
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
March 1, 2017 * 6:00 p.m.

Call meeting to order

Roll call of Councilmembers present

Next Resolution No. 17-5356

Next Ordinance No. 17-1012

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

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

- 3 CLOSED SESSION:**
 - A PUBLIC EMPLOYMENT – pursuant to Government Code §54957:
 1. Employee Status Report
 - B CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code 54956.8:
 1. Property: APN: 101-110-33 and a portion of 101-060-18
Agency negotiator: Jared G. Hancock
Negotiating parties: City of Susanville/Bureau of Land Management
Under negotiation: Property Acquisition
 2. Property: APN: 103-340-01
 APN: 103-270-06
 APN: 103-260-14
Agency negotiator: Jared G. Hancock
Negotiating parties: City of Susanville/Uniti Towers
Under negotiation: Lease Terms
 3. Property: APN: 101-270-10
Agency negotiator: Jared G. Hancock
Negotiating parties: City of Susanville/Lassen Community College
Under negotiation: Price/Condition/Terms of Lease
 4. Property: APN: 116-180-04
Agency negotiator: Jared G. Hancock
Negotiating parties: City of Susanville/United Parcel Service
Under negotiation: Lease Terms
 5. Property: APN: 116-180-04
Agency negotiator: Jared G. Hancock
Negotiating parties: City of Susanville/Various Ground Leases
Under negotiation: Lease Terms

4 **RETURN TO OPEN SESSION:** (recess if necessary)

- *Reconvene in open session at 7:00 p.m.*
- *Pledge of allegiance*
- *Report any changes to agenda*
- *Report any action out of Closed Session*
- *Moment of Silence or Thought for the Day: 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 on the agenda or not on the agenda within the jurisdiction of the City Council. However, comments on items on the agenda may be reserved until the item is discussed and any matter not on the agenda that requires action will be referred to staff for a report and action at a subsequent meeting. Presentations are subject to a five-minute limit.

6 **CONSENT CALENDAR:**

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

- A Approve minutes from the City Council's February 4, 2017 meeting
- B Approve vendor warrants numbered 99626 through 99780 for a total of \$373,678.50 including \$105,018.70 in payroll warrants
- C Approve Resolution No. 17-5354 approving contract for services with Mark Siemens, Inc.

7 **PUBLIC HEARINGS:** No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

9 **NEW BUSINESS:**

- A Consider approval of **Resolution No. 17-5352** accepting the 2017 Nor-Cal EMS Grant, and authorizing Finance division to increase the Fire Department budget accordingly for the purchase of electronic devices
- B Consider approval of **Resolution No. 17-5355** Approving the Lassen Land and Trails trust Agreement and Authorizing the City Administrator to Execute the Agreement
- C Consider approval of **Resolution No. 17-5353** authorizing the emergency repair of Susan 1 geothermal well.

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

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

12 **CONTINUING BUSINESS:** No business.

13 **CITY ADMINISTRATOR'S REPORTS:**

- A Sphere of Influence Update
- B Administrative Services Update
- C 2017 Weed Abatement Program
- D Little League Field Update

14 **COUNCIL ITEMS:**

- A AB1234 travel reports:

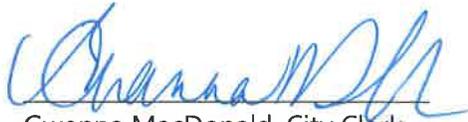
15 **ADJOURNMENT:**

- ***The next regular City Council meeting will be held on March 15, 2017 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 March 1, 2017 in the areas designated on February 24, 2017.


Gwenna MacDonald, City Clerk

Reviewed by: JGH City Administrator
 City Attorney

 X Motion Only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Gwenna MacDonald, City Clerk

Action Date: March 1, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Minutes of the City Council's February 1, 2017 meeting

PRESENTED BY: Gwenna MacDonald, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's February 1, 2017 meeting.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of City Council's February 1, 2017 meeting.

ATTACHMENTS: Minutes: February 1, 2017

**SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
February 1, 2017– 7:00 p.m.**

Meeting was called to order at 7:00 p.m. by Mayor Garnier.

Roll call of Councilmembers present: Brian 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 Mayor pro tem Franco, second by Councilmember De Boer, to approve the agenda as submitted; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No business.

3 CLOSED SESSION: No business.

4 RETURN TO OPEN SESSION:

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

Councilmember De Boer offered the Thought of the Day.

1. Chief of Police – Public Introduction and Badge Ceremony

Mr. Hancock introduced John King, Chief of Police.

Chief King thanked the City Council for the opportunity to serve as the Chief of Police. He discussed his approach to leadership, how impressed he is with the department, and stated that he is looking forward to building strong relationships with the Department, City and community.

The City Council welcomed Chief King on board.

5 BUSINESS FROM THE FLOOR:

Athena Bryant, Knoch Building resident, spoke about the vandalism of vehicles in the parking lot, the area around City Hall, and the cost of getting her car out of impound. She stated that the towing company is going to charge \$500 to get her car back, and it isn't even worth that much.

Mayor pro tem Franco asked if the building residents had a neighborhood watch group. His neighborhood has noticed a decline in suspicious activity since organizing a group.

An unidentified gentleman suggested implementation of a parking permit process.

Councilmember Wilson asked what the City's policy is on impounding vehicles.

Chief King explained that when an automobile is stolen and then located, the Department works to identify and contact the owner, and if that fails, the City has it towed for safety reasons. Any charges for claiming the vehicle are imposed by the tow yard, and the City has no authority to establish what those charges would be.

Councilmember Wilson suggested that Ms. Bryant contact the towing company and try to negotiate a reduced pick up charge based upon the circumstances that her vehicle had been stolen.

Ms. Bryant stated that she had already signed off on the vehicle, collected personal belongings and relinquished ownership since the car had also been damaged by the person who stole it.

- 6** **CONSENT CALENDAR:** Mayor Garnier reviewed the items on the Consent Calendar:
- A Approve minutes from the City Council's December 21, 2016 and January 4, 2017 meetings
 - B Approve vendor warrants numbered 99421 through 99525 for a total of \$1,047,029.44 including \$107,090.35 in payroll warrants

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve the Consent Calendar; motion carried unanimously. 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 Resolution No. 17-5347 authorizing participation in the Home Energy Renovation Opportunity (HERO) Program Mr. Sanders explained that the HERO Program is an opportunity for residents to fund various energy related improvements to their home, including renewable energy, energy water efficiency improvements and electric vehicle charging infrastructure on their property. To further explain the program, he introduced Robert Bendorf, Marketing Manager to further explain the program.

Mr. Bendorf explained that the PACE program provides another funding option for home owners who wish to make energy-efficiency related improvements to their home in the form of a low-interest loan. The improvements must be related to energy or water conservation, and it acts as another tool for homeowners to use. The loan is deferrable for a period of 5 to 20 years, which offers flexibility, and it is attached to the property tax bill. Homeowners must have at least ten percent equity in the home, and the loan can be for no more than thirty percent of the home's value.

Mr. Bendorf continued, stating that the program has been adopted in over 440 California communities, and more than 17,700 local jobs have been created because of HERO. The benefits to the City include clean energy job creation, increased home values, positive environmental benefits, and the ability to provide residents access to the California HERO Program without the higher staffing costs that an independent program established by the City would require. Jurisdictions only need to adopt the form of resolution accompanying this staff report and approve an amendment to the joint exercise of powers agreement to begin the process.

The FHA and VA will approve the purchase and refinance of mortgages on homes with PACE assessments. Lenders are responsible for escrowing PACE payments as they would property taxes. Purchasers of homes with existing PACE assessment may elect to take over any unpaid balance since they are benefitting from the utility savings of the installed product.

Councilmember Wilson asked if it would be required for participants to use contractors from an approved list to complete the work.

Mr. Bendorf responded that the program requires that all contractors be licensed, bonded, and insured in order to perform the work.

Mayor pro tem Franco asked if the funding source was limited or if there were priorities established to help a certain demographic before another.

Mr. Bendorf responded that the funding source is not limited such as with block grants, and it is strictly first come, first served based upon meeting the qualifying criteria of at least ten percent owned equity in the home.

Mayor Garnier asked if it would be up to the City to advertise the program, and if the assessment followed the property when it is re-sold.

Mr. Bendorf responded that the City would be welcome to participate in advertising the program, but the PACE program facilitates promotion of the program. The assessment does stay with the property, and while there is an option available to pay it off when the property is sold, it is not a requirement. Homeowners and homebuyers can work through a negotiation process to pay it off, but the concept is that the improvements are made to the home, and increase the value of the home, so the buyer benefits from the improvements in that way when they purchase the property.

Councilmember Wilson asked Mr. Sanders if he has been in communication with other communities who have adopted this program.

Mr. Sanders responded that he has not had an opportunity to discuss the program with representatives from other communities, but it is being utilized in the County of Butte, in Chico, and some of the surrounding areas and overall he has seen positive information regarding the program.

Motion by Councilmember De Boer, second by Councilmember Stafford, to approve Resolution No. 17-5347; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

9B Consider Resolution No. 17-5348 authorizing purchase of fuel system for Public Works Mr. Newton reported that the Public Works Department current fuel dispensing equipment is quite old and has become increasingly difficult to repair as parts are hard to obtain. The dispensers and fuel usage accounting equipment is unreliable and unusable during power outages. It is imperative that the City emergency responders and personnel are able to easily access fuel. The City has received a quote from RSSE, Inc. for two Gasboy Fleet fuel dispensers with a card lock system for accounting purposes. The cost for the project including all labor, materials and contingencies is \$25,000. It is anticipated that the additional features of the system which include the ability to track mileage and usage and electronically transmit the data will improve the efficiency of managing the City's fuel resource.

Motion by Councilmember De Boer, second by Mayor pro tem Franco, to approve Resolution No. 17-5348; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

9C Consider request by Lassen County Fair for support of Bluegrass Festival Mr. Hancock reported that the City has received a request from the Lassen County Fair Board to provide a sponsorship of \$5,000 for the 2017 Blue Grass music festival. The event is scheduled for June 23 through 25, 2017. Mr. Jim Wolcott, Lassen County Fair Manager was in attendance to talk about the event.

Jim Wolcott thanked the City Council for its consideration of this request, explaining that the festival started in 2010, spearheaded by Dan Douglas. The event brings in numerous vendors, performers, and attendees from out of the area who all stay at the hotels and support local restaurants and stores. The 2016 event drew approximately 800 people to the community, and they are hoping to increase attendance for this year's festival by increasing sponsorships which allows them to bring in better bands. Many times people travel from one community to the next to attend the festival, and it is a very popular event in the region. He discussed the marketing options that are available, to include a nationwide website that reaches a broad audience for a reasonable cost.

Motion by Councilmember De Boer, second by Councilmember Stafford, to approve the contribution in the amount of \$5,000; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

Councilmember Wilson commented that it is a good event, and while he supports the benefit that it brings to the community, it does lead to a greater discussion by the City Council regarding the amount that is budgeted every year for Civic Contributions. The City budgets \$8,000, and with \$500 remaining in the fund, the Junior Fishing Derby is coming up and there will be a request coming from that group.

Mayor Garnier added that it would be an important matter of discussion during consideration of the next year's budget.

9D Consider Ordinance No. 17-1009 adopting posted speed limit signs of 30 miles per hour on Numa Road between Skyline Road and Spring Ridge Drive: Waive first reading and introduce Mr. Newton explained that staff has taken the necessary steps to establish a speed limit of 30 miles per hour on Numa Road between Skyline Road and Spring Ridge Drive. An Engineering and Traffic Survey has been conducted and based upon the findings, it was determined that the most appropriate posted speed limit given the conditions present is 30 miles per hour. The results of the Survey were reviewed by the City Council, and the California Vehicle Code provides authority to local jurisdictions to set speed limits based on the findings of an Engineering and Traffic Survey. The study was reviewed by the Police Chief and he concurred with the findings. The cost of the new speed limit signs is estimated to be approximately \$250 per sign, to include posts and anchor. This consideration of the ordinance is to waive the first reading and adopt. The new speed limit would not be in effect until 30 days after the second reading which would be on the next agenda.

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to waive the first reading and introduce Ordinance No. 17-1009; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

9E Consider Ordinance No. 17-1010 authorizing establishment of a speed limit of 15mph on Fourth Street: Waive first reading and introduce Mr. Newton reported that this ordinance is a similar concept and is related to the prior item. This item is proposing the establishment of a reduction in the

speed limit in the school zone on Fourth Street. The speed limit would be 15 miles per hour in front of McKinley School and 500 feet each direction when children are present. The Engineering and Traffic Survey completed per the California Vehicle Code determined the appropriate speed to be 15 miles per hour, which is reduced from the standard 25 miles per hour normally set for school speed limits. The Government Code also requires that flashing traffic beacons are used to notify motorists of the reduction in speed, they are required to say "when children are present." The School administration and Police Chief have been consulted and reviewed the Survey and are in agreement with the recommendations.

Mr. Newton explained that the cost for the new speed limit signs is estimated at approximately \$250 per sign, and the flashing beacon would cost approximately \$5,000 to \$6,000 per beacon. A budget transfer to fund the beacons may be considered as a separate item to be brought back for City Council consideration.

Councilmember Wilson referred to the discussion held at a previous meeting and asked if staff had been in contact with CHP to request an increased presence.

Mr. Hancock confirmed that the contact with CHP had been made, was well received and resulted in an increased presence of officers during peak school crossing times.

Councilmember Wilson asked if the cost for the beacon sign included powering the sign.

Mr. Newton responded that they were designed to be solar powered, so the estimated cost includes everything necessary for operation.

Motion by Councilmember Wilson, second by Councilmember De Boer, to waive the first reading and introduce Ordinance No. 17-1010; 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 **Receive and File Quarterly Transient Occupancy Tax Report 1st Quarter FY 2016/2017** Ms. Savage reviewed the report regarding the amount of Transient Occupancy Tax collected for the period of July through September 2016 and noted the comparison to prior quarters. The revenue collected for the first quarter of 2016/2017 is \$181,570.

Councilmember Wilson asked if the increase from previous years was due to the fire season.

Ms. Savage noted that it was a contributing factor.

13 **CITY ADMINISTRATOR'S REPORTS:**

13A **Community Swimming Pool Utility Rate Discussion** Mr. Hancock stated that the City will be providing water, gas and geothermal utilities to the community swimming pool. The facility will be owned and operated by the Honey Lake Valley Recreation Authority, and staff was asked to identify opportunities to charge a discounted or subsidized rate to the HLVRA as the City is a signatory member to the JPA. Each

utility has a separate rate structure and offer a different option for providing lower cost utilities to the facility.

The water utility rates which were recently adopted by City Council, and setting of the rate is governed by Proposition 218. There is no justification to structure a new rate specific to the pool, and staff recommends the pool be charged in accordance with the existing rates or that the City enter into an agreement similar to the existing agreement with the Susanville Ranch Park Ball Fields where the water is donated to the facility.

The natural gas utility rates include a rate that reflects the raw cost, and is applicable to facilities that are operated by the City. Staff recommends that the gas rate resolution be amended to include the community swimming pool facility in this raw cost rate. The geothermal utilities establish costs on a per square foot basis, and staff recommends that a cost be generated which reflects the actual pumping costs that will be generated to provide the service to the community swimming pool during the summer months when the system is traditionally offline. Mr. Hancock is requesting direction from Council on the type of discount that would be calculated so that an appropriate rate can be charged.

Mayor pro tem Franco commented that it is important to keep fixed costs for the facility as low as possible and supports the options as presented.

Councilmember Stafford stated that he would like to see more information provided regarding where the project is at financially, and requested that a report be brought back at the next meeting about the overall status of the project.

Councilmember Wilson stated that he serves as one of the City's representatives on the Board, and provided a brief update regarding where the project in terms of completion, explaining that the weather is a factor in finishing the plaster, however the Board anticipates that the facility will be open in the spring.

Councilmember Stafford asked what the costs for utilities were expected to be.

Mr. Hancock responded that the costs are currently estimated at \$400 to \$500 per month for water, \$2,500 for geothermal, and it was more difficult to estimate natural gas usage. The shower rooms will be operating on on-demand water heaters, and the gas will be used for back-up heating for the pool. Staff does not anticipate a high amount of usage but as there are no other comparable facilities, it is difficult to identify what the usage would be.

Mayor Garnier commented that she supports keeping the utilities as low as possible for the facility, and asked Mr. Hancock to summarize what the contribution would be.

Mr. Hancock explained that it would be brought back to Council as action items and reviewed the proposed charges for the utilities as follows:

- Geothermal: Enter into an agreement with the HLVRA to provide geothermal at the basic cost of running the pump during off-season time when the system is normally down, which is estimated at approximately \$2,250 per month;
- Natural Gas: Charged at the raw cost which is what other City departments are charged for natural gas usage;
- Water: Would be provided either through an agreement similar to the existing Ranch Park agreement, or keep it at regular water rate which is estimated to be between \$400-\$500 per month.

Mayor Garnier stated that if the Council is in agreement that the charges should be kept as low as possible, then it would be the preference to structure an agreement that is similar to the Ranch Park agreement.

Mr. Hancock confirmed that based on Council direction, the item would be brought back for formal adoption at a subsequent meeting. He added that in regards to the completion of the project, that the Board made a few minor amendments to the contract to add additional features and improvements, and the project between \$4,000 - \$5,000 over the original budget.

It was the consensus of the City Council to bring the item back as an action item as described.

Mayor pro tem Franco commented that it might be prudent to also bring back a report to provide an update to the City Council regarding the project.

13B Fire Department Quarterly Update

Chief Moore reviewed the activities and projects of the Susanville Fire Department including personnel, statistics and incident response information, OES, grants, volunteers, facility, training, prevention, public education, apparatus maintenance and efforts related to the January 7-9, 2017 storm event. He explained that the Department resubmitted the 2016 FEMA AFG grant for a new Quint Ladder Truck, and have also applied through NOR-Cal EMS for an OTS grant to fund 5 Tough Book Laptop computers to be placed in the first-out equipment and staff vehicles. Chief Moore explained that a partnership has been formed with SEMSA and the Lassen County Health Department to provide community CPR courses on a quarterly basis and the Department will be conducting a CPR refresher course for all staff and volunteers annually. In March a CPR class is scheduled for the general public.

Mayor pro tem Franco complimented City staff on the quick reaction and coordination with other agencies during the storm.

Councilmember Wilson asked if Carroll Street is going to remain sand-bagged until spring.

Chief Moore responded that it would. It takes between 16 to 18 hours to get all of the bags set up, and with the amount of snowpack and spring rains that are likely to come, it is safer to leave them in place.

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 8:36 p.m.

Respectfully submitted by

Kathie Garnier, Mayor

Approved on: _____

Gwenna MacDonald, City Clerk

Reviewed by: City Administrator
 City Attorney

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Deborah Savage, Finance Manager

Action Date: March 1, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Vendor and Payroll Warrants

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Warrants dated February 4, 2017 through February 17, 2017 numbered 99626 through 99780.

FISCAL IMPACT: Accounts Payable vendor warrants totaling \$ 268,659.80 plus \$ 105,018.70 in payroll warrants, for a total of \$ 373,678.50.

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
02/17	02/10/2017	99640	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	635077049	1	7620-430-10-44	LINEN SERVICE	116.44	116.44
02/17	02/10/2017	99640	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	635077049	2	7401-430-62-44	LINEN SERVICES	20.00	20.00
Total 635077049: 136.44											136.44
02/17	02/10/2017	99640	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	635077050	1	7401-430-62-44	LINEN SERVICES	51.73	51.73
Total 635077050: 51.73											51.73
02/17	02/10/2017	99640	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	635077051	1	2007-431-20-44	LINEN SERVICE	50.26	50.26
Total 635077051: 50.26											50.26
02/17	02/10/2017	99640	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	635077052	1	7110-430-42-44	LINEN SERVICE	40.80	40.80
Total 635077052: 40.80											40.80
02/17	02/10/2017	99640	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	635091467	1	7620-430-10-44	LINEN SERVICE	27.75	27.75
Total 635091467: 27.75											27.75
02/17	02/10/2017	99640	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	635091468	1	7401-430-62-44	LINEN SERVICES	61.72	61.72
Total 635091468: 61.72											61.72
02/17	02/10/2017	99640	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	635091469	1	2007-431-20-44	LINEN SERVICE	90.22	90.22
Total 635091469: 90.22											90.22
02/17	02/10/2017	99640	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	635091470	1	7110-430-42-44	LINEN SERVICE	95.19	95.19
Total 635091470: 95.19											95.19
02/17	02/10/2017	99641	1231	ASBURY ENVIRONMENT	WASHER PARTS-GAS	1500-00139393	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	43.17	43.17
02/17	02/10/2017	99641	1231	ASBURY ENVIRONMENT	WASHER PARTS-WATER	1500-00139393	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	57.38	57.38

Check Issue Dates: 2/10/2017 - 2/10/2017

Feb 10, 2017 12:59PM

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
02/17	02/10/2017	99641	1231	ASBURY ENVIRONMENT	WASHER PARTS-STREETTS	1500-00139393	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	33.51	33.51
Total 1500-00139393:											
02/17	02/10/2017	99642	1070	AT&T MOBILITY	WIRELESS PHONES-PD	835956037X02012017	1	1000-421-10-45	COMMUNICATIONS	111.59	111.59
Total 835956037X02012017:											
02/17	02/10/2017	99643	76	BILLINGTON ACE HARD	SUPPLIES-GAS	376369	1	7401-430-62-46	SUPPLIES-GENERAL	7.86	7.86
Total 376369:											
02/17	02/10/2017	99643	76	BILLINGTON ACE HARD	SUPPLIES-WATER	376463	1	7110-430-42-46	SUPPLIES-GENERAL	42.99	42.99
Total 376463:											
02/17	02/10/2017	99643	76	BILLINGTON ACE HARD	SUPPLIES-WATER	376715	1	7110-430-42-46	SUPPLIES-GENERAL	6.26	6.26
Total 376715:											
02/17	02/10/2017	99643	76	BILLINGTON ACE HARD	SUPPLIES-WATER	376759	1	7110-430-42-46	SUPPLIES-GENERAL	14.94	14.94
Total 376759:											
02/17	02/10/2017	99643	76	BILLINGTON ACE HARD	SUPPLIES-GAS	376884	1	7401-430-62-46	SUPPLIES-GENERAL	2.40	2.40
Total 376884:											
02/17	02/10/2017	99643	76	BILLINGTON ACE HARD	SUPPLIES-GAS	376899	1	7401-430-62-46	SUPPLIES-GENERAL	37.17	37.17
Total 376899:											
02/17	02/10/2017	99643	76	BILLINGTON ACE HARD	SUPPLIES-WATER	376912	1	7110-430-42-46	SUPPLIES-GENERAL	20.22	20.22
Total 376912:											
02/17	02/10/2017	99644	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - 600 MAI	PLC600MAINST 020117	1	2007-431-20-44	DISPOSAL	38.88	38.88

Period	GL	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total PLC600MAINST 020117:												
02/17		02/10/2017	99644	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - B OF A	PLCBOFA 020117	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCBOFA 020117:												
02/17		02/10/2017	99644	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - BUEHL	PLCBUEHLERDNT 02011	1	2007-431-20-44	DISPOSAL	19.51	19.51
Total PLCBUEHLERDNT 020117:												
02/17		02/10/2017	99644	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - DIAMO	PLCDIAMONDMTN 02011	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCDIAMONDMTN 020117:												
02/17		02/10/2017	99644	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - ELKSL	PLCELKSLDODGE 020117	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCELKSLDODGE 020117:												
02/17		02/10/2017	99644	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - FROST	PLCFROSTMILL 020117	1	2007-431-20-44	DISPOSAL	19.51	19.51
Total PLCFROSTMILL 020117:												
02/17		02/10/2017	99644	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - GROCE	PLCGROCCERYOUT 02011	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCGROCCERYOUT 020117:												
02/17		02/10/2017	99644	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HAIR H	PLCHAIRHUNTER 020117	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCHAIRHUNTER 020117:												
02/17		02/10/2017	99644	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HOTEL	PLCHOTELLSN1 020117	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCHOTELLSN1 020117:												
02/17		02/10/2017	99644	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - KNOCH	PLCKNOCHBUILD 020117	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCKNOCHBUILD 020117:												

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
02/17	02/10/2017	99644	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LASSEN	PLCLASSENHS 020117	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCLASSENHS 020117:											
02/17	02/10/2017	99644	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LITTLE I	PLCLITTLEL 020117	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCLITTLEL 020117:											
02/17	02/10/2017	99644	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LV CHA	PLCLVCHARTR 020117	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCLVCHARTR 020117:											
02/17	02/10/2017	99644	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - MT LAS	PLCMTLASSNP 020117	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCMTLASSNP 020117:											
02/17	02/10/2017	99644	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - PANCE	PLCPANCERAPL 020117	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCPANCERAPL 020117:											
02/17	02/10/2017	99644	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRAJWLR 020117	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCSIERRAJWLR 020117:											
02/17	02/10/2017	99644	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRATHTR 020117	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCSIERRATHTR 020117:											
02/17	02/10/2017	99644	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SVILLE	PLCSVILLEREA 020117	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCSVILLEREA 020117:											
02/17	02/10/2017	99644	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - UPTOW	PLCUPTOWNPARK 020117	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCUPTOWNPARK 020117:											
02/17	02/10/2017	99644	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - U S PO	PLCUSPOSTAL 020117	1	2007-431-20-44	DISPOSAL	38.88	38.88

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 PLCUSPOSTAL 020117:											
02/17	02/10/2017	99644	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - VETS M	PLCVETSMEMOR 020117	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCVETSMEMOR 020117:											
02/17	02/10/2017	99644	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - WALMA	PLCWALMARTBUS 02011	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCWALMARTBUS 020117:											
02/17	02/10/2017	99644	1307	C&S WASTE SOLUTIONS	925 SIERRA ST-PW	SVL15 020117	1	7620-430-10-44	DISPOSAL	164.88	164.88
Total SVL15 020117:											
02/17	02/10/2017	99644	1307	C&S WASTE SOLUTIONS	66 N LASSEN ST	SVL2 020117	1	1000-417-10-44	DISPOSAL	164.88	164.88
Total SVL2 020117:											
02/17	02/10/2017	99644	1307	C&S WASTE SOLUTIONS	95 N WEATHERLOW ST	SVL5 020117	1	1000-452-20-44	DISPOSAL	198.44	198.44
Total SVL5 020117:											
02/17	02/10/2017	99644	1307	C&S WASTE SOLUTIONS	720 SOUTH ST SHOP-PW	SVL8 020117	1	7620-430-10-44	DISPOSAL	164.88	164.88
Total SVL8 020117:											
02/17	02/10/2017	99644	1307	C&S WASTE SOLUTIONS	470-895 CIRCLE DR	SVLCIRCLEDR 020117	1	7530-451-52-44	DISPOSAL	198.44	198.44
Total SVLCIRCLEDR 020117:											
02/17	02/10/2017	99644	1307	C&S WASTE SOLUTIONS	110 NORTH ST	SVLNORTHST 020117	1	1000-452-20-44	DISPOSAL	241.17	241.17
Total SVLNORTHST 020117:											
02/17	02/10/2017	99645	115	CASELLE INC.	SOFTWARE SUPPORT 1/17	78521	1	1000-417-10-43	TECHNICAL SVCS	1,258.00	1,258.00
Total 78521:											

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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
02/17	02/10/2017	99646	1354	CENTRAL JANITORS SU	JANITORIAL SUPPLIES	767048	1	1000-422-10-46	SUPPLIES-JANITORIAL	61.60	61.60
Total 767048:											
02/17	02/10/2017	99647	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT	69255	1	1000-417-10-43	TECHNICAL SVCS	567.70	567.70
Total 69255:											
02/17	02/10/2017	99648	8845	CORDICO PSYCHOLOGI	PRE-EMP PSYCH EVAL-PD	1583	1	1000-421-10-43	PROFESSIONAL SVCS	400.00	400.00
Total 1583:											
02/17	02/10/2017	99648	8845	CORDICO PSYCHOLOGI	PRE-EMP PSYCH EVAL	1618	1	1000-416-10-43	PROFESSIONAL SVCS	400.00	400.00
Total 1618:											
02/17	02/10/2017	99649	173	DATCO SERVICES	SUBSTANCE TEST 1/17	29068523	1	1000-416-10-43	TECHNICAL SVCS	52.00	52.00
Total 29068523:											
02/17	02/10/2017	99650	174	DATEMA, STEVEN K.	AIRPORT MANAGER 1/17	020917	1	7201-430-81-43	TECHNICAL SVCS	1,896.86	1,896.86
Total 020917:											
02/17	02/10/2017	99651	8847	DIAMOND MOUNTAIN MI	FUEL-PD	8177	1	1000-421-10-46	GASOLINE	44.28	44.28
Total 8177:											
02/17	02/10/2017	99651	8847	DIAMOND MOUNTAIN MI	FUEL-PD	8179	1	1000-421-10-46	GASOLINE	11.84	11.84
Total 8179:											
02/17	02/10/2017	99651	8847	DIAMOND MOUNTAIN MI	FUEL-PD	8181	1	1000-421-10-46	GASOLINE	26.59	26.59
Total 8181:											
02/17	02/10/2017	99651	8847	DIAMOND MOUNTAIN MI	FUEL-PD	8183	1	1000-421-10-46	GASOLINE	12.96	12.96

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 8183:											
02/17	02/10/2017	99651	8847	DIAMOND MOUNTAIN MI	FUEL-PD	9224	1	1000-421-10-46	GASOLINE	15.78	15.78
Total 9224:											
02/17	02/10/2017	99651	8847	DIAMOND MOUNTAIN MI	FUEL-PD	926	1	1000-421-10-46	GASOLINE	19.22	19.22
Total 926:											
02/17	02/10/2017	99652	1261	DIAMOND TRUCK AND A	REPAIRS-STREETS	3695	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	440.52	440.52
Total 3695:											
02/17	02/10/2017	99652	1261	DIAMOND TRUCK AND A	REPAIRS-SNOW	3711	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	2,218.45	2,218.45
Total 3711:											
02/17	02/10/2017	99652	1261	DIAMOND TRUCK AND A	REPAIRS-#84- PD	3731	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	686.38	686.38
Total 3731:											
02/17	02/10/2017	99652	1261	DIAMOND TRUCK AND A	REPAIRS-#80-PD	3736	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	303.30	303.30
Total 3736:											
02/17	02/10/2017	99653	8844	WOODSTOVE REBATE		020317	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 020317:											
02/17	02/10/2017	99654	1014	DUTRA CONSTRUCTION	EVIDENCE ROOM ADDITION-P	11491	1	1006-421-10-44	CONSTRUCTION SERVICES	10,794.35	10,794.35
Total 11491:											
02/17	02/10/2017	99655	219	ED STAUB & SONS PETR	PROPANE- GC	S19165	1	7530-451-52-46	GASOLINE	194.64	194.64
Total S19165:											

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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
02/17	02/10/2017	99656	1484	EDGES ELECTRICAL GR	REPAIRS-PARKS	S3980927.001	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	151.03	151.03
Total S3980927.001:											
02/17	02/10/2017	99656	1484	EDGES ELECTRICAL GR	REPAIRS-GC	S3988732.001	1	7530-451-52-44	REPAIR & MAINT - BUILDING	51.44	51.44
Total S3988732.001:											
02/17	02/10/2017	99657	1356		PE CIVIL ENGINEERING EXAM	0131117	1	7620-430-10-48	TAXES, FEES, PERMITS & CHA	350.00	350.00
Total 0131117:											
02/17	02/10/2017	99658	8841	ENOVEN INDUSTRIES LL	CYLINDER #231-SNOW	88237	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	547.64	547.64
Total 88237:											
02/17	02/10/2017	99659	241	FEATHER PUBLISHING C	EMPLOYMENT AD - ACCT TEC	1284436	1	1000-416-10-45	ADVERTISING	153.75	153.75
Total 1284436:											
02/17	02/10/2017	99659	241	FEATHER PUBLISHING C	EMPLOYMENT AD - PROJECT	1284437	1	1000-416-10-45	ADVERTISING	171.00	171.00
Total 1284437:											
02/17	02/10/2017	99660	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-W	770338A	1	7110-430-42-43	TECHNICAL SVCS	133.00	133.00
Total 770338A:											
02/17	02/10/2017	99661	8846	FIRENET LASSEN	2016 DISPATCHING SERVICES	SUS-2016-01	1	1000-422-10-45	DISPATCH CONTRACT	15,000.00	15,000.00
Total SUS-2016-01:											
02/17	02/10/2017	99662	257	FOREST OFFICE EQUIP	COPY PAPER-PW	670	1	7620-430-10-46	SUPPLIES-GENERAL	272.36	272.36
Total 670:											
02/17	02/10/2017	99662	257	FOREST OFFICE EQUIP	KYOCERA COPIER 1/17-PW	CC8315	1	7620-430-10-43	TECHNICAL SVCS	305.03	305.03

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 CC8315:											
02/17	02/10/2017	99662	257	FOREST OFFICE EQUIP	MAINT CONTRACT FOLD MACH	CC8316	1	7401-430-62-44	REPAIR AND MAINTENANCE-MI	42.00	42.00
02/17	02/10/2017	99662	257	FOREST OFFICE EQUIP	MAINT CONTRACT FOLD MACH	CC8316	2	7110-430-42-44	REPAIR AND MAINTENANCE-MI	42.00	42.00
Total CC8316: 84.00											
Total 2520 020117:											
02/17	02/10/2017	99663	265	FRONTIER	257-2520 GOLF COURSE	2520 020117	1	7530-451-52-45	COMMUNICATIONS	312.66	312.66
Total 2520 020117: 312.66											
Total 4247:											
02/17	02/10/2017	99663	265	FRONTIER	252-4247 LASSEN CO AIR POLL	4247	1	7620-430-11-45	COMMUNICATIONS	175.33	175.33
Total 4247: 175.33											
Total 10435850007:											
02/17	02/10/2017	99664	8838		REFUND GAS DEPOSIT	10435850007	1	7401-2228-000	DEPOSITS-CUSTOMER	51.53	51.53
Total 10435850007: 51.53											
Total 20080940:											
02/17	02/10/2017	99665	1148	GREATAMERICA FINANC	COPIER LEASE 1/17-2/17-PW	20080940	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	766.88	766.88
Total 20080940: 766.88											
Total 013117:											
02/17	02/10/2017	99666	8843		WOODSTOVER REBATE	013117	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 013117: 1,500.00											
Total 020817:											
02/17	02/10/2017	99667	312	HISTORIC USA	1/17 COLLECTIONS, NET	020817	1	8401-2228-000	DEPOSITS PAYABLE	294.50	294.50
02/17	02/10/2017	99667	312	HISTORIC USA	5%FEE 1/17 COLLECTIONS	020817	2	8401-2228-000	DEPOSITS PAYABLE	15.50	15.50
02/17	02/10/2017	99667	312	HISTORIC USA	5%FEE 1/17 COLLECTIONS	020817	3	1000-415-10-34	REIMBURSEMENTS (HUSALAF	15.50	15.50
Total 020817: 294.50											
Total 8430:											
02/17	02/10/2017	99668	338	JACKSON'S SERVICE CE	4 SNOW TIRES MOUNT- BUILD	8430	1	1000-424-20-44	VEHICLE - REPAIR & MAINTEN	60.00	60.00
Total 8430: 60.00											
Total 8432:											
02/17	02/10/2017	99668	338	JACKSON'S SERVICE CE	4 SNOW TIRES MOUNT- PARK	8432	1	1000-424-20-44	VEHICLE - REPAIR & MAINTEN	60.00	60.00
Total 8432: 60.00											

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 8432:											
02/17	02/10/2017	99669	1504	JESSICA RYAN	PROFESSIONAL SERVICES 1/1	013117	1	1000-412-10-43	PROFESSIONAL SVCS	1,837.50	1,837.50
Total 013117:											
02/17	02/10/2017	99670	911	JOHNSTONE SUPPLY	IGNITION KIT-GAS	415-S21743164.001	1	7401-430-62-46	SUPPLIES-GENERAL	132.64	132.64
Total 415-S21743164.001:											
02/17	02/10/2017	99671	362	KAUFFMAN, BILL	CUSTODIAL SVCS 1/2017-PW	589290	1	7620-430-10-44	CUSTODIAL	250.00	250.00
Total 589290:											
02/17	02/10/2017	99672	374	L N CURTIS & SONS	EQUIPMENT-GC	70171	1	7530-451-52-46	SUPPLIES-GENERAL	400.00	400.00
02/17	02/10/2017	99672	374	L N CURTIS & SONS	EQUIPMENT-FD	70171	2	1000-452-20-46	SUPPLIES-GENERAL	239.63	239.63
Total 70171:											
02/17	02/10/2017	99672	374	L N CURTIS & SONS	EQUIPMENT-FD	73441	1	1000-452-20-46	SUPPLIES-GENERAL	749.27	749.27
Total 73441:											
02/17	02/10/2017	99672	374	L N CURTIS & SONS	GLOVES-FD	78918	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	231.66	231.66
Total 78918:											
02/17	02/10/2017	99673	6782		RETURN FIREWORK CLEAN-UP	020717	1	1000-2228-011	FIREWORKS CLEAN UP BOND	130.41	130.41
02/17	02/10/2017	99673	6782		RETURN FIREWORK CLEAN-UP	020717	2	1000-2228-011	FIREWORKS CLEAN UP BOND	130.41	130.41
Total 020717:											
02/17	02/10/2017	99674	6843		RETURN FIREWORK CLEAN-UP	020717	1	1000-2228-011	FIREWORKS CLEAN UP BOND	130.41	130.41
Total 020717:											
02/17	02/10/2017	99675	411	LASSEN MOTOR PARTS	ANTI-FREEZE-STREETS	270680	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	16.07	16.07
02/17	02/10/2017	99675	411	LASSEN MOTOR PARTS	ANTI-FREEZE-WATER	270680	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	27.52	27.52

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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
02/17	02/10/2017	99675	411	LASSEN MOTOR PARTS	ANTI-FREEZE-GAS	270680	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	20.70	20.70
Total 270680:											
02/17	02/10/2017	99675	411	LASSEN MOTOR PARTS	SUPPLIES- STREETS	270960	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	6.99	6.99
Total 270960:											
02/17	02/10/2017	99675	411	LASSEN MOTOR PARTS	GLOVES-STREETS	271137	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	6.56	6.56
02/17	02/10/2017	99675	411	LASSEN MOTOR PARTS	GLOVES-WATER	271137	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	11.24	11.24
02/17	02/10/2017	99675	411	LASSEN MOTOR PARTS	GLOVES-GAS	271137	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	8.47	8.47
Total 271137:											
02/17	02/10/2017	99675	411	LASSEN MOTOR PARTS	CHAIN BINDERS-STREETS	271240	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	41.81	41.81
02/17	02/10/2017	99675	411	LASSEN MOTOR PARTS	CHAIN BINDERS-WATER	271240	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	71.59	71.59
02/17	02/10/2017	99675	411	LASSEN MOTOR PARTS	CHAIN BINDERS-GAS	271240	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	53.87	53.87
Total 271240:											
02/17	02/10/2017	99675	411	LASSEN MOTOR PARTS	WIPER BLADES-PARK	271401	1	1000-452-20-44	VEHICLE - REPAIR & MAINTEN	20.36	20.36
Total 271401:											
02/17	02/10/2017	99675	411	LASSEN MOTOR PARTS	OIL #828-FD	271417	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	12.78	12.78
Total 271417:											
02/17	02/10/2017	99675	411	LASSEN MOTOR PARTS	BRUSHES-STREETS	2771113	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	8.49	8.49
02/17	02/10/2017	99675	411	LASSEN MOTOR PARTS	BRUSHES-WATER	2771113	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	14.53	14.53
02/17	02/10/2017	99675	411	LASSEN MOTOR PARTS	BRUSHES-GAS	2771113	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	10.94	10.94
Total 2771113:											
02/17	02/10/2017	99676	412	LASSEN REGIONAL SOLI	DUMP FEES-PARKS	22014	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	38.25	38.25
Total 22014:											
02/17	02/10/2017	99677	437	LMUD	AIRPORT VASI LIGHTS	10108 012417	1	7201-430-81-46	ELECTRICITY	20.00	20.00

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Period	GL	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 10108 012417:												
02/17		02/10/2017	99677	437	LMUD	LASSEN COLLEGE WELL #5-W	120270 013017	1	7110-430-42-46	ELECTRICITY	78.12	78.12
Total 120270 013017:												
02/17		02/10/2017	99677	437	LMUD	GOLF COURSE IRR WELL30 HP	122907 012417	1	7530-451-52-46	ELECTRICITY	33.95	33.95
Total 122907 012417:												
02/17		02/10/2017	99677	437	LMUD	GOLF COURSE PUMP STATION	122910 012417	1	7530-451-52-46	ELECTRICITY	63.59	63.59
Total 122910 012417:												
02/17		02/10/2017	99677	437	LMUD	GOLF COURSE IRR PUMP/8TH	122929 012417	1	7530-451-52-46	ELECTRICITY	21.89	21.89
Total 122929 012417:												
02/17		02/10/2017	99677	437	LMUD	GOLF COURSE PUMP HOUSE	132052 012417	1	7530-451-52-46	ELECTRICITY	73.33	73.33
Total 132052 012417:												
02/17		02/10/2017	99677	437	LMUD	470-895 CIRCLE DR-G/C CLUB	144281 012417	1	7530-451-52-46	ELECTRICITY	252.46	252.46
Total 144281 012417:												
02/17		02/10/2017	99677	437	LMUD	SOUTH ST - PW OFFICE	14590 013017	1	7620-430-10-46	ELECTRICITY	583.17	583.17
Total 14590 013017:												
02/17		02/10/2017	99677	437	LMUD	SOUTH ST ROOSEVELT AREA	1744 012017	1	1000-452-20-46	ELECTRICITY	8.44	8.44
Total 1744 012017:												
02/17		02/10/2017	99677	437	LMUD	RIVERSIDE PARK	1999 013017	1	1000-452-20-46	ELECTRICITY	36.29	36.29
Total 1999 013017:												

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 49499 012417:								237.42	237.42
02/17	02/10/2017	99677	437	LMUD	AIRPORT HANGER 6	51908 012417	1	7201-430-81-46	ELECTRICITY	22.47	22.47
		Total 51908 012417:								22.47	22.47
02/17	02/10/2017	99677	437	LMUD	AIRPORT HANGER 6	54333 012417	1	7201-430-81-46	ELECTRICITY	20.00	20.00
		Total 54333 012417:								20.00	20.00
02/17	02/10/2017	99677	437	LMUD	SPRING RIDGE BOOSTER-WAT	55754 013017	1	7110-430-42-46	ELECTRICITY	295.04	295.04
		Total 55754 013017:								295.04	295.04
02/17	02/10/2017	99677	437	LMUD	925 SIERRA RD SPORTS CTR	60453 012417	1	1000-452-20-46	ELECTRICITY	20.15	20.15
		Total 60453 012417:								20.15	20.15
02/17	02/10/2017	99677	437	LMUD	AIRPORT OFFICE	7146 012417	1	7201-430-81-46	ELECTRICITY	602.47	602.47
		Total 7146 012417:								602.47	602.47
02/17	02/10/2017	99677	437	LMUD	AIRPORT GAS PUMP	7154 012417	1	7201-430-81-46	ELECTRICITY	28.59	28.59
		Total 7154 012417:								28.59	28.59
02/17	02/10/2017	99677	437	LMUD	GOLF COURSE CLUB HOUSE	7394 012417	1	7530-451-52-46	ELECTRICITY	52.00	52.00
		Total 7394 012417:								52.00	52.00
02/17	02/10/2017	99677	437	LMUD	GOLF COURSE CART BARN 2	7400 012417	1	7530-451-52-46	ELECTRICITY	22.03	22.03
		Total 7400 012417:								22.03	22.03
02/17	02/10/2017	99677	437	LMUD	WELL 1-WATER	7714 012417	1	7110-430-42-46	ELECTRICITY	145.68	145.68
		Total 7714 012417:								145.68	145.68

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
	02/17	02/10/2017	99677	437	LMUD	GOLF COURSE BARN 1 & 3	9312 012417	1 7530-451-52-46	ELECTRICITY	20.00	20.00
										20.00	20.00
										Total 9312 012417:	
	02/17	02/10/2017	99677	437	LMUD	RIVERSIDE PARK LIGHT	9501 013017	1 1000-452-20-46	ELECTRICITY	149.89	149.89
										149.89	149.89
										Total 9501 013017:	
	02/17	02/10/2017	99677	437	LMUD	GEO PUMP #2	9503 013017	1 7301-430-52-46	ELECTRICITY	118.08	118.08
										118.08	118.08
										Total 9503 013017:	
	02/17	02/10/2017	99677	437	LMUD	HOSPITAL LN-GEO	9963 013017	1 7301-430-52-46	ELECTRICITY	20.87	20.87
										20.87	20.87
										Total 9963 013017:	
	02/17	02/10/2017	99678	452	MARTIN SECURITY SYST	720 SOUTH ST SECURITY 2/17-	032890	1 7620-430-10-43	TECHNICAL SVCS	65.00	65.00
										65.00	65.00
										Total 032890:	
	02/17	02/10/2017	99679	480	MINERS & PISANI INC	GAS METERS-GAS	22074	1 7401-430-62-47	MACHINERY & EQUIPMENT	1,462.17	1,462.17
										1,462.17	1,462.17
										Total 22074:	
	02/17	02/10/2017	99680	546	PAYLESS BUILDING SUP	SUPPLIES-STREETS	2484812	1 2007-431-20-46	SUPPLIES-GENERAL	21.62	21.62
										21.62	21.62
										Total 2484812:	
	02/17	02/10/2017	99680	546	PAYLESS BUILDING SUP	SUPPLIES-STREETS	2484837	1 2007-431-20-46	SUPPLIES-GENERAL	7.17	7.17
										7.17	7.17
										Total 2484837:	
	02/17	02/10/2017	99680	546	PAYLESS BUILDING SUP	SUPPLIES-WATER	2485145	1 7110-430-42-46	SUPPLIES-GENERAL	29.44	29.44
										29.44	29.44
										Total 2485145:	
	02/17	02/10/2017	99680	546	PAYLESS BUILDING SUP	SUPPLIES-GC	2485293	1 7530-451-52-44	REPAIR & MAINT - BUILDING	9.92	9.92
										9.92	9.92

GL	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 2485293:											
02/17	02/10/2017	99680	546	PAYLESS BUILDING SUP	SUPPLIES-PARKS	2485429	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	338.49	338.49
Total 2485429:											
02/17	02/10/2017	99680	546	PAYLESS BUILDING SUP	SUPPLIES-PARKS	610617	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	7.37	7.37
Total 610617:											
02/17	02/10/2017	99681	884C		REFUND GAS DEPOSIT	10528010001	1	7401-2228-000	DEPOSITS-CUSTOMER	83.51	83.51
Total 10528010001:											
02/17	02/10/2017	99682	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT	58020 013117	1	1000-417-10-45	COMMUNICATIONS	840.00	840.00
Total 58020 013117:											
02/17	02/10/2017	99683	572	QUILL CORPORATION	OFFICE SUPPLIES-PW	3756939	1	7620-430-10-46	SUPPLIES-GENERAL	48.55	48.55
Total 3756939:											
02/17	02/10/2017	99683	572	QUILL CORPORATION	OFFICE SUPPLIES-PW	3798463	1	7620-430-10-46	SUPPLIES-GENERAL	57.89	57.89
Total 3798463:											
02/17	02/10/2017	99683	572	QUILL CORPORATION	OFFICE SUPPLIES	3843964	1	1000-417-10-46	SUPPLIES-GENERAL	115.79	115.79
Total 3843964:											
02/17	02/10/2017	99683	572	QUILL CORPORATION	OFFICE SUPPLIES	3896451	1	1000-417-10-46	SUPPLIES-GENERAL	83.76	83.76
Total 3896451:											
02/17	02/10/2017	99683	572	QUILL CORPORATION	OFFICE SUPPLIES	3896452	1	1000-417-10-46	SUPPLIES-GENERAL	49.31	49.31
Total 3896452:											
										49.31	49.31

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
02/17	02/10/2017	99684	576	R.S.S.E. INC	REPAIR GAS DISPENSER-PW	19718	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	1,814.86	1,814.86
Total 19718:											
02/17	02/10/2017	99685	582	RAY MORGAN CO INC	FIRE COPIER 2/26/17-3/29/2017	1482256	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	35.93	35.93
Total 1482256:											
02/17	02/10/2017	99685	582	RAY MORGAN CO INC	COPIER 1/17-PD	1491530	1	1000-421-10-44	RENT & LEASES EQUIP & VEHI	197.50	197.50
02/17	02/10/2017	99685	582	RAY MORGAN CO INC	DOWN & UPSTAIRS COPIER-1/1	1491530	2	1000-417-10-44	RENT & LEASES EQUIP & VEHI	197.50	197.50
Total 1491530:											
02/17	02/10/2017	99686	1361	SAFARILAND, LLC	TACTICAL VEST COVERS 4 OF	116-119694	1	1000-421-10-46	SUPPLIES-SAFETY ITEMS	520.30	520.30
Total 116-119694:											
02/17	02/10/2017	99686	1361	SAFARILAND, LLC	5 BALLISTIC VESTS-PD	116-120924	1	1000-421-10-46	SUPPLIES-SAFETY ITEMS	1,236.25	1,236.25
Total 116-120924:											
02/17	02/10/2017	99687	8837	SHEPHERD, PAUL L	PROPERTY APPRAISAL ON WE	013117	1	1000-417-10-48	TAXES, FEES, PERMITS & CHA	600.00	600.00
Total 013117:											
02/17	02/10/2017	99688	1202	SIERRA DISPLAY INC	CHRISTMAS LIGHT	21424-1	1	1000-452-20-46	SUPPLIES-GENERAL	12.48	12.48
Total 21424-1:											
02/17	02/10/2017	99689	935	STATE OF CALIFORNIA	MAINTENANCE PROJECT FEE	013117	1	2007-431-20-48	TAXES, FEES, PERMIT AND CH	281.00	281.00
Total 013117:											
02/17	02/10/2017	99690	8842		WOODSTOVER REBATE	013117	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 013117:											
02/17	02/10/2017	99691	7147		RETURN FIREWORK CLEAN-UP	020717	1	1000-2228-011	FIREWORKS CLEAN UP BOND	130.41	130.41

GL	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 020717:											
02/17	02/10/2017	99692	1265	SUSANVILLE PAINT CEN	SUPPLIES-GC	30631	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	75.88	75.88
Total 30631:											
02/17	02/10/2017	99693	6842		RETURN FIREWORK CLEAN-UP	020717	1	1000-2228-011	FIREWORKS CLEAN UP BOND	130.41	130.41
Total 020717:											
02/17	02/10/2017	99694	696	TECH SERVICES	AWMOS MONTHLY FEE	1680	1	7201-430-81-43	TECHNICAL SVCS	575.00	575.00
Total 1680:											
02/17	02/10/2017	99695	712	TNS TRUCKING CO	DE-ICING CINDERS-STREETS	2645	1	2007-431-20-46	SUPPLIES-GENERAL	790.97	790.97
Total 2645:											
02/17	02/10/2017	99696	6673		RETURN FIREWORK CLEAN-UP	020717	1	1000-2228-011	FIREWORKS CLEAN UP BOND	130.41	130.41
Total 020717:											
02/17	02/10/2017	99697	728	U S POSTMASTER	UB BILLING GAS	020917	1	7401-430-62-46	POSTAGE	176.64	176.64
02/17	02/10/2017	99697	728	U S POSTMASTER	UB BILLING WATER	020917	2	7110-430-42-46	POSTAGE	91.08	91.08
Total 020917:											
02/17	02/10/2017	99698	530	U.S. BANK EQUIPMENT F	COPIER - CITY HALL 1/17	323244822	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	290.52	290.52
02/17	02/10/2017	99698	530	U.S. BANK EQUIPMENT F	COPIER 1/17-PD	323244822	2	1000-421-10-44	RENT & LEASES EQUIP & VEHI	581.04	581.04
Total 323244822:											
02/17	02/10/2017	99699	1398	WAGE WORKS	MONTHLY ADMIN FEE 1/17	125A10509362	1	8403-2239-002	SECTION 125 - CITY	100.00	100.00
Total 125A10509362:											
02/17	02/10/2017	99700	8839		REFUND WATER DEPOSIT	1041250007	1	7110-2228-000	DEPOSITS-CUSTOMER	4.65	4.65
02/17	02/10/2017	99700	8839		REFUND GAS DEPOSIT	1041250007	2	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00

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 10412500007:											
02/17	02/10/2017	99701	770	WESTERN NEVADA SUP	SUPPLIES-GAS	66861147	1	7401-430-62-46	SUPPLIES-GENERAL	118.75	118.75
Total 66861147:											
02/17	02/10/2017	99701	770	WESTERN NEVADA SUP	SUPPLIES-GAS	66864784	1	7401-430-62-46	SUPPLIES-GENERAL	313.00	313.00
Total 66864784:											
02/17	02/10/2017	99701	770	WESTERN NEVADA SUP	SUPPLIES-GAS	66893251	1	7401-430-62-46	SUPPLIES-GENERAL	198.43	198.43
Total 66893251:											
02/17	02/10/2017	99701	770	WESTERN NEVADA SUP	SUPPLIES-GAS	66896000	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	11.50	11.50
Total 66896000:											
02/17	02/10/2017	99701	770	WESTERN NEVADA SUP	SUPPLIES-GAS	66896729	1	7401-430-62-46	SUPPLIES-GENERAL	10.00	10.00
Total 66896729:											
02/17	02/10/2017	99701	770	WESTERN NEVADA SUP	SUPPLIES-GAS	66896751	1	7401-430-62-46	SUPPLIES-GENERAL	113.58	113.58
Total 66896751:											
02/17	02/10/2017	99701	770	WESTERN NEVADA SUP	SUPPLIES-GAS	66899043	1	7401-430-62-46	SUPPLIES-GENERAL	445.95	445.95
Total 66899043:											
02/17	02/10/2017	99701	770	WESTERN NEVADA SUP	SUPPLIES-GAS	66902393	1	7401-430-62-46	SUPPLIES-GENERAL	102.42	102.42
Total 66902393:											
02/17	02/10/2017	99702	1378	ZITO MEDIA	CABLE-FD	356225062 021017	1	1000-422-10-45	COMMUNICATIONS	78.98	78.98
Total 356225062 021017:											

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:											
										67,909.43	67,909.43

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
02/17	02/16/2017	99723	1485	ACCAPS	ACCAPS ANNUAL DUES-2017	1307	1	1000-417-10-48	DUES AND MEMBERSHIPS	2,000.00	2,000.00
Total 1307:											
02/17	02/16/2017	99724	26	ALL TRAFFIC SOLUTION	REPAIRS-STREETS	AIN010664	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	1,142.50	1,142.50
Total AIN010664:											
02/17	02/16/2017	99725	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	635105619	1	7620-430-10-44	LINEN SERVICE	27.75	27.75
Total 635105619:											
02/17	02/16/2017	99725	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	635105620	1	7401-430-62-44	LINEN SERVICES	62.94	62.94
Total 635105620:											
02/17	02/16/2017	99725	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	635105621	1	2007-431-20-44	LINEN SERVICE	61.36	61.36
Total 635105621:											
02/17	02/16/2017	99725	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	635105622	1	7110-430-42-44	LINEN SERVICE	60.78	60.78
Total 635105622:											
02/17	02/16/2017	99726	884	BANK OF AMERICA	INVEST. SUPPLIES-PD	0057 012517	1	1000-421-10-45	INVESTIGATIVE FUNDS	141.56	141.56
Total 0057 012517:											
02/17	02/16/2017	99726	884	BANK OF AMERICA	TR EX DENVER CO	0364 012517	1	7401-430-62-45	TRAVEL	1,577.62	1,577.62
Total 0364 012517:											
02/17	02/16/2017	99726	884	BANK OF AMERICA	TR EX SACRAMEN	2064 012517	1	1000-413-20-45	TRAVEL	265.45	265.45
02/17	02/16/2017	99726	884	BANK OF AMERICA	FUEL	2064 012517	2	1000-417-10-46	GASOLINE	34.44	34.44

M = Manual Check, V = Void Check

Period	GL	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 2064 012517:												
02/17		02/16/2017	99726	884	BANK OF AMERICA	LIGHT TOKENS-PARK	4028 012517	1	1000-452-20-46	SUPPLIES-GENERAL	384.85	384.85
02/17		02/16/2017	99726	884	BANK OF AMERICA	CITY HALL PHONES	4028 012517	2	1000-417-10-45	COMMUNICATIONS	537.89	537.89
Total 4028 012517:												
02/17		02/16/2017	99726	884	BANK OF AMERICA	SUPPLIES	4093 012517	1	1000-417-10-46	SUPPLIES-GENERAL	158.23	158.23
02/17		02/16/2017	99726	884	BANK OF AMERICA	POSTAGE	4093 012517	2	1000-413-20-46	POSTAGE	23.90	23.90
02/17		02/16/2017	99726	884	BANK OF AMERICA	REPAIR & MAINT-PARKS	4093 012517	3	1000-452-20-44	MISC - REPAIR & MAINTENANC	145.76	145.76
02/17		02/16/2017	99726	884	BANK OF AMERICA	JANITORIAL SUPPLIES	4093 012517	4	1000-417-10-46	SUPPLIES-JANITORIAL	23.13	23.13
02/17		02/16/2017	99726	884	BANK OF AMERICA	ADVERTISING	4093 012517	5	1000-416-10-45	ADVERTISING	228.00	228.00
Total 4093 012517:												
02/17		02/16/2017	99726	884	BANK OF AMERICA	SUPPLIES-FD	4119 012517	1	1000-422-10-43	TECHNICAL SVCS	650.00	650.00
Total 4119 012517:												
02/17		02/16/2017	99726	884	BANK OF AMERICA	FUEL-PD	4242 012517	1	1000-421-10-46	GASOLINE	44.68	44.68
Total 4242 012517:												
02/17		02/16/2017	99726	884	BANK OF AMERICA	FUEL-PD	4259 012517	1	1000-421-10-46	GASOLINE	165.49	165.49
02/17		02/16/2017	99726	884	BANK OF AMERICA	TR EX	4259 012517	2	1000-421-10-45	TRAINING	759.82	759.82
Total 4259 012517:												
02/17		02/16/2017	99726	884	BANK OF AMERICA	FUEL-PD	4275 012517	1	1000-421-10-46	GASOLINE	55.42	55.42
Total 4275 012517:												
02/17		02/16/2017	99726	884	BANK OF AMERICA	REPAIR & MAINT-PD	4333 012517	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	16.08	16.08
02/17		02/16/2017	99726	884	BANK OF AMERICA	REPAIR & MAINT-PD	4333 012517	2	1000-421-10-44	MISC - REPAIR & MAINTENANC	18.98	18.98
02/17		02/16/2017	99726	884	BANK OF AMERICA	FIREARMS REPAIRS-PD	4333 012517	3	1000-421-10-44	FIREARM - REPAIR & MAINTEN	185.73	185.73
02/17		02/16/2017	99726	884	BANK OF AMERICA	FUEL-PD	4333 012517	4	1000-421-10-46	GASOLINE	862.20	862.20

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 4333 012517:											
02/17	02/16/2017	99726	884	BANK OF AMERICA	FUEL-STREETS	4342 012517	1	2007-431-20-46	GASOLINE	43.00	43.00
Total 4342 012517:											
02/17	02/16/2017	99726	884	BANK OF AMERICA	WEB BUILDER-AP	5203 012517	1	7620-430-11-43	PROFESSIONAL SERVICES	49.80	49.80
02/17	02/16/2017	99726	884	BANK OF AMERICA	TR EX	5203 012517	2	7620-430-11-45	TRAVEL/TRAINING	2,903.78	2,903.78
Total 5203 012517:											
02/17	02/16/2017	99726	884	BANK OF AMERICA	FUEL-WATER	5442 012517	1	7110-430-42-46	GASOLINE	266.95	266.95
02/17	02/16/2017	99726	884	BANK OF AMERICA	SUPPLIES-WATER	5442 012517	2	7110-430-42-46	SUPPLIES-GENERAL	714.73	714.73
02/17	02/16/2017	99726	884	BANK OF AMERICA	WEB BUILDER-WATER	5442 012517	3	7110-430-42-47	SOFTWARE	125.00	125.00
Total 5442 012517:											
02/17	02/16/2017	99726	884	BANK OF AMERICA	SUPPLIES-PD	5488 012517	1	1000-421-10-46	SUPPLIES-GENERAL	159.45	159.45
02/17	02/16/2017	99726	884	BANK OF AMERICA	POSTAGE-PD	5488 012517	2	1000-421-10-46	POSTAGE	6.22	6.22
02/17	02/16/2017	99726	884	BANK OF AMERICA	INVEST. SUPPLIES-PD	5488 012517	3	1000-421-10-45	INVESTIGATIVE FUNDS	41.90	41.90
Total 5488 012517:											
02/17	02/16/2017	99726	884	BANK OF AMERICA	REPAIR & MAINT-PW	6460 012517	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	252.63	252.63
02/17	02/16/2017	99726	884	BANK OF AMERICA	FUEL-PW	6460 012517	2	7620-430-10-46	GASOLINE	122.30	122.30
02/17	02/16/2017	99726	884	BANK OF AMERICA	FUEL-GAS	6460 012517	3	7401-430-62-46	GASOLINE	71.02	71.02
02/17	02/16/2017	99726	884	BANK OF AMERICA	FUEL-STREETS	6460 012517	4	2007-431-20-46	GASOLINE	101.00	101.00
02/17	02/16/2017	99726	884	BANK OF AMERICA	REPAIR & MAINT-STREETS	6460 012517	5	2007-431-20-44	REPAIR AND MAINTENANCE-V	24.50	24.50
02/17	02/16/2017	99726	884	BANK OF AMERICA	WEB BUILDER-PW	6460 012517	6	7620-430-10-43	TECHNICAL SVCS	124.88	124.88
02/17	02/16/2017	99726	884	BANK OF AMERICA	REPAIR & MAINT-GAS	6460 012517	7	7401-430-62-44	REPAIR AND MAINT-VEHICLE	27.25	27.25
02/17	02/16/2017	99726	884	BANK OF AMERICA	REPAIR & MAINT-WATER	6460 012517	8	7110-430-42-44	REPAIR AND MAINTENANCE-V	27.24	27.24
02/17	02/16/2017	99726	884	BANK OF AMERICA	WEB BUILDER-PW	6460 012517	9	7620-430-10-48	TAXES, FEES, PERMITS & CHA	24.95	24.95
Total 6460 012517:										775.77	775.77
02/17	02/16/2017	99726	884	BANK OF AMERICA	FUEL-GAS	7575 012517	1	7401-430-62-46	GASOLINE	111.24	111.24
02/17	02/16/2017	99726	884	BANK OF AMERICA	SUPPLIES-GAS	7575 012517	2	7401-430-62-46	SUPPLIES-GENERAL	444.03	444.03
02/17	02/16/2017	99726	884	BANK OF AMERICA	SUPPLIES-GAS	7575 012517	3	7401-430-62-46	SUPPLIES-SMALL TOOLS	29.69	29.69

GL	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount	
Total 7575 012517:												
02/17	02/16/2017	99726	884	BANK OF AMERICA	FUEL-FD	7979 012517	1	1000-422-10-46	GASOLINE	704.61	704.61	
02/17	02/16/2017	99726	884	BANK OF AMERICA	SUPPLIES-FD	7979 012517	2	1000-422-10-46	SUPPLIES-GENERAL	164.99	164.99	
02/17	02/16/2017	99726	884	BANK OF AMERICA	SUPPLIES-FD	7979 012517	3	1000-422-10-43	VOLUNTEERS	34.00	34.00	
Total 7979 012517:												
02/17	02/16/2017	99727	76	BILLINGTON ACE HARD	SUPPLIES-WATER	377482	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	30.87	30.87	
Total 377482:												
02/17	02/16/2017	99727	76	BILLINGTON ACE HARD	SUPPLIES-WATER	377513	1	7110-430-42-46	SUPPLIES-GENERAL	11.53	11.53	
Total 377513:												
02/17	02/16/2017	99728	8849		REFUND GAS DEPOSIT	10114180010	1	7401-2228-000	DEPOSITS-CUSTOMER	122.37	122.37	
Total 10114180010:												
02/17	02/16/2017	99729	8591		TR EX	CHICO 3/2-3/4	012617	1	1000-422-10-45	TRAVEL	350.00	350.00
Total 012617:												
02/17	02/16/2017	99730	1307	C&S WASTE SOLUTIONS	1801 MAIN ST-PD	SVL7 020117	1	1000-421-10-44	DISPOSAL	99.23	99.23	
Total SVL7 020117:												
02/17	02/16/2017	99731	1116	CALIFORNIA BUILDING S	1ST QTR SPEC REV FUND SB 1	021017	1	1000-2205-006	DEPOSIT PAYABLE-SB 1473	4.50	4.50	
Total 021017:												
02/17	02/16/2017	99732	8854	CALIFORNIA JOINT POW	PLAYGROUND SAFETY COURS	021317	1	1000-452-20-45	TRAVEL	85.00	85.00	
Total 021317:												
02/17	02/16/2017	99733	8744		REFUND WATER DEPOSIT	10223000015	1	7110-2228-000	DEPOSITS-CUSTOMER	75.00	75.00	
02/17	02/16/2017	99733	8744		REFUND WATER OVERPYM	10223000015	2	9999-1001-001	CASH CLEARING - UTILITIES	1.28	1.28	

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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 10223000015:											
02/17	02/16/2017	99734	8853		REFUND GAS DEPOSIT	10428600019	1	7401-2228-000	DEPOSITS-CUSTOMER	91.56	91.56
Total 10428600019:											
02/17	02/16/2017	99735	8856		TR EX LIVERMORE 2/20/17-2/23	021617	1	1000-452-20-45	TRAVEL	149.50	149.50
Total 021617:											
02/17	02/16/2017	99736	184	DEPARTMENT OF JUSTI	FINGERPRINTS - APPS	214344	1	1000-416-10-45	FINGERPRINTING SERVICES	130.00	130.00
Total 214344:											
02/17	02/16/2017	99737	1484	EDGES ELECTRICAL GR	SERVICE CHARGES-PW	S3987901.001	1	7620-430-10-46	SUPPLES-GENERAL	5.00	5.00
Total S3987901.001:											
02/17	02/16/2017	99738	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-W	770614A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00
Total 770614A:											
02/17	02/16/2017	99738	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-W	7707443A	1	7110-430-42-43	TECHNICAL SVCS	85.00	85.00
Total 7707443A:											
02/17	02/16/2017	99739	266	FRONTIER	257-1000 DSL SERVICE	1000 020517	1	1000-417-10-45	COMMUNICATIONS	145.00	145.00
02/17	02/16/2017	99739	266	FRONTIER	257-1000 ADMIN FAX	1000 020517	2	1000-413-20-45	COMMUNICATIONS	1.10	1.10
02/17	02/16/2017	99739	266	FRONTIER	257-1000 CITY CLERK FAX	1000 020517	3	1000-411-40-45	COMMUNICATIONS	1.10	1.10
02/17	02/16/2017	99739	266	FRONTIER	257-1000 ADMIN	1000 020517	4	1000-413-20-45	COMMUNICATIONS	3.65	3.65
02/17	02/16/2017	99739	266	FRONTIER	257-1000 CITY CLERK	1000 020517	5	1000-411-40-45	COMMUNICATIONS	2.92	2.92
02/17	02/16/2017	99739	266	FRONTIER	257-1000 FINANCE	1000 020517	6	1000-415-10-45	COMMUNICATIONS	2.92	2.92
02/17	02/16/2017	99739	266	FRONTIER	257-1000 COMM DEVELOPMEN	1000 020517	7	1000-419-10-45	COMMUNICATIONS	2.92	2.92
02/17	02/16/2017	99739	266	FRONTIER	257-1000 CITY HALL	1000 020517	8	1000-417-10-45	COMMUNICATIONS	233.07	233.07
02/17	02/16/2017	99739	266	FRONTIER	257-1000 GAS - DEBIT MACHIN	1000 020517	9	7401-430-62-45	COMMUNICATIONS	24.15	24.15
02/17	02/16/2017	99739	266	FRONTIER	257-1000 WATER - DEBIT MACH	1000 020517	10	7110-430-42-45	COMMUNICATIONS	24.15	24.15

GL	Check	Check	Vendor	Payee	Description	Invoice	Inv	GL Account	GL Account Title	Seq	Amount	Check
Period	Issue Date	Number	Number			Number	Seq	No			Amount	Amount
Total 1000 020517:												
02/17	02/16/2017	99739	265	FRONTIER	257-1033 PARKS	1033 020517	1	1000-452-20-45	COMMUNICATIONS		440.98	440.98
Total 1033 020517:												
02/17	02/16/2017	99739	265	FRONTIER	257-2960 HVAC/ELEVATOR LIN	2960 020517	1	1000-417-10-45	COMMUNICATIONS		63.85	63.85
Total 2960 020517:												
02/17	02/16/2017	99740	1142	GEARY PACIFIC SUPPLY	SWITCH FAN-GAS	340667	1	7401-430-62-46	SUPPLIES-GENERAL		31.67	31.67
Total 340667:												
02/17	02/16/2017	99741	288		REIMBURSE HEALTH INS	021617	1	7610-2239-006	RETIREE SICK LEAVE BANK PA		72.93	72.93
Total 021617:												
02/17	02/16/2017	99742	8852		WOODSTOVE REBATE	021317	1	8404-430-12-48	GRANTS		1,500.00	1,500.00
Total 021317:												
02/17	02/16/2017	99743	335	J.W. WOOD CO INC	SUPPLIES-GAS	A094901	1	7401-430-62-46	SUPPLIES-GENERAL		10.06	10.06
Total A094901:												
02/17	02/16/2017	99744	8850		REFUND GAS DEPOSIT	10300900005	1	7401-2228-000	DEPOSITS-CUSTOMER		172.66	172.66
Total 10300900005:												
02/17	02/16/2017	99745	5027		REFUND GAS PMT -	10303100302	1	9999-1001-001	CASH CLEARING - UTILITIES		282.03	282.03
Total 10303100302:												
02/17	02/16/2017	99746	411	LASSEN MOTOR PARTS	WELDING ROD #343-SNOW	271393	1	2006-431-25-46	SUPPLIE - GENERAL		13.75	13.75
Total 271393:												

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02/17	02/16/2017	99746	411	LASSEN MOTOR PARTS	STARTER FLUID-STREETS	271762	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	6.40	6.40	
02/17	02/16/2017	99746	411	LASSEN MOTOR PARTS	STARTER FLUID-WATER	271762	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	10.96	10.96	
02/17	02/16/2017	99746	411	LASSEN MOTOR PARTS	STARTER FLUID-GAS	271762	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	8.25	8.25	
Total 271762:											25.61	25.61
02/17	02/16/2017	99746	411	LASSEN MOTOR PARTS	HOSE #251-WATER	271817	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	149.11	149.11	
Total 271817:											149.11	149.11
02/17	02/16/2017	99747	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	22250	1	2007-431-20-44	DISPOSAL	40.00	40.00	
Total 22250:											40.00	40.00
02/17	02/16/2017	99747	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	22253	1	2007-431-20-44	DISPOSAL	40.00	40.00	
Total 22253:											40.00	40.00
02/17	02/16/2017	99747	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	22289	1	2007-431-20-44	DISPOSAL	40.00	40.00	
Total 22289:											40.00	40.00
02/17	02/16/2017	99747	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	22277	1	2007-431-20-44	DISPOSAL	40.00	40.00	
Total 22277:											40.00	40.00
02/17	02/16/2017	99747	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	22283	1	2007-431-20-44	DISPOSAL	40.00	40.00	
Total 22283:											40.00	40.00
02/17	02/16/2017	99747	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	22306	1	2007-431-20-44	DISPOSAL	40.00	40.00	
Total 22306:											40.00	40.00
02/17	02/16/2017	99747	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	22316	1	2007-431-20-44	DISPOSAL	40.00	40.00	

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 22316:											
02/17	02/16/2017	99747	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	223331	1	2007-431-20-44	DISPOSAL	40.00	40.00
Total 223331:											
02/17	02/16/2017	99747	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	223399	1	2007-431-20-44	DISPOSAL	40.00	40.00
Total 223399:											
02/17	02/16/2017	99747	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	22342	1	2007-431-20-44	DISPOSAL	40.00	40.00
Total 22342:											
02/17	02/16/2017	99747	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	22348	1	2007-431-20-44	DISPOSAL	40.00	40.00
Total 22348:											
02/17	02/16/2017	99748	413	LASSEN TIRE	FLAT REPAIR #84-PD	48219	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	20.00	20.00
Total 48219:											
02/17	02/16/2017	99749	413	SUSANVILLE TOWING	TOW VEHICLE- STREETS	59126	1	2007-431-20-43	TECHNICAL SVCS	125.00	125.00
Total 59126:											
02/17	02/16/2017	99749	413	SUSANVILLE TOWING	LID/LIFT GATE #31-STREETS	858	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	214.50	214.50
Total 858:											
02/17	02/16/2017	99750	1321	LAW OFFICES OF GREG	PROFESSIONAL SERVICES-PW	130919	1	7620-430-11-43	PROFESSIONAL SERVICES	30.00	30.00
Total 130919:											
02/17	02/16/2017	99751	421	LEAGUE OF CALIFORNIA	MEMBERSHIP DUES 2017	168903-	1	1000-417-10-48	TAXES, FEES, PERMITS & CHA	50.00	50.00
02/17	02/16/2017	99751	421	LEAGUE OF CALIFORNIA	MEMBERSHIP DUES 2017	168903-	2	1000-1430-105	PREPAID - OTHER	50.00	50.00

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Total 168903:-											
02/17	02/16/2017	99752	432	LEXIS NEXIS	CONTRACT 1/17	1701203704	1	1000-412-10-48	DUES AND MEMBERSHIPS	158.10	158.10
Total 1701203704:											
02/17	02/16/2017	99753	437	LMUD	STREET LIGHTS	14039 020617	1	2007-431-60-46	ELECTRICITY	190.13	190.13
Total 14039 020617:											
02/17	02/16/2017	99753	437	LMUD	STREET LIGHTS	14041 020617	1	2007-431-60-46	ELECTRICITY	3,528.33	3,528.33
Total 14041 020617:											
02/17	02/16/2017	99753	437	LMUD	S GAY ST LIGHTS-STREETS	24323 020617	1	2007-431-60-46	ELECTRICITY	74.20	74.20
Total 24323 020617:											
02/17	02/16/2017	99753	437	LMUD	66 N LASSEN ST	2466 020617	1	1000-452-20-46	ELECTRICITY	699.13	699.13
Total 2466 020617:											
02/17	02/16/2017	99753	437	LMUD	N WEATHERLOW ST TENNIS S	24661 020617	1	1000-452-20-46	ELECTRICITY	20.00	20.00
Total 24661 020617:											
02/17	02/16/2017	99753	437	LMUD	STREET LIGHTS	2467 020617	1	2007-431-60-46	ELECTRICITY	1,556.57	1,556.57
Total 2467 020617:											
02/17	02/16/2017	99753	437	LMUD	65 N WEATHERLOW ST PARK	2865 020617	1	1000-452-20-46	ELECTRICITY	81.17	81.17
Total 2865 020617:											
02/17	02/16/2017	99753	437	LMUD	65 N WEATHERLOW ST MUSEU	2866 020617	1	1000-451-80-46	ELECTRICITY	21.45	21.45
Total 2866 020617:											

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
02/17	02/16/2017	99753	437	LMUD	65 N WEATHERLOW ST COMM	2867 020617	1	1000-452-20-46	ELECTRICITY	101.22	101.22
Total 2867 020617:											
02/17	02/16/2017	99753	437	LMUD	N WEATHERLOW ST TENNIS C	2870 020617	1	1000-452-20-46	ELECTRICITY	20.00	20.00
Total 2870 020617:											
02/17	02/16/2017	99753	437	LMUD	NORTH ST BALL PARK-MEM FI	2873 020617	1	1000-452-20-46	ELECTRICITY	28.58	28.58
Total 2873 020617:											
02/17	02/16/2017	99753	437	LMUD	HARRIS DR & HWY 36-WATER	30658 020617	1	7110-430-42-46	ELECTRICITY	240.84	240.84
Total 30658 020617:											
02/17	02/16/2017	99753	437	LMUD	UPTOWN DECOR LIGHTS-STRE	4355 020617	1	2007-431-60-46	ELECTRICITY	215.07	215.07
Total 4355 020617:											
02/17	02/16/2017	99753	437	LMUD	115 N WEATHERLOW ST MUSE	43866 020617	1	1000-452-20-46	ELECTRICITY	57.64	57.64
Total 43866 020617:											
02/17	02/16/2017	99753	437	LMUD	N PINE & COOK - SCADA-WATE	44153 020617	1	7110-430-42-46	ELECTRICITY	21.31	21.31
Total 44153 020617:											
02/17	02/16/2017	99753	437	LMUD	QUARRY ST LIGHTS-STREETS	49500 020617	1	2007-431-60-46	ELECTRICITY	58.49	58.49
Total 49500 020617:											
02/17	02/16/2017	99753	437	LMUD	MAIN & FOSS SIGNAL LIGHTS-	49501 020617	1	2007-431-60-46	ELECTRICITY	196.96	196.96
Total 49501 020617:											
02/17	02/16/2017	99753	437	LMUD	NORTH ST BALL PARK-MEM FI	9283 020617	1	1000-452-20-46	ELECTRICITY	83.93	83.93

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 9283 020617:											
02/17	02/16/2017	99753	437	LMUD	GEO PUMP #1	9297 020617	1	7301-430-52-46	ELECTRICITY	1,558.19	1,558.19
Total 9297 020617:											
02/17	02/16/2017	99753	437	LMUD	MAIN & PINE CHRISTMAS TREE	94811 020617	1	1000-452-20-46	ELECTRICITY	47.02	47.02
Total 94811 020617:											
02/17	02/16/2017	99754	8851		WOODSTOVE REBATE	021317	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 021317:											
02/17	02/16/2017	99755	481	MISSION LINEN & UNIFO	SUPPLIES-PD	504263276	1	1000-421-10-43	PROFESSIONAL SVCS	210.85	210.85
Total 504263276:											
02/17	02/16/2017	99756	8855	OCCU-MED LTD.	QAS SERVICES	0117246	1	1000-416-10-43	PROFESSIONAL SVCS	716.15	716.15
Total 0117246:											
02/17	02/16/2017	99757	8821	PAVEMENT ENGINEERIN	ENGINEERING SERVICE FOR S	1610-047	1	2007-431-32-44	CONSTRUCTION SERVICES	3,745.00	3,745.00
Total 1610-047:											
02/17	02/16/2017	99758	8821	PAVEMENT ENGINEERIN	ENGINEERING SERVICES SC3	1610-048	1	2007-431-33-44	CONSTRUCTION SERVICES	9,005.00	9,005.00
Total 1610-048:											
02/17	02/16/2017	99759	8596		TR EX ; CHICO 3/2/1	021317	1	1000-422-10-45	TRAVEL	350.00	350.00
Total 021317:											
02/17	02/16/2017	99760	563	POULSEN WELDING SHO	REPAIRS-STREETS	3107	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	333.00	333.00
Total 3107:											

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
02/17	02/16/2017	99761	8848		REFUND WATER DEPOSIT	10105850008	1	7110-2228-000	DEPOSITS-CUSTOMER	47.57	47.57
Total 10105850008:											
02/17	02/16/2017	99762	1076	SIERRA COFFEE AND BE	BOTTLED WATER	45983	1	1000-417-10-46	SUPPLIES-GENERAL	34.65	34.65
Total 45983:											
02/17	02/16/2017	99762	1076	SIERRA COFFEE AND BE	BOTTLED WATER-PW	47112	1	7620-430-10-46	SUPPLIES-GENERAL	41.90	41.90
Total 47112:											
02/17	02/16/2017	99763	649	SNOQUIP	SUPPLIES-SNOW	45604	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	139.53	139.53
Total 45604:											
02/17	02/16/2017	99763	649	SNOQUIP	SUPPLIES-SNOW	45794	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	64.27	64.27
Total 45794:											
02/17	02/16/2017	99764	8571		2017 TUITION REIMBURSEMEN	021317	1	1000-421-10-42	TUITION REIMBURSEMENTS	700.00	700.00
Total 021317:											
02/17	02/16/2017	99765	1449	STI INVESTGATIONS	EMPLOYMENT BACKGROUND	01481	1	1000-416-10-43	TECHNICAL SVCS	539.00	539.00
Total 01481:											
02/17	02/16/2017	99766	749	VERIZON WIRELESS	CELLULAR PHONES - AIR POLL	9779560369	1	7620-430-11-45	COMMUNICATIONS	53.86	53.86
02/17	02/16/2017	99766	749	VERIZON WIRELESS	CELLULAR PHONES - BUILDIN	9779560369	2	1000-424-20-45	COMMUNICATIONS	.22	.22
02/17	02/16/2017	99766	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	9779560369	3	1000-452-20-45	COMMUNICATIONS	26.99	26.99
02/17	02/16/2017	99766	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	9779560369	4	7620-430-10-45	COMMUNICATIONS	359.63	359.63
Total 9779560369:											
02/17	02/16/2017	99767	770	WESTERN NEVADA SUP	SUPPLIES-GAS	66903744	1	7401-430-62-46	SUPPLIES-GENERAL	10.69	10.69
Total 66903744:											

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02/17	02/16/2017	99767	770	WESTERN NEVADA SUP	SUPPLIES-WATER	66907703	1	7110-430-42-46	SUPPLIES-GENERAL	43.93	43.93
Total 66907703: 43.93 43.93											
02/17	02/16/2017	99768	1198	WESTWOOD SANITATIO	PORTABLE TOILET - MEMORIA	A-50023	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	197.32	197.32
Total A-50023: 197.32 197.32											
02/17	02/16/2017	99768	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COU	A-50030	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.88	98.88
Total A-50030: 98.88 98.88											
02/17	02/16/2017	99768	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE 1	A-50040	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	98.88	98.88
Total A-50040: 98.88 98.88											
02/17	02/16/2017	99768	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GC OLD CL	A-50046	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.88	98.88
Total A-50046: 98.88 98.88											
02/17	02/16/2017	99768	1198	WESTWOOD SANITATIO	PORTABLE TOILET - RIVERSID	A-50049	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	197.76	197.76
Total A-50049: 197.76 197.76											
Grand Totals:										49,085.89	49,085.89

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
02/17	02/17/2017	99780	728	U S POSTMASTER	UB BILLING GAS	021717	1	7401-430-62-46	POSTAGE	403.30	403.30
02/17	02/17/2017	99780	728	U S POSTMASTER	UB BILLING WATER	021717	2	7110-430-42-46	POSTAGE	789.90	789.90
Total 021717:										1,193.20	1,193.20
Grand Totals:										1,193.20	1,193.20

Report Criteria:

Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
01/27/2017	CDPT	02/16/2017	594	AFLAC	14	8403-2239-0	444.65-
01/27/2017	CDPT	02/16/2017	594	AFLAC	14	7650-2203-0	132.05-
02/10/2017	CDPT	02/16/2017	594	AFLAC	14	7650-2203-0	16.65
02/10/2017	CDPT	02/16/2017	594	AFLAC	14	8403-2239-0	428.05-
02/10/2017	CDPT	02/16/2017	594	AFLAC	14	7650-2203-0	132.05-
02/10/2017	CDPT	02/17/2017	595	P.E.R.S.	8	7650-2203-1	3,371.93-
02/10/2017	CDPT	02/17/2017	595	P.E.R.S.	8	7650-2203-1	3,194.31-
02/10/2017	CDPT	02/17/2017	595	P.E.R.S.	8	7650-2203-1	2,196.27-
02/10/2017	CDPT	02/17/2017	595	P.E.R.S.	8	7650-2203-1	2,571.09-
02/10/2017	CDPT	02/17/2017	595	P.E.R.S.	8	7650-2203-1	608.16-
02/10/2017	CDPT	02/17/2017	595	P.E.R.S.	8	7650-2203-1	1,389.96-
02/10/2017	CDPT	02/17/2017	595	P.E.R.S.	8	7650-2203-1	132.62-
02/10/2017	CDPT	02/17/2017	595	P.E.R.S.	8	7650-2203-1	87.57-
02/10/2017	CDPT	02/17/2017	595	P.E.R.S.	8	7650-2203-1	84.89-
02/10/2017	CDPT	02/17/2017	595	P.E.R.S.	8	7650-2203-1	1,070.19-
02/10/2017	CDPT	02/17/2017	595	P.E.R.S.	8	7650-2203-1	1,122.41-
02/10/2017	CDPT	02/17/2017	595	P.E.R.S.	8	7650-2203-1	1,514.46-
02/10/2017	CDPT	02/17/2017	595	P.E.R.S.	8	7650-2203-1	1,591.12-
02/10/2017	CDPT	02/17/2017	595	P.E.R.S.	8	7650-2203-1	829.69-
02/10/2017	CDPT	02/17/2017	595	P.E.R.S.	8	7650-2203-1	871.70-
02/10/2017	CDPT	02/17/2017	595	P.E.R.S.	8	7650-2203-1	15.00-
02/10/2017	CDPT	02/17/2017	595	P.E.R.S.	8	7650-2203-1	4,023.79-
02/10/2017	CDPT	02/17/2017	595	P.E.R.S.	8	7650-2203-1	898.55-
02/10/2017	CDPT	02/17/2017	595	P.E.R.S.	8	7650-2203-1	2,196.27-
02/10/2017	CDPT	02/17/2017	595	P.E.R.S.	8	7650-2203-1	16.00-
02/10/2017	CDPT	02/17/2017	595	P.E.R.S.	8	2002-421-10-	1.96
02/10/2017	CDPT	02/16/2017	596	CITY OF SUSANVILLE PA	1	7650-2203-1	6,815.41-
02/10/2017	CDPT	02/16/2017	596	CITY OF SUSANVILLE PA	1	7650-2203-1	6,815.41-
02/10/2017	CDPT	02/16/2017	596	CITY OF SUSANVILLE PA	1	7650-2203-1	2,178.24-
02/10/2017	CDPT	02/16/2017	596	CITY OF SUSANVILLE PA	1	7650-2203-1	2,178.24-
02/10/2017	CDPT	02/16/2017	596	CITY OF SUSANVILLE PA	1	7650-2203-1	15,988.83-
01/27/2017	CDPT	02/16/2017	597	LABORERS TRUST FUND	9	7650-2203-1	902.00-
02/10/2017	CDPT	02/16/2017	597	LABORERS TRUST FUND	9	7650-2203-1	1,073.00-
02/10/2017	CDPT	02/16/2017	597	LABORERS TRUST FUND	9	7650-2203-1	69,971.00-
02/10/2017	CDPT	02/17/2017	598	EMPLOYMENT DEV. DEP	6	7650-2203-1	4,692.71-
02/10/2017	CDPT	02/17/2017	599	EMPLOYMENT DEV DEP	7	7650-2203-1	1,214.01-
02/10/2017	CDPT	02/17/2017	600	JEFFERSON PILOT FINA	22	1000-422-10-	2.67
02/10/2017	CDPT	02/17/2017	600	JEFFERSON PILOT FINA	22	2007-431-20-	4.10
02/10/2017	CDPT	02/17/2017	600	LINCOLN FINANCIAL LIF	22	7650-2203-1	141.45-
02/10/2017	CDPT	02/17/2017	600	LINCOLN FINANCIAL LIF	22	7650-2203-1	174.25-
01/27/2017	CDPT	02/17/2017	601	BLUE SHIELD OF CALIFO	38	7650-2203-1	73.56-
02/10/2017	CDPT	02/17/2017	601	BLUE SHIELD OF CALIFO	38	7650-2203-1	73.56-
02/10/2017	CDPT	02/17/2017	601	BLUE SHIELD OF CALIFO	38	7650-2203-1	635.67-
02/10/2017	CDPT	02/17/2017	601	BLUE SHIELD OF CALIFO	38	7650-2203-1	152.36-
02/10/2017	CDPT	02/17/2017	99769	CA STATE DISBURSEME	37	7650-2203-0	69.23-
01/27/2017	CDPT	02/17/2017	99770	GOLDEN ONE CREDIT U	12	7650-2203-0	553.00-
02/10/2017	CDPT	02/17/2017	99770	GOLDEN ONE CREDIT U	12	7650-2203-0	553.00-
02/10/2017	CDPT	02/17/2017	99771	NATIONWIDE RETIREME	5	7650-2203-0	965.00-
01/27/2017	CDPT	02/17/2017	99772	NEW IMAGE RACQUETB	30	7650-2203-0	115.00-
02/10/2017	CDPT	02/17/2017	99772	NEW IMAGE RACQUETB	30	7650-2203-0	115.00-
01/27/2017	CDPT	02/17/2017	99773	OPERATING ENGINEERS	11	7650-2203-0	318.50-
02/10/2017	CDPT	02/17/2017	99773	OPERATING ENGINEERS	11		756.00-
02/10/2017	CDPT	02/17/2017	99773	OPERATING ENGINEERS	11	7650-2203-0	318.50-
01/27/2017	CDPT	02/17/2017	99774	PRE-PAID LEGAL SERVI	13	7650-2203-0	301.61-

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
02/10/2017	CDPT	02/17/2017	99774	PRE-PAID LEGAL SERVI	13		.02
02/10/2017	CDPT	02/17/2017	99774	PRE-PAID LEGAL SERVI	13	7650-2203-0	301.61-
02/10/2017	CDPT	02/17/2017	99775	STATE FRANCHISE TAX	26	7650-2203-0	80.13-
02/10/2017	CDPT	02/17/2017	99776	STATE OF CALIF FRAN T	41	7650-2203-0	25.00-
02/10/2017	CDPT	02/17/2017	99777	UPEC, LOCAL 792	10	7650-2203-1	2,093.00-
02/10/2017	CDPT	02/17/2017	99778	VALIC	4	7650-2203-0	1,867.62-
02/10/2017	CDPT	02/17/2017	99779	VANTAGEPOINT TRANS.	3	7650-2203-0	62.00-
Grand Totals:			<u>61</u>				<u>150,471.28-</u>

Report Criteria:
 Transmittal checks included

Reviewed by: SW City Administrator
_____ City Attorney

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

Submitted By: Gwenna MacDonald, City Clerk

Action Date: March 1, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 17-5354** Approving agreement with Mark Siemens Consulting for contract services.

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: While the Police Department conducts most investigations internally, occasionally there is a need to obtain the services of an outside investigator. Staff is proposing that we update our agreement with Mark Siemens in an amount not to exceed \$25,000 in a calendar year. This amount would cover one extensive assignment, two regular assignments or three smaller assignments.

FISCAL IMPACT: Not to exceed \$25,000.00 annually from Risk Mitigation or Legal Services.

ACTION REQUESTED: Resolution No. 17-5354 Approving agreement with Mark Siemens Consulting and authorizing the City Administrator to sign agreement.

ATTACHMENTS: Resolution No. 17-5354
Agreement for Investigative Services

RESOLUTION NO. 17-5354
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING AGREEMENT WITH MARK SIEMENS CONSULTING
AND AUTHORIZING THE CITY ADMINISTRATOR TO SIGN AGREEMENT

WHEREAS, from time to time the Susanville Police Department requires outside investigative services; and

WHEREAS, Mark Siemens Consulting is well respected, is currently under contract with the City and is qualified to provide the service; and

WHEREAS, an agreement for professional services has been presented for consideration and renewal at a cost not to exceed \$25,000 annually.

NOW THEREFORE BE IT RESOLVED, that the City Council does hereby approve the Agreement between Mark Siemens Consulting and the City of Susanville; and

BE IT FURTHER RESOLVED, that the City Council authorizes the City Administrator to sign said agreement.

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 1st day of March, 2017 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica, City Attorney

CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT is made at Susanville, California, as of _____, 2017, by and between the CITY of Susanville (“CITY”), and Mark Siemens and Mark Siemens Consulting & Investigations, a Licensed Private Investigator, CA Lic. # PI 28938 (“CONSULTANT”), who agree as follows:

1. **Services.** Subject to the terms and conditions set forth in this Agreement, CONSULTANT shall provide the services described in Exhibit A. CONSULTANT shall provide said services at the time, place, and in the manner specified in Exhibit A.

2. **Payment.** CITY shall pay CONSULTANT for services rendered pursuant to this Agreement at the time and in the amount set forth in Exhibit B. The payment specified in Exhibit B shall be the only payment made to CONSULTANT for services rendered pursuant to this Agreement. CONSULTANT shall submit all billings for said services and expenses to CITY in the manner specified in Exhibit B; or, if no manner be specified in Exhibit B, then according to the usual and customary procedures which CONSULTANT uses for billing clients similar to CITY. Payments are due 30 days after receipt. In no event, except as provided in Exhibit B, paragraph 7, shall the total payment for services and expenses under this Agreement exceed \$25,000 in any single calendar year

3. **Facilities, Equipment and Other Materials, and Obligations of CITY.** Except as set forth in Exhibit C, CONSULTANT shall, at his sole cost and expense, furnish all facilities, equipment, and other materials which may be required for furnishing services pursuant to this Agreement. CITY shall furnish CONSULTANT only those facilities, equipment, and other materials, and shall perform those obligations listed in Exhibit C according to the terms and conditions set forth in Exhibit C.

4. **General Provisions.** The general provisions set forth in Exhibit D are part of this Agreement. Any inconsistency between said general provision and any other terms or conditions of this Agreement shall be controlled by the other term or condition insofar as it is inconsistent with the general provisions.

5. **Exhibits.** All exhibits referred to herein are attached hereto and by this reference incorporated herein.

Exhibit A - Scope of Services

Exhibit B - Payment For Services Rendered

Exhibit C - Facilities, Equipment, and Other Materials, and Obligations of CITY

Exhibit D – General Provisions

6. **Time for Performance.** Time is of the essence, and, subject to CITY's compliance with Exhibit C and to the provisions of paragraph 2 of Exhibit D, failure of CONSULTANT to perform any services within the time limits set forth in Exhibit A shall constitute material breach of this contract.

Executed as of the day first above stated:

City of Susanville

By: _____
Jared G. Hancock, City Administrator

CONSULTANT

By: _____
Mark Siemens

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

EXHIBIT A

SCOPE OF SERVICES

1. Conduct general investigative services on behalf of the City of Susanville to include, but not limited to, the following activities:
 - a. Obtain documents and records available pertaining to Susanville Police Department active investigation.
 - b. Coordinate with Susanville Police Chief as necessary to obtain documents from local governmental agencies.
 - c. Obtain and review Susanville Police Department policies relevant to the police conduct and the personnel investigation process.
 - d. Coordinate with Susanville Police Chief, or designee, to provide notice to subject officers of the investigation and interview dates and times.
 - e. Identify and locate potential witnesses.
 - f. Conduct interviews of witnesses and subject officers.
 - g. Coordinate or cause the transcription of statements from interviews.
 - h. Create a written report with digital copy of the investigation with attachments of pertinent exhibits and digital recordings of interviews
 - i. Coordination and review of investigation by Principal Consultant.
 - j. Cause the Report and attachments to be delivered to the City of Susanville.

EXHIBIT B

PAYMENT FOR SERVICES RENDERED

1. Principle Consultant Mark Siemens \$150.00 per hour
2. Associate Consultant Mike Blair - Investigator \$140.00 per hour
3. Travel and Expenses: CITY will reimburse CONSULTANT for travel and expenses to Susanville from Rocklin, CA. Expenses include lodging and meals. Mileage will be reimbursed at the standard Federal Rate. Lodging and meals will be based on actual expense. Total daily meal expense will not exceed CITY per diem rate.
4. Travel Time: Travel time shall be billed at ½ the billable hourly rate.
5. Transcription services: If CONSULTANT contracts for transcription services those actual fees shall be reimbursed.
6. Photo printing, reproduction, binding and supplies for deliverables shall be reimbursed at actual cost.
7. Fees Beyond Scope of Work: Any appearance by the CONSULTANT due to a legal proceeding, or process, deposition, consultation, or meeting on behalf of the CITY, or as a co-defendant of CITY or its police department, whether compelled by law or requested by CITY, shall trigger compensation to the CONSULTANT at the normal rate. The preceding clause applies to events during or after the original contract period and is not bound by annual contract limits.

EXHIBIT C

FACILITIES, EQUIPMENT, AND OTHER MATERIALS, AND OBLIGATIONS OF CITY

1. CITY or its police department will provide the CONSULTANT with a copy of all written police department policies, procedures, manuals and general orders, including all forms for the citizen complaint and internal affairs procedure as they pertain to the scope of work.
2. The CITY or its police department will provide reasonable access and use of interview rooms and desk space within the police department for the CONSULTANT to fulfill the duties prescribed herein while on site.
3. CITY and police department will work and cooperate with CONSULTANT to provide access to personnel for interviews as reasonably necessary.
4. CITY and police department will work and cooperate with CONSULTANT to provide other documents and information that becomes necessary during the term of this agreement.

NOTE: The CONSULTANT requests that copies be provided electronically in standard formats (PDF, WORD, etc.) when possible.

EXHIBIT D

GENERAL PROVISIONS

1. **Independent Contractor.** At all times during the term of this Agreement, CONSULTANT shall be an independent contractor and shall not be an employee of the CITY. CITY shall have the right to control CONSULTANT only insofar as the results of CONSULTANT's services rendered pursuant to this Agreement. CITY shall not have the right to control the means by which CONSULTANT accomplishes services rendered pursuant to this Agreement.

2. **Time.** CONSULTANT shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary for the satisfactory performance of CONSULTANT's obligations pursuant to this Agreement. Neither party shall be considered in default of this Agreement to the extent performance is prevented or delayed by any cause, present or future, which is beyond the reasonable control of the party. CONSULTANT is unavailable to perform work pursuant to this Agreement from March 14, 2017 through April 5, 2017.

3. **Insurance.**

A. CONSULTANT shall maintain in full force and effect the following types of insurance in the amounts specified:

1. **General Liability.** CONSULTANT shall maintain in full force and effect a policy of commercial general liability insurance with limits no less than the following: one million dollars (\$1,000,000) per occurrence and two million (\$2,000,000) in aggregate for bodily injury, personal injury, and property damage.

2. **Automobile.** CONSULTANT shall maintain in full force and effect a policy of commercial automobile liability insurance as required by law.

B. The insurance company or companies providing CONSULTANT the coverages required by this Agreement shall be admitted in the State of California.

C. The insurance shall be maintained from the time the work first commences until completion of the work under this Agreement.

D. Concurrently, with the execution of this Agreement, CONSULTANT shall furnish CITY with fully completed and properly executed certificates of insurance for each type of coverage required.

4. **CONSULTANT Not Agent.** Except as CITY may specify in writing, CONSULTANT shall have no authority, express or implied, to act on behalf of CITY in

any capacity or whatsoever as an agent. CONSULTANT shall have no authority, express or implied, pursuant to this Agreement to bind CITY to any obligation whatsoever. CONSULTANT shall not have any command or control responsibility over any employee of CITY or its Police Department. Any information or recommendations delivered to the CITY shall not be binding in any way. Any action taken as a result of, or influenced by, any information or recommendation(s) from the CONSULTANT shall be at the complete discretion of the CITY.

5. Indemnification.

A. City Indemnity. Except as provided in Subsection B of this Section, Consultant agrees to accept all responsibility for loss or damage to any person or entity, and to defend, indemnify, hold harmless and release City, its officers, agents and employees, from any and all actions, claims, damages, disabilities or expenses that may be asserted by any person or entity, including Consultant, arising out of or in connection with the performance by Consultant hereunder, whether or not there is concurrent negligence on the part of the City, but excluding liability due to the sole active negligence or sole willful misconduct of the City. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Consultant or its agents under Workers' Compensation acts, disability benefit acts, or other employee benefit acts. Consultant shall be liable to City for any loss or damage to City property arising from or in connection with Consultant's performance hereunder. This indemnification shall survive the expiration or earlier termination of this Agreement.

B. Consultant Indemnity. Notwithstanding Subsection A of this Section, the City shall defend, indemnify, hold harmless and release the Consultant, its officers, officials, agents and employees from and against all claims, damages, demands, liability, costs, losses and expenses, including without limitation court costs and reasonable attorneys' fees arising out of or in connection with any action taken by City against or on any employee, person or entity, except for such loss as is caused by the negligence or willful misconduct of Consultant. This indemnification shall survive the expiration or earlier termination of this Agreement.

6. Assignment Prohibited. CONSULTANT may assign its rights and obligations under this Agreement only upon the prior written approval of CITY, said approval to be in the sole discretion of CITY.

7. Standard of Performance. CONSULTANT shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which CONSULTANT is engaged in the geographical area in which CONSULTANT practices its profession. All products of whatsoever nature which CONSULTANT delivers to CITY pursuant to this Agreement shall be prepared in a substantial first class and workmanlike manner and conform to the standards or quality normally observed by a person practicing in CONSULTANT's profession.

8. **CITY Representative.** The Chief of Police is the representative of the CITY and will administer this Agreement for the CITY.

9. **Termination.** CITY shall have the right to terminate this Agreement at any time by giving notice in writing of such termination to CONSULTANT. In the event CITY shall give notice of termination, CONSULTANT shall immediately cease rendering service upon receipt of such written notice, pursuant to this Agreement.

In the event CITY shall terminate this Agreement:

A. CONSULTANT shall deliver copies of all writings prepared by him pursuant to this Agreement. The term "writings" shall be construed to mean and include: handwriting, word processing, printing, photographing, and every other means of recording upon any tangible thing, any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof.

B. CITY shall have full ownership and control of all such writings delivered by CONSULTANT pursuant to this Agreement.

C. CITY shall pay CONSULTANT the reasonable value of services rendered by CONSULTANT to the date of termination pursuant to this Agreement not to exceed the amount documented by CONSULTANT and approved by CITY as work accomplished to date; provided, however, that in no event shall any payment hereunder exceed any maximum contract or "not to exceed" amount stated in Exhibit B.

CONSULTANT may terminate its services under this Agreement upon thirty (30) working days written notice to the CITY, without liability for damages, if it is not compensated according to the provisions of the Agreement or upon any other material breach of the Agreement by CITY.

10. **Ownership of Information.** All professional and technical information developed under this Agreement and all work sheets, reports, and related data shall become the property of CITY, and CONSULTANT agrees to deliver reproducible copies of such documents to CITY on completion of the services hereunder. The CITY agrees to indemnify and hold CONSULTANT harmless from any claim arising out of reuse of the information for other than this project.

11. **Waiver.** One or more waivers by one party of any major or minor breach or default of any provision, term, condition, or covenant of this Agreement shall not operate as a waiver of any subsequent breach or default by the other party.

12. **Entirety of Agreement.** This Agreement contains the entire agreement of CITY and CONSULTANT with respect to the subject matter hereof, and no other

agreement, statement, or promise made by any party, or to any employee, officer or agent of any party which is not contained in this Agreement shall be binding or valid.

13. Attorney's Fees. If the services of any attorney are required by any party to secure the performance of this Agreement or otherwise upon the breach or default of another party, or if any judicial remedy or arbitration is necessary to enforce or interpret any provisions of this Agreement or the rights and duties of any person in relation to this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs and other expenses, in addition to any other relief to which such party may be entitled. Prevailing party includes (a) a party who dismisses an action in exchange for sums allegedly due; (b) the party that receives performance from the other party of an alleged breach of covenant or a desired remedy, if it is substantially equal to the relief sought in an action; or (c) the party determined to be prevailing by a court of law.

Any award of damages following judicial remedy or arbitration as a result of the breach of this Agreement or any of its provisions shall include an award of prejudgment interest from the date of the breach at the maximum amount of interest allowed by law.

14. Governing Law. This Agreement is executed and intended to be performed in the State of California, and the laws of that State shall govern its interpretation and effect.

Reviewed by: AWD City Administrator
 City Attorney

 Motion Only
 Public Hearing
 X Resolution
 Ordinance
 Information

Submitted By: Rebecca Sanchez, Administrative Assistant

Action Date: March 1, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 17-5352** accepting the 2017 Nor-Cal EMS Grant, and authorizing Finance division to increase the Fire Department budget accordingly for the purchase of electronic devices

PRESENTED BY: James M. Moore, Fire Chief

SUMMARY: In January of 2017 the Fire Department was contacted by Nor Cal EMS regarding available grant funding to purchase Mobile Electronic Devices for local EMS providers. The grant is funded through the State Office of Traffic Safety and National Highway Traffic Safety Administration. There was no City match required and staff submitted the application. On February 6, 2017 staff was informed that all applications were approved for the amounts requested.

The Fire Department requested 5 Panasonic Toughbook computers for the amount of \$28,945. This grant covers 100 percent of the reimbursement requiring no match from the City.

FISCAL IMPACT: Increase in appropriations of \$28,945 to be funded through 2017 Nor-Cal EMS Grant with no City matching funds required.

ACTION REQUESTED: Motion to approve Resolution No. 17-5352, accepting the 2017 Nor-Cal EMS Grant, and authorize finance division to increase the fire department revenue and expense budget accordingly for the purchase of electronic devices.

ATTACHMENTS: Resolution No. 17-5352

RESOLUTION NO. 17-5352

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING GRANT FUNDING OFFERED THROUGH THE STATE
OFFICE OF TRAFFIC SAFETY AND NATIONAL HIGHWAY TRAFFIC
SAFETY ADMINISTRATION FOR MOBILE ELECTRONIC DEVICES**

WHEREAS, the City of Susanville Fire Department was successful in receiving a grant from Nor-Cal EMS in the amount of \$28,945.00; and

WHEREAS, the grant will allow the Fire Department to purchase 5 Panasonic Toughbook computers at a cost of \$5,789 each; and

WHEREAS, this grant will provide the Susanville Fire Department with valuable mobile devices that will send and receive data from the field; and

WHEREAS, there is no matching fund requirement.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby accepts the Grant from Nor-Cal EMS, and authorizes the Finance division to increase Fire Department revenue and expense budget in the amount of \$28,945.00.

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 17-5352 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 1st day of March 2017 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

Reviewed by: AW City Administrator
 City Attorney

 Motion only
 Public Hearing
 X Resolution
 Ordinance
 Information

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: March 1, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 17-5355** Approving the Lassen Land and Trails Trust Agreement and Authorizing the City Administrator to Execute the Agreement.

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The City is a member of the Lahonton Basins Regional Water Management Group (RWMG) and is the lead agency which interacts with the California Department of Water Resources (DWR) on behalf of project sponsors for the 2015 Proposition 84 IRWM Implementation Grant Project. DWR approved funding for various projects at a total estimated value of \$1.9 million. The City executed a DWR grant agreement on August 3, 2016, and in addition to the City's projects, DWR approved \$62,000 to fund a Lassen Land and Trails Trust (LL&TT) Municipal Water Assessment. The agreement between the City and the LL&TT is for the implementation and administration of the project and outlines the responsibilities of each party.

FISCAL IMPACT: Miscellaneous administrative costs to be reimbursed through the grant.

ACTION REQUESTED: Approve Resolution No. 17-5355 Approving the Lassen Land and Trails Trust Agreement and Authorizing the City Administrator to Execute the Agreement.

ATTACHMENTS: Lassen Land and Trails Trust Agreement
Resolution No. 17-5355

**AGREEMENT BETWEEN THE CITY OF SUSANVILLE AND LASSEN LAND AND TRAILS TRUST REGARDING
2015 PROPOSITION 84 INTEGRATED REGIONAL WATER MANAGEMENT (IRWM) IMPLEMENTATION GRANT PROJECT
FOR THE IMPLEMENTATION AND ADMINISTRATION OF THE LASSEN LAND AND TRAILS TRUST MUNICIPAL WATER ASSESSMENT
(PROJECT SPONSOR AGREEMENT)**

This Agreement is made and entered into as of this ____ day of _____ 2017, by and between the City of Susanville (City), a public agency in the State of California, and the Lassen Land and Trails Trust (LL&TT or Project Sponsor), a California nonprofit land conservation organization, to provide for carrying out the implementation of the Lassen Land and Trails Trust Municipal Water Assessment (Project) to be funded wholly or in part by a 2015 Proposition 84 Integrated Regional Water Management (IRWM) Implementation Grant from the California Department of Water Resources (DWR).

RECITALS

- A. The City is a member of the Lahontan Basins Regional Water Management Group (RWMG), and is the agency interacting with the state of California Department of Water Resources (DWR) on behalf of project sponsors for the 2015 Proposition 84 IRWM Implementation Grant Project.
- B. LL&TT serves the area at the convergence of the Sierra Nevada, Cascade, Modoc Plateau, and Great Basin in Lassen and Modoc counties and is a project sponsor within the Lahontan Basins Region.
- C. LL&TT, along with other local agencies, proposed a number of projects to be funded by the IRWM implementation grant.
- D. DWR has approved funding for the Lahontan Basins IRWM Plan for all proposed projects at a total estimated cost of \$1,943,585.
- E. The City executed DWR grant agreement number 4600011520 (Grant Agreement – Appendix A), 2015 Proposition 84 IRWM Implementation Grant, on August 3rd 2016 pursuant to California Public Resources Code §75026 et seq., for acquiring funds and implementing the Lassen Land and Trails Trust Municipal Water Assessment.
- F. The City and the individual project sponsors desire to carry out the projects funded wholly or in part by said Proposition 84 Implementation Grant.
- G. LL&TT will implement a project entitled: Lassen Land and Trails Trust Municipal Water Assessment as outlined in the DWR Grant Agreement.

In consideration of the promises, terms, conditions and covenants contained herein, the parties to this Agreement hereby agree as follows:

- 1. Recitals Incorporated.** The foregoing recitals are hereby incorporated by reference.
- 2. Implementation Projects.** The Project Sponsor desires to receive funds from the

Grant Agreement in the amount of \$62,000 to fund the whole or portion of the Lassen Land and Trails Trust Municipal Water Assessment. See Exhibits B and F of the DWR Grant Agreement (Appendix A).

3. City and LL&TT Coordination. LL&TT as the Project Sponsor, and the City, in carrying out their individual and collective responsibilities under the Grant Agreement, will be required to coordinate the preparation and timely submittal of various grant-related documents. Coordination will generally be accomplished by email and telephone communications. If from time to time deemed necessary, meetings between the City and Project Sponsor representatives will be conducted to address issues related to the administration of the Grant and the implementation of this Agreement.

4. Role of Project Sponsors. The Project Sponsor acknowledges that the City has executed a Grant Agreement with the California Department of Water Resources (DWR) (DWR Grant Agreement) to accept the 2015 Proposition 84 IRWM Implementation Grant. The Project Sponsor shall assume responsibility of its individual project management, oversight, compliance, and operations and maintenance of its respective project, and shall fulfill all obligations of the City under the Grant Agreement as if the Project Sponsor has signed the Grant Agreement itself, relating to and for purposes of the Lassen Land and Trails Trust Municipal Water Assessment. The Project Sponsor shall also act on behalf of the Lahontan Basins RWMG in the fulfillment of responsibilities as specified in the Grant Agreement with DWR. Specified responsibilities are identified in Exhibit 1 of this Project Agreement. Except as set forth in paragraph 5 of this agreement, the City will have no obligation to prepare and submit invoices or take any other actions on behalf of Project Sponsor relating to the Lassen Land and Trails Trust Municipal Water Assessment, or liability for failing to take any action in regard to obtaining reimbursement for costs or fees associated with the Lassen Land and Trails Trust Municipal Water Assessment, or any Project Sponsor that breaches one or more of its responsibilities provided in this Agreement or Exhibit 1 hereof and that fails to cure such breach promptly after receipt of notice from the City of the breach and requirements for curing the breach. The City also will have no liability to the Project Sponsor for the unavailability of grant funds from the DWR or any other state or federal agency. Project Sponsor will prepare invoices including relevant supporting documents for submittal to DWR via the City as stated in Exhibit A in the DWR Grant Agreement.

5. Role of the City. The City Administrator of the City as assigned by the City Council of the City of Susanville (see Exhibit E in the DWR Grant Agreement) will: (a) administer the 2015 Proposition 84 IRWM Implementation Grant with DWR on behalf of the Lahontan Basins RWMG and the Project Sponsor consistent with the terms of the DWR Grant Agreement and the provisions of this Agreement, (b) provide information to the Project Sponsor on grant administration status and related matters of mutual interest, (c) organize coordination meetings as necessary with Project Sponsors, and (d) administer and execute City sponsored projects where the City is the lead agency, namely the City of Susanville Sustainable Water Supply and Conjunctive Use Project, the Spaulding CSD Waste Water Pond Closure, and the Lassen Land and Trails Trust Municipal Water Assessment as outlined in the DWR Grant Agreement. The City will collect invoices from the Project Sponsor and compile the information into a DWR Invoice Packet for submittal to DWR.

6. Disbursement of Grant Funds to LL&TT, a Project Sponsor. The City will disburse to the Project Sponsor within 30 days of receipt of the grant funds approved and paid through normal State processes. Funds will be disbursed by the City consistent with each State approved invoice and in accordance with the project budgets contained in Exhibit B of the DWR Grant Agreement. Any and all money disbursed to the Project Sponsor under this agreement and any and all interest earned by Project Sponsors on such money shall be used solely to pay Eligible Costs as defined in Exhibit 1 attached hereto.

7. Authorization to Proceed with the Project. The Project is authorized to proceed upon execution of this Agreement.

8. Term. This Agreement will remain in effect for as long as any obligations under the Grant Agreement remain outstanding.

9. Amendments. This Agreement may be amended by the parties hereto only in writing and signed by both parties.

10. General Provisions. Any notice to be given under this Agreement may be made by: (a) depositing in any United States Post Office, postage prepaid, and shall be deemed received at the expiration of 72 hours after its deposit; (b) transmission by facsimile copy; (c) transmission by electronic mail; or (d) personal delivery.

This Agreement shall be governed by the laws of the State of California.

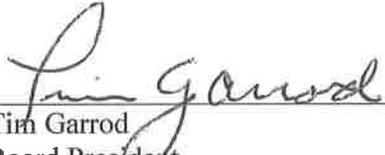
This Agreement may be executed by the parties in counterpart, each of which when executed and delivered shall be an original and all of which together will constitute one and the same document.

The City of Susanville and LL&TT 2015 Proposition 84 IRWM Implementation Grant Project for the Implementation and Administration of the Project Sponsor Agreement is hereby consented to and authorized by the City and LL&TT.

Dated: _____, 2017

Jared G. Hancock
City Administrator
City of Susanville

Dated: Feb 22, 2017



Tim Garrod
Board President
LL&TT

EXHIBIT 1

PROJECT SPONSOR OBLIGATIONS UNDER DWR 2015 PROPOSITION 84 INTEGRATED REGIONAL WATER MANAGEMENT (IRWM) IMPLEMENTATION GRANT AGREEMENT

LL&TT, the Project Sponsor, has agreed in accordance with Section 4 of the Project Sponsor Agreement that it will fully and timely perform all Project Sponsor obligations. Under Article 7 of the 2015 Proposition 84 grant agreement between the City and DWR (“DWR Grant Agreement”), the Project Sponsor is required to act on behalf of the City for the purposes of its individual project management (i.e., projects identified in the 2017 Lahontan Basins IRWM Grant Proposal), oversight, compliance, and operations and maintenance, and to act on behalf of the City in the fulfillment of the City’s responsibilities under the grant agreement.

The executed Grant Agreement is attached as Appendix A to this Exhibit 1 and made a part hereof.

The Project Sponsor will include all applicable provisions in this Exhibit 1 as contract terms, conditions or specifications in any consulting, construction or other contract let to a contractor or subcontractor to carry out any portion of a project funded under the DWR Grant Agreement.

With reference to the attached DWR Grant Agreement, Project Sponsor is required to:

I. Financial Provisions

A. Cost Share. The Project Sponsor shall be obligated to provide its agreed local cost share for its project in the amount agreed between the City and DWR and approved by Project Sponsor.

B. General Funding Conditions. In order to be eligible for reimbursement of project costs, the Project Sponsor is required to comply with the following general conditions: (1) demonstrate the availability of sufficient funds to complete its project by submitting the most recent 3 years of audited financial statements; (2) if applicable, comply with Public Resources Code section 75102 to notify any California Native American tribe with traditional lands located within the project area of project construction (using contact list maintained by the Native American Heritage Commission); and (3) for groundwater management and recharge projects and projects with potential groundwater impacts, demonstrate compliance with the groundwater compliance options set forth on page 14 of the IRWM Program Guidelines, dated May 2015.

C. Eligible Project Costs. Project Sponsors may only apply grant funds to eligible project costs in accordance with applicable provisions of the law and Exhibit B of the attached DWR Grant Agreement. Eligible project costs include the reasonable costs of studies, engineering, design, land and easement acquisition, legal fees, preparation of environmental documentation, environmental mitigations, monitoring, and project construction. Reasonable administrative expenses may be included as Project Costs, depending on the complexity of the project preparation, planning, coordination, construction, acquisitions, implementation, and

maintenance. For a more detailed description of project costs that are eligible for reimbursement and costs that are not eligible for reimbursement, the Project Sponsor should review Article 10, pages 2-3, of the attached DWR Grant Agreement.

D. Invoice Information. Invoices must include all of the information provided in Article 11, pages 3-4 of the attached DWR Grant Agreement. The City will provide the Project Sponsor with information on preparing reimbursement requests and the information required to prepare and submit invoices to DWR. The Project Sponsor will promptly respond to any City request for additional information necessary for City staff to prepare reimbursement requests acceptable to DWR.

E. Accounting and Return of Grant Disbursement. The Project Sponsor is obligated to account for the expenditure of all grant funds received. Project Sponsor's obligations include all of the accounting, disclosure and return of funds provisions set forth in Article D.1, Exhibit D of the attached DWR Grant Agreement.

II. Permitting and Environmental Compliance

A. Environmental Compliance. The Project Sponsor may not proceed with any project work that is subject to CEQA and any other environmental permitting requirements until it: (1) submits all applicable environmental permits indicated on the Environmental Information Form to DWR; (2) provides copies of any CEQA documents required for its project to DWR; and (3) after DWR completes any required CEQA compliance review as a Responsible Agency, receives written concurrence from the DWR of Project Sponsor's CEQA documents and DWR's notice of verification of environmental permit submittal.

B. Permits, Licenses, and Approvals. The Project Sponsor shall be responsible for ensuring that any and all permits, licenses, and approvals required for performing its project are obtained, and shall comply with federal, State and local laws, rules, and regulations, guidelines, and requirements applicable to its project. A partial list of such applicable laws is set forth in the attached DWR Grant Agreement.

III. Reporting and Audit Obligations

A. Submission of Reports. The Project Sponsor will provide all reports (including Quarterly Progress, Project Completion, Grant Completion, and Post-Performance Reports), data, information, and certifications necessary for the City to comply with all DWR reporting requirements provided in the DWR Grant Agreement. City and/or its consultants will provide the Project Sponsor with template report forms, reporting instructions and related assistance to ensure the timely preparation and submittal of all reports in the necessary formats required under the DWR Grant Agreement. The Project Sponsor will timely respond to any City requests for additional information and work on required reports. The types, format, content, and timing of required reports is provided in Exhibit C and Exhibit G to the attached DWR Grant Agreement and the Project Sponsor are encouraged to review and familiarize themselves with that information.

B. State Audits. The State reserves the right to conduct an audit at any time between the execution of the DWR Grant Agreement and the completion of any or all projects funded by the DWR Grant Agreement. After completion of all projects, the State may require the City to obtain a final audit conducted by an independent Certified Public Accountant. In addition, under Government Code section 8546.7, the State may audit the performance of the DWR Grant Agreement or of individual projects for a period of three years after final payment under the DWR Grant Agreement (i.e., completion of all projects and payment of closing invoice). The Project Sponsor, and their contractors and subcontractors, are required to preserve all project-related records and data for a minimum of three years after final payment under the DWR Grant Agreement. See Exhibit I to the attached DWR Grant Agreement for a listing of documents and records that State Auditors would require for review if this grant or any individual project(s) funded by it are audited.

C. Disposition of Equipment. Upon the City's request, the Project Sponsor shall provide a final inventory list of equipment purchased with grant funds provided by DWR with a current estimated fair market value of more than \$5,000 per item. Under the DWR Grant Agreement, DWR reserves the right to take title and possession of any items listed in the inventory that it identified in writing within 60 days of receipt of such inventory. All other listed items shall become the Project Sponsor's property.

D. Retention. DWR will retain 10% of the funds requested by the City for reimbursement of project costs until after all projects are completed and the City has complied with its obligation to submit all required reports as provided in Section III.A., above, and Article 19 of the DWR Grant Agreement. Upon receipt of the retained funds held by DWR, the City will distribute those funds to the Project Sponsor in accordance with the previously agreed amount due.

IV. Project Construction and Operation

A. Labor Compliance. The Project Sponsor must independently adopt and enforce a Department of Industrial Relations-certified Labor Compliance Program ("LCP") meeting the requirements of Labor Code section 1771.5 with respect to projects described in Paragraph 2 of this Agreement. Upon request by the State or the City, the Project Sponsor will promptly submit written evidence of its compliance with the LCP requirements.

B. Operation and Maintenance of Project. The Project Sponsor shall ensure the proper start up and continued efficient and economical operation of its project. Such obligation includes making all repairs, renewals, and replacements necessary to the efficient operation and maintenance of the project. Operations and maintenance costs of funded projects are not reimbursable expenses under the DWR Grant Agreement and the Project Sponsor shall be solely liable for payment of such costs.

C. Acknowledgement of Credit. Project Sponsor shall include appropriate acknowledgement of the State and any cost-sharing partners for their support when promoting its project or using any data or information developed under the DWR Grant Agreement. During construction of a project, a Project Sponsor must install a sign at a prominent location which shall include a statement that the project is financed under the **Safe Drinking Water, Water Quality and**

Supply, Flood Control, River and Coastal Protection Bond Act of 2006, administered by State of California, Department of Water Resources. The Project Sponsor shall notify the City and DWR that the sign has been erected by providing them with a site map with the sign location noted and a photograph of the sign.

D. Competitive Bidding and Procurement. The Project Sponsor shall comply with all applicable competitive bidding and procurement laws and regulations when contracting for the acquisition of goods and services and construction of projects funded under the DWR Grant Agreement.

E. Inspections and Certification by Engineer.

1. Upon completion of a project and as determined by State, the Project Sponsor shall provide for a final inspection and certification by a California Registered Civil Engineer, when applicable, that the project has been completed in accordance with submitted final plans and specifications and any modifications thereto and with the DWR Grant Agreement.

2. The State shall have the right to inspect project work being performed at any and all reasonable times. The Project Sponsor shall include provisions ensuring such access for the State in all contracts and subcontracts entered into for projects funded under the DWR Grant Agreement. During regular office hours, State shall have the right to inspect and to make copies of any books, records, or reports of the Project Sponsor and its contractors and subcontractors relating to this DWR Grant Agreement.

V. **Regulatory Requirements**

A. Child Support Obligations. The Project Sponsor acknowledges and agrees that by participating in the grant, it recognizes the importance of child and family support obligations and will fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code. The Project Sponsor also will fully comply with the earnings assignment orders of all employees and will provide the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

B. Drug-Free Workplace. The Project Sponsor certifies, under penalty of perjury under the laws of State of California, its compliance with the requirements of the Drug-Free Workplace Act of 1990 (Government Code 8350 et seq.) and have or will provide a drug-free workplace by taking all of the actions provided in Article D.18, Exhibit D to the attached DWR Grant Agreement.

C. Nondiscrimination. The Project Sponsor acknowledges and agrees that it shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, and denial of family care leave. The Project Sponsor shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section

7285 et seq.). The Project Sponsor shall give written notice of its obligations under this paragraph to labor organizations with which they have a collective bargaining or other agreement.

D. Americans with Disabilities Act. The Project Sponsor certifies that it complies with the Americans with Disabilities Act (ADA) of 1990, (42 U.S.C., 12101 *et seq.*), and all applicable regulations and guidelines issued pursuant to the ADA.

E. Groundwater Monitoring. Any Project Sponsor carrying out a groundwater project or project that includes groundwater monitoring requirements funded by the Grant Agreement shall ensure that such projects are consistent with the Groundwater Quality Monitoring Act of 2001 (Part 2.76, commencing with Section 10780, of Division 6 of Water Code) and, where applicable, that projects affecting water quality shall include a monitoring component that allows the integration of data into statewide monitoring efforts, including where applicable, the Surface Water Ambient Monitoring Program carried out by the State Water Resources Control Board.

VI. Miscellaneous Provisions

A. Computer Software. The Project Sponsor certifies that it has appropriate controls in place to ensure that grant funds will not be used for the acquisition, operation, or maintenance of computer software in violation of copyright laws.

B. Project Monitoring Plan Requirements. The Project Sponsor shall provide all data, information and cooperation requested by the City to assist it with the preparation and submittal of the Project Monitoring Plan required under Article 21 of the attached DWR Grant Agreement.

C. Notification of State. The Project Sponsor will promptly notify the City in writing of the following:

1. Events or proposed changes in a project that could affect the scope, budget, or work performed under the DWR Grant Agreement.

2. Any public or media event publicizing the accomplishments or results of a project funded under the DWR Grant Agreement. The Project Sponsor shall notify the City at least 15 calendar days in advance of any such event to provide State representatives with the opportunity to attend and participate.

3. Final inspection of a completed project by a Registered Civil Engineer (See Item IV.E, above). Project Sponsors shall notify the City at least 15 calendar days in advance of any such inspection in order to provide State representatives with the opportunity to participate.

D. Prohibition Against Disposal of Project Without State Permission. The Project Sponsor shall not sell, abandon, lease, transfer, exchange, mortgage, hypothecate, or encumber in any manner whatsoever all or any portion of any real or other property necessarily connected or used in conjunction with their projects without DWR's prior permission. Participants also shall not take any action relating to user fees, charges, and assessments that could adversely affect its ability to meet its obligations under the DWR Grant Agreement, without prior written permission of State.

E. State Indemnification. To the extent permitted by law, the Project Sponsor agrees to indemnify, defend and hold harmless the State against any loss or liability arising out of any claim or action brought against the State, and against any and all losses, claims, damages, liabilities or expenses, of every conceivable kind, character and nature whatsoever arising out of, resulting from, or in any way connected with: (1) the project or the conditions, occupancy, use, possession, conduct or management of, work done in or about, or the planning, design, acquisition, installation, or construction, of the Project or any part thereof; (2) performing any of the terms contained in the DWR Grant Agreement or any related document; (3) any violation of any applicable law, rule or regulation, any environmental law (including, without limitation, the federal Comprehensive Environmental Response, Compensation and Liability Act, Resource Conservation and Recovery Act, Water Pollution Control Act, and Clean Air Act, and the California Hazardous Substance Account Act, Hazardous Waste Control Law and Water Code section 13304, and any successors to said laws), rule or regulation or the release of any toxic substance on or near the System; or (4) any untrue statement or alleged untrue statement of any material fact or omission or alleged omission to state a material fact necessary to make the statements required to be stated therein, in light of the circumstances under which they were made, not misleading with respect to any information provided by the Grantee for use in any disclosure document utilized in connection with any of the transactions contemplated by the DWR Grant Agreement. Grantee agrees to pay and discharge any judgment or award entered or made against the State with respect to any such claim or action, and any settlement, compromise or other voluntary resolution. The provisions of this indemnification shall survive the term of the DWR Grant Agreement.

RESOLUTION NO. 17-5355
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING AGREEMENT WITH LASSEN LAND AND TRAILS TRUST
AND AUTHORIZING THE CITY ADMINISTRATOR TO SIGN AGREEMENT

WHEREAS, the City is a member of the Lahonton Basins Regional Water Management Group (RWMG) and the lead agency for grant administration; and

WHEREAS, the City collaborates with the Department of Water Resources (DWR) on behalf of project sponsors for the 2015 Proposition 84 IRWM Implementation Grant Project; and

WHEREAS, the City executed a DWR grant agreement including both City projects for a total of \$1.9 million including \$62,000 to fund two Lassen Land and Trails Trust (LL&TT) Municipal Water Assessments; and

WHEREAS, an Agreement between the parties for the implementation and administration of the project has been presented and outlines the responsibilities of each party.

NOW THEREFORE BE IT RESOLVED, that the City Council does hereby approve the Agreement between Lassen Land and Trails Trust and the City of Susanville; and

BE IT FURTHER RESOLVED, that the City Council authorizes the City Administrator to sign and administer the agreement.

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 1st day of March, 2017 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica, City Attorney

Reviewed by: DN City Administrator
 City Attorney

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

Submitted by: Dan Newton, Public Works Director

Action Date: March 1, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 17-5353** authorizing the emergency repair of Susan 1 Geothermal Well.

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: On February 9, 2017, flood water from the Susan River infiltrated the geothermal well (Susan 1) building, located on South Lassen Street. The flood water caused damage to the frequency inverter on the variable frequency drive. A qualified electrician has gone through the system and determined that the other components are operational.

The estimated cost for the frequency inverter is \$15,000.00. The estimated cost for the labor to install the inverter is \$3,000.00.

The City's purchasing policy requires three quotes, whenever possible. However, all bidding may be dispensed with during an emergency. The geothermal system is not operational at this time, because Susan 1 is the sole source of geothermal water for the system. Customers include several institutional facilities and one private apartment complex. These customers have backup heat sources but are paying higher heating costs while the geothermal system is inoperable. The City obtained an estimate from AMPS Electric, a qualified electrician that regularly performs work on the City wells and is very familiar with our system configurations.

The Geothermal budget currently has approximately \$286,000 and this project is partially reimbursable through State and Federal emergency/disaster relief funding. Staff is requesting that the budget be increased by \$19,800 which includes cost of the estimated repairs (\$18,000) plus a 10 percent contingency (\$1,800).

FISCAL IMPACT: \$19,800 transfer from Geothermal Enterprise fund balance and increase Geothermal Enterprise revenue and expense budget by \$19,800.

ACTION REQUESTED: Motion to adopt Resolution No. 17-5353 authorizing the emergency repair of Susan 1 geothermal well.

ATTACHMENTS: Resolution No. 17-5353

RESOLUTION NUMBER 17-5353

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING EMERGENCY REPAIR OF CITY GEOTHERMAL WELL LOCATED
ON SOUTH LASSEN STREET**

WHEREAS, the City of Susanville operates a Geothermal utility; and

WHEREAS, the sole source of Geothermal water for the existing customers is the well located on South Lassen Street, which is referred to as Susan 1; and

WHEREAS, the flood of February 9, 2017 resulted in the flooding of the Susan 1 well house, where approximately 4 feet of water filled the building causing damage to the electronic frequency inverter for the variable frequency drive pump motor; and

WHEREAS, the estimated cost to repair the system is \$18,000, \$15,000 for the frequency inverter and \$3,000 for labor plus an additional 10 percent (\$1,800) for contingencies; and

WHEREAS, the repair estimate has been provided by AMPS Electric, a qualified electrical contractor that regularly performs work on City pumps and controls; and

WHEREAS, the City's purchasing policy requires three quotes, whenever possible, for purchases over \$3,000.00, however the policy allows for the dispensing of the bidding process in emergency situation; and

WHEREAS, several institutional users of the geothermal system, including City, County, and school buildings, as well as the Gray Stone apartments, located on Carroll Street, are currently paying higher energy costs for heat; and

WHEREAS, obtaining additional quotes will delay the repair of the system, further disrupting continuity of service; and

WHEREAS, the estimated cost of repair provided by AMPS Electric is reasonable and there is adequate fund balance available (\$286,000) in the geothermal account to complete the repairs.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville authorizes:

1. The emergency repair of the Susan 1 Geothermal Well, dispensing with normal bidding requirements per the City of Susanville purchasing policy.
2. The increase to the Geothermal revenue and expense budget in the amount of nineteen thousand eight hundred dollars (\$19,800). \$18,000 for the estimated repairs plus \$1,800 for contingencies.
3. The City Administrator to transfer funds from Geothermal Enterprise fund balance and enter into an agreement with AMPS Electric for \$18,000 and to execute change orders as necessary up to \$1,800.

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 1st day of March 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

Reviewed by: City Administrator
 City Attorney

 Motion only
 Public Hearing
 Resolution
 Ordinance
 X Information

Submitted by: Craig Sanders, City Planner

Action Date: March 1, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: City of Susanville Sphere of Influence

PRESENTED BY: Jared Hancock, City Administrator

SUMMARY: Lassen County LAFCo Executive Officer John Benoit has initiated a review of the City of Susanville Sphere of Influence (SOI) by preparing the “discussion draft” document attached to this report. The draft document was also presented to LAFCo on February 27, 2017 and is the first review of the City’s sphere since 2007. LAFCo guidelines state that spheres of influence should be reviewed every five years, concurrently with a Municipal Services Review (MSR). The City’s MSR was reviewed and adopted in June of 2015 and has been determined to be sufficiently current to support this SOI review.

A Sphere of Influence is a plan for the probable physical boundaries and service area of a local agency, as determined by the LAFCo commission. SOIs are designed to both proactively guide and respond to the need for the extension of infrastructure and delivery of municipal services to areas of emerging growth and development that might be reasonably expected to occur in the next 10 and 20 years. Likewise, they are also designed to discourage urban sprawl and the premature conversion of agricultural and open space resources to urbanized uses.

The Lassen County Local Agency Formation Commission is required to adopt a sphere of influence for each local governmental agency within its jurisdiction. A sphere of influence is defined as a “plan for the probable physical boundaries and service area of a local agency as determined by the Commission” (Government Code Section 56076). A sphere is primarily a planning tool that provides guidance in reviewing individual proposals for annexation. Inclusion within an agency’s sphere does not indicate that an affected area automatically will be annexed; an adopted sphere of influence is only one of several factors the Commission must consider in reviewing individual proposals.

The sphere of influence process is perhaps the most important planning function given to LAFCo by the State Legislature. Lassen County LAFCo uses Spheres of Influence to:

1. Promote orderly growth and urban development.
2. Promote cooperative planning efforts among cities, the county and special districts to address concerns regarding land use and development standards, premature conversion of agriculture and open space lands, efficient provision of services, and discouragement of urban sprawl.
3. Serve as a master plan for future local government reorganization by providing long range guidelines for efficient provision of public services.
4. Guide consideration of proposals and studies for changes of organization or reorganization.

5. For cities and special districts that provide public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services within any disadvantaged unincorporated communities (DUCs) within the sphere of influence.

While LAFCo encourages the participation and cooperation of the subject agencies, Sphere of Influence Plans are a LAFCo responsibility and the Commission is the sole authority as to the sufficiency of the documentation and the Plan's consistency with law and LAFCo policy. Overall, staff feels that this is a great report and is appreciative of the time and effort that Mr. Benoit has put into its creation.

This meeting is an opportunity for the Council to ask questions and present their own comments regarding areas where future growth should be directed based on the ability to efficiently extend services those areas. However this will not be the only opportunity for the council to comment. City staff has already reviewed the discussion draft document and has comments for Mr. Benoit. Staff comments include:

1. Clarifying the policy of having the City SOI that is co-terminus with the Susanville Sanitary District SOI. There are some concerns that requiring any annexation to the District be concurrently annexed to the City may not make sense in every situation, particularly for developed parcels.
2. Some population figures in the document should be revised to address the household population rather than the total population which includes the prison population. This is especially needed for the demographic data in section 2.2.2
3. There are some services that the City provides which aren't listed in section 2.2.3 and staff will provide some recommended revisions.
4. There should be a larger discussion of regional growth patterns including the Reno metropolitan area. As housing costs rise in Reno the City expects a spillover demand lower priced housing locally, along with the excess demand of local employees that share housing.
5. With respect to the proposed SOI boundary the City does not anticipate being able to effectively provide services west and north of the City but can accommodate expansion to the south and east. A revision to the boundary would be appropriate.

FISCAL IMPACT: None at this time.

ACTION REQUESTED: Direction to staff.

ATTACHMENTS: Sphere of Influence Report

**LASSEN
LOCAL AGENCY FORMATION
COMMISSION (LAFCo)**

**CITY OF SUSANVILLE
SPHERE OF INFLUENCE (SOI)**

**DRAFT
February 2017**

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1 INTRODUCTION

1.1 Role and Responsibility of LAFCo

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, as amended ("CKH Act") (California Government Code §§56000 et seq.), is LAFCo's governing law and outlines the requirements for preparing Municipal Service Reviews (MSRs) for periodic Sphere of Influence (SOI) updates. MSRs and SOIs are tools created to empower LAFCo to satisfy its legislative charge of "discouraging urban sprawl, preserving open-space and prime agricultural lands, efficiently providing government services, and encouraging the orderly formation and development of local agencies based upon local conditions and circumstances" (§56301).

CKH Act Section 56301 further establishes that

"one of the objects of the commission is to make studies and to obtain and furnish information which will contribute to the logical and reasonable development of local agencies in each county and to shape the development of local agencies so as to advantageously provide for the present and future needs of each county and its communities."

Based on that legislative charge, LAFCo serves as an arm of the State; preparing and reviewing studies and analyzing independent data to make informed, quasi-legislative decisions that guide the physical and economic development of the state (including agricultural uses) and the efficient, cost-effective, and reliable delivery of services to residents, landowners, and businesses.

While SOIs are required to be updated every five years, they are not time-bound as planning tools by the statute, but are meant to address the "probable physical boundaries and service area of a local agency" (§56076). SOIs therefore guide both the near-term and long-term physical and economic development of local agencies their broader county area, and MSRs provide the near-term and long-term time-relevant data to inform LAFCo's SOI determinations.

1.2 Purpose of a Sphere Of Influence

In 1972, LAFCos were given the power to establish SOIs for all local agencies under their jurisdiction. As defined by the CKH Act, "'sphere of influence' means a plan for the probable physical boundaries and service area of a local agency, as determined by the commission" (§56076). SOIs are designed to both proactively guide and respond to the need for the extension of infrastructure and delivery of municipal services to areas of emerging growth and development. Likewise, they are also designed to discourage urban sprawl and the premature conversion of agricultural and open space resources to urbanized uses.

The role of SOIs in guiding the State's growth and development was validated and strengthened in 2000 when the Legislature passed Assembly Bill ("AB") 2838 (Chapter 761, Statutes of 2000), which was the result of two years of labor by the Commission on Local Governance for the 21st Century, which traveled up and down the State taking testimony from a variety of local government stakeholders and assembled an extensive set of recommendations to the Legislature to strengthen the powers and tools of LAFCos to promote logical and orderly growth and development, and the efficient, cost-effective, and reliable delivery of public services to California's residents, businesses, landowners, and visitors.

The requirement for LAFCoS to conduct MSR's was established by AB 2838 as an acknowledgment of the importance of SOI's and recognition that regular periodic updates of SOI's should be conducted on a five-year basis (§56425(g)) with the benefit of better information and data through MSR's (§56430(a)). A MSR is conducted prior to, or in conjunction with, the update of a SOI and provides the foundation for updating it.

LAFCo is required to make five written determinations when establishing, amending, or updating an SOI for any local agency that address the following (§56425(c)):

1. The present and planned land uses in the area, including agricultural and open-space lands.
2. The present and probable need for public facilities and services in the area.
3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.
4. The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.
5. For an update of an SOI of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.

1.3 Disadvantaged Unincorporated Communities

SB 244 (Chapter 513, Statutes of 2011) made changes to the CKH Act related to "disadvantaged unincorporated communities," including the addition of SOI determination #5 listed above. Disadvantaged unincorporated communities, or "DUCs," are inhabited territories (containing 12 or more registered voters) where the annual median household income is less than 80 percent of the statewide annual median household income.

CKH Act Section 56375(a)(8)(A) prohibits LAFCo from approving a city annexation of more than 10 acres if a DUC is contiguous to the annexation territory but not included in the proposal, unless an application to annex the DUC has been filed with LAFCo.

The legislative intent is to prohibit "cherry picking" by cities of tax-generating land uses while leaving out under-served, inhabited areas with infrastructure deficiencies and lack of access to reliable potable water and wastewater services. DUCs are recognized as social and economic communities of interest for purposes of recommending SOI determinations pursuant to Section 56425(c).

1.4 Possible Approaches to the SOI

The following table shows seven types of Sphere of Influence possibilities:

SPHERE TYPE	DEFINITION
Growth sphere	Contains territory beyond the jurisdictional boundaries of the local agency and is an indication that the need for public services in the area has been established and the agency has the ability to effectively and efficiently extend the full spectrum of services provided by the agency. <i>This is the sphere recommendation for the City of Susanville.</i>
Coterminous sphere	Coincides with the jurisdictional boundaries of the local agency and is an indication that the agency is landlocked, that there is no anticipated need for the agency's services outside of its existing boundaries, or the agency lacks the capacity or ability to serve additional territory or there is insufficient information to make such a determination.
Zero sphere	A zero sphere contains no territory and indicates that the Commission has determined that one or more of the public service functions of the agency are either non-existent, inadequate, no longer needed, or should be reallocated to some other agency of government. Adoption of a zero sphere indicates the agency should ultimately be reorganized or dissolved. The Commission may initiate dissolution of an agency as the law allows.
Smaller-than-agency sphere	Contains less territory than the jurisdictional boundary of the local agency. The smaller-than-agency sphere indicates that territory within the local agency, but not within its sphere, should be detached and either transferred to another local agency or not served by any agency.
Overlapping sphere	If more than one agency appears equally qualified to serve an area, and if fiscal considerations and community input do not clearly favor a specific agency, an overlapping sphere may be appropriate.
Provisional sphere	A designation indicating that LAFCo has identified in its most recent municipal service review the need for an agency to address organizational issues. Agencies given a provisional sphere will be encouraged to discuss reorganization options or alternatives to existing service provision or governmental structure and to provide LAFCo with written results of their discussions and/or studies.
Service specific zone within a sphere	To accommodate situations where territory within an agency's jurisdiction may require some, but not all of the services that the agency is authorized to provide, the LAFCo may designate an area within an SOI to which it may attach specific policies, including limiting the types of services authorized in that area. The intent of a service specific zone is to limit the types of services provided in a defined area and is not intended in any way to circumvent annexation.

1.5 Lassen LAFCo Sphere of Influence Policies

The policies stated below are all from *Lassen LAFCo Policies, Standards, and Procedures*:

1. General Policies.

LAFCo must adopt a sphere of influence for each city and each district in its jurisdiction, and must review and, if necessary, update each Sphere of influence at least every five years. All LAFCo actions must be consistent with the relevant sphere plan. A Sphere of Influence is defined in Government Code Section 56425 as "a plan for the probable physical boundary and service area of a local agency or municipality as determined by the commission."

The establishment of Sphere of Influence Plans is perhaps the most important planning function given to LAFCos by the state legislature. Spheres of Influence are described by the Cortese-Knox-Hertzberg Act as an important tool for "planning and shaping the logical and orderly development and coordination of local governmental agencies so as to advantageously provide for the present and future needs of the county and its communities." Spheres serve a similar function in LAFCo determinations as general plans do for cities and counties. Consistency with the adopted sphere plan is mandatory, and changes to the plan require careful review.

While LAFCo encourages the participation and cooperation of the subject agency, the sphere of influence plan is a LAFCo responsibility, and the Commission is the sole authority as to the sufficiency of the documentation and the plan's consistency with law and LAFCo policy. Staff of LAFCo will work closely with agencies in developing sphere of influence plans.

In determining the sphere of influence of each agency, LAFCo must consider and prepare a written statement of its determinations with respect to the following four factors as stated in Government Code Section 56425 (e):

- The present and planned land use in the area, including agricultural and open-space lands.
- The present and probable need for public facilities and services in the area.
- The present capacity of public facilities and adequacy of public services provided by the agency.
- Any social or economic communities of interest in the area that the Commission determines is relevant to the agency.
- Note: in 2011 an additional Sphere Determination was added by the California Legislature, as follows:

"For an update of a sphere of influence of a city or special district which provides public facilities or services related to sewers, municipal or industrial water, or structural fire protection the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence."

In order to prepare and update spheres of influence, LAFCo is required to conduct a review of the municipal services provided in the county, region, subregion, or other appropriate designated area. The policies and standards Lassen LAFCo applies to service reviews will be contained in a subsequent section of these policies and standards.

2. Consistency Requirement.

Every sphere of influence plan must be consistent with LAFCo's Policies and Standards, the State legislature's policy direction to LAFCo, the sphere plans of all other agencies in the area, the Commission's statement of written determinations with respect to its review of municipal services in the applicable area, and with the long range planning goals for the area.

3. Sphere Boundaries.

In establishing the boundaries of a sphere of influence plan for an agency, LAFCo will consider the factors listed in Government Code Section 56425 (e) as noted above.

With respect to Factor 3.1(b) above, LAFCo will not include lands that are unlikely to require the services provided by the agency, for example, lands not designated for development by the applicable General Plan, areas where development is constrained by topographical factors, or areas where the projected and historical growth rates do not indicate a need for service within the timeframe of the sphere plan.

With respect to Factor 3.1(c) above, LAFCo will not include areas in an agency's sphere of influence, which cannot feasibly be served by the agency within a time frame consistent with the sphere plan.

4. Concurrent Amendment.

LAFCo will generally not amend a Sphere of Influence concurrently with its action on a proposal.

5. Time Factor.

Sphere of Influence amendments will ordinarily take longer to process than applications for a change of organization or reorganization and will generally require more detailed information.

6. Updated Plans Encouraged.

Agencies are encouraged to keep the supporting documentation for their Sphere of Influence plans up to date so that individual applications for changes of organization or reorganization are not burdened with time delays.

7. Internal Consistency Required.

Sphere of Influence Plans shall be internally consistent.

8. Agency Incapable of Providing Services.

If the evidence demonstrates that an agency is unable to provide an adequate level of service within a portion of its service area boundaries within the time frame provided for that boundary, the Sphere of Influence Plan shall be amended pursuant to the procedures for periodic review such that the probable service boundaries are consistent with the determinations included in the applicable Municipal Service Review.

9. Adoption and Revision.

LAFCo will adopt, amend, or update Sphere of Influence Plans after a public hearing and pursuant to the procedures set forth in Government Code Section 56427. Sphere actions are subject to the provisions of the California Environmental Quality Act. Sphere of Influence Plans shall be updated every five years, or more frequently if deemed necessary by the Commission. Wherever possible, the City of Susanville sphere update shall be scheduled to coincide with its general plan update.

10. Zero and Minus Spheres.

The Commission may adopt a "zero" sphere of influence (encompassing no territory) for an agency when the Commission has determined that the public service functions of the agency are either non-existent, no longer needed, or should be reallocated to some other agency of government. Adoption of a "zero" sphere indicates the agency should ultimately be dissolved. The Commission may initiate dissolution of an agency when it deems such action appropriate. The Commission may adopt a "minus" sphere (excluding territory currently within that agency's boundaries) when it has determined that territory within the agency's boundaries is not in need of the agency's services, or when the agency has no feasible plans to provide efficient and adequate service to the territory in question.

1.6 SOI Update Process

LAFCo is required to establish SOIs for all local agencies and enact policies to promote the logical and orderly development of areas within the SOIs. Furthermore, LAFCo must update those SOIs every five years, as necessary. In updating the SOI, LAFCo is required to conduct a Municipal Service Review (MSR) and adopt related determinations. (Adopted on October 15, 2012).

LAFCo must notify affected agencies 21 days before holding a public hearing to consider the SOI and may not update the SOI until that hearing is closed. The LAFCo Executive Officer must issue a report including recommendations on the SOI amendment and update under consideration at least five days before the public hearing.

1.7 SOI Amendments and CEQA

LAFCo has the discretion to limit SOI updates to those that it may process without unnecessarily delaying the SOI update process or without requiring its funding agencies to bear the costs of environmental studies associated with SOI expansions. Any local agency or individual may file a request for an SOI amendment. The request must state the nature of and reasons for the proposed amendment, and provide a map depicting the proposal.

LAFCo may require the requester to pay a fee to cover LAFCo costs, including the costs of appropriate environmental review under CEQA. LAFCo may elect to serve as lead agency for such a review, may designate the proposing agency as lead agency, or both the local agency and LAFCo may serve as co-lead agencies for purposes of an SOI amendment.

Local agencies are encouraged to consult with LAFCo staff early in the process regarding the most appropriate approach for the particular SOI amendment under consideration.

Certain types of SOI amendments are likely exempt from CEQA review. Examples are SOI expansions that include territory already within the bounds or service area of an agency, SOI reductions, zero SOIs and coterminous SOI's. SOI expansions for limited purpose agencies that provide services (e.g., fire protection, levee protection, cemetery, and resource conservation) needed by both rural and urban areas are typically not considered growth-inducing and are likely exempt from CEQA. Similarly, SOI expansions for districts serving rural areas (e.g., irrigation water) are typically not considered growth inducing.

Remy et al. write:

"In *City of Agoura Hills v. Local Agency Formation Commission* (2d Dist.1988) 198 Cal.App.3d480, 493-496 [243 Cal.Rptr.740] (*City of Agoura Hills*), the court held that a LAFCo's decision to approve a city's sphere of influence that in most respects was coterminous with the city's existing municipal boundaries was not a "project" because such action did not entail any potential effects on the physical environment."¹

1.8 Sphere of Influence Options for City of Susanville

The Sphere of Influence recommendation for the City of Susanville is that it be the same as the Sphere of Influence for the Susanville Sanitary District. Annexations to the City should be done concurrently with annexation to the Susanville Sanitary District so new developments will also have access to wastewater collection and treatment services. Also, annexation to the Susanville Sanitary District should be concurrent with annexation to the City of Susanville so developments would be built to City standards and have other City services. This option would afford the city with the ability to comment on county planning and development within both the near and long term spheres and would encourage a comprehensive updated a joint city-county planning effort which has not taken place since December 1984.

An alternative option would be to amend the Sphere to be coterminous with the City's General Plan as shown on the last page of this report. Using this option would send signal to the city that the Sphere for the city should only include that territory in which the city has previously planned. Territory outside the City's Planning Area would not be included into the City's Sphere should that option be exercised.

¹ Remy, Michael H., Tina A. Thomas, James G. Moose, Whitman F. Manley, *Guide to CEQA*, Solano Press Books, Point Arena, CA, February 2007, page 111.

2 BACKGROUND

2.1 Susanville Community

2.1.1 Susanville Location

The City of Susanville is located in northeastern California in the south-central part of the Lassen County. The City is at the intersection of State Highways 36 and 139 with U.S. Highway 395 skirting the City 4 miles to the east. Susanville is about 85 miles north-northwest of Reno, Nevada and approximately 103 miles north and east of Chico and Red Bluff.

Elevations within the City range from 4,000 to 4,500 feet above sea level with City Hall at 4,240 feet. The City is surrounded by higher elevations on three sides including Susanville Peak, 3 1/2 miles due north of the city at 6,576 feet high, Diamond Mountain, 8 miles south of Susanville is 7,738 feet and Thompson Peak (13 miles southeast) reaches 7,795 feet. Both Diamond Mountain and Thompson Peak straddle the Lassen County-Plumas County boundary.

The City straddles the Susan River, which flows out of the mountains to the west and drains southeastward into the Honey Lake Valley. Honey Lake is periodically a dry lake, which has no known outlet. West of Susanville, on both sides of the southeast-draining Susan River, foothills rise nearly 1,000 feet above the river valley to elevations of 5,000 to 5,200 feet.

State Highway 36 leads west from Susanville to the small communities of Westwood (Lassen County) and Chester (Plumas County) and to the northern Sacramento Valley and the City of Red Bluff (Tehama County). A short turn-off northward from Highway 36 leads to Mt. Lassen—a 10,437-foot volcano in Shasta County that last erupted in 1914. Highway 36 also leads eastward to Highway 395, then south to Reno, about 1 1/2 hour drive. Eagle Lake, an important sport fishing and tourist destination, is 23 miles north of Susanville on State Route 139.

2.1.2 Susanville Climate

The climate in Susanville is typical of Lassen County, and is generally described as semi-arid. Summers are typically dry, with moderate-high daytime temperatures and cool nights. Winters are typically wet, with an average annual precipitation of approximately 15 inches including an average of 35" of snow. Almost all precipitation falls between October and April. The mean annual high and low temperatures are 64 degrees and 35 degrees Fahrenheit.

2.1.3 Open Space

Important open spaces within and near the city include areas along the Susan River and in places along Piute Creek, the Bizz Johnson Trail, Susan Ranch Park, Inspiration Point and the municipal golf course. In addition, the City is surrounded by thousands of acres of public land under U.S. Forest Service and Bureau of Land Management ownership.

2.1.4 Susanville Employment

According to Susanville's 2014 Comprehensive Annual Financial Report,² the top employers in the City are as follows:

City of Susanville Top Employers		
Number	Employer	Number of Employees
1	High Desert State Prison	1,250
2	California Correctional Center	1,000
3	Lassen County	441
4	Susanville Indian Rancheria	295
5	Lassen College	267
6	Banner Lassen Medical Center	197
7	Diamond Mountain Casino	179
8	Walmart	150
9	Susanville School District	101
10	Lassen Nursing & Rehabilitation Center	101
11	Lassen Union High School District	85
12	Northeastern Rural Health	81
13	Safeway	80
14	City of Susanville	62
15	Susanville Supermarket IGA	48

2.2 City of Susanville

2.2.1 City of Susanville History

Susanville was named after Susan Roop, daughter of Issac Roop, an early settler. The present name was adopted in 1857. The Susanville post office was founded in 1860. Susanville was incorporated in 1900.

Susanville (formerly known as Rooptown) is the county seat of Lassen County. The population was 17,974 at the 2010 census, up from 13,541 at the 2000 census. Susanville, a former logging and mining town, is the site of the High Desert State Prison and California Correctional Center. High Desert State Prison, a maximum-security facility, opened in 1995; the California Correctional Center, a minimum-medium security facility, opened in 1963.

² City of Susanville, Comprehensive Annual Financial Report Fiscal Year Ended June 30, 2015, <http://www.cityofsusanville.net/wp-content/uploads/2011/02/2015CAFRFinal11-23-15V2.pdf>, June 4, 2016.

2.2.2 City of Susanville Population Data

The Census reported that 9,439 people (52.6% of the population) lived in households, 108 (0.6%) lived in non-institutionalized group quarters, and 8,400 (46.8%) were institutionalized. There were 3,833 households, out of which 1,357 (35.4%) had children under the age of 18 living in them, 1,161 households (30.3%) were made up of individuals and 405 (10.6%) had someone living alone who was 65 years of age or older. The average household size was 2.46. There were 2,377 families (62.0% of all households); the average family size was 3.05.

The population was spread out in age as follows:

AGE DISTRIBUTION SUSANVILLE 2010

Age Group	Number*	Percent
Under the age of 18	2,559 people	14.3%
Aged 18 to 24	2,547 people	14.2%
Aged 25 to 44	7,633 people	42.5%
Aged 45 to 64	4,024 people	22.4%
65 years of age or older	1,184 people	6.6%
TOTAL	17,947 people	100.0%

* Includes prison population

The median age was 33.6 years. For every 100 females there were 273.7 males. For every 100 females age 18 and over, there were 327.3 males. These relatively unusual ratios are due to the large male prison population.

There were 3,833 occupied housing units of which 1,974 were owner-occupied, and 1,859 were occupied by renters and 423 were vacant. The vacancy rate was 3.4%; the rental vacancy rate was 7.7%. There were 5,039 people living in owner-occupied housing units and 4,400 people living in occupied rental housing units in 2010. Since 2010 the City's total population decreased to 14,614, an 18 % reduction in Population. Excluding the prison population the city's population decreased from 9,439 to 8,898.

2.2.3 City of Susanville Services

The City of Susanville provides a wide range of municipal services, including police and fire protection, water, natural gas and geothermal utilities, street maintenance, snow removal, parks, planning, economic vitality, grant administration, contract administration services for other government agencies, zoning, building and safety, and other general government services. Accounting, payroll, revenue collection, accounts payable, treasury, budget, financial reporting, business licensing and utility billing are the responsibility of the City Administrative Services Department.³ The City and the Susanville Sanitary District both do not provide any services to the 8,400 institutionalized population.

³ City of Susanville, Comprehensive Annual Financial Report Fiscal Year Ended June 30, 2015, <http://www.cityofsusanville.net/wp-content/uploads/2011/02/2015CAFRFinal11-23-15V2.pdf>, June 4, 2016.

2.3 Susanville Sanitary District⁴

The following information on the Susanville Sanitary District (SSD) is included because the boundary of the Sphere of Influence will be the same for both the City and the District.

Susanville Sanitary District was formed on December 14, 1948 as an independent Special District by the Consolidation of Milwood Sanitary District and Susanville Sanitary District. When first formed the District was called Susanville Consolidated Sanitary District (SCSD). In 2005 the name was changed to Susanville Sanitary District. Susanville Sanitary District provides wastewater collection and treatment servicing the City of Susanville, CA.

The Susanville Sanitary District boundaries encompass approximately 6.2 square miles. With a few exceptions the boundaries are contiguous to Susanville City limits. The District has approximately 3,595 connections out of which 3,199 are residential, 387 are commercial and 9 are industrial. Currently the District provides wastewater collection and tertiary wastewater treatment. The District recently went to UV disinfection in lieu of chemical treatment in order to better serve the community and protect the environment. The District owns and maintains 61 miles of collection pipelines, a wastewater treatment plant, 2 polishing ponds and a wetland.

Wastewater is collected through 60 miles of gravity-fed pipelines and one mile of pressure sewer mains. The Wastewater Treatment Plant (WWTP) treats approximately 1.0 million gallons of wastewater per day during dry weather and approximately 1.2 million gallons per day (mgd) in wet weather. The WWTP has the capacity to treat and discharge 2.0 mgd average monthly flow and 3.1 mgd peak wet weather flow, with a maximum hydraulic capacity of 4.0 mgd. For planning purposes, the District estimates that each resident uses approximately 250 gallons per day.

Operation costs are covered by rate payers based on the type of use, and property owners through property taxes. Costs associated with new development are paid by private developers while costs for infrastructure as a whole are paid through service and connection fees, as appropriate.

⁴ Susanville Sanitary District, http://susanvillesanitarydistrict.com/about_us.aspx, June 6, 2016.

3 CITY OF SUSANVILLE SPHERE OF INFLUENCE

3.1 Present and Planned Land Uses in the City of Susanville Area, Including Agricultural and Open Space Lands⁵

3.1.1 Land Use Background

The City of Susanville General Plan was prepared in 1989. Several updated to the plan have been adopted since its original adoption. The City of Susanville Community Development Department administers the General Plan and zoning requirements for the City.

Economically the City continues to see retail growth. Auto Zone, Panda Express and the construction of a new Rite-Aid Pharmacy joins the additions of Ross, Dollar General, Big-5 Sporting Goods and Tractor Supply. With the addition of these new retail stores, the City's retail sales tax revenue increased by 7.5% from 2013-14.

The population for the City has declined since 2000 to a 2014 population of 8,651 (excluding inmate populations, which have also declined to 8,526 in 2015 and further declined to 8,497 in 2016). Government employment accounts for approximately 64% of the total labor force within the City limits.⁶

3.1.2 **SOI Determinations on Present and Planned Land Use for the City of Susanville Area**

- 1-1] The City of Susanville has a 2014 population of approximately 8,651 without the prison inmate and non-institutionalized population (14,614 with inmates included) and has held a long-term average growth rate of just under 1% (1980 to 2014). There is a high likelihood of growth at a similar modest rate for at least the next 5 years with slightly higher rates after that time.⁷
- 1-2] The City currently has adequate land within the city limits to accommodate projected growth for the next 10-15 years. The City updated its Urban Master Water Plan (2010) and Housing Element (2014-2019), and based on the population projections in both documents there is adequate water supply to meet demand beyond the year 2025.⁸
- 1-3] Based on the Municipal Service Review prepared by LAFCo for the Susanville Sanitary District, the wastewater treatment facility has excess capacity for an additional 4,152 residential wastewater connections before the wastewater treatment facility reaches capacity.⁹

⁵ California Government Code Section 56425 (e)(1)

⁶ City of Susanville, Comprehensive Annual Financial Report Fiscal Year Ended June 30, 2015, <http://www.cityofsusanville.net/wp-content/uploads/2011/02/2015CAFRFinal11-23-15V2.pdf>, June 4, 2016.

⁷ Lassen LAFCo, City of Susanville, Adopted Municipal Service Review, Resolution 2015-0003.

⁸ Lassen LAFCo, City of Susanville, Adopted Municipal Service Review, Resolution 2015-0003.

⁹ Lassen LAFCo, City of Susanville, Adopted Municipal Service Review, Resolution 2015-0003.

3.2 Present and Probable Need for Public Facilities and Services in the City of Susanville Area¹⁰

3.2.1 Public Facilities and Services

The City of Susanville provides most city services with the exception of wastewater collection and treatment, which is provided by the Susanville Sanitary District and electrical service which is provided by the Lassen Municipal Utility District. It thus makes sense that the Sphere of Influence for the City should be the same as that for the Susanville Sanitary District.

3.2.2 SOI Determinations on Facilities and Services: Present and Probable Need for the City of Susanville

- 2-1] It is expected that the City of Susanville will be able to provide adequate service provision for future populations, and that the level of service provision will improve as new developments¹⁰ are constructed within the City and the tax base expands.
- 2-2] New developments which will require wastewater services will be annexed to the City of Susanville and to the Susanville Sanitary District at the same time.

3.3 Present Capacity of Public Facilities and Adequacy of Public Services¹¹

3.3.1 Public Facilities Present and Future Capacity for the City of Susanville

The City continues to focus on and promote quality development and redevelopment projects including industrial, commercial and residential projects. Staff continually looks for opportunities to revitalize and improve our community. Some of the projects that the City is currently working on are as follows:

- Search for funding to improve/develop community recreational opportunities, especially along the Susan River Corridor.
- Programming of funding to implement the Gateway project to improve and add safety features along Highway 36/Main Street.
- Began the first phase of replacing water lines throughout the City using the reserves created by the increase in water rates in 2008 and \$2 million in state water funds to improve water infrastructure.
- The City and County have formed the Honey Lake Valley Recreation Authority and have committed to building a community swimming pool with construction to be completed in the spring of 2017.
- Increase our economic vitality efforts by promoting recreational activities to attract people to our community.¹²

Another measure of capacity is the City budget which is shown on the following page:

¹⁰ California Government Code Section 56425 (e)(2)

¹¹ California Government Code Section 56425 (e)(3)

¹² City of Susanville, Comprehensive Annual Financial Report Fiscal Year Ended June 30, 2015, <http://www.cityofsusanville.net/wp-content/uploads/2011/02/2015CAFRFinal11-23-15V2.pdf>, June 4, 2016.

City of Susanville Adopted Budget 2015-16						
Fund Number	Fund Title	Projected 6-30-15 Fund Balance	Adopted Budget Revenue	Adopted Budget Expense	Projected Revenue Over (Under) Expense	Projected 6-30-16 Fund Balance
100X	General Fund	2,445,370	5,290,296	5,334,000	(43,704)	2,401,666
2002	State COPS*	22,407	100,000	100,000	0	22,407
2006	Snow	121,771	15,000	100,000	(85,000)	36,771
2007	Streets	320,141	769,026	769,026	0	320,141
2010	Street Mitigation	118,137	6,000	83,251	(77,251)	40,886
2011	Police Mitigation	34,016	9,000	43,016	(34,016)	0
2012	Fire Mitigation	96,659	8,000	15,000	(7,000)	89,659
2013	Park Dedication	170,118	850		850	170,968
2014	State Prop 30/AB 109	40,781	41,124	31,674	9,450	50,231
2016	CDBG** Revolving	1,056,019	3,000	200,000	(197,000)	869,019
2017	State Econ Revolving	440,865	198	200,000	(199,802)	241,063
2018	Home Revolving	830,837	2,155	0	2,155	832,992
2030	Traffic Safety Fund	70,391	10,158	32,000	(21,842)	48,549
2035	P. Bunyan/Ash St. Signal	96,197	500	0	500	96,697
2037	Skyline Bike Lane	7,495	100	0	100	7,595
3015	City Hall Parking Lot	13,846	0	13,846	(13,846)	0
4001	Mark Roos-Miller-Fletcher	815,724	148,988	148,988	0	815,724
4003	City Hall Debt Service	40,454	136,651	136,651	0	40,454
4004	CalPERS Refunding Loan	359,209	437,046	796,255	(359,209)	0
4005	Community Pool Debt Serv.	0	1,200,000	1200,000	0	0
711X	Water Funds	1,988,866	2,017,893	2,476,959	(459,066)	1529,800
7201	Airport	1,795,336	95,000	240,875	(145,875)	1649,461
7301	Geothermal	556,624	92,000	110,228	(18,228)	538,396
7401	Natural Gas	341,674	4,628,577	4,572,177	56,400	298,074
7530	Golf Course	2,445,221	364,950	364,950	0	2,445,221
7610	OPEB***	(87,420)	44,640	0	44,640	(42,780)
7620	PW Admin/Engineering	0	13,765	13,765	0	0
7630	Risk Management	100,000	592,541	59,541	0	100,000
	TOTAL	14,140,738	16,027,458	17,575,202	(1,547,744)	12,592,994

*COPS, Community Oriented Policing Services

**CDBG, Community Development Block Grant

***OPEB, Other Post-Employment Benefits

Although the budget shown above shows that the expenses will be greater than the revenue, the City has adequate reserves to meet the budget if necessary.

3.3.2 SOI Determinations on Present Capacity of Public Facilities and Adequacy of Public Services for City of Susanville

3-1] The City of Susanville will continue to provide adequate city services and new development will be coordinated with the Susanville Sanitary District.

3.4 Social or Economic Communities of Interest for the City of Susanville¹³

3.4.1 Susanville Community

Susanville, the county seat of Lassen County, is a vibrant and industrious community in the northeastern corner of California. Susanville's rural atmosphere, clean environment and easy access to outdoor recreation make it attractive to both visitors and residents. The town's pioneer heritage lives on in the goal to keep the city on the list of top places to live in America.¹⁴

The City of Susanville has social, educational, medical, commercial and religious services available for its residents and residents of the surrounding area. Travel out of the area, primarily to the City of Reno, Nevada, is necessary for most specialized medical services and more complete shopping opportunities.

3.4.2 SOI Determinations on Social or Economic Communities of Interest for the City of Susanville

4-1] The City of Susanville is a complete community with government services, economic services, medical services and social opportunities available.

¹³ California Government Code Section 56425 (e)(4)

¹⁴ City of Susanville, <http://www.cityofsusanville.org/>. June 6, 2016.

3.5 Present and probable need for public facilities and services of any Disadvantaged Unincorporated Communities within the existing Sphere of Influence¹⁵

3.5.1 DUC Background

In addition to a consideration of population growth, the State Law requires LAFCO to consider whether or not an area is a Disadvantaged Unincorporated Community (DUC). A DUC is an area where the Median Household Income is less than 80% of the State of California Median Household Income, which is \$60,883.

Using 2010 Census Data, the Median Household Income for the City of Susanville is \$45,198 which is less than 80% of the State Median Household Income (\$68,883). The whole of Lassen County Median Household Income of \$50,317 is greater than 80% of the State Median Household Income.¹⁶

The purpose of the DUC determination is to learn if there are any small areas, which could benefit from being annexed to the City. In the case of the City of Susanville this is not an important consideration because fire, water services and wastewater (from the Susanville Sanitary District) services are supplied outside the City (and the SSD) to contiguous unincorporated areas.¹⁷

3.5.2 SOI Determinations on Present and probable need for public facilities and services of any Disadvantaged Unincorporated Communities within the existing Sphere of Influence

5-1] There are no known DUCs adjacent to the City of Susanville at this time.

¹⁵ California Government Code Section 56425 (e)(5)

¹⁶ US Census Bureau, <http://quickfacts.census.gov/qfd/states/06/0613945.html>, May 31, 2013.

¹⁷ Lassen LAFCo, City of Susanville, Adopted Municipal Service Review, Resolution 2015-0003.

ABBREVIATIONS

AB	Assembly Bill
CDBG	Community Development Block Grant
City	City of Susanville
COPS	Community Oriented Policing Services
DUC	Disadvantaged Unincorporated Community
CEQA	California Environmental Quality Act
LAFCO	Local Agency Formation Commission
mgd	million gallons per day
MSR	Municipal Service Review
OPEB	Other Post-Employment Benefits
SB	Senate Bill
SOI	Sphere of Influence
SSD	Susanville Sanitary District
UV	Ultra-Violet
WWTP	Wastewater Treatment Plant

REFERENCES

City of Susanville, Comprehensive Annual Financial Report Fiscal Year Ended June 30, 2015, <http://www.cityofsusanville.net/wp-content/uploads/2011/02/2015CAFRFinal11-23-15V2.pdf>, June 4, 2016.

City of Susanville, <http://www.cityofsusanville.org/>. June 6, 2016.

Lassen LAFCo, City of Susanville, Adopted Municipal Service Review, Resolution 2015-0003.

Remy, Michael H., Tina A. Thomas, James G. Moose, Whitman F. Manley, Guide to CEQA, Solano Press Books, Point Arena, CA, February 2007, page 111.

Susanville Sanitary District, http://susanvillesanitarydistrict.com/about_us.aspx, June 6, 2016.

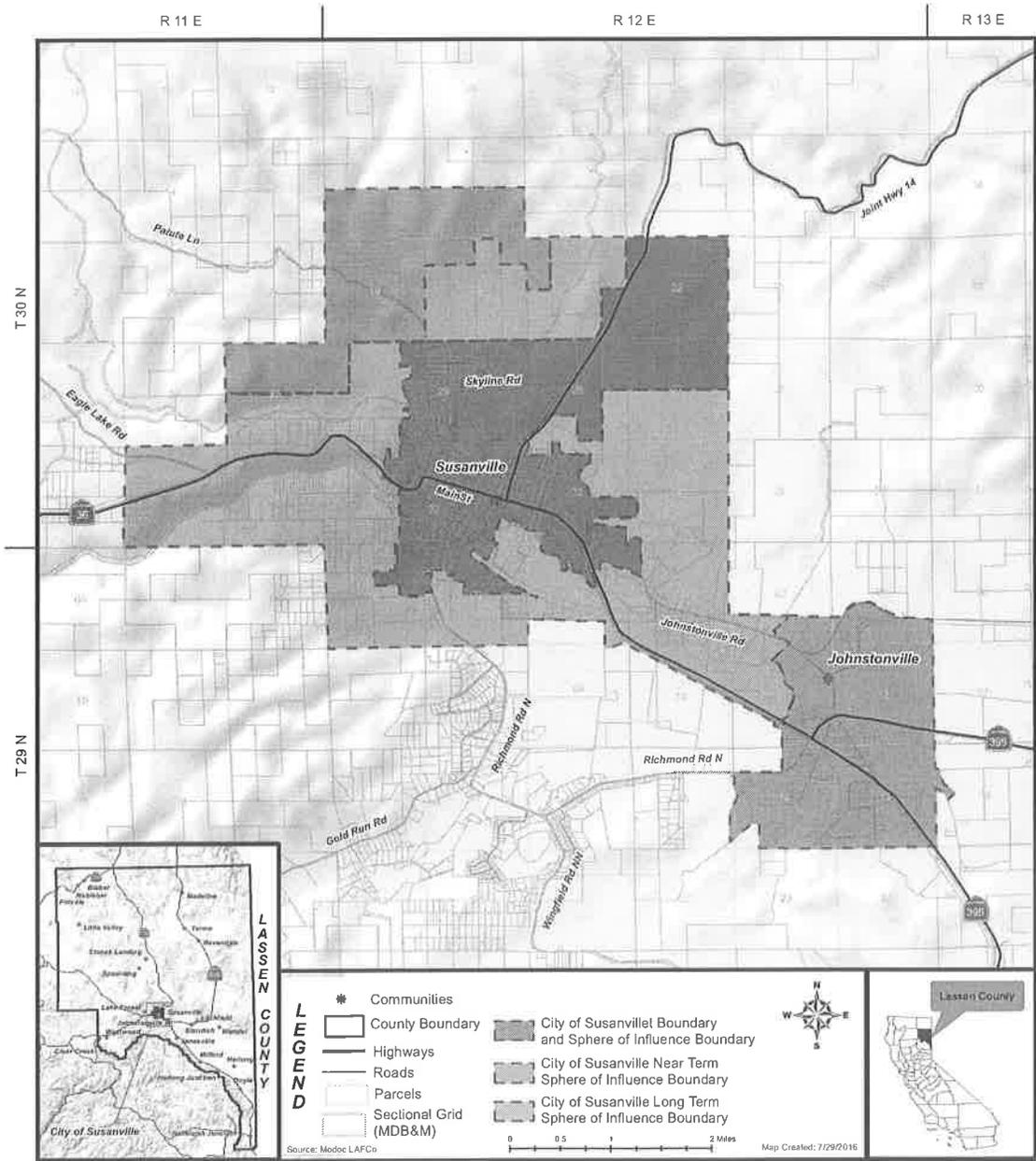
US Census Bureau, <http://quickfacts.census.gov/qfd/states/06/0613945.html>, May 31, 2013.

PREPARERS

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**LASSEN LOCAL AGENCY FORMATION COMMISSION
 THE CITY OF SUSANVILLE**



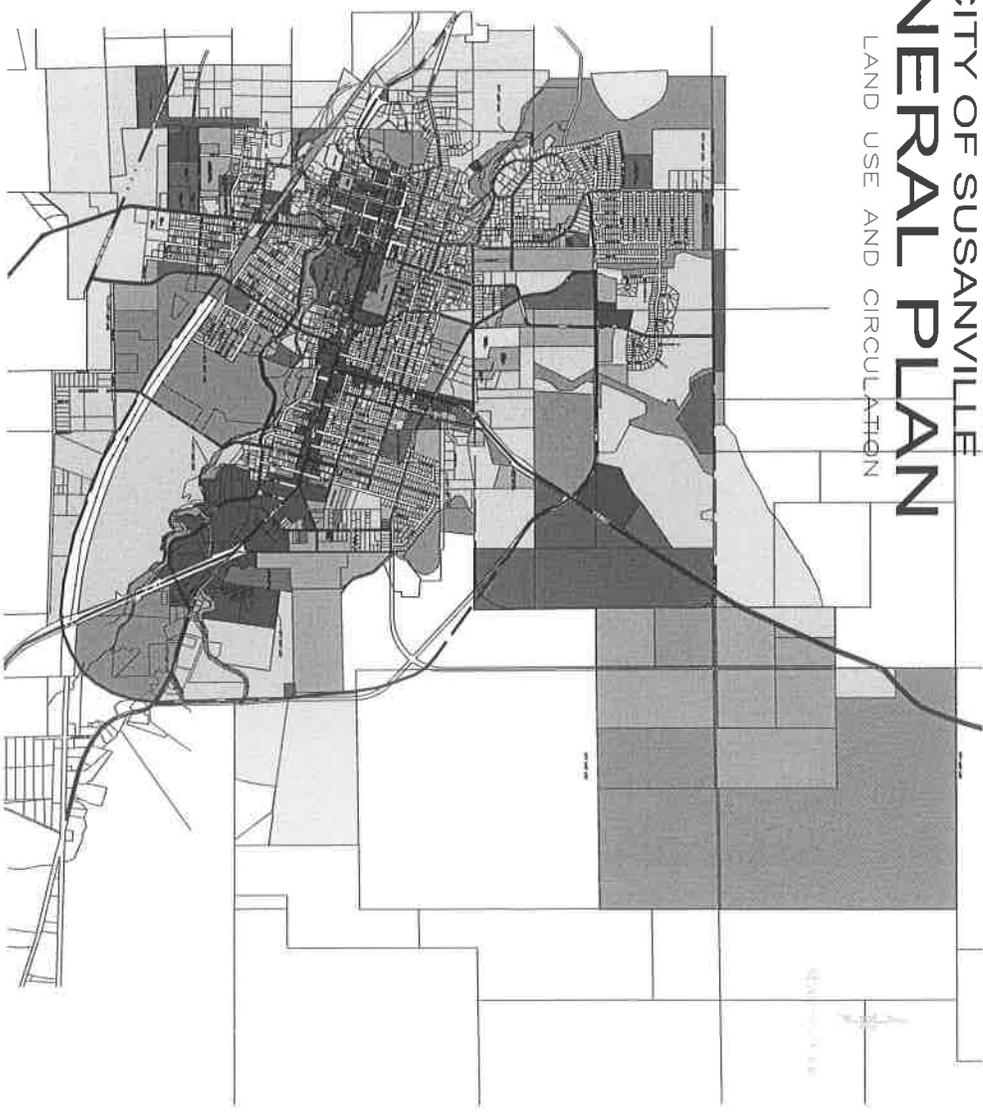
CITY OF SUSANVILLE GENERAL PLAN LAND USE AND CIRCULATION

CITY OF SUSANVILLE OFFICE OF PLANNING 1000 W. MAIN STREET, SUITE 200 SUSANVILLE, CA 96095 TEL: 530.885.2200 FAX: 530.885.2201 WWW.CITYOF SUSANVILLE.CA.GOV	
DATE	02/2017
PROJECT	GENERAL PLAN
SCALE	AS SHOWN
DRAWN BY	PLANNING DEPARTMENT
CHECKED BY	PLANNING DEPARTMENT
APPROVED BY	PLANNING DEPARTMENT

FOR FURTHER INFORMATION
 This LAND USE and CIRCULATION map is part of the City of Susanville's General Plan. It is developed in accordance with the State of California's General Planning Act (Government Code Section 65000) and the City of Susanville's General Plan. The City of Susanville's General Plan is the primary policy document that guides the City's development and growth. The City of Susanville's General Plan is adopted by the City Council and is subject to periodic updates. The City of Susanville's General Plan is available on the City's website at www.cityofsusanville.ca.gov.

LEGEND

- RESIDENTIAL**
 - SINGLE FAMILY
 - DENSITY AND MIXED
 - MULTI-FAMILY
 - MOBILE HOME PARKS
- COMMERCIAL**
 - LOCAL/NEIGHBORHOOD
 - COMMERCIAL OFFICE
 - REGIONAL, STATEWIDE/REGIONAL CENTER
 - SHOP USE
- INDUSTRIAL**
 - LIGHT INDUSTRIAL OR SERVICE PARK
 - HEAVY INDUSTRIAL
- OPEN SPACE**
 - RECREATION/CONSERVATION
 - PARKS AND RECREATION
- PUBLIC AND GOVERNMENT**
 - CORPORATE, POLARIS
 - OTHER PUBLIC
 - OTHER
 - PLANNED DEVELOPMENT
- OTHER**
 - PLANNED DEVELOPMENT
- ROADS**
 - ARTERIAL
 - COLLECTOR
 - LOCAL
 - UNPAVED STREET ALIGNMENT
 - RAILROAD CORRIDOR
- OTHER**
 - ACTIVE INFRASTRUCTURE
 - ACTIVE INFRASTRUCTURE
 - ACTIVE INFRASTRUCTURE



AGENDA ITEM NO. 13B

Reviewed by: City Administrator
 City Attorney

 Motion only
 Public Hearing
 Resolution
 Ordinance
 X Information

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: March 1, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Administrative Services Update

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: An update will be provided to City Council regarding the activities in the Administrative Services Department.

FISCAL IMPACT: None.

ACTION REQUESTED: Information only.

ATTACHMENTS: To be provided at the meeting.

Reviewed by: City Administrator
 City Attorney

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Rebecca Sanchez, Administrative Assistant

Action Date: March 1, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: 2017 Weed Abatement Program

PRESENTED BY: James M. Moore, Fire Chief

SUMMARY: In preparation for wildland fire season and Independence Day celebrations that often include fire works, the Fire Department has determined Monday, June 26, 2017 to be the deadline for weed/fire hazard abatement. After this date, any conditions which pose a fire hazard will be mitigated pursuant to the Susanville Municipal Code Section 8.28 – Weed and Rubbish Abatement. Occupants or property owners may be cited for failure to comply and may be charged for any fire suppression cost after this date.

FISCAL IMPACT: Staff time, postage, fuel – accounted for in Code Enforcement budget

ACTION REQUESTED: Information only

ATTACHMENTS: City of Susanville Weed Abatement Standards
Susanville Municipal Code Section 8.28

CITY OF SUSANVILLE WEED ABATEMENT STANDARDS

The following Weed Abatement Standards are designed to assist firefighting efforts by slowing the spread of fire. They are not designed for City beautification. The Susanville Fire Department has the final decision in determining whether an area is "safe from the spread of fire" and conforms to the "intent of the code".

Weeds, grass, or other combustible growth may be abated by mowing, disking, or scraping. If mowed the combustible growth must be cut and maintained to a maximum height of 4 inches.

ABATEMENT BY OPEN BURNING IS NOT PERMITTED.

REMOVAL OF WEEDS, GRASS, AND COMBUSTIBLE GROWTH

1. All Properties:

- a) Mow or disk space around all buildings 30 feet wide at minimum.
- b) Mow or disk space 50 feet wide minimum completely around the perimeter of the property to the street or sidewalk. Mow or disk 30 feet wide minimum cross-breaks every 50 feet maximum, (property can be completely mowed or disked in lieu of cross-breaking)
- c) Mow or disk space extending 30 feet minimum beyond the foliage of any group of trees.
- d) All rubbish, trash, trimmings, rubble or litter shall be removed from the property.
- e) All woods, fuel, or lumber shall be neatly stacked or removed from the property.
- f) All weeds, grass, or other combustible growth shall be cleared at least 10 feet from around any combustible storage.
- g) Greenbelt, pastures, and environmentally-sensitive areas shall be assessed on an individual basis. Contact the fire department if you believe that this applies to your property.
- h) Mow or disk space may be required to be larger if a potential fire hazard exists.
- i) Remove down branches from trees and trim lower branches up to 6 feet from the ground or 1/3 the height for smaller trees.

Title 8 HEALTH AND SAFETY**Chapter 8.28 WEED AND RUBBISH ABATEMENT****Article I. Abatement of Weeds and Rubbish****8.28.010 Intent and purpose.**

Pursuant to the authority of Government Code Section 39501 et seq., the city council finds and declares that it is necessary to establish a procedure for the requiring of and providing for the removal of weeds and rubbish from sidewalks, parking areas or streets, and from private property, and to provide for the cost of removal as a lien upon the subject property and for the enforcement of the lien by sale of the property. (Prior code § 9.1)

8.28.020 Definitions.

As used in this chapter:

“Rubbish” means and includes all putrescible or nonputrescible solid and semisolid waste, whether combustible or noncombustible, including both garbage and rubbish.

“Weeds” means and includes, but is not limited to, weeds, with mature wingy or downy seeds, which will attain growth as to become a fire menace when dry, or which are otherwise noxious or dangerous. (Prior code § 9.2)

8.28.030 Weeds and rubbish prohibited.

It is unlawful for the owner, agent, lessee or other person having charge or control of any piece or parcel of land within the city to allow weeds or rubbish to grow or to remain thereon, or upon the street or sidewalk in front of such piece or parcel of land. (Prior code § 9.3)

8.28.040 Abatement procedure.

In the event of a violation of Section 8.28.030, the fire chief of the city or his or her designated representative shall proceed as follows:

A. Notice to Remove. The fire chief is authorized to give notice to the owner, agent, lessee or other person having charge or control of private property, to order the removal of weeds or rubbish from the property or abutting public property within ten (10) days. Such notice shall be by certified mail, return receipt requested (hereinafter referred to as “certified written notice” addressed to such owner, agent, lessee or other person having charge or control, at his or her last known address. In the event the notice by certified mail is directed to one other than the owner of the property, a courtesy copy of the notice shall be sent by regular first class mail to the owner at his or her last known address on file with the Lassen County assessor’s office.

B. Action Upon Noncompliance. Upon the failure, neglect or refusal of any owner, agent, lessee, or other person having charge or control, to properly destroy weeds or remove rubbish within ten (10) days after receipt of the written certified notice, the fire chief is authorized to pay from the city code enforcement abatement budget for the destruction or removal of such weeds or rubbish. In the event that the written certified notice is returned to the post office because of inability to make delivery, the fire chief shall cause a written notice to be posted on the property, allowing ten (10) days, from the date of posting, for compliance with the order. Failure, neglect or refusal to take compliance action shall empower the fire chief to pay for the destruction or removal of such weeds or rubbish.

C. If the owner, agent, lessee or other person having control of the private real property in the city fails to remove or destroy weeds and rubbish in accordance with the notice given, within ten (10) days after the mailing of such notice, or within ten (10) days after the posting of such notice where that is the case, it shall be the duty of the fire chief to destroy or cause to be destroyed, or remove or cause to be removed, such weeds or rubbish, and the fire chief and/or contracting agents of the city are expressly authorized to enter upon private property for such purpose, and it is unlawful for any person to interfere, hinder, or refuse to allow them to enter upon private property for such purpose and to destroy

or remove weeds or rubbish in accordance with the provisions of this chapter. Any person owning, occupying, renting, managing, leasing, or controlling real property in the city shall have the right to destroy or remove weeds or rubbish or have the same destroyed or removed at his or her own expense at any time prior to the arrival of the fire chief or authorized representatives for such purpose.

D. The city finance director shall keep an account of the cost to the city to destroy or remove weeds or rubbish as aforesaid for each separate lot or parcel of land and the portions of streets adjoining the same, and shall embody such account in a report and assessment list to the city administrator, who will present such report and assessment list to the city council. Such report shall refer to each separate lot or parcel of land by description sufficiently reasonable to identify the same, together with the expense proposed to be assessed against it. The cost of abatement may include incidental expenses, including, but not limited to, the expenses and costs to the city in the inspection of lots, preparations of notices, specifications and contracts, and in inspecting work, the cost of printing and mailing required under this article in an amount to be set by resolution of the city council, per each occurrence of abatement.

E. The city administrator shall post a copy of such report and assessment list on a bulletin board near the entrance to the city hall, together with the notice of the filing thereof, and the time and place where and when it will be submitted to the city council for hearing and confirmation. The finance director shall mail to the persons in the manner prescribed in Section 8.28.040 a notice in the format substantially as follows:

**ASSESSMENT FOR DESTRUCTION OR
REMOVAL OF WEEDS AND RUBBISH AND NOTICE OF HEARING THEREON.**

NOTICE IS HEREBY GIVEN that pursuant to the provisions of Susanville Municipal Code, Title 8, Chapter 8.28, the Fire Chief has destroyed or removed weeds or rubbish from the real property owner, occupied, rented, managed or controlled by you and from the portions of streets, alleys and sidewalks adjoining the same, which real property is described as follows:

(here insert description of real property sufficient for reasonable and ready identification)

The cost of said destruction or removal proposed to be assessed against the said real property is

\$ _____.

FURTHER NOTICE IS HERBY GIVEN that on _____, the ____ day of _____, 20____, at the hour of ____ p.m. in the Council chambers of City Hall, of the City of Susanville, located at 66 North Lassen Street, Susanville, Lassen County, California, the report of the Finance Director on the cost of destruction or removal of weeds or rubbish and the assessment list thereof will be presented to the City Council for consideration, correction and confirmation and that at said time and place any and all persons interested in or having any objections to said report or list of proposed assessments, or to any matter or thing contained therein may appear and be heard. The failure to make any objection to said report and list shall be deemed a waiver of the same.

Upon confirmation of said assessment by the City Council, the amount thereof will be payable. In the event the same is not paid said assessment will be added to the tax bill for said property and thereafter shall become a lien on said property.

Dated: _____

City Administrator of City of Susanville

F. At the time and place fixed for receiving and considering the report, the city council shall hear the same together with any protests or objections which may be raised by any interested person. Upon such hearing, the city council shall make such corrections or modifications in any proposed assessment which it may deem to be excessive or otherwise incorrect, after which such assessment shall be confirmed by resolution of the city council and the amount thereof shall constitute a lien on the subject real property assessed until paid. The confirmation and assessment by the city council shall be final and conclusive.

G. **Assessment Payment.** Any person may pay the amount of such assessment for destruction or removal of weeds or rubbish on or before the fifteenth day of July following the date the confirmation of said assessment was made by the city council. If said assessment is not paid on or before said date, the total amount therefore shall be entered on the next county fiscal tax roll as a lien against the property and shall be subject to the same penalties and interest as are provided for other delinquent taxes or assessments of the city. (Ord. 06-928 § 1, 2006: prior code § 9.4)

8.28.050 Penalty for violation.

Any person violating any of the provisions of this chapter shall be guilty of an infraction. (Ord. 06-928 § 1, 2006: prior code § 9.5)

8.28.060 Removal method.

The methods of removing weeds, vines, shrubs, brush and/or debris from property as provided in this chapter shall not be an exclusive method, but shall be an alternative method, and such weeds, vines, shrubs, brush and/or debris may be removed from such property pursuant to the provisions of any law of the state or of any ordinance of the city applicable thereto. (Prior code § 9.6)

View the [mobile version](#).

AGENDA ITEM NO. 13D

Reviewed by: HW City Administrator
 City Attorney

 Motion only
 Public Hearing
 Resolution
 Ordinance
 X Information

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: March 1, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Little League Field Update

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: On February 17, 2017, the City Administrator met with Ben Moore and Lance Lively of the Susanville Little League. An onsite visit was also performed with the Parks Superintendent, City Engineer and Building Official. Facility damage was assessed and included in the flood damage reports submitted for disaster relief funding. Staff is assisting to coordinate volunteer efforts and City resources. On February 21, 2017, a heavily impacted area of the field that was covered with soil, sand and silt was tested for abatement using medium pressure water with positive results. Staff will continue to work with the organization on repair efforts.

FISCAL IMPACT: To be determined.

ACTION REQUESTED: Information only.

ATTACHMENTS: None.