
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
September 21, 2016 * 6:00 p.m.

Call meeting to order

Roll call of Councilmembers present

Next Resolution No. 16-5327

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
 2. Golf Course Manager

- 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: Mayor pro tem Franco*
 - *Proclamations, awards or presentations by the City Council*

- 5 **BUSINESS FROM THE FLOOR:**

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

- 6 **CONSENT CALENDAR:**

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

- A Receive and file minutes from the City Council's August 17, 2016 regular meeting and August 24, 2016 special meeting
- B Approve vendor warrants numbered 98225 through 98234 and 98243 through 98340 for a total of \$421,083.46 including \$129,280.30 in payroll warrants
- C Receive and file Finance Reports: August 2016
- D Consider approval of **Resolution No. 16-5321** authorizing closure of Main Street on December 3, 2016 for Lassen County Chamber of Commerce 2016 Magical Country Christmas celebration
- E Consider approval of **Resolution No. 16-5323** authorizing closure of Richmond Road on October 8, 2016 for Rails to Trails event
- F Consider approval of **Resolution No. 16-5324** authorizing closure of Main Street on October 31, 2016 for Safe and Sane Halloween event
- G Consider approval of **Resolution No. 16-5322** authorizing street closure on October 4-5, 2016 for the Union Street Head Start "Car Seat Safety Check"

7 **PUBLIC HEARINGS:** No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

9 **NEW BUSINESS:**

- A Consider approval of **Resolution No. 16-5317** amending appendix of designated positions in City of Susanville Conflict of Interest Code
- B Consider approval of **Resolution No. 16-5318** authorizing City Administrator to execute agreement with the California Department of Transportation for the City of Susanville Paul Bunyan Connectivity Study
- C Consider approval of **Resolution No. 16-5325** authorizing Geothermal supply line extension to serve community pool
- D Consider approval of **Resolution No. 16-5327** establishing meeting time for Susanville Airport Commission

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

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

12 **CONTINUING BUSINESS:**

- A Consider approval of **Resolution No. 16-5326** authorizing approval of STIP SC2 and SC3 material testing award
- B Consider approval of **Resolution No. 16-5320** adopting the September 2016 Water Rate Analysis and Calculations Report

13 CITY ADMINISTRATOR'S REPORTS:

- A 2016 AB1234 Ethics Training Update
- B Cameron Park Update

14 COUNCIL ITEMS:

- A AB1234 travel reports:

15 ADJOURNMENT:

- *The next regular City Council meeting will be held on October 5, 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 September 21, 2016 in the areas designated on September 16, 2016.


Gwenna MacDonald, City Clerk

Reviewed by: City Administrator
 City Attorney

Motion Only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Gwenna MacDonald, City Clerk

Action Date: September 21, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Minutes of the City Council's August 17, 2016 regular meeting and August 24, 2016 special meeting

PRESENTED BY: Gwenna MacDonald, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's August 17, 2016 regular meeting and August 24, 2016 special meeting.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of City Council's August 17, 2016 regular meeting and August 24, 2016 special meeting.

ATTACHMENTS: Minutes: August 17, 2016
August 24, 2016

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
August 17, 2016 – 6:00 p.m.

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

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

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

1 APPROVAL OF AGENDA:

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

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS:

Mr. Hancock introduced Zach, a member of Boy Scout Troop 405 who was working towards completion of his rank of Eagle Scout.

Zach explained that he was working towards earning one off the Citizenship Merit Badges that is required to eventually become an Eagle Scout, and asked for feedback from the City Council regarding the subject of marijuana cultivation and the negative effect on the environment and farm crops, and what the City was doing to address it.

Councilmember Wilson explained that the City passed an ordinance banning all cultivation of marijuana, and the County passed an ordinance allowing cultivation on a limited scale and was now experiencing the negative consequences of people disobeying the law. They are currently re-evaluating their stance on marijuana cultivation.

Mayor pro tem Franco stated that as an employee of the U.S. Forest Service, he has experienced first-hand the devastating effect on the environment from marijuana grows. This includes garbage, refuse, and pollution to the native riparian habitat from chemicals used for the growing operation. It has created a tremendous work load and expense for cleaning up the sites, and he added that hopefully Congress will recognize the need and allocate more funding to eradicate the farms.

Mayor Garnier supported the comments expressed, and added that she was concerned with the people who are using and enjoying the forest and public lands who may inadvertently come across a grow. The growers often use traps and other dangerous methods to protect their crop.

3 CLOSED SESSION: At 6:08 p.m. the Council recessed Open Session and convened to Closed Session to discuss the following:

A PUBLIC EMPLOYMENT – pursuant to Government Code §54957:

1. 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

Closed Session adjourned at 7:07 p.m.

4 **RETURN TO OPEN SESSION:** At 7:09 p.m. the City Council reconvened in Open Session. Staff present: Jared G. Hancock, City Administrator; Jessica Ryan, City Attorney; Jim Uptegrove, Interim Police Chief; James Moore, Fire Chief; Dan Newton, Public Works Director; Deborah Savage, Finance Manager; Craig Sanders, City Planner and Gwenna MacDonald, City Clerk.

Mr. Hancock reported that direction was given to staff in Closed Session but there was no reportable action.

Councilmember Wilson offered the Thought of the Day.

Mayor Garnier presented Certificates and Service Award pins to the following employees in recognition of their service to the City of Susanville: Dan Newton, 10 years and Dan Weaver, 15 years.

5 **BUSINESS FROM THE FLOOR:**

Ted Friedline expressed his concerns regarding public safety, traffic control, the condition of Main Street with excessive weeds and rubbish, and stated that there is also a problem regarding mail being stolen from private mailboxes.

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

- 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

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

7 **PUBLIC HEARINGS:** No business.

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

9 **NEW BUSINESS:**

9A **Consider appointment of 2016 League of CA Cities Annual Conference voting delegate** Mr. Hancock reported that the League of California Cities schedules an annual conference each year, and an important part of the event is the annual business meeting where the members vote on issues and matters relative to League policy. In order to participate in the process, the City Council must nominate a voting delegate and up to two alternates. The City Administrator is also able to serve as a voting delegate.

The conference will be held during the first week of October in Long Beach, and Mr. Hancock invited comments from the City Council regarding who would be available to attend.

Councilmember Wilson, Mayor pro tem Franco, and Mayor Garnier all stated that they had scheduling conflicts and would be unable to attend the conference this year.

Councilmember De Boer and Councilmember Stafford could not commit at that time to attend and indicated they would follow up with the City Administrator if they could attend.

It was the consensus of the City Council to appoint the City Administrator as the voting delegate and send Councilmember De Boer and/or Councilmember Stafford to the conference if their schedule allowed.

Motion by Mayor pro tem Franco, second by Councilmember De Boer, to authorize the City Administrator to serve as the City of Susanville voting delegate at the 2016 League of California Cities Conference; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

9B Consider approval of Resolution No. 16-5312 notice to award and execute agreement for STIP Pavement Project SC-2 Mr. Newton explained that the Public Works Department has prepared plans and specifications for a paving project on City streets at various locations. The work includes making localized repairs, re-establishing proper street profiles and slopes, pavement overlay, and upgrading existing ADA access ramps at street intersections. Also included are repairs to various areas of damaged curb, gutter and sidewalk. The City received two bids in response to the public bid process, with S.T. Rhoades Construction Inc., submitting the lowest responsive bid at \$846,145, which is six percent higher than the engineer's estimate for the project. Mr. Newton explained that the funding allocated for the project from the State Transportation Improvement Program (STIP) is \$992,000, however costs for this type of work are typically lower than estimated, and staff will make every effort to be mindful of costs and available funding in order to obtain full reimbursement for staff time associated with the project.

Mayor Garnier asked if it was normal for the costs to come in higher than expected for these types of projects.

Mr. Newton responded that the City has the total project programmed to cover expenses, and bids received during the active construction season are sometimes higher due to the increased cost of materials and labor. During the slower season prices tend to be lower and more competitive. The challenge with the project is that each corner calls for its own solution in terms of ADA accessibility, and the improvements require clearance from the State Architect so costs and inspection time can vary widely.

Mayor pro tem Franco asked what the estimated time of completion is for the project.

Daniel Gibbs, City Engineer, responded that the construction period for the project is 60 days.

Mr. Newton added that it was expected to be completed by the middle to end of November.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve Resolution No. 16-5312; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

9C Consider approval of Resolution No. 16-5313 notice to award and execute agreement for STIP Pavement Project SC-3 Mr. Newton reported that the key difference between the Item 9B project

and Item 9C are the street locations. The City would be completing the installation of an asphalt pavement overlay on various streets, with the additional work to include repairs to sub-grade, re-establishing proper street profiles and slopes, and the installation of ADA access ramps as well as isolated repairs to damaged curb, gutter and sidewalk. The City advertised through the formal bid process for this project, and received two bids, with the lowest responsible bid received from S.T. Rhoades Construction, Inc. in the amount of \$774,434.50. The 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, so the lowest responsible bid was approximately 17 percent higher than the engineer's estimate. Material prices have increased over the course of the 2016 construction season and contractors are much busier than earlier in the year which also increases the price. Funding allocated for the project through the STIP Program is set at \$951,000 and with change orders estimated at less than ten percent, the remaining funding will be used to cover construction engineering related services for inspection and quality control testing which has already been budgeted.

Mr. Newton explained that additive bids were received for improvements desired for Pancera Plaza on South Gay Street between Main and Cottage. These improvements include pavement rehabilitation and other repairs to the concrete, and staff has received permission from Caltrans to replace the stamped concrete with paving stones, so there were two prices received for both options. The bids were considerably higher than anticipated, in the range of \$77,000 to \$85,000 for removing and replacing the stamped concrete, and between \$123,000 and \$127,000 for removing the existing concrete and replacing it with interlocking paving stones. Staff will be researching opportunities for additional funding and utilizing cost savings during the course of the project to free up programmed funds for the additive work desired. This would be brought back and presented for the City Council to consider a renegotiated price with the Contractor.

Mayor pro tem Franco asked if the two pavement overlay projects would be occurring simultaneously.

Mr. Newton responded that they would be working on the same schedule.

Mayor Garnier asked if the pavers have a longer life than the stamped concrete.

Mr. Newton discussed the features of the pavers versus the stamped concrete, citing the disadvantages of both products.

Mayor Garnier stated that the existing stamped concrete was never sealed, and asked if the resurfacing project would include sealing to extend the life of the new product.

Mr. Newton responded that staff was looking into the costs associated with sealing and would be recommending that be included in the overall project cost.

Mayor Garnier responded that with the Farmer's Market now being held at Pancera Plaza and the increase in foot traffic, it would be nice to make the improvements.

Motion by Mayor pro tem Franco, second by Councilmember De Boer, to approve Resolution No. 16-5313; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

10 SUSANVILLE COMMUNITY DEVELOPMENT AGENCY: No business.

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

12 **CONTINUING BUSINESS:**

12A **Consideration of Water Rate Moderation** Mr. Hancock reported that the City adopted Resolution No. 16-5297 on June 1, 2016 after conducting a public hearing that was well attended with a number of people commenting and expressing concerns. There was a lot of good discussion regarding the budget, and information provide which allowed staff to educate a lot of residents regarding the revised rates. Resolution No. 16-5297 implemented water rates that were based upon the findings from the water rate analysis and calculations study that was reviewed and adopted by the City Council. This included a restructuring of the existing rate structure and increasing the quantity water rate. The former five tiered system was reduced to two tiers for irrigation and non-irrigation seasonal rates, and the inclusion of a drought surcharge. At the August 3rd meeting after receiving bills, members of the community expressed their concerns regarding the rate increase. The City Council directed staff to review the rates and the requirements to lower or revise the rate structure. Staff prepared a rate modification summary outlining several alternatives and the procedural requirements for each.

Option one would result in no increase to the existing base rate which includes 300 cubic feet of water usage per month, per household. This option would require that the City reduce the Capital Improvement Plan project list which currently is estimated at \$4.1 million in system improvements over a five-year period. A reduction in annual revenue would require a subsequent reduction in planned projects.

Option two would include an increase to the base rate, and maintain the existing Capital Improvement Plan project list. This would result in the costs for improvements being shared by customers who use less water.

Option three would be an increase to the base rate, and a reduction of the Capital Improvement Plan project list, thus lessening the existing burden on higher-users while still completing the mot critical system improvements.

Option four, would be the phased implementation of a rate increase over a period of months or years in order to phase in the increase more gradually.

Lastly, option five would be to rescind the current rate structure entirely and go back to the previous water rates.

Mayor Garnier asked Mr. Hancock to explain for those present why the increase was implemented.

Mr. Hancock responded that nobody wanted to raise the rates, however the City is obligated every five years to look at the system needs, costs and be mindful of covering costs with the responsibility to not over-charge for services. It has been identified that the City spends a lot of money each year repairing leaks. Some of the piping is almost 100 years old, and a lot of it is in the 30-100 year range. The crew is putting in patches on top of patches, and there has long been a concern regarding a large system failure. Most of the anticipated revenue would be dedicated to capital improvements. Approximately 30 percent of the existing revenue is used to pay the debt service on the City's existing infrastructure bonds. The bond amount is approximately \$10 million dollars with a 25-30 year anticipated payoff.

Mr. Hancock continued that very little has been done to replace the infrastructure and the question is how long can the City continue to delay addressing the infrastructure needs. The City is responsible for being

good stewards of the system, being mindful of operating and labor costs while also making sure that the infrastructure is in good shape. A lot of effort was dedicated to preparing the study, and the timing of implementation during the peak of irrigation season was unfortunate. This is the time when most people will see the biggest increase while implementing the increase in the winter months may have gone unnoticed but it was implemented when it was ready. One of the questions that came up at the August 3rd meeting was how Susanville compares to other communities in the region and staff had prepared a cost comparison for other providers in the region.

Mayor Garnier asked for clarification regarding the drought surcharge.

Mr. Hancock responded that it is associated with the Water Emergency Contingency Plan, that in the event of extreme water shortage or drought, it is designed for implementation in stage 2 or 3. The community is very cooperative and historically has been responsive during times of emergency such as the pipe failure along the Cady Springs line, but in the event of extreme drought or a water emergency, implementation of a drought surcharge is to encourage customers to not waste water. He added that the forced conservation measure mandated by the State which was the implementation of Stage 2 of the Water Emergency Contingency Plan and is no longer in place.

Mayor pro tem Franco stated that he would prefer Option 5, as the rate increase failed one important element which was how it would affect the typical customer, and the Council heard testimony from the public at the August 3, 2016 meeting that demonstrated the negative effect on the typical customer. He does not discount the importance of maintaining the system, and planning for upgrades, however he suggested rescinding the rate increase and at the end of the irrigation season, revisiting to implement a gradual increase or something more reasonable.

Councilmember De Boer stated that he seconded that statement and applauded Mayor pro tem Franco for his position.

Mayor Garnier asked for comments from the public regarding the item.

Ted Friedline thanked Mayor pro tem Franco and Councilmember De Boer for their support. He stated that he appreciated all of the work that went into preparing the water study and analysis and the willingness shown by the Council to discuss the issues. The purpose of the utility is to provide a service to the customer at a reasonable price and if the City is unable to do that perhaps it should consider selling the system. He discussed the rate plan, and asked if the City included the water used at the airport and golf course in that study. He stated that there were several counties not included in the rate study that should have been as they are similar in size to Susanville. If the system is leaking 100 million gallons a year, where will all of that water go when the system is fixed? He discussed the need to do something with Cady Springs. He asked about personnel costs and addressed the issue mentioned in the study regarding the morale of employees working outside during the winter months. He stated that it bothered him because police and fire employees work outdoors all year long in inclement weather. He stated that he wants the water rate increase to be rescinded.

Mr. Hancock discussed the status of the Cady Springs project and the State funding the City has attained to complete the next phase in the project which will include bringing the tank online. Mr. Hancock explained that the rate study charts were an independent study and if data was not submitted by an agency, then it was left off, but specific cities are not excluded from the study intentionally. He also explained that personnel cost increases were not due to hiring additional staff, but the increase in costs

associated with system management. The street crew costs for repaving when leaks are repaired are a true reflection of what the system costs the City to operate but the costs were not normally recovered.

An unidentified member of the audience asked why the City did not complete the Cady Springs project, and how far away is it from being completed.

Mr. Hancock explained that the springs are located in a steep canyon with collection boxes located along the pipe that is gravity fed and runs parallel to the Bizz Johnson trail. The project originally was envisioned and designed so that the water would be collected and pumped up the hill to the tank. The goal was to generate enough power from the water flowing down hill to be able to pump it back up to the tank. That proved to be an insufficient power source, so the pumping mechanism had to be redesigned, and the City had insufficient funds to continue with the project. There is an advantage of keeping both routes (gravity line and pumping up the hill to the holding tank) of collection open, and the funding that the City has received through the IRWM program will allow completion of the next phase of the project.

An unidentified member of the audience asked if the equipment that was installed during the project has been maintained.

Mr. Hancock responded that the City inspects periodically and there are some minor items that would need to be completed and brought up to date prior to bringing it online with the system.

David Teeter stated that he had attended the public hearing for the water rates and it was poorly attended by the public. There were no comments or input received from the public, in spite of the City advertising and providing a direct mail notice to the system's customers. He stated that he understands the surprise at the increase, and the concerns expressed, however the City needs to fund system improvements with cash, and not continue to borrow. Staff mentioned that the annual bond payments are \$700,000 and that is interest only for improvements that were completed years ago. The fact that the City is making plans to fund these needed repairs to the system ahead of time is a responsible use of the City's money and he believes that the City Council has acted in good faith. He stated that he does not support rescinding the water rates.

Jeff Morrish reviewed the historic table presented in the water rate study, noting costs for services, supplies, operations, and a management cost that seems like a new line item. He understands the need to increase the rate, and suggested something like a fifty percent increase which would be more reasonable than a one hundred percent increase.

Councilmember Wilson asked if the rates were rescinded if the City would be required to prepare a new water rate study.

Mr. Hancock responded that the City would not, and if the City Council chooses to start over and implement a revised increase, the current water rate study could still be used.

Mr. Newton explained that the City adopted certain findings when accepting the water rate study, and it is critical to base a water rate on specific study findings in order to meet the requirements of Proposition 218. The City could adjust costs by revising the Capital Improvement Project list.

Councilmember Wilson referred to page 15 of the memo and asked if the City could discuss removal of projects to modify costs.

Mr. Newton explained that the City could rework the Capital Improvement Project list by identifying the projects that are less critical. The list does not represent all of the needed system repairs, but are those which have been deemed to be the most in need of immediate repairs. He reviewed the items on the CIP as follows:

- Development of the Nathan well which is located on the property that the City acquired in the north part of town. Development of the well is not critical but has been identified as having value to the City by incorporating a backup well for redundancy.
- Emergency power upgrades to the system have been identified in order to ensure that during power outages, the system would continue to operate
- Spring Ridge booster station, the generators in place are older, and while they still work, there is a concern with the age of the equipment that may begin to have problems and create issues
- CDBG funding is possible for areas that have been identified as being in the income threshold to qualify for funding, and these include Gilman, South Upland, and Monrovia. Grant funding through the CDBG program is not a quick fix, but would allow for the City to complete an important replacement and upgrade to the system
- Ash to Hall Street had been added to the project list, but has been recently completed and could be removed.

Councilmember Wilson asked what Director Newton's opinion is regarding the overall condition of the system.

Mr. Newton responded that he has a significant amount of concern regarding the condition of the steel pipes. He brought samples of pipe sections that had been replaced during a past project. He stated that not all leaks in the system have come to the surface, and the City maintains an electronic system that identifies leaks and pressure changes in the system. Since 2007, the Department has repaired over 600 system leaks, and in many cases, the crew will repair a leak in one location, and it forces a new leak further down the street in the same pipe.

Mayor pro tem Franco commented that there is a universal acknowledgment that the rates need to be increased, and he believes that the City only failed to do a reality check on the impact of the increase on real users. The City needs to be transparent and upfront regarding the condition of the system, the need to fund infrastructure replacement and the amount that will be contributed by all users of the system.

Councilmember Wilson asked what the timing would be to start over with a new rate structure.

Mr. Newton responded that the process requires a 45 day notification, direct mailers to customers, a development of what the rate should look like, and at best it would take approximately two months. The City Council is permitted to reduce the rate, but if the consideration is to spread it over all customers by increasing the base rate, it would require full notification.

Councilmember Wilson stated that the City voted to not increase the base rate, and to give people the ability to control their own rate based on usage and conservation practices. He stated that the City Council chose the right direction by not increasing the base rate.

Mr. Newton agreed that the rate as implemented does affect each customer differently depending on usage practices and the amount of turf a home may have. It is unfortunate that it hit at the beginning of irrigation season at a time when the temperatures rose to the peak of summer. The City was pressured by

the State pretty significantly to look at rates, and they wanted to see a plan that encouraged conservation, and the concept was to implement a method that reflected a higher cost for higher usage.

Mr. Hancock suggested that the City Council could leave the base rate unchanged, reduce the usage rate increase, and modify the Capital Improvement Project list according to the reduction in projected revenue. This option is listed on page 11 of the memo.

Mr. Newton directed the attention to page 10 of the memo which illustrates a cost comparison for options one, two and three.

Mayor pro tem Franco stated that the reality is as the State moves forward with implementing more stringent water regulations, water is going to become more expensive, and it is prudent for people to make changes in water usage, whether that includes more efficient landscaping and water usage habits and those types of things.

Ted Friedline expressed his frustration at the fact that the customers were not able to follow what it was actually going to cost, and would just end up surprised again next month when they receive their bill. He wants to know where the 100 million gallons of lost water goes if the City fixes the leaks.

Mr. Newton explained the analysis and that the water that goes into the system is different from what goes through a meter. Water used to fight fires, for example, is not metered.

Mayor Garnier stated that the City needs to involve the public in the process and that it is great for the audience to participate, and for the community to come together and conserve what is a valuable resource.

Jeff Morrish stated that the rate is still a one hundred percent increase for water usage.

Mr. Newton explained that the rate was based upon a projected revenue increase of 40 percent, and the old system was based upon a tiered rate that averaged out over the course of the year due to the irrigation and non-irrigation season. The tiered rate was replaced with an irrigation and non-irrigation season usage rate which resulted in the quantity rate used by many of those with higher usage in a higher cost bracket than they had been before.

Councilmember Wilson stated that Mr. Newton and his department have done a tremendous amount of work to develop the water rate study, and the reality is that the system is deteriorating faster than the City can repair it. It is being addressed in this manner because the City has to come up with money to begin addressing the deficiencies in the system, and this proposed five year CIP project list is just a band aid. The City did not put the increase in the context of 'your bill is going to double', and the Public Works department is doing a great job with what funding they do have. Unfortunately it is not enough given the age and condition of the system.

Ted Friedline stated that if the result of the rate increase was such a shock to the City Council, then they obviously need to conduct more workshops and discuss it. A one hundred percent increase in a utility bill is a lot of money to most people in the community, and people have a lot of questions that they would like to have answered.

Mr. Newton discussed deferred maintenance issues and the cost spent each year on leak repairs which was often times going back to the same sections of pipe and patching previous repairs. He discussed the water rate study and the necessity of building the cost structure from the ground up based upon a study that is vetted and accepted by the City Council. This provides assurance that the rates that the City charges are defensible and will not be challenged or considered to be unsubstantiated. He explained that the court has deemed that the tiered rate structures are unconstitutional because they are charging different prices for users of the same system. It is important for the City to be able to charge a rate that is defensible.

Mr. Morrish stated that there has been a lot of comments made that nobody expected the bills to double, but they should have. He stated that he owns three properties in town and wrote three letters to the City Council, one for each property. He said that he predicted that his water bill would be doubling if the City implemented the proposed rate structure, and they did.

Mayor Garnier asked if it would be possible to eliminate the base rate and charge customers strictly on usage.

Mr. Newton responded that it was a possibility, and that staff would have to look at the costs, how the revenue is generated, and a significant portion of the revenue that the department earns is from the base rate.

Several unidentified members of the audience made comments related to senior citizens, residents on fixed income and not watering lawns.

Mayor pro tem Franco asked if a fifty percent increase was something that could be looked at, and possibly rescind the new rate structure. He asked about pursuing block grant funding to complete repairs.

Mr. Newton responded that the City has received \$2.1 million for system improvements through the IRWM group, and that a project has been proposed for the 2016 CDBG funding cycle for approximately \$2 million however the City has not been notified if that application has been successful.

Mr. Hancock stated that the City Council dedicated a significant amount of consideration to the senior citizens and others in the community on fixed income, and were unanimous in the decision to not increase the base rate. This did create a more dramatic effect on the higher end users, and given the example shared by a citizen at the August 3rd meeting of using 8,000 cubic feet of water each month, he stated that it is about half of what the Johnstoneville Water tank holds. That is water that is being used by just one customer for one month.

Ted Friedline stated that Mr. Hancock could not buy into it because he does not live in town and cannot be a credible representative of the people.

Mr. Hancock stated that he is very invested in what goes on in the community, citing an example of having an issue with his own well. Not only does he pay for electricity to run the pump, but he had to have a crew come and test the system, and he received a substantial bill for their services. He wished that he could have called the Public Works crew to come out and take care of it. Mr. Hancock also referred to a comment that Mr. Friedline made about employee morale with the public works crew, stating that the morale concern is not related to the outdoor working conditions during the winter months. It is about the crews going out week after week, working hard to put patches on lines that sometimes look like swiss

cheese because of all of the leaks and holes in the piping. They do that work knowing that a new leak will pop up somewhere further down the street and affect different customers and there is no money to fix it. While grant funding is always welcome, there is often no time to develop a plan, conduct engineering studies and identify money to make the repairs. He commended staff for the enormous amount of time that they devoted to developing the study, educating the public and notifying customers of the rate increase, but what really got everyone's attention was their bill. The timing of it was unfortunate but in reality if the City had implemented the new rates at the end of irrigation season, most customers would not have noticed any increase until six months later when they began watering their lawns. The City did not want to do that, and wanted to be as transparent as possible. He commended those present for their respectful tone and demeanor, and having a debate without being rude or negative. When people are discussing a topic that hits close to home, it is a difficult thing to remain calm and have a discussion, and he appreciated the tone of the comments.

David Teeter commented that the City does not pay Mr. Hancock to live in the City, and it is his job to be responsible in managing the City's budget, and he does a good job and has always demonstrated that he has a vested interest in the City's business.

Motion by Mayor pro tem Franco, second by Councilmember De Boer, to rescind Resolution No. 16-5297 and reinstate prior rate structure; motion carried by polled vote. Ayes: Franco, De Boer and Stafford. No: Garnier and Wilson.

Mayor pro tem Franco encouraged those present to look at updated landscaping and other ways to conserve, because a rate increase is coming.

An unidentified member of the audience thanked the City Council and those present for supporting the rescission of the water rates.

Mr. Hancock stated that the City operates under a split billing cycle and requested clarification of the effective date to reinstitute the old billing rates.

Ms. Savage stated that billing for route one and three are mailed on August 18th, and billing for route 2 is mailed on the 31st.

It was the consensus that the billings should be generated in such a manner that no segment of customers would receive an additional higher billing than another. The lower rate would be in effect for all September usage and reflected on the October bills.

Mayor pro tem Franco asked if the workshop schedule could be fast tracked.

Mr. Newton explained that the notification for a public hearing to increase rates has to include what those rates will be. Staff will prepare a plan, schedule and study elements for the Council to consider a revised rate proposal.

It was the consensus of the City Council to schedule a workshop on Wednesday, August 24th at 5:30 p.m.

13 CITY ADMINISTRATOR'S REPORTS:

13A Property Maintenance Ordinance update Mr. Hancock stated that there are chronic issues with property maintenance regulations within the City of Susanville. The City receives complaints related to a

number of items, including nuisance odors, trash, rodents, and other conditions that reduce property values in addition to the number of foreclosures in the City, it has affected many neighborhoods.

The City brought forth a comprehensive property maintenance ordinance and staff was asked to refine it, and the issue of mandatory trash pickup was also discussed. The City Council directed to utilize the ordinance authority that is already in place, and implement as best possible with existing staffing levels. Staff has identified a number of items and the report summarizes what is essentially the top complaints that are received as follows:

- Foreclosed properties - ongoing property maintenance issues
- Substandard rental housing - tenant complaints, poorly maintained rentals
- Weeds/overgrown vegetation/dead and dying trees, shrubs, etc.
- Accumulation of household trash and refuse
- Accumulation of junk/appliances/inoperable automobiles & auto parts
- Use of yard areas (particularly front yard) for storage of autos, RVs, boats, snowmobiles, etc.
- Poorly maintained structures, peeling paint, deteriorating siding and roof, etc

Staff looked at the International Property Maintenance Code (IPMC) that summarizes 19 different categories, and does not cover weeds or animal shelters as those are addressed in the municipal code by different departments. Staff would like feedback from the Council as to what items are deemed to be the most critical. Mr. Hancock reviewed the provisions of the IPMC as follows:

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 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. Require access to a water closet 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

Councilmember De Boer stated that all of them are critical, and in driving around Susanville there are more and more dilapidated properties every week.

Mayor pro tem Franco stated that he would not drop any of them, as every issue is very much prevalent in town. He asked if number 10, address poorly maintained structures would apply to sheds.

Mr. Hancock responded that more information would be needed, as sheds are not intended for habitation and structures less than 120 square feet are not subject to the building permit process. The proposed code is considered a model code, because the City did not draft it and it is geared more towards the maintenance and condition of homes. The City would have the ability to extend it.

Mayor pro tem Franco asked if the City would have to hire additional staff if there were enough employees to enforce it.

Mr. Hancock responded that the City has existing resources and the responsibilities for enforcement of existing codes are assigned to different departments and they work together. In order to enforce the proposed ordinance, staff would have to identify additional resources.

Raj Baines stated that the poor condition of sheds is a problem, as they can be broken and damaged and also cause an eye sore for the property. The code should include a standard for sheds. The current code allows property owners to have 100 square feet of junk in their yards. It should not be allowed at all. What if every home in town had a ten by ten foot pile of junk in their front yard. His neighbor has been creating a nuisance for almost ten years, and he has moved from the property. If he had enough money to move, he should have enough money to fix up his property and the City should force him to fix it up. It is

nonsense that he has several years' worth of documented complaints and still the property is in terrible condition.

Mayor pro tem Franco stated that this is a timely discussion as it has become a real problem.

Councilmember De Boer stated that he supports directing staff to fully enforce all of it and find out from the attorney how far the City can go. The landlords should also be held responsible for what the tenants are doing. There are three properties down the street from where he lives that are essentially junk yards, and the City needs to act to eliminate those conditions that are happening all over town.

Mayor Garnier noted that the proposed policy did not include a provision for fines or penalties and asked if staff was looking to establish guidelines and content first.

Mr. Hancock confirmed that the existing laws to address property maintenance are missing some key elements and staff is proposing to round out those regulations and then address enforcement, which would be primarily through an administrative process. To have the process move through the court system makes it more cumbersome and expensive to enforce.

Mayor Garnier stated that she has received feedback from people who say they are told by the police department that unless they actually witness a violation, they can do nothing to address it.

Mr. Hancock stated that with animal control issues, the City can and does respond whenever they receive a complaint.

Mayor pro tem Franco expressed his concern with any regulations that are not enforceable. They are essentially useless unless they can be enforced.

Craig Sanders, City Planner, described the policy currently utilized in Chico that involves an administrative citation process that has been used successfully to address property maintenance violations.

Councilmember Wilson commented that there are hundreds of homes in the City currently affected that would be in violation of the proposed maintenance standards, and at this time, the City does not have the staffing to enforce it which would render the guidelines essentially useless. It is easy enough to pass the ordinance but if it is not enforced and complied with equally across town then the City Council is just passing laws and not really addressing the problem, which is the dilapidated condition of many homes in the City.

Mayor pro tem Franco stated that if the City does nothing, then there is no chance that the situation will improve, and the laws that are in place are not adequate to address a number of the problems that exist in literally every neighborhood in town.

Mayor Garnier commented that the list presented by staff is very comprehensive, and she does not see how it would be possible to remove any of the items because they are all a current problem in the community. Mr. Baines has documented problems with his neighbor for nearly ten years, and she has also experienced problems in the past with neighbors whose dogs are a constant danger and nuisance.

Councilmember De Boer stated that it is a matter of protecting the health and safety of the community, and the children who a lot of the times are just living in filth.

Mayor Garnier noted that a mandate is a bit too much, and telling people to cut grass is one thing, but what about the boat they own that is stored year round in the front yard. A number of people in the community store a lot of belongings in the front yard, and where to make the distinction of what is acceptable and what is not is going to be challenging.

Councilmember Wilson stated that mandatory trash collection is not going to solve the problem of people who choose to clutter their yards with junk. He talked about his neighbor who is an elderly woman that does not pay for trash pickup, but her son comes every week and collects her trash each week.

Craig Sanders stated that the abatement process can and has taken up to 30 days to enforce.

Mayor Garnier gave an example of the City mandating an inspection of rental properties once a year to keep landlords from renting out slum properties.

Mayor pro tem Franco stated that the market for the so-called slum landlords is attracting a different type of tenant who has created different ways to generate the cash needed to pay rent.

It was the consensus to utilize the existing suggested list and continue working towards adoption of a property maintenance policy.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

15 ADJOURNMENT:

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

Meeting adjourned at 9:58 p.m.

Respectfully submitted by

Kathie Garnier, Mayor

Gwenna MacDonald, City Clerk

Approved on: _____

**SUSANVILLE CITY COUNCIL
Special Meeting Minutes
August 24, 2016 – 5:30 p.m.**

Meeting was called to order at 5:30 p.m. by Mayor Garnier.

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

Staff present: Jared G. Hancock, City Administrator; Jessica Ryan, City Attorney; Dan Newton, Public Works Director; James Moore, Fire Chief; Deborah Savage, Finance Manager and Heidi Whitlock, Assistant to the City Administrator.

1 APPROVAL OF AGENDA:

Mr. Hancock stated that no changes were made to the agenda however, it was requested to move consideration of Item 3B to the beginning of the meeting.

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

2 PUBLIC COMMENT: None.

3 SCHEDULED MATTERS:

3B Receive Correspondence Related to Possible Closure of Honey Lake Power (HLP)

Mr. Hancock explained that the City has been supportive of Honey Lake Power, especially during power outages, and due to some changes in subsidized power contracts HLP's contract with PG&E has expired and has not yet been approved. He stated that having the power generation source available is a positive for Lassen County and suggested sending letters of support for Honey Lake Power.

Mayor pro tem Franco responded that he supports that direction and with other plants already closing he would like to see HLP remain open. He added that he would like to see the dead wood being generated being used for power versus being burned in the forests.

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to draft and send letters of support for Honey Lake Power; motion carried unanimously. Ayes: Stafford, Franco, De Boer, Wilson and Garnier.

3A Water Rate Workshop

Mayor Garnier requested Public Works Director, Dan Newton, to open the workshop.

Director Newton stated that he prepared a power point presentation but inquired as to the preference of the Council whether or not he should go through the entire presentation giving background information, or by reviewing the calculations and numbers.

Mayor pro tem Franco inquired as to whether or not what the City is doing now could come back and hurt the City later in terms of State-mandated regulations. Director Newton explained that he would respond to his question by starting at the beginning of his power point presentation.

Director Newton started with slide one, discussing the process as follows: 1) identifying need to modify rates 2) analyze system to determine cost to provide service 3) design rate structure to generate revenue to cover cost to provide service. He added that the water fund was found to be operating at a deficit, and the State Water Board required the City to modify its rate structure following Prop 218 requirements which state that an analysis of costs to determine the amount to charge customers must be conducted.

Director Newton continued that, as noted on Slide 5, there is a rate stabilization fund but there is no reserve fund. He added that money can be borrowed from the rate stabilization fund, but it must be paid back within 120 days of the end of the fiscal year.

Slide 6 & 7 reflects numbers available in the City's Comprehensive Annual Financial Report (CAFR) which shows the decline in revenue and the increase in expenses.

Director Newton continued to Slide 8, discussing the State Water Resources Control Board's Conservation Order to Susanville. Mayor pro tem Franco stated that Susanville has been conserving if there is a reduction in revenues.

Director Newton continued to Slide 9 stating the Constitutional Rate Setting Requirements and that the City is only permitted to charge customers what is needed to operate the utility in order to be compliant with Prop 218, and is required to analyze the costs of providing the related service and no more. He added that the City also has to ensure that ample notice is given so customers will have ample time to comment regarding the increase.

Kurt Bonham discussed the public meeting notification requirements of imposing a rate change. He added that whether it is an increase or decrease did not make a difference, and that he did not attend the last meeting as there was no mention of possible action being taken.

Mr. Hancock responded that the City sought legal counsel on that subject and that imposing a "new" rate or increasing a rate requires notice but it was requested to rescind that last increase thus going back to the old rate.

Mike Folly expressed his concern with the website documents not stating that the rates would double as well as his concern with two Council members.

Councilmember De Boer responded to Mr. Folly by stating that the City is working on resolving the issue with the infrastructure however, it was important to do so without causing an undue hardship on people.

Mr. Folly continued to express his concerns with employees not telling the City Council about the issues sooner.

Mayor pro tem Franco responded the Council has known about the failing infrastructure and are putting a plan together to take care of it. He requested the public work with the Council and staff to get this done.

Director Newton continued with his presentation discussing both the Industry Standard Rate and the 2011 Appellate Court decision stating that agencies must demonstrate that related fees and charges meet Section 6(3) requirements. He added that the Water Rate Analysis and Calculations Report provided the required

justification. He then discussed the Capital Improvement Project items and how only a portion of the projects were being funded by the water fund with staff also applying for additional grant funding.

Director Newton stated that most of the current water pipe is steel, which corrodes and the new pipe will be PVC. Mayor Garnier inquired as to the lifespan of the PVC and Director Newton responded it is 20 years but staff anticipates approximately 60 years given the water and soil in the area.

Mr. Bonham inquired about the depreciation expense, was it a new expense.

Director Newton explained that it should have been called infrastructure on the slide.

An unidentified member of the audience inquired about the Nathan property, and asked how much the City paid for the property and added that the cost of the well was included on the sheet.

Mr. Hancock provided background regarding the Nathan property, why it was purchased and how the City was looking at recouping the cost while getting the well hooked up to the City water system. A general discussion occurred on tying the well into the City system.

Director Newton continued with the presentation and explained the reasoning behind the decision to not raise the base water rate. He continued that the Council was presented with seven options at the August 17th Council meeting and also had the option of incorporating only a part of each option as well. Each option presents both positive and negative outcomes, for instance, raising the base rate does not promote meaningful conservation and the mandate imposed by the State was to develop a structure that promoted conservation.

Mayor pro tem Franco asked if the City could extend the CIP to seven years. Director Newton responded that it is an option. Mayor pro tem Franco inquired as to where the City ranked in water fees with the previous rates. Director Newton responded that the City was in the middle based on a 1500 cubic foot usage.

Mayor pro tem Franco asked how extending the CIP to seven years would affect the water bills. Mr. Hancock provided an explanation of how reducing the Capital Improvement Projects would reduce the cost to customers.

Mr. Bonham brought up the CIP fund, and Director Newton responded that the Capital Improvement Fund was created in 2008 and additional revenue generated went into the fund and the majority of the funds have been expended on new water meters and some main service lines.

An unidentified member of the audience inquired as to whether or not the analysis was based on the new 3-day watering schedule or when customers had still been permitted to water 7 days a week. Director Newton responded that they were not looking at the deficit but only looked at operating expenses, infrastructure, equipment repair and purchases for the next five years. The audience member asked if there would be a fund surplus once this new rate is implemented.

Mr. Hancock gave an explanation regarding the State Water Board Conservation requirements and how the City was required to reduce usage by 36 percent. The 3-day watering cycle was implemented to reach a 50 percent reduction in the summer and 35 percent over the year, but that did not occur as most people were

watering longer on the days they were permitted to water. He continued that only a 20 percent reduction was realized and that the City did not intend on making the 3-day watering schedule a permanent change.

An unidentified member of the audience inquired as to why her bill doubled, even if she conserved.

Mr. Hancock responded that over an entire year, 40 percent more revenue would be collected however most of the increase would be seen in the summer months but only a 15-20 percent increase was estimated during the winter months due to the implementation of two rates, irrigation and non-irrigation.

Elaine Jacobs requested information on the upcoming community swimming pool.

Mr. Hancock provided the requested information but added that the pool is not being paid for with water funds, but with general fund monies. He added that there are no transfers between utilities, water funds stay with water utility and natural gas funds stay with the natural gas utility. He added that natural gas rates actually decreased because the market rates went down for natural gas.

Mayor pro tem Franco requested staff break everything down to simplify such as, if the CIP is considered "x", how much does the City need to be able to come up with to pay for "x" over 5 years and then 7 years. He continued that 7 years would be beneficial and maintain the CIP list as necessary.

Mr. Hancock stated that the City has the ability today to pull up the information and show the public and Council the difference from 5 years to 7 years with both irrigation and non-irrigation season rates.

Director Newton responded that 10 random houses were chosen and an average was determined however, since it was a random selection, higher users were missed. He added that staff compared rates to Greenville and Quincy, Susanville's rates were still in the middle. Each utility charges differently but 74 percent of Susanville customer use less than 5,500 cubic feet of water each month.

Nick Dominquez provided a narrative to the Council and staff addressing concerns he had with the analysis.

Al Vasquez stated that he can see where personnel costs are projected to increase by 20 percent and inquired as to whether or not something can be done not to pass that off onto the rate payers. He continued that he understood that rates will increase but wondered how much is actually going towards CIP only.

Director Newton responded that on page 20 of the study it showed that the current rates do not cover the cost of providing the service. He continued that they have vehicles in need of replacement, infrastructure to replace, COLA increases and other department expenses. Staff is looking at and compiling all the calculations and needed to start somewhere. The analysis has to be able to stand on its own and support the rates that are charged.

Ted Friedline stated that he was aware that the Council approved a contract with each enterprise fund. That contract amount was money that did not go into the water account and, in doing this, it changes accounting method and confuses the budget.

Tim Henry addressed Director Newton and thanked him for the presentation. He asked about the Skyline project as that project seemed substantial compared to the others. He requested clarification.

Director Newton responded that the segment of pipe, ran from San Francisco Street to Skyline (a long section of pipeline), which affects the cost. It is a high capacity line and is located 10 feet underground and equipment needs to be brought in from Reno when a leak occurs and there have been a lot of leaks.

Mr. Henry stated that he would like to see a \$5 increase in the base rate, which would result in \$228,000 more a year. It's a guaranteed amount where the City is taking a chance on the higher users.

Mayor Garnier responded that the Council wanted to maintain the base rate due to those customers who are on a fixed income. Also, if the City only increased the base rate, it does not address the usage and would not meet State standards for the mandated conservation.

David Teeter stated that he wanted to applaud the City for raising rates and not taking out a loan. He suggested the City go with the 5 year CIP plan and increase the base rate.

Mr. Bonham added that there is no doubt that the projects need to be completed as everyone needs a safe, reliable system. He then requested to know if the water meters had all been replaced. Director Newton responded that they had.

Mr. Bonham continued that customers were told their bill would only increase by 25 percent but they realized a 50 percent increase last month. He continued that staff's actions may be perfect but if they are not seen as perfect by the public, they are not perfect.

Mr. Hancock interjected to address comments made by Ted Friedline and to ensure that everyone was aware that while the City did discuss the option of contracting out for administrative services and charging each of the enterprise funds, that was not implemented. He continued by explaining that when the budget was adopted, it fully recognized the revenues that would be coming in and the next step was going to be to fully develop the scoped costs for each project and prioritize the projects. However, it was rescinded prior to getting to that step.

Mr. Bonham continued that the Capital Improvement Fund 7114 that was set up should still have funds available. Ms. Savage confirmed that approximately \$200,000 remained in the fund.

Mr. Hancock continued that the next step would be to bring back consideration of Fund 7114 to prioritize which projects would be addressed first. He continued that the City is required, under GASB rules, to disclose depreciation. He continued that the City may not budget for it but the plan would include the funds going through depreciation before they are budgeted for a capital project for transparency.

Mr. Bonham also requested that staff bring back Fund 7114 to change the document from 2008. He continued that the City needs to be able to prove that it is spending what they said they were. Mr. Bonham also added that any information provided at the meeting should also be made available on the website prior to the meeting.

Mr. Henry inquired as to whether or not any positions were deleted with the replacement of the water meters. Director Newton responded that yes, one meter reader position had been eliminated. Mr. Hancock also added that the radios on the new meters are used and they may be able to reduce the routes, billing cycles and those types of things to improve efficiency. Mr. Henry stated he was happy to see personnel costs going down by the reduction of the position.

Mayor Garnier asked Director Newton if he desired to continue with his presentation and Director Newton responded that he would like direction on what the Council would like to see.

Mr. Hancock interjected that staff should probably point out that 50 percent of City customers use less than 1953 cubic feet of water per month based on usage; 60% use less than 2438 cubic feet, 70% use less than 3014 cubic feet, 80% use less than 3747 cubic feet and 90% use less than 4784 cubic feet. He continued that he wanted the Council to see these numbers as it's important to supply context to give an accurate representation of usage. Those who had higher bills and protested the rate increase stated they are in the 8000 cubic foot range, or the top 10%. He suggested that perhaps the base rate should be raised and staff can also work on specifics and put a spreadsheet together.

Mayor pro tem Franco responded that Susanville is not a rich town and he is not comfortable raising the base rate. Councilmember De Boer agreed as did Councilmember Wilson and Councilmember Stafford.

Mr. Hancock, with the assistance of Director Newton, showed on the projector what the amount would be if the CIP was extended to 7 years. Seven years would be at \$84.36 and five years would be \$125.89.

Mayor Garnier expressed her concerns with extending it out to 7 years as she doesn't think the lines will last that long. Councilmember De Boer requested more time to review and requested bringing back the item on September 7th, Councilmember Stafford agreed.

Ms. Jacobs asked the Council what happens if rates go up and people start using less water or change landscaping to rocks. Mayor pro tem Franco stated that the City is hoping to go over all of the costs to be as accurate as possible. She stated that increasing the base rate seemed like the best option.

Mr. Dominguez stated that infrastructure is a "fixed" costs and, as the base rate is a "fixed" cost, it should be raised to cover it. He continued that either way, someone was going to be hurt by the increase but you should spread it out over everyone not just have the higher users paying for everyone.

Director Newton stated that the majority of the costs are for infrastructure so, looking at Option 5, staff could add an infrastructure surcharge.

Mayor pro tem Franco suggested establishing a low-income base rate.

Director Newton responded that there may be grant opportunities for those who are low income but the City has to watch that it does not violate the California constitution.

Mayor pro tem Franco stated that weather patterns may not change, and the City may have more restrictions next year than are already being required.

Director Newton stated that is all a risk, and while we cannot predict what will happen next year but we want to hit the rate that promotes conservation however, he likes the idea of the base rate increase or addition of the surcharge.

Mr. Teeter responded that the base rate does not meet the State Conservation effort. Even if the Council opted to extend the CIP to 7 years, they would not meet the State conservation requirements.

Mr. Dominguez inquired as to whether or not the current tiered rate promotes conservation. Director Newton responded yes, but it was not established with a rate study so it needs to be revisited. Mayor Garnier asked if the State can come back and impose a 36 percent reduction again next year. Mr. Hancock responded yes, that is where the irrigation versus non-irrigation rate comes in.

Ms. Jacobs stated that those who have higher bills can afford to pay them and that she agrees with the surcharge.

Mr. Dominguez agreed with the surcharge as it keeps everything transparent.

Mr. Bonham stated that he would like to see a CIP surcharge as it's more transparent than the current bill.

Mayor pro tem Franco requested information on the surcharge and how much the rates would increase.

Mr. Hancock responded that if infrastructure was funded through a surcharge, the non-irrigation rate would go to \$1.12/cf and the irrigation rate would be \$1.53/cf. So, by adding an additional \$18 a month for a surcharge you would take approximately \$1 off each hundred cubic foot used.

Mayor Garnier stated to Mayor pro tem Franco that the City needed to do this for conservation and it is definable. She continued that she liked the option.

Mr. Henry requested to see the current charges with the surcharge added. Director Newton responded that the City could, however the current 5 tier rate structure needs to be validated or changed as well. The City cannot prove that it costs more but we can justify it with the irrigation and non-irrigation rates. Director Newton also discussed the option of lowering the base rate and shifting the increase more towards the usage rate.

Mr. Hancock added that a special meter read may be required for all users on September 1st so everyone would be billed at the same time but, reprogramming the finance billing system would have to occur. He requested clarification on when the rescission would become effective. Mayor Garnier asked if he was requesting a special read. Mr. Hancock responded that it may be required in order to do what the Council was asking, to have the bills all go back to original rate as of September 1st.

Mayor pro tem Franco stated that more discussion and input was needed. He added that the City wants to supply water but at a reasonable rate, and he wanted to be able to defend it.

Nick McBride stated that, as he was on the prior Council, this was not something the Council adopted overnight, it took years. He added that, based on this conversation, we all know this is needed and he expressed his disappointment with the current Council that they are not backing up the rate increase. He continued that the other former Council member who was speaking previously about 2008 rates should have reviewed the rates at that time also but they did not. He motioned to the pipes in the room and stated that we are drinking water out of pipes that look like these and so are your children. We need to take care of this now and not later.

Mayor pro tem Franco stated that we keep talking about this but a point is being missed, what is going to happen to someone's bill. He added that the Council needed to agree on what to do.

Discussion occurred on the original vote and the vote to rescind that vote. Mr. Hancock stated that legal counsel stated it was both adopted and rescinded legally.

Mr. Hancock stated that staff is looking for direction to develop a different strategy that could be brought back for approval. The 45 day process would have to start again so staff would be looking at approximately 60 days.

Discussion between Council members to keep the CIP at 5 years and that \$900,000 is the amount of annual revenue needed.

Councilmember Wilson asked Director Newton if \$900,000 would be enough. Director Newton responded that it would not, but that they would do what they could with that amount.

Councilmember Stafford stated that the City is going into non-irrigation season and if he needed more time to review the information he would not be pressured to make a decision today.

Both Mayor pro tem Franco and Councilmember DeBoer agreed. Councilmember Wilson stated staff needed to be given direction.

Mayor Garnier requested a timeframe to know when to request staff to place the item on the agenda in the future.

Mr. Hancock stated that Main Street should be added. He suggested that staff bring back an option where the base rate stays the same, options for usage rates and then the same CIP remain in place but include a \$15 surcharge broken down to different times of the year and usage.

Mayor pro tem Franco asked if staff will randomly choose bills so that real numbers can be seen. Mr. Hancock responded that percentile may be used. Summer versus winter at the 70th percentile, 80th percentile and so on.

Mr. Hancock stated the City is looking at \$4.1 million in infrastructure, a reduced CIP to \$2.7 million and with anticipated grant funding CIP goes to \$3.4-3.5 million. Based on those numbers, staff can bring back two options: one with an added surcharge and one with just the variable rate, no base rate increase or surcharge, and this would include multiple scenarios. He added that the City needs to be transparent to the public that this is staying ahead of the worst areas but not fixing everything.

Motion by Councilmember DeBoer, second by Mayor pro tem Franco, to bring back the scenarios as discussed. Motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

ADJOURNMENT:

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

Meeting adjourned at 8:37 p.m.

Respectfully submitted by

Kathie Garnier, Mayor

Heidi Whitlock,
Assistant to the City Administrator

Approved on: _____

AGENDA ITEM NO. 6B

Reviewed by: JCH City Administrator
 City Attorney

 X Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Deborah Savage, Finance Manager

Action Date: September 21, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Vendor and Payroll Warrants

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Warrants dated September 2nd through September 12th numbered 98225 through 98234 and 98243 through 98340.

FISCAL IMPACT: Accounts Payable vendor warrants totaling \$ 291,803.16 plus \$129,280.30 in payroll warrants, for a total of \$421,083.46.

ACTION REQUESTED: Motion to receive and file.

ATTACHMENTS: Payments by vendor and transmittal check registers.

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
08/16	08/31/2016	98243	728	U S POSTMASTER	WATER BILLING POSTAGE	083116	1	7110-430-42-46	POSTAGE	528.38	528.38
08/16	08/31/2016	98243	728	U S POSTMASTER	GAS BILLING POSTAGE	083116	2	7401-430-62-46	POSTAGE	272.20	272.20
Total 083116:										800.58	800.58
Grand Totals:										800.58	800.58

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
09/16	09/01/2016	98244	1464	ACCURATE CORROSION	TROUBLE SHOOT 6" STEEL HIG	7375	1	7401-430-62-43	TECHNICAL SVCS	4,468.59	4,468.59
Total 7375:											
09/16	09/01/2016	98245	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER- STR	08251	1	2007-431-20-43	TECHNICAL SVCS	271.64	271.64
09/16	09/01/2016	98245	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER-GAS	08251	2	7401-430-62-46	SUPPLIES-GENERAL	271.64	271.64
09/16	09/01/2016	98245	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER-WAT	08251	3	7110-430-42-43	TECHNICAL SVCS	271.66	271.66
09/16	09/01/2016	98245	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER-PW	08251	4	7620-430-10-43	TECHNICAL SVCS	271.64	271.64
Total 08251:											
09/16	09/01/2016	98246	44	ARAMARK UNIFORM SE	UNIFORMS-PARKS	16925706	1	1000-452-20-42	UNIFORM ALLOWANCE	145.55	145.55
Total 16925706:											
09/16	09/01/2016	98246	44	ARAMARK UNIFORM SE	UNIFORMS-PARKS	16933121	1	1000-452-20-42	UNIFORM ALLOWANCE	32.24	32.24
Total 16933121:											
09/16	09/01/2016	98246	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES 08/25/16	634761548	1	7620-430-10-44	LINEN SERVICE	89.37	89.37
Total 634761548:											
09/16	09/01/2016	98246	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 08/25/16-G	634761564	1	7401-430-62-44	LINEN SERVICES	51.73	51.73
Total 634761564:											
09/16	09/01/2016	98246	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 08/25/16-ST	634761565	1	2007-431-20-44	LINEN SERVICE	50.26	50.26
Total 634761565:											
09/16	09/01/2016	98246	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 08/25/16-W	634761566	1	7110-430-42-44	LINEN SERVICE	40.80	40.80
Total 634761566:											

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
09/16	09/01/2016	98247	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	363409	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	83.38	83.38
Total 363409:											
09/16	09/01/2016	98247	76	BILLINGTON ACE HARD	SUPPLIES-WATER	364925	1	7110-430-42-46	SUPPLIES-GENERAL	61.40	61.40
Total 364925:											
09/16	09/01/2016	98247	76	BILLINGTON ACE HARD	SUPPLIES-WATER	364925	1	7110-430-42-46	SUPPLIES-GENERAL	61.40	61.40
Total 364925:											
09/16	09/01/2016	98247	76	BILLINGTON ACE HARD	SUPPLIES-WATER	365006	1	7110-430-42-46	SUPPLIES-GENERAL	3.77	3.77
Total 365006:											
09/16	09/01/2016	98247	76	BILLINGTON ACE HARD	SUPPLIES-GAS	365102	1	7401-430-62-46	SUPPLIES-GENERAL	7.50	7.50
Total 365102:											
09/16	09/01/2016	98248	8680		REFUND GAS DEPOSIT	10120651127	1	7401-2228-000	DEPOSITS-CUSTOMER	61.23	61.23
Total 10120651127:											
09/16	09/01/2016	98249	1358	CLASSIC GOLF CAR INC.	FLOW INDICATOR W/ COUPLE	969	1	7530-451-56-44	REPAIR & MAINTENANCE MISC	75.33	75.33
Total 969:											
09/16	09/01/2016	98250	148	COMPUTER LOGISTICS	MONTHLY SER 2HRS	68207	1	1000-417-10-43	TECHNICAL SVCS	220.00	220.00
Total 68207:											
09/16	09/01/2016	98250	148	COMPUTER LOGISTICS	ANTI VIRUS-BARRACUDA 200G	68219	1	1000-421-10-43	PROFESSIONAL SVCS	50.00	50.00
Total 68219:											
09/16	09/01/2016	98250	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT	68261	1	1000-417-10-43	TECHNICAL SVCS	469.00	469.00
Total 68261:											
09/16	09/01/2016	98251	152	COUSO TECHNOLOGY &	WEBSITE MAINT 8/16-9/16	5422547	1	1000-417-10-43	TECHNICAL SVCS	340.00	340.00

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 5422547:											
09/16	09/01/2016	98252	161	CSK AUTO INC	HYDRAULIC HOSE CRIMPERS	2740435367	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	102.79	102.79
Total 2740435367:											
09/16	09/01/2016	98252	161	CSK AUTO INC	RETURNED PARTS-GAS	2740435566	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	102.79	102.79
Total 2740435566:											
09/16	09/01/2016	98252	161	CSK AUTO INC	REPAIR #72-GAS	2740435567	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	137.49	137.49
Total 2740435567:											
09/16	09/01/2016	98252	161	CSK AUTO INC	SUPPLIES-STREETS	2740435581	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	1.34	1.34
09/16	09/01/2016	98252	161	CSK AUTO INC	SUPPLIES-WATER	2740435581	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	2.29	2.29
09/16	09/01/2016	98252	161	CSK AUTO INC	SUPPLIES-GAS	2740435581	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	1.73	1.73
Total 2740435581:											
09/16	09/01/2016	98252	161	CSK AUTO INC	ASPHALT SAW #140-STREETS	2740435656	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	5.36	5.36
Total 2740435656:											
09/16	09/01/2016	98252	161	CSK AUTO INC	REPAIRS #231-STREETS	2740435727	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	8.82	8.82
Total 2740435727:											
09/16	09/01/2016	98252	161	CSK AUTO INC	SUPPLIES-STREETS	2740436293	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	4.83	4.83
09/16	09/01/2016	98252	161	CSK AUTO INC	SUPPLIES-WATER	2740436293	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	8.27	8.27
09/16	09/01/2016	98252	161	CSK AUTO INC	SUPPLIES-GAS	2740436293	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	6.23	6.23
Total 2740436293:											
09/16	09/01/2016	98253	167	DALCAR ELECTRICAL SU	ELECTRICAL SUPPLIES-PW	20410	1	7401-430-62-46	SUPPLIES-GENERAL	48.59	48.59
Total 20410:											
										48.59	48.59

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
09/16	09/01/2016	98254	8679		REFUND WATER DEPOSIT	10218000010	1	7110-2228-000	DEPOSITS-CUSTOMER	19.42	19.42
Total 10218000010:											
09/16	09/01/2016	98255	198	DITCH WITCH EQUIPMEN	BORE RIG #179-GAS	223700	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	105.87	105.87
Total 223700:											
09/16	09/01/2016	98255	198	DITCH WITCH EQUIPMEN	VEHICLE REPAIR #179-GAS	224050	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	2,979.75	2,979.75
Total 224050:											
09/16	09/01/2016	98255	198	DITCH WITCH EQUIPMEN	VEHICLE REPAIR #151-WATER	224101	1	7110-430-42-46	SUPPLIES-GENERAL	42.58	42.58
Total 224101:											
09/16	09/01/2016	98255	198	DITCH WITCH EQUIPMEN	SPRAY GUN #151-WATER	224126	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	89.34	89.34
Total 224126:											
09/16	09/01/2016	98256	8685		CARL MOYER GRANT-AP	082916	1	8405-430-10-48	GRANTS	100,000.00	100,000.00
Total 082916:											
09/16	09/01/2016	98257	8687		RENTAL-GC	082516	1	1000-452-20-36	RENT-CITY PARKS	175.00	175.00
09/16	09/01/2016	98257	8687		ETURN GC DEPOSIT	082516	2	1000-2228-009	DEPOSITS-COMM CENTER RE	100.00	100.00
Total 082516:											
09/16	09/01/2016	98258	1538	DYER ENGINEERING CO	PROFESSIONAL SERV. IRWM G	2515	1	7114-430-42-43	PROFESSIONAL SVCS	14,985.00	14,985.00
Total 2515:											
09/16	09/01/2016	98258	1538	DYER ENGINEERING CO	PROFESSIONAL SERV. SUSAN	5	1	2007-431-29-43	PROFESSIONAL SERVICES	17,619.99	17,619.99
Total 5:											
09/16	09/01/2016	98259	219	ED STAUB & SONS PETR	9.68 GAL PROPANE-AIRPORT	0263428	1	7201-430-81-46	PROPANE	21.13	21.13

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 0263428:											
09/16	09/01/2016	98260	238	FASTENAL COMPANY	STEPLADDER-PARKS	72501	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	173.33	173.33
Total 72501:											
09/16	09/01/2016	98261	241	FEATHER PUBLISHING C	BIDS FOR PROJECT #16-01-ST	071916	1	2007-431-20-48	TAXES, FEES, PERMIT AND CH	495.55	495.55
Total 071916:											
09/16	09/01/2016	98261	241	FEATHER PUBLISHING C	BIDS FOR PROJECT #16-02-ST	0719161	1	2007-431-20-48	TAXES, FEES, PERMIT AND CH	495.55	495.55
Total 0719161:											
09/16	09/01/2016	98261	241	FEATHER PUBLISHING C	RESIDENTIAL REZONING	7761	1	1000-419-10-45	ADVERTISING	68.60	68.60
Total 7761:											
09/16	09/01/2016	98262	1033	FGL ENVIRONMENTAL	720 SOUTH ST WATER SAMPLI	675649A	1	7110-430-42-43	TECHNICAL SVCS	29.00	29.00
Total 675649A:											
09/16	09/01/2016	98262	1033	FGL ENVIRONMENTAL	720 SOUTH ST WATER SAMPLI	675933 A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00
Total 675933 A:											
09/16	09/01/2016	98262	1033	FGL ENVIRONMENTAL	720 SOUTH ST WATER SAMPLI	676156A	1	7110-430-42-43	TECHNICAL SVCS	27.00	27.00
Total 676156A:											
09/16	09/01/2016	98262	1033	FGL ENVIRONMENTAL	720 SOUTH ST WATER SAMPLI	676157A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00
Total 676157A:											
09/16	09/01/2016	98262	1033	FGL ENVIRONMENTAL	720 SOUTH ST WATER SAMPLI	676158A	1	7110-430-42-43	TECHNICAL SVCS	22.00	22.00
Total 676158A:											

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	
09/16	09/01/2016	98263	8684		REFUND WATER DEPOSIT	10523700014	1	7110-2228-000	DEPOSITS-CUSTOMER	19.28	19.28	
09/16	09/01/2016	98263	8684		REFUND GAS DEPOSIT	10523700014	2	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00	
Total 10523700014:											219.28	219.28
09/16	09/01/2016	98264	265	FRONTIER	257-1056 PAW SHOP	1056 082016	1	7620-430-10-45	COMMUNICATIONS	54.64	54.64	
Total 1056 082016:											54.64	54.64
09/16	09/01/2016	98264	265	FRONTIER	257-1057 FAX-PW	1057 082016	1	7620-430-10-45	COMMUNICATIONS	193.04	193.04	
Total 1057 082016:											193.04	193.04
09/16	09/01/2016	98264	265	FRONTIER	257-7236 NAT GAS	7236 082016	1	7620-430-10-45	COMMUNICATIONS	198.82	198.82	
Total 7236 082016:											198.82	198.82
09/16	09/01/2016	98264	265	FRONTIER	257-7237 NAT GAS	7237 082016	1	7620-430-10-45	COMMUNICATIONS	55.36	55.36	
Total 7237 082016:											55.36	55.36
09/16	09/01/2016	98265	8688		REFUND DEPOSIT-GC	081316	1	7530-451-50-36	RENTS & ROYALTIES	100.00	100.00	
Total 081316:											100.00	100.00
09/16	09/01/2016	98266	8686		REFUND GAS DEPOSIT	10239950005	1	7401-2228-000	DEPOSITS-CUSTOMER	132.53	132.53	
Total 10239950005:											132.53	132.53
09/16	09/01/2016	98267	335	J.W. WOOD CO INC	SUPPLIES-PARKS	91655	1	1000-452-20-46	SUPPLIES-GENERAL	9.46	9.46	
Total 91655:											9.46	9.46
09/16	09/01/2016	98267	335	J.W. WOOD CO INC	SUPPLIES-PARKS	91940	1	1000-452-20-46	SUPPLIES-GENERAL	266.16	266.16	
Total 91940:											266.16	266.16
09/16	09/01/2016	98267	335	J.W. WOOD CO INC	SUPPLIES-PARKS	92005	1	1000-452-20-46	SUPPLIES-GENERAL	17.91	17.91	

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Total 92005:											
09/16	09/01/2016	98267	335	J.W. WOOD CO INC	STREAM ROTOR-PARKS	92005-01	1	1000-452-20-46	SUPPLIES-GENERAL	47.86	47.86
Total 92005-01:											
09/16	09/01/2016	98268	362	KAUFFMAN, BILL	CUSTODIAL SVCS 8/2016	589268	1	1000-417-10-44	CUSTODIAL	650.00	650.00
Total 589268:											
09/16	09/01/2016	98268	362	KAUFFMAN, BILL	CUSTODIAL SVCS 8/2016	589269	1	7620-430-10-44	CUSTODIAL	250.00	250.00
Total 589269:											
09/16	09/01/2016	98269	372	KRONICK, MOSKOVITZ	PROFESSIONAL SERVICES 7/2	283740	1	1000-412-10-43	PROFESSIONAL SVCS	11,498.70	11,498.70
Total 283740:											
09/16	09/01/2016	98270	411	LASSEN MOTOR PARTS	RETURNED INSTRUMENT PAN	256700 1	1	7401-430-62-47	MACHINERY & EQUIPMENT	322.50-	322.50-
Total 256700 1:											
09/16	09/01/2016	98270	411	LASSEN MOTOR PARTS	EPOXY-GAS	256877 1	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	6.06	6.06
Total 256877 1:											
09/16	09/01/2016	98270	411	LASSEN MOTOR PARTS	LAMP #828-FIRE	257068 1	1	1000-422-50-44	VEHICLE - REPAIR & MAINTEN	8.60	8.60
Total 257068 1:											
09/16	09/01/2016	98270	411	LASSEN MOTOR PARTS	GLOVES, BUFF PADS-FIRE	257317 1	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	32.53	32.53
Total 257317 1:											
09/16	09/01/2016	98270	411	LASSEN MOTOR PARTS	OIL-STREETS	257413	1	2007-431-20-46	SUPPLIES-GENERAL	9.90	9.90
Total 257413:											

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
09/16	09/01/2016	98270	411	LASSEN MOTOR PARTS	AIR TANK #600-FIRE	257449	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	70.93	70.93
Total 257449:											
09/16	09/01/2016	98270	411	LASSEN MOTOR PARTS	GAS CAP #332-STREETS	257605	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	5.63	5.63
Total 257605:											
09/16	09/01/2016	98270	411	LASSEN MOTOR PARTS	SENSOR #600-FIRE	257773	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	24.22	24.22
Total 257773:											
09/16	09/01/2016	98270	411	LASSEN MOTOR PARTS	FUEL FILTER #140-STREETS	258040	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	3.62	3.62
Total 258040:											
09/16	09/01/2016	98270	411	LASSEN MOTOR PARTS	VEHICLE REPAIR #179-GAS	258346	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	12.20	12.20
Total 258346:											
09/16	09/01/2016	98270	411	LASSEN MOTOR PARTS	FILTER #42-STREETS	258361	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	13.24	13.24
Total 258361:											
09/16	09/01/2016	98270	411	LASSEN MOTOR PARTS	OIL FILTER #72-GAS	258363	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	6.30	6.30
Total 258363:											
09/16	09/01/2016	98270	411	LASSEN MOTOR PARTS	VEHICLE SERVICES #374-GAS	258365	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	52.75	52.75
Total 258365:											
09/16	09/01/2016	98270	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	258366	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	4.95	4.95
09/16	09/01/2016	98270	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	258366	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	6.38	6.38
09/16	09/01/2016	98270	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	258366	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	8.47	8.47
Total 258366:											
09/16	09/01/2016	98270	411	LASSEN MOTOR PARTS	ALARM #179-GAS	258411	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	45.14	45.14

M = Manual Check, V = Void Check

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 258411:											
09/16	09/01/2016	98270	411	LASSEN MOTOR PARTS	VALVE #251-WATER	258444	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	129.74	129.74
Total 258444:											
09/16	09/01/2016	98270	411	LASSEN MOTOR PARTS	AIR FILTER #140-STREETS	258467	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	8.07	8.07
Total 258467:											
09/16	09/01/2016	98270	411	LASSEN MOTOR PARTS	REPAIR #261-WATER	258563	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	5.69	5.69
Total 258563:											
09/16	09/01/2016	98270	411	LASSEN MOTOR PARTS	REPAIR #82-PD	258564	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	20.73	20.73
Total 258564:											
09/16	09/01/2016	98270	411	LASSEN MOTOR PARTS	BATTERIES-STREETS	258771	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	3.93	3.93
09/16	09/01/2016	98270	411	LASSEN MOTOR PARTS	BATTERIES-WATER	258771	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	6.74	6.74
09/16	09/01/2016	98270	411	LASSEN MOTOR PARTS	BATTERIES-GAS	258771	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	5.07	5.07
Total 258771:											
09/16	09/01/2016	98271	413	SUSANVILLE TOWING	COOLANT LEAK REPAIR #87-P	52519	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	113.43	113.43
Total 52519:											
09/16	09/01/2016	98271	413	SUSANVILLE TOWING	BLOWER METER #82-PD	52529	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	112.75	112.75
Total 52529:											
09/16	09/01/2016	98272	437	LMUD	AIRPORT VASI LIGHTS	10108 082216	1	7201-430-81-46	ELECTRICITY	20.00	20.00
Total 10108 082216:											
09/16	09/01/2016	98272	437	LMUD	GOLF COURSE IRR WELL 30 HP	122907 082216	1	7530-451-52-46	ELECTRICITY	2,189.47	2,189.47

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
										2,189.47	2,189.47
										1,403.16	1,403.16
										1,403.16	1,403.16
										1,130.89	1,130.89
										1,130.89	1,130.89
										20.29	20.29
										20.29	20.29
										656.37	656.37
										656.37	656.37
										33.77	33.77
										33.77	33.77
										123.35	123.35
										123.35	123.35
										115.30	115.30
										115.30	115.30
										113.51	113.51
										113.51	113.51
										149.15	149.15
										149.15	149.15

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
09/16	09/01/2016	98272	437	LMUD	RIVERSIDE & MAIN LIGHTS-ST	49499 082216	1	2007-431-60-46	ELECTRICITY	225.08	225.08
Total 49499 082216:											
09/16	09/01/2016	98272	437	LMUD	AIRPORT LOT 5	51908 082216	1	7201-430-81-46	ELECTRICITY	20.00	20.00
Total 51908 082216:											
09/16	09/01/2016	98272	437	LMUD	AIRPORT HANGER 6	54333 082216	1	7201-430-81-46	ELECTRICITY	20.00	20.00
Total 54333 082216:											
09/16	09/01/2016	98272	437	LMUD	925 SIERRA RD SPORTS CTR	60453 082216	1	1000-452-20-46	ELECTRICITY	20.00	20.00
Total 60453 082216:											
09/16	09/01/2016	98272	437	LMUD	AIRPORT OFFICE	7146 082216	1	7201-430-81-46	ELECTRICITY	462.26	462.26
Total 7146 082216:											
09/16	09/01/2016	98272	437	LMUD	AIRPORT GAS PUMP	7154 082216	1	7201-430-81-46	ELECTRICITY	29.17	29.17
Total 7154 082216:											
09/16	09/01/2016	98272	437	LMUD	GOLF COURSE CLUB HOUSE	73945 082216	1	7530-451-52-46	ELECTRICITY	83.97	83.97
Total 73945 082216:											
09/16	09/01/2016	98272	437	LMUD	GOLF COURSE CART BARN 2	7400 082216	1	7530-451-52-46	ELECTRICITY	49.64	49.64
Total 7400 082216:											
09/16	09/01/2016	98272	437	LMUD	WELL 1-WATER	7714 082216	1	7110-430-42-46	ELECTRICITY	28.58	28.58
Total 7714 082216:											
09/16	09/01/2016	98272	437	LMUD	1801 MAIN ST	8314 082216	1	1000-421-10-46	ELECTRICITY	1,536.83	1,536.83

CITY OF SUSANVILLE

Check Register - Payments by Vendor
 Check Issue Dates: 9/1/2016 - 9/1/2016

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount	
Total 8314 082216:											1,536.83	1,536.83
09/16	09/01/2016	98272	437	LMUD	GOLF COURSE BARN 1 & 3	9312 082216	1	7530-451-52-46	ELECTRICITY	20.44	20.44	
Total 9312 082216:											20.44	20.44
09/16	09/01/2016	98273	452	MARTIN SECURITY SYST	470-895 CIRCLE DR CODE CHA	031863	1	7530-451-50-43	TECHNICAL SVCS	40.00	40.00	
Total 031863:											40.00	40.00
09/16	09/01/2016	98273	452	MARTIN SECURITY SYST	60 N LASSEN SECURITY 9/16	031818	1	1000-417-10-43	TECHNICAL SVCS	43.00	43.00	
Total 031818:											43.00	43.00
09/16	09/01/2016	98274	8883		REFUND GAS DEPOSIT	10225500013	1	7401-2228-000	DEPOSITS-CUSTOMER	147.23	147.23	
Total 10225500013:											147.23	147.23
09/16	09/01/2016	98275	1463	MILLER CLEANING SERV	CUSTODIAL 8/16	MCS1716	1	1000-421-10-44	CUSTODIAL	360.00	360.00	
Total MCS1716:											360.00	360.00
09/16	09/01/2016	98276	486		TR EX TEMPE, AZ 08/22/16	082516	1	7401-430-62-45	TRAVEL	25.00	25.00	
Total 082516:											25.00	25.00
09/16	09/01/2016	98277	7872		VOLUNTEER SHIFT COVERAGE	080116	1	1000-422-10-43	VOLUNTEERS	75.00	75.00	
Total 080116:											75.00	75.00
09/16	09/01/2016	98278	8682		REFUND GAS DEPOSIT	10104950222	1	7401-2228-000	DEPOSITS-CUSTOMER	192.23	192.23	
Total 10104950222:											192.23	192.23
09/16	09/01/2016	98279	1379	SENSIT TECHNOLOGIES	LEAK DETECTION EQUIP-GAS	0229645	1	7401-430-62-46	SUPPLIES-GENERAL	247.50	247.50	
Total 0229645:											247.50	247.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
09/16	09/01/2016	98280	1076	SIERRA COFFEE AND BE	BOTTLED WATER 8/24/16-PW	46611	1	7620-430-10-46	SUPPLIES-GENERAL	14.50	14.50
Total 46611:											
09/16	09/01/2016	98281	8861		REFUND GAS DEPOSIT	10121100009	1	7401-2228-000	DEPOSITS-CUSTOMER	64.76	64.76
Total 10121100009:											
09/16	09/01/2016	98282	1244	TITLEIST	PUTTERS-GC	903010252	1	7530-451-55-46	SUPPLIES - GENERAL	259.42	259.42
Total 903010252:											
09/16	09/01/2016	98283	770	WESTERN NEVADA SUP	VALVE BOX-WATER	66718978	1	7110-430-42-46	SUPPLIES-GENERAL	44.03	44.03
Total 66718978:											
09/16	09/01/2016	98283	770	WESTERN NEVADA SUP	REPAIR BAND-WATER	66719410	1	7110-430-42-46	SUPPLIES-GENERAL	1,017.81	1,017.81
Total 66719410:											
09/16	09/01/2016	98283	770	WESTERN NEVADA SUP	FLANGES-WATER	66720975	1	7110-430-42-46	SUPPLIES-GENERAL	118.37	118.37
Total 66720975:											
09/16	09/01/2016	98283	770	WESTERN NEVADA SUP	FLANGES-WATER	66722755	1	7110-430-42-46	SUPPLIES-GENERAL	80.98	80.98
Total 66722755:											
09/16	09/01/2016	98283	770	WESTERN NEVADA SUP	REPAIR BAND-WATER	66724195	1	7110-430-42-46	SUPPLIES-GENERAL	266.44	266.44
Total 66724195:											
09/16	09/01/2016	98283	770	WESTERN NEVADA SUP	BLADE TORCH-WATER	66733684	1	7110-430-42-46	SUPPLIES-GENERAL	54.07	54.07
Total 66733684:											
09/16	09/01/2016	98283	770	WESTERN NEVADA SUP	BALL VALVE-WATER	66733686	1	7110-430-42-46	SUPPLIES-GENERAL	63.41	63.41

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 66733856:											
09/16	09/01/2016	98283	770	WESTERN NEVADA SUP	SUPPLIES-WATER	66737523	1	7110-430-42-46	SUPPLIES-GENERAL	63.41	63.41
Total 66737523:											
Grand Totals:											
										170,764.06	170,764.06

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
Total 75377:											
09/16	09/08/2016	98291	1368	CLASSIC GOLF CAR INC.	REPAIR GOLF CART-GC	1034	1	7530-451-56-44	REPAIR & MAINTENANCE MISC	30.00	30.00
Total 1034:											
09/16	09/08/2016	98292	148	COMPUTER LOGISTICS	REGISTRATION FEE	68100	1	1000-417-10-43	TECHNICAL SVCS	40.00	40.00
Total 68100:											
09/16	09/08/2016	98293	161	CSK AUTO INC	REPAIR #75-GAS	2740436628	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	11.70	11.70
Total 2740436328:											
09/16	09/08/2016	98293	161	CSK AUTO INC	STARTER FLUID-STREETTS	2740436606	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	7.38	7.38
09/16	09/08/2016	98293	161	CSK AUTO INC	STARTER FLUID-WATER	2740436606	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	12.64	12.64
09/16	09/08/2016	98293	161	CSK AUTO INC	STARTER FLUID-GAS	2740436606	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	9.52	9.52
Total 2740436606:											
09/16	09/08/2016	98293	161	CSK AUTO INC	RETURNED PARTS-GAS	2740436612	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	39.60-	39.60-
Total 2740436612:											
09/16	09/08/2016	98293	161	CSK AUTO INC	REPAIR #75-GAS	2740436826	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	8.44	8.44
09/16	09/08/2016	98293	161	CSK AUTO INC	REPAIR #354-WATER	2740436826	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	4.44	4.44
Total 2740436826:											
09/16	09/08/2016	98294	167	DALCAR ELECTRICAL SU	ELECTRICAL SUPPLIES-PW	20378	1	7401-430-62-46	SUPPLIES-GENERAL	44.02	44.02
Total 20378:											
09/16	09/08/2016	98295	8665		WOODSTOVE REBATE	8/9/16	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 8/9/16:											
09/16	09/08/2016	98296	194	DIAMOND SAW SHOP IN	SHARPENING BLADES-STREET	14935	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	6.00	6.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 14935:											
09/16	09/08/2016	98296	194	DIAMOND SAW SHOP IN	CHAINSAW-STREETS	14944	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	12.00	12.00
Total 14944:											
09/16	09/08/2016	98297	1565	DIRTY JOES CAR WASH	CAR WASH #94-PD	071416	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	6.00	6.00
Total 071416:											
09/16	09/08/2016	98298	208		REIM HEALTH INSURANCE	090816	1	7610-2239-006	RETIREE SICK LEAVE BANK PA	322.73	322.73
Total 090816:											
09/16	09/08/2016	98299	241	FEATHER PUBLISHING C	ADVERTISEMENT 2017 GOLF C	090616	1	7530-451-52-45	ADVERTISING	1,134.00	1,134.00
Total 090616:											
09/16	09/08/2016	98299	241	FEATHER PUBLISHING C	HAZARD MITIGATION PLAN	7762	1	1000-419-10-45	COMMUNICATIONS	114.00	114.00
Total 7762:											
09/16	09/08/2016	98299	241	FEATHER PUBLISHING C	USE PERMIT HEARING	7763	1	1000-419-10-45	COMMUNICATIONS	56.35	56.35
Total 7763:											
09/16	09/08/2016	98299	241	FEATHER PUBLISHING C	STIP PROJECT SC4 AND SC5-P	RFP 9/6/16	1	2007-431-20-48	TAXES, FEES, PERMIT AND CH	225.60	225.60
Total RFP 9/6/16:											
09/16	09/08/2016	98300	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	676613A	1	7110-430-42-43	TECHNICAL SVCS	133.00	133.00
Total 676613A:											
09/16	09/08/2016	98300	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	676851A	1	7110-430-42-43	TECHNICAL SVCS	27.00	27.00
Total 676851A:											

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
09/16	09/08/2016	98300	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	676852A	1	7110-430-42-43	TECHNICAL SVCS	247.00	247.00
Total 676852A:											
09/16	09/08/2016	98300	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	676853A	1	7110-430-42-43	TECHNICAL SVCS	85.00	85.00
Total 676853A:											
09/16	09/08/2016	98300	1033	FGL ENVIRONMENTAL	720 SOUTH ST WATER SAMPLI	677142A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00
Total 677142A:											
09/16	09/08/2016	98300	1033	FGL ENVIRONMENTAL	LEAD/COPPER TESTING-WATE	677143A	1	7110-430-42-43	TECHNICAL SVCS	840.00	840.00
Total 677143A:											
09/16	09/08/2016	98301	257	FOREST OFFICE EQUIP	KYOCERA COPIER 8/16-PW	CC7760	1	7620-430-10-43	TECHNICAL SVCS	222.14	222.14
Total CC7760:											
09/16	09/08/2016	98301	257	FOREST OFFICE EQUIP	MAINT CONTRACT FOLD MACH	CC7853	1	7401-430-62-44	REPAIR AND MAINTENANCE-MI	42.00	42.00
09/16	09/08/2016	98301	257	FOREST OFFICE EQUIP	MAINT CONTRACT FOLD MACH	CC7853	2	7110-430-42-44	REPAIR AND MAINTENANCE-MI	42.00	42.00
Total CC7853:											
09/16	09/08/2016	98302	265	FRONTIER	257-2520 GOLF COURSE	2520 090116	1	7530-451-52-45	COMMUNICATIONS	405.77	405.77
Total 2520 090116:											
09/16	09/08/2016	98303	8691		REFUND WATER DEPOSIT	10427550001	1	7110-2228-000	DEPOSITS-CUSTOMER	50.56	50.56
Total 10427550001:											
09/16	09/08/2016	98304	1424	GREEN DOT TRANSPOR	RIVERSIDE ATP PROJECT #344	344-CORRECTED	1	2007-431-27-43	PROFESSIONAL SERVICES	1,001.25	1,001.25
09/16	09/08/2016	98304	1424	GREEN DOT TRANSPOR	RIVERSIDE ATP PROJECT #307	344-CORRECTED	2	2007-431-27-43	PROFESSIONAL SERVICES	871.25	871.25
09/16	09/08/2016	98304	1424	GREEN DOT TRANSPOR	RIVERSIDE ATP PROJECT #319	344-CORRECTED	3	2007-431-27-43	PROFESSIONAL SERVICES	1,357.50	1,357.50
09/16	09/08/2016	98304	1424	GREEN DOT TRANSPOR	RIVERSIDE ATP PROJECT #321	344-CORRECTED	4	2007-431-27-43	PROFESSIONAL SERVICES	1,402.50	1,402.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 344-CORRECTED:											
09/16	09/08/2016	98305	8694	HEALING HANDS PHYSIC	OVERPAYMENT FOR FIRE INSP	090116	1	1000-422-10-34	PROTECTIVE INSPECTION FEE	82.00	82.00
Total 090116:										82.00	82.00
09/16	09/08/2016	98306	8676	WOODSTOVE REBATE		082216	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 082216:										1,500.00	1,500.00
09/16	09/08/2016	98307	1362	IRON MOUNTAIN INFO. M	SHREDDING-PC	MXK9449	1	1000-421-10-44	DISPOSAL	56.30	56.30
Total MXK9449:										56.30	56.30
09/16	09/08/2016	98308	335	J.W. WOOD CO INC	SUPPLIES-GAS	92062	1	7401-430-62-46	SUPPLIES-GENERAL	7.79	7.79
Total 92062:										7.79	7.79
09/16	09/08/2016	98308	335	J.W. WOOD CO INC	SUPPLIES-GAS	92103	1	7401-430-62-46	SUPPLIES-GENERAL	6.50	6.50
Total 92103:										6.50	6.50
09/16	09/08/2016	98309	8692	REFUND GAS DEPOSIT		10290170008	1	7401-2228-000	DEPOSITS-CUSTOMER	1.53	1.53
Total 10290170008:										1.53	1.53
09/16	09/08/2016	98310	338	JACKSONS SERVICE CE	TIRE REPAIR-FD	35641	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	755.12	755.12
Total 35641:										755.12	755.12
09/16	09/08/2016	98339	1504	JESSICA ANN RYAN	PROFESSIONAL SERVICES 7/1	090816-1	1	1000-412-10-43	PROFESSIONAL SVCS	3,050.00	3,050.00
Total 090816-1:										3,050.00	3,050.00
09/16	09/08/2016	98312	411	LASSEN MOTOR PARTS	FITTING #345-STREETS	258488	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	7.12	7.12
Total 258488:										7.12	7.12

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
09/16	09/08/2016	98312	411	LASSEN MOTOR PARTS	HOSE END #345 STREETS	258494	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	153.85	153.85
Total 258494:											
09/16	09/08/2016	98312	411	LASSEN MOTOR PARTS	OIL ABSORBENT-STREETS	258495	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	9.90	9.90
Total 258495:											
09/16	09/08/2016	98312	411	LASSEN MOTOR PARTS	HYDRAULIC FLUID #395-STREE	258497	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	82.56	82.56
Total 258497:											
09/16	09/08/2016	98312	411	LASSEN MOTOR PARTS	BRAKE FLUID-STREETS	258952	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	5.39	5.39
09/16	09/08/2016	98312	411	LASSEN MOTOR PARTS	BRAKE FLUID-WATER	258952	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	9.18	9.18
09/16	09/08/2016	98312	411	LASSEN MOTOR PARTS	BRAKE FLUID-GAS	258952	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	7.02	7.02
Total 258952:											
09/16	09/08/2016	98312	411	LASSEN MOTOR PARTS	CANISTER VALVE #72-GAS	258998	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	29.09	29.09
Total 258998:											
09/16	09/08/2016	98312	411	LASSEN MOTOR PARTS	OIL ABSORBENT-STREETS	259028	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	4.95	4.95
09/16	09/08/2016	98312	411	LASSEN MOTOR PARTS	OIL ABSORBENT-WATER	259028	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	8.47	8.47
09/16	09/08/2016	98312	411	LASSEN MOTOR PARTS	OIL ABSORBENT-GAS	259028	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	6.38	6.38
Total 259028:											
09/16	09/08/2016	98312	411	LASSEN MOTOR PARTS	IMPACT DRIVER-STREETS	259087	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	3.46	3.46
09/16	09/08/2016	98312	411	LASSEN MOTOR PARTS	IMPACT DRIVER-WATER	259087	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	5.93	5.93
09/16	09/08/2016	98312	411	LASSEN MOTOR PARTS	IMPACT DRIVER-GAS	259087	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	4.47	4.47
Total 259087:											
09/16	09/08/2016	98313	412	LASSEN REGIONAL SOLI	DUMP FEES-WATER	10213	1	7110-430-42-46	SUPPLIES-GENERAL	8.82	8.82
Total 10213:											
09/16	09/08/2016	98313	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	9927	1	2007-431-20-44	DISPOSAL	18.25	18.25

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 9927:											
09/16	09/08/2016	98314	437	LMUD	LASSEN COLLEGE WELL #5-W	120270 082616	1	7110-430-42-46	ELECTRICITY	18.25	18.25
Total 120270 082616:											
09/16	09/08/2016	98314	437	LMUD	SOUTH ST - PW OFFICE	14590 082616	1	7620-430-10-46	ELECTRICITY	20.00	20.00
Total 14590 082616:											
09/16	09/08/2016	98314	437	LMUD	SOUTH ST ROOSEVELT AREA	1744 082616	1	1000-452-20-46	ELECTRICITY	466.94	466.94
Total 1744 082616:											
09/16	09/08/2016	98314	437	LMUD	RIVERSIDE PARK	1999 8/26/16	1	1000-452-20-46	ELECTRICITY	8.44	8.44
Total 1999 8/26/16:											
09/16	09/08/2016	98314	437	LMUD	CADY SPRINGS	26784 082616	1	7110-430-42-46	ELECTRICITY	38.03	38.03
Total 26784 082616:											
09/16	09/08/2016	98314	437	LMUD	1505 MAIN ST	2876 082616	1	1000-422-10-46	ELECTRICITY	31.62	31.62
Total 2876 082616:											
09/16	09/08/2016	98314	437	LMUD	RICHMOND RD BRIDGE	35094 082616	1	2007-431-60-46	ELECTRICITY	752.26	752.26
Total 35094 082616:											
09/16	09/08/2016	98314	437	LMUD	720 SOUTH EMULSION TANK-P	38646 082616	1	7620-430-10-46	ELECTRICITY	244.23	244.23
Total 38646 082616:											
09/16	09/08/2016	98314	437	LMUD	SPRING RIDGE BOOSTER-WAT	55754 082616	1	7110-430-42-46	ELECTRICITY	20.00	20.00
Total 55754 082616:											

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
09/16	09/08/2016	98314	437	LMUD	RIVERSIDE PARK LIGHT	9501 8/26/16	1	1000-452-20-46	ELECTRICITY	226.31	226.31
Total 9501 8/26/16:											
09/16	09/08/2016	98314	437	LMUD	GEOHERMAL PUMP #2	9503 082616	1	7301-430-52-46	ELECTRICITY	38.31	38.31
Total 9503 082616:											
09/16	09/08/2016	98314	437	LMUD	HOSPITAL LN-GEO	9963 082616	1	7301-430-52-46	ELECTRICITY	21.31	21.31
Total 9963 082616:											
09/16	09/08/2016	98315	8291		POSTAGE REIMBURSEMENT	081716	1	1000-421-10-46	POSTAGE	2.64	2.64
Total 081716:											
09/16	09/08/2016	98316	8686		REFUND GAS DEPOSIT	10105100104	1	7401-2228-000	DEPOSITS-CUSTOMER	169.02	169.02
Total 10105100104:											
09/16	09/08/2016	98317	452	MARTIN SECURITY SYST	720 SOUTH ST SECURITY 9/16-	031653	1	7620-430-10-43	TECHNICAL SVCS	40.00	40.00
Total 031653:											
09/16	09/08/2016	98318	8677		WOODSTOVE REBATE	8/22/16	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 8/22/16:											
09/16	09/08/2016	98319	1367	MELTON DESIGN GROU	PROFESSIONAL SERVICES CA	1790	1	2013-452-10-43	PROFESSIONAL SVCS	2,079.25	2,079.25
Total 1790:											
09/16	09/08/2016	98320	480	MINERS & PISANI INC	GAS METER	20127-IN	1	7401-430-62-46	SUPPLIES-GENERAL	1,706.03	1,706.03
Total 20127-IN:											
09/16	09/08/2016	98321	546	PAYLESS BUILDING SUP	CONCRETE-STREETS	2480899	1	2007-431-20-46	SUPPLIES-GENERAL	4.89	4.89

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 2480899:											
09/16	09/08/2016	98321	546	PAYLESS BUILDING SUP	CONCRETE-STREETS	2480913	1	2007-431-20-46	SUPPLIES-GENERAL	4.25	4.25
Total 2480913:											
09/16	09/08/2016	98321	546	PAYLESS BUILDING SUP	SUPPLIES-GAS	2481266	1	7401-430-62-46	SUPPLIES-GENERAL	167.07	167.07
Total 2481266:											
09/16	09/08/2016	98321	546	PAYLESS BUILDING SUP	SUPPLIES-STREETS	2481513	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	29.51	29.51
Total 2481513:											
09/16	09/08/2016	98322	572	QUILL CORPORATION	OFFICE SUPPLIES-PW	25951	1	7620-430-10-46	SUPPLIES-GENERAL	86.34	86.34
Total 25951:											
09/16	09/08/2016	98322	572	QUILL CORPORATION	OFFICE SUPPLIES	8730368	1	1000-417-10-46	SUPPLIES-GENERAL	171.99	171.99
Total 8730368:											
09/16	09/08/2016	98323	1562	R.E.Y ENGINEERS INC	GATEWAY PROJECT ENGINEE	15172	1	2007-431-39-43	PROFESSIONAL SERVICES	9,909.96	9,909.96
Total 15172:											
09/16	09/08/2016	98323	1562	R.E.Y ENGINEERS INC	GATEWAY PROJECT ENGINEE	15263 REV	1	2007-431-39-43	PROFESSIONAL SERVICES	21,933.76	21,933.76
Total 15263 REV:											
09/16	09/08/2016	98323	1562	R.E.Y ENGINEERS INC	GATEWAY PROJECT ENGINEE	15382	1	2007-431-39-43	PROFESSIONAL SERVICES	24,613.82	24,613.82
Total 15382:											
09/16	09/08/2016	98324	582	RAY MORGAN CO INC	FIRE COPIER 9/26/16-10/25/16	1330615	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	32.12	32.12
Total 1330615:											

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
09/16	09/08/2016	98324	582	RAY MORGAN CO INC	COPIER 10/16-PD	1340941	1	1000-421-10-44	RENT & LEASES EQUIP & VEHI	132.43	132.43
09/16	09/08/2016	98324	582	RAY MORGAN CO INC	DOWN & UPSTAIRS COPIER-10/	1340941	2	1000-417-10-44	RENT & LEASES EQUIP & VEHI	262.90	262.90
Total 1340941:										395.33	395.33
09/16	09/08/2016	98325	1296	RENTAL GUYS	SUPPLIES-STREETTS	600158-5	1	2007-431-20-44	RENT & LEASES EQUIP & VEHI	145.53	145.53
Total 600158-5:										145.53	145.53
09/16	09/08/2016	98325	1296	RENTAL GUYS	EQUIPMENT RENTAL-GAS	600216-5	1	7401-430-62-44	RENT & LEASES EQUIP & VEHI	54.29	54.29
Total 600216-5:										54.29	54.29
09/16	09/08/2016	98326	592	REYNOLDS & RAYMOND	A/C REPAIR #75-GAS	11274	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	191.44	191.44
Total 11274:										191.44	191.44
09/16	09/08/2016	98327	8666		WOODSTOVE REBATE	080916	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 080916:										1,500.00	1,500.00
09/16	09/08/2016	98328	8675		WOODSTOVE REBATE	812216	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 812216:										1,500.00	1,500.00
09/16	09/08/2016	98329	1076	SIERRA COFFEE AND BE	BOTTLED WATER 8/31/16 CITY	46629	1	1000-417-10-46	SUPPLIES-GENERAL	21.75	21.75
Total 46629:										21.75	21.75
09/16	09/08/2016	98329	1076	SIERRA COFFEE AND BE	BOTTLED WATER 8/31/16-PW	46634	1	7620-430-10-46	SUPPLIES-GENERAL	7.25	7.25
Total 46634:										7.25	7.25
09/16	09/08/2016	98330	917	SUPREME GRAPHICS	WATER TANK LEVEL KIT-WATE	64355	1	7110-430-42-46	POSTAGE	31.96	31.96
Total 64355:										31.96	31.96
09/16	09/08/2016	98331	677	SUSANVILLE SANITARY	606 NEVADA	1274 090116	1	1000-417-10-44	SEWER	47.00	47.00

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 1274 090116:											
09/16	09/08/2016	98331	677	SUSANVILLE SANITARY	66 N LASSEN	1276 090116	1	1000-417-10-44	SEWER	47.00	47.00
Total 1276 090116:											
09/16	09/08/2016	98331	677	SUSANVILLE SANITARY	115 N WEATHERLOW	1448 090116	1	1000-451-80-44	SEWER	104.00	104.00
Total 1448 090116:											
09/16	09/08/2016	98331	677	SUSANVILLE SANITARY	65 N WEATHERLOW - ROOPS F	1449 090116	1	1000-452-20-44	SEWER	104.00	104.00
Total 1449 090116:											
09/16	09/08/2016	98331	677	SUSANVILLE SANITARY	720 SOUTH ST	3203 090116	1	7620-430-10-44	SEWER	52.00	52.00
Total 3203 090116:											
09/16	09/08/2016	98331	677	SUSANVILLE SANITARY	1850 RIVER ST	3667 090116	1	1000-452-20-44	SEWER	52.00	52.00
Total 3667 090116:											
09/16	09/08/2016	98331	677	SUSANVILLE SANITARY	1600 RIVERSIDE DR	3668 090116	1	1000-452-20-44	SEWER	52.00	52.00
Total 3668 090116:											
09/16	09/08/2016	98331	677	SUSANVILLE SANITARY	1200 NORTH ST	3669 090116	1	1000-452-20-44	SEWER	52.00	52.00
Total 3669 090116:											
09/16	09/08/2016	98332	696	TECH SERVICES	AWMS MONTHLY FEE	1657	1	7201-430-81-43	TECHNICAL SVCS	575.00	575.00
Total 1657:											
09/16	09/08/2016	98333	530	U.S. BANK EQUIPMENT F	COPIER - POLICE 10/16	312383136	1	1000-421-10-44	RENT & LEASES EQUIP & VEHI	290.52	290.52
09/16	09/08/2016	98333	530	U.S. BANK EQUIPMENT F	COPIER - CITY HALL UP AND D	312383136	2	1000-417-10-44	RENT & LEASES EQUIP & VEHI	581.04	581.04

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 312383136:											
09/16	09/08/2016	98334	8693		REFUND WATER DEPOSIT	10127850001	1	7110-2228-000	DEPOSITS-CUSTOMER	58.09	58.09
Total 10127850001:											
09/16	09/08/2016	98335	770	WESTERN NEVADA SUP	FREIGHT CHARGE-GAS	66706943F	1	7401-430-62-46	SUPPLIES-GENERAL	16.01	16.01
Total 66706943F:											
09/16	09/08/2016	98335	770	WESTERN NEVADA SUP	LIDS, VALVE BOX-WATER	66740081	1	7401-430-62-46	SUPPLIES-GENERAL	35.97	35.97
Total 66740081:											
09/16	09/08/2016	98335	770	WESTERN NEVADA SUP	VALVE BOX-WATER	66740580	1	7110-430-42-46	SUPPLIES-GENERAL	74.63	74.63
Total 66740580:											
09/16	09/08/2016	98335	770	WESTERN NEVADA SUP	TUBING-WATER	66741779	1	7401-430-62-46	SUPPLIES-GENERAL	269.24	269.24
Total 66741779:											
09/16	09/08/2016	98335	770	WESTERN NEVADA SUP	REPAIR BAND-WATER	66743153	1	7110-430-42-46	SUPPLIES-GENERAL	150.50	150.50
Total 66743153:											
09/16	09/08/2016	98336	1198	WESTWOOD SANITATIO	PORTABLE TOILET - STREETS	48555	1	2007-431-20-44	RENT & LEASES EQUIP & VEHI	226.37	226.37
Total 48555:											
09/16	09/08/2016	98337	8690		REFUND GAS DEPOSIT	10439450014	1	7401-2228-000	DEPOSITS-CUSTOMER	186.23	186.23
Total 10439450014:											
09/16	09/08/2016	98338	1378	ZITTO MEDIA	CABLE-FD	356225062 09/16	1	1000-422-10-45	COMMUNICATIONS	39.30	39.30
Total 356225062 09/16:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Grand Totals:											
										119,962.98	119,962.98
										=====	=====

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
09/16	09/12/2016	98340	728	U S POSTMASTER	GAS BILLING POSTAGE	090916	1	7401-430-62-46	POSTAGE	93.68	93.68
09/16	09/12/2016	98340	728	U S POSTMASTER	WATER BILLING POSTAGE	090916	2	7110-430-42-46	POSTAGE	181.86	181.86
Total 090916:										275.54	275.54
Grand Totals:										275.54	275.54

Reviewed by: JCA City Administrator
 City Attorney

 Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Deborah Savage, Finance Manager

Action Date: September 21, 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 August 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

August 30, 2016

POOLED CASH FUND	
Bank of America - Checking	394,359
LAIF	12,264,431
Total Cash & Investments	<u>12,658,789</u>

Pooled Cash Allocation:

General	1,003,682
General Fund Restricted	1,019,650
Special Revenue	1,893,736
Capital Projects	13,848
Debt Service	416,748
Enterprise:	
Airport	(13,167)
Geothermal	317,227
Golf Course	(2,596)
Natural Gas	4,059,024
Water	3,166,975
Internal Service	473,637
Trust & Agency	751,079
Total Cash & Inv. Allocations	<u>13,099,842</u>

CASH WITH FISCAL AGENTS

August 30, 2016

General	
Special Revenue	
Capital Projects	
Debt Service	291,611
Enterprise	2,446,295
Internal Service	
Trust & Agency	
Total Cash with Fiscal Agents	<u>2,737,905</u>
GRAND TOTAL	<u>15,837,748</u>

CITY OF SUSANVILLE
 COMBINED CASH AND INVESTMENTS
 AUGUST 31, 2016

COMBINED ACCOUNTS

9999-1011-001	B OF A # 08038-80200	394,358.57
9999-1030-001	LAIF	12,264,430.64
	TOTAL COMBINED CASH AND INVESTMENTS	12,658,789.21
9999-1000-000	CLAIM ON CASH	(12,658,789.21)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

1001	ALLOCATION TO GF-DEPOSITS PAYABLE	49,613.84
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	34,873.85
2006	ALLOCATION TO SNOW REMOVAL	57,876.04
2007	ALLOCATION TO STREETS & HIGHWAYS	269,040.81
2010	ALLOCATION TO STREET MITIGATION	21,789.99
2011	ALLOCATION TO POLICE MITIGATION	24,677.19
2012	ALLOCATION TO FIRE MITIGATION	109,824.20
2013	ALLOCATION TO PARK DEDICATION FUND	164,164.22
2014	ALLOCATION TO STATE OF CA - PROP 30/AB 109	30,503.00
2016	ALLOCATION TO CDBG REVOLVING LOAN FUND	24,469.93
2017	ALLOCATION TO STATE ECONOMIC REV FD	259,368.38
2018	ALLOCATION TO HOME REVOLVING FUND	275,505.87
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	30,575.04
4003	ALLOCATION TO CITY HALL	7,443.03
4004	ALLOCATION TO 2013 CALPERS REFUNDING LOAN	415,149.65
4005	ALLOCATION TO COMMUNITY POOL DEBT SERVICE	(36,419.33)
7111	ALLOCATION TO WATER RATE STABILIZATION FUND	3,000,000.00
7114	ALLOCATION TO WATER CAPITAL IMPROVEMENTS	274,821.70
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND	1,807,075.00
7610	ALLOCATION TO OPEB	69,379.19
7630	ALLOCATION TO RISK MANAGEMENT FUND	147,506.39
7650	ALLOCATION TO PAYROLL	159,214.14
8401	ALLOCATION TO HUSA BUSINESS IMPROVE DIST	8,576.89
8402	ALLOCATION TO LAFCO	29,644.01
8403	ALLOCATION TO SEC 125 & AFLAC	1,642.06
8404	ALLOCATION TO AIR POLLUTION	267,497.81
8405	ALLOCATION TO AIR POLLUTION-CARL MOYER	443,718.56
	ALLOCATIONS TO RESTRICTED FUNDS	9,098,156.36

CITY OF SUSANVILLE
 COMBINED CASH AND INVESTMENTS
 AUGUST 31, 2016

UNRESTRICTED FUNDS

1000	ALLOCATION TO GENERAL FUND	1,003,682.25
3015	ALLOCATION TO CITY HALL PARKING LOT PROJECT	13,847.97
7110	ALLOCATION TO WATER SYSTEM	(121,415.36)
7112	ALLOCATION TO JOHNSTONVILLE WATER SYSTEM	13,568.17
7201	ALLOCATION TO AIRPORT	(13,167.49)
7301	ALLOCATION TO GEOTHERMAL UTILITY	317,226.85
7401	ALLOCATION TO NATURAL GAS	2,251,949.43
7530	ALLOCATION TO GOLF COURSE	(2,595.97)
7620	ALLOCATION TO PW ADMIN & ENGINEERING FUND	97,537.00
		<hr/>
	ALLOCATIONS TO UNRESTRICTED FUNDS	3,560,632.85
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	12,658,789.21
	ALLOCATION FROM COMBINED CASH FUND - 9999-1000-000	(12,658,789.21)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	<hr/> <hr/> .00

RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance
				\$505,825.50
8/1/2016			\$37,872.01	\$543,697.51
8/1/2016			\$448.14	\$544,145.65
8/1/2016			\$28,930.94	\$573,076.59
8/1/2016		-\$7.35		\$573,069.24
8/1/2016		-\$58.26		\$573,010.98
8/1/2016			\$6,009.68	\$579,020.66
8/1/2016			\$2,322.09	\$581,342.75
8/1/2016		-\$108,745.79		\$472,596.96
8/1/2016		-\$3,289.57		\$469,307.39
8/1/2016		-\$37,258.43		\$432,048.96
8/1/2016		-\$5,429.62		\$426,619.34
8/1/2016		-\$1,343.82		\$425,275.52
8/1/2016		-\$27,310.36		\$397,965.16
8/1/2016		-\$3,686.22		\$394,278.94
8/2/2016			\$26,326.57	\$420,605.51
8/2/2016			\$1,818.28	\$422,423.79
8/2/2016			\$18,111.00	\$440,534.79
8/2/2016		-\$624.16		\$439,910.63
8/2/2016		-\$2,830.69		\$437,079.94
8/2/2016			\$7,390.20	\$444,470.14
8/3/2016			\$45,640.52	\$490,110.66
8/3/2016			\$2,204.32	\$492,314.98
8/3/2016		-\$9,987.04		\$482,327.94
8/3/2016		-\$145.56		\$482,182.38
8/3/2016			\$4,211.22	\$486,393.60
8/3/2016			\$678.73	\$487,072.33
8/4/2016			\$50,981.89	\$538,054.22
8/4/2016			\$1,174.19	\$539,228.41
8/4/2016			\$3,775.80	\$543,004.21
8/4/2016			\$592.00	\$543,596.21
8/4/2016			\$690.00	\$544,286.21
8/4/2016		-\$44,735.45		\$499,550.76
8/5/2016			\$222,782.89	\$722,333.65
8/5/2016			\$774.06	\$723,107.71
8/5/2016		-\$191.00		\$722,916.71
8/5/2016		-\$76.30		\$722,840.41
8/5/2016		-\$731.75		\$722,108.66
8/5/2016			\$4,234.58	\$726,343.24
8/8/2016			\$125,197.81	\$851,541.05
8/8/2016			\$676.75	\$852,217.80
8/8/2016			\$31.93	\$852,249.73
8/8/2016			\$5,768.67	\$858,018.40
8/8/2016			\$338.66	\$858,357.06
8/8/2016		-\$5,062.19		\$853,294.87
8/9/2016			\$11,656.17	\$864,951.04
8/9/2016			\$680.41	\$865,631.45
8/9/2016			\$7.00	\$865,638.45
8/9/2016			\$11.28	\$865,649.73
8/9/2016			\$11.28	\$865,661.01
8/9/2016			\$21.98	\$865,682.99
8/9/2016			\$39.10	\$865,722.09
8/9/2016			\$422.74	\$866,144.83
8/9/2016		-\$16,905.61		\$849,239.22
8/9/2016		-\$141,475.00		\$707,764.22
8/9/2016			\$5,237.21	\$713,001.43
8/9/2016		-\$209,907.57		\$503,093.86
8/10/2016			\$10,120.13	\$513,213.99
8/10/2016			\$403.10	\$513,617.09
8/10/2016			\$243.40	\$513,860.49
8/10/2016			\$1,718.69	\$515,579.18
8/10/2016			\$3,132.00	\$518,711.18
8/10/2016		-\$112,709.62		\$406,001.56
8/11/2016			\$469.95	\$406,471.51
8/11/2016			\$880.00	\$407,351.51
8/11/2016			\$20,734.00	\$428,085.51
8/11/2016			\$75.00	\$428,160.51
8/11/2016			\$3,258.48	\$431,418.99
8/11/2016			\$154.49	\$431,573.48
8/12/2016			\$9,842.79	\$441,416.27
8/12/2016			\$18.19	\$441,434.46
8/12/2016		-\$76.60		\$441,357.86
8/12/2016			\$1,851.36	\$443,209.22
8/12/2016		-\$225.35		\$442,983.87
8/15/2016			\$51,452.79	\$494,436.66
8/15/2016			\$165.14	\$494,601.80
8/15/2016		-\$1,288.38		\$493,313.42
8/15/2016			\$3,344.38	\$496,657.80
8/15/2016		-\$110,889.55		\$385,768.25
8/15/2016		-\$3,678.69		\$382,089.56

RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance
8/15/2016		-\$37,997.92		\$344,091.64
8/15/2016		-\$5,353.11		\$338,738.53
8/15/2016		-\$1,356.45		\$337,382.08
8/15/2016		-\$30,854.58		\$306,527.50
8/15/2016		-\$10,004.66		\$296,522.84
8/15/2016		-\$73,326.00		\$223,196.84
8/16/2016			\$12,130.40	\$235,327.24
8/16/2016			\$187.01	\$235,514.25
8/16/2016		-\$3,722.94		\$231,791.31
8/16/2016		-\$10.00		\$231,781.31
8/16/2016		-\$38.98		\$231,742.33
8/16/2016			\$3,655.89	\$235,398.22
8/16/2016			\$1,771.88	\$237,170.10
8/17/2016			\$9,091.35	\$246,261.45
8/17/2016			\$379.98	\$246,641.43
8/17/2016			\$169,000.00	\$415,641.43
8/17/2016			\$2,437.43	\$418,078.86
8/18/2016			\$5,634.06	\$423,712.92
8/18/2016			\$4,901.31	\$428,614.23
8/18/2016		-\$121,681.89		\$306,932.34
8/18/2016			\$369.69	\$307,302.03
8/18/2016			\$198.07	\$307,500.10
8/18/2016		-\$67,305.30		\$240,194.80
8/18/2016			\$277.91	\$240,472.71
8/19/2016			\$23,090.59	\$263,563.30
8/19/2016			\$3,039.28	\$266,602.58
8/19/2016			\$1,034.99	\$267,637.57
8/19/2016		-\$83,386.00		\$184,251.57
8/22/2016			\$46,133.56	\$230,385.13
8/22/2016			\$350.00	\$230,735.13
8/22/2016		-\$118.50		\$230,616.63
8/22/2016		-\$38.30		\$230,578.33
8/22/2016		-\$32.50		\$230,545.83
8/22/2016			\$3,065.95	\$233,611.78
8/23/2016			\$319,141.43	\$552,753.21
8/23/2016			\$495.95	\$553,249.16
8/23/2016			\$2,683.21	\$555,932.37
8/23/2016			\$5,160.05	\$561,092.42
8/23/2016			\$1,271.37	\$562,363.79
8/24/2016			\$14,831.03	\$577,194.82
8/24/2016			\$897.67	\$578,092.49
8/24/2016		-\$27.35		\$578,065.14
8/24/2016			\$5,689.34	\$583,754.48
8/24/2016			\$2,703.35	\$586,457.83
8/24/2016		-\$60,434.09		\$526,023.74
8/25/2016			\$4,473.30	\$530,497.04
8/25/2016			\$272.53	\$530,769.57
8/25/2016			\$3,735.81	\$534,505.38
8/25/2016			\$2,798.00	\$537,303.38
8/25/2016		-\$200,000.00	\$15,761.38	\$353,064.76
8/26/2016			\$2,501.80	\$355,566.56
8/29/2016				\$355,566.56
8/29/2016		-\$930.00	\$48,322.61	\$402,959.17
8/29/2016			\$7.00	\$402,966.17
8/29/2016			\$7.00	\$402,973.17
8/29/2016			\$7.00	\$402,980.17
8/29/2016			\$11.28	\$402,991.45
8/29/2016			\$13.42	\$403,004.87
8/29/2016			\$426.65	\$403,431.52
8/29/2016			\$4,204.93	\$407,636.45
8/30/2016		-\$800.58	\$9,844.27	\$416,835.87
8/30/2016				\$416,835.87
8/30/2016				\$416,835.87
8/30/2016		-\$44,652.72		\$372,183.15
8/30/2016		-\$6,652.36		\$365,530.79
8/30/2016		-\$1,560.91		\$363,969.88
8/30/2016		-\$27,491.10		\$336,478.78
8/30/2016		-\$3,721.22		\$332,757.56
8/30/2016			\$3,245.46	\$335,993.02
8/30/2016			\$3,217.67	\$339,210.69
8/31/2016		-\$100.00	\$13,035.69	\$352,180.69
8/31/2016			\$78.85	\$352,259.54
8/31/2016			\$452.46	\$352,712.00
8/31/2016			\$64.89	\$352,776.89
8/31/2016			\$236.29	\$352,991.18
8/31/2016			\$74.07	\$353,065.25
8/31/2016			\$375.40	\$353,440.65
8/31/2016			\$36,184.06	\$389,624.71
8/31/2016		-\$38.30		\$389,586.41
8/31/2016			\$4,930.20	\$394,516.61

Fund #	Fund Title	unaudited	YTD	YTD	Unaudited
		6/30/16 Fund Balance	Revenue	Expenditures	August Fund Balance 8/31/16
100X	General Fund	2,216,507	342,341	1,083,370	1,475,477
2002	State COPS	54,926	(11)	20,080	34,834
2006	Snow Removal	59,031	(55)	72	58,905
2007	Streets	364,856	100,028	102,991	361,892
2010	Street Mitigation	21,266	462	0	21,728
2011	Police Mitigation	24,006	622	0	24,627
2012	Fire Mitigation	108,250	1,369	0	109,619
2013	Park Dedication	167,632	(99)	0	167,533
2014	State of CA - Prop 30/AB 109	34,615	0	4,112	30,503
2016	State Comm. Dev. Rev. FD	1,014,724	(115)	9,852	1,004,757
2017	State Economic Rev. FD	430,057	(154)	0	429,903
2018	Home Revolving Fund	766,391	(160)	0	766,231
2030	Traffic Safety	75,529	(42)	0	75,487
2035	Traffic Signals Fund	96,534	(56)	0	96,478
2037	Skyline Bicycle Lane	7,520	(4)	0	7,516
3015	City Hall Parking Lot	13,848	0	0	13,848
4001	Miller Fletcher	592,756	28	0	592,783
4003	City Hall Debt Service	52,244	22,504	67,305	7,443
4004	2013 CalPERS Refunding Loan	359,216	55,934	0	415,150
4005	Community Pool Debt Service	35,959	11,008	83,386	(36,419)
711X	Water Funds	1,192,257	419,591	383,800	1,228,048
7201	Airport	2,178,655	57,915	15,680	2,220,890
7301	Geothermal	572,581	11,083	2,231	581,433
740X	Natural Gas	(804,250)	138,310	577,304	(1,243,244)
7530	Golf Course	2,434,394	85,219	62,872	2,456,741
7620	PW Admin/Engineering	45,265	37,289	59,078	23,476
7630	Risk Management	412,361	93,382	316,668	189,076
8402	LAFCO	40,810	(27)	4,303	36,480
8404	Air Pollution	259,684	42,310	37,082	264,912
8405	Air Pollution - Carl Moyer	263,450	179,841	100,000	343,291
	TOTALS	13,091,074	1,598,511	2,930,188	11,759,397

Reviewed by: City Administrator
 City Attorney

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

Submitted by: Krystle Hollandsworth, Administrative Staff Assistant

Action Date: September 21, 2016

CITY COUNCIL AGENDA ITEM

PRESENTED BY: Dan Newton, Public Works Director

SUBJECT: **Resolution Number 16-5321** authorizing a street closure in support of the Lassen County Chamber of Commerce, "Magical Country Christmas Celebration" event on December 3, 2016, 5:00 pm to 7:00 pm and authorizing the Public Works Director to execute a Caltrans Encroachment Permit application for the closure of Main Street (State Route 36) for the event as required.

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: The Lassen County Chamber of Commerce requests City Council support for the 11th Annual Magical Country Christmas Celebration, which includes a lighted Christmas parade, tree lighting, and fireworks display that will be staged from the Susanville Elk's Lodge. The event requires closure of Main Street (State Route 36) from Pine to Weatherlow Street on Saturday, December 3, 2016, from 5:00 pm to 7:00 pm.

This event requires three Street Division crewmembers to sweep Main Street before and after the event and four Public Works Department employees to set up, take down traffic control signs, and assist six Police Officers with traffic control.

A Caltrans Encroachment Permit is required for the closure of Main Street. Caltrans does not charge the City and Encroachment Permit fee but they do require the City to accept all liability for this event as the Encroachment Permit Permittee.

FISCAL IMPACT:

Public Works Dept. Estimated Costs	\$1,035
Police Dept. Estimated Costs	\$1,238
Lighting Estimated Costs	<u>\$ 465</u>
TOTAL ESTIMATED COST	\$2,738

ACTION REQUESTED: Motion to adopt Resolution Number 16-5321 authorizing a street closure in support of the Lassen County Chamber of Commerce, "Magical County Christmas Celebration" event on December 3, 2016, 5:00 pm to 7:00 pm and authorizing the Public Works Director to execute a Caltrans Encroachment Permit application for the closure of Main Street (State Route 36) for the event, as required.

ATTACHMENTS: Resolution Number 16-5321
Letter of request submitted by Lassen County Chamber of Commerce

RESOLUTION NUMBER 16-5321

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING CLOSURE OF MAIN STREET (STATE ROUTE 36) FROM PINE
STREET TO WEATHERLOW STREET ON SATURDAY, DECEMBER 3, 2016, FROM
5:00 PM TO 7:00 PM AND THE PUBLIC WORKS DIRECTOR TO EXECUTE A
CALTRANS ENCROACHMENT PERMIT FOR THE LASSEN COUNTY CHAMBER OF
COMMERCE 11TH ANNUAL MAGICAL COUNTRY CHRISTMAS CELEBRATION**

WHEREAS, the Lassen County Chamber of Commerce has requested City Council support of the 11th Annual Magical Country Christmas Celebration to be held on Saturday, December 3, 2016; and

WHEREAS, the Lassen County Chamber of Commerce has requested authorization to close Main Street (State Route 36) from Pine to Weatherlow Street from 5:00 pm to 7:00 pm on the day of the event; and

WHEREAS, Caltrans requires an encroachment permit application to be submitted in order to close Main Street (State Route 36) for this event.

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

1. The City of Susanville supports and approves the Lassen County Chamber of Commerce (LCCC) 11th Annual Magical Country Christmas Celebration to be held on Saturday, December 3, 2016.
2. The City authorizes the closure of Main Street (State Route 36) from Pine Street to Weatherlow Street from 5:00 pm to 7:00 pm on Saturday, December 3, 2016, for the event.
3. The City Council authorizes the Public Works Director to execute a Caltrans Encroachment Permit Application for the closure of Main Street (State Route 36) for the event as required.

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing **Resolution No. 16-5321** was adopted at a regular meeting of the City Council of the City of Susanville, held on the 21st day of September 2016, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney



PO Box 338 • 75 N Weatherlow • Susanville, CA 96130 • (530) 257-4323 • Fax: (530) 251-2561
www.lassencountychamber.org

Kristen Shepard
City of Susanville Public Works
720 South Street
Susanville, Ca. 96130

September 12, 2016

Dear Kristen,

The Chamber is requesting street closure of Main Street, from Pine Street to Weatherlow Street, from 5pm to 7pm, to hold the Magical Country Christmas Celebration Saturday, December 3, 2016 . The event will include the tree lighting, fireworks display, dance and music performances, and a Christmas parade.

We request the use of the banner poles at all three locations from Nov. 21 to Dec. 3, 2016 to hang event banners.

Please don't hesitate to contact me if you have any questions regarding any of the planned events. Thank you in advance for your help in securing the necessary permits to make this event possible. I really appreciate all your efforts.

Best Regards,

Patricia Hagata
Executive Director

Reviewed by: KA City Administrator
 _____ City Attorney

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

Submitted by: Krystle Hollandsworth, Administrative Staff Assistant

Action Date: September 21, 2016

CITY COUNCIL AGENDA ITEM

PRESENTED BY: Dan Newton, Public Works Director

SUBJECT: **Resolution Number 16-5323** authorizing a street closure in support of the 24th Annual Lassen Land & Trails Trust, Rails to Trails Festival and Handcar Races on October 8, 2016, 8:00 A.M. to 4:00 P.M.

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: Lassen Land & Trails Trust in partnership with Lassen County Chamber of Commerce requests City Council support for the 24th Annual Rails to Trails Festival and Handcar Races. Lassen Land & Trails Trust is requesting closure of Richmond Road from Cypress Street to North Railroad Avenue on Saturday, October 3, 2016, from 8:00 am to 4:00 pm.

Lassen Land & Trails Trust in partnership with Lassen County Chamber of Commerce has also submitted a request that City Council waive the encroachment permit fee and staff costs to set up and remove barricades and signs required to close the street.

FISCAL IMPACT:

This event requires two (2) Public Works Department employees to set up and take down traffic control signs.

Public Works Dept. Estimate Costs	\$ 550
Encroachment Permit Fee	<u>\$ 50</u>
TOTAL ESTIMATED COST	\$ 600

ACTION REQUESTED: Motion to adopt Resolution Number 16-5323 authorizing a street closure of Richmond Road from Cypress Street to North Railroad Avenue in support of the 24th Annual Lassen Land & Trails Trust, Rails to Trails Festival and Handcar Races on October 8, 2016, 8:00 A.M. to 4:00 P.M.

ATTACHMENTS: Resolution Number 16-5323
 Letter of request submitted by Lassen Land & Trails Trust

RESOLUTION NUMBER 16-5323
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING CLOSURE OF RICHMOND ROAD FROM CYPRESS STREET
TO NORTH RAILROAD AVENUE ON SATURDAY, OCTOBER 8, 2016, FROM
8:00 AM TO 4:00 PM FOR THE 24TH ANNUAL RAILS TO TRAILS FESTIVAL AND
HANDCAR RACES

WHEREAS, Lassen Land & Trails Trust in partnership with Lassen County Chamber of Commerce has requested support of the 24th Rails to Trails Festival and Handcar Races event on October 8, 2016, from 8:00 am to 4:00 pm; and

WHEREAS, Lassen Land & Trails Trust has requested the closure of Richmond Road from Cypress Street to North Railroad Avenue on Saturday, October 8, 2016, from 8:00 am to 4:00 pm; and

WHEREAS, the conditions of the street closure, clean-up responsibilities, and safety considerations can be addresses with an encroachment permit, which can be obtained for a fee of \$50, Lassen Land & Trails Trust is requesting a fee waiver; and

WHEREAS, closure of a city street should be executed by trained and competent city staff, at an estimated cost of \$550.

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

1. The City of Susanville supports and approves the 24th Annual Rails to Trails Festival and Handcar Races to be held Saturday, October 8, 2016, from 8:00 am to 4:00 pm, sponsored by Lassen Land & Trails Trust in partnership with the Lassen County Chamber of Commerce.
2. The City Council authorizes the closure of Richmond Road from Cypress Street to North Railroad Avenue on Saturday, October 8, 2016, from 8:00 am to 4:00 pm, for the event.
3. City Council approves waiving the fees for the encroachment permit and costs associated with the street closure.

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing **Resolution No. 16-5323** was adopted at a regular meeting of the City Council of the City of Susanville, held on the 21st day of September 2016, by the following vote:

AYES:

NOES:

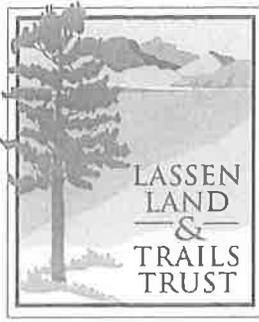
ABSENT:

ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney



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

February 18, 2016

City of Susanville Public Works Department
Attn: Kristin Shepard
Assistant to the Public Works Director
66 North Lassen Street
Susanville, CA 96130

Re: City Use Permit--Richmond Road Closures, Barricades and Main Street Banners

Dear Kirsten,

Lassen Land and Trails Trust is partnering with the Lassen County Chamber of Commerce to present the 23rd Annual Rails to Trails Festival and Handcar Races on October 8, 2016 at the Historic Susanville Railroad Depot Interpretive Visitor Center, 601 Richmond Road.

We are requesting:

- Road closure from 8:00 a.m. to 4:00 p.m. on Richmond Road just south of North Railroad and north of Cypress Street, along the depot street frontage on Saturday, October 8, 2016.
- Use of six (6) of the City's folding barricades and two detour signs to aid the flow of traffic around the event during festival hours, 10:00 a.m. to 4:00 p.m. Placement will be just south of North Railroad (2), just north of Cypress Street (2) on Richmond Road, at the corner of Parkview and North Railroad (2) to prevent parking where we need to ensure clear visibility and access for emergency vehicles on a hazardous corner, one Richmond just north of North Railroad to, again, prevent parking in a restricted area. The Trust's volunteers can place the barricades in the correct locations and at the correct times, if the barricades can be delivered to the Historic Railroad Depot before end of business day on Friday October 7, 2016, so that they are secured overnight.

Thank you so much for your department's assistance and the city's support of this annual community-wide event which also welcomes so many visitors who are participating in the Bizz Johnson Marathon that weekend.

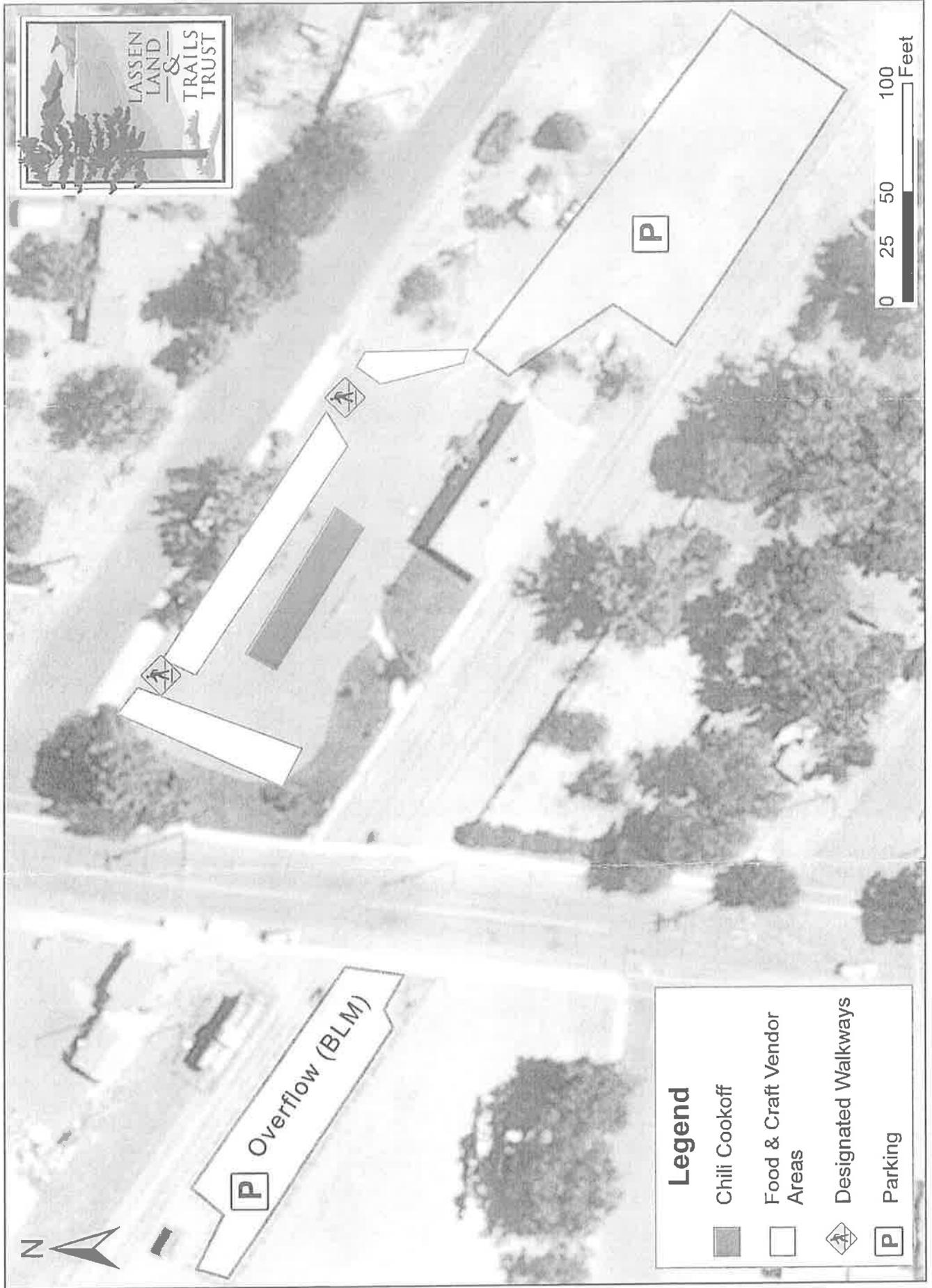
Please do not hesitate to call if you have any questions.

Sincerely,


Amy Holmen
Land Manager

Cc P. Hagata, LC Chamber of Commerce

Rails to Trails Festival



Legend

- Chili Cookoff
- Food & Craft Vendor Areas
- Designated Walkways
- Parking

Reviewed by: JGH City Administrator
_____ City Attorney

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

Submitted by: Krystle Hollandsworth, Administrative Staff Assistant

Action Date: September 21, 2016

CITY COUNCIL AGENDA ITEM

PRESENTED BY: Dan Newton, Public Works Director

SUBJECT: **Resolution Number 16-5324** authorizing a street closure in support of the Historical Uptown Susanville Association, Safe and Sane Halloween event on October 31, 2016, from 3:00 pm to 5:00 pm and authorizing the Public Works Director to execute a Caltrans Encroachment Permit Application for the closure of Main Street (State Route 36).

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: The Historical Uptown Susanville Association (HUSA) requests City Council support for the Safe and Sane Halloween event. HUSA is requesting closure of Main Street (State Route 36) from Roop Street to Weatherlow Street on Monday, October 31, 2016, from 3:00 pm to 5:00 pm.

This event requires three Street Division crewmembers to sweep Main Street (State Highway Route 36) before and after the event and four Public Works Department employees to set up, take down traffic control signs, and assist six Police Officers with traffic control.

A Caltrans Encroachment Permit is required for the closure of Main Street. Caltrans does not charge the City and Encroachment Permit fee but they do require the City to accept all liability for this event as the Encroachment Permit Permittee.

FISCAL IMPACT:

Public Works Dept. Estimated Costs	\$1,035
Police Dept. Estimated Costs	<u>\$1,238</u>
TOTAL ESTIMATED COST	\$2,273

ACTION REQUESTED: Motion to adopt Resolution Number 16-5324 authorizing a street closure of Main Street from Roop Street to Weatherlow Street in support of the HUSA Safe and Sane Halloween event on October 31, 2016, from 3:00 pm to 5:00 pm and authorizing the Public Works Director to execute a Caltrans Encroachment Permit Application for the closure of Main Street (State Route 36) for the event, as required.

ATTACHMENTS: Resolution Number 16-5324

RESOLUTION NUMBER 16-5324
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING A STREET CLOSURE IN SUPPORT OF THE HISTORICAL UPTOWN
SUSANVILLE ASSOCIATION, SAFE AND SANE EVENT ON OCTOBER 31, 2016,
FROM 3:00 P.M. TO 5:00 P.M. AND THE PUBLIC WORKS DIRECTOR TO EXECUTE
A CALTRANS ENCROACHMENT PERMIT

WHEREAS, Historical Uptown Susanville Association (HUSA) is hosting their annual Safe and Sane Halloween event on October 31, 2016, from 3:00 pm to 5:00 pm; and

WHEREAS, HUSA has requested the closure of Main Street (State Route 36) from Roop Street to Weatherlow Street from 3:00 pm to 5:00 pm on Monday, October 31, 2016; and

WHEREAS, Caltrans requires an Encroachment Permit application to be submitted in order to close Main Street (State Route 36) for this event.

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

1. The City of Susanville supports and approves the HUSA Safe and Sane Halloween event to be held on Monday, October 31, 2016, from 3:00 pm to 5:00 pm.
2. The City approves the closure of Main Street (State Route 36) from Roop Street to Weatherlow Street from 3:00 pm to 5:00 pm on Monday, October 31, 2016, for the event.
3. The City Council authorizes the Public Works Director to execute a Caltrans Encroachment Permit application for the closure of Main Street (State Route 36) for the event as required.

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing **Resolution No. 16-5324** was adopted at a regular meeting of the City Council of the City of Susanville, held on the 21st day of September 2016, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

Reviewed by: JGA City Administrator
_____ City Attorney

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

Submitted by: Krystle Hollandsworth, Administrative Staff Assistant

Action Date: September 21, 2016

CITY COUNCIL AGENDA ITEM

PRESENTED BY: Dan Newton, Public Works Director

SUBJECT: **Resolution Number 16-5322** authorizing a street closure in support of the, "Car Seat Safety Check" event at Union Head Start Center on October 4 and 5, 2016, from 9:00 A.M. to 4:00 P.M.

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: Sierra Cascade Family Opportunities, Inc. requests City Council support for their, "Car Seat Safety Check" event for all 50 families enrolled at Union Head Start. California Highway Patrol Officer, Sam Glucklich will be providing the service and Sierra Cascade Family Opportunities, Inc. is requesting closure of Union Street, from the alley between Main and Nevada to Nevada Street to ensure participant safety.

During the event, Officer Glucklich plans to check car seats, correcting them if they are installed incorrectly and promote a positive relationship between children, families and law enforcement officials.

Sierra Cascade Family Opportunities, Inc. has also submitted a request that City Council waive the encroachment permit fee and staff costs to set up and remove barricades and signs required to close the street.

FISCAL IMPACT:

This event requires one Street Division crewmember to set up and take down street closure barricades and signs.

Public Works Estimated	\$ 260
Encroachment Permit Fee	<u>\$ 50</u>
TOTAL ESTIMATED COST	\$ 310

ACTION REQUESTED: Motion to adopt Resolution Number 16-5322 authorizing a street closure of Union Street alley between Main and Nevada to Nevada Street in support of the, "Car Seat Safety Check" event at Union Head Start Center on October 4 and 5, 2016, from 9:00 am to 4:00 pm.

ATTACHMENTS: Resolution Number 16-5322
Letter of request submitted by Sierra Cascade Family Opportunities, Inc.

RESOLUTION NUMBER 16-5322

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING CLOSURE OF UNION STREET FROM ALLEY BETWEEN MAIN AND
NEVADA TO NEVADA STREET ON OCTOBER 4, 2016, AND OCTOBER 5, 2016,
FROM 9:00 AM TO 4:00 PM FOR UNION HEAD START CAR SEAT SAFETY CHECK**

WHEREAS, Sierra Cascade Family Opportunities, Inc. has requested City Council's approval for the closure of Union Street from alley between Main and Nevada to Nevada Street for the purpose of providing a car seat check event; and

WHEREAS, closure of a city street for non-emergency purposes requires City Council approval; and

WHEREAS, closure of a city street should be executed by trained and competent city staff, at an estimated cost of \$130.00; and

WHEREAS, the conditions of the street closure, clean-up responsibilities, and safety considerations can be addressed with an encroachment permit, which can be obtained for a fee of \$50, Sierra Cascade Family Opportunities, Inc. is requesting a fee waiver.

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

1. City Council authorizes the closure of Union Street from alley between Main and Nevada to Nevada Street, on October 4, 2016, and October 5, 2016, between the hours of 9:00 am to 4:00 pm.
2. City Council approves waiving the fees for the encroachment permit and costs associated with the street closure.

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing **Resolution No. 16-5322** was adopted at a regular meeting of the City Council of the City of Susanville, held on the 21st day of September 2016, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney



Sierra Cascade Family Opportunities, Inc.
"Creating Opportunities for Growth & Wholeness"
Early Childhood Development Programs



Susanville Public Works Dept.

SEP 03 2016

RECEIVED

Dan Newton, Director Public Works
720 South St.
Susanville, CA 96130

September 1, 2016

Dear Mr. Newton,

I am writing this letter today to ask the City of Susanville to temporarily close Union Street in front of the Union Head Start Center on the dates of October 4th, and 5th, from 9 a.m. - 4 p.m. I am asking for this service to accommodate California Highway Patrol Officer Sam Glucklich in hosting a car seat safety check for all of our 50 families enrolled at Union Head Start. We feel this service will greatly benefit our families as well as promoting better safety for the children of Susanville.

In this safety check law enforcement plans to use Union (street closed to the public) as a one way check station for the families of Head Start. They feel it will be safer for everyone involved to have the street closed off so that they can control who is driving through the area, and limit the risk of someone getting hurt by traffic. In this safety check law enforcement plans to check car seats, correcting them if they are installed incorrectly and opening the door of being a resource the families can go to in the future.

I hope you will take our request into consideration as we strive to promote safety to the children and families of Susanville. Thank you in advance for your consideration.

Sincerely,

Brenda Poteete
Executive Director
530-310-0410

424 N. Mill Creek Rd. Quincy, CA 95971
530-283-1242

Reviewed by: JGH City Administrator
 City Attorney

 Motion Only
 Public Hearing
 X Resolution
 Ordinance
 Information

Submitted By: Gwenna MacDonald, City Clerk

Action Date: September 17, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 16-5317** amending the appendix of designated positions of the City of Susanville Conflict of Interest Code.

PRESENTED BY: Gwenna MacDonald, City Clerk

SUMMARY: The Political Reform Act requires every local government agency to review its conflict of interest code in even-numbered years to determine if it is accurate or, alternatively, that the code must be amended.

Staff has reviewed the City's conflict of interest code and has prepared an amended Appendix of Designated Positions and Disclosure Categories which more accurately reflects the City's approved positions. The disclosure categories have not been modified.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to approve **Resolution No. 16-5317** amending the appendix of designated positions of the City of Susanville Conflict of Interest Code.

ATTACHMENTS: Resolution No. 16-5317
Resolution No. 14-5110

RESOLUTION NO. 16-5317
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AMENDING APPENDIX OF DESIGNATED POSITIONS OF THE CITY OF
SUSANVILLE CONFLICT OF INTEREST CODE

WHEREAS, the City Council of the City of Susanville having adopted its Resolution No. 93-2452, adopting a conflict of interest code and incorporating by reference the Fair Political Practices Commission's standard model conflict of interest code on September 7, 1993, wherein an appendix of designated positions and disclosure categories was adopted by the City Council for the City of Susanville; and

WHEREAS, the Political Reform Act requires every local government agency to review its conflict of interest code biennially to determine if it is accurate or, alternatively, that the code must be amended; and

WHEREAS, the City Council of the City of Susanville has reviewed its conflict of interest code and found that changes in specific job responsibilities require the amending of the Appendix of Designated Positions and Disclosure Categories; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby adopts the amended Appendix of Designated Positions and Disclosure Categories attached hereto as Exhibit A.

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 21st day of September, 2016 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

EXHIBIT A

CITY OF SUSANVILLE Conflicts of Interest Code

Appendix of Designated Positions and Disclosure Categories
Updated September 21, 2016

- I DESIGNATED POSITIONS: The positions listed below are designated positions and the individual occupying each position is deemed to make, or participate in the making of, decisions which may have a material effect on a financial interest of that individual. The individuals occupying the designated positions shall disclose their economic interests in accordance with the corresponding disclosure categories, defined in Section II herein.

<u>Designated Position</u>	<u>Disclosure Categories</u>	
Member of the City Council	5	
Member of the Planning Commission	5	
City Administrator	5	
City Attorney	5	
Member of the Airport Commission	4	
Member of the Recreation Commission	4	
Member of the Susanville Loan Committee	4	
Building Official	4	
City Planner	4	
HUSA Board Member	4	
Building Official	3	
City Clerk/Secretary to the City Council	3	
City Planner	3	
Building Official	2	
City Clerk/Secretary to the City Council	2	
City Planner	2	
Fire Battalion Chief	2	
Fire Captain	2	
Police Captain / Police Lieutenant	2	<i>delete position</i>
Utilities Superintendent	2	

Assistant City Engineer	1
City Engineer	1
Finance Manager	1
Fire Chief	1
Natural Gas Superintendent	1
Police Chief	1
Public Works Director	1
Member of the Design Review Commission	1
Member of the Susanville Utility Commission	1
Counsel, Natural Gas	1
Counsel, Redevelopment	1
Consulting Engineer	1
Consultant*	1

- *Disclosure by Consultants shall be subject to the following limitation:*

The City Administrator may determine in writing that a particular Consultant, although not a "designated position" is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this Section. Such written determination shall include a description of the Consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Administrator's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

II DISCLOSURE CATEGORIES:

CATEGORY 1: DESIGNATED POSITIONS WITH DUTIES WHICH ARE BROAD AND INDEFINABLE

All positions in this category shall disclose: all investments in any business entity located or doing business in the City of Susanville, interests in real property located in the City or within the City's sphere of influence, all sources of income located in or doing business in the City, and business positions in business entities.

CATEGORY 2: DESIGNATED POSITIONS WITH DUTIES WHICH INVOLVE CONTRACTING OR PURCHASING

Contracts or makes purchases for entire City of Susanville: All positions in this category shall disclose: all investments in any business entity located or doing business in the City of Susanville, all sources of income located in or doing business in the City and business positions in business entities which provide services, supplies, materials, machinery or equipment of the type utilized by the City.

Contracts or makes purchase or specific department within the City: All positions in this category shall disclose: all investments in any business entity located or doing business in the City of Susanville, all sources of income located in or doing business in the City and business positions in business entities which provide services, supplies, materials, machinery or equipment of the type utilized by the designated employee's department or division.

CATEGORY 3: DESIGNATED POSITIONS WITH REGULATORY POWERS

All positions in this category shall disclose: all investments in any business entity located or doing business in the City of Susanville, all sources of income located in or doing business in the City and business positions in business entities which are subject to the regulatory, permit or licensing authority of the City of Susanville or any of its departments.

CATEGORY 4: DESIGNATED POSITIONS WHOSE DECISIONS MAY AFFECT PROPERTY INTERESTS

All positions in this category shall disclose: all investments in any business entity located or doing business in the City of Susanville, interests in real property located within the City, sources of income, and business positions in business entities which engage in land development, construction or the acquisition or sale of real property.

**CATEGORY 5: INDIVIDUALS WHO DISCLOSE ECONOMIC INTERESTS
PURSUANT TO GOVERNMENT CODE SECTIONS 87200 ET
SEQ.**

Individuals in this category shall disclose their economic interests as required pursuant to Government Code Sections 87200, *et seq.* (This category includes the Mayor, Members of City Council, the City Administrator, the City Attorney, and Members of the City Planning Commission.)

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RESOLUTION NO. 14-5110
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AMENDING APPENDIX OF DESIGNATED POSITIONS
OF CONFLICT OF INTEREST CODE

WHEREAS, the City Council of the City of Susanville having adopted its Resolution No. 93-2452, adopting a conflict of interest code and incorporating by reference the Fair Political Practices Commission's standard model conflict of interest code on September 7, 1993, wherein an appendix of designated positions and disclosure categories was adopted by the City Council for the City of Susanville; and

WHEREAS, the Political Reform Act requires every local government agency to review its conflict of interest code biennially to determine if it is accurate or, alternatively, that the code must be amended; and

WHEREAS, once the determination has been made by the local government agency, a notice must be submitted to the code reviewing body on even-numbered years; and

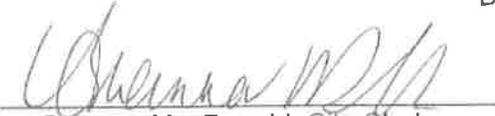
WHEREAS, the City Council of the City of Susanville has reviewed its conflict of interest code and found that changes in specific job responsibilities require the amending of the Appendix of Designated Positions and Disclosure Categories; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby adopts the amended Appendix of Designated Positions and Disclosure Categories attached hereto as Exhibit A.

APPROVED: _____


Brian R. Wilson, Mayor

ATTEST: _____


Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 15th day of October, 2014 by the following vote:

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


Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____

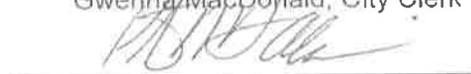

Peter M. Talia, City Attorney

Exhibit A

CITY OF SUSANVILLE Conflicts of Interest Code

Appendix of Designated Positions and Disclosure Categories
Revised October 15, 2014

DESIGNATED POSITIONS: The positions listed below are designated positions and the individual occupying each position is deemed to make, or participate in the making of, decisions which may have a material effect on a financial interest of that individual. The individuals occupying the designated positions shall disclose their economic interests in accordance with the corresponding disclosure categories, defined in Section II herein.

<u>Designated Position</u>	<u>Disclosure Categories</u>	
Member of the City Council	5	
Member of the Planning Commission	5	
City Treasurer	5	<i>delete</i>
City Administrator	5	
City Attorney	5	
Member of the Airport Commission	4	
Member of the Recreation Commission	4	
Member of the Susanville Loan Committee	4	<i>add</i>
Building Official	4	
City Planner	4	
HUSA Board Member	4	
Building Official	3	
City Clerk/Secretary to the City Council	3	
City Planner	3	
Building Official	2	
City Clerk/Secretary to the City Council	2	
City Planner	2	
Fire Battalion Chief	2	
Fire Captain	2	
Police Captain/Lieutenant	2	
Utilities Superintendent	2	

Exhibit A

Assistant City Engineer	1
City Engineer	1
Finance Manager	1
Fire Chief	1
Natural Gas Superintendent	1
Police Chief	1
Public Works Director	1
Member of the Design Review Commission	1
Member of the Susanville Utility Commission	1
Counsel, Natural Gas	1
Counsel, Redevelopment	1
Consulting Engineer	1
Consultant*	1

- *Disclosure by Consultants shall be subject to the following limitation:*

The City Administrator may determine in writing that a particular Consultant, although not a "designated position" is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this Section. Such written determination shall include a description of the Consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Administrator's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

Exhibit A

II DISCLOSURE CATEGORIES:

CATEGORY 1: DESIGNATED POSITIONS WITH DUTIES WHICH ARE BROAD AND INDEFINABLE

All positions in this category shall disclose: all investments in any business entity located or doing business in the City of Susanville, interests in real property located in the City or within the City's sphere of influence, all sources of income located in or doing business in the City, and business positions in business entities.

CATEGORY 2: DESIGNATED POSITIONS WITH DUTIES WHICH INVOLVE CONTRACTING OR PURCHASING

Contracts or makes purchases for entire City of Susanville: All positions in this category shall disclose: all investments in any business entity located or doing business in the City of Susanville, all sources of income located in or doing business in the City and business positions in business entities which provide services, supplies, materials, machinery or equipment of the type utilized by the City.

Contracts or makes purchase or specific department within the City: All positions in this category shall disclose: all investments in any business entity located or doing business in the City of Susanville, all sources of income located in or doing business in the City and business positions in business entities which provide services, supplies, materials, machinery or equipment of the type utilized by the designated employee's department or division.

CATEGORY 3: DESIGNATED POSITIONS WITH REGULATORY POWERS

All positions in this category shall disclose: all investments in any business entity located or doing business in the City of Susanville, all sources of income located in or doing business in the City and business positions in business entities which are subject to the regulatory, permit or licensing authority of the City of Susanville or any of its departments.

CATEGORY 4: DESIGNATED POSITIONS WHOSE DECISIONS MAY AFFECT PROPERTY INTERESTS

All positions in this category shall disclose: all investments in any business entity located or doing business in the City of Susanville, interests in real property located within the City, sources of income, and business positions in business entities which engage in land development, construction or the acquisition or sale of real property.

Exhibit A

**CATEGORY 5: INDIVIDUALS WHO DISCLOSE ECONOMIC INTERESTS
PURSUANT TO GOVERNMENT CODE SECTIONS 87200 *ET*
*SEQ.***

Individuals in this category shall disclose their economic interests as required pursuant to Government Code Sections 87200, *et seq.* (This category includes the Mayor, Members of City Council, the City Administrator, the City Attorney, ~~the City Treasurer~~, and Members of the City Planning Commission.)

Reviewed by: JSH City Administrator
 _____ City Attorney

_____ Motion only
 _____ Public Hearing
 Resolution
 _____ Ordinance
 _____ Information

Submitted by: Ian Sims, Project Manager

Action Date: September 21, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 16-5318** authorizing the City Administrator to Execute Agreements with the California Department of Transportation for the Paul Bunyan Connectivity Study

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: City Staff submitted a Sustainable Communities Grant Application to Caltrans on December 2015. The City was notified on June 8th, 2016, that our application had been successfully awarded a Sustainable Communities Grant to complete the Paul Bunyan Connectivity Study. This study will examine pedestrian and bicycle transportation needs, constraints and opportunities such as; intersection improvements, construction of curbs gutters and sidewalks, and improved connectivity between recreational facilities within the community.

The Sustainable Communities Grant program offers funding for transportation planning projects that address local and regional needs in an effort to promote the California transportation planning objectives of Sustainability, Preservation, Mobility, Safety, Innovation, Economy, Health, and Equity. The Paul Bunyan Connectivity Study will address safety and connectivity concerns in north Susanville, particularly on Paul Bunyan Road and Skyline Road. This Plan will provide the planning foundation for multi-modal improvement projects in the area. Through extensive community outreach, the project will identify recommended improvements to make walking and biking that increase safety, connectivity and enjoyment and convenience for residents and visitors to identified destinations in the area. The Plan intends to address transportation deficiencies by providing recommendations for improvements as well as future implementation/funding strategies.

The Caltrans Sustainable Communities Grant will be used to prepare descriptions for potential projects, this will help prioritize projects and lead to more competitive applications for project funding. This study will serve as a public relations and economic development tool which can be utilized to support future applications to fund capital improvement projects.

<u>Estimated Funding:</u>	
Grant Fund Awarded	\$ 111,548
Local Match – Cash	<u>\$ 14,452</u>
Total Project Cost	\$ 126,000

FISCAL IMPACT: The grant program requires a match of 11.47% of the total project cost. The City will request \$9,394 from the Regional Planning Assistance funds from the Lassen County Transportation Commission in addition to \$5,058 generated through in-kind services.

ACTION REQUESTED: Motion to approve Resolution No.16-5318 authorizing the City Administrator to execute agreements with the California Department of Transportation for the City of Susanville Paul Bunyan Connectivity Study.

ATTACHMENTS: Resolution No. 16-5318

RESOLUTION NUMBER 16-5318
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AGREEMENTS WITH
THE CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR THE CITY OF
SUSANVILLE PAUL BUNYAN CONNECTIVITY STUDY

WHEREAS, the Paul Bunyan Connectivity Study creates a vision for multi-modal and connectivity enhancements within north Susanville between Meadow View Elementary School, Lassen Community College, Diamond Mountain Casino, Susanville Ranch Park and more than 1,700 households; and

WHEREAS, the study area is north of downtown Susanville and bounded by Susanville Ranch Park, Chestnut Street, Spring Ridge Drive, and SR 139; and

WHEREAS, the Plan will include concept designs, circulation recommendations, funding strategies and sources for future project programming; and

WHEREAS, the City Council of the City of Susanville is eligible to receive Federal and/or State funding for certain transportation planning related plans, through the California Department of Transportation; and

WHEREAS, a Fund Transfer Agreement is needed to be executed with the California Department of Transportation before such funds can be claimed through the Transportation Planning Grant Programs; and

WHEREAS, the City of Susanville wished to delegate authorization to execute these agreements and any amendments thereto;

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Susanville, authorize the City Administrator, or designee, to execute all Fund Transfer Agreements and any amendments thereto with the California Department of Transportation.

Dated: September 21, 2016

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 16-5318 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 21st day of September, 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
 X Resolution
 Ordinance
 Information

Submitted by: Daniel Gibbs, City Engineer

Action Date: September 21, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution Number 16-5325** Authorizing Utilization of Geothermal Funds for Project No. 16-07, South Street Supply Line Extension to serve the Honey Lake Valley Community Pool in the City of Susanville.

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: The Department has been approached by the Honey Lake Valley Community Pool to extend the supply line in South Street to serve the new pool, now under construction. Historically, geothermal water to the Roosevelt Pool was obtained through the return line for geothermal water currently in South Street west of the pool site and not returned to the City system but rather released into Ramsey Ditch to the north, or South Street.

Installation of a supply line from the existing terminus point west of the pool site will allow the pool access to a higher quality water for use in heating the facility. At present, the supply terminates approximately 300 feet near the westerly property line for the City's Public Works facility adjacent to the pool. City staff has prepared plans and an engineer's estimate for the installation of a new geothermal supply line in South Street to a connection point provided by the pool contractor on South Street near the northwest corner of the pool site.

Materials will be purchased through suppliers and the majority of equipment and labor will be provided by the Public Works Department. The Geothermal Fund currently has a \$312,000 in cash available for the cost of the expansion. The estimated cost for this project is \$31,000 which includes all labor, materials and equipment to complete the work. .

FISCAL IMPACT: Estimated project cost not to exceed \$31,000.

ACTION REQUESTED: Motion to approve Resolution Number 16-5325 authorizing utilization of geothermal funds on Project No. 16-07, Geothermal Supply Line Extension on South Street in the City of Susanville. Authorize budget increase in the amount of \$31,000 to complete the work.

ATTACHMENTS: Resolution No. 16-5325

RESOLUTION NUMBER 16-5325
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING USE OF GEOTHERMAL FUNDS TO COMPLETE THE 2016
GEOTHERMAL SUPPLY LINE EXTENSION PROJECT ON SOUTH STREET

WHEREAS, the City of Susanville has identified it is the best interest of the City to pursue the extension of the existing geothermal mains to serve a greater quantity of customers and properties; and

WHEREAS, it is the desire of the City of Susanville to utilize geothermal water as much as feasible to improve the City with a readily accessible and low cost resource available as a public utility; and

WHEREAS, the City has identified an Improvement Fund for projects with the same purpose and scope of expanding the City's geothermal infrastructure system; and

WHEREAS, the City's Finance Manager has identified adequate funding is available from said Project Fund balance to provide sufficient funds based upon the City Engineer's estimate for extending the geothermal supply line approximately 250 feet easterly in South Street between West Lane and Richmond Road; and

WHEREAS, the City of Susanville Public Works Department has identified that placement of geothermal supply line in South Street is in the best interest of the community and an improvement to the City's existing infrastructure system.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville as providing authorization to utilize Geothermal funds for the completion of Project No. 16-07, South Street Supply Line Extension.

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 21st day of September, 2016, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

Reviewed by: JH City Administrator
 City Attorney

 Motion only
 Public Hearing
 X Resolution
 Ordinance
 Information

Submitted by: Gwenna MacDonald, City Clerk

Action Date: September 21, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 16-5327** approving the meeting schedule of the Susanville Airport Commission

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: At the Susanville Airport Commission meeting of September 12, 2016, the Commissioners voted unanimously to submit to the City Council a request to modify the Commission's meeting schedule. The time and place for regular meetings of the Airport Commission was established by Resolution No. 98-3069 and subsequently modified by Resolution No. 10-4620. The Commission currently meets bi-monthly on the second Monday of the month at 5:15 p.m. They have requested to move the meeting to the second Thursday of every month at 5:15 p.m. The Commission is aware that they have the ability to schedule a noticed special meeting in case the need to consider urgent matters arises.

Staff recommends the request to modify the meeting day be granted, beginning with the November 10, 2016 meeting.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to approve Resolution No. 16-5327 approving the meeting Schedule of the Susanville Municipal Airport Commission.

ATTACHMENTS: Resolution No. 16-5327
Resolution No. 10-4620
Resolution No. 98-3069
Susanville Municipal Code Title 2, Chapter 2.32

RESOLUTION NO. 16-5327
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AMENDING THE MEETING SCHEDULE OF THE SUSANVILLE AIRPORT
COMMISSION

WHEREAS, the City of Susanville has established a five-member Airport Commission pursuant to Susanville Municipal Code Title 2, Chapter 2.32; and

WHEREAS, the meeting schedule of the Airport Commission was established by Resolution No. 98-3069 and amended by Resolution No. 10-4620; and

WHEREAS, it is the request of the Commission that the Airport Commission meetings be moved to the second Thursday of every other month at 5:15 p.m.; and

WHEREAS, if it becomes necessary to meet more often to consider matters of urgency, a special meeting can be duly scheduled and properly noticed; and

WHEREAS, the City Council supports this request.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville that the Susanville Airport Commission will meet bi-monthly on the second Thursday of the month at 5:15 p.m. commencing with the November 10, 2016 meeting.

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 21st day of September, 2016 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

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RESOLUTION NO. 10-4620
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
TO ESTABLISH A BI-MONTHLY MEETING SCHEDULE OF THE
SUSANVILLE AIRPORT COMMISSION

WHEREAS, the City of Susanville has established a five member Airport Commission; and

WHEREAS, said Commission currently meets each month on the second Monday of the month; and

WHEREAS, it is the request of the Commissioners that the Airport Commission meetings occur every two months unless it becomes necessary to meet more often and a special meeting can then be duly scheduled; and

WHEREAS, the City of Susanville wishes to accommodate the Commissioners.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUSANVILLE, CALIFORNIA, AS FOLLOWS:

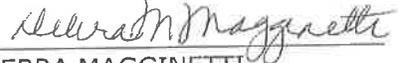
1. That the City Council does hereby approve bi-monthly meetings of the Susanville Airport Commission commencing with the meeting of May 10, 2010 and every two months thereafter.

Dated: April 21, 2010



KURT BONHAM, Mayor

Attest:

By: 
DEBRA MAGGINETTI,
City Clerk

AGENDA ITEM NO. 6F

Reviewed by: AM City Administrator
Finance Director
PM City Attorney

Motion Only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Peter M. Talia, City Attorney

Action Date:

CITY COUNCIL AGENDA ITEM

SUBJECT: Airport Commission Meetings Schedule

PRESENTED BY: Peter M. Talia

SUMMARY: At the Susanville Airport Commission meeting of April 12, 2010 the Commissioners moved to submit to the City Council a request to modify the Commission's meeting schedule to bi-monthly. The Commissioners are aware that in the case of urgent matters they still have the availability of duly noticing a special meeting.

The Susanville Municipal Code is silent on a meeting schedule or frequency of meetings. As a general law city this is properly approved by City Council.

Staff recommends that this request be granted commencing with the meeting of May 10, 2010.

FISCAL IMPACT: None

ACTION REQUESTED: Motion to approve **Resolution No. 10-4620** to establish a bi-monthly meeting schedule for the Susanville Airport Commission

ATTACHMENTS:

- 1) Chapter 2.32 of Susanville Municipal Code entitled "Airport Commission".
- 2) **Resolution No. 10-4620** entitled "A Resolution of the City Council of the City of Susanville establishing a bi-monthly meeting schedule of the Susanville Airport Commission".

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RESOLUTION NO. 98-3069

**RESOLUTION OF THE SUSANVILLE FIXING
TIME AND PLACE FOR THE REGULAR MEETING FOR THE CITY OF
SUSANVILLE AIRPORT COMMISSION**

BE IT RESOLVED by the Susanville City Council as follows:

1. REGULAR MEETINGS. The regular meetings of the City of Susanville Airport Commission shall hereafter be held monthly on the last Tuesday of each month at the hour of 5:15 o'clock p.m. If any regular meeting falls on a holiday, such regular meeting shall be held on the next business day at the same hour.

2. SPECIAL MEETINGS. Special meetings of the Commission shall be held upon call of the Commission Chairman or by the City Administrator by delivering personally or by mail written notice to each member, and to each local newspaper of general circulation, radio or television station requesting notice in writing. Such notice shall be delivered personally or by mail and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice. Written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. Such call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meeting.

3. MEETING PLACE. All meetings of the Commission shall be held at the City Hall City Council Chambers unless the Commission shall adjourn to

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Resolution 98-3069

or fix another place of meeting in a notice to be given thereof, or unless prevented by flood, fire or other disaster. Said regular meeting place is hereby fixed and established in the Council Chambers, City Hall, 66 N. Lassen Street, Susanville, California.

4. ORDER OF BUSINESS. The order of business at the regular meetings of the Commission shall be as from time to time determined by the City Council.

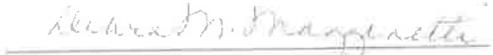
5. OFFICE AND MAILING ADDRESS. The office of the Commission and its official mailing address are hereby fixed and established at 66 N. Lassen Street, Susanville, California 96130.

ADOPTED by the City Council and signed by the Mayor and attested by the City Clerk this 4th day of February, 1998.

APPROVED:


DOUGLAS SAYERS, Mayor

ATTEST:


MARY A. FAHLEN, CMC, City Clerk

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Resolution 98-3069

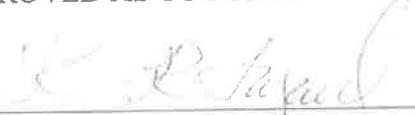
The foregoing Resolution Number 98-3069 was adopted at a regular meeting of the City Council of the City of Susanville held on the 4th day of February, 1998, by the following vote:

AYES: Johnson-Wright, DeBoer, Callegari, Templeton and Sayers
NOES: None
ABSENT: None
ABSTAINING: None

ATTEST:


MARY A. FAHLEN, CMC/City Clerk

APPROVED AS TO FORM:


KATHLEEN LAZARD, City Attorney

Susanville Municipal Code							
Up	Previous	Next	Main	Collapse	Search	Print	No Frames
Title 2 ADMINISTRATION AND PERSONNEL							

Chapter 2.32 AIRPORT COMMISSION

2.32.010 Created—Composition.

There is created in the city the Susanville airport commission, an airport commission of the city. The airport commission shall have five members and one alternate. (Ord. 07-940 § 1, 2007; Ord. 03-887 § 1, 2003; prior code § 3.30)

2.32.020 Appointment and qualifications of members.

All commission members and the alternate shall be appointed by the mayor with the approval of the city council. One member shall hold membership on the Lassen County Airport land use commission. Two members shall be pilots. All members shall reside within fifteen (15) miles of the city limits. In the absence of any member from a meeting of the Susanville airport commission, the alternate shall serve in the same manner as that member. (Ord. 07-940 § 1, 2007; Ord. 03-887 § 1, 2003; prior code § 3.31)

2.32.030 Terms of office—Vacancies.

The term of office of members of the airport commission and the alternate shall be for four years. It is the intent of this chapter that the remaining offices now held by members of the airport commission shall continue the same terms of office they presently hold. The alternate shall be appointed to an initial term of four years. When the alternate's term ends, or each member's term ends, then that term shall be filled as otherwise provided herein this chapter. (Ord. 07-940 § 1, 2007; Ord. 03-887 § 1, 2003; prior code § 3.32)

2.32.040 Powers and duties.

The airport commission shall have the powers and shall perform all duties as outlined below:

- A. Advise the city council in the maintenance and revisions of the comprehensive airport master plan for physical growth and development of the airport;
- B. Serve as an advisory body to the city council on matters related to the airport growth and development and on such other matters as may be requested by the council. The commission shall provide input to the city council regarding policies and regulations governing the operations and the conduct of business on the airport;
- C. Promote public interest in airport planning and encourage citizen participation in the formation of the airport master plan;
- D. Engage in a program of acquainting the public with the performance and alternate solutions relating to aviation transportation and ensure that the public and private facilities and services will be provided by an orderly and balanced growth of the airport and airport activity;
- E. At the earliest possible time, take advisory action, if referred by the city administrator or city council, on all matters concerning the Susanville airport properties and adjacent areas affecting the airport properties. (Prior code § 3.33)

View the [mobile version](#).

Reviewed by: JCH City Administrator
_____ City Attorney

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

Submitted by: Daniel Gibbs, City Engineer

Action Date: September 21, 2016

CITY COUNCIL AGENDA ITEM

PRESENTED BY: Dan Newton, Public Works Director

SUBJECT: **Resolution Number 16-5326** Authorizing the City Administrator to sign an Agreement for Professional Services for Material Testing Services with Pavement Engineering Inc. (PEI), for a cost Not To Exceed \$ 32,000.00.

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: On August 17th, 2016, City Council awarded the 2016 Susanville STIP Projects 'SC2' and 'SC3' to S.T. Rhoades Construction, Inc. The City requires assistance with material testing and related technical services as part of the project construction management duties and quality control program.

Staff prepared a Request for Qualifications (RFQ) and approached over ten (10) firms advertising to serve this area with qualified labs. Labs are required to be Caltrans certified and be able to perform all of the necessary testing of materials associated with the City's overlay projects. Three proposals were received with the summary of the results from the firms listed below:

Company	Not To Exceed Fee
Pavement Engineering Inc., Redding CA	\$ 32,000.00
Holdredge & Kull, Nevada City, CA	\$ 32,630.00
ACS Material Testing, Redding CA	\$ 43,200.00

The proposals were reviewed within the Public Works Department and evaluated for experience, availability and reasonable costs. A review, based on the published selection criteria and response, was performed finding PEI's proposal the most appropriate for the services requested. PEI has been deemed qualified to complete the work, has extensive experience with Caltrans project, the proper experience, presents good references and is ready to commence with work immediately after execution of the contract.

Their proposed Not To Exceed (NTE) cost is \$32,000.00 with individual services to be authorized and controlled on a task ordered basis with time and materials expenses as the method in determining costs. Staff is recommending that the agreement be signed with a cost of Not To Exceed for \$32,000 to cover the costs for testing on the roads that are part of the STIP overlay projects including any additive sections as the project budgets allow for. Any additional costs will be brought before Council for subsequent approval.

FISCAL IMPACT: Funding for this project comes from the State Transportation Improvement Program (STIP). No local funds will be used for this project. In-house costs for construction engineering and inspection will be reimbursed by the project. Council approved the construction engineering component of the project previously at the time of project award. The cost proposal submitted covers material testing for both projects, 'SC2' & 'SC3'.

ACTION REQUESTED: Motion to approve Resolution Number 16-5326 authorizing the City Administrator to sign an Agreement for Professional Services for Materials Testing Services with Pavement Engineering Inc., for a Not to Exceed fee of \$32,000.00

ATTACHMENTS: Resolution 16-5326
Professional Services Agreement from PAVEMENT ENGINEERING INC.
Project Cost Summary - PAVEMENT ENGINEERING INC.

RESOLUTION NUMBER 16-5326
A RESOLUTION OF THE COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING
THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH
PAVEMENT ENGINEERING INC. FOR MATERIAL TESTING AND RELATED
SERVICES FOR THE STIP PROJECTS 'SC2' AND 'SC3'

WHEREAS, the City of Susanville has been allocated funding, in the amount of \$992,000, and \$951,000 respectively through the State Transportation Improvement Program (STIP) to complete the paving of certain streets within the City of Susanville; and

WHEREAS, the technical nature of portions of the work required for the testing of materials relative to the proper supply and quality of construction materials to facilitate required installation of said materials, is outside of the expertise of City staff; and

WHEREAS, the City has followed the appropriate procurement procedures identified in the Caltrans Local Assistance Procedures Manual (LAPM) to solicit and evaluate proposals submitted from consultants where valued at less \$150,000; and

WHEREAS, the allocated funding, in the amount of \$992,000 and \$951,000 respectively from said two projects is sufficient to compensate Pavement Engineering in addition to the construction contract presently in place and available to retain a professional firm to provide material testing and quality control services; and

WHEREAS, three proposals have been received and Pavement Engineering Inc. was determined to be the most appropriate and reasonable for the services required; and

WHEREAS, Pavement Engineering Inc. has been deemed qualified and competent to perform the work with a proposed price not to exceed in the amount of \$32,000.00;

NOW THEREFORE BE IT RESOLVED, the City Council of the City of Susanville authorizes the City Administrator to execute an Agreement with Pavement Engineering Inc. for material testing and quality control services for Pavement Engineering Inc. of Redding, California in the not to exceed amount of \$32,000.00 as part of the construction phase of the STIP Projects 'SC2' and 'SC3' for pavement overlay known as Project(s) 16-01 and 16-02 on various streets within the City of Susanville.

Dated: September 21, 2016

APPROVED: _____
Kathie Garnier Wilson, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 16-5326 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 21st day of September, 2016, by the following vote:

AYES:

NOES:
ABSENT:
ABSTAINING:

ATTEST:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

CITY OF SUSANVILLE

CONSULTANT AGREEMENT WITH:

**PAVEMENT ENGINEERING, INC.
IN REDDING CALIFORNIA**

FOR THE:

**STIP PROJECTS 'SC2' and 'SC3'
PAVEMENT OVERLAY AND ADA FACILITIES**



ADMINISTRATING AGENT:

**CITY OF SUSANVILLE
66 NORTH LASSEN STREET
SUSANVILLE, CA 96130**

CITY OF SUSANVILLE

CONSULTANT AGREEMENT WITH:

PAVEMENT ENGINEERING INC.
IN REDDING CALIFORNIA

FOR THE:

STIP PROJECTS 'SC2' and 'SC3'
PAVEMENT OVERLAY AND ADA FACILITIES



ADMINISTRATING AGENT:

CITY OF SUSANVILLE
ATTN: CITY ENGINEER
66 NORTH LASSEN STREET
SUSANVILLE, CA 96130
TELEPHONE NUMBER (530) 257-1050

SEPTEMBER 2016

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ARTICLE I - INTRODUCTION

- A. This contract is between the following named, hereinafter referred to as, CONSULTANT and the following named, hereinafter referred to as, LOCAL AGENCY:

The name of the "CONSULTANT" is as follows:

PAVEMENT ENGINEERING INC.

The Project Manager for the "CONSULTANT" will be:
WILLIAM J. LONG, SENIOR PRINCIPAL ENGINEER

The name of the "LOCAL AGENCY" is as follows:

CITY OF SUSANVILLE, Public Works Department

The Contract Administrator for LOCAL AGENCY will be:
DANIEL GIBBS, CITY ENGINEER.

- B. The work to be performed under this contract is described in Article II entitled Statement of Work and the original CONSULTANT's Cost Proposal submitted on March 31, 2016 approved and revised as of April 1, 2016. The approved CONSULTANT's Cost Proposal is attached hereto (Attachment I) and incorporated by reference. If there is any conflict between the approved Cost Proposal and this contract, this contract shall take precedence.
- C. The CONSULTANT agrees to indemnify and hold harmless LOCAL AGENCY, its officers, agents, and employees from any and all claims, demands, costs, or liability arising from or connected with the services provided hereunder due to negligent acts, errors, or omissions of the CONSULTANT. The CONSULTANT will reimburse LOCAL AGENCY for any expenditure, including reasonable attorney fees, incurred by LOCAL AGENCY in defending against claims ultimately determined to be due to negligent acts, errors, or omissions of the CONSULTANT.
- D. CONSULTANT and the agents and employees of CONSULTANT, in the performance of this contract, shall act in an independent capacity and not as officers or employees or agents of LOCAL AGENCY.
- E. LOCAL AGENCY may terminate this contract with CONSULTANT should CONSULTANT fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, LOCAL AGENCY may proceed with the work in any manner deemed proper by LOCAL AGENCY. If LOCAL AGENCY terminates this contract with CONSULTANT, LOCAL AGENCY shall pay CONSULTANT the sum due to CONSULTANT under this contract prior to termination, unless the cost of completion to LOCAL AGENCY exceeds the funds remaining in the contract. In which case the overage shall be deducted from any sum due CONSULTANT under this contract and the balance, if any, shall be paid to CONSULTANT upon demand.
- F. Without the written consent of LOCAL AGENCY, this contract is not assignable by CONSULTANT either in whole or in part.
- G. No alteration or variation of the terms of this contract shall be valid, unless made in writing and signed by the parties hereto; and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.
- H. The consideration to be paid to CONSULTANT as provided herein, shall be in compensation for all of CONSULTANT's expenses incurred in the performance hereof, including travel and per diem, unless otherwise expressly so provided.

ARTICLE II - STATEMENT OF WORK

A. Consultant Services

CONSULTANT to provide on-site materials testing and associated quality control services for the STIP funded pavement overlay and ADA facilities project at various locations within the City of Susanville identified as Project Nos. 16-01 'SC2' and 16-02 'SC3' at the costs provided in the Cost Proposal (Attachment I). The field sampling, observations, inspection, field and laboratory testing and any other related activities for providing material testing of asphalt, base rock, native soils and other related material for the purpose of maintaining adequate quality control in conformance with relevant State and accepted industry standards during the course of construction as outlined in the Request for Quotes (RFQ) and project specifications (Attachment II).

CONSULTANT will also be required to provide preliminary engineering work to determine quantities for the project completion. CONSULTANT will be responsible for communicating and coordinating with all affected regulatory agencies, as applicable, in order to facilitate completion as dictated during the preparation of the work.

The CONSULTANT shall complete all tasks and deliverables addressed in the RFP (Attachment II) and the Scope of Work provided by consultant (Attachment III). The CONSULTANT shall work diligently to adhere to project schedule (Attachment IV).

LOCATION

The services shall be provided at various locations within the City of Susanville. The CONSULTANT shall report to the City Engineer or his designee:

Daniel Gibbs, P.E.
Department of Public Works
720 South Street
Susanville, CA 96130
Phone: (530) 257-1050
Facsimile: (530) 257-1057
djgibbs@cityofsusanville.org

COORDINATION

The CONSULTANT shall coordinate with the City Engineer, Project Resident Engineer, other City personnel and Contractor as directed or considered a requirement of the work by the City. CONSULTANT shall report to the City Engineer or his designee. The CONSULTANT'S personnel shall work necessary hours to accommodate the project construction schedule.

B. Local Agency Obligations

LOCAL AGENCY is responsible for performing all work necessary for identifying the location, size, material, contents, etc. of underground and overhead utilities present within the project limits and providing said information to the CONSULTANT. In the event that utility conflicts are unavoidable, LOCAL AGENCY shall perform all work necessary to coordinate utility relocations including but not limited to positive location identification, utility conflict mapping, etc. CONSULTANT shall not be liable for delays to the project schedule associated with LOCAL AGENCY delays in providing said information to the CONSULTANT. CONSULTANT shall not be held liable for problems arising due to faulty, incorrect, or missing utility information during construction activities.

LOCAL AGENCY is responsible for preparation of the Right-of-Way certification in conformance with the Caltrans Local Agency Procedures Manual. CONSULTANT shall not be held liable for delays to the project schedule associated with LOCAL AGENCY delays in the preparation of the Right-of-Way certification.

All data applicable to the project and in possession of LOCAL AGENCY or another agency, or government that are to be made available to CONSULTANT are referred to in the contract. Any other assistance or services to be furnished to CONSULTANT are to be stated clearly.

C. Conferences, Visits to Site, Inspection of Work

The contract provides for conferences as needed, visits to the site, and inspection of the work by representatives of the state, or FHWA. Costs incurred by CONSULTANT for meetings, subsequent to the initial meeting shall be included in the fee.

D. Documentation

Contracts where appropriate, shall provide that CONSULTANT document the results of the work to the satisfaction of LOCAL AGENCY, and if applicable, the State and FHWA. This may include preparation of progress and final reports, plans, specifications and estimates, or similar evidence of attainment of the contract objectives.

ARTICLE III - CONSULTANT'S REPORTS OR MEETINGS

- A. CONSULTANT shall submit progress reports at least once a month. The report should be sufficiently detailed for the Contract Administrator to determine, if CONSULTANT is performing to expectations, or is on schedule; to provide communication of interim findings, and to sufficiently address any difficulties or special problems encountered, so remedies can be developed.
- B. CONSULTANT's Project Manager shall meet with LOCAL AGENCY's Contract Administrator, as needed, to discuss progress on the contract.

ARTICLE IV - PERFORMANCE PERIOD

- A. This contract shall go into effect on September 22, 2016, contingent upon approval by LOCAL AGENCY, and CONSULTANT shall commence work after notification to proceed by LOCAL AGENCY'S Contract Administrator. The contract shall end on or December 30, 2016, unless extended by contract amendment.
- B. CONSULTANT is advised that any recommendation for contract award is not binding on LOCAL AGENCY until the contract is fully executed and approved by LOCAL AGENCY.

ARTICLE V - ALLOWABLE COSTS AND PAYMENTS

- A. The method of payment for this contract will be based on the schedule of costs indicated in CONSULTANTS COST PROPOSAL (Attachment I). The CONSULTANT will not be reimbursed for actual costs that exceed the estimated wage rates, employee benefits, travel, equipment rental, overhead, and other estimated costs set forth in the approved CONSULTANT'S Cost Proposal, unless additional reimbursement is provided for by contract amendment. In the event, that the LOCAL AGENCY determines that a change to the work from that specified in the Cost Proposal and contract is required, the contract time and/or actual costs reimbursable by the LOCAL AGENCY shall be adjusted by contract amendment to accommodate the changed work. The maximum total cost as specified in Paragraph "H" shall not be exceeded, unless authorized by contract amendment.
- B. Reimbursement for transportation and subsistence costs shall not exceed the rates specified in the approved Cost Proposal.
- E. Progress payments will be made monthly in arrears based on services provided and allowable incurred costs, upon approval by the LOCAL AGENCY of CONSULTANT's invoice. If CONSULTANT fails to submit the required deliverable items according to the schedule set forth in the Statement of Work, LOCAL AGENCY shall have the right to delay payment or terminate this Contract in accordance with the provisions of Article VI Termination.
- F. No payment will be made prior to approval of any work, nor for any work performed prior to approval of this contract.

- G. CONSULTANT will be reimbursed, as promptly as fiscal procedures will permit, but no more than 30 days, after receipt by LOCAL AGENCY's Contract Administrator of itemized invoices in triplicate. Invoices shall be submitted no later than 45 calendar days after the performance of work for which CONSULTANT is billing. Invoices shall detail the work performed on each milestone and each project as applicable. Invoices shall follow the format stipulated for the approved Cost Proposal and shall reference this contract number and project title. Final invoice must contain the final cost and all credits due LOCAL AGENCY including any equipment purchased under the provisions of Article XVI Equipment Purchase of this contract. The final invoice should be submitted within 60 calendar days after completion of CONSULTANT's work. Invoices shall be mailed to LOCAL AGENCY's Contract Administrator at the following address:

Daniel Gibbs, P.E. City Engineer
City of Susanville, Department of Public Works
720 South Street, Susanville, CA 96130
Phone: (530) 257-1050, Facsimile: (530) 257-1057
dugibbs@cityofsusanville.org

- H. The total amount payable by LOCAL AGENCY shall not exceed \$32,000.00.
- I. Salary increases will be reimbursable if the new salary is within the salary range identified in the approved Cost Proposal and is approved by LOCAL AGENCY's Contract Administrator. For personnel subject to prevailing wage rates as described in the California Labor Code, all salary increases, which are the direct result of changes in the prevailing wage rates are reimbursable.
- J. All subcontracts in excess of \$25,000 shall contain the above provisions.

ARTICLE VI - TERMINATION

- A. LOCAL AGENCY reserves the right to terminate this contract upon thirty (30) calendar days written notice to CONSULTANT with the reasons for termination stated in the notice.
- B. The maximum amount for which the Government shall be liable if this contract is terminated will be determined by the amount of work completed prior to the termination date.

ARTICLE VII - FUNDING REQUIREMENTS

Not Applicable

ARTICLE VIII - CHANGE IN TERMS

- A. This contract may be amended or modified only by mutual written agreement of the parties.
- B. CONSULTANT shall only commence work covered by an amendment after the amendment is executed and notification to proceed has been provided by LOCAL AGENCY's Contract Administrator.
- C. There shall be no change in CONSULTANT's Project Manager or members of the project team, as listed in the approved Cost Proposal, which is a part of this contract without prior written approval by LOCAL AGENCY's Contract Administrator.

ARTICLE IX - DISADVANTAGED BUSINESS ENTERPRISES (DBE) PARTICIPATION

The RFQ established a DBE goal of 0% for services. CONSULTANT, where applicable, should make a good faith effort to meet the established goal by using a DBE sub-consultant as indicated in CONSULTANT'S Cost Proposal (Attachment I). If DBE sub-consultant is unable to perform, CONSULTANT must make a good faith effort to replace him/her with another DBE subconsultant if the goal is not otherwise met.

A DBE may be terminated only with written approval by LOCAL AGENCY and only for the reasons specified in 49 CFR 26.53 (f). Prior to requesting LOCAL AGENCY's consent for the proposed termination, the prime consultant must meet the procedural requirements specified in 49 CFR 26.53(f). Where the scope of work is revised by LOCAL AGENCY such that the goal cannot be met, CONSULTANT shall not be held liable nor be required to pursue alternative DBE work in order to maintain the established goal.

ARTICLE X - COST PRINCIPLES

- A. CONSULTANT agrees that the Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31.000 et seq., shall be used to determine the cost allowability and accountability of individual items.
- B. CONSULTANT also agrees to comply with federal procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- C. Any costs for which payment has been made to CONSULTANT that are determined by subsequent audit to be unallowable under 49 CFR Part 18 and 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31.000 et seq., are subject to repayment by CONSULTANT to LOCAL AGENCY.

ARTICLE XI - CONTINGENT FEE

CONSULTANT warrants, by execution of this contract that no person or selling agency has been employed, or retained, to solicit or secure this contract upon an agreement or understanding, for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees, or bona fide established commercial or selling agencies maintained by CONSULTANT for the purpose of securing business. For breach or violation of this warranty, LOCAL AGENCY has the right to annul this contract without liability; pay only for the value of the work actually performed, or in its discretion to deduct from the contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

ARTICLE XII - RETENTION OF RECORDS/AUDIT

For the purpose of determining compliance with Public Contract Code 10115, et seq. and Title 21, California Code of Regulations, Chapter 21, Section 2500 et seq., when applicable and other matters connected with the performance of the contract pursuant to Government Code 8546.7; CONSULTANT, subconsultants, and LOCAL AGENCY shall maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of the contract, including but not limited to, the costs of administering the contract. All parties shall make such materials available at their respective offices at all reasonable times during the contract period and for three years from the date of final payment under the contract. The state, State Auditor, LOCAL AGENCY, FHWA, or any duly authorized representative of the Federal Government shall have access to any books, records, and documents of CONSULTANT that are pertinent to the contract for audit, examinations, excerpts, and transactions, and copies thereof shall be furnished if requested.

Subcontracts in excess of \$25,000 shall contain this provision.

ARTICLE XIII - DISPUTES

- A. Any dispute, other than audit, concerning a question of fact arising under this contract that is not disposed of by agreement shall be decided by a committee consisting of LOCAL AGENCY's Contract Administrator and City Administrator, who may consider written or verbal information submitted by CONSULTANT.
- B. Not later than 30 days after completion of all work under the contract, CONSULTANT may request review by LOCAL AGENCY Governing Board of unresolved claims or disputes, other than audit. The request for review will be submitted in writing.
- C. Neither the pendency of a dispute, nor its consideration by the committee will excuse CONSULTANT from full and timely performance in accordance with the terms of this contract.

ARTICLE XIV - AUDIT REVIEW PROCEDURES

- A. Any dispute concerning a question of fact arising under an interim or post audit of this contract that is not disposed of by agreement, shall be reviewed by LOCAL AGENCY'S Finance Manager.
- B. Not later than 30 days after issuance of the final audit report, CONSULTANT may request a review by LOCAL AGENCY'S Finance Manager of unresolved audit issues. The request for review will be submitted in writing.
- C. Neither the pendency of a dispute nor its consideration by LOCAL AGENCY will excuse CONSULTANT from full and timely performance, in accordance with the terms of this contract.

ARTICLE XV - SUBCONTRACTING

- A. CONSULTANT shall perform the work contemplated with resources available within its own organization; and no portion of the work pertinent to this contract shall be subcontracted without written authorization by LOCAL AGENCY'S Contract Administrator, except that, which is expressly identified in the approved Cost Proposal.
- B. Any subcontract in excess of \$25,000 entered into as a result of this contract, shall contain all the provisions stipulated in this contract to be applicable to subconsultants.
- C. Any substitution of subconsultants must be approved in writing by LOCAL AGENCY'S Contract Administrator prior to the start of work by the subconsultant.

ARTICLE XVI - EQUIPMENT PURCHASE

- A. Prior authorization in writing, by LOCAL AGENCY'S Contract Administrator shall be required before CONSULTANT enters into any unbudgeted purchase order, or subcontract exceeding \$5,000 for supplies, equipment, or CONSULTANT services. CONSULTANT shall provide an evaluation of the necessity or desirability of incurring such costs.
- B. For purchase of any item, service or consulting work not covered in CONSULTANT'S Cost Proposal and exceeding \$5,000 prior authorization by LOCAL AGENCY'S Contract Administrator; three competitive quotations must be submitted with the request, or the absence of bidding must be adequately justified.
- C. Any equipment purchased as a result of this contract is subject to the following: "CONSULTANT shall maintain an inventory of all nonexpendable property. Nonexpendable property is defined as having a useful life of at least two years and an acquisition cost of \$5,000 or more. If the purchased equipment needs replacement and is sold or traded in, LOCAL AGENCY shall receive a proper refund or credit at the conclusion of the contract, or if the contract is terminated, CONSULTANT may either keep the equipment and credit LOCAL AGENCY in an amount equal to its fair market value, or sell such equipment at the best price obtainable at a public or private sale, in accordance with established LOCAL AGENCY procedures; and credit LOCAL AGENCY in an amount equal to the sales price. If CONSULTANT elects to keep the equipment, fair market value shall be determined at CONSULTANT'S expense, on the basis of a independent appraisal of such equipment. Appraisals shall be obtained from an appraiser mutually agreeable to by LOCAL AGENCY and CONSULTANT, if it is determined to sell the equipment, the terms and conditions of such sale must be approved in advance by LOCAL AGENCY." 49 CFR, Part 18 requires a credit to Federal funds for participating equipment with a fair market value greater than \$5,000 credited to the project.
- D. All subcontracts in excess \$25,000 shall contain the above provisions.

ARTICLE XVII - INSPECTION OF WORK

CONSULTANT and any subconsultant shall permit LOCAL AGENCY, the state, and the FHWA if federal participating funds are used in this contract; to review and inspect the project activities and files at all reasonable times during the performance period of this contract including review and inspection on a daily basis.

ARTICLE XVIII - SAFETY

- A. CONSULTANT shall comply with OSHA regulations applicable to CONSULTANT regarding necessary safety equipment or procedures. CONSULTANT shall comply with safety instructions issued by LOCAL AGENCY Safety Officer and other LOCAL AGENCY representatives. CONSULTANT personnel shall wear hard hats and safety vests at all times while working on the construction project site.
- B. Pursuant to the authority contained in Section 591 of the Vehicle Code, LOCAL AGENCY has determined that such areas are within the limits of the project and are open to public traffic. CONSULTANT shall comply with all of the requirements set forth in Divisions 11, 12, 13, 14, and 15 of the Vehicle Code. CONSULTANT shall take all reasonably necessary precautions for safe operation of its vehicles and the protection of the traveling public from injury and damage from such vehicles.
- C. Any subcontract entered into as a result of this contract, shall contain all of the provisions of this Article.

ARTICLE XIX - INSURANCE

- A. Prior to commencement of the work described herein, CONSULTANT shall furnish LOCAL AGENCY a Certificate of Insurance presently in effect for CONSULTANT stating limits of insurance no less than:
 1. General Comprehensive Liability: one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability or other from with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/ location or the general aggregate limit shall be twice the required occurrence limit.
 2. Automobile Liability: one million dollars (\$1,000,000) per accident for bodily injury and property damage
 3. Employer's Liability: one million dollars (\$1,000,000) per accident for bodily injury or disease
 4. Errors and Omissions Liability: one million dollars (1,000,000) per occurrence
- B. The Certificate of Insurance will provide:
 1. That the insurer will not cancel the insured's coverage without 30 days prior written notice to LOCAL AGENCY.
 2. That LOCAL AGENCY, its officers, agents, employees, and servants are included as additional insureds, but only insofar as the operations under this contract are concerned.
 3. That LOCAL AGENCY will not be responsible for any premiums or assessments on the policy.
- C. CONSULTANT agrees that the bodily injury liability insurance herein provided for, shall be in effect at all times during the term of this contract. In the event said insurance coverage expires at any time or times during the term of this contract, CONSULTANT agrees to provide at least thirty (30) days prior notice to said expiration date; and a new Certificate of Insurance evidencing insurance coverage as provided for herein, for not less than either the remainder of the term of the contract, or for a period of not less than one (1) year. New Certificates of Insurance are subject to the approval of LOCAL AGENCY. In the event CONSULTANT fails to keep in effect at all times insurance coverage as herein provided, LOCAL AGENCY may, in addition to any other remedies it may have, terminate this contract upon occurrence of such event.

ARTICLE XX - OWNERSHIP OF DATA

- A. Upon completion of all work under this contract, ownership and title to all reports, documents, plans, specifications, and estimates produce as part of this contract will automatically be vested in LOCAL AGENCY; and no further agreement will be necessary to transfer ownership to LOCAL AGENCY. CONSULTANT shall furnish LOCAL AGENCY all necessary copies of data needed to complete the review and approval process.
- B. It is understood and agreed that all calculations, drawings and specifications, whether in hard copy or machine-readable form, are intended for one-time use in the construction of the project for which this contract has been entered into.
- C. CONSULTANT is not liable for claims, liabilities, or losses arising out of, or connected with the modification, or misuse by LOCAL AGENCY of the machine-readable information and data provided by CONSULTANT under this contract; further, CONSULTANT is not liable for claims, liabilities, or losses arising out of, or connected with any use by LOCAL AGENCY of the project documentation on other projects for additions to this project, or for the completion of this project by others, except only such use as many be authorized in writing by CONSULTANT.
- D. Applicable patent rights provisions regarding rights to inventions shall be included in the contracts as appropriate (48 CFR 27, Subpart 27.3 - Patent Rights under Government Contracts for federal-aid contracts).
- E. LOCAL AGENCY may permit copyrighting reports or other agreement products. If copyrights are permitted; the agreement shall provide that the FHWA shall have the royalty-free nonexclusive and irrevocable right to reproduce, publish, or otherwise use; and to authorize others to use, the work for government purposes.
- F. Any subcontract in excess of \$25,000 entered into as a result of this contract, shall contain all of the provisions of this Article.

ARTICLE XXI - CLAIMS FILED BY LOCAL AGENCY'S CONSTRUCTION CONTRACTOR

- A. If claims are filed by LOCAL AGENCY's construction contractor relating to work performed by CONSULTANT's personnel, and additional information or assistance from CONSULTANT's personnel is required in order to evaluate or defend against such claims; CONSULTANT agrees to make its personnel available for consultation with LOCAL AGENCY'S construction contract administration and legal staff and for testimony, if necessary, at depositions and at trial or arbitration proceedings.
- B. CONSULTANT's personnel that LOCAL AGENCY considers essential to assist in defending against construction contractor claims will be made available on reasonable notice from LOCAL AGENCY. Consultation or testimony will be reimbursed at the same rates, including travel costs that are being paid for CONSULTANT's personnel services under this contract.
- C. Services of CONSULTANT's personnel in connection with LOCAL AGENCY's construction contractor claims will be performed pursuant to a written contract amendment, if necessary, extending the termination date of this contract in order to resolve the construction claims.
- D. Any subcontract in excess of \$25,000 entered into as a result of this contract, shall contain all of the provisions of this Article.

ARTICLE XXII - CONFIDENTIALITY OF DATA

- A. All financial, statistical, personal, technical, or other data and information relative to LOCAL AGENCY's operations, which are designated confidential by LOCAL AGENCY and made available to CONSULTANT in order to carry out this contract, shall be protected by CONSULTANT from unauthorized use and disclosure.
- B. Permission to disclose information on one occasion, or public hearing held by LOCAL AGENCY relating to the contract, shall not authorize CONSULTANT to further disclose such information, or disseminate the same on any other occasion.

- C. CONSULTANT shall not comment publicly to the press or any other media regarding the contract or LOCAL AGENCY's actions on the same, except to LOCAL AGENCY's staff, CONSULTANT's own personnel involved in the performance of this contract, at public hearings or in response to questions from a Legislative committee.
- D. CONSULTANT shall not issue any news release or public relations item of any nature, whatsoever, regarding work performed or to be performed under this contract without prior review of the contents thereof by LOCAL AGENCY, and receipt of LOCAL AGENCY'S written permission.
- E. Any subcontract entered into as a result of this contract shall contain all of the provisions of this Article.
- F. All information related to the construction estimate is confidential, and shall not be disclosed by CONSULTANT to any entity other than LOCAL AGENCY.

ARTICLE XXIII - NATIONAL LABOR RELATIONS BOARD CERTIFICATION

In accordance with Public Contract Code Section 10296, CONSULTANT hereby states under penalty of perjury that no more than one final unappealable finding of contempt of court by a federal court has been issued against CONSULTANT within the immediately preceding two-year period, because of CONSULTANT's failure to comply with an order of a federal court that orders CONSULTANT to comply with an order of the National Labor Relations Board.

ARTICLE XXIV - EVALUATION OF CONSULTANT

CONSULTANT's performance will be evaluated by LOCAL AGENCY. A copy of the evaluation will be sent to CONSULTANT for comments. The evaluation together with the comments shall be retained as part of the contract record.

ARTICLE XXV - STATEMENT OF COMPLIANCE

- A. CONSULTANT's signature affixed herein, and dated, shall constitute a certification under penalty of perjury under the laws of the State of California that CONSULTANT has, unless exempt, complied with, the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Administrative Code, Section 8103.
- B. During the performance of this Contract, Consultant and its subconsultants shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Consultant and subconsultants shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Consultant and subconsultants shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Contract by reference and made a part hereof as if set forth in full. Consultant and its subconsultants shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

ARTICLE XXVI - DEBARMENT AND SUSPENSION CERTIFICATION

- A. CONSULTANT's signature affixed herein, shall constitute a certification under penalty of perjury under the laws of the State of California, that CONSULTANT has complied with Title 2 CFR Part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (nonprocurement)", which certifies that he/she or any person associated therewith in the capacity of owner, partner, director, officer, or

manager, is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any federal agency within the past three (3) years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years. Any exceptions to this certification must be disclosed to LOCAL AGENCY.

- B. Exceptions will not necessarily result in denial of recommendation for award, but will be considered in determining CONSULTANT responsibility. Disclosures must indicate to whom exceptions apply, initiating agency, and dates of action.
- C. Exceptions to the Federal Government Excluded Parties List System maintained by the General Services Administration are to be determined by the Federal highway Administration.

ARTICLE XXVII - STATE PREVAILING WAGE RATES

- A. CONSULTANT shall comply with the State of California's General Prevailing Wage Rate requirements in accordance with California Labor Code, Section 1770, and all Federal, State, and local laws and ordinances applicable to the work.
- B. Any subcontract entered into as a result of this contract if for more than \$25,000 for public works construction or more than \$15,000 for the alteration, demolition, repair, or maintenance of public works, shall contain all of the provisions of this Article.

ARTICLE XXVIII - CONFLICT OF INTEREST

- A. CONSULTANT shall disclose any financial, business, or other relationship with LOCAL AGENCY that may have an impact upon the outcome of this contract, or any ensuing LOCAL AGENCY construction project. CONSULTANT shall also list current clients who may have a financial interest in the outcome of this contract, or any ensuing LOCAL AGENCY construction project, which will follow.
- B. CONSULTANT hereby certifies that it does not now have, nor shall it acquire any financial or business interest that would conflict with the performance of services under this contract.
- C. Any subcontract in excess of \$25,000 entered into as a result of this contract, shall contain all of the provisions of this Article.
- D. CONSULTANT hereby certifies that neither CONSULTANT, nor any firm affiliated with CONSULTANT will bid on any construction contract, or on any contract to provide construction inspection for any construction project resulting from this contract. An affiliated firm is one, which is subject to the control of the same persons through joint-ownership, or otherwise.
- E. Except for subconsultants whose services are limited to providing surveying or materials testing information, no subconsultant who has provided design services in connection with this contract shall be eligible to bid on any construction contract, or on any contract to provide construction inspection for any construction project resulting from this contract.

ARTICLE XXIX - REBATES, KICKBACKS OR OTHER UNLAWFUL CONSIDERATION

CONSULTANT warrants that this contract was not obtained or secured through rebates kickbacks or other unlawful consideration, either promised or paid to any LOCAL AGENCY employee. For breach or violation of this warranty, LOCAL AGENCY shall have the right in its discretion; to terminate the contract without liability; to pay only for the value of the work actually performed; or to deduct from the contract price; or otherwise recover the full amount of such rebate, kickback or other unlawful consideration.

ARTICLE XXXI - NOTIFICATION

All notices hereunder and communications regarding interpretation of the terms of this contract and changes thereto, shall be effected by the mailing thereof by registered or certified mail, return receipt requested, postage prepaid, and addressed as follows:

CONSULTANT (Project Manager):

Pavement Engineering Inc.
William J. Long, Senior Principal Engineer
20260 Skypark Drive
Redding, CA 96002
(530) 224-4535
bill@pavementengineering.com

LOCAL AGENCY (Contract Administrator):

City of Susanville
Daniel Gibbs, City Engineer
720 South Street
Susanville, CA 96130
(530) 257-1041
dgibbs@cityofsusanville.org

ARTICLE XXXII - CONTRACT

The two parties to this contract, who are the before named CONSULTANT and the before named LOCAL AGENCY, hereby agree that this contract constitutes the entire agreement which is made and concluded in duplicate between the two parties. Both of these parties for and in consideration of the payments to be made, conditions mentioned, and work to be performed; each agree to diligently perform in accordance with the terms and conditions of this contract as evidenced by the signatures below.

ARTICLE XXXIII SIGNATURES

Consultant, Pavement Engineering Inc.



William J. Long, Senior Principal Engineer

DATE: 9/14/16

City of Susanville

Jared Hancock, City Administrator

DATE: _____

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

DATE: _____

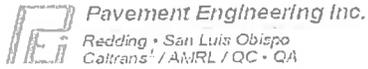


Pavement Engineering Inc.

Redding • San Luis Obispo
 Caltrans • ATRI / OC • QA

2016 Laboratory Fee Schedule and Project Budgeting

	ASTM	AASHTO	CTM	Standard Fee
Aggregate Testing for HMA, Soils, and Concrete				
Sieve Analysis: Coarse and Fine with wash	C 136	T 27	202	\$130
Sieve Analysis: Coarse Only	C 136	T 27	202	\$65
Sieve Analysis: Fine Only	C 136	T 27	202	\$85
Sieve Analysis: Ignition Extraction Sample			202-A	\$130
Sieve Analysis: Solvent Extraction Sample	D 5444		202-A	\$130
Sand Equivelant	D 2419	T 176	217	\$115
Durability: Coarse Aggregate	D 3744	T 210	229	\$225
Durability: Fine Aggregate	D 3744	T 210	229	\$165
Cleaness Value			227	\$180
Specific Gravity: Fine Aggregate	C 128	T 84	207	\$250
Specific Gravity: Coarse Aggregate	C 127	T 85	206	\$125
Specific Gravity: Apparent			208	\$115
Curshed Particles: Coarse Aggregate (One and Two Face)	D 5821	T 335	205	\$145
Curshed Particles: Fine Aggregate (One Face only)			205	\$90
Flat and Elongated Particles	D 4791		235	\$175
Aggregate Moisture Content	C 566	T 255	226	\$50
Clay Lumps & Friable Particles	C 142			\$100
Lightweight Pieces	C 123			\$100
Fine Aggregate Angularity (FAA) *May require Fine Specific Gravity	C 1252	T 304	234	\$170
Organic Impurities	C 40			\$100
Abrasion Resistance LA Rattler	C 131 / 535	T 96	211	\$195
Resistance Value (R-value)	D 2844		301	\$275
Sodium Sulfate Soundness	C 88		214	\$350
Centrifuge Kerosene Equivelant: Coarse			303	\$100
Centrifuge Kerosene Equivelant: Fine			303	\$100



2016 Laboratory Fee Schedule and Project Budgeting

Soils	ASTM	AASHTO	CTM	Standard Fee
Treated Soils Mix Design: Proctor/216 (Price per test Section)	D 1557/SP		216/SP	
Plasticity Index *Includes Liquid and Plastic Limit	4318 2487	T 89 / 90	204	\$300
Liquid Limit (Atterberg Limits)	D 4318	T 89		\$200
Plastic Limit (Atterberg Limits)	D 4318	T 90		\$100
Moisture Density: Standard Proctor	D 698	T 99		\$240
Moisture Density: Modified Proctor	D 1557	T 180		\$240
Relative Compaction (California Density Tube)			216	\$220
Resistance Value (R-Value)	D 2844	T 190	301	\$285
Resistance Value (R-Value) Treated Soil or Base	D 2844	T 190	301	\$300
Sand Equivalent	D 2419	T 176	217	\$115

Concrete	ASTM	AASHTO	CTM	Standard
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Check back later in 2016 for more information on new test offerings from PEI.
 Expected Concrete Start Date: 7-1-2016



2016 Laboratory Fee Schedule and Project Budgeting

	ASTM	AASHTO	CTM	Standard Fee
Hot Mix Asphalt - Hveem Method				
HMA Mix Tests - Complete Set with Air Voids		set	Set	\$450
HMA Mix Tests - Bulk Specific Gravity Only	1561/2726	T 247/166	304, 308	\$250
HMA Mix Tests - Stability Only	1561/1560	T 247/246	304, 366	\$225
Maximum Specific Gravity			309	\$125
Asphalt Content			382	\$165
Asphalt Content Oven Correction			382	\$400
Tensile Strength Ratio (TSR) - Plant Produced			371	\$900
Tensile Strength Ratio (TSR) - Laboratory Produced			371	\$1,150
HMA Production Start-up (CEM 3703)			set	\$700
Hot Mix Asphalt - Marshall Method				
HMA Mix Tests - Complete Set with Air Voids	set	set		\$500
HMA Mix Tests - Flow and Stability Only	D 1559	T 245		\$375
HMA Mix Tests - Bulk Specific Gravity Only	D 1559	T 245/T269		\$275
Maximum Specific Gravity		T 209		\$125
Asphalt Content		T 308		\$165
Asphalt Content Oven Correction		T 308		\$400
Tensile Strength Ratio (TSR) - Plant Produced		T283		\$900
Tensile Strength Ratio (TSR) - Laboratory Produced		T283		\$1,150
Hot Mix Asphalt - Gyatory Method				
HMA Mix Tests - Complete Set		set		\$500
RHMA Mix Tests - Complete Set with Holding period		set		\$600
Maximum Specific Gravity		T 209		\$125
Asphalt Binder Content - Ignition Method		T 308		\$165
Asphalt Content Oven Correction		T 308		\$400
Asphalt Binder Content - Chemical Extraction Method *Starts March	D 2172		Method B	\$150
Hamburg Wheel Tracking (2 full sets per caltrans requirement)		T 324	Modified	\$1,100
Tensile Strength Ratio (TSR) - Plant Produced		T 283		\$950
Tensile Strength Ratio (TSR) - Laboratory Produced		T 283		\$1,200



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2016 Laboratory Fee Schedule and Project Budgeting

	Standard Fee
HMA Mix Design - Hveem Method	
HMA Mix Design - Admin Review *Allowed on PEI original mix designs less than 24 months old	\$250
HMA Mix Design - Update *Allowed on PEI original mix designs older than 24 Months	\$950
HMA Mix Design - 3514 Updated Design *Requires Plant produced mix.	\$1,200
2006 Standard Including all aggregate and Mix Tests	\$2,250
2006 Standard W/ RAP Including RAP and all aggregate and Mix Tests (LP-9 Data Provided)	\$2,450
2006 Standard W/ RAP Including RAP and all aggregate and Mix Tests (LP-9 Data NOT Provided)	\$2,850
2007 Standard HMA Including all aggregate and Mix Tests	\$2,550
2007 Standard HMA w/ RAP Including all RAP, aggregate, and Mix Tests (LP-9 Data Provided)	\$2,750
2007 Standard HMA w/ RAP Including all RAP, aggregate, and Mix Tests (LP-9 Data NOT Provided)	\$3,350
2007 Standard RHMA Including all aggregate and Mix Tests	\$3,000
2013 Standard HMA w/ RAP Including all testing and Hamburg (LP-9 Data Provided)	\$3,700
2013 Standard HMA w/ RAP Including all testing and Hamburg (LP-9 Data NOT Provided)	\$4,300
Tensile Strength Ratio - Treated and Untreated Mix included as poortion of mix design (set)	\$1,900
HMA Mix Design - Marshall Method	
Marshall HMA Mix Design Base - FHWA, ACCE, and other standard spccs	\$2,650
Marshall HMA Mix Design Custom - Speciality Specifications and Projects	\$2,950
Tensile Strength Ratio - Treated and Untreated Mix included as poortion of mix design (set)	\$1,650
HMA Mix Design - Gyrotory Method	
HMA Mix Design - Admin Review *Allowed on PEI original mix designs less than 24 months old	\$250
HMA Mix Design - Update *Allowed on PEI original mix designs older than 24 Months	\$950
Superpave JMF MINOR HMA Including all HMA and Aggregate Testing	\$3,200
Superpave JMF MINOR RHMA Including all HMA and Aggregate Testing	\$3,400
Superpave JMF MINOR HMA w/ RAP Including all RAP, HMA and Aggregate Testing (LP-9 Provdiel)	\$3,400
Superpave JMF MINOR HMA w/ RAP Including all RAP, HMA and Aggregate Testing	\$3,850
Superpave JMF HMA Including all HMA, Aggregate, Hamburg, and TSR Testing	\$7,200
Superpave JMF RHMA Including all HMA, Aggregate, Hamburg, and TSR Testing	\$7,400
Superpave JMF HMA w/ RAP Including all RAP, HMA, Aggregate, Hamburg, and TSR Testing (LP-9 Prov)	\$7,400
Superpave JMF HMA w/ RAP Including all RAP, HMA, Aggregate, Hamburg, and TSR Testing	\$7,850

Reviewed by: JCH City Administrator
 City Attorney

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

Submitted by: Dan Newton, Public Works Director

Action Date: September 21, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution No. 16-5320 approving the September 2016 Water Rate Analysis and Calculations Report.

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: As a result of the discussion held at the August 24, 2016 Water Rate Workshop City Council directed staff to modify the Water Rate Analysis and Calculations Report, which is the basis for determining the cost to provide water service and identifies a rate structure to recover service costs. The modified report is titled the September 2016 Water Rate Analysis and Calculations Report (Report) and will supersede the prior report. The Report addresses the requested changes to the five year Capital Improvement Plan (CIP) and proposes a rate structure that includes an infrastructure surcharge.

On August 17, 2016 City Council rescinded the rate structure adopted on June 1, 2016. Council’s direction was to diligently pursue a new rate structure ensuring that an analysis of the impacts to customer bills is completed and disseminated as part of the process.

On September 7, 2016 City Council discussed two rate alternatives; one alternative included an infrastructure surcharge to address infrastructure needs, left the base rate unchanged and modified the quantity rate; the other alternative included no infrastructure surcharge, left the base rate unchanged and increased the quantity rate. Council directed staff to move forward by modifying the Water Rate Analysis and Calculations Report to reflect the CIP changes and the infrastructure surcharge alternative.

For Council’s consideration is the attached September 2016 Water Rate Analysis and Calculations Report. Pursuant to the requirements of the California Constitution, Article 13D, the Report is the first step in the approval process to modify the existing water rate structure. The results of the Report indicate that a rate increase is necessary to cover operational costs which include the costs to complete additional infrastructure improvements. The Report does not include the costs to replace the all of the City’s deteriorated infrastructure but does accomplish replacement of a significant amount of water main and service laterals over the next 5 years. The Report presents an analysis of the cost to provide service. Costs identified within the Report have been forecasted through the next 5 years, including an annual 2% escalation for personnel costs and services and supplies costs. Costs for modest system improvements have been identified. Also, discussed within the Report is the need to complete a water system master plan within the next 5 years. Resolution 16-5320 stipulates that the September 2016 Water Rate Analysis and Calculations Report supersedes the previously adopted report.

An additional item pertaining to the infrastructure surcharge rate structure has been included for Council's review. Staff has developed an alternative that implements a monthly infrastructure surcharge based on meter size which was not previously discussed. Meter size correlates to the demand a customer places on the water system as is evidenced in the existing water "base rate" structure. Council may desire to tier the infrastructure surcharge generating approximately \$710,160 in annual revenue, an increase of \$25,570 compared to the fixed infrastructure surcharge presented in the Report.

Upon approval of the Report, the rates do not automatically change; a public hearing is required prior to modifying the rate. Upon approval of the Report a public hearing will be scheduled to allow 45 days for property owners that are customers of the City's water system to protest the rate increase.

Notices must be mailed to property owners detailing the proposed rate increase with instructions on how to protest. If the majority of property owners protest the increase, then the rate cannot be adopted.

FISCAL IMPACT: Approval of the Report will have no financial impact at this time. If approved, staff will draft an ordinance setting rates for the water system for approval at a later meeting after the rate approval procedures have been followed, which includes the public notice and public hearing.

ACTION REQUESTED: Motion to approve Resolution No. 16-5320 approving the September 2016 Water Rate Analysis and Calculations Report.

ATTACHMENTS: Resolution No. 16-5320
September 2016 Water Rate Analysis and Calculations Report
Water Bill Comparison
Infrastructure Surcharge Tiered Alternative

RESOLUTION NUMBER 16-5320

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE APPROVING THE
SEPTEMBER 2016 WATER RATE ANALYSIS AND CALCULATIONS REPORT AND
AUTHORIZING STAFF TO CONTINUE THE WATER UTILITY RATE MODIFICATION
PROCESS**

WHEREAS, the City of Susanville (City) owns the Susanville Municipal Water System;
and

WHEREAS, 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
the continued financial health and stability of the City's water enterprise and providing rate
stability; and

WHEREAS, the California Constitution, Article 13D, Section 6(3) requires that revenues
derived from a fee or charge shall not exceed the funds required to provide the cost of service.

WHEREAS, the September 2016 Water Rate Analysis and Calculations Report provides
the justification required per Article 13D; section 6(3) of the California Constitution; and

WHEREAS, by approving that September 2016 Water Rate Analysis and Calculations
Report, Council is not modifying water rates; and

WHEREAS, water rates can only be modified after the proposed rate increase is properly
noticed and property owners have had an opportunity to protest the proposed rate modification;
and

WHEREAS, upon approval of the Water Rate Analysis and Calculations report, Staff is
prepared to implement requisite notification procedures.

NOW THEREFORE BE IT RESOLVED, that the City of Susanville City Council approves
2016 Water Rate Analysis and Calculations report and authorizes staff to continue the water rate
modification process.

BE IT FURTHER RESOLVED, that the September 2016 Water Rate Analysis and
Calculations Report supersedes the previously adopted 2016 Water Rate Analysis and
Calculations Report.

Dated: September 21, 2016

Approved: _____
Kathie Garnier, Mayor

Attest: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 16-5320 was adopted at a regular meeting of the City Council of the City of Susanville held on the 21st day of September, 2016 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

Approved as to form:

Jessica Ryan, City Attorney

City of Susanville

September 2016 Water Rate Analysis and Calculations Report



*****Pending City Council Approval***
September 21, 2016**

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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 vulnerable 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
- Capital Improvement/Depreciation
- 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 five-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.

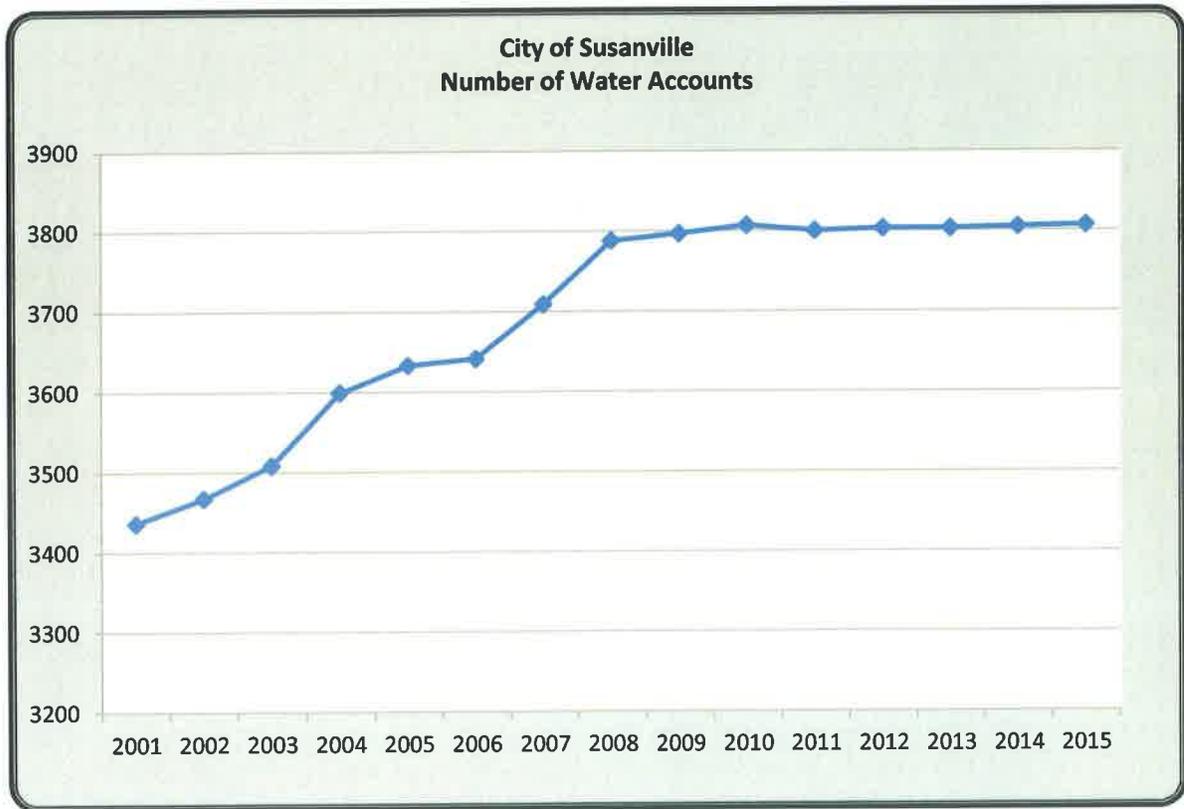
3.2 Water Customers

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

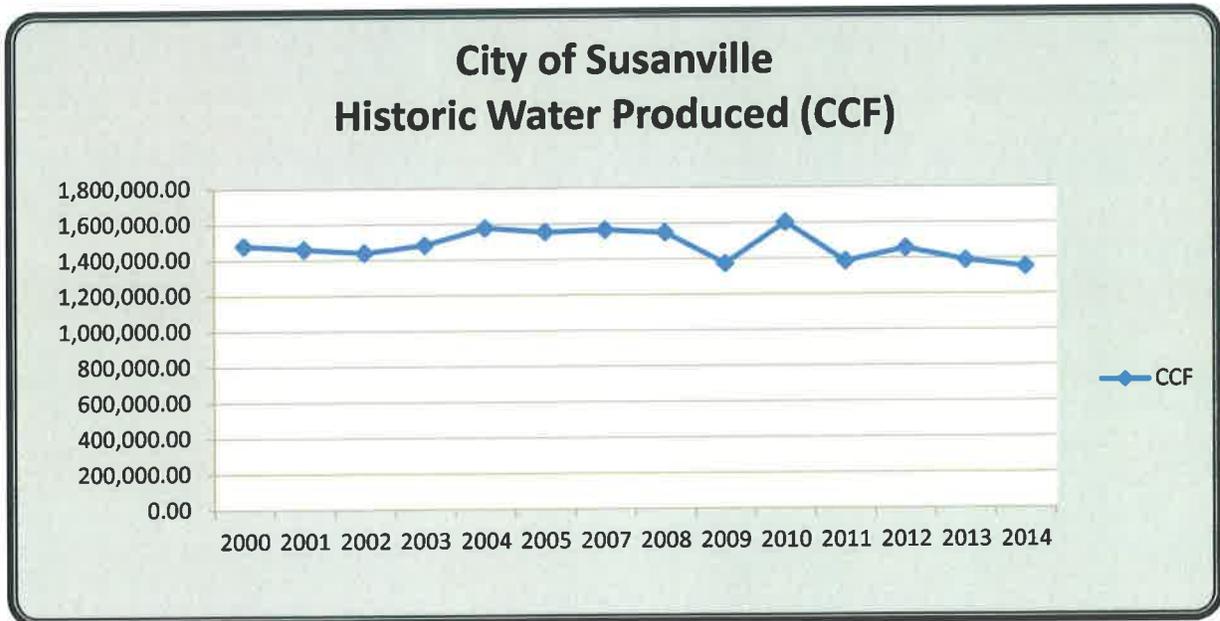


3.3 Water Production

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 28% reduction in total water production as of February 28, 2016.

In May 2016, in response to persistent yet less severe drought, the State Water Board amended the Emergency Water Regulation, requiring water suppliers to submit information certifying supply reliability for three additional years of drought. The City submitted the required information and the State accepted the self-certification standard of 0%. The regulation is in effect through January, 2017, at which time the State may revise the regulation reinstating a higher conservation standard upon the City of Susanville.

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 \$3.58 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 0% 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.

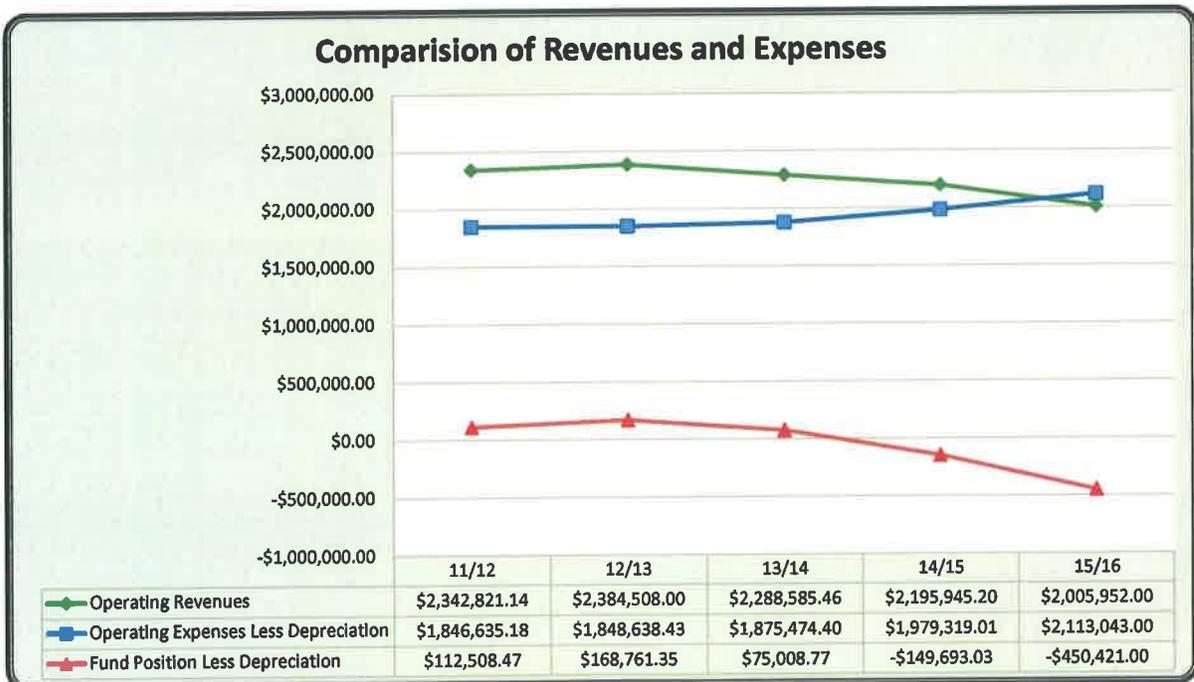
Table 3: Historical Revenue and Expenses
 City of Susanville
 Water Rate Analysis and Calculations 2016

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 Improvement Plan / Infrastructure Replacement (Depreciation)

Capital Improvements include replacement of aging infrastructure and vehicle 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 \$6.1 million of water system improvements through 2020/21. The City has received a grant totaling 1.7 million to be used for Cady Springs Pump Station and infrastructure replacement projects. The City has also applied for additional grant funding (community block grant) to complete approximately 740,000 of water main replacement. Finally, \$3.58 million of water main replacement is proposed to be completed

with water rate revenues.

The City will continue to actively pursue outside funding sources to complete future infrastructure replacement projects. 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

Susanville Water Division - Capital Improvement Plan

FUND SOURCE	INFRASTRUCTURE PROJECTS	1	2	3	4	5	Total
		COST ESCALATED FROM 2015 DOLLARS (2%/YEAR)					
		2016/17	2017/18	2018/19	2019/20	2020/21	
WATER RATE REVENUE	Richmond Rd.; Cypress to Riverside Dr.		\$6,370	\$136,250			\$142,620
	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
	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
	Main St.; Weatherlow to Park	\$24,000	\$854,010				\$878,010
	TOTAL BY YEAR	\$53,290	\$1,487,460	\$179,970	\$976,550	\$884,480	\$3,581,750
PROP 84	Cady Springs Pump Station, Main Connections		\$120,000	\$969,877			\$1,089,877
	Johnstonville Rd. Water Main Replacement; Skyline Road Toward Well 3		\$20,000	\$679,208			\$699,208
	TOTAL BY YEAR	\$0	\$140,000	\$1,649,085	\$0	\$0	\$1,789,085
BLOCK GRANT	S Gilman; Main St. to River St.	\$9,330	\$199,500				\$208,830
	Monrovia Alley; Covina St. to East End		\$14,590	\$312,370			\$326,960
	Lipland Alley; Covina St. to East End		\$9,250	\$198,250			\$207,500
	TOTAL BY YEAR	\$9,330	\$223,350	\$510,620	\$0	\$0	\$743,300
TOTAL ALL FUNDS		\$ 62,620	\$ 1,850,810	\$ 2,339,675	\$ 976,550	\$ 884,480	\$ 6,114,135

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
- Capital Improvement/Depreciation
- Conservation Programs
- Debt

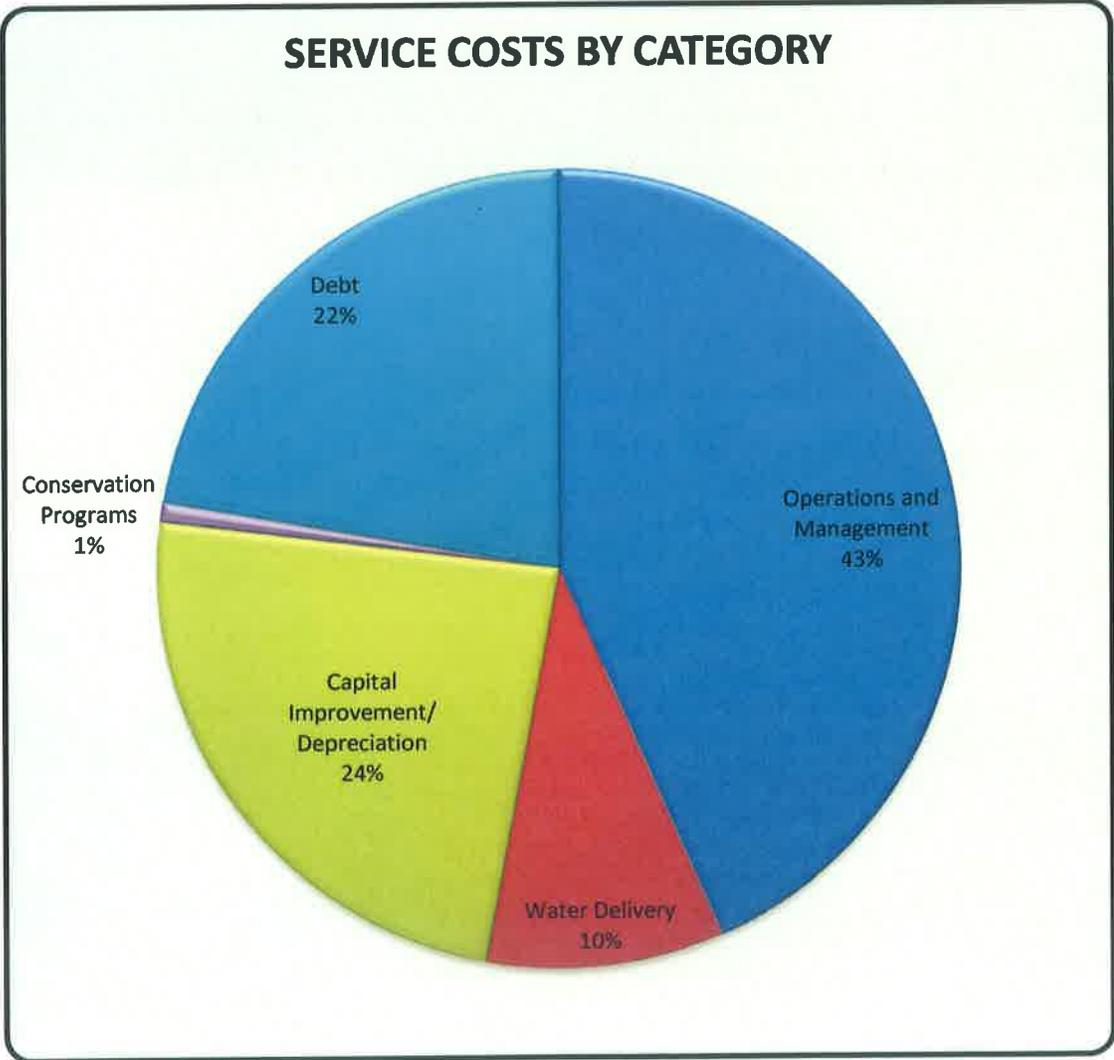
Table 5: Water Operating Expenses reflect the results of the analysis. Costs presented have been developed through a detailed and comprehensive analysis of operational and maintenance needs, infrastructure replacement needs, regulatory requirements, and debt obligations over the next five years. Each 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 / Supplies	\$ 270,101
System Improvements	\$ 11,700
Equipment Improvements	\$ 14,200
Capital Improvement /Depreciation	
Infrastructure Replacement	\$ 716,350
Equipment Replacement	\$ 25,000
Conservation Programs	\$ 25,000
Debt	
Debt Repayment	\$ 686,979
Annual Cost to Provide Service	\$ 3,092,426

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

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

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.

Infrastructure Surcharge:

Acknowledging the significant infrastructure needs within the water system, the assessment of an infrastructure surcharge addresses replacement of critical infrastructure. A flat fee of \$15.00 per customer account is estimated to generate approximately \$685,000 in support of the Capital

Improvement Plan. To fully fund projected CIP costs (\$716,350), revenue generated from the base rate and quantity rate will be used.

Quantity Rate:

A key factor in determining the quantity rate is the estimated availability to sell water over 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 quantity rate, per 100 cubic feet is increased from the five tiered rate (\$1.245 to \$1.645) to \$1.65 during the irrigation season. Customers choosing to use more water to irrigate landscapes will pay more to do so. However, during the non-irrigation season, the proposed quantity rate drops below the existing low tier (\$1.245) to \$1.16. Due to limited opportunities to conserve during the winter months, a reduction of the quantity rate during the non-irrigation season should not have a significant impact on conservation.

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	\$3,092,426		
Estimated Fixed Rate Revenue		\$1,173,565	38%
Infrastructure Surcharge		\$685,260	22%
Estimated Variable Rate Revenue		\$1,233,601	40%

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 -	\$ 1.16 /CCF
Irrigation Season (April - September)	\$ 1.65 /CCF
Infrastructure Surcharge	
Infrastructure Surcharge	\$15.00 / Monthly / Account

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 at 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.

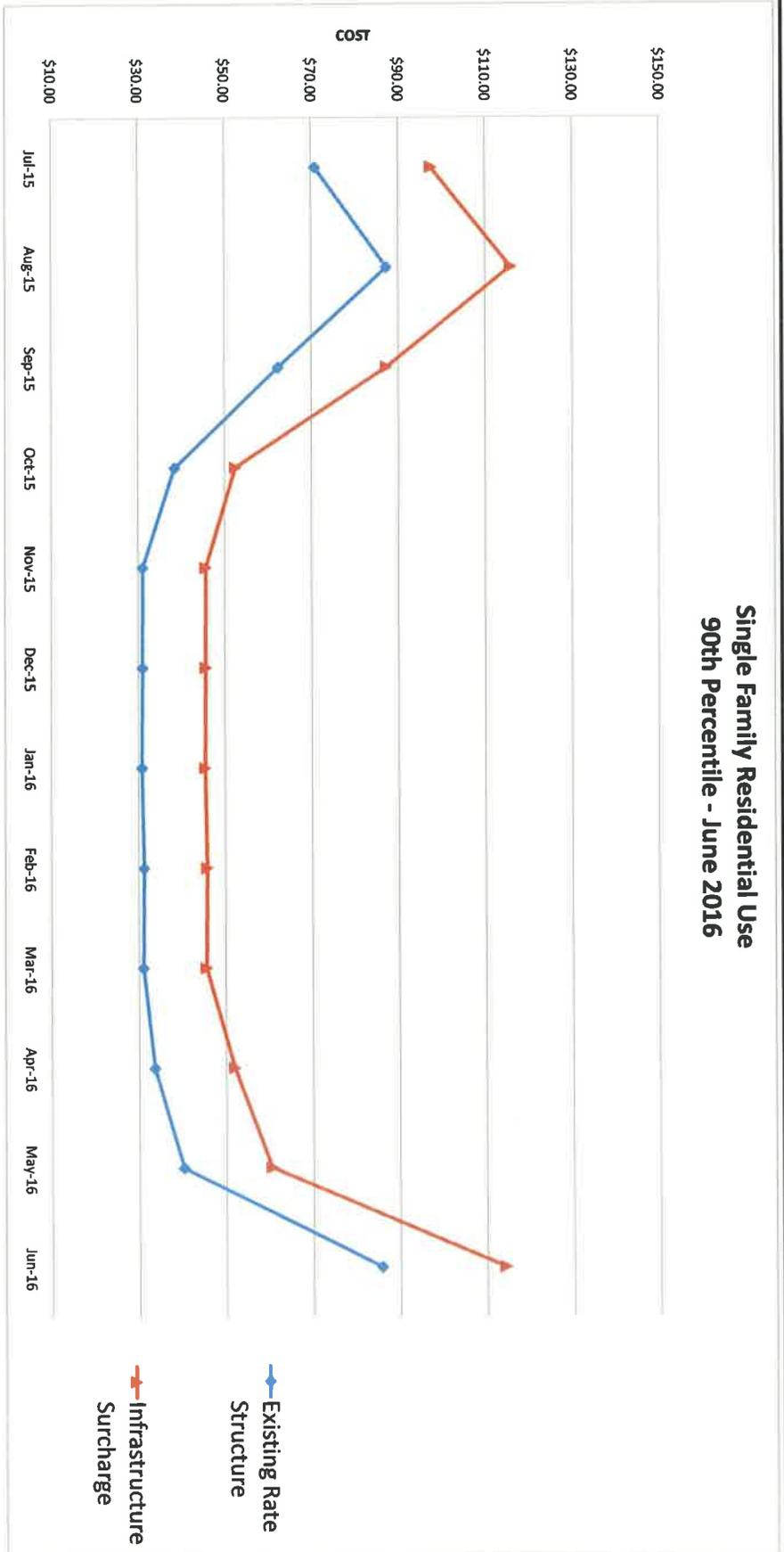
7.3 Proposed Drought Surcharge

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

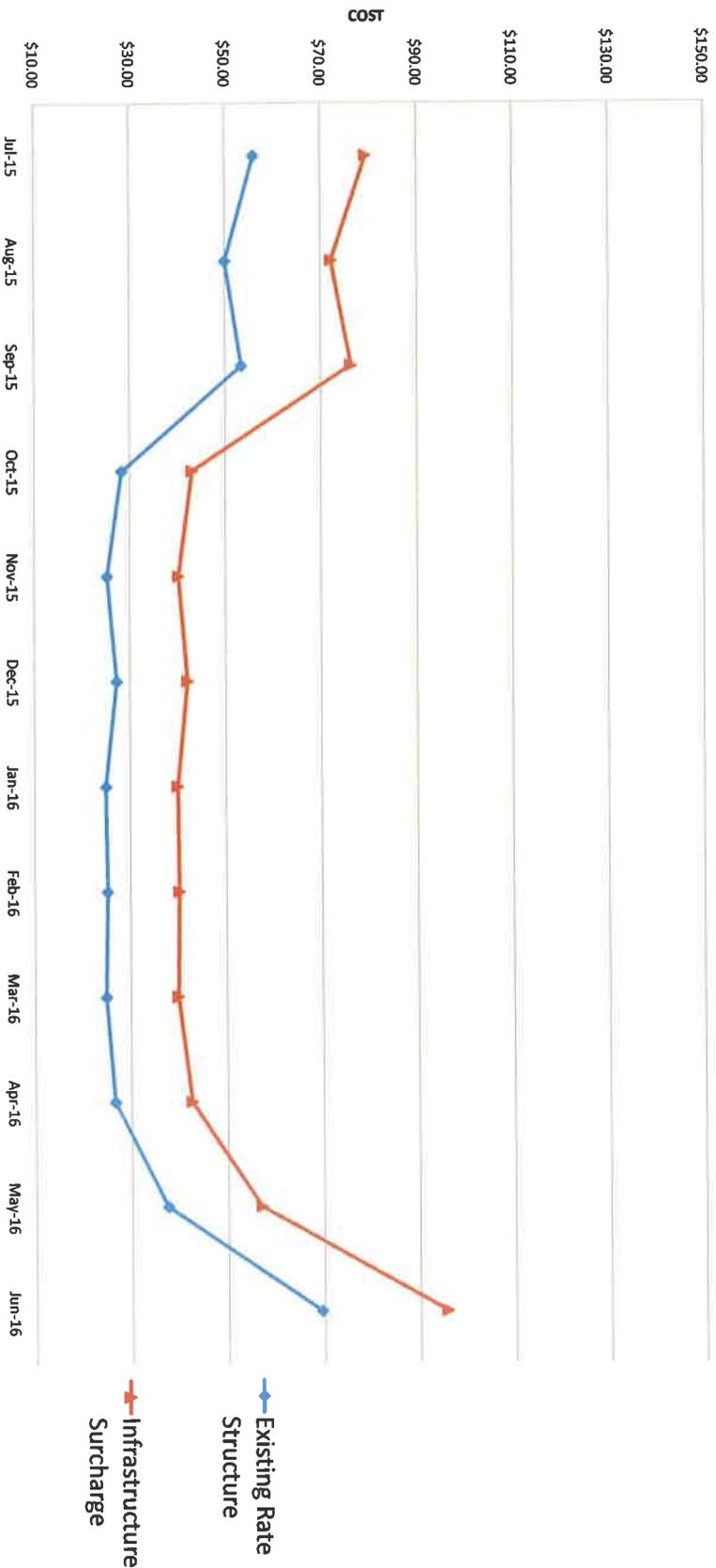
	Stage 1 Up to 15%	Stage 2 Up to 25%	Stage 3 Up to 40%
Required Water Reduction %			
PROJECTED CONSUMPTION			
Total Water Consumption (ccf)	703,218	646,960	577,643
Total Reduction in Water Consumption (ccf)	105,483	161,740	231,057
<i>% Reduction from Normal</i>	15%	25%	40%
PROJECTED REVENUE LOSS			
Cost per unit – Irrigation Season	\$1.65	\$1.65	\$1.65
Total Consumption Revenue Loss with Conservation	\$174,046	\$266,871	\$381,245
Drought Surcharge (per ccf)	\$0.25	\$0.41	\$0.66
Drought Rate (per ccf)	\$1.90	\$2.06	\$2.31

Single Family Residential Use 90th Percentile - June 2016



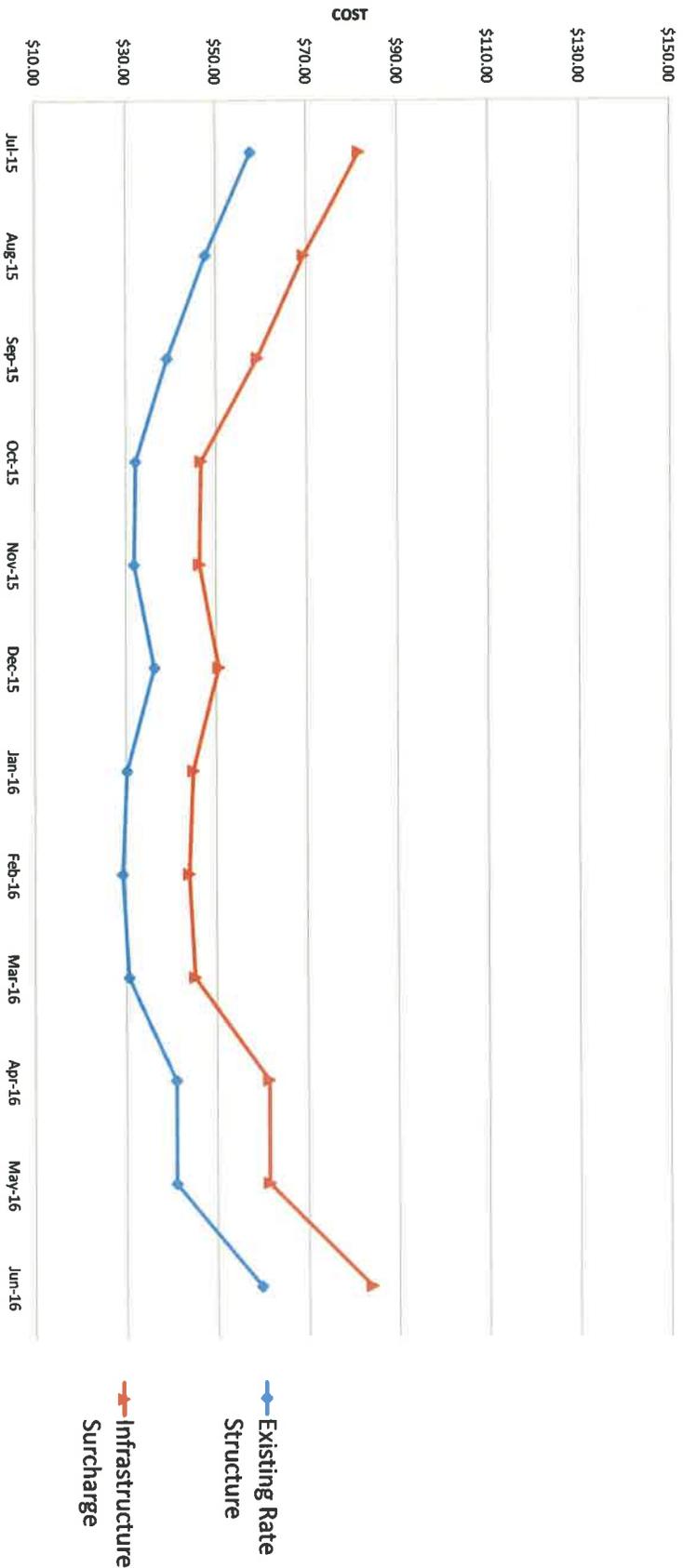
	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Annual Total	Annual Increase From Current Rate	Average Monthly Cost Increase
Cubic Feet Used	3867	4982	3243	1493	898	897	881	916	898	1106	1625	4881	25687		
Existing Rate Structure	\$70.90	\$87.30	\$62.38	\$38.50	\$31.10	\$31.08	\$30.88	\$31.32	\$31.10	\$33.68	\$40.30	\$85.80	\$574.34		
Infrastructure Surcharge	\$97.51	\$115.90	\$87.21	\$52.49	\$45.59	\$45.58	\$45.39	\$45.80	\$45.59	\$51.95	\$60.51	\$114.24	\$807.74	\$233.40	\$19.45

Single Family Residential Use 80th Percentile - June 2016



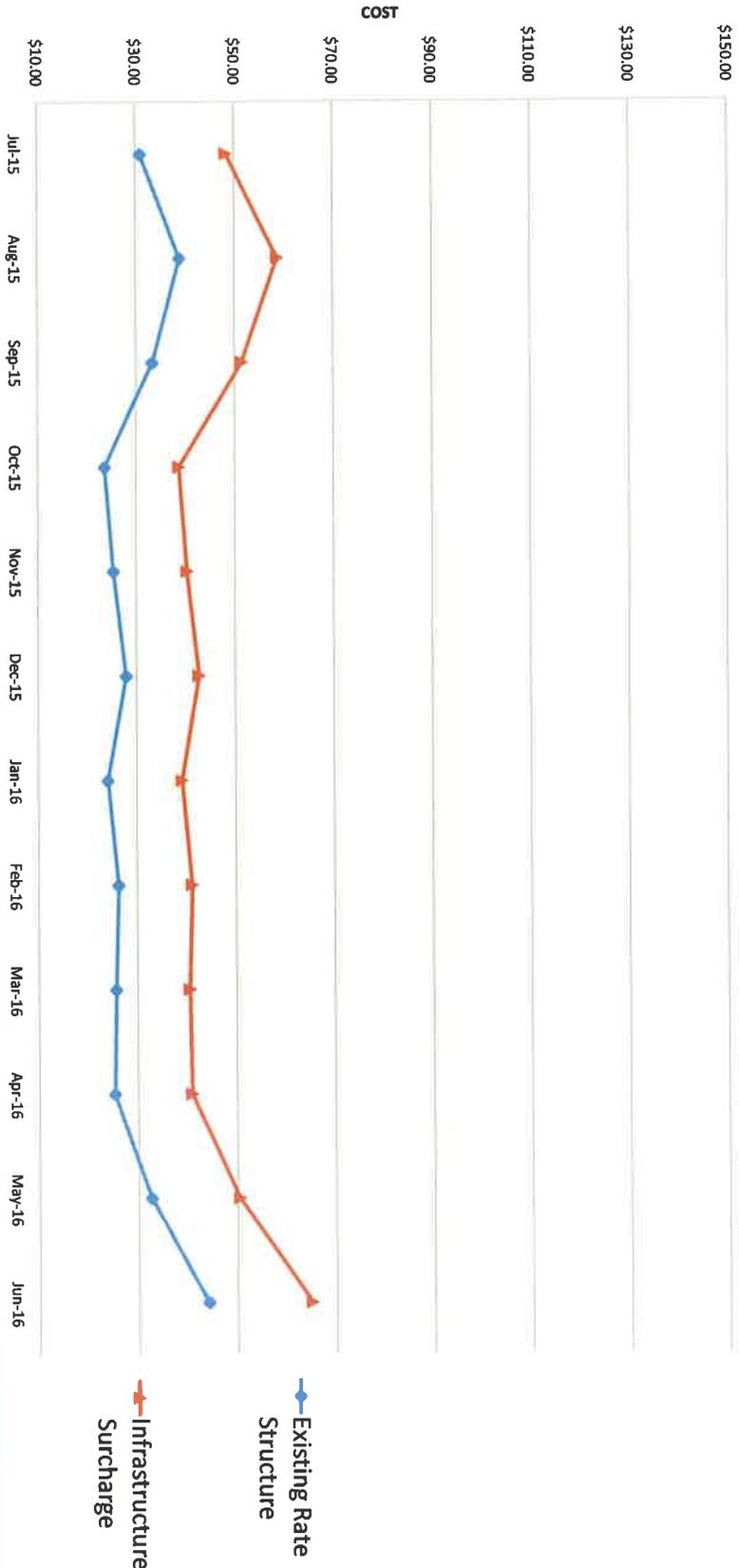
	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Annual Total	Annual Increase From Current Rate	Average Monthly Cost Increase
Cubic Feet Used	2774	2338	2586	679	433	587	406	426	401	540	1419	3762	16351		
Existing Rate Structure	\$55.98	\$50.03	\$53.41	\$28.37	\$25.31	\$27.22	\$24.97	\$25.22	\$24.91	\$26.64	\$37.58	\$69.47	\$449.10		
Infrastructure Surcharge	\$79.47	\$72.28	\$76.37	\$43.05	\$40.19	\$41.98	\$39.88	\$40.11	\$39.82	\$42.61	\$57.11	\$95.77	\$668.64	\$219.54	\$18.30

Single Family Residential Use 70th Percentile - June 2016



	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Annual Total	Annual Increase From Current Rate	Average Monthly Cost Increase
Cubic Feet Used	2905	2171	1547	995	965	1327	836	754	862	1676	1677	3047	15715		
Existing Rate Structure	\$57.77	\$47.75	\$39.23	\$32.30	\$31.93	\$36.44	\$30.32	\$29.30	\$30.65	\$40.99	\$41.01	\$59.71	\$417.69		
Infrastructure Surcharge	\$81.63	\$69.52	\$59.23	\$46.71	\$46.36	\$50.56	\$44.87	\$43.92	\$45.17	\$61.35	\$61.37	\$83.98	\$610.70	\$193.01	\$16.08

Single Family Residential Use 50th Percentile - June 2016



	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Annual Total	Annual Increase From Current Rate	Average Monthly Cost Increase
Cubic Feet Used	888	1518	1076	236	442	645	341	512	466	436	1020	1905	9485		
Existing Rate Structure	\$30.97	\$38.84	\$33.31	\$23.65	\$25.42	\$27.95	\$24.16	\$26.29	\$25.72	\$25.34	\$32.61	\$44.12	\$358.37		
Infrastructure Surcharge	\$48.35	\$58.75	\$51.45	\$38.65	\$40.30	\$42.65	\$39.13	\$41.11	\$40.58	\$40.89	\$50.53	\$65.13	\$557.52	\$199.15	\$16.60

INFRASTRUCTURE SURCHARGE TIERED

	Total Cost	Cost Split	Percent of Cost
Cost to provide Service	\$3,092,426		
Estimated Fixed Rate Revenue		\$1,173,565	38%
Infrastructure Surcharge		\$710,160	23%
Estimated Variable Rate Revenue		\$1,208,701	39%

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 -	\$ 1.13 /CCF
Irrigation Season	
(April - September)	\$ 1.62 /CCF
Infrastructure Surcharge	
Meter Size	Rate
INCH	
5/8 x 3/4	\$15.00
1	\$15.00
1.5	\$20.00
2	\$25.00
3	\$35.00
4	\$45.00
6	\$65.00
8	\$85.00

AGENDA ITEM NO. 13A

Reviewed by: City Administrator
 City Attorney

 Motion only
 Public Hearing
 Resolution
 Ordinance
 X Information

Submitted by: Gwenna MacDonald, City Clerk

Action Date: September 17, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: 2016 Ethics Training (AB 1234)

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The Local Agency Formation Commission (LAFCo) Executive Director John Benoit has arranged for the firm of Best, Best and Krieger, LLP to provide mandatory ethics training to elected and appointed officials in Lassen County. The two-hour training is required every two years, and will be given in the Veterans Hall building on Thursday, November 3, 2016 between 10:00 a.m. and 12:00 noon. Participants must be present for the entire presentation to receive credit and will receive a certificate to document completion of the training. Mr. Benoit is asking for those interested in attending to rsvp to cdouglas@co.lassen.ca.us.

FISCAL IMPACT: None

ACTION REQUESTED: Information Only.

ATTACHMENTS: Letter from Lassen LAFCo

2106 ETHICS TRAINING

LASSEN LAFCO

Ethics Training (AB 1234) designed for Special District and Local Government Boards and Staff within Lassen County

WHEN: Thursday, **November 3rd, 2106:** 10:00 am until 12:00 noon

WHERE: **Veterans Hall at 1204 Main Street, Susanville CA**

COST: This training is sponsored by Best Best and Krieger, LLP and Lassen LAFCO with the assistance of Cheryl Douglas, Lassen County Personnel at no cost to local agencies.

It is the goal of the Lassen Local Agency Formation Commission (LAFCO) to sponsor training for special districts and agencies within Lassen County.

The session will cover the Brown Act, the Public Records Act, conflicts of interest, and general ethics principles, and will satisfy your AB 1234 training requirements for this year. Josh Nelson of Best Best and Kreiger will be providing the training.

If you are interested in attending, please RSVP to Cheryl Douglas by email at cdouglas@co.lassen.ca.us or by phone at (530) 251-8320. We will look forward to seeing you.

Please see the attached Memo from Josh Nelson of Best Best and Krieger, LLP for more information.

BEST BEST & KRIEGER

ATTORNEYS AT LAW

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Sacramento, California 95814
(916) 325-4000
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Joshua Nelson
(916) 325-4000
Joshua.Nelson@bbklaw.com

TO: LASSEN COUNTY PUBLIC AGENCIES AND OFFICIALS
FROM: BEST BEST & KRIEGER LLP
RE: AB 1234 MANDATORY ETHICS TRAINING REQUIREMENTS

Local elected officials and some public agency employees in California are required to receive at least two hours of training, every two years, in general ethics principles and ethics laws relevant to their public service. (This is sometimes known as AB 1234 training.) For most affected officials and employees, 2106 is a year in which this training is required.

Although this training can be completed online, we have found that receiving the training from a live presenter is helpful, because it allows officials and employees to ask questions and hear the questions and experiences shared by other people. Because we recognize the financial strains currently affecting many public agencies, we would like to invite the officials and employees from every public agency in Lassen County to attend a completely free ethics training session, to be conducted on Thursday, November 3rd, 2106. The training session will be conducted at the Veterans Hall 1204 Main St, Susanville, CA from 10:00 AM until 12:00 noon. The session will cover the Brown Act, the Public Records Act, conflicts of interest, and general ethics principles, and will satisfy your training requirements for this year. Along with the training, we will also provide certificates of participation, all free of charge.

Our firm acts as city attorneys for more than 30 cities in California, general counsel or special counsel for more than 40 special districts, and we have conducted dozens of ethics training sessions, so we should be able to answer most questions you have during the training session.

This training is being offered jointly by Lassen LAFCo, and by our firm. If you are interested in attending, please contact Cheryl Douglas at (530) 251-8320 or email her at cdouglas@co.lassen.ca.us to RSVP. You may also contact me at (916) 325-4000 with any questions, and we will look forward to seeing you.

Josh Nelson
for BEST BEST & KRIEGER LLP
Public Policy & Ethics Group

Reviewed by: JGH City Administrator
 City Attorney

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Ian Sims, Project Manager

Action Date: September 21, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Cameron Park Update

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: City Staff conducted a public workshop on September 6th to solicit input on the design of the proposed Cameron Park on Cameron Way in the northern part of Susanville. Community members requested the following comments and concerns to be considered and incorporated into the Cameron Park Design Master Plan:

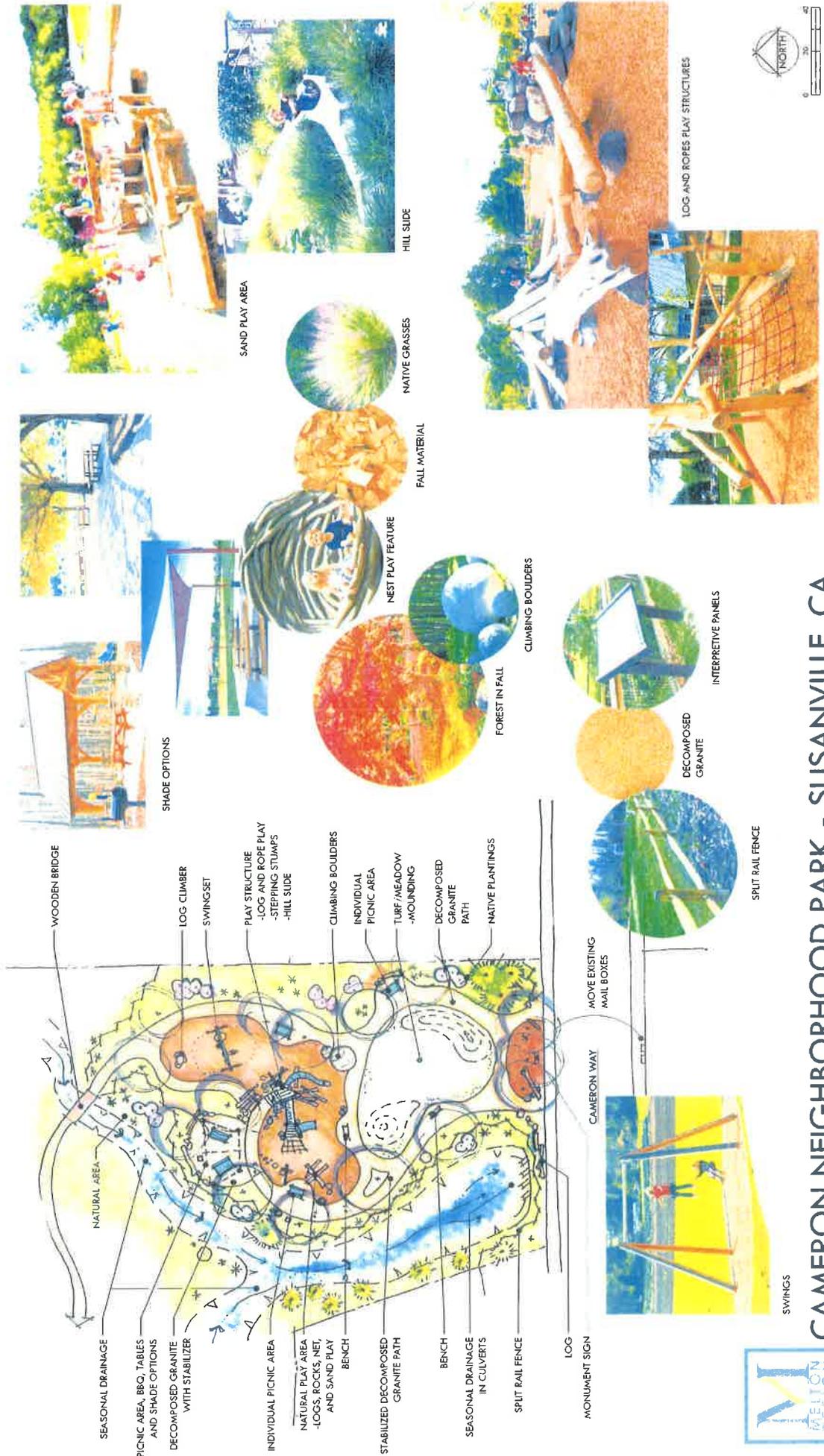
- Community member's requested that the BBQ pits to be removed. Concerns were raised regarding the potential of wildfire hazards, and that the BBQ pits would encourage park users from additional city neighborhoods to congregate for longer periods of time. The potential for the BBQ areas to become littered with spent charcoal briquettes and trash is increased with food and beverage packaging.
- Play features for children 8 years and under to be the center play structure focus rather than features for older children.
- Attendees discussed night safety concerns and suggested additional pedestrian level lighting to be added to the park design. A few potential lighting designs were discussed to assist in deterring unwanted park activities while not disturbing neighboring homeowners with light pollution.
- The removal of the bridge on the north end of the park was suggested. Community members were concerned that the informal trail network that exists north of the proposed Cameron Park would be memorialized if the bridge structure is included. Community members expressed concerns with pedestrians traveling from the north end of the Cameron Way neighborhood to Cameron Way and included car burglary and theft and trespassing into homeowner's yards.
- Community members were concerned with the tall grasses that currently exist north of Cameron Way in and along the main drainage to the northwest of the proposed park and suggested a regular maintenance and mowing schedule be implemented to keep the drainage unobstructed if the park is constructed.

At the beginning of the workshop the attendees were hesitant to support the placement of a neighborhood park in the Cameron Way area. After the above concerns were addressed and an active discussion of possible solutions took place, attendees were unanimous in their acceptance and support of the Cameron Park placement and benefits to the neighborhood.

FISCAL IMPACT: Pending further analysis.

ACTION REQUESTED: Direction to staff.

ATTACHMENTS: Cameron Park Preliminary Master Plan



SAND PLAY AREA



WOODEN BRIDGE



SHADE OPTIONS

LOG CLIMBER

SWINGSET

PLAY STRUCTURE
-LOG AND ROPE PLAY
-STEPPING STUMPS
-HILL SLIDE



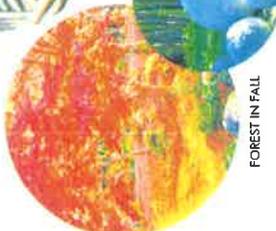
NATIVE GRASSES



FALL MATERIAL



NEST PLAY FEATURE



FOREST IN FALL



CLIMBING BOULDERS



INTERPRETIVE PANELS



DECOMPOSED GRANITE



SPRIT RAIL FENCE



SWINGS

SEASONAL DRAINAGE

PICNIC AREA, BBO, TABLES AND SHADE OPTIONS
DECOMPOSED GRANITE WITH STABILIZER

INDIVIDUAL PICNIC AREA

NATURAL PLAY AREA
-LOGS, ROCKS, NET, AND SAND PLAY

STABILIZED DECOMPOSED GRANITE PATH

BENCH

SEASONAL DRAINAGE IN CULVERTS

SPRIT RAIL FENCE

LOG SIGN

MONUMENT SIGN

CAMERON WAY

MOVE EXISTING MAIL BOXES



HILL SLIDE



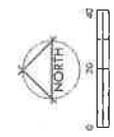
SAND PLAY AREA



LOG AND ROPES PLAY STRUCTURES



CLIMBING BOULDERS



CITY OF SUSANVILLE

CAMERON NEIGHBORHOOD PARK - SUSANVILLE, CA

PRELIMINARY MASTER PLAN - OPTION C