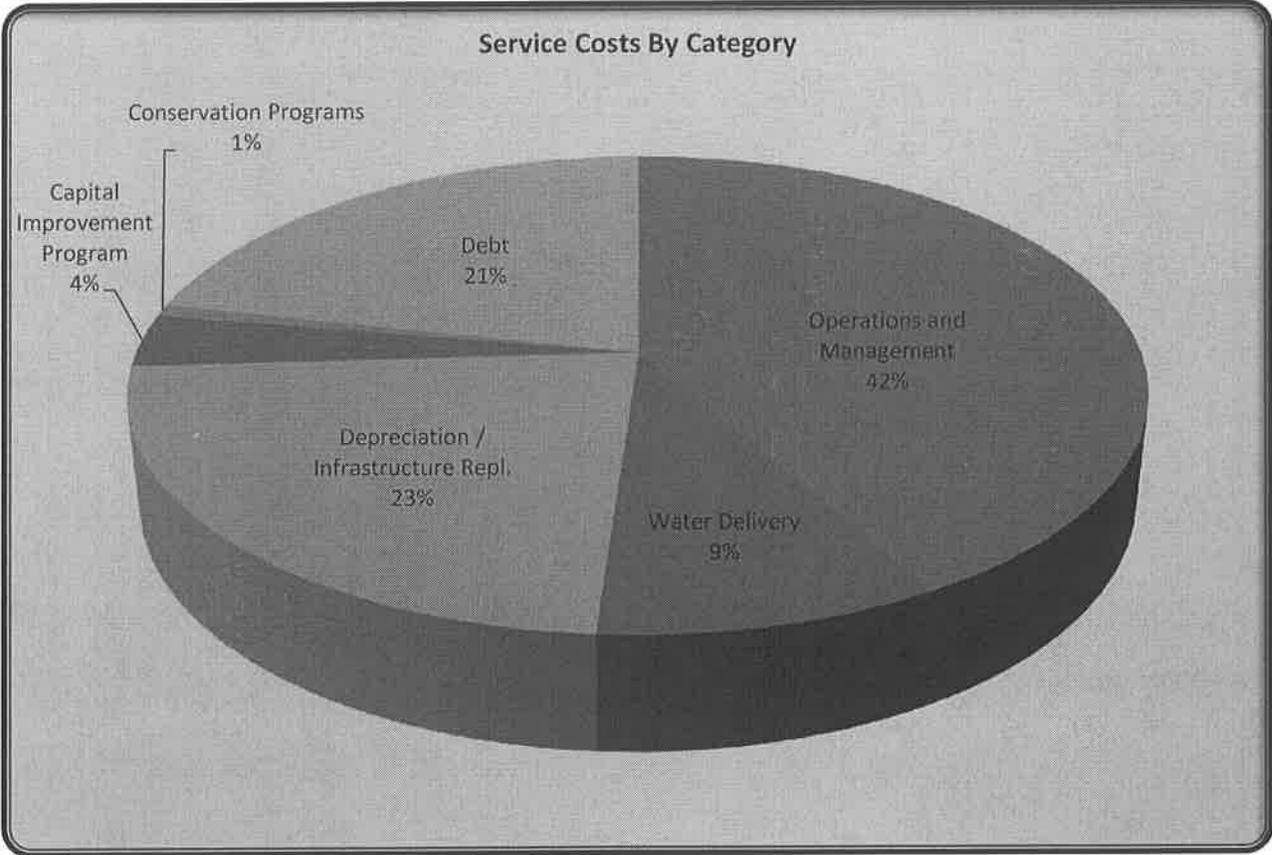
The following chart shows a 5-year projected average of water enterprise expenses. As shown in **Table 5: Water Operating Expenses**, modest rate increases are needed to keep revenues stable in the short and medium-term and to allow sufficient funding to cover projected expenses and support balanced budgeting.

Table 5: Water Operating Expenses

City of Susanville
 Water Rate Study 2016

SERVICE COSTS	Projected 5-Year Average
Operations and Management	
Personnel	\$ 1,098,563
Services / Supplies	\$ 244,533
Water Delivery	
Services and Supplies	\$ 270,101
System Improvements	\$ 11,700
Equipment Improvements	\$ 14,200
Depreciation	
Infrastructure Replacement	\$ 715,914
Equipment Replacement	\$ 25,000
Capital Improvement Program	\$ 114,666.0
Conservation Programs	\$ 25,000
Debt	
Debt Repayment	\$ 686,979
Annual Cost to Provide Service	\$ 3,206,656

Figure 4: Operating Expenses
City of Susanville
Water Rate Study 2016



5.2 Fixed vs. Variable Cost Recovery

Water utilities use a wide range of approaches or perspectives to allocate and recover the costs of providing service and most commonly consider a combination of fixed and variable charges. The percentage of revenues derived from the fixed and variable charges varies by agency but should be proportional to each system's expenditures and cannot legally exceed the cost of providing service. As the percentage of the rate that is tied to fixed charges decreases, so does revenue stability, resulting in an increased dependence on consumption/sales. In addition, a higher dependence on volumetric revenues or variable revenues can provide greater financial incentive for customers to conserve.

Public agencies have used a wide range of approaches or perspectives for allocating and recovering costs, and industry practices provide flexibility regarding the actual percentages collected from fixed versus variable rates. However, as illustrated in the examples above, a balanced approach is desirable. It is important to note that many of the same costs can reasonably be allocated 100% to fixed revenue recovery, 100% to variable rate recovery or to a combination of the two. Many of the water utility's costs are fixed costs that do not vary with water consumption, such as salaries, benefits, and costs of building and maintaining infrastructure. However, a portion of these fixed costs can reasonably be apportioned to variable, usage-based rate recovery in recognition that a portion of these fixed costs relates to the volumetric water use. For example, a share of the fixed cost of salaries related to water production can reasonably be recovered from usage-based charges as these costs are incurred to provide water supply to meet customer demand.

6 WATER RATE DESIGN AND STRUCTURE

The final step of the water rate study process is the design of water rates that generate sufficient income to meet annual revenue requirements. The evaluation of rate structure options takes into account the need for rate modification, the level of increase or decrease over a set number of years and the structure of the rates. The level of increases refers to the amount of revenue collected from a specific rate design. The rate structure refers to the way in which the revenue collection from customers occurs. The rate development principles and methodology used to develop rates are based on the AWWA M1 Manual and comply with Article X and XIID of the California Constitution.

6.1 Base Rate - Fixed Charge Recommendation

Percent of service costs allocated to the base rate is not by formula. Doing so would likely result in a rate where a large percentage of service costs are recovered by the base rate, which neither promotes conservation or fairness to customers who use less water. The goal was to simplify the rate structure modifications, promote conservation, and provide fairness to customers. Therefore, the fixed meter charges or base rates are proposed to remain unchanged.

6.2 Quantity Rate - Variable Charge Recommendation

Quantity or variable charges recover system costs that vary based on consumption. These charges may also be labeled volumetric charges, usage rates, consumption charges, block rates, commodity rates, etc. Regardless of the name, all variable charges are based on metered water consumption and levied on a per-unit cost. Conservation in times of water decline is most effectively encouraged through the variable rate component. Some common variable rate structures that promote conservation pricing include uniform block, inclining block rates, water budget or allocation based rates, and seasonal block rates.

6.3 Proposed Rate Structure

Base Rate:

The proposed rate structure maintains the base rate at its current level.

Quantity Rate:

A key factor in determining the quantity rate is the estimated availability to sell water of the term of the study. State mandated conservation requires the City to reduce its per capita daily water use 20% by the year 2020. This is measured in terms of potable water produced allowing for reductions

to be obtained through means other than conservation on the customer's end. Water system reconfigurations and repairing leaky water mains has put the City well on track toward meeting its conservation requirements. The City is within 0.3% of its 2020 requirement. In addition population growth projections at 0.95% annually (City Housing Element) were considered when analyzing availability to sell water over the next 5 years.

The proposed rate structure includes two quantity rates, one for the irrigation season (April through September), one for the non-irrigation season (October through March). The rates are designed to promote conservation and represent a differentiation of cost in months where water is pumped to meet demand versus months where gravity spring flow is adequate to meet demand.

The proposed rate increase is in the Quantity Rate. Customers choosing to use more water to irrigate landscapes will pay more to do so. The proposed rate modification increases the percentage of revenue that comes from the Quantity Rate. Because the revenue received varies with use, there is an additional risk that projected revenues will not be realized. However, the proposed rate structure is more in line with the industry standard rate making principles (Section 2.2).

Table 6: Proposed Rate Structure

City of Susanville

Water Rate Study 2016

Proposed Rate Structure			
	Total Cost	Cost Split	Percent of Cost
Cost to provide Service	\$3,206,656		
Estimated Fixed Rate Revenue		\$1,173,565	37%
Estimated Variable Rate Revenue		\$2,033,091	63%

Base Rate Fixed	
Meter Size	Rate
INCH	
5/8 x 3/4	\$23.65
1	\$31.93
1.5	\$41.60
2	\$54.11
3	\$81.37
4	\$124.84
6	\$217.27
8	\$289.69

Quantity Rate - Variable	
Non Irrigation Season (October - March)	\$ 2.15 /CCF
Irrigation Season (April - September)	\$ 2.57 /CCF

7 DROUGHT SURCHARGE

7.1 Drought Surcharge Overview

After nearly four consecutive years of below-normal rainfall, many areas in California are experiencing severe drought. In May 2015, the State Water Board adopted an emergency regulation requiring water agencies to conserve at varying levels dependent upon per capita daily water use. Susanville's conservation requirement was set a 36%, the highest conservation requirement.

Susanville, although not significantly impacted by the drought, had an onerous conservation mandate imposed by the regulation. To avoid financial penalties and additional mandates the city called on customers to conserve at historic levels. While the mandated level of conservation (36%) was not attained, conservation efforts were sufficient to avoid financial penalties. As a result of the conservation, the utility saw an approximate 10% decrease in revenues which negatively impacted the Water Operations Budget.

During times of drought or imposed conservation requirements, a water utility has two core objectives: 1) to reduce the amount of water customers consume, and 2) to maintain an adequate amount of revenue to continue operations while paying for extraordinary drought-related expenses. The two competing objectives work against each other as less water sold results in less revenue to cover an agency's costs.

At the request of the State Water Board, this rate study proposes an emergency drought surcharge to promote financial stability during periods of reduced water sales. Drought surcharges are designed to recover lost revenue due to decreased levels of consumption. The emergency drought surcharge would be an additional, separate consumption charge levied on all usage. The City recognizes that ratepayers are already doing their part to conserve. Therefore, applying the drought surcharge to only the consumption charge component gives customers the increased ability to control a portion of their water bills. The surcharge would be charged on a temporary basis and removed when the City determines that water supply conditions have returned to normal, and drought-related costs and revenue reductions have been recovered.

7.2 Water Shortage Contingency Plan

As an Urban Water Supplier, the City is required to have a Water Shortage Contingency Plan. A

component of the City’s 2010 Urban Water Management Plan, Susanville’s Water Shortage Contingency Plan was implemented in 2014 as required by the State’s emergency water regulation. It was discovered that the City had not previously adopted its Water Shortage Contingency Plan by ordinance, thereby making enforcement of its requirements difficult. The determination made was that there was no automatic mechanism in place to implement a drought surcharge during times of drought. As a component of the adoption of the proposed rate structure, a drought surcharge will be implemented automatically, when the City Council implements a stage of its most current water shortage contingency plan. A three-stage plan with conservation goals set at 0-15%; 16%-25%; and 26%-40% was used for the rate study.

7.3 Proposed Drought Surcharge

Table 7: Drought Surcharge details the proposed drought surcharge. Drought surcharge developed for Stages 1 through 3 of the Water Shortage Contingency Plan.

Table 7: Drought Surcharge

City of Susanville

Water Rate Study 2016

	Stage 1	Stage 2	Stage 3
Required Water Reduction %	Up to 15%	Up to 25%	Up to 40%
PROJECTED CONSUMPTION			
Total Water Consumption (ccf)	703,218	646,960	577,643
Total Reduction in Water Consumption (ccf)	105,483	161,740	231,057
% Reduction from Normal	15%	25%	40%
PROJECTED REVENUE LOSS			
Cost per unit – Irrigation Season	\$2.57	\$2.57	\$2.57
Total Consumption Revenue Loss with Conservation	\$271,257	\$415,927	\$594,181
Drought Surcharge (per ccf)	\$0.39	\$0.64	\$1.03
Drought Rate (per ccf)	\$2.96	\$3.21	\$3.60

MEMORANDUM *City of Susanville Administration*



DATE: August 10, 2016
FROM: Jared Hancock
TO: City Council
RE: Draft Water Rate Modification Summary

Existing Rate Structure:

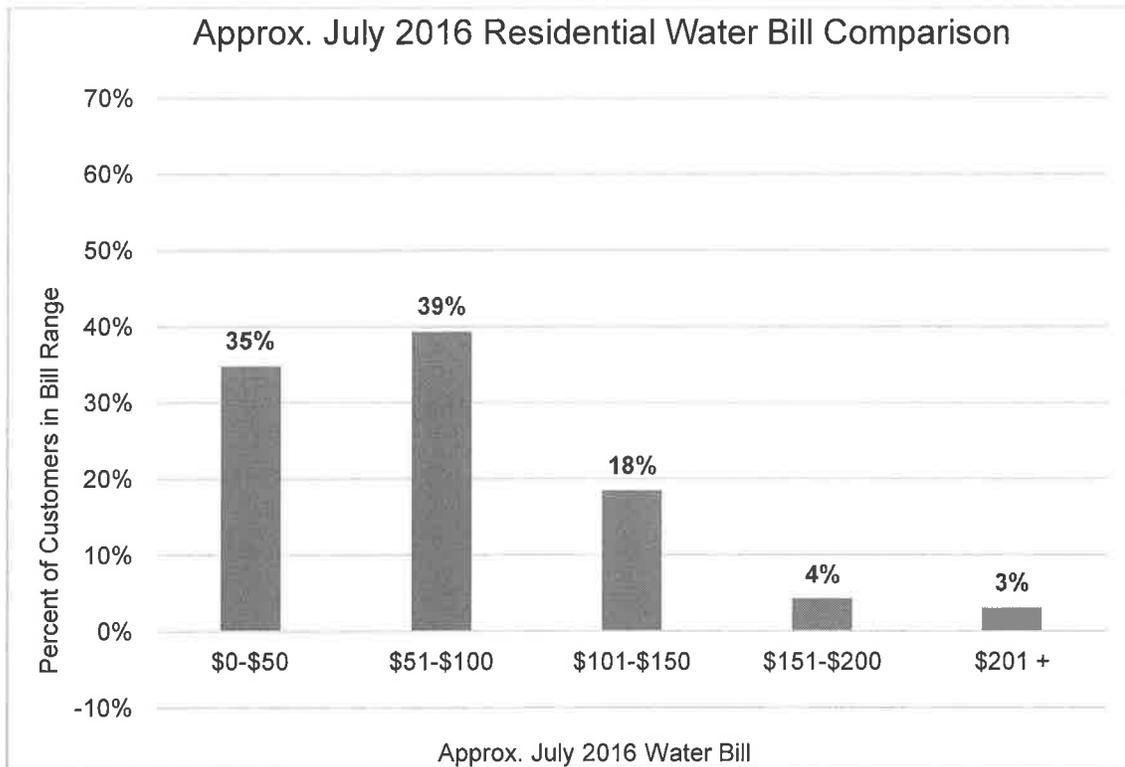
At the request of City Council staff has prepared summary information on the recent water rate increase. The current rate structure is based on the premise that increasing the quantity rate and not the base rate would be justifiable as customers with the greatest usage would pay more and as a result would promote conservation. The rate study was already under way when the State issued a conservation order to the City because we failed to meet our 36% conservation mandate and the previous rate structure offered little incentive for conservation. The conservation order required the City to adopt a modified rate structure that was geared toward conservation. The best way to promote conservation was to charge more for water that is used.

There are several high residential water users that have seen significant increases in their monthly bills. It should also be noted that there are large institutional water users that will experience more significant water bill increases. In some instances, these large institutions were not responsive to conservation requests and contributed to the City failing to meet its conservation mandate. The observed bill increases are highlighted by the fact that the rate change took place at the peak of the summer watering season. In the winter months, lower usage will result in more nominal increases.

Procedural Requirements for rate modification:

- Rescission of current water rates would be done by resolution and would include language to revert to prior fee structure. This would not require any public hearing processes. Any future increase would necessitate compliance with Prop 218 notice requirements and timelines.
- Reduction in quantity rate only would be done by resolution and would not require any special noticing or public hearing requirements.
- Reduction in quantity rate and increase of base rate, this scenario would necessitate compliance with Prop 218 noticing and hearing requirements.

The graph below represents the distribution of water bill amounts based on the current rates for residential users. The majority of the City's residential water users (74%) bills in July were less than \$100. Please note: July bills are for June usage.



When developing water rates, a comprehensive rate study was completed. The study represented the financial needs of City's water system over the next five years. To minimize the rate increase, only the worst areas of the aging City water infrastructure were included in the projected infrastructure replacement plan. The City loses an estimated 100 million gallons of water annually due to leaks and over 85 water leaks are repaired each year. Infrastructure replacement projects are competitively bid at prevailing wage and are completed by licensed contractors, which significantly increases project overall project costs. The City's water infrastructure including main lines, service lines, tanks, wells, pumps, meters, boxes have deferred maintenance and are in need of repair and replacement. Water leaks damage street pavement, create opportunities for contaminants to enter the water system, and negatively impact morale of employees, considering there are multiple leaks to repair each year even in the winter. Additional regulations are being developed due to conservation requirements and drought preparedness that will need to be addressed in future years.

Several other communities within California and Nevada have water rates that are higher than Susanville. A California/Nevada water rate study shows that the newly adopted rate structure puts Susanville at the midway point in a State wide comparison. Although our water costs are low, our

infrastructure replacement needs are high. The higher rate could easily be justified and defended given all of the infrastructure needs within the community. Staff has been successful in obtaining grants for infrastructure replacement; however, opportunities are sparse and unreliable. A combination of grants and locally generated revenue is needed to address system needs.

2013 AVERAGE MONTHLY WATER CHARGES COMPARISON BY COUNTY

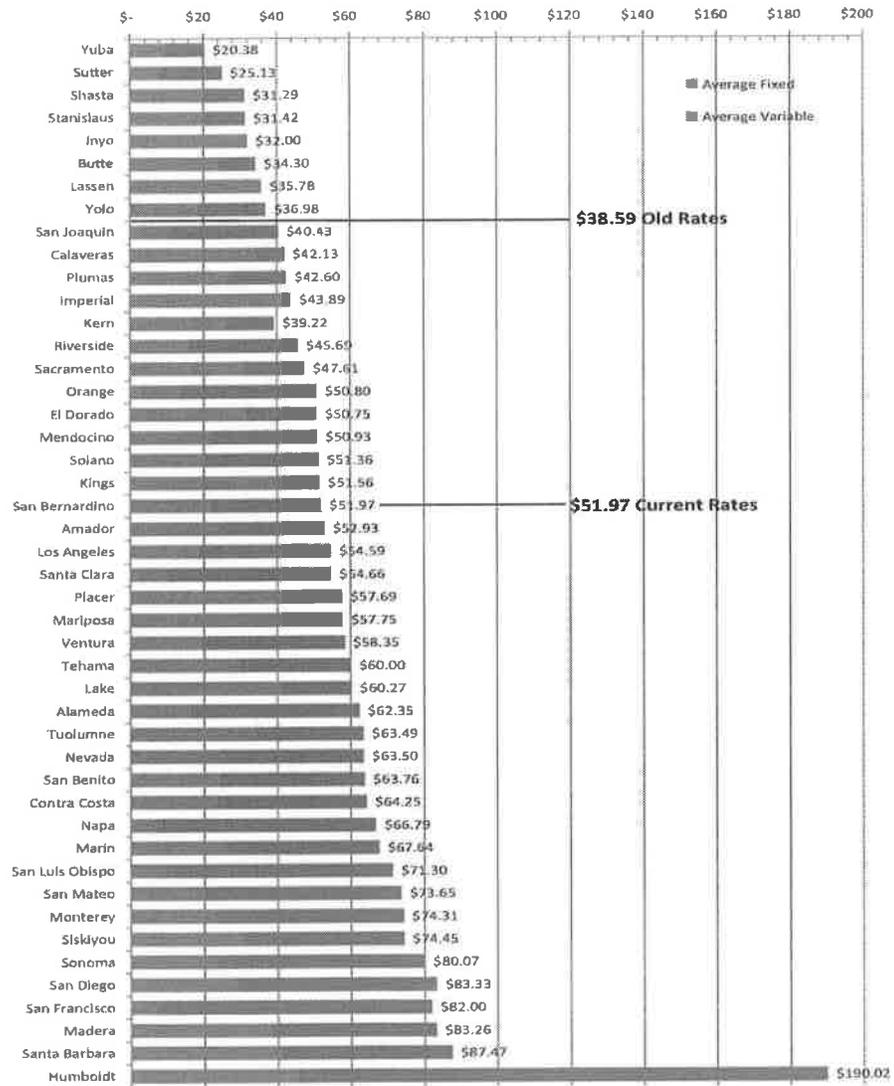
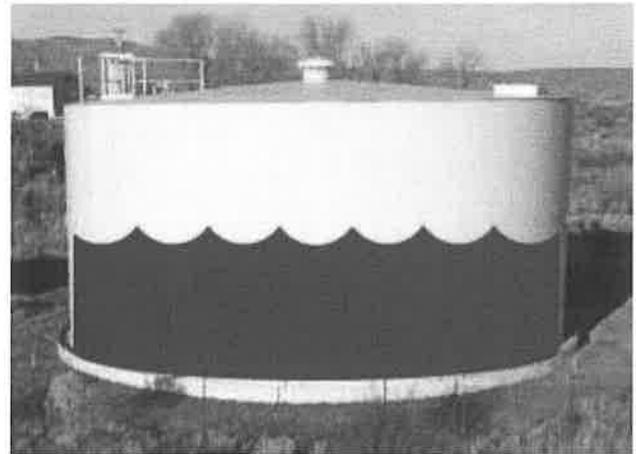


Figure K: 2013 Average Monthly Water Charges Comparison by County in California

Figure K shows the average monthly rate for 15 ccf by county. Based on our survey, the highest rates are found in Humboldt County, while the lowest rates are in Yuba County. Only one agency responded for Humboldt County.

The adopted water rates have had the greatest impact on larger water users. Although they pay more, water customers are paying for what they use. The rates also promote conservation. High water users, which represent approximately 3% of the community's water customers, are more likely to have the resources to install more water efficient landscapes or pay more to keep their lawns green in the summer. In winter months, water use drops significantly, with many customers using only the allotted amount of water included in the base rate.

For a perspective on water volume, consider the volume of water stored in the Johnsonville Water Tank. The volume of this tank is 120,000 gallons. Half of the Johnstonville water tank (60,000 gallons) is equivalent to approximately 8020 cubic feet of water. This volume of water costs \$198.40 at the current rate and would have cost \$109.98 at the old rate. 71 residential customers used over 8020 cubic feet of water in June 2016. The change in the cost for 60,000 gallons comparing the old rate to the new rate is significant; but represents a significant amount of water.



Base * Meter Size	Existing Rates	Proposed Rates	Proposed Drought Rates
5/8" X 3/4"	\$23.65	\$23.65	\$23.65
1"	\$31.93	\$31.93	\$31.93
1.5"	\$41.60	\$41.60	\$41.60
2"	\$54.11	\$54.11	\$54.11
3"	\$81.37	\$81.37	\$81.37
4"	\$124.84	\$124.84	\$124.84
6"	\$217.27	\$217.27	\$217.27
8"	\$289.69	\$289.69	\$289.69
10"	\$362.10	\$362.10	\$362.10
Quantity **			
0-300 CF ***	Included	Included	Included
301-1500 CF	\$ 1.245		
1501-4000 CF	\$ 1.365		
4001-6500 CF	\$ 1.485		
6501-10000 CF	\$ 1.565		
>10000 CF	\$ 1.645		
Non Irrigation Season		\$2.15	
Irrigation Season		\$2.57	
Stage 1 Up to 15%			\$2.96
Stage 2 Up to 25%			\$3.21
Stage 3 Up to 40%			\$3.60

Possible Rate Restructure:

To address the Council’s direction to revisit the rate structure, staff has looked at a number of adjustments that would result in a more moderate increase. These items include possible inclusion of grant funds for capital projects, removal of less critical infrastructure projects, review of usage projections and increasing base rates in order to decrease quantity rates. Staff has prepared options for Council’s consideration that will reduce the quantity rate for all users. The options include various combinations of increasing the base rate and removing projects from the Capital Improvement Plan that are less critical and/or have a high likelihood of being funded with grant funds.

Attached at the end of the report are supporting documents for each of the proposed options. The bill comparisons are based on 5500 cubic feet of water (41,145 gallons). In July 2016, 93 percent of customers used less than 5500 cubic feet of water.

Opt 1: No Change to Base Rate – Reduce CIP

Base Rate – No Change

Quantity Rate:

\$2.21 Irrigation rate

\$1.79 Non-Irrigation

CIP Plan B (2.7 Million)

Opt 2: Increase Base Rate – Maintain CIP

30 % increase to base rate (across all base rates)

Quantity Rate:

\$2.14 Irrigation rate

\$1.71 Non-Irrigation

CIP Plan A (4.1 Million)

Opt 3: Increase Base Rate – Reduce CIP

30% increase to base rate (across all base rates)

Quantity Rate:

\$1.78 Irrigation rate

\$1.35 Non-Irrigation

CIP Plan B (2.7 Million)

With any of these options the City would still be able to complete infrastructure improvements in some of the worst areas of the City. However, there are still many critical infrastructure needs that will remain unfunded. Staff has been successful in obtaining grants for infrastructure replacement and will continue to look to outside funding as a primary source to address critical needs.

Water Rate Analysis and Calculation Report (Water Rate Study):

A large section of the Water Rate Study discussed the old rate structure and status of the City’s water budget. However, none of those items factored into the development of the recently adopted rate structure. The new rate structure had to stand on its own, which required costs to be comprehensively assessed and justified for the entire water system. This analysis was summarized

under the "Cost to Provide Service" section of the rate study. Allegations that the water rates were increased to recover lost revenue from conservation mandates are not accurate. A significant portion of the costs are for replacing old, deteriorated water mains.

Two major sections of the water rate study go hand in hand, the "Cost to Provide Service" and the "Water Rate Design and Structure". The "Cost to Provide Service" section was developed first and the costs developed were then used to design the rate structure. Only costs to operate and address infrastructure needs in future fiscal years were considered for the purpose of the study. Additionally, the water system already had a large annual debt obligation for past system improvements and acquisition. The debt accounts for approximately 30% (\$685,000 of \$2,300,000) of the prior year water budget. The major contributing factor to "Cost to Provide Service" increases is the projected infrastructure replacement costs over the next five years.

Cost to Provide Services:

A great deal of work went in to the "Cost to Provide Services" section of the study, this was a very time consuming process because several backup documents needed to be created. These documents included the capital improvement program, vehicle replacement plan, cost allocation plan, facility improvement plan, staffing plan and others. The overall cost to provide service is how staff determined what revenue the water system needed over the next five years. The cost over the next five years was determined to be \$3,206,056 annually, of which, 49% is the cost for infrastructure replacement, capital improvements, conservation programs, and debt. The remaining 51% is for operations and maintenance and water delivery. The adopted rate structure includes a significant increase that is mostly the result of an aggressive approach to infrastructure replacement. While rate reductions could be accomplished by reducing the operational services provided, these reductions would have a profound impact on the service provided and would not result in tangible reductions in the cost to provide services.

The best way to understand the magnitude of the infrastructure replacement costs on the rate is to compare the overall increase in proposed annual infrastructure spending. Under the previous rate structure approximately \$375,000 annually was generated for infrastructure spending. Under the adopted rate structure, it is estimated that \$830,580 will be generated for infrastructure replacement and capital improvements. This represents over half (\$455,580) of the \$900,000 projected revenue increase.

Additional expenditure increases include proposed spending in the services and supply /water delivery category of the budget (\$540,534) an increase of \$185,409 from previous budgets. The increase includes water leak pavement repair, tank maintenance and inspection, and necessary upgrades to the SCADA system. Additional costs were included for a conservation program (\$25,000) and personnel costs (\$25,372).

Table 3: Historical Revenue and Expenses
 City of Susanville
 Water Rate Analysis and Calculations 2016

Water Operations Budget	Fiscal Year					Budgeted 2015/16
	2011/12	2012/13	2013/14	2014/2015		
Water Operating Fund - 7110						
Revenues						
Water Sales	\$2,298,656.29	\$2,300,892.38	\$2,230,654.21	\$2,151,957.78	\$1,967,752.00	
Total Operating Revenues	\$2,342,821.14	\$2,384,508.00	\$2,288,585.46	\$2,195,945.20	\$2,005,952.00	
Expenses						
Personnel	\$818,648.79	\$812,196.47	\$861,628.36	\$930,733.53	\$1,073,191.00	
Services and Supplies	\$341,751.56	\$348,338.19	\$328,434.47	\$361,799.01	\$355,125.00	
Depreciation	\$721,520.73	\$686,951.59	\$646,948.00	\$664,868.53	\$616,498.00	
Debt	\$686,234.83	\$688,103.77	\$685,411.57	\$686,786.47	\$684,727.00	
Capital Improvement Program						
Total Operating Expenses	\$2,568,155.91	\$2,535,590.02	\$2,522,422.40	\$2,644,187.54	\$2,729,541.00	
Net Operating Revenue	-\$225,334.77	-\$151,082.02	-\$233,836.94	-\$448,242.34	-\$723,589.00	
Change in Net Position *	-\$450,541.41	-\$601,623.43	-\$835,460.37	-\$1,283,702.71	-\$2,007,291.71	
Operating Expenses Less						
Depreciation	\$1,846,635.18	\$1,848,638.43	\$1,875,474.40	\$1,979,319.01	\$2,113,043.00	
Fund Position less Depreciation	\$112,508.47	\$168,761.35	\$75,008.77	-\$149,693.03	-\$450,421.00	

*Change in Net Position is claim on cash fiscal year 2010/2011 (-\$225,206.64) plus net operating revenue each year.

Rate Design and Analysis:

The "Water Rate Design and Structure" section of the Water Rate Study is a fairly straight forward and sequential narrative. Using the "Cost to Provide Service" as the revenue target the estimated revenue from the base rate was projected by multiplying the base rate cost per meter size by the number of each meter size in the system. The balance needed to generate the required revenue to provide the service was what was needed from the quantity rate.

In other words the quantity rate is dependent on the base rate. It is also dependent on the availability to sell water. The number of units that are estimated to sell determines the cost per unit to be sold to attain the required quantity rate revenue. In determining the availability to sell water staff looked at 2013 use. This year was chosen because it was the most recent year prior to drought related conservation being encouraged or mandated by the state. In January 2014 the Governor Brown issued a proclamation urging all Californians to reduce water use by 20%. Other non-voluntary conservation mandates followed.

The availability to sell water was determined considering the following factors: population growth projections, conservation mandates, and water included in the base rate. Projections from the recently adopted housing element were used to increase projected water use over the next five years. Projected use was reduced to comply with state water regulations for a 20% water reduction by the year 2020. Please note that only a 0.3 percent usage reduction projection was necessary due to system reconfigurations in the winter months that result in an ability to report less water produced. The net result is an increase in the amount of water that is available to sell from the 2013 numbers.

Several options are available to spread the costs to the customers between the base rate and the quantity rate. The adopted rate structure was designed to shift the percentage of annual revenue generated from the two rates. The previous rate structure provided an approximately 50/50 split in the in the revenue generated by the base and quantity rate. The adopted rate structure provides a 37/63 split with 37 being the base and 63 being the quantity. The shift in the percentage of the revenue generated in the base rate has advantages and disadvantages. The advantages being that customers pay for what they use and a higher quantity rate promotes conservation. The disadvantages are that the quantity rate increase has a greater impact on the higher water users and there is a greater risk that revenues won't be received as projected if people reduce their water use. In other words high base rates reflect more stable revenues.

The adopted rate included no increase in the base rate primarily because several low volume users such as the elderly on fixed incomes would not see a significant increase and the base/quantity percentage shift would help promote water conservation at a time when the State was forcing conservation mandates on the City.

ATTACHMENTS

1. Water Rate Comparisons
2. Option 1 Detail – Base Rate Remains the Same/Reduce CIP
3. Option 2 Detail – 30 percent increase to Base Rate
4. Option 3 Detail – 30 percent increase to Baser Rate/Reduce CIP

Residential	
Meter Size	5/8
CF Usage	5500

USAGE: 5500
SEASON: Irrigation

Season	Irrigation	Current Rate Structure					
		Units left minus Base Rate	level 1: 1200 Units	level 2: 2500 Units	level 3: 2500 Units	level 4: 3500 Units	level 5: Remaining Units
	CU FT	300	1200	2500	2500	3500	0
	Cost/CU FT	FREE	0.01245	0.01365	0.01485	0.01565	0.01645
	CU FT	5200	1200	2500	1500	0	0
	Cost	\$ 34.94	\$ 34.13	\$ 22.28	\$ -	\$ -	
					Base	\$23.05	
					Usage	\$71.34	
					Total	\$94.99	

New Rate Structure	
Non Irr: Units	Irr: Units
\$2.15	\$2.57
0.0215	0.0257
\$ -	\$ 133.64
Base	\$23.65
Usage	\$133.64
Total	\$157.29

Option 1	
Non Irr: Units	Irr: Units
\$1.79	\$2.21
0.0179	0.0221
\$ -	\$ 114.92
Base	\$23.65
Usage	\$114.92
Total	\$138.57

Option 2	
Non Irr: Units	Irr: Units
\$1.71	\$2.14
0.0171	0.0214
\$ -	\$ 111.28
Base	\$30.75
Usage	\$111.28
Total	\$142.03

Option 3	
Non Irr: Units	Irr: Units
\$1.35	\$1.78
0.0135	0.0178
\$ -	\$ 92.56
Base	\$30.75
Usage	\$92.56
Total	\$123.31

Option 1

Base Rate Remains the Same
CIP Plan B

Proposed Rate Structure

	Total Cost	Cost Split	Percent of Cost
Cost to provide Service	\$2,916,824		
Estimated Fixed Rate Revenue		\$1,173,565	40%
Estimated Variable Rate Revenue		\$1,743,259	60%

Base Rate Fixed	
Meter Size INCH	Rate
5/8 x 3/4	\$23.65
1	\$31.93
1.5	\$41.60
2	\$54.11
3	\$81.37
4	\$124.84
6	\$217.27
8	\$289.69

Quantity Rate - Variable	
Non Irrigation Season (October - March)	\$ 1.79 /CCF
Irrigation Season (April - September)	\$ 2.21 /CCF

Option 2

30% Increase to Base Rate
CIP Plan A

Proposed Rate Structure

	Total Cost	Cost Split	Percent of Cost
Cost to provide Service	\$3,206,656		
Estimated Fixed Rate Revenue		\$1,525,634	48%
Estimated Variable Rate Revenue		\$1,681,022	52%

Base Rate Fixed	
Meter Size	Rate
INCH	
5/8 x 3/4	\$ 30.75
1	\$ 41.51
1.5	\$ 54.08
2	\$ 70.34
3	\$ 105.78
4	\$ 162.29
6	\$ 282.45
8	\$ 376.60

Quantity Rate - Variable	
Non irrigation Season (October - March)	\$ 1.71 /CCF
Irrigation Season (April - September)	\$ 2.14 /CCF

Option 3

30% Increase to Base Rate
CIP Plan B

Proposed Rate Structure

	Total Cost	Cost Split	Percent of Cost
Cost to provide Service	\$2,916,824		
Estimated Fixed Rate Revenue		\$1,525,634	52%
Estimated Variable Rate Revenue		\$1,391,190	48%

Base Rate Fixed	
Meter Size	Rate
INCH	
5/8 x 3/4	\$ 30.75
1	\$ 41.51
1.5	\$ 54.08
2	\$ 70.34
3	\$ 105.78
4	\$ 162.29
6	\$ 282.45
8	\$ 376.60

Quantity Rate - Variable		
		Percentage Increase from Existing Tier 1 Rate \$1.24
Non Irrigation Season (October - March)	\$ 1.35 /CCF	8%
Irrigation Season (April - September)	\$ 1.78 /CCF	43%

CIP B

Project	1	2	3	4	5	Total	Removed Cost	Reason
	COST ESCALATED FROM 2015 DOLLARS (2%/YEAR)							
	2016/17	2017/18	2018/19	2019/20	2020/21			
CIP						\$0	\$ 415,920.00	Can be delayed
Develop Well (Former Nathan Property)						\$0	\$ 157,410.00	Can be delayed
Emergency Power Upgrades (Harris Booster, Spring Ridge Booster, Well 3)						\$0	\$ 208,830.00	block grant
DEPRECIATION						\$142,620		
S Gilman; Main St. to River St.						\$0	\$ 326,960.00	block grant
Richmond Rd.; Cypress to Riverside Dr.		\$6,370	\$136,250			\$142,620		
Monrovia alley; Covina St. to East End						\$0	\$ 207,510.00	block grant
Upland Alley; Covina St. to East End						\$0		
Palute Ln; Glenn Dr. north	\$9,080	\$194,360				\$203,440		
N. Pine St.; Burma Rd to View Dr.			\$7,020	\$150,120		\$157,140		
N. Roop St.; North Alley to Willow St.			\$17,540	\$375,330		\$392,870		
Third St; Cedar St. to Park St.	\$10,590	\$226,750				\$237,340		
Third St; Ash to Hall St.						\$0	132,530	completed
Park St; Fifth St. to Fourth St.			\$5,150	\$110,110		\$115,260		
N. Weatherlow; Mark St. to Chestnut St.	\$9,620	\$205,970				\$215,590		
Parkdale Ave; North St. to Willow St.			\$9,440	\$201,940		\$211,380		
Chestnut St.; Park St. 400' East			\$4,570	\$97,750		\$102,320		
Johnstonville Rd; Johnstonville Rd. to Skyline				\$41,900	\$84,480	\$925,780		
TOTAL BY YEAR	\$29,290	\$633,450	\$179,970	\$976,550	\$884,480	\$2,703,740	\$1,449,160	

\$ 540,748.0 \$ 1,052,206.0 \$ 959,504.0 \$ 1,320,282.0 \$ 884,480.0

Removed Projects (CIP B)

Single Family Residential Water Use Comparison

Sample 1

Yearly Usage Comparison
Jan 2013 - Dec 2013

	Moderately High			Moderately Low		
	High	Moderately High	Moderate	Moderately Low	Moderate	Low
Jan	359	373	724	60		
Feb	824	184	520	108		
Mar	705	282	517	107		
Apr	688	1355	723	86		
May	1455	4746	1577	488		
June	5377	6015	1612	1478		
July	9439	6212	3470	1647		
Aug	8453	6938	4667	2133		
Sept	6409	4633	4295	1884		
Oct	4632	3567	1027	1748		
Nov	1433	2520	517	752		
Dec	491	268	393	91		
Total	40265	37093	20042	10582		
Avg. (Jun-Jul-Aug)	8100	5928	4144	1888		
Percentile	98%	95%	85%	48%		

Total Percent Increase in Bill	Moderately High			Moderately Low		
	High	Moderately High	Moderate	Moderately Low	Moderate	Low
	51%	38%	40%			

Total Cost Increase in Bill	Moderately High			Moderately Low		
	High	Moderately High	Moderate	Moderately Low	Moderate	Low
Total	\$ 404.61	\$ 283.09	\$ 198.99	\$ 96.71		
Over 12 mths	\$ 33.72	\$ 23.59	\$ 16.58	\$ 8.06		

New Rate	Yearly Usage Comparison												Total
	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec.	
High	\$ 24.92	\$ 34.92	\$ 32.36	\$ 33.62	\$ 53.33	\$ 154.13	\$ 258.52	\$ 233.18	\$ 180.65	\$ 116.79	\$ 48.01	\$ 27.76	\$ 1,198.19
Moderately High	\$ 25.22	\$ 23.65	\$ 23.65	\$ 50.76	\$ 37.91	\$ 170.53	\$ 175.59	\$ 194.25	\$ 135.01	\$ 93.89	\$ 71.38	\$ 23.65	\$ 1,025.49
Moderate	\$ 32.77	\$ 28.38	\$ 28.32	\$ 34.52	\$ 56.47	\$ 57.37	\$ 105.12	\$ 135.88	\$ 126.32	\$ 39.28	\$ 28.32	\$ 25.65	\$ 698.40
Moderately Low	\$ 23.65	\$ 23.65	\$ 23.65	\$ 23.65	\$ 28.48	\$ 53.92	\$ 58.27	\$ 70.76	\$ 64.36	\$ 54.78	\$ 33.37	\$ 23.65	\$ 482.19

Old Rate	Yearly Usage Comparison												Total
	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec.	
High	\$ 24.38	\$ 30.17	\$ 28.69	\$ 28.48	\$ 38.08	\$ 93.16	\$ 155.84	\$ 140.40	\$ 108.49	\$ 82.10	\$ 37.76	\$ 26.03	\$ 793.58
Moderately High	\$ 24.56	\$ 23.65	\$ 23.65	\$ 36.78	\$ 83.79	\$ 102.64	\$ 105.56	\$ 116.69	\$ 82.12	\$ 66.80	\$ 52.51	\$ 23.65	\$ 742.40
Moderate	\$ 28.93	\$ 26.39	\$ 26.35	\$ 28.92	\$ 39.64	\$ 40.12	\$ 65.48	\$ 82.62	\$ 77.10	\$ 32.70	\$ 26.35	\$ 24.81	\$ 499.41
Moderately Low	\$ 23.65	\$ 23.65	\$ 23.65	\$ 23.65	\$ 25.99	\$ 38.32	\$ 40.60	\$ 47.23	\$ 43.83	\$ 41.98	\$ 29.28	\$ 23.65	\$ 385.48

Single Family Residential Water Use Comparison

Yearly Usage Comparison
Jan 2013 - Dec 2013

	Moderately High			Moderately Moderate			Moderately Low		
	High	Moderately High	Moderate	Moderately High	Moderate	Moderate	Moderately High	Moderate	Low
Jan	548	491	508	447					
Feb	717	506	685	444					
Mar	386	679	436	643					
Apr	472	782	514	805					
May	1517	1995	1408	1974					
June	5621	2655	2434	2311					
July	7268	3795	2995	2262					
Aug	8642	5405	3412	3107					
Sept	6856	5252	2635	2032					
Oct	4028	2258	2383	871					
Nov	1909	2225	868	483					
Dec	435	1715	447	399					
Total	38399	27758	18725	15778					
Avg. (Jun-Jul-Aug)	7589	4817	3014	2467					
Percentile	97%	90%	70%	60%					

Total Percent Increase in Bill	High	Moderately High	Moderate	Moderately Low
	46%	51%	40%	34%

Total Cost Increase in Bill	High	Moderately High	Moderate	Moderately Low
Total	\$ 275.60	\$ 387.02	\$ 192.99	\$ 150.08
Over 12 mths	\$ 22.97	\$ 32.25	\$ 16.08	\$ 12.51

New Rate	Yearly Usage Comparison												Total
	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec.	
High	\$ 28.98	\$ 32.62	\$ 25.50	\$ 28.07	\$ 54.93	\$ 160.40	\$ 202.73	\$ 238.04	\$ 192.14	\$ 103.80	\$ 58.24	\$ 26.55	\$ 1,152.00
Moderately High	\$ 27.76	\$ 28.08	\$ 32.19	\$ 36.04	\$ 67.21	\$ 84.17	\$ 113.47	\$ 154.85	\$ 150.92	\$ 65.75	\$ 65.04	\$ 54.07	\$ 879.55
Moderate	\$ 28.12	\$ 31.93	\$ 26.57	\$ 29.15	\$ 52.15	\$ 78.49	\$ 92.91	\$ 103.63	\$ 98.66	\$ 68.43	\$ 35.86	\$ 26.81	\$ 672.71
Moderately Low	\$ 26.81	\$ 26.75	\$ 31.02	\$ 36.63	\$ 66.67	\$ 75.33	\$ 74.07	\$ 95.79	\$ 68.16	\$ 35.93	\$ 27.58	\$ 25.78	\$ 590.52

Old Rate	Yearly Usage Comparison												Total
	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec.	
High	\$ 26.74	\$ 28.84	\$ 24.74	\$ 25.79	\$ 38.82	\$ 96.79	\$ 121.86	\$ 143.36	\$ 115.41	\$ 73.13	\$ 44.17	\$ 25.33	\$ 764.98
Moderately High	\$ 26.03	\$ 26.21	\$ 28.59	\$ 29.65	\$ 45.35	\$ 54.36	\$ 69.92	\$ 93.58	\$ 91.31	\$ 48.94	\$ 48.49	\$ 41.52	\$ 603.95
Moderate	\$ 26.24	\$ 28.44	\$ 25.34	\$ 26.31	\$ 37.44	\$ 51.34	\$ 59.00	\$ 64.69	\$ 54.08	\$ 50.64	\$ 30.72	\$ 25.48	\$ 479.72
Moderately Low	\$ 25.48	\$ 25.44	\$ 27.92	\$ 29.94	\$ 45.06	\$ 49.66	\$ 48.99	\$ 60.53	\$ 45.85	\$ 30.76	\$ 25.93	\$ 24.88	\$ 440.44

Single Family Residential Water Use Comparison

Yearly Usage Comparison
Jan 2013 - Dec 2013

	High	Moderately High	Moderate	Moderately Low
Jan	1960	758	1246	933
Feb	1950	681	1876	1007
Mar	1771	539	1676	934
Apr	1849	602	1516	1230
May	4275	1598	2200	1194
June	7025	2527	3074	1467
July	7063	3062	4214	2421
Aug	9409	5825	3993	2963
Sept	7629	2872	2936	1384
Oct	4691	1595	2469	1008
Nov	3913	944	2247	1383
Dec	3037	561	1777	1411
Total	54572	21564	29224	17335
Avg. (Jun-Jul-Aug)	8034	3920	3714	2256
Percentile	97%	82%	80%	57%

Total Percent Increase in Bill	High	Moderately High	Moderate	Moderately Low
	41%	55%	46%	35%

Total Cost Increase in Bill	High	Moderately High	Moderate	Moderately Low
Total	\$ 211.87	\$ 535.05	\$ 285.22	\$ 158.66
Over 12 mths	\$ 17.66	\$ 44.59	\$ 23.77	\$ 13.22

New Rate	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec.	Total
High	\$ 59.34	\$ 59.13	\$ 55.28	\$ 63.46	\$ 125.81	\$ 196.48	\$ 197.46	\$ 257.75	\$ 212.01	\$ 118.06	\$ 101.33	\$ 61.00	\$ 1,507.11
Moderately High	\$ 33.50	\$ 31.84	\$ 28.79	\$ 31.41	\$ 57.01	\$ 80.88	\$ 94.63	\$ 165.64	\$ 89.75	\$ 51.49	\$ 37.50	\$ 29.26	\$ 731.70
Moderate	\$ 43.99	\$ 57.53	\$ 52.16	\$ 54.90	\$ 72.48	\$ 94.94	\$ 124.24	\$ 118.56	\$ 91.40	\$ 70.28	\$ 65.51	\$ 55.41	\$ 901.40
Moderately Low	\$ 37.26	\$ 38.85	\$ 37.28	\$ 47.55	\$ 46.63	\$ 53.64	\$ 78.16	\$ 92.09	\$ 51.51	\$ 38.87	\$ 46.93	\$ 47.54	\$ 616.31

Old Rate	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec.	Total
High	\$ 44.87	\$ 44.73	\$ 42.29	\$ 43.35	\$ 76.80	\$ 118.06	\$ 118.65	\$ 155.37	\$ 127.51	\$ 82.98	\$ 71.53	\$ 45.92	\$ 972.06
Moderately High	\$ 29.35	\$ 28.39	\$ 26.63	\$ 27.41	\$ 39.93	\$ 52.61	\$ 59.91	\$ 99.82	\$ 57.32	\$ 39.89	\$ 31.67	\$ 26.90	\$ 519.83
Moderate	\$ 35.43	\$ 43.72	\$ 40.31	\$ 38.81	\$ 48.15	\$ 60.08	\$ 75.89	\$ 72.62	\$ 58.19	\$ 51.82	\$ 48.79	\$ 42.37	\$ 616.18
Moderately Low	\$ 31.53	\$ 32.45	\$ 31.54	\$ 35.23	\$ 34.78	\$ 38.18	\$ 51.16	\$ 58.56	\$ 37.15	\$ 32.46	\$ 37.13	\$ 37.48	\$ 457.65

Reviewed by: JCH City Administrator
 _____ City Attorney

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

Submitted by: Craig Sanders, City Planner

Action Date: August 17, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Report on Property Maintenance Ordinance

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: This report re-visits the issue of private property maintenance throughout the City. This issue was last discussed formally by the Council in July of 2013. In 2013 two draft ordinances were brought to the Council which addressed the issues of property maintenance of foreclosed properties and rental properties. At that time the Council felt the proposal was too far reaching in its scope and didn't address owner occupied properties. Staff was directed to continue enforcing the existing regulations within the City Code instead of adopting additional regulations.

The proposal for additional property maintenance regulations was in response to the City Councils concerns over numerous complaints received regarding the run-down condition of a significant number of properties in the City. The following list reflects the main complaints currently being received (in no particular order):

1. Foreclosed properties - ongoing property maintenance issues
2. Substandard rental housing - tenant complaints, poorly maintained rentals
3. Weeds/overgrown vegetation/dead and dying trees, shrubs, etc.
4. Accumulation of household trash and refuse
5. Accumulation of junk/appliances/inoperable automobiles & auto parts
6. Use of yard areas (particularly front yard) for storage of autos, RVs, boats, snowmobiles, etc.
7. Parking on dirt and gravel surfaces and tracking mud onto City streets
8. Smells and odors from pets and animals and insufficient animal sheltering
9. Fencing that is deteriorating, unsightly and insufficient to contain animals
10. Poorly maintained structures, peeling paint, deteriorating siding and roof, etc.

In the absence of specific codes addressing these items, they are currently dealt with in the following manner:

Foreclosed properties – No active enforcement has been occurring. It can be difficult to locate the proper contact person for these properties. Banks generally have little incentive to maintain the properties unless forced to do so. The ordinance previously proposed to the Council would have required that foreclosed properties be registered with the City at a cost of \$175 and that the same amount be paid annually as long as the beneficiary has title to the property. The ordinance also required that the property be maintained.

Substandard rental housing – A letter is sent to the property owner outlining the problems with the property. Often times these unmaintained rental units involve disputes between the property

owner and the tenant. Owners typically refuse to make repairs and allege that damage was caused by the actions of the tenants or that the tenants have stopped paying rent. Tenants sometimes withhold rent when the owner refuses to make valid repairs to the property. It's difficult for the City to determine the true story. If conditions warrant, the City may red tag the structure and force the tenants out which is often a hardship on the tenant. Knowing this, owners may allow conditions to continue to deteriorate knowing the City will eventually red tag the structure using the process as a form of de facto eviction. If owners do not respond to letters from the City and conditions warrant the City Building Official may deem the structure to be in violation of California Health and Safety Code 17920 and classify it as a substandard structure. Enforcement can be through red tagging the structure and/or going through the City's nuisance abatement procedure which could result in fine, liens and in certain cases the condemnation of the structure..

Weeds/overgrown vegetation/dead and dying trees and shrubs – The issue of weeds is generally well enforced by the City Fire Department under section 8.28 of the Municipal code. After proper notice the Fire Department can hire a contractor to remove the weeds and have the cost assessed as a lien against the property. Dry weeds must be cut to a height no greater than 3 inches, however there is no prohibition against green vegetation of a greater height even if unsightly. In addition the code section provides that a citation may be given to the property owner or in the case of garbage/rubbish the occupant. As an infraction the first offense is a \$100 fine. The main issue with the citation process is that it can be challenged in court just like a traffic citation and even if not challenged the court fees associated with the processing of the citation eat up the majority of the fine leaving little to cover the City's cost of enforcement. The code section doesn't address overgrown landscaping, dead lawns or other unmaintained natural or ornamental vegetation.

Accumulation of household trash or refuse – As with weeds, the Fire Department has the authority to abate the accumulation of garbage and rubbish utilizing the same process. The definition of rubbish is poorly defined in the code section and does not appear to cover the accumulation of junk, appliances, old lumber, auto parts, etc. The Fire Department is effective in utilizing this section of the code as the process is fairly streamlined and provides for a fine and lien as discussed in the previous section.

Accumulation of junk/appliances/inoperable automobiles & auto parts – The accumulation of junk is not specifically prohibited in the City Code. Currently, "junk" is defined in the zoning code but the term is used only once in the entire code (the Industrial zone allows for "junk" piles). A junkyard is defined as an accumulation of more than 100 square feet of junk. Abatement is pursued when it's been determined that there's a junkyard on a property. It's then pursued as a zoning violation. The zoning code does have a provision for the issuance of citations however a citation process has not been created. If the violation isn't abated it would be pursued as a public nuisance.

Use of front yard areas for storage of autos, RVs, boats, snowmobiles, etc – The City code is silent on this issue and as long as the storage is an accessory use to the primary use there isn't a code section that addresses the concern. A section would have to be added to the code to address this issue.

Parking on dirt and gravel surfaces – While the City Code requires that driveways and parking areas be paved, the requirement is applicable only to new development. There is no provision to require paving an existing dirt or gravel driveway unless a use permit or other type of discretionary permit is being sought by the property owner. Unpaved driveways result in significant amounts of dirt and mud being tracked on to city streets which then has the cumulative effect of clogging storm drainage facilities and affecting water quality. Options to address this issue could be to require the paving of driveways upon transfer of property or requiring paving in conjunction with

a building permit which exceeds a certain value threshold such as \$25,000.

Smells and odors from pets and animals and insufficient animal sheltering – The City Code does have provisions addressing the keeping of animals and it is a nuisance to keep any animal in a foul, offensive or unsanitary condition. However, the code section provide conflicting penalties for violations, which should be corrected. Enforcement is by the city animal control officer or police officers who can issue citations. The keeping of dogs is addressed in a separate code section which does not contain penalties for violations. The section discusses kennels but doesn't define what constitutes a kennel. The zoning code defines a kennel for land use purposes but there are no zoning districts where kennels are specifically allowed or regulated. Some code clean up should be completed to address these inconsistencies.

Fencing that is deteriorating, unsightly and insufficient to contain animals – The City Code contains no specific requirements for the maintenance of fences. With respect to dogs, fencing is only included in the discussion of dangerous or vicious dogs. Proper fence maintenance should be included as part of general property maintenance requirements.

Poorly maintained structures, peeling paint, deteriorating siding and roof, etc. – The City code doesn't have any provisions or requirements for general maintenance standards for the exterior of buildings. If the deterioration of the structure reaches the point of being classified as a substandard structure under California Health and Safety Code 17920 action can be taken to abate the problem with the public nuisance process.

One option that was not previously presented to the Council and could be an alternative the Council may wish to consider is the adoption of a model code for property maintenance that is published as the "International Property Maintenance Code". This is a comprehensive, one size fits all code that is designed to be utilized by any jurisdiction with just a few customizations. The code is written to go hand in hand with the International Building Code which is the basis for the California Building Code. Some of the provisions contained in the code are:

1. Applies to all existing residential and non-residential structures and premises and constitutes the minimum standards.
2. Covers equipment, systems and mechanical devices to be maintained in good working order.
3. Has a provision to collect fees to cover inspections and enforcement costs may be charged as a lien against the property.
4. Makes the Building Official the primary enforcement official with the power to appoint deputies.
5. Violations may be charged as a misdemeanor or infraction at the discretion of the enforcement official.
6. Prohibits the sale or transfer of a property which has a compliance order or notice of violation unless the new owner provides a signed and notarized statement they are aware of the order or notice and accepts responsibility for making the corrections or repairs.
7. Applies to the interior and exterior of a building. Covers structural defects as well as paint and weather proofing. Has requirements for locking doors and windows, for example all openable windows shall "be easily openable and capable of being held in position by window hardware," all exterior doors shall "be maintained in good condition and with locks that tightly secure the door." Basement entrances and windows shall prevent rodent entry, etc.

8. Has criteria which define an unsafe building.
9. Covers concrete work including walkways requiring a proper state of repair free from hazardous conditions.
10. Covers requirements for hand rails and guardrails.
11. Covers rubbish and garbage requiring owners to provide approved covered containers for garbage and to be responsible for garbage removal. Requires occupants to dispose of garbage and rubbish and keep premises clean and sanitary. Requires a waste grinder in each dwelling unit.
12. Covers pests and pest elimination with the owner being responsible for pest control of their own property and at initial renting of a single family dwelling (occupants are responsible after taking possession of a single family dwelling). Owners are responsible for common areas and exterior spaces in apartments and boarding houses and occupants for their space unless infestation is as a result of building defects.
13. Address light and ventilation requiring minimum window area and minimum openable windows for habitable space equal to 8% of the floor area for light with 45% of the 8% being openable for ventilation. Lighting for hallways is included. Require mechanical ventilation for bathrooms without windows.
14. Contains minimum dimensions for habitable rooms requiring a ceiling height of 7 feet and 70 square feet for a bedroom with a minimum of a 7 foot length in any direction for a room. Requires access to a water closet (toilet) on the same floor as a bedroom.
15. Covers plumbing facilities and access to toilet rooms.
16. Covers maintenance of mechanical and electrical systems. Heating systems must be capable of maintaining 68 degrees in all habitable spaces unless outdoor temperatures go below the winter outdoor design temperature for the locality. In areas where the average monthly temperature is above 30 degrees the minimum temperature is 65 degrees. Requires proper venting. Dwelling units must have a minimum electrical service of 3-wire 120/240 volt single phase service with 60 amps. Improper wiring or deterioration of electrical components is required to be corrected. Each habitable room must have 2 electric receptacles, bathrooms one (gfi needs to be installed if replacing bathroom receptacle).
17. Covers fire safety requirements including smoke alarms in all residential structures as follows: In all bedrooms, on each level of the structure, in new construction alarms must be hard wired and interconnected so if one goes off all go off.
18. Has a provision for weed abatement.
19. The code has an appeal process to an independent body that has expertise in property maintenance.

This code would allow the City to require that all structures be maintained to meet minimum building code standards. It does address the exterior of the building and condition of the property but may not contain language that fits specific concerns in Susanville. In addition, the enforcement process is still left up to individual jurisdictions.

Staff believes that the additions to the code to address property maintenance should be more customized to Susanville and that a more streamlined enforcement process which would allow staff to issue citations to violators, not just property owners, would be an effective step to address property maintenance. An administrative citation process similar to what the City of Chico has in place. Chico has the option to issue a citation for municipal code violations with a corresponding fine. The fine is paid directly to the city and goes to offset the cost of enforcement. The administrative code enforcement process has a provision for a hearing process, if requested by the violator, but would keep the vast majority of the infractions out of the court system. Staff sees this as the key to a more effective code enforcement and property maintenance program.

FISCAL IMPACT: None at this time

ACTION REQUESTED: Information and direction to staff

ATTACHMENTS: None

Reviewed by: City Administrator
 City Attorney

 Motion only
 Public Hearing
 Resolution
 Ordinance
 X Information

Submitted by: Ruth Ellis, Administrative Staff Assistant

Action Date: August 17, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Conservation Camp Program weed abatement update

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: On April 6, 2016, the City Council approved a two-year Memorandum of Understanding with Cal Fire for use of its Conservation Camp Program. This summer, fire crews from the California Correctional Center assisted with weed abatement on City lots and have now focused their attention on the Susan River Trail.

To date, crews have remediated fuel on the Southside between the trail and the river. Work halted last week because the crews were called out on a fire, but the plan is to schedule them through late fall and the crew will work East, addressing three other areas of concern. All of the fuel has been chipped and will be used as mulch on each side of the trail.

FISCAL IMPACT: None

ACTION REQUESTED: Information Only.

ATTACHMENTS: Work progress photographs



