
CITY OF SUSANVILLE
66 North Lassen Street ♦ Susanville CA
Kathie Garnier, Mayor
Joseph Franco, Mayor pro tem
Mendy Schuster * 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
June 7, 2017 – 5:00 p.m.

Call meeting to order

Roll call of Councilmembers present

Next Resolution No. 17-5391

Next Ordinance No. 17-1012

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

- **5:00 – 6:00 p.m. Budget Workshop: FY 2017/2018**

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. Approved Position List
 2. Employee Status Report
 3. Public Employee Performance Evaluation: City Administrator

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: Chief John King*
- *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 May 3, 2017 meeting
- B Approve vendor warrants numbered 100343 through 100499 for a total of \$592,222.84 including \$212,108.72 in payroll warrants

7 **PUBLIC HEARINGS:** No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

9 **NEW BUSINESS:**

- A Consider the sale of Susanville Municipal Airport Hangar #16
- B Consider **Resolution No. 17-5387** establishing Flood/Emergency Declarations Budget for FEMA 4301-DR-CA and FEMA 4308-DR-CA
- C Consider approval of sponsorship request from Lassen County Fair for 2017 Lassen County Fair events
- D Consider fee waiver request for use of Riverside Softball Field on June 18, 2017
- E Consider **Resolution No. 17-5388** authorizing Utility Service Agreement between City of Susanville and Honey Lake Valley Recreational Authority for Honey Lake Valley Community Pool
- F Consider **Resolution No. 17-5390** authorizing execution of School Resource Officer agreement with Lassen Union High School

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

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

12 **CONTINUING BUSINESS:**

- A Consider **Ordinance No. 17-1011** adding Chapters 8.52 Property Maintenance, 15.09 Neglected Vacant Buildings and 15.10 Abatement of Dangerous Buildings to the Susanville Municipal Code: Waive the second reading and adopt
- B Consider **Resolution No. 17-5389** approving execution of agreement with Adams Ashby Group for Grant Administrative Services for the Community Development Block Grant (CDBG)

13 **CITY ADMINISTRATOR'S REPORTS:**

- A Police Department Update
- B Rabies Clinic Update
- C Hiring of Interns to Complete CDBG Income Survey
- D Urban Water Management Plan Update

14 **COUNCIL ITEMS:**

A AB1234 travel reports:

15 **ADJOURNMENT:**

- The next regular City Council meeting will be held on June 21, 2017 at 6:00 p.m.

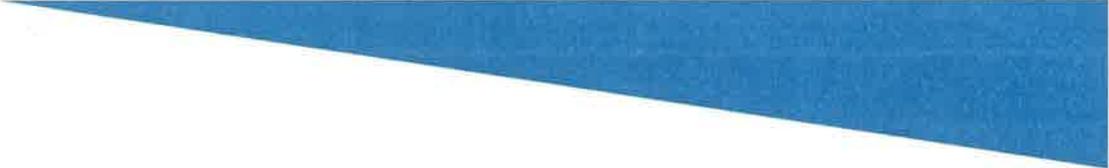
Reports and documents relating to each agenda item are on file in the Office of the City Clerk and are available for public inspection during normal business hours and at the meeting. These reports and documents are also available at the City's website www.cityofsusanville.org, unless there were systems 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 June 7, 2017 in the areas designated on June 2, 2017.



Gwenna MacDonald, City Clerk



City of Susanville

2017/2018 Budget Workshop

Purpose of Budget Workshop

Obtain Council and Community Input

Review Individual Major Funds

Review Revenues and Expenses

Next Step

Preparation of 2017/2018 Budget

Budget Adoption



MAJOR FUNDS UNDER REVIEW

PUBLIC WORKS ADMINISTRATION

STREETS

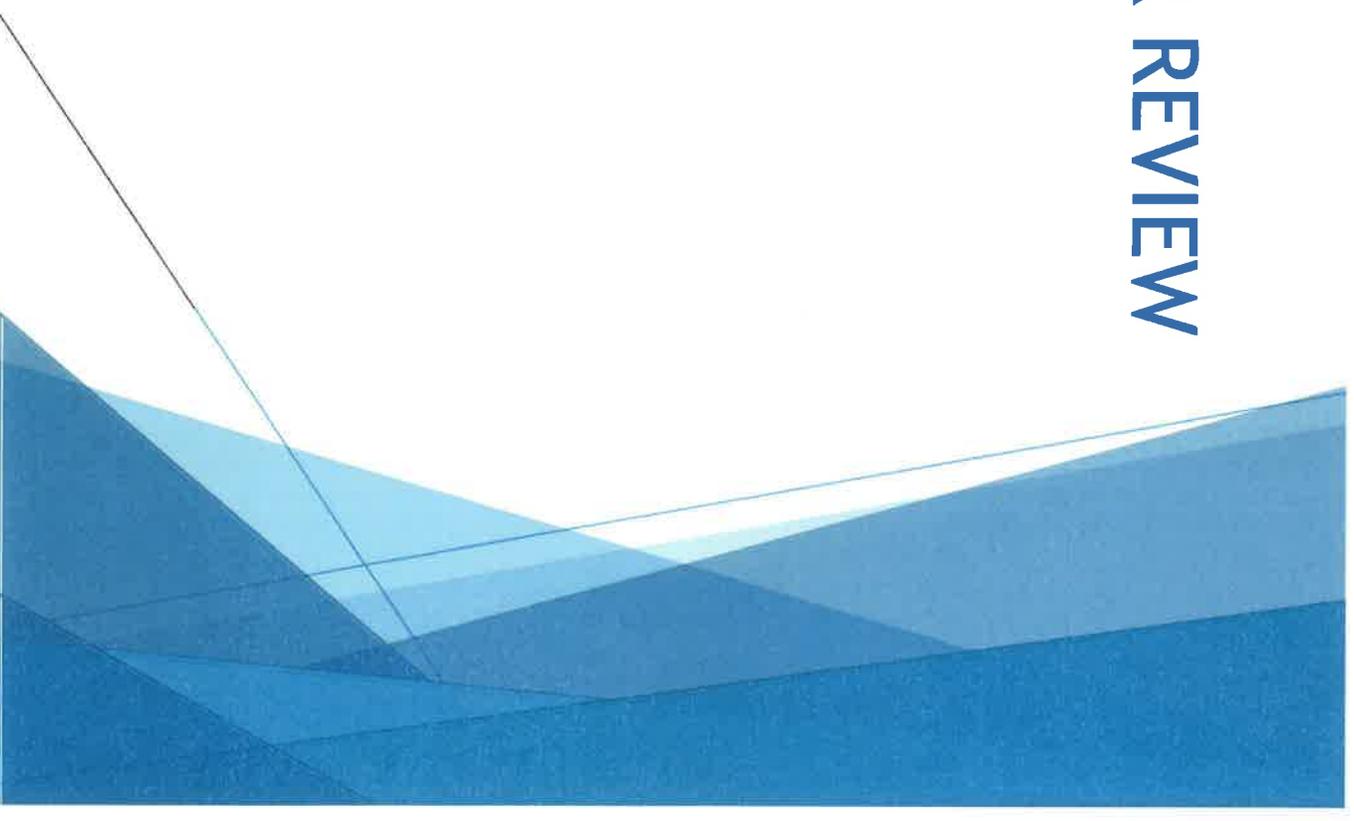
WATER UTILITY FUND

NATURAL GAS UTILITY FUND

AIRPORT

GOLF COURSE

GENERAL FUND



WHAT IS FUND ACCOUNTING?

The basic principal of Governmental Generally Accepted Accounting Principals (GAAP) is fund accounting.

Because of the diverse nature of governmental operations and the numerous legal and fiscal constraints, it is impossible to record all financial transactions and balances in a single accounting entity. Therefore a governmental unit (City of Susanville) uses separate funds which function as an individual fiscal and accounting entity.

TYPES OF FUNDS

There are three broad categories of funds used in governmental accounting.

Governmental Funds:

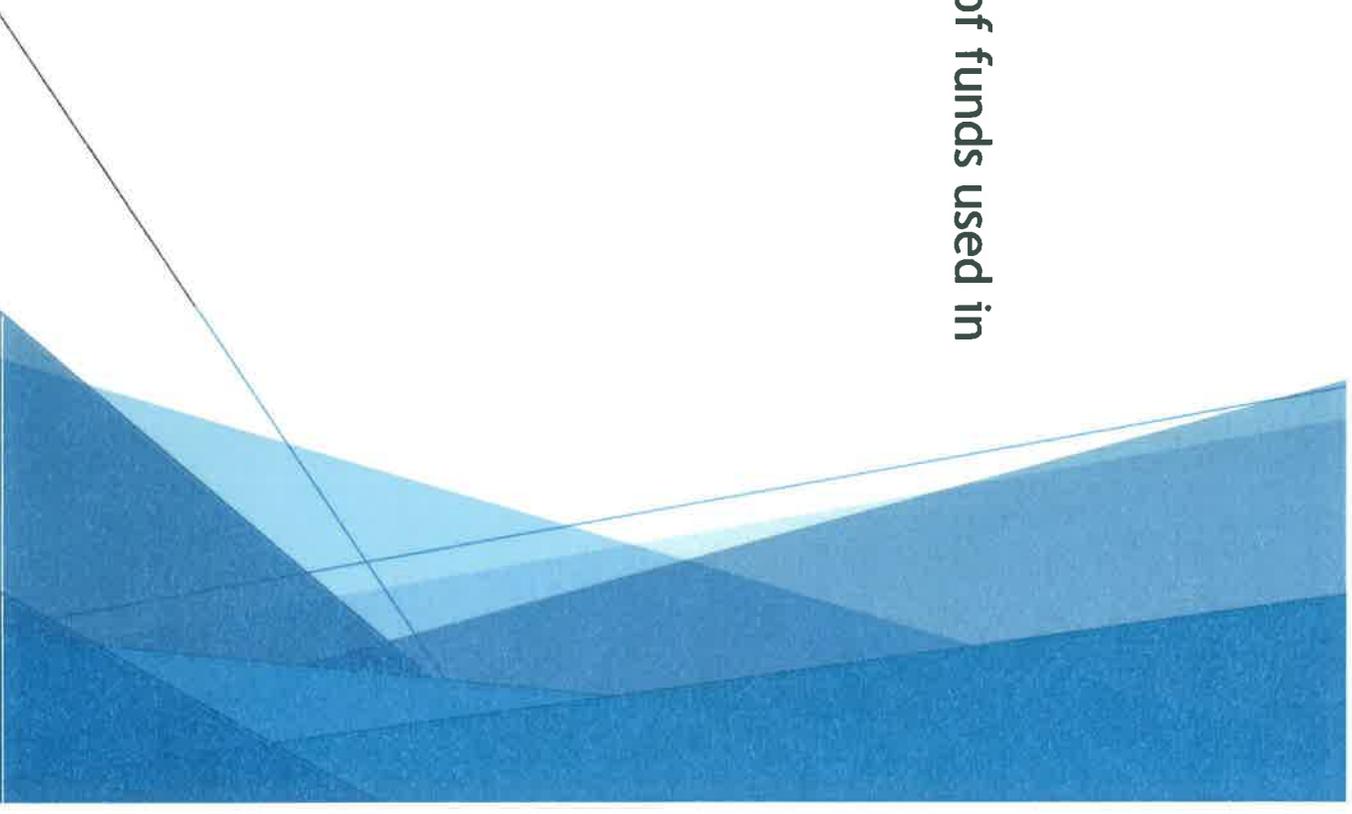
1. Special Revenue Funds
2. Debt Service Funds
3. Capital Projects Funds
4. General Fund

Proprietary Funds

1. Enterprise Funds
2. Internal Service Funds

Fiduciary Funds

1. Agency Funds



GOVERNMENTAL FUNDS

- ▶ **Special Revenue - 13 Funds**
Housing Funds, Mitigation Funds, Streets Fund, etc.
- ▶ **Capital Projects - 1 Fund**
City Hall Parking Lot Project
- ▶ **Debt Service - 4 Funds**
Miller Fletcher, City Hall, 2013 CALPERS Refunding Loan, Community Pool
- ▶ **General Fund - 1 Fund**
Administrative Services Department
Administration, Personnel, Finance, Building/Planning, Community Services (Parks)
Police Department
Fire Department

PROPRIETARY FUNDS

- ▶ **Enterprise - 5 Funds**
Water, Natural Gas, Geothermal, Airport, and Golf Course.

Enterprise funds are used to account for any activity for which a fee is charged to external users for goods and services.

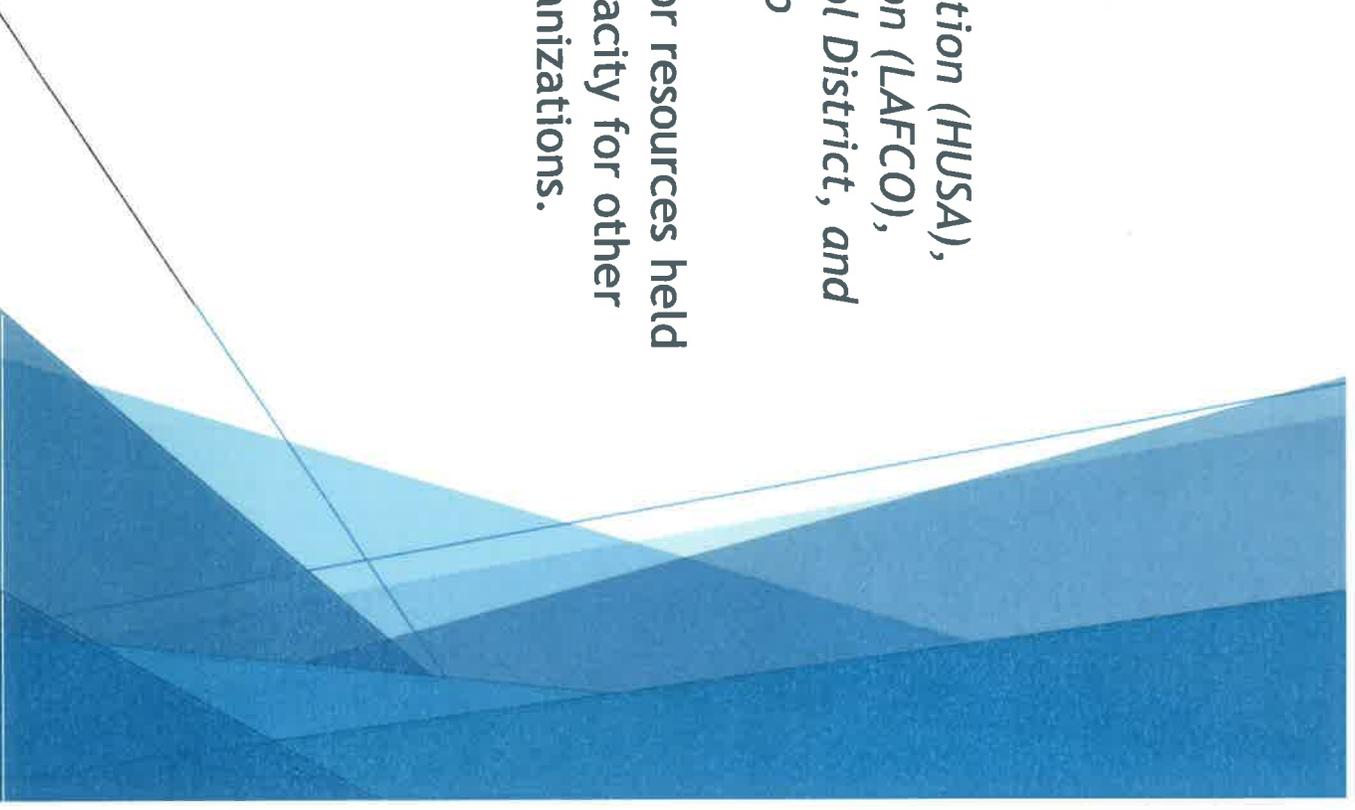
- ▶ **Internal Service - 4 Funds**
Public Works Administration, Other Post Employment Benefits (OPEB), Risk Management and Payroll

Internal Services are primarily services being provided to other funds. Since Internal Service funds don't have any revenues, all their expenses are charged out to the other funds.

FIDUCIARY FUNDS

- ▶ **Agency - 4 Funds**
*Historic Uptown Susanville Association (HUSA),
Local Agency Formation Commission (LAFCO),
Lassen County Air Pollution Control District, and
Regional Water Management Group*

Agency funds are used to account for resources held by the City in a purely custodial capacity for other government agencies or private organizations.



Accounting Terms

- ▶ Fund Balance
 - ▶ Assets - Liabilities = Fund Balance
 - ▶ Examples of Assets: cash, property, machinery & equipment, inventories, and pre-paid items.
 - ▶ Examples of Liabilities: accounts payable, customer deposits, debt service, and pension obligations.

Revenues > Expenditures
Revenues = Expenditures
Revenues < Expenditures.

Fund Balance

Increase
No Change
Decrease

CASH IS KING



FUND OVERVIEW

□ PUBLIC WORKS ADMINISTRATION

Revenues and Expenses

	16/17 Budget	16/17 YTD	17/18 Budget
Revenues	\$ 800,115	\$ 775,118	\$ 950,353
Expenses	\$ 849,635	\$ 602,299	\$ 950,353

Changes to budget: \$12,500 SCADA (Utility Controls & Monitoring),
Engineering Software Updates, and \$75,075 Stand-by expense
previously directly charged to Water, Gas and Streets

Estimated Fund Balance at 6/30/2017 \$120,000

FUND OVERVIEW

□ STREETS FUND

- With the passage of SB 1 or the Road Repair and Accountability Act of 2017, the State of California will be increasing the gasoline tax 12 cents and the diesel tax by 20 cents beginning November 1, 2017. It also creates a Transportation Improvement Fee starting January 1, 2018 with rates based on the value of registered motor vehicles. California drivers will pay an additional \$25 to \$175 for annual registration depending on the value of their vehicles. Electric vehicles will also be assessed a \$100 per year fee. The money is intended for road repair, though it also includes more funding for public transit. The bill also stipulates the repayment of \$706 million by the state General Fund over the next three fiscal years: for the borrowing of transportation funds. What does this mean for the City?

FUND OVERVIEW

□ STREETS FUND

- The allocation of the Road Maintenance and Rehabilitation Account revenue is anticipated to make available to the City between \$200,000 and \$400,000 annually in additional funding for:
 - Road maintenance and rehabilitation
 - Safety projects
 - Traffic control devices
 - In some cases may satisfy local match requirements in order for projects using federal funds.

FUND OVERVIEW

- STREETS FUND
 - To be eligible to utilize these funds, the Road Repair and Accountability Act contains a local agency maintenance of effort (MOE) requirement. The Act states that the MOE requirement is to ensure that these new roads funds do not supplant existing levels of city general fund revenue spending on streets and roads.
 - For receipts of RMRA funds, the city must maintain general fund spending at no less than the average of the 2009-10, 2010-11, and 2011-12 fiscal years.
 - The average of these fiscal years is approximately \$223,148 annually from the general fund.

FUND OVERVIEW

□ STREETS FUND

Revenues and Expenses

	16/17 Budget	16/17 YTD	17/18 Budget
Revenues	\$ 4,220,395	\$ 2,595,577	\$ 812,645
Expenses	\$ 4,039,330	\$ 2,649,286	\$ 782,634

***16/17 budget includes \$3.2 million in STIP project funding. 2017-18 budget is operational only. Approved projects are carried over each year.*

Changes included in current budget:

Stand-by for Street Supervisor moved to PW Admin
Increase in supplies and construction services for striping and asphalt. Increase in transfers in from Water and Natural Gas funds for street repairs.

Estimated Fund Balance @ June 30, 2017 - \$40,000

FUND OVERVIEW

□ WATER ENTERPRISE FUND

Revenues and Expenses - Operations

	16/17 Budget	16/17 YTD	17/18 Budget
Revenues	\$ 2,429,539	\$ 1,885,630	\$ 2,475,869
Expenses	\$ 2,512,176	\$ 2,164,608	\$ 2,785,971
Depreciation			\$ 377,333
			(\$310,102) Deficit 17-18

Revenues and Expenses - CIP Fund

Revenues	\$ 388,876	\$ 227,326	\$ 710,160
Expenses	\$ 0	\$ 0	\$ 0

Revenues and Expenses - Johnstonville Water System

Revenues	\$ 8,130	\$ 9,912	\$ 8,130
Expenses	\$ 8,130	\$ 5,418	\$ 8,130

FUND OVERVIEW

□ WATER ENTERPRISE FUND

Changes included in proposed budget:

Standby moved to Public Works Administration

Increases to:

Professional Services for water master plan

Technical Services for tank inspection

Travel & Training

Electricity - for LMUD rate increase

Machinery & Equipment - for a valve exerciser

Vehicles - service truck

Taxes, Fees - credit card service fees

Transfer out to Streets - for road repairs for water utilities

Infrastructure Surcharge

Estimated @ 6/30/16

Cash in Stabilization Fund	\$ 3,000,000
Cash in Operations Fund	\$ 40,000
Cash in CIP Fund	\$ 450,000
Combined Cash Balance	\$ 3,490,000
Fund Balance	\$ 2,800,000

FUND OVERVIEW

□ NATURAL GAS ENTERPRISE FUND

□ Revenues and Expenses

	16/17 Budget	16/17 YTD	17/18 Budget
Revenues	\$ 4,647,145	\$ 4,029,398	\$ 4,628,450
Expenses	\$ 4,531,990	\$ 4,060,354	\$ 4,663,440
			(\$34,990) Deficit 17-18
Depreciation			\$396,531

Estimated @ 6/30/16

Cash in Stabilization Fund \$ 1,807,075

Cash in Operations Fund \$ 4,028,697

Combined Cash Balance- \$5,835,772

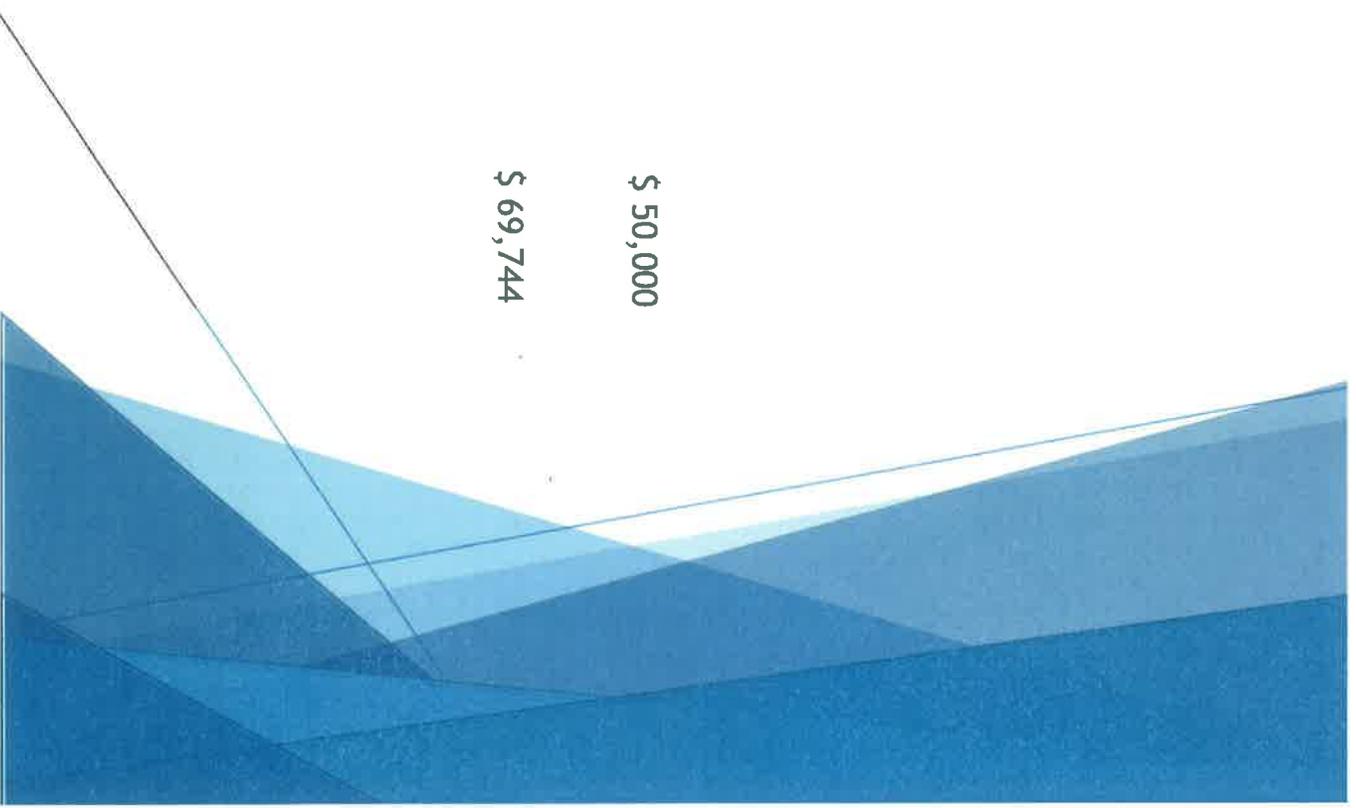
Fund Balance - (18,000)

FUND OVERVIEW

□ NATURAL GAS ENTERPRISE FUND

Changes included in proposed budget:

Machinery & Equipment	\$ 50,000
Purchase of replacement meters	
Transfer out to Streets	
For road repairs for gas utility	\$ 69,744



FUND OVERVIEW

- AIRPORT ENTERPRISE FUND

Revenues and Expenses

	16/17 Budget	16/17 YTD	17/18 Budget
Revenues	\$ 112,500	\$ 82,340	\$ 113,000
Expenses	\$ 266,843	\$ 260,413	\$ 266,750
			(\$153,750) Deficit 17-18
		Depreciation \$ 159,666	

16/17 Budget is operational only. Does not include grant projects.

Estimated Cash Balance @ 6/30/17 - **(\$ 20,000)**

Estimated Fund Balance @ 6/30/17 - 2,148,159

FUND OVERVIEW

□ GOLF COURSE ENTERPRISE FUND

□ Revenues and Expenses

	16/17 Budget	16/17 YTD	17/18 Budget
Revenues	\$ 310,540	\$ 247,796	\$ 309,950
Expenses	\$ 330,935	\$ 253,999	\$ 353,666

(\$43,716) Deficit 17-18

Depreciation - \$ 23,483

Estimated Cash Balance @ 6/30/17 - **(\$ 15,100)**

Estimated Fund Balance @ 6/30/17 - \$2,413,000

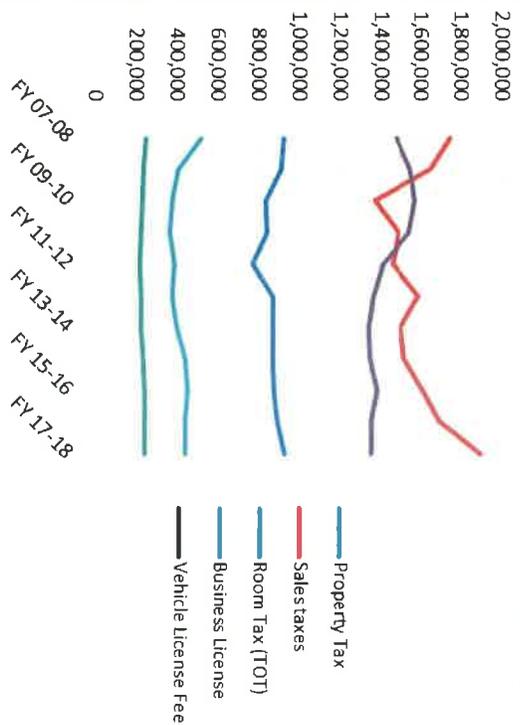
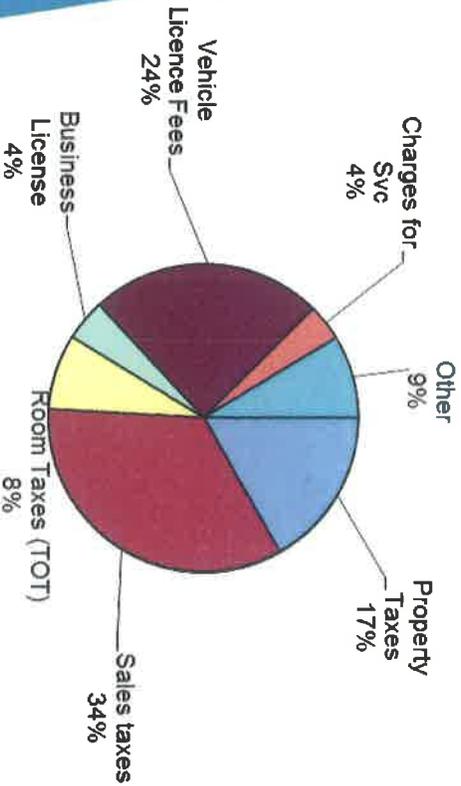
FUND OVERVIEW

General Fund Revenue History

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Property Taxes	924,914	913,055	838,009	841,332	773,795	875,128	872,410	873,255	877,382	899,980	933,980
Sales taxes	1,745,960	1,650,553	1,374,896	1,491,489	1,465,938	1,590,850	1,503,253	1,524,134	1,615,554	1,700,000	1,900,000
Room Taxes (TOT)	517,214	405,860	380,354	366,382	391,546	379,119	400,724	442,376	455,099	440,000	440,000
Business License	247,732	235,283	231,796	227,101	220,339	226,287	221,939	237,758	241,985	240,000	240,000
Vehicle License Fees	1,480,161	1,551,872	1,577,648	1,546,989	1,416,909	1,372,114	1,343,252	1,353,298	1,389,739	1,355,000	1,359,000
Charges for Svc	245,958	165,745	119,706	123,204	121,634	106,539	145,177	130,871	144,315	210,773	212,050
Overhead											
Other	435,702	524,914	914,164	350,747	352,658	516,351	1,130,927	587,093	976,921	647,855	481,249
Total GF revenues	5,597,641	5,447,281	5,436,573	4,947,244	4,742,819	5,086,387	5,617,681	5,148,785	5,700,994	5,493,608	5,566,279
Overhead	(41,841)	(320,709)	(350,210)	(37,564)	(11,200)	(215,416)	(124,635)	(112,845)	(250,754)	(140,945)	
One Time Revenue	5,555,800	5,126,572	5,086,363	4,909,680	4,731,619	4,850,971	5,493,046	5,035,940	5,450,240	5,352,663	5,566,279
Grand total											

** One Time Revenues include grants, SCORE reimbursements and other unplanned payments

FY 2017-18 GF Revenue Budget



FUND OVERVIEW

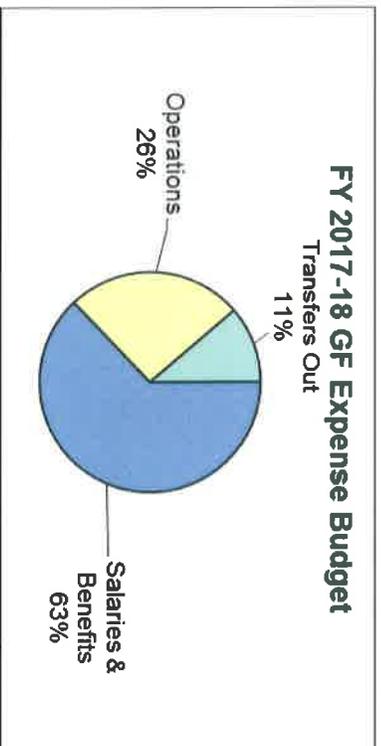
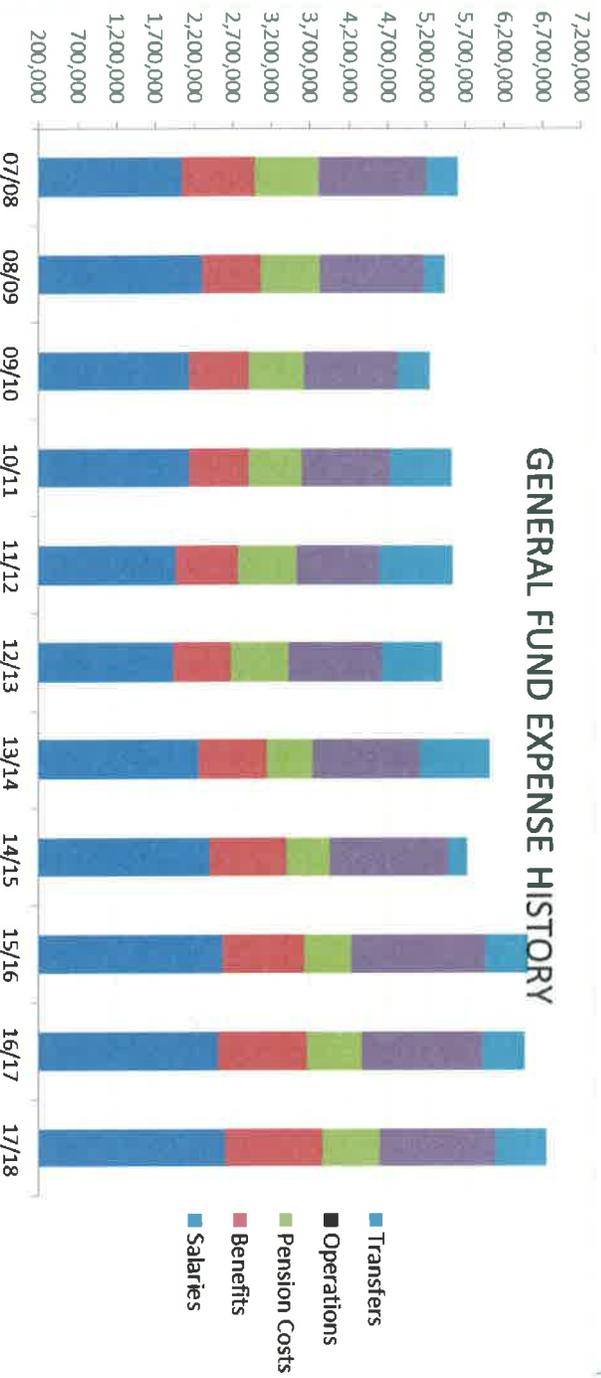
• General Fund Expense History

	07/08	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	Estimated	BUDGET
Salaries	2,049,992	2,302,770	2,138,377	2,130,215	1,962,630	1,943,163	2,255,325	2,399,447	2,577,973	2,502,965	2,597,421		
Benefits	937,615	758,069	779,109	782,412	802,158	740,303	884,057	998,699	1,053,795	1,155,491	1,237,175		
Pension Costs	820,073	760,859	704,346	674,730	762,991	745,364	585,760	548,943	599,629	714,715	765,794		
Operations	1,390,563	1,350,899	1,207,851	1,145,831	1,080,262	1,209,276	1,395,015	1,535,415	1,741,026	1,563,340	1,500,720		
Cost Allocation	(349,155)	(140,662)	(136,510)	(287,354)	(260,364)	(342,183)	(598,250)	(675,211)	(938,964)	(968,738)	(951,332)		
Transfers	413,954	263,846	428,929	801,349	933,137	775,415	904,248	246,222	543,326	544,060	660,232		
One-Time Expenses	(14,662)	(198,508)	(56,914)	(10,162)	(13,310)	(115,016)	(567,238)	(67,539)	(352,723)	(140,945)			
Grand Total	5,248,380	5,097,274	5,065,188	5,237,022	5,267,504	4,956,322	4,858,917	4,985,976	5,224,063	5,370,888	5,810,010		

Salaries include regular and temporary employees, 4% vacancy rate and overtime. Benefits include health insurance, social security, medicare, workers compensation, and items contained in bargaining agreements such as uniform allowance, etc.

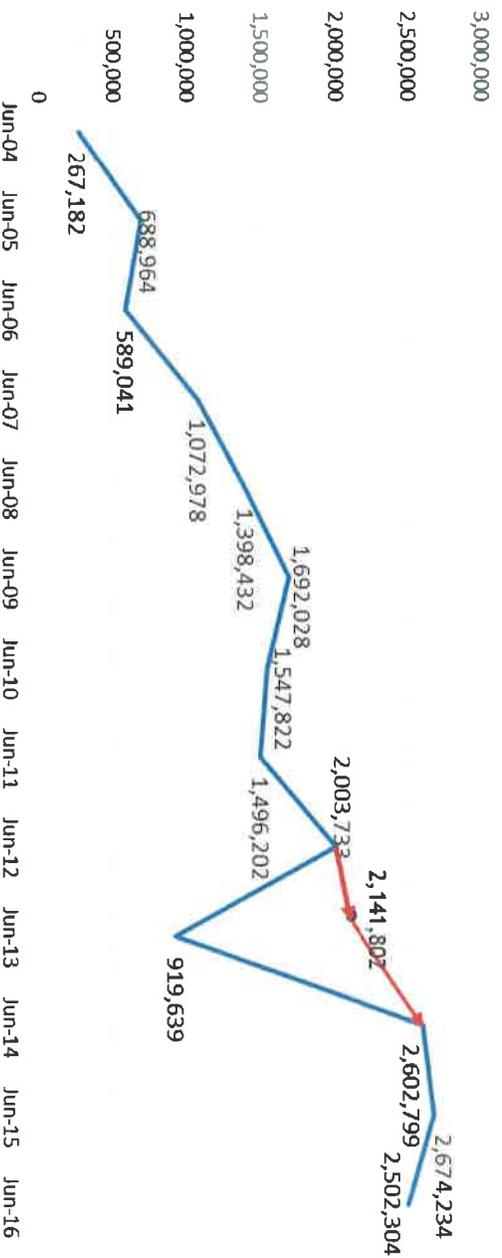
FUND OVERVIEW

• General Fund Expense History



Overall Fiscal Health of the General Fund

History of General Fund Cash



Audited General Fund cash balances at June 30 each year. Cash in 2013 includes \$1,222,163 borrowed from the General Fund by STIP Rehab and Airport Funds to remove negative cash balances.

FUND OVERVIEW

- GENERAL FUND

Revenues and Expenses

	16/17 Budget	16/17 Estimated	17/18 Budget
Revenues	\$ 5,527,608	\$ 5,493,608	\$ 5,566,279
Expenses	\$ 5,646,525	\$ 5,563,224	\$ 5,810,010
	(\$118,917)	(\$69,616)	(\$243,731)

General Fund Reserve \$ 1,074,992

- ▶ Reserve Objective \$ 1,112,456 (20% of annual operating revenue)

Estimated Fund Balance @ 6/30/2017 (Includes Reserve)-

\$ 2,585,418

FUND OVERVIEW

- Departmental requests included in proposed budget:
 - Police
 - \$ 294 increase for sewer rate change
 - Fire
 - \$ 300 increase to dispatch services
 - \$1,000 increase to electricity
 - Administrative Services
 - \$ 982 increase for sewer rate change
 - \$3,360 increase to postage to replace discontinued mailing machine
- Proposed budget includes previously bargained increases to payroll costs. It does not contain any allocations for new contracts currently under negotiations.

Overall Fiscal Health of the City

- Long Term Debt
 - City Hall (General Fund) \$ 1,189,719 - Final Payment 9/1/2027
 - CalPERS Side Fund Refunding Loan \$ 4,221,000 - Final Payment 6/30/2028
 - General Fund - \$ 3,081,330
 - Other Funds - \$ 1,139,670
 - Utility Infrastructure \$ 32,715,000 - Final Payment 6/30/2045
 - Community Pool - \$1,135,000 - Final Payment 9/1/2030

Overall Fiscal Health of the City

• Short Term Debt

- Housing Loans (General Fund) \$ 148,857 - Final Payment 6/30/2019



CALPERS PENSION DISCUSSION



Roger Schillerstrom

CALPERS PENSION

- **PERS RISK POOL UNFUNDED LIABILITY**

In 2015/2016 CalPERS began requiring participants to make lump sum payments towards their unfunded liability in addition to the normal pension costs calculated as part of payroll.

Unfunded Liability balances at 6/30/16

- Safety Risk Pool Amount \$ 4,806,085
- Miscellaneous Risk Pool Amount \$ 3,614,889

CALPERS PENSION

- **PERS RISK POOL UNFUNDED LIABILITY**

Annual Risk Pool Payments

	Safety	Miscellaneous	
2015/16	\$ 179,770	\$ 155,599	Actual
2016/17	\$ 213,396	\$ 177,729	Actual
2017/18	\$ 265,029	\$ 213,383	Actual
2018/19	\$ 341,524	\$ 269,345	Estimated
2019/20	\$ 422,369	\$ 328,473	Estimated
2020/21	\$ 472,863	\$ 367,159	Estimated
2021/22	\$ 529,220	\$ 412,086	Estimated
2022/23	\$ 569,807	\$ 445,078	Estimated

CALPERS PENSION

- **PERS RISK POOL UNFUNDED LIABILITY**
Annual Risk Pool Payments Charged To City Funds

	General Fund	All Other Funds
2017/18	\$ 349,241	\$ 129,171
2018/19	\$ 445,935	\$ 164,935
2019/20	\$ 548,115	\$ 202,727
2020/21	\$ 630,017	\$ 210,005
2021/22	\$ 687,153	\$ 254,153
2022/23	\$ 740,866	\$ 274,019

CALPERS valuation report June 30, 2015

CALPERS PENSION

- CALPERS Discount Rate

In December 2016, CALPERS voted to lower the discount rate from 7.5% to 7% over three years beginning in fiscal year 2018-19. The discount rate is also known as the assumed rate of return that CALPERS expects its investments to earn during the fiscal year. By lowering the rate, the value of our plan's funded status is also reduced, causing employer contributions to increase.

Estimated Total Pension Cost to the City (includes payroll, risk pool payment and side-fund loan payment):

2017/18	\$ 1,296,040
2018/19	\$ 1,549,707
2019/20	\$ 1,706,735
2020/21	\$ 2,020,676
2021/22	\$ 2,328,639
2022/23	\$ 2,657,104

Budget Policies - Review

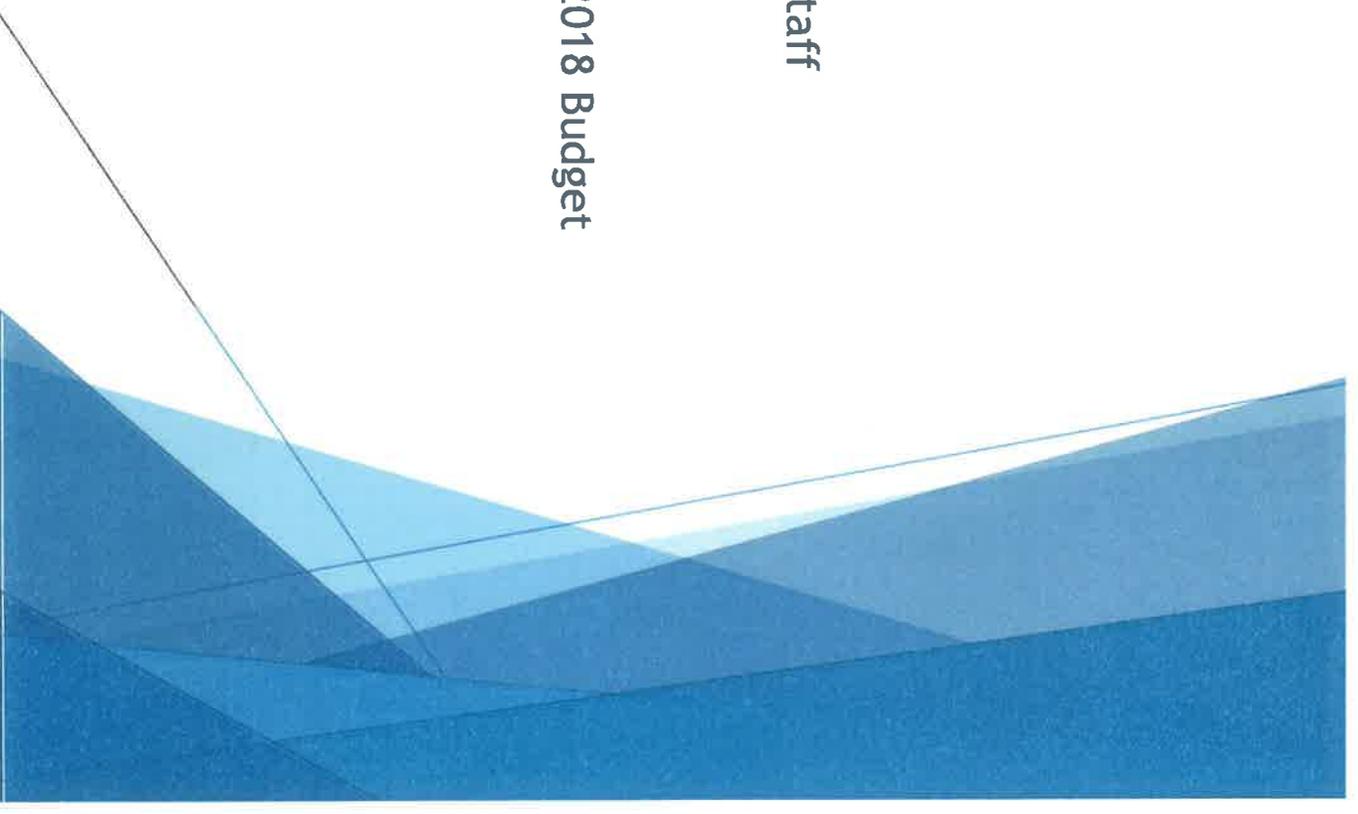
Res. # 16-5265

- Adopt a balanced budget by June 30 of each year.
- Review all fees and charges annually.
- Fund balances in excess of the reserve requirements, may be used to fund one-time expenditures.
- Strive to reach and maintain a General Fund reserve equal to (20%) of annual operating revenues.
- 50% of prior fiscal year audited actual surplus (when available) to be set aside for reserve until 20% goal is attained.
- Cash reserve above the 20% set aside in reserve will become available for spending (one -time expenditure).
- Maintain fiscal solvency.
- A 4/5 vote is required to bypass or amend budget policies.

Next Steps

Direction To Staff

Preparation of 2017/2018 Budget
And
Adoption



Reviewed by: SW City Administrator
 City Attorney

Motion Only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Gwenna MacDonald, City Clerk

Action Date: June 7, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Minutes of the City Council's May 3, 2017 meeting

PRESENTED BY: Gwenna MacDonald, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's May 3, 2017 meeting.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of City Council's May 3, 2017 meeting.

ATTACHMENTS: Minutes: May 3, 2017

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
May 3, 2017– 6:00 p.m.

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

Roll call of Councilmembers present: Brian Wilson, Kevin Stafford, Joe Franco, Mendy Schuster and Kathie Garnier.

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

1 APPROVAL OF AGENDA:

Mr. Hancock requested an amendment of the agenda to include a revised Item 9A to correct a clerical error.

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to approve the agenda with the amendment requested; motion carried unanimously. Ayes: Wilson, Stafford, Franco, Schuster and Garnier.

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No business.

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

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

- 1 Employee status report
- 2 Administrative Assistant – Police Department
- 3 Public Employee Performance Evaluation: City Administrator

B 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

C CONFERENCE WITH LEGAL COUNSEL – anticipated litigation pursuant to Government Code 54956.9(d)(2): various

4 RETURN TO OPEN SESSION:

At 7:05 p.m. the City Council reconvened in Open Session.

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

Mr. Hancock reported that prior to Closed Session, the City Council approved the agenda with a revised Item 9A, which had been distributed to the City Council and made available to the public. The City Council met in Closed Session, and recessed at 7:01 p.m. The City Council will return to Closed Session at the end of Open Session.

Chief Moore offered the Thought of the Day.

5 BUSINESS FROM THE FLOOR:

David Teeter, Board of Supervisors District 1 Representative, stated that he was happy to be back as he had missed a few meetings.

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

- A Approve minutes from the City Council's March 22 and April 5, 2017 meetings
- B Approve vendor warrants numbered 100128 through 100230 for a total of \$500,488.68 including \$102,861.12 in payroll warrants

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

7 PUBLIC HEARINGS: No business.

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

9 NEW BUSINESS:

9A Consider approval of Resolution No. 17-5377 approving City Council Committee list Mr. Hancock reported that with the recent appointment of Councilmember Schuster, it was necessary to revise the City Council Committee list to reflect changes in committee representation. The Mayor recommends appointment changes, and the recommendations are discussed and accepted by City Council by resolution. Mr. Hancock also stated that staff would be moving forward with the County to set up a meeting for the Abandoned Vehicle JPA.

Councilmember Stafford commented that he understood that the JPA was defunct and that the money had been sent back to the State.

Mr. Hancock explained that the JPA has approximately \$100,000 in its account, but has had no meetings or expenditures, and action was recently taken to suspend the collection of fees, which are paid through the vehicle licensing process. It was indicated that the committee was disbanded which would be surprising since it is a JPA, and staff has been directed to the County Community Development Department and expects to hear back soon as to whether or not the committee has actually been abolished.

David Teeter, District 1 Board of Supervisor representative, characterized the Board's action as more of a hiccup in the road and not a disbanding of the JPA.

Mr. Hancock added that in Butte County, there is a program in place whereby the funding is utilized for code enforcement purposes, including an opportunity for residents to sign up for having their vehicle hauled away and donated for scrap and in exchange receive a payment for scrap value. There are good models regionally for programs that provide options for an effective use of the funding.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve Resolution No. 17-5377; motion carried unanimously. Ayes: Wilson, Stafford, Franco, Schuster and Garnier.

9B Consider approval of Request for Proposal (RFP) for CDBG Administrative Services and authorize release for circulation Mr. Hancock stated that the City has been awarded \$450,000 in CDBG funding for the Riverside Park Rehabilitation project. The grant provides \$31,395 funding for General

Administrative costs and there are a significant number of steps and paperwork involved in the implementation of the project. Staff is recommending the release of an RFP for Grant Administrative Services to contract with a firm that can assist with coordinating the activities to include finalizing the project scope, processing payment requests, annual reporting and any other items required for the City's grant compliance. The cost would be up to \$20,000 and reimbursable through CDBG Grant Administration funds. In addition, they will provide a good resource for the City Project Manager in order to be able to perform these duties in house in the future. Normally the City Council does not review or approve the release of an RFP, however staff wanted to provide the update and opportunity for the Council to comment.

There were no comments or changes requested.

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

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

12 **CONTINUING BUSINESS:** No business.

13 **CITY ADMINISTRATOR'S REPORTS:**

13A **Public Works Department Update**

Mr. Newton reviewed the accomplishments, key projects in progress, and ongoing responsibilities of the various divisions of the Public Works department, including Administration/Engineering, Streets, Water/Geothermal and Natural Gas.

Mr. Newton explained that the Administration and Engineering Division performs the executive staffing function for the Air Pollution Control Board. There is also an ongoing sequence of street projects that have been discussed in recent meetings that include environmental clearance and design work. The fuel pump system is installed and operational, and each employee has a card that is used specifically for those vehicles, and it is a simple system but more effective than the old system. In addition, the department has had the generator installed right before the storms hit and created the power outages in February. There are key projects, including water main replacement along Main Street between Park and Weatherlow Streets and staff is working on the design for that project, as well as the IRWM Project which is completion of the Cady Springs project and an additional water main replacement in Johnstonville which is the replacement of a 14 inch main line where the City has experienced leaks on a line that is particularly deep. The City Engineer has also been heavily engaged in preparing cost estimates for projects related to the flood damage, and there is quite a bit of paperwork involved with that. The Southeast Gateway Project is also in progress, and staff has requested a time extension for allocation of PS & E funding.

Councilmember Wilson asked if the Cady Springs water system will be finished upon completion of the project, or will there be more operational items necessary prior to bringing it into the system.

Mr. Newton responded that it will be finished insofar as it will pump water up the hill and fill the tank that can then be released down into the system. The project was envisioned as a larger scope, but the grant wasn't fully funded so items that address the gravity flow line and building an access trail and those items will not be part of the project.

Mr. Hancock added that it will be Phase 1 of the Cady Springs project, but it will be up and running from an operational standpoint and there will likely be more improvements to be made at the site in the future as funding becomes available.

Mayor Garnier asked if the tank was still in good condition.

Mr. Newton stated that there was oxy-coating on the interior of the tank and on the exterior an extra layer of dark paint had been added as a camouflage which is now peeling that will have to be repainted. The City will have to have the tank inspected since it has been sitting vacant for so long but there are no visible signs that are of a concern regarding the condition of the tank.

Councilmember Wilson asked if the City took responsibility for the environmental compliance portion of the Southeast Gateway project near the intersection of Jack in the Box.

Mr. Newton responded that the intersection is part of the Caltrans Cap M project, and they were running short on time to obtain the environmental clearance so they requested that the City assume the responsibility for that part of the project. The City agreed, based upon the assumption that it would be a fairly simple process. Information was identified that triggered the need for a more intensive review with a much larger scope, so Caltrans took responsibility back for the environmental review process. They have since cleared the environmental review it has been determined to not be a significant site that is going to create problems for the project.

Councilmember Wilson asked what the anticipated timeline for completion of the project is expected to be.

Mr. Newton explained that when the project was programmed, it was for the environmental review and design components of the project. There have been no construction funds programmed so no money has been set up in STIP. If STIP funding is used, it would be a 3 to 5 year delay in construction funding before the programming and allocation phase kicks in. There are other funding sources that the City has been looking at but the challenge for project completion is identifying that funding.

Mayor Garnier asked if the best-case scenario for completion of the Southeast Gateway project was 5 to 6 years.

Mr. Newton replied that the STIP works on a five year funding cycle, and a new five year cycle is released so usually the funds are programmed three years from the date of the program, and he characterized the process as one that is overly complicated.

Mr. Hancock stated that the City is looking at the un-programmed fund balance in Lassen County STIP funds. The funding has not been committed to any projects so staff is watching closely as they could be used as a potential funding source for the construction portion of Southeast Gateway project. The City is being proactive by performing the project study report, completing the environmental and project engineering work so that when funding does become available, there will be a shovel ready project ready to go.

Mr. Newton added that the un-programmed fund balance is approximately \$7 million dollars so it is a possible option for construction funding.

Mr. Hancock explained that those on the Transportation Commission know that there's significant demand for funding for the Skyline Extension project and the good thing is that there are not a lot of shovel ready

projects in the County and City so hopefully when funding does become available it will be a competitive project.

David Teeter asked if Caltrans was at all responsible for obtaining funding for the Southeast Gateway project.

Mr. Newton explained that the project is being constructed through a cooperative agreement with Caltrans and through that agreement, it is a Caltrans facility but the City is acting as the lead agency. Caltrans has oversight and authority on the environmental process, but it has been a slightly cumbersome approach.

Mr. Hancock provided a brief review of the Southeast Gateway Project, which was initially conceptualized by the Lassen Economic Development Council as a focal point for visitors to the community who are entering at the east end of town. The original design was developed by the original stakeholders and one area of particular concern to the Councilmember representatives was the lack of a safe method for pedestrians to navigate the area near Jack and the Box and Safeway. It is a State highway yet lacks the proper curb, gutter, sidewalk, drainage and lighting improvements. The project begins at that intersection and then extends east towards McDonalds and Plumas Bank and a bit beyond. It also includes the relocation and redesign of the monument sign. Caltrans was scheduling the Cap M project which involves a resurfacing of the State highway from the brake check area at the top of the hill on the west end of town, all the way up 36 to Susanville Ford.

Mr. Hancock explained that the Cap M project has had an impact on the Southeast Gateway project, particularly with the requirement for compliance with ADA accessibility for the pedestrian ramps along the Main Street corridor. Caltrans is required, as part of the project, to ensure accessibility as required by the Americans with Disabilities Act which requires that they upgrade pedestrian ramps at the same time that they resurface. The initial project was estimated at approximately \$10 million and it is now up to \$17 million. Since the project creates an overlap with the Southeast Gateway Project, staff wanted to ensure that the proposed project is compatible. It was determined that the area near Jack in the Box was not a site with any historical significance, the environmental clearance has been fully vetted and now staff is waiting to receive their final plans for the project to make sure that the Caltrans design is compatible with what is proposed by the Southeast Gateway project.

At 7:37 p.m. Mayor pro tem Franco exited the room.

Mr. Hancock stated that the focus on Main Street for the Economic Development Council was the Southeast Gateway, then the Uptown and since that time, the commercial development in the midsection of town has filled in various areas where the curb, gutter and sidewalk improvements have been completed as part of those projects.

At 7:40 p.m. Mayor pro tem Franco returned.

Mr. Hancock turned the floor back to Mr. Newton.

Mr. Newton continued by reviewing the responsibilities of the Streets Division which includes street maintenance, vegetation control, maintaining alleys and snow removal. It has been an arduous winter, and it will affect how the street crew approaches the year's work. There are a lot of clean up and repair items related to flood damage, and there was a bigger requirement for snow removal and with aging equipment there were some equipment breakdown issues to deal with. The streets crew staff have also been trained in

conducting pavement inspections. In the coming months they will be surveying various sections of the streets in town, and entering that information into the pavement management system.

Mayor Garnier asked if the budget was tighter due to flood damage repairs, and observed that the street sweeper had not been out as frequently as it has been in the past.

Mr. Newton agreed that the crew has been busy with repairs, and normally the sweeper was out on a weekly basis, and they have been sweeping every other week. The crew is also focused on weed abatement and has been out spraying alleys and right of ways. There will also be a lot of alley maintenance needed this year, as the winter weather caused damage and there are some alleys that have not been graded in a number of years. Staff is waiting on the warm weather to dry the alleys out a bit more before they can get the equipment in to re-grade.

Mr. Newton reviewed the activities of the Water and Geothermal Division. The water division has experienced some staffing shortages this year, with two employees out for an extended period of time due to injury, and one employee taking another job, so the crew of four was reduced to just the Water Supervisor. Fortunately winters are not a heavy leak season and the Department was able to put together employees from the Streets and Natural Gas Division to work together to repair the leaks that were reported. Ongoing responsibilities for the Water Division include turning customer services on and off, and general service calls.

The geothermal supply line was recently extended to the pool and the pool is now serviced with geothermal water but the project still needs to have the discharge line extended down over the hill to discharge into the Ramsey Ditch where it's historically gone.

Mayor pro tem Franco stated that he has noticed that in the baseball field area behind Diamond View School that there is steam arising from what appears to be a dilapidated wooden cover over a geothermal well. He stated that it appears to be a safety hazard.

Mr. Newton responded that the well is on school property.

Mr. Hancock described the location of the Ramsey Ditch, and explained that the City does have a discharge permit to dump water into the ditch. He stated that he has been in contact with the School Administration because it is a safety hazard, and ultimately the ditch needs to be piped underneath the road. The school put up caution tape and they are working on some options but he will touch bases with them again.

Mr. Newton explained that the Department is putting together informational flyers to include in the June utility bill to make customers aware of water regulations, adding that there are currently no State imposed water restrictions in place.

Councilmember Schuster requested that notification be provided earlier than June, if at all possible. There are many residents who will be deciding on whether or not to plant gardens this summer and providing the information before the June billing cycle will help customers make an informed decision.

Mr. Newton responded that the City council put together a press release, and that the Division did have a booth at the Home and Garden show and while that did not reach every customer, it has helped get the information out to the public.

Mr. Hancock added that regarding the issue of the geothermal well on the school's property, there may be joint responsibilities by other users of the ditch downstream. The City has a discharge permit which allows us to distribute water into that conveyance, but traditionally maintenance of the ditch falls on those who use the water, and not necessarily those who discharge into it. That responsibility would be determined by those various agreements.

Councilmember Wilson asked if the water in the wells is still at normal levels or has there been an increase in the water table due to the extreme amount of moisture that was received this winter. Councilmember Wilson asked if there were measures in place to ensure that the geothermal system is not down due to flood damage should another large storm event occur again in the future.

Mr. Newton responded that he did not have information available related to the water table, and discussed options for the well-house that could prevent similar damage in the future. Specific plans or funding options have not yet been developed.

Mr. Newton discussed the natural gas division, explaining that the volume of customers added to the system is lessening as we are getting to the point where there are fewer potential customers available and there are currently no propane conversions pending. There are numerous calls for customer service, and the nature of the business requires the maintenance of several planning documents and procedure manuals that are updated as regulations change and the plans require updating. The gas division calibrates meters on an annual basis, and also goes in ahead of street projects to stub out gas services to prevent having to cut into the pavement in the future if we have an added customer. Staff continues to explore options to grow the system, and typically not a lot of gas is sold during the summer months and so encouraging the conversion of water heaters is a potential for expanding the existing customer base as it would result in the use of gas year round by the customers.

Mayor Garnier thanked Mr. Newton for providing the update.

14 **COUNCIL ITEMS:**

14A **AB1234 travel reports:**

15 **ADJOURNMENT:**

At 8:18 Mayor Garnier asked for a five minute recess.

At 8:29 the City Council reconvened in Closed Session.

At 9:09 the City Council adjourned Closed Session and reconvened in Open Session.

Mr. Hancock announced that direction was given to staff but there was no reportable action taken.

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

Meeting adjourned at 9:10 p.m.

Respectfully submitted by

Kathie Garnier, Mayor

Gwenna MacDonald, City Clerk

Approved on: _____

Reviewed by: DS City Administrator
 City Attorney

X Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Deborah Savage, Finance Manager

Action Date: June 7, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Vendor and Payroll Warrants

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Warrants dated May 10, 2017 through May 26, 2017 numbered 100343 through 100499.

FISCAL IMPACT: Accounts Payable vendor warrants totaling \$ 380,114.12 plus \$ 212,108.72 in payroll warrants, for a total of \$ 592,222.84.

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	
05/17	05/09/2017	100343	728	U S POSTMASTER	UB BILLING GAS	050917	1	7401-430-62-46	POSTAGE	100.40	100.40	
05/17	05/09/2017	100343	728	U S POSTMASTER	UB BILLING WATER	050917	2	7110-430-42-46	POSTAGE	194.92	194.92	
Total 050917:											295.32	295.32
Grand Totals:											295.32	295.32

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
05/17	05/10/2017	100348	21	AIRGAS USA, LLC	CHLORINE-WATER	9062864281	1	7110-430-42-46	SUPPLIES-GENERAL	787.12	787.12
Total 9062864281:											
05/17	05/10/2017	100349	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	635267834	1	2007-431-20-44	LINEN SERVICE	52.84	52.84
Total 635267834:											
05/17	05/10/2017	100350	1231	ASBURY ENVIRONMENT	WASHER PARTS-STREETS	1500-00178685	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	33.51	33.51
05/17	05/10/2017	100350	1231	ASBURY ENVIRONMENT	WASHER PARTS-WATER	1500-00178685	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	57.38	57.38
05/17	05/10/2017	100350	1231	ASBURY ENVIRONMENT	WASHER PARTS-GAS	1500-00178685	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	43.17	43.17
Total 1500-00178685:											
05/17	05/10/2017	100399	884	BANK OF AMERICA	FUEL-PD	1352 042517	1	1000-421-10-46	GASOLINE	82.77	82.77
05/17	05/10/2017	100399	884	BANK OF AMERICA	SAFETY SUPPLIES-PD	1352 042517	2	1000-421-10-46	SUPPLIES-SAFETY ITEMS	517.46	517.46
Total 1352 042517:											
05/17	05/10/2017	100399	884	BANK OF AMERICA	TR EX CHICO-PD	1885 042517	1	1000-421-10-45	TRAINING	490.78	490.78
Total 1885 042517:											
05/17	05/10/2017	100399	884	BANK OF AMERICA	POSTAGE-PD	2754 042517	1	1000-421-10-46	POSTAGE	1.40	1.40
05/17	05/10/2017	100399	884	BANK OF AMERICA	FUEL-PD	2754 042517	2	1000-421-10-46	GASOLINE	410.99	410.99
05/17	05/10/2017	100399	884	BANK OF AMERICA	SUPPLIES-PD	2754 042517	3	1000-421-10-46	SUPPLIES-GENERAL	176.88	176.88
Total 2754 042517:											
05/17	05/10/2017	100399	884	BANK OF AMERICA	FUEL-PD	2896 042517	1	1000-421-10-46	GASOLINE	113.18	113.18
05/17	05/10/2017	100399	884	BANK OF AMERICA	ADVERTISING-PD	2896 042517	2	1000-421-10-45	ADVERTISING	69.26	69.26
Total 2896 042517:											
05/17	05/10/2017	100399	884	BANK OF AMERICA	SUPPLIES	4028 042517	1	1000-417-10-46	SUPPLIES-GENERAL	182.44	182.44
Total 4028 042517:											
										30.09	30.09

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
05/17	05/10/2017	100399	884	BANK OF AMERICA	CITY HALL PHONES	4028 042517	2	1000-417-10-45	COMMUNICATIONS	543.91	543.91
Total 4028 042517:											
05/17	05/10/2017	100399	884	BANK OF AMERICA	SUPPLIES	4093 042517	1	1000-417-10-46	SUPPLIES-CAL SIERRA RECYC	1,902.54	1,902.54
05/17	05/10/2017	100399	884	BANK OF AMERICA	SUPPLIES	4093 042517	2	1000-412-10-46	SUPPLIES-GENERAL	52.29	52.29
05/17	05/10/2017	100399	884	BANK OF AMERICA	SUPPLIES-GC	4093 042517	3	7530-451-52-46	SUPPLIES-GENERAL	7.46	7.46
05/17	05/10/2017	100399	884	BANK OF AMERICA	REPAIR & MAINT-GC	4093 042517	4	7530-451-56-44	REPAIR & MAINTENANCE MISC	43.79	43.79
05/17	05/10/2017	100399	884	BANK OF AMERICA	JANITORIAL SUPPLIES	4093 042517	5	1000-417-10-46	SUPPLIES-JANITORIAL	16.08	16.08
05/17	05/10/2017	100399	884	BANK OF AMERICA	SUPPLIES	4093 042517	6	1000-411-10-46	SUPPLIES-GENERAL	38.56	38.56
05/17	05/10/2017	100399	884	BANK OF AMERICA	TR EX . SAN FRANCISC	4093 042517	7	1000-412-10-45	TRAVEL	625.00	625.00
05/17	05/10/2017	100399	884	BANK OF AMERICA	TR EX . RENO	4093 042517	8	1000-424-20-45	TRAVEL	106.59	106.59
05/17	05/10/2017	100399	884	BANK OF AMERICA	SUPPLIES	4093 042517	9	1000-417-10-46	SUPPLIES-GENERAL	38.81	38.81
05/17	05/10/2017	100399	884	BANK OF AMERICA	TR EX . RENO	4093 042517	10	1000-413-20-45	TRAVEL	99.50	99.50
05/17	05/10/2017	100399	884	BANK OF AMERICA	RE EX . RENO	4093 042517	11	1000-411-40-45	TRAVEL	99.50	99.50
05/17	05/10/2017	100399	884	BANK OF AMERICA	POSTAGE-BUILDING	4093 042517	12	1000-424-20-46	POSTAGE	4.21	4.21
05/17	05/10/2017	100399	884	BANK OF AMERICA	POSTAGE-GC	4093 042517	13	7530-451-52-46	POSTAGE	4.22	4.22
05/17	05/10/2017	100399	884	BANK OF AMERICA	POSTAGE	4093 042517	14	1000-452-20-46	POSTAGE	4.22	4.22
Total 4093 042517:											
05/17	05/10/2017	100399	884	BANK OF AMERICA	BOOKS & PERIODICALS-BUILD	4728 042517	1	1000-424-20-46	BOOKS AND PERIODICALS	66.44	66.44
Total 4728 042517:											
05/17	05/10/2017	100399	884	BANK OF AMERICA	WEB BUILDER-AP	5203 042517	1	7620-430-11-48	DUES AND MEMBERSHIPS	22.95	22.95
05/17	05/10/2017	100399	884	BANK OF AMERICA	FUEL-AP	5203 042517	2	7620-430-11-46	GASOLINE	32.75	32.75
05/17	05/10/2017	100399	884	BANK OF AMERICA	TR EX CHICO	5203 042517	3	7620-430-11-45	TRAVEL/TRAINING	276.59	276.59
Total 5203 042517:											
05/17	05/10/2017	100399	884	BANK OF AMERICA	FUEL-GAS	5211 042517	1	7401-430-62-46	GASOLINE	137.99	137.99
05/17	05/10/2017	100399	884	BANK OF AMERICA	SUPPLIES-PW	5211 042517	2	7620-430-10-46	SUPPLIES-GENERAL	228.10	228.10
05/17	05/10/2017	100399	884	BANK OF AMERICA	POSTAGE-GAS	5211 042517	3	7401-430-62-46	POSTAGE	23.66	23.66
05/17	05/10/2017	100399	884	BANK OF AMERICA	POSTAGE-WATER	5211 042517	4	7110-430-42-46	SUPPLIES-GENERAL	8.30	8.30
05/17	05/10/2017	100399	884	BANK OF AMERICA	POSTAGE-STREETS	5211 042517	5	2007-431-20-46	POSTAGE	6.59	6.59
05/17	05/10/2017	100399	884	BANK OF AMERICA	WEB SUPPORT-PW	5211 042517	6	7620-430-10-43	TECHNICAL SVCS	74.89	74.89
05/17	05/10/2017	100399	884	BANK OF AMERICA	SUPPLIES-GAS	5211 042517	7	7401-430-62-46	SUPPLIES-GENERAL	3.03	3.03
05/17	05/10/2017	100399	884	BANK OF AMERICA	SUPPLIES-WATER	5211 042517	8	7110-430-42-46	SUPPLIES-GENERAL	4.03	4.03

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 5211 042517:											
05/17	05/10/2017	100399	884	BANK OF AMERICA	FUEL-WATER	5442 042517	1	7110-430-42-46	GASOLINE	486.59	486.59
05/17	05/10/2017	100399	884	BANK OF AMERICA	SUPPLIES-WATER	5442 042517	2	7110-430-42-46	SUPPLIES-SMALL TOOLS	50.99	50.99
05/17	05/10/2017	100399	884	BANK OF AMERICA	SUPPLIES-WATER	5442 042517	3	7110-430-42-46	SUPPLIES-GENERAL	138.44	138.44
Total 5442 042517:											
05/17	05/10/2017	100399	884	BANK OF AMERICA	SUPPLIES-GAS	7575 042517	1	7401-430-62-46	SUPPLIES-GENERAL	119.95	119.95
05/17	05/10/2017	100399	884	BANK OF AMERICA	BOOKS & PERIODICALS-GAS	7575 042517	2	7401-430-62-46	BOOKS AND PERIODICALS	140.00	140.00
Total 7979 042517:											
05/17	05/10/2017	100399	884	BANK OF AMERICA	POSTAGE-FD	7979 042517	1	1000-422-10-46	POSTAGE	13.60	13.60
05/17	05/10/2017	100399	884	BANK OF AMERICA	SAFETY SUPPLIES-FD	7979 042517	2	1000-422-10-46	SUPPLIES-SAFETY ITEMS	93.00	93.00
05/17	05/10/2017	100399	884	BANK OF AMERICA	REPAIR & MAINT-FD	7979 042517	3	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	104.62	104.62
05/17	05/10/2017	100399	884	BANK OF AMERICA	REPAIR & MAINT-FD	7979 042517	4	1000-422-10-44	RESCUE - REPAIR & MAINTENA	33.64	33.64
05/17	05/10/2017	100399	884	BANK OF AMERICA	SUPPLIES-FD	7979 042517	5	1000-422-10-46	SUPPLIES-GENERAL	143.09	143.09
05/17	05/10/2017	100399	884	BANK OF AMERICA	FUEL-FD	7979 042517	6	1000-422-10-46	GASOLINE	779.31	779.31
Total 8955 042517:											
05/17	05/10/2017	100399	884	BANK OF AMERICA	INVEST. SUPPLIES-PD	8955 042517	1	1000-421-10-45	INVESTIGATIVE FUNDS	52.67	52.67
05/17	05/10/2017	100399	884	BANK OF AMERICA	WEB SUPPORT-PD	8955 042517	2	1000-421-10-43	TECHNICAL SVCS	41.90	41.90
05/17	05/10/2017	100399	884	BANK OF AMERICA	TR EX SACRAMENTO	8955 042517	3	1000-421-10-45	TRAINING	1,192.50	1,192.50
Total 9430 042517:											
05/17	05/10/2017	100399	884	BANK OF AMERICA	PROSHOP SUPPLIES-GC	9430 042517	1	7530-451-55-46	SUPPLIES - GENERAL	631.71	631.71
05/17	05/10/2017	100399	884	BANK OF AMERICA	SUPPLIES-GC	9430 042517	2	7530-451-52-46	SUPPLIES-GENERAL	117.05	117.05
05/17	05/10/2017	100399	884	BANK OF AMERICA	MAINT & REPAIR-GC	9430 042517	3	7530-451-52-44	REPAIR & MAINTENANCE - MIS	754.72	754.72
05/17	05/10/2017	100399	884	BANK OF AMERICA	MAINT & REPAIR-GC	9430 042517	4	7530-451-56-44	REPAIR & MAINTENANCE MISC	9.11	9.11
05/17	05/10/2017	100399	884	BANK OF AMERICA	SUPPLIES-GC	9430 042517	5	7530-451-52-46	JANITORIAL SUPPLIES	6.84	6.84
Total 9430 042517:											
05/17	05/10/2017	100351	61		REIM FOR COMMERCIAL LICEN	042417	1	7401-430-62-48	TAXES, FEES, PERMITS & CHA	73.00	73.00

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 042417:											
05/17	05/10/2017	100352	66	BEAMS MD INC, JAY M	DMV PHYSICAL-WATER	1776A8595	1	7110-430-42-43	PROFESSIONAL SVCS	73.00	73.00
Total 1776A8595:											
05/17	05/10/2017	100353	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	383478	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	10.59	10.59
Total 383478:											
05/17	05/10/2017	100353	76	BILLINGTON ACE HARD	SUPPLIES- GAS	383503	1	7401-430-62-46	SUPPLIES-GENERAL	6.26	6.26
Total 383503:											
05/17	05/10/2017	100353	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	383567	1	2007-431-20-46	SUPPLIES-GENERAL	6.11	6.11
Total 383567:											
05/17	05/10/2017	100353	76	BILLINGTON ACE HARD	SUPPLIES- WATER	3835810	1	7110-430-42-46	SUPPLIES-GENERAL	50.17	50.17
Total 3835810:											
05/17	05/10/2017	100353	76	BILLINGTON ACE HARD	SUPPLIES- GAS	383626	1	7401-430-62-46	SUPPLIES-GENERAL	11.56	11.56
Total 383626:											
05/17	05/10/2017	100354	8923	BLACH DISTRIBUTING LL	PROSHOP SUPPLIES-GC	9001822	1	7530-451-55-46	SUPPLIES - GENERAL	101.50	101.50
Total 9001822:											
05/17	05/10/2017	100354	8923	BLACH DISTRIBUTING LL	PROSHOP SUPPLIES-GC	9001891	1	7530-451-55-46	SUPPLIES - GENERAL	81.20	81.20
Total 9001891:											
05/17	05/10/2017	100355	1307	C&S WASTE SOLUTIONS	110 NORTH ST	SVL110NORTH 050217	1	1000-452-20-44	DISPOSAL	241.17	241.17
Total SVL110NORTH 050217:											

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
05/17	05/10/2017	100355	1307	C&S WASTE SOLUTIONS	66 N LASSEN ST	SVL2 050217	1	1000-417-10-44	DISPOSAL	164.88	164.88
Total SVL2 050217:											
05/17	05/10/2017	100355	1307	C&S WASTE SOLUTIONS	470-895 CIRCLE DR	SVL470895CIRC 5/2/17	1	7530-451-52-44	DISPOSAL	198.44	198.44
Total SVL470895CIRC 5/2/17:											
05/17	05/10/2017	100355	1307	C&S WASTE SOLUTIONS	95 N WEATHERLOW ST	SVL5 050217	1	1000-452-20-44	DISPOSAL	198.44	198.44
Total SVL5 050217:											
05/17	05/10/2017	100356	8924	CARL POE CO., INC.	GAS METERS-GAS	37420	1	7401-430-62-44	REPAIR AND MAINTENANCE-MI	278.09	278.09
Total 37420:											
05/17	05/10/2017	100357	115	CASELLE INC.	SOFTWARE SUPPORT 6/17	80348	1	1000-417-10-43	TECHNICAL SVCS	1,258.00	1,258.00
Total 80348:											
05/17	05/10/2017	100358	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT	69859	1	1000-417-10-43	TECHNICAL SVCS	30.00	30.00
05/17	05/10/2017	100358	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT	69859	2	1000-417-10-43	TECHNICAL SVCS	145.20	145.20
05/17	05/10/2017	100358	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT	69859	3	1000-417-10-43	TECHNICAL SVCS	58.00	58.00
05/17	05/10/2017	100358	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT-FD	69859	4	1000-422-10-43	TECHNICAL SVCS	21.00	21.00
05/17	05/10/2017	100358	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT-FD	69859	5	1000-422-10-43	TECHNICAL SVCS	26.40	26.40
05/17	05/10/2017	100358	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT-FD	69859	6	1000-422-10-43	TECHNICAL SVCS	14.50	14.50
05/17	05/10/2017	100358	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT-PD	69859	7	1000-421-10-43	TECHNICAL SVCS	66.00	66.00
05/17	05/10/2017	100358	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT-PD	69859	8	1000-421-10-43	TECHNICAL SVCS	13.20	13.20
05/17	05/10/2017	100358	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT-PW	69859	9	7620-430-10-43	TECHNICAL SVCS	18.00	18.00
05/17	05/10/2017	100358	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT-PW	69859	10	7620-430-10-43	TECHNICAL SVCS	92.40	92.40
05/17	05/10/2017	100358	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT-PW	69859	11	7620-430-10-43	TECHNICAL SVCS	72.50	72.50
Total 69859:											
05/17	05/10/2017	100359	161	CSK AUTO INC	PARTS-GAS	2740470401	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	14.35	14.35
Total 2740470401:											
05/17	05/10/2017	100360	8270		REFUND GAS DEPOSIT	10120651020	1	7401-2228-000	DEPOSITS-CUSTOMER	6.43	6.43

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 10120651020:											
05/17	05/10/2017	100361	1462	DAVID L. PURVIS	PROFESSIONAL SERVICES 3/1-	043017	1	1000-424-20-43	TECHNICAL SVCS	3,396.25	3,396.25
Total 043017:											
05/17	05/10/2017	100362	184	DEPARTMENT OF JUSTI	FINGERPRINTS - APPS, FBI	231276	1	1000-2205-005	LIVE SCAN STATE OF CALIFOR	175.00	175.00
Total 231276:											
05/17	05/10/2017	100363	1565	DIRTY JOE'S CAR WASH	CAR WASH-PD	438835 043017	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	30.00	30.00
Total 438835 043017:											
05/17	05/10/2017	100364	198	DITCH WITCH EQUIPMEN	SUPPLIES- GAS	INV227781	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	282.61	282.61
Total INV227781:											
05/17	05/10/2017	100365	1356		TR EX TRUCKEE 5/22-5/24	050317	1	7620-430-11-45	TRAVEL/TRAINING	151.00	151.00
Total 050317:											
05/17	05/10/2017	100366	1356		TR EX SACRAMENTO 5/1-5/4	042817	1	7620-430-11-45	TRAVEL/TRAINING	224.00	224.00
Total 042817:											
05/17	05/10/2017	100367	241	FEATHER PUBLISHING C	BUS. CARDS	42599	1	1000-417-10-46	SUPPLIES-GENERAL	66.76	66.76
Total 42599:											
05/17	05/10/2017	100367	241	FEATHER PUBLISHING C	PUBLIC HEARING NOTICE HVL	7791	1	1000-452-22-45	ADVERTISING	55.00	55.00
Total 7791:											
05/17	05/10/2017	100368	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	771990A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00
Total 771990A:											

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
05/17	05/10/2017	100368	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	772068A	1	7110-430-42-43	TECHNICAL SVCS	85.00	85.00
Total 772068A:											
05/17	05/10/2017	100369	250	FLANIGAN-LEAVITT INSU	CRIME POLICY 4/1/17 - 4/1/18	272415	1	7630-1430-102	PREPAID INSURANCE PREMIU	2,039.26	2,039.26
05/17	05/10/2017	100369	250	FLANIGAN-LEAVITT INSU	CRIME POLICY 4/1/17 - 4/1/18	272415	2	7630-411-40-45	INSUR.CRIME BOND LIAB	679.74	679.74
Total 272415:											
05/17	05/10/2017	100370	257	FOREST OFFICE EQUIP	COPY PAPER-PW	720	1	7620-430-10-46	SUPPLIES-GENERAL	201.59	201.59
Total 720:											
05/17	05/10/2017	100370	257	FOREST OFFICE EQUIP	MAINT.CONTRACT FOLD MACH	CC8693	1	7401-430-62-44	REPAIR AND MAINTENANCE-MI	42.00	42.00
05/17	05/10/2017	100370	257	FOREST OFFICE EQUIP	MAINT.CONTRACT FOLD MACH	CC8693	2	7110-430-42-44	REPAIR AND MAINTENANCE-MI	42.00	42.00
Total CC8693:											
05/17	05/10/2017	100370	257	FOREST OFFICE EQUIP	KYOCERA COPIER 4/17-PW	CC8694	1	7620-430-10-43	TECHNICAL SVCS	501.17	501.17
Total CC8694:											
05/17	05/10/2017	100371	265	FRONTIER	257-2520 GOLF COURSE	2520 050117	1	7530-451-52-45	COMMUNICATIONS	317.21	317.21
Total 2520 050117:											
05/17	05/10/2017	100371	265	FRONTIER	252-4247 LASSEN CO AIR POLL	4247 041017	1	7620-430-11-45	COMMUNICATIONS	168.16	168.16
Total 4247 041017:											
05/17	05/10/2017	100372	1289	FULL SPECTRUM INC	SCADA WELL #3	20170410	1	7110-430-42-43	TECHNICAL SVCS	4,360.00	4,360.00
Total 20170410:											
05/17	05/10/2017	100373	1148	GREATAMERICA FINANC	COPIER LEASE 5/17-PW	20562030	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	363.93	363.93
Total 20562030:											
05/17	05/10/2017	100374	288		REIMBURSE HEALTH INS	050917	1	7610-2239-006	RETIREE SICK LEAVE BANK PA	72.93	72.93

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 050917:											
05/17	05/10/2017	100375	312	HISTORIC USA	4/17 COLLECTIONS, NET	050917	1	8401-2228-000	DEPOSITS PAYABLE	72.93	72.93
05/17	05/10/2017	100375	312	HISTORIC USA	5%FEE 4/17 COLLECTIONS	050917	2	8401-2228-000	DEPOSITS PAYABLE	40.38	40.38
05/17	05/10/2017	100375	312	HISTORIC USA	5%FEE 4/17 COLLECTIONS	050917	3	8401-2228-000	DEPOSITS PAYABLE	2.12	2.12
Total 050917:											
05/17	05/10/2017	100376	1075	INDEPENDENT ELECTRI	METER VALVE-GAS	S103211813.001	1	7401-430-62-46	SUPPLIES-GENERAL	40.38	40.38
Total S103211813.001:											
05/17	05/10/2017	100377	1362	IRON MOUNTAIN INFO. M	SHREDDING-PD	NTE5182	1	1000-421-10-44	DISPOSAL	757.37	757.37
Total NTE5182:											
05/17	05/10/2017	100378	1504	JESSICA RYAN	PROFESSIONAL SERVICES	043017	1	1000-412-10-43	PROFESSIONAL SVCS	58.77	58.77
Total 043017:											
05/17	05/10/2017	100379	8925		REFUND GAS DEPOSIT	10226810003	1	7401-2228-000	DEPOSITS-CUSTOMER	1,800.00	1,800.00
Total 10226810003:											
05/17	05/10/2017	100380	411	LASSEN MOTOR PARTS	SUPPLIES-PW	278379	1	7620-430-10-46	SUPPLIES-GENERAL	117.26	117.26
Total 278379:											
05/17	05/10/2017	100380	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	278382	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	49.64	49.64
Total 278382:											
05/17	05/10/2017	100381	413	LASSEN TIRE	FLAT REPAIR #82-PD	48302	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	11.79	11.79
Total 48302:											
05/17	05/10/2017	100381	413	LASSEN TIRE	4 TIRES MOUNT #81-PD	48337	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	20.00	20.00
Total 48337:											
05/17	05/10/2017	100381	413	LASSEN TIRE	4 TIRES MOUNT #81-PD	48337	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	80.00	80.00

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 48337:											
05/17	05/10/2017	100381	413	LASSEN TIRE	4 TIRE MOUNTS #80-PD	48389	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	314.67	314.67
Total 48389:											
05/17	05/10/2017	100381	413	LASSEN TIRE	4 TIRE MOUNTS #82-PD	48391	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	112.18	112.18
Total 48391:											
05/17	05/10/2017	100381	413	LASSEN TIRE	4 TIRE MOUNTS #91-PD	48409	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	80.00	80.00
Total 48409:											
05/17	05/10/2017	100382	432	LEXIS NEXIS	CONTRACT 4/17	1704203013	1	1000-412-10-48	DUES AND MEMBERSHIPS	158.10	158.10
Total 1704203013:											
05/17	05/10/2017	100383	437	LIMUD	1801 MAIN ST	8314 042417	1	1000-421-10-46	ELECTRICITY	944.04	944.04
Total 8314 042417:											
05/17	05/10/2017	100384	452	MARTIN SECURITY SYST	720 SOUTH ST SECURITY 5/17-	033646	1	7620-430-10-43	TECHNICAL SVCS	65.00	65.00
Total 033646:											
05/17	05/10/2017	100385	931		TR EX TRUCKEE 5/22-5/24	050317	1	7620-430-11-45	TRAVEL/TRAINING	151.00	151.00
Total 050317:											
05/17	05/10/2017	100386	545	PATRICK & COMPANY	DOG AND PET LICENSE TAGS	934500	1	1000-421-10-46	SPAY/NEUTER CLINIC	247.75	247.75
Total 934500:											
05/17	05/10/2017	100387	546	PAYLESS BUILDING SUP	SUPPLIES-STREETS	2486949	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	21.45	21.45
Total 2486949:											

CITY OF SUSANVILLE

Check Register - Payments by Vendor
Check Issue Dates: 5/10/2017 - 5/10/2017

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
05/17	05/10/2017	100387	546	PAYLESS BUILDING SUP	SUPPLIES-WATER	2487106	1	7110-430-42-46	SUPPLIES-GENERAL	49.49	49.49
Total 2487106:											
05/17	05/10/2017	100387	546	PAYLESS BUILDING SUP	SUPPLIES-STREETS	2487186	1	2007-431-20-46	SUPPLIES-GENERAL	4.24	4.24
Total 2487186:											
05/17	05/10/2017	100388	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT	58020 043017	1	1000-417-10-45	COMMUNICATIONS	840.00	840.00
Total 58020 043017:											
05/17	05/10/2017	100389	572	QUILL CORPORATION	OFFICE SUPPLIES	6260950	1	1000-411-40-46	SUPPLIES-GENERAL	18.21	18.21
05/17	05/10/2017	100389	572	QUILL CORPORATION	OFFICE SUPPLIES	6260950	2	1000-417-10-46	SUPPLIES-GENERAL	18.21	18.21
Total 6260950:											
05/17	05/10/2017	100390	6871		REFUND GAS DEPOSIT	10509650322	1	7401-2228-000	DEPOSITS-CUSTOMER	94.33	94.33
Total 10509650322:											
05/17	05/10/2017	100391	1076	SIERRA COFFEE AND BE	BOTTLED WATER-PW	47635	1	7620-430-10-46	SUPPLIES-GENERAL	34.65	34.65
Total 47635:											
05/17	05/10/2017	100391	1076	SIERRA COFFEE AND BE	BOTTLED WATER	47672	1	1000-417-10-46	SUPPLIES-GENERAL	41.90	41.90
Total 47672:											
05/17	05/10/2017	100392	8928	SKINNYS RIB & BIBS	REFUND GAS DEPOSIT	10403100105	1	7401-2228-000	DEPOSITS-CUSTOMER	439.49	439.49
Total 10403100105:											
05/17	05/10/2017	100393	1436	STANISLAUS FARM SUP	SUPPLIES-GAS	301502775	1	7401-430-62-46	SUPPLIES-GENERAL	29.99	29.99
Total 301502775:											
05/17	05/10/2017	100394	8926	STOP STICK, LTD.	SAFETY SUPPLIES-PD	0008950	1	1000-421-10-46	SUPPLIES-SAFETY ITEMS	145.84	145.84

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 0008950:											
05/17	05/10/2017	100395	677	SUSANVILLE SANITARY	720 SOUTH ST	3203 050117	1	7620-430-10-44	SEWER	145.84	145.84
Total 3203 050117:											
05/17	05/10/2017	100396	1141	THOMPSON GARAGE DO	SERVICED DOOR-PARKS	92897	1	1000-452-20-43	TECHNICAL SVCS	61.18	61.18
05/17	05/10/2017	100396	1141	THOMPSON GARAGE DO	SERVICED DOOR-PW	92897	2	7620-430-10-44	REPAIR AND MAINTENANCE-F	183.54	183.54
Total 92897:											
05/17	05/10/2017	100397	1198	WESTWOOD SANITATIO	PORTABLE TOILET - RIVERSID	A-50510	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	131.56	131.56
Total A-50510:											
05/17	05/10/2017	100397	1198	WESTWOOD SANITATIO	PORTABLE TOILET - MEMORIA	A-50511	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	124.96	124.96
Total A-50511:											
05/17	05/10/2017	100398	8927		REFUND WATER DEPOSIT	10101450012	1	7110-2228-000	DEPOSITS-CUSTOMER	75.00	75.00
05/17	05/10/2017	100398	8927		REFUND WATER OVERPAYME	10101450012	2	9999-1001-001	CASH CLEARING - UTILITIES	32.45	32.45
Total 10101450012:											
Grand Totals:											
										107.45	107.45
										36,192.13	36,192.13

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
05/17	05/18/2017	100405	5562		TR EX SACRAMENTO 5/21-5/26	05182017	1	7620-430-10-45	TRAVEL	352.00	352.00
Total 05182017:											
05/17	05/18/2017	100406	550	PETTY CASH	PETTY CASH RABIES CLINIC 5/	05182017	1	1000-1012-008	PETTY CASH - RABIES CLINIC	150.00	150.00
Total 05182017:											
05/17	05/18/2017	100407	728	U S POSTMASTER	WATER BILLING POSTAGE	05182017	1	7110-430-42-46	POSTAGE	777.35	777.35
05/17	05/18/2017	100407	728	U S POSTMASTER	GAS BILLING POSTAGE	05182017	2	7401-430-62-46	POSTAGE	400.45	400.45
Total 05182017:											
Grand Totals:										1,177.80	1,177.80
										1,679.80	1,679.80

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
05/17	05/19/2017	100408	8932		TR EX SACRAMENTO 5/22-5/24	05192017	1	1000-452-22-45	TRAVEL/TRAINING	398.61	398.61
Total 05192017:											
05/17	05/19/2017	100409	8929	RESCO-RENO	ICE MACHINE	17711	1	1000-422-10-47	MACHINERY AND EQUIPMENT	3,527.27	3,527.27
Total 17711:											
05/17	05/19/2017	100410	8931	SAFETY TRAINING PROS	LIFEGUARD INSTRUCTOR CLA	05192017	1	1000-452-22-45	TRAVEL/TRAINING	400.00	400.00
Total 05192017:											
Grand Totals:										4,325.88	4,325.88

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	
05/17	05/25/2017	100417	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9944846520	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	85.39	85.39	
05/17	05/25/2017	100417	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9944846520	2	7401-430-62-46	SUPPLIES-GENERAL	43.80	43.80	
05/17	05/25/2017	100417	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9944846520	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	113.49	113.49	
05/17	05/25/2017	100417	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9944846520	4	2007-431-20-44	REPAIR AND MAINTENANCE-V	66.29	66.29	
05/17	05/25/2017	100417	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9944846520	5	7110-430-42-46	SUPPLIES-GENERAL	51.00	51.00	
Total 9944846520:											359.97	359.97
05/17	05/25/2017	100418	8792	ALPINE LOCK AND KEY, I	COMMERCIAL REKEY-PARKS	29733	1	1000-452-21-46	SUPPLIES-GENERAL	225.00	225.00	
05/17	05/25/2017	100418	8792	ALPINE LOCK AND KEY, I	COMMERCIAL REKEY-GC	29733	2	7530-451-52-46	SUPPLIES-GENERAL	247.50	247.50	
05/17	05/25/2017	100418	8792	ALPINE LOCK AND KEY, I	COMMERCIAL REKEY-PARKS	29733	3	1000-452-20-46	SUPPLIES-GENERAL	90.00	90.00	
Total 29733:											562.50	562.50
05/17	05/25/2017	100419	8934		WOODSTOVE REBATE	051617	1	8404-430-12-48	GRANTS	1,450.25	1,450.25	
Total 051617:											1,450.25	1,450.25
05/17	05/25/2017	100420	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	635281938	1	7401-430-62-44	LINEN SERVICES	76.26	76.26	
Total 635281938:											76.26	76.26
05/17	05/25/2017	100420	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	635281939	1	2007-431-20-44	LINEN SERVICE	85.03	85.03	
Total 635281939:											85.03	85.03
05/17	05/25/2017	100420	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	635281940	1	7110-430-42-44	LINEN SERVICE	169.65	169.65	
Total 635281940:											169.65	169.65
05/17	05/25/2017	100420	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES - PW	635296163	1	7620-430-10-44	LINEN SERVICE	27.75	27.75	
Total 635296163:											27.75	27.75
05/17	05/25/2017	100420	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	635296164	1	7401-430-62-44	LINEN SERVICES	51.84	51.84	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 635296164:											
05/17	05/25/2017	100420	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	635296166	1	7110-430-42-44	LINEN SERVICE	76.68	76.68
Total 635296166:											
05/17	05/25/2017	100421	1070	AT&T MOBILITY	WIRELESS PHONES POLICE	835956037X05012017	1	1000-421-10-45	COMMUNICATIONS	112.10	112.10
Total 835956037X05012017:											
05/17	05/25/2017	100422	8943	BANNER HEALTH	FIREFIGHTER PHYSICAL	558690646	1	1000-422-10-43	PROFESSIONAL SVCS	150.00	150.00
Total 558690646:											
05/17	05/25/2017	100422	8943	BANNER HEALTH	FIREFIGHTER PHYSICAL	70765555	1	1000-422-10-43	PROFESSIONAL SVCS	192.00	192.00
Total 70765555:											
05/17	05/25/2017	100423	76	BILLINGTON ACE HARD	SUPPLIES - GAS	383655	1	7401-430-62-46	SUPPLIES-GENERAL	53.02	53.02
Total 383655:											
05/17	05/25/2017	100423	76	BILLINGTON ACE HARD	SUPPLIES-FD	383719	1	1000-422-10-46	SUPPLIES-GENERAL	347.20	347.20
Total 383719:											
05/17	05/25/2017	100423	76	BILLINGTON ACE HARD	PIPE KIT - GAS	383842	1	7401-430-62-46	SUPPLIES-GENERAL	9.63	9.63
Total 383842:											
05/17	05/25/2017	100423	76	BILLINGTON ACE HARD	SUPPLIES - GAS	383845	1	7401-430-62-46	SUPPLIES-GENERAL	3.10	3.10
Total 383845:											
05/17	05/25/2017	100423	76	BILLINGTON ACE HARD	SUPPLIES - WATER	384119	1	7110-430-42-46	SUPPLIES-GENERAL	20.26	20.26
Total 384119:											

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
05/17	05/25/2017	100423	76	BILLINGTON ACE HARD	SUPPLIES-GAS	384133	1	7401-430-62-46	SUPPLIES-GENERAL	7.23	7.23
Total 384133:											
05/17	05/25/2017	100423	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	384147	1	1000-452-21-46	SUPPLIES-GENERAL	2.57	2.57
Total 384147:											
05/17	05/25/2017	100423	76	BILLINGTON ACE HARD	SPRAY PAINT - GAS	384421	1	7401-430-62-46	SUPPLIES-GENERAL	115.59	115.59
Total 384421:											
05/17	05/25/2017	100423	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	384441	1	1000-452-21-46	SUPPLIES-GENERAL	20.32	20.32
Total 384441:											
05/17	05/25/2017	100423	76	BILLINGTON ACE HARD	BATTERIES - PW	384450	1	7620-430-10-46	SUPPLIES-GENERAL	28.94	28.94
Total 384450:											
05/17	05/25/2017	100423	76	BILLINGTON ACE HARD	SUPPLIES - WATER	384540	1	7110-430-42-46	SUPPLIES-GENERAL	22.19	22.19
Total 384540:											
05/17	05/25/2017	100423	76	BILLINGTON ACE HARD	PARTS #71 - STREETS	384697	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	22.35	22.35
Total 384697:											
05/17	05/25/2017	100423	76	BILLINGTON ACE HARD	PARTS #71 - STREETS	384711	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	11.73	11.73
Total 384711:											
05/17	05/25/2017	100424	8942		REFUND ELECTRICAL PANEL D	052217	1	1000-2228-009	DEPOSITS-COMM CENTER RE	100.00	100.00
Total 052217:											
05/17	05/25/2017	100425	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - 600 MAI	PLC600MAINST 050217	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 PLC600MAINST 050217:											
05/17	05/25/2017	100425	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - B OF A	PLCBOFA 050217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCBOFA 050217:											
05/17	05/25/2017	100425	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - BUEHL	PLCBUEHLERDNT 05021	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCBUEHLERDNT 050217:											
05/17	05/25/2017	100425	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - DIAMO	PLCDIAMONDMTN 05021	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCDIAMONDMTN 050217:											
05/17	05/25/2017	100425	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - ELKS L	PLCELKSLODGE 050217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCELKSLODGE 050217:											
05/17	05/25/2017	100425	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - FROST	PLCFROSTYMILL 050217	1	2007-431-20-44	DISPOSAL	19.51	19.51
Total PLCFROSTYMILL 050217:											
05/17	05/25/2017	100425	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - GROCE	PLCGROCERYOUT 05021	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCGROCERYOUT 050217:											
05/17	05/25/2017	100425	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HAIR H	PLCHAIRHUNTER 050217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCHAIRHUNTER 050217:											
05/17	05/25/2017	100425	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HOTEL	PLCHOTELLSN1 050217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCHOTELLSN1 050217:											
05/17	05/25/2017	100425	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - KNOCH	PLCKNOCHBUILD 050217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCKNOCHBUILD 050217:											

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
05/17	05/25/2017	100425	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LITTLE I	PLCLITTLEITALY 05021	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCLITTLEITALY 05021:											
05/17	05/25/2017	100425	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LV CHA	PLCLVCHARTER 050217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCLVCHARTER 050217:											
05/17	05/25/2017	100425	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - MT LAS	PLCMTLASSNP 050217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCMTLASSNP 050217:											
05/17	05/25/2017	100425	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - PANCE	PLCPANCERAPL 050217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCPANCERAPL 050217:											
05/17	05/25/2017	100425	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRAJWLR 050217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCSIERRAJWLR 050217:											
05/17	05/25/2017	100425	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRATHTR 050217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCSIERRATHTR 050217:											
05/17	05/25/2017	100425	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SVILLE	PLCSVILLEREAL 050217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCSVILLEREAL 050217:											
05/17	05/25/2017	100425	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - UPTOW	PLCUPTOWNPARK 05021	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCUPTOWNPARK 050217:											
05/17	05/25/2017	100425	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - U S PO	PLCUSPOSTAL 050217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCUSPOSTAL 050217:											
05/17	05/25/2017	100425	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - VETS M	PLCVETSMEM 050217	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 PLCVETSMEM 050217:											
05/17	05/25/2017	100425	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - WALIMA	PLCWALMART 050217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCWALMART 050217:											
05/17	05/25/2017	100425	1307	C&S WASTE SOLUTIONS	925 SIERRA ST-PW	SVL15 050217	1	7620-430-10-44	DISPOSAL	78.91	78.91
Total SVL15 050217:											
05/17	05/25/2017	100425	1307	C&S WASTE SOLUTIONS	720 SOUTH ST SHOP-PW	SVL8 050217	1	7620-430-10-44	DISPOSAL	164.88	164.88
Total SVL8 050217:											
05/17	05/25/2017	100425	1307	C&S WASTE SOLUTIONS	1505 MAIN ST	SVLFD 050217	1	1000-422-10-44	DISPOSAL	164.88	164.88
Total SVLFD 050217:											
05/17	05/25/2017	100426	8941		ENCROACHMENT DEPOSIT 50	051617	1	1001-2228-001	DEPOSITS-CURB, GUTTER, SID	120.00	120.00
Total 051617:											
05/17	05/25/2017	100427	148	COMPUTER LOGISTICS	100 HR SER CONTRACT RENE	69691	1	1000-1430-106	PREPAID COMPUTER HOURS	8,500.00	8,500.00
Total 69691:											
05/17	05/25/2017	100428	173	DATCO SERVICES	SUBSTANCE TEST	32905722	1	1000-416-10-43	TECHNICAL SVCS	416.00	416.00
Total 32905722:											
05/17	05/25/2017	100429	8938		REFUND GAS DEPOSIT	10531800831	1	7401-2228-000	DEPOSITS-CUSTOMER	149.31	149.31
Total 10531800831:											
05/17	05/25/2017	100430	194	DIAMOND SAW SHOP IN	SUPPLIES-PARKS	15326	1	1000-452-21-46	SUPPLIES-GENERAL	52.50	52.50
Total 15326:											

Check Issue Dates: 5/25/2017 - 5/25/2017

May 25, 2017 10:20AM

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
05/17	05/25/2017	100430	194	DIAMOND SAW SHOP IN	BLADE SHARPENING - STREET	15393	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	6.00	6.00
Total 15393:											
05/17	05/25/2017	100431	1261	DIAMOND TRUCK AND A	SERVICE UNIT #50 - WATER	3857	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	1,201.62	1,201.62
Total 3857:											
05/17	05/25/2017	100432	198	DITCH WITCH EQUIPMEN	HYDRAULIC LINE #179 - GAS	INV227813	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	167.50	167.50
Total INV227813:											
05/17	05/25/2017	100433	8935		REFUND GAS DEPOSIT	10306901725	1	7401-2228-000	DEPOSITS-CUSTOMER	142.56	142.56
Total 10306901725:											
05/17	05/25/2017	100434	219	ED STAUB & SONS PETR	91.92 GAL PROPANE-AIRPORT	0313334	1	7201-430-81-46	PROPANE	147.88	147.88
Total 0313334:											
05/17	05/25/2017	100434	219	ED STAUB & SONS PETR	100 GAL GAS-GC	16180	1	7530-451-52-46	GASOLINE	280.19	280.19
Total 16180:											
05/17	05/25/2017	100434	219	ED STAUB & SONS PETR	200 GAL DIESEL-GC	16181	1	7530-451-52-46	GASOLINE	502.83	502.83
Total 16181:											
05/17	05/25/2017	100434	219	ED STAUB & SONS PETR	115.80 GAL PROPANE-GC	S22222	1	7530-451-52-46	PROPANE	161.45	161.45
Total S22222:											
05/17	05/25/2017	100435	238	FASTENAL COMPANY	SUPPLIES-PARKS	74901	1	1000-452-21-46	SUPPLIES-GENERAL	16.13	16.13
Total 74901:											
05/17	05/25/2017	100436	241	FEATHER PUBLISHING C	EMPLOYMENT AD MAINT WRK I	1309214	1	1000-416-10-45	ADVERTISING	103.20	103.20

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 1309214:											
05/17	05/25/2017	100436	241	FEATHER PUBLISHING C	EMPLOYMENT AD MAINT WRK I	1311054	1	1000-416-10-45	ADVERTISING	103.20	103.20
Total 1311054:											
05/17	05/25/2017	100437	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-W	772347A	1	7110-430-42-43	TECHNICAL SVCS	133.00	133.00
Total 772347A:											
05/17	05/25/2017	100437	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-W	772583A	1	7110-430-42-43	TECHNICAL SVCS	85.00	85.00
Total 772583A:											
05/17	05/25/2017	100437	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-W	772739A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00
Total 772739A:											
05/17	05/25/2017	100437	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-W	772873A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00
Total 772873A:											
05/17	05/25/2017	100438	265	FRONTIER	257-0315 AWOS AIRPORT	0315 050517	1	7201-430-81-45	COMMUNICATIONS	44.30	44.30
Total 0315 050517:											
05/17	05/25/2017	100438	265	FRONTIER	257-1000 DSL SERVICE	1000 050517	1	1000-417-10-45	COMMUNICATIONS	145.00	145.00
05/17	05/25/2017	100438	265	FRONTIER	257-1000 ADMIN FAX	1000 050517	2	1000-413-20-45	COMMUNICATIONS	.04	.04
05/17	05/25/2017	100438	265	FRONTIER	257-1000 CITY CLERK FAX	1000 050517	3	1000-411-40-45	COMMUNICATIONS	.04	.04
05/17	05/25/2017	100438	265	FRONTIER	257-1000 ADMIN	1000 050517	4	1000-413-20-45	COMMUNICATIONS	3.73	3.73
05/17	05/25/2017	100438	265	FRONTIER	257-1000 CITY CLERK	1000 050517	5	1000-411-40-45	COMMUNICATIONS	2.50	2.50
05/17	05/25/2017	100438	265	FRONTIER	257-1000 FINANCE	1000 050517	6	1000-415-10-45	COMMUNICATIONS	2.50	2.50
05/17	05/25/2017	100438	265	FRONTIER	257-1000 COMM DEVELOPMEN	1000 050517	7	1000-419-10-45	COMMUNICATIONS	2.50	2.50
05/17	05/25/2017	100438	265	FRONTIER	257-1000 CITY HALL	1000 050517	8	1000-417-10-45	COMMUNICATIONS	243.32	243.32
05/17	05/25/2017	100438	265	FRONTIER	257-1000 GAS - DEBIT MACHIN	1000 050517	9	7401-430-62-45	COMMUNICATIONS	24.15	24.15
05/17	05/25/2017	100438	265	FRONTIER	257-1000 WATER - DEBIT MACH	1000 050517	10	7110-430-42-45	COMMUNICATIONS	24.15	24.15

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 1000 050517:											
05/17	05/25/2017	100438	265	FRONTIER	257-1033 PARKS	1033 050517	1	1000-452-20-45	COMMUNICATIONS	447.93	447.93
Total 1033 050517:											
05/17	05/25/2017	100438	265	FRONTIER	257-1041 P/W ADMIN	1041 050517	1	7620-430-10-45	COMMUNICATIONS	230.59	230.59
Total 1041 050517:											
05/17	05/25/2017	100438	265	FRONTIER	257-1051 P/W ADMIN	1051 050517	1	7620-430-10-45	COMMUNICATIONS	302.05	302.05
Total 1051 050517:											
05/17	05/25/2017	100438	265	FRONTIER	257-1182 NAT GAS TELEMETRY	1182 051017	1	7401-430-62-45	COMMUNICATIONS	37.03	37.03
Total 1182 051017:											
05/17	05/25/2017	100438	265	FRONTIER	252-1182 SCADA - WATER	21182 051017	1	7110-430-42-45	COMMUNICATIONS	330.76	330.76
Total 21182 051017:											
05/17	05/25/2017	100438	265	FRONTIER	257-2960 HVAC/ELEVATOR LIN	2960 050517	1	1000-417-10-45	COMMUNICATIONS	66.33	66.33
Total 2960 050517:											
05/17	05/25/2017	100438	265	FRONTIER	257-3292 MUSEUM	3292 051017	1	1000-451-80-45	COMMUNICATION	116.48	116.48
Total 3292 051017:											
05/17	05/25/2017	100438	265	FRONTIER	252-4247 LASSEN CO AIR POLL	4247 051017	1	7620-430-11-45	COMMUNICATIONS	177.51	177.51
Total 4247 051017:											
05/17	05/25/2017	100438	265	FRONTIER	257-4725 CITY HALL FAX	4725 051517	1	1000-419-10-45	COMMUNICATIONS	37.47	37.47
05/17	05/25/2017	100438	265	FRONTIER	257-4725 CITY HALL FAX	4725 051517	2	1000-417-10-45	COMMUNICATIONS	37.48	37.48

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 4725 051517:											
05/17	05/25/2017	100438	265	FRONTIER	257-5152 FIRE	5152 051017	1	1000-422-10-45	COMMUNICATIONS	508.65	508.65
Total 5152 051017:											
05/17	05/25/2017	100438	265	FRONTIER	257-7098 NATURAL GAS	7098 05012017	1	7401-430-62-45	COMMUNICATIONS	81.98	81.98
Total 7098 05012017:											
05/17	05/25/2017	100439	8937		REFUND GAS DEPOSIT	10327550010	1	7401-2228-000	DEPOSITS-CUSTOMER	67.07	67.07
Total 10327550010:											
05/17	05/25/2017	100440	298	HAT CREEK CONSTRUC	MATERIALS- G.C FLOOD	S074392	1	1003-451-52-46	SUPPLIES GENERAL	1,114.46	1,114.46
Total S074392:											
05/17	05/25/2017	100441	303	HEATH CONSULTANTS I	METER REPAIR - GAS	125160	1	7401-430-62-44	REPAIR AND MAINTENANCE-MI	410.86	410.86
Total 125160:											
05/17	05/25/2017	100442	1019	HONEY LAKE VALLEY RE	SUSAN RIVER 2016-2017-WATE	041017	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	707.00	707.00
Total 041017:											
05/17	05/25/2017	100443	335	J.W. WOOD CO INC	SUPPLIES-PARKS	096871	1	1000-452-20-46	SUPPLIES-GENERAL	49.52	49.52
Total 096871:											
05/17	05/25/2017	100443	335	J.W. WOOD CO INC	SUPPLIES-PARKS	096957	1	1000-452-20-46	SUPPLIES-GENERAL	289.81	289.81
Total 096957:											
05/17	05/25/2017	100443	335	J.W. WOOD CO INC	SUPPLIES-PARKS	S096656	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	8.01	8.01
Total S096656:											

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
05/17	05/25/2017	100444	338	JACKSONS SERVICE CE	VEHICLE RPR #103-BUILD	40212	1	1000-424-20-44	VEHICLE - REPAIR & MAINTEN	96.44	96.44
Total 40212:											
05/17	05/25/2017	100445	1504	JESSICA RYAN	PROFESSIONAL SERVICES 5/1-	051517	1	1000-412-10-43	PROFESSIONAL SVCS	1,937.50	1,937.50
Total 051517:											
05/17	05/25/2017	100446	374	L N CURTIS & SONS	PURCHASE OF 5 TURNOUTS	334710	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	10,966.31	10,966.31
Total 334710:											
05/17	05/25/2017	100446	374	L N CURTIS & SONS	EQUIPMENT-FD	98360	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	77.22	77.22
Total 98360:											
05/17	05/25/2017	100447	1557	L.C. RECORDING	SUBSTITUTION OF TRUSTEE &	051517	1	2016-463-70-48	TAXES, FEES PERMITS & CHAR	48.00	48.00
Total 051517:											
05/17	05/25/2017	100448	1478	LASSEN CO ENVIROMEN	2017-2018 CUPA FEES-PW	170146	1	7620-1430-105	PRE-PAID OTHER	225.00	225.00
Total 170146:											
05/17	05/25/2017	100448	1478	LASSEN CO ENVIROMEN	2017-2018 CUPA FEES	170157	1	7530-1430-105	PREPAID - OTHER	99.00	99.00
Total 170157:											
05/17	05/25/2017	100448	1478	LASSEN CO ENVIROMEN	2017-2018 CUPA FEES- WATER	170178	1	7110-1430-105	PRE-PAID OTHER	99.00	99.00
Total 170178:											
05/17	05/25/2017	100448	1478	LASSEN CO ENVIROMEN	2017-2018 CUPA FEES-WATER	170179	1	7110-1430-105	PRE-PAID OTHER	99.00	99.00
Total 170179:											
05/17	05/25/2017	100449	395	LASSEN CO FAIR	BLUEGRASS FESTIVAL SPONS	020217	1	1000-466-33-46	CIVIC CONTRIBUTIONS	5,000.00	5,000.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 020217:											
05/17	05/25/2017	100450	398	LASSEN CO PUBLIC WO	STREET STRIPING-STREETS	126	1	2007-431-20-44	CONSTRUCTION SERVICES	18,404.91	18,404.91
Total 126:											
05/17	05/25/2017	100451	411	LASSEN MOTOR PARTS	PARTS - GAS	2786295	1	7401-430-62-46	SUPPLIES-GENERAL	20.37	20.37
Total 2786295:											
05/17	05/25/2017	100451	411	LASSEN MOTOR PARTS	GAS CAP-GC	279183	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	11.68	11.68
Total 279183:											
05/17	05/25/2017	100452	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	30352	1	2007-431-20-44	DISPOSAL	10.00	10.00
Total 30352:											
05/17	05/25/2017	100453	413	LASSEN TIRE	4 TIRES #102- PARKS	48318	1	1000-452-20-44	VEHICLE - REPAIR & MAINTEN	564.73	564.73
Total 48318:											
05/17	05/25/2017	100453	413	LASSEN TIRE	FLAT REPAIR #55-WATER	48322	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	20.00	20.00
Total 48322:											
05/17	05/25/2017	100453	413	LASSEN TIRE	4 SNOW TIRE MOUNTS	48992	1	1000-417-10-44	MISC - REPAIR & MAINTENANC	70.00	70.00
Total 48992:											
05/17	05/25/2017	100454	437	LMUD	LASSEN COLLEGE WELL #5-W	120270 042817	1	7110-430-42-46	ELECTRICITY	60.68	60.68
Total 120270 042817:											
05/17	05/25/2017	100454	437	LMUD	STREET LIGHTS	14039 050417	1	2007-431-60-46	ELECTRICITY	190.13	190.13
Total 14039 050417:											

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
05/17	05/25/2017	100454	437	LMUD	STREET LIGHTS	14041 050417	1	2007-431-60-46	ELECTRICITY	3,528.33	3,528.33
Total 14041 050417:											
05/17	05/25/2017	100454	437	LMUD	SOUTH ST - PW OFFICE	14590 042817	1	7620-430-10-46	ELECTRICITY	397.20	397.20
Total 14590 042817:											
05/17	05/25/2017	100454	437	LMUD	S GAY ST LIGHTS-STREETS	24323 050417	1	2007-431-60-46	ELECTRICITY	51.96	51.96
Total 24323 050417:											
05/17	05/25/2017	100454	437	LMUD	66 N LASSEN ST	2466 050417	1	1000-452-20-46	ELECTRICITY	542.21	542.21
Total 2466 050417:											
05/17	05/25/2017	100454	437	LMUD	N WEATHERLOW ST TENNIS S	24661 050417	1	1000-452-20-46	ELECTRICITY	20.00	20.00
Total 24661 050417:											
05/17	05/25/2017	100454	437	LMUD	STREET LIGHTS	2467 050417	1	2007-431-60-46	ELECTRICITY	1,556.57	1,556.57
Total 2467 050417:											
05/17	05/25/2017	100454	437	LMUD	CADY SPRINGS	26784 042817	1	7110-430-42-46	ELECTRICITY	34.53	34.53
Total 26784 042817:											
05/17	05/25/2017	100454	437	LMUD	65 N WEATHERLOW ST PARK	2865 050417	1	1000-452-20-46	ELECTRICITY	66.93	66.93
Total 2865 050417:											
05/17	05/25/2017	100454	437	LMUD	65 N WEATHERLOW ST-MUSEU	2866 050417	1	1000-451-80-46	ELECTRICITY	24.94	24.94
Total 2866 050417:											
05/17	05/25/2017	100454	437	LMUD	65 N WEATHERLOW ST COMM	2867 050417	1	1000-452-20-46	ELECTRICITY	38.46	38.46

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 2867 050417:											
05/17	05/25/2017	100454	437	LMUD	N WEATHERLOW ST TENNIS C	2870 050417	1	1000-452-20-46	ELECTRICITY	38.46	38.46
Total 2870 050417:											
05/17	05/25/2017	100454	437	LMUD	NORTH ST BALL PARK-MEM FI	2873 050417	1	1000-452-20-46	ELECTRICITY	20.29	20.29
Total 2873 050417:											
05/17	05/25/2017	100454	437	LMUD	SKYLINE DR WELL 4-WATER	29931 050417	1	7110-430-42-46	ELECTRICITY	29.88	29.88
Total 29931 050417:											
05/17	05/25/2017	100454	437	LMUD	HARRIS DR & HWY 36-WATER	30658 050417	1	7110-430-42-46	ELECTRICITY	235.03	235.03
Total 30658 050417:											
05/17	05/25/2017	100454	437	LMUD	RICHMOND RD BRIDGE-STREE	35094 042817	1	2007-431-60-46	ELECTRICITY	244.23	244.23
Total 35094 042817:											
05/17	05/25/2017	100454	437	LMUD	720 SOUTH EMULSION TANK-P	38646 042817	1	7620-430-10-46	ELECTRICITY	93.96	93.96
Total 38646 042817:											
05/17	05/25/2017	100454	437	LMUD	UPTOWN DECOR LIGHTS-STRE	43511 050417	1	2007-431-60-46	ELECTRICITY	215.07	215.07
Total 43511 050417:											
05/17	05/25/2017	100454	437	LMUD	115 N WEATHERLOW ST MUSE	43866 050417	1	1000-452-20-46	ELECTRICITY	50.37	50.37
Total 43866 050417:											
05/17	05/25/2017	100454	437	LMUD	N PINE & COOK - SCADA-WATE	44153 050417	1	7110-430-42-46	ELECTRICITY	25.23	25.23
Total 44153 050417:											

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
05/17	05/25/2017	100454	437	LMUD	GLENN & CHERRY TR - SCADA-	44298 051017	1	7110-430-42-46	ELECTRICITY	26.10	26.10
Total 44298 051017:											
05/17	05/25/2017	100454	437	LMUD	PAIUTE LN SCADA-WATER	44316 05102017	1	7110-430-42-46	ELECTRICITY	24.65	24.65
Total 44316 05102017:											
05/17	05/25/2017	100454	437	LMUD	BAGWELL SPRINGS - SCADA-W	45542 051017	1	7110-430-42-46	ELECTRICITY	54.44	54.44
Total 45542 051017:											
05/17	05/25/2017	100454	437	LMUD	QUARRY ST LIGHTS-STREETS	49500 050417	1	2007-431-60-46	ELECTRICITY	58.49	58.49
Total 49500 050417:											
05/17	05/25/2017	100454	437	LMUD	MAIN & FOSS SIGNAL LIGHT-ST	49501 050417	1	2007-431-60-46	ELECTRICITY	149.88	149.88
Total 49501 050417:											
05/17	05/25/2017	100454	437	LMUD	SPRING RIDGE BOOSTER-WAT	55754 042817	1	7110-430-42-46	ELECTRICITY	230.82	230.82
Total 55754 042817:											
05/17	05/25/2017	100454	437	LMUD	NORTH ST PARK LITES MEM FI	9283 050417	1	1000-452-20-46	ELECTRICITY	258.28	258.28
Total 9283 050417:											
05/17	05/25/2017	100454	437	LMUD	GEOHERMAL PUMP #1	9297 050417	1	7301-430-52-46	ELECTRICITY	1,182.15	1,182.15
Total 9297 050417:											
05/17	05/25/2017	100454	437	LMUD	MAIN & PINE CHRISTMAS TREE	94811 050417	1	1000-452-20-46	ELECTRICITY	20.00	20.00
Total 94811 050417:											
05/17	05/25/2017	100454	437	LMUD	GEOHERMAL PUMP #2	9503 042817	1	7301-430-52-46	ELECTRICITY	116.18	116.18

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 9503 042817:											
05/17	05/25/2017	100454	437	LMUD	HOSPITAL LN-GEO	9963 042817	1	7301-430-52-46	ELECTRICITY	20.44	20.44
Total 9963 042817:											
05/17	05/25/2017	100455	8936		REFUND GAS DEPOSIT	10114060011	1	7401-2228-000	DEPOSITS-CUSTOMER	189.50	189.50
Total 10114060011:											
05/17	05/25/2017	100456	859		REIM DRY SUIT	051117	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	535.18	535.18
Total 051117:											
05/17	05/25/2017	100457	8933	METROPOLITAN TRANS	STREET SAVER SOFTWARE SU	4926-AR10288	1	2007-431-27-47	SOFTWARE	500.00	500.00
05/17	05/25/2017	100457	8933	METROPOLITAN TRANS	STREET SAVER SOFTWARE SU	4926-AR10288	2	2007-1430-105	PRE-PAID OTHER	1,000.00	1,000.00
Total 4926-AR10288:											
05/17	05/25/2017	100458	7872		SAFETY EQUIPMENT FOR STA	05192017	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	150.00	150.00
Total 05192017:											
05/17	05/25/2017	100459	8944		REFUND GAS DEPOSIT	10531800422	1	7401-2228-000	DEPOSITS-CUSTOMER	165.07	165.07
Total 10531800422:											
05/17	05/25/2017	100460	7576		REFUND ELECTRICAL PANEL D	052217	1	1000-2228-009	DEPOSITS-COMM CENTER RE	100.00	100.00
Total 052217:											
05/17	05/25/2017	100461	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE R	781822	1	7401-430-62-43	TECHNICAL SVCS	46.03	46.03
05/17	05/25/2017	100461	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE R	781822	2	7110-430-42-43	TECHNICAL SVCS	46.02	46.02
Total 781822:											
05/17	05/25/2017	100462	548	PEE WEE ENTERPRISES	4 TRANSFER LOADS DG	17032903	1	1003-451-52-46	SUPPLIES GENERAL	1,287.00	1,287.00

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 17032903:											
05/17	05/25/2017	100463	572	QUILL CORPORATION	OFFICE SUPPLIES TAX	3229692-1	1	1000-417-10-46	SUPPLIES-GENERAL	1,287.00	1,287.00
Total 3229692-1:											
05/17	05/25/2017	100463	572	QUILL CORPORATION	OFFICE SUPPLIES-WATER	6380658	1	7110-430-42-46	SUPPLIES-GENERAL	122.25	122.25
05/17	05/25/2017	100463	572	QUILL CORPORATION	OFFICE SUPPLIES-GAS	6380658	2	7401-430-62-46	SUPPLIES-GENERAL	122.25	122.25
Total 6380658:											
05/17	05/25/2017	100463	572	QUILL CORPORATION	OFFICE SUPPLIES-GAS	6731551	1	7401-430-62-46	SUPPLIES-GENERAL	203.76	203.76
Total 6731551:											
05/17	05/25/2017	100464	1562	R.E.Y ENGINEERS INC	GATEWAY PROJECT ENGINEE	15822 REV	1	2007-431-39-43	PROFESSIONAL SERVICES	550.16	550.16
Total 15822 REV:											
05/17	05/25/2017	100464	1562	R.E.Y ENGINEERS INC	GATEWAY PROJECT ENGINEE	16118 REV	1	2007-431-39-43	PROFESSIONAL SERVICES	1,017.13	1,017.13
Total 16118 REV:											
05/17	05/25/2017	100464	1562	R.E.Y ENGINEERS INC	PROFESSIONAL SERVICES 4/1	16176	1	2007-431-39-43	PROFESSIONAL SERVICES	581.89	581.89
Total 16176:											
05/17	05/25/2017	100465	582	RAY MORGAN CO INC	COPIER CONTRACT USAGE CI	1585843	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	197.50	197.50
05/17	05/25/2017	100465	582	RAY MORGAN CO INC	COPIER CONTRACT USAGE PD	1585843	2	1000-421-10-44	RENT & LEASES EQUIP & VEHI	197.50	197.50
Total 1585843:											
05/17	05/25/2017	100466	8931	SAFETY TRAINING PROS	RED CROSS TRAINING CLASS	052417	1	1000-452-22-45	TRAVEL/TRAINING	500.00	500.00
Total 052417:											
05/17	05/25/2017	100467	1470	SIEMENS, MARK	PROFESSIONAL SERVICES AN	45	1	7630-411-40-43	PROFESSIONAL SVCS	13,257.43	13,257.43

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 45:											
05/17	05/25/2017	100468	1470	SIEMENS, MARK	PROFESSIONAL SERVICES AN	44	1	7630-411-40-43	PROFESSIONAL SVCS	13,257.43	13,257.43
Total 44:											
05/17	05/25/2017	100469	1076	SIERRA COFFEE AND BE	BOTTLED WATER-PW	05162017	1	7620-430-10-46	SUPPLIES-GENERAL	14.50	14.50
Total 05162017:											
05/17	05/25/2017	100469	1076	SIERRA COFFEE AND BE	BOTTLED WATER	47719	1	1000-417-10-46	SUPPLIES-GENERAL	21.75	21.75
Total 47719:											
05/17	05/25/2017	100470	8939		REFUND GAS DEPOSIT	10402300024	1	7401-2228-000	DEPOSITS-CUSTOMER	46.76	46.76
Total 10402300024:											
05/17	05/25/2017	100471	649	SNOQUIP	TOOLS - STREETS	45842	1	2007-431-20-46	SUPPLIES-GENERAL	72.83	72.83
05/17	05/25/2017	100471	649	SNOQUIP	RETURN TOOLS - STREETS	45842	2	2007-431-20-46	SUPPLIES-GENERAL	61.14	61.14
Total 45842:											
05/17	05/25/2017	100472	1436	STANISLAUS FARM SUP	HERBICIDE - GAS	301502893	1	7401-430-62-46	SUPPLIES-GENERAL	557.70	557.70
Total 301502893:											
05/17	05/25/2017	100472	1436	STANISLAUS FARM SUP	WEED SPRAY - STREETS	301503120	1	2007-431-20-46	SUPPLIES-GENERAL	271.88	271.88
Total 301503120:											
05/17	05/25/2017	100473	664	STEVE'S PUMPS & WELL	SERVICE CALL/ LABOR- GOLF	7193	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	669.60	669.60
Total 7193:											
05/17	05/25/2017	100474	677	SUSANVILLE SANITARY	1505 MAIN	2064 050117	1	1000-422-10-44	SEWER	52.00	52.00

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 2064 050117:											
05/17	05/25/2017	100474	677	SUSANVILLE SANITARY	1505 MAIN ST-FIRE	2121 050117	1	1000-422-10-44	SEWER	52.00	52.00
Total 2121 050117:											
05/17	05/25/2017	100475	6905	SUSANVILLE SCHOOL DI	CROSS WALK PROJECT MCKIN	052417	1	2007-431-20-44	CONSTRUCTION SERVICES	7,341.00	7,341.00
Total 052417:											
05/17	05/25/2017	100476	689	SWRCB-DWOCB	LARGE WATER SYS FEE 7/1/16-	1009496	1	7112-430-42-48	TAXES FEES PERMITS & CHAR	456.00	456.00
Total 1009496:											
05/17	05/25/2017	100476	689	SWRCB-DWOCB	LARGE WATER SYS FEE 7/1/16-	SM-1009480	1	7530-451-50-48	TAXES, FEES, PERMITS & CHA	800.00	800.00
Total SM-1009480:											
05/17	05/25/2017	100477	530	U.S. BANK EQUIPMENT F	COPIERS CITY HALL 5/17	329825582	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	581.04	581.04
05/17	05/25/2017	100477	530	U.S. BANK EQUIPMENT F	COPIER - POLICE DEPARTMEN	329825582	2	1000-421-10-44	RENT & LEASES EQUIP & VEHI	290.00	290.00
Total 329825582:											
05/17	05/25/2017	100477	530	U.S. BANK EQUIPMENT F	COPIER - FIRE	330089566	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	159.35	159.35
Total 330089566:											
05/17	05/25/2017	100478	8930	ULINE	2-4X6 GRAY CARPET MATS	86667383	1	1000-422-10-46	SUPPLIES-GENERAL	174.83	174.83
Total 86667383:											
05/17	05/25/2017	100479	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	9784864977	1	7620-430-10-45	COMMUNICATIONS	347.75	347.75
05/17	05/25/2017	100479	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	9784864977	2	1000-452-20-45	COMMUNICATIONS	27.34	27.34
05/17	05/25/2017	100479	749	VERIZON WIRELESS	CELLULAR PHONES - BUILDIN	9784864977	3	1000-424-20-45	COMMUNICATIONS	30.96	30.96
Total 9784864977:											
05/17	05/25/2017	100479	749	VERIZON WIRELESS	CELLULAR PHONES - FIRE	9784865388	1	1000-422-10-45	COMMUNICATIONS	76.02	76.02

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 9784865338:											
05/17	05/25/2017	100480	6707		REFUND WATER DEPOSIT	10529450007	1	7110-2228-000	DEPOSITS-CUSTOMER	76.02	76.02
Total 10529450007:											
05/17	05/25/2017	100481	770	WESTERN NEVADA SUP	PLUMBING SUPPLIES - GAS	66974684	1	7401-430-62-46	SUPPLIES-GENERAL	138.03	138.03
Total 66974684:											
05/17	05/25/2017	100481	770	WESTERN NEVADA SUP	PLUMBING SUPPLIES - GAS	66975026	1	7401-430-62-46	SUPPLIES-GENERAL	164.98	164.98
Total 66975026:											
05/17	05/25/2017	100481	770	WESTERN NEVADA SUP	PLUMBING SUPPLIES - GAS	66985884	1	7401-430-62-46	SUPPLIES-GENERAL	188.27	188.27
Total 66985884:											
05/17	05/25/2017	100481	770	WESTERN NEVADA SUP	SUPPLIES - GAS	66990924	1	7401-430-62-46	SUPPLIES-GENERAL	75.29	75.29
Total 66990924:											
05/17	05/25/2017	100481	770	WESTERN NEVADA SUP	SUPPLIES - GAS	66992907	1	7401-430-62-46	SUPPLIES-GENERAL	72.23	72.23
Total 66992907:											
05/17	05/25/2017	100481	770	WESTERN NEVADA SUP	PLUMBING SUPPLIES - GAS	66995548	1	7401-430-62-46	SUPPLIES-GENERAL	34.79	34.79
Total 66995548:											
05/17	05/25/2017	100481	770	WESTERN NEVADA SUP	SUPPLIES- PARKS	66997512	1	1000-452-20-46	SUPPLIES-GENERAL	287.02	287.02
Total 66997512:											
05/17	05/25/2017	100481	770	WESTERN NEVADA SUP	SUPPLIES - GAS	66997959	1	7401-430-62-46	SUPPLIES-GENERAL	14.31	14.31
Total 66997959:											

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
05/17	05/25/2017	100481	770	WESTERN NEVADA SUP	SUPPLIES - GAS	66999788	1	7401-430-62-46	SUPPLIES-GENERAL	7.55	7.55
Total 66999788:											
05/17	05/25/2017	100482	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COU	A-50603	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A-50603:											
05/17	05/25/2017	100482	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE 4	A-50612	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A-50612:											
05/17	05/25/2017	100482	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COU	A-50619	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A-50619:											
05/17	05/25/2017	100483	8940		REFUND WATER OVERPAYME	10333050000	1	9999-1001-001	CASH CLEARING - UTILITIES	10.64	10.64
Total 10333050000:											
05/17	05/25/2017	100484	8878	WOOD RODGERS, INC.	PROFESSIONAL SERVICES 4/1	108851	1	2007-431-37-43	TECHNICAL SERVICES	1,638.11	1,638.11
Total 108851:											
05/17	05/25/2017	100484	8878	WOOD RODGERS, INC.	PROFESSIONAL SERVICES 4/1	108852	1	2007-431-36-43	TECHNICAL SERVICES	1,638.11	1,638.11
Total 108852:											
05/17	05/25/2017	100485	1418	WURTH INC.	SUPPLIES - STREETS	95680856	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	53.76	53.76
05/17	05/25/2017	100485	1418	WURTH INC.	SUPPLIES - WATER	95680856	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	92.04	92.04
05/17	05/25/2017	100485	1418	WURTH INC.	SUPPLIES - GAS	95680856	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	69.25	69.25
Total 95680856:											
Grand Totals:										113,221.02	113,221.02

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
05/17	05/26/2017	100497	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES - PW	635281937	1	7620-430-10-44	LINEN SERVICE	169.65	169.65
Total 635281937:											
05/17	05/26/2017	100497	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	635281938	1	7401-430-62-44	LINEN SERVICES	76.26	76.26
Total 635281938:											
05/17	05/26/2017	100497	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	635281939	1	2007-431-20-44	LINEN SERVICE	85.03	85.03
Total 635281939:											
05/17	05/26/2017	100497	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	635281940	1	7110-430-42-44	LINEN SERVICE	48.46	48.46
Total 635281940:											
05/17	05/26/2017	100497	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES - PW	635296163	1	7620-430-10-44	LINEN SERVICE	27.75	27.75
Total 635296163:											
05/17	05/26/2017	100497	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	635296164	1	7401-430-62-44	LINEN SERVICES	51.84	51.84
Total 635296164:											
05/17	05/26/2017	100497	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	635296165	1	2007-431-20-44	LINEN SERVICE	52.84	52.84
Total 635296165:											
05/17	05/26/2017	100497	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	635296166	1	7110-430-42-44	LINEN SERVICE	76.68	76.68
Total 635296166:											
05/17	05/26/2017	100498	280	GRANITE CONSTRUCTIO	COLD MIX-GAS	1002748	1	7401-430-62-46	SUPPLIES-GENERAL	488.23	488.23
05/17	05/26/2017	100498	280	GRANITE CONSTRUCTIO	COLD MIX-WATER	1002748	2	7110-430-42-46	SUPPLIES-GENERAL	488.24	488.24

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 1002748:											
05/17	05/26/2017	1	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	9784864977	1	7620-430-10-45	COMMUNICATIONS	976.47	976.47
05/17	05/26/2017	1	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	9784864977	2	1000-452-20-45	COMMUNICATIONS	347.75	347.75
05/17	05/26/2017	1	749	VERIZON WIRELESS	CELLULAR PHONES - BUILDIN	9784864977	3	1000-424-20-45	COMMUNICATIONS	27.34	27.34
Total 9784864977:											
05/17	05/26/2017	100499	749	VERIZON WIRELESS	CELLULAR PHONES - AIR POLL	974864997	1	7620-430-11-45	COMMUNICATIONS	53.92	53.92
05/17	05/26/2017	100499	749	VERIZON WIRELESS	CELLULAR PHONES - BUILDIN	974864997	2	1000-424-20-45	COMMUNICATIONS	30.96	30.96
05/17	05/26/2017	100499	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	974864997	3	1000-452-20-45	COMMUNICATIONS	27.34	27.34
05/17	05/26/2017	100499	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	974864997	4	7620-430-10-45	COMMUNICATIONS	347.75	347.75
Total 974864997.:											
05/17	05/26/2017	100499	749	VERIZON WIRELESS	CELLULAR PHONES - FIRE	9784865338	1	1000-422-10-45	COMMUNICATIONS	459.97	459.97
Total 9784865338:											
Grand Totals:											
										2,507.02	2,507.02

Report Criteria:

Report type: GL detail
 Check Voided = False

Report Criteria:
 Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
05/05/2017	CDPT	05/11/2017	633	P.E.R.S.	8	1000-421-10-	1.92
05/05/2017	CDPT	05/11/2017	633	P.E.R.S.	8	7650-2203-1	3,123.92-
05/05/2017	CDPT	05/11/2017	633	P.E.R.S.	8	7650-2203-1	3,020.08-
05/05/2017	CDPT	05/11/2017	633	P.E.R.S.	8	7650-2203-1	2,201.08-
05/05/2017	CDPT	05/11/2017	633	P.E.R.S.	8	7650-2203-1	2,576.73-
05/05/2017	CDPT	05/11/2017	633	P.E.R.S.	8	7650-2203-1	651.52-
05/05/2017	CDPT	05/11/2017	633	P.E.R.S.	8	7650-2203-1	1,983.12-
05/05/2017	CDPT	05/11/2017	633	P.E.R.S.	8	7650-2203-1	132.62-
05/05/2017	CDPT	05/11/2017	633	P.E.R.S.	8	7650-2203-1	158.87-
05/05/2017	CDPT	05/11/2017	633	P.E.R.S.	8	7650-2203-1	84.89-
05/05/2017	CDPT	05/11/2017	633	P.E.R.S.	8	7650-2203-1	1,320.49-
05/05/2017	CDPT	05/11/2017	633	P.E.R.S.	8	7650-2203-1	1,384.91-
05/05/2017	CDPT	05/11/2017	633	P.E.R.S.	8	7650-2203-1	1,524.74-
05/05/2017	CDPT	05/11/2017	633	P.E.R.S.	8	7650-2203-1	1,601.92-
05/05/2017	CDPT	05/11/2017	633	P.E.R.S.	8	7650-2203-1	868.95-
05/05/2017	CDPT	05/11/2017	633	P.E.R.S.	8	7650-2203-1	912.93-
05/05/2017	CDPT	05/11/2017	633	P.E.R.S.	8	7650-2203-1	15.00-
05/05/2017	CDPT	05/11/2017	633	P.E.R.S.	8	7650-2203-1	3,785.78-
05/05/2017	CDPT	05/11/2017	633	P.E.R.S.	8	7650-2203-1	1,191.79-
05/05/2017	CDPT	05/11/2017	633	P.E.R.S.	8	7650-2203-1	2,201.08-
05/05/2017	CDPT	05/11/2017	634	CITY OF SUSANVILLE PA	1	7650-2203-1	6,781.19-
05/05/2017	CDPT	05/11/2017	634	CITY OF SUSANVILLE PA	1	7650-2203-1	6,781.19-
05/05/2017	CDPT	05/11/2017	634	CITY OF SUSANVILLE PA	1	7650-2203-1	2,207.67-
05/05/2017	CDPT	05/11/2017	634	CITY OF SUSANVILLE PA	1	7650-2203-1	2,207.67-
05/05/2017	CDPT	05/11/2017	634	CITY OF SUSANVILLE PA	1	7650-2203-1	16,076.27-
05/05/2017	CDPT	05/11/2017	635	EMPLOYMENT DEV. DEP	6	7650-2203-1	4,485.64-
05/05/2017	CDPT	05/11/2017	636	EMPLOYMENT DEV DEP	7	7650-2203-1	1,248.23-
05/05/2017	CDPT	05/11/2017	100400	CA STATE DISBURSEME	37	7650-2203-0	69.23-
05/05/2017	CDPT	05/11/2017	100401	NATIONWIDE RETIREME	5	7650-2203-0	915.00-
05/05/2017	CDPT	05/11/2017	100402	STATE FRANCHISE TAX	26	7650-2203-0	80.13-
05/05/2017	CDPT	05/11/2017	100403	VALIC	4	7650-2203-0	1,813.08-
05/05/2017	CDPT	05/11/2017	100404	VANTAGEPOINT TRANS.	3	7650-2203-0	62.00-
Grand Totals:			<u>32</u>				<u>71,465.80-</u>

Report Criteria:

Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
05/05/2017	CDPT	05/25/2017	637	AFLAC	14	8403-2239-0	411.60-
05/05/2017	CDPT	05/25/2017	637	AFLAC	14	7650-2203-0	132.05-
05/19/2017	CDPT	05/25/2017	637	AFLAC	14	1000-417-10-	.05
05/19/2017	CDPT	05/25/2017	637	AFLAC	14	8403-2239-0	411.60-
05/19/2017	CDPT	05/25/2017	637	AFLAC	14	7650-2203-0	132.05-
05/05/2017	CDPT	05/25/2017	638	BLUE SHIELD OF CALIFO	38	7650-2203-1	85.27-
05/19/2017	CDPT	05/25/2017	638	BLUE SHIELD OF CALIFO	38	7650-2203-1	85.27-
05/19/2017	CDPT	05/25/2017	638	BLUE SHIELD OF CALIFO	38	7650-2203-1	830.88-
05/19/2017	CDPT	05/25/2017	639	P.E.R.S.	8	1000-421-10-	1.98
05/19/2017	CDPT	05/25/2017	639	P.E.R.S.	8	7650-2203-1	3,159.21-
05/19/2017	CDPT	05/25/2017	639	P.E.R.S.	8	7650-2203-1	3,078.58-
05/19/2017	CDPT	05/25/2017	639	P.E.R.S.	8	7650-2203-1	2,199.48-
05/19/2017	CDPT	05/25/2017	639	P.E.R.S.	8	7650-2203-1	2,574.84-
05/19/2017	CDPT	05/25/2017	639	P.E.R.S.	8	7650-2203-1	608.42-
05/19/2017	CDPT	05/25/2017	639	P.E.R.S.	8	7650-2203-1	1,424.17-
05/19/2017	CDPT	05/25/2017	639	P.E.R.S.	8	7650-2203-1	132.62-
05/19/2017	CDPT	05/25/2017	639	P.E.R.S.	8	7650-2203-1	92.02-
05/19/2017	CDPT	05/25/2017	639	P.E.R.S.	8	7650-2203-1	84.89-
05/19/2017	CDPT	05/25/2017	639	P.E.R.S.	8	7650-2203-1	1,410.99-
05/19/2017	CDPT	05/25/2017	639	P.E.R.S.	8	7650-2203-1	1,479.84-
05/19/2017	CDPT	05/25/2017	639	P.E.R.S.	8	7650-2203-1	1,516.86-
05/19/2017	CDPT	05/25/2017	639	P.E.R.S.	8	7650-2203-1	1,593.64-
05/19/2017	CDPT	05/25/2017	639	P.E.R.S.	8	7650-2203-1	866.15-
05/19/2017	CDPT	05/25/2017	639	P.E.R.S.	8	7650-2203-1	909.99-
05/19/2017	CDPT	05/25/2017	639	P.E.R.S.	8	7650-2203-1	15.00-
05/19/2017	CDPT	05/25/2017	639	P.E.R.S.	8	7650-2203-1	3,821.07-
05/19/2017	CDPT	05/25/2017	639	P.E.R.S.	8	7650-2203-1	914.43-
05/19/2017	CDPT	05/25/2017	639	P.E.R.S.	8	7650-2203-1	2,199.48-
05/19/2017	CDPT	05/25/2017	639	P.E.R.S.	8	7650-2203-1	16.00-
05/19/2017	CDPT	05/25/2017	640	CITY OF SUSANVILLE PA	1	7650-2203-1	6,795.26-
05/19/2017	CDPT	05/25/2017	640	CITY OF SUSANVILLE PA	1	7650-2203-1	6,795.26-
05/19/2017	CDPT	05/25/2017	640	CITY OF SUSANVILLE PA	1	7650-2203-1	2,176.40-
05/19/2017	CDPT	05/25/2017	640	CITY OF SUSANVILLE PA	1	7650-2203-1	2,176.40-
05/19/2017	CDPT	05/25/2017	640	CITY OF SUSANVILLE PA	1	7650-2203-1	15,041.17-
05/05/2017	CDPT	05/25/2017	641	LABORERS TRUST FUND	9	7650-2203-1	948.00-
05/19/2017	CDPT	05/25/2017	641	LABORERS TRUST FUND	9	7620-430-10-	30.00-
05/19/2017	CDPT	05/25/2017	641	LABORERS TRUST FUND	9	7650-2203-1	1,078.00-
05/19/2017	CDPT	05/25/2017	641	LABORERS TRUST FUND	9	7650-2203-1	71,032.00-
05/19/2017	CDPT	05/25/2017	642	LINCOLN FINANCIAL LIF	22	1000-452-20-	29.35-
05/19/2017	CDPT	05/25/2017	642	LINCOLN FINANCIAL LIF	22	1000-421-10-	3.45-
05/19/2017	CDPT	05/25/2017	642	LINCOLN FINANCIAL LIF	22	7650-2203-1	145.55-
05/19/2017	CDPT	05/25/2017	642	LINCOLN FINANCIAL LIF	22	7650-2203-1	174.25-
05/19/2017	CDPT	05/25/2017	643	EMPLOYMENT DEV. DEP	6	7650-2203-1	4,168.62-
05/19/2017	CDPT	05/25/2017	644	EMPLOYMENT DEV DEP	7	7650-2203-1	1,212.33-
05/19/2017	CDPT	05/25/2017	100486	CA STATE DISBURSEME	37	7650-2203-0	69.23-
05/05/2017	CDPT	05/25/2017	100487	GOLDEN ONE CREDIT U	12	7650-2203-0	553.00-
05/19/2017	CDPT	05/25/2017	100487	GOLDEN ONE CREDIT U	12	7650-2203-0	553.00-
05/19/2017	CDPT	05/25/2017	100488	NATIONWIDE RETIREME	5	7650-2203-0	915.00-
05/05/2017	CDPT	05/25/2017	100489	NEW IMAGE RACQUETB	30	7650-2203-0	115.00-
05/19/2017	CDPT	05/25/2017	100489	NEW IMAGE RACQUETB	30	7650-2203-0	115.00-
05/05/2017	CDPT	05/25/2017	100490	OPERATING ENGINEERS	11	7650-2203-0	677.00-
05/19/2017	CDPT	05/25/2017	100490	OPERATING ENGINEERS	11	7650-2203-0	22.50
05/19/2017	CDPT	05/25/2017	100490	OPERATING ENGINEERS	11	7650-2203-0	654.50-
05/05/2017	CDPT	05/25/2017	100491	PRE-PAID LEGAL SERVI	13	7650-2203-0	288.65-

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
05/19/2017	CDPT	05/25/2017	100491	PRE-PAID LEGAL SERVI	13	7650-2203-0	288.65-
05/19/2017	CDPT	05/25/2017	100492	STATE FRANCHISE TAX	26	7650-2203-0	80.13-
05/19/2017	CDPT	05/25/2017	100493	UPEC, LOCAL 792	10	7620-430-10-	45.50-
05/19/2017	CDPT	05/25/2017	100493	UPEC, LOCAL 792	10	7650-2203-1	2,229.50-
05/19/2017	CDPT	05/25/2017	100494	VALIC	4	7650-2203-0	1,813.08-
05/19/2017	CDPT	05/25/2017	100495	VANTAGEPOINT TRANS.	3	7650-2203-0	62.00-
Grand Totals:			<u>60</u>				<u>150,427.15-</u>

Report Criteria:

Transmittal checks included

Report Criteria:

Check.Check number = 100479

Check Number	Void Date	Payee Name	Voided
100479	05/26/2017	VERIZON WIRELESS	Yes
100479		VERIZON WIRELESS	Yes

Reviewed by: HW City Administrator
 City Attorney

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: June 7, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Sale of Susanville Municipal Airport Hangar #16

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: As part of the agreement between the City of Susanville and those currently owning hangars at the Susanville Municipal Airport, the City has first right of refusal when a current owner decides to sell his/her hangar. At this time, Steve Pezzullo, owner of Hangar #16, submitted their official notice of intent to sell said hangar for the price of \$50,000 to Kevin DeRose.

FISCAL IMPACT: \$50,000 if purchased.

ACTION REQUESTED: Direction to staff.

ATTACHMENTS: Official intent to sell from Steve Pezzullo

**Stephen Pezzullo
2213 Main Street
Susanville, CA 96130
530-257-7721**

May 17, 2017

City of Susanville
66 N. Lassen Street
Susanville, CA 96130
Attn: Jared Hancock

Re: Hangar No. 16

Dear Mr. Hancock,

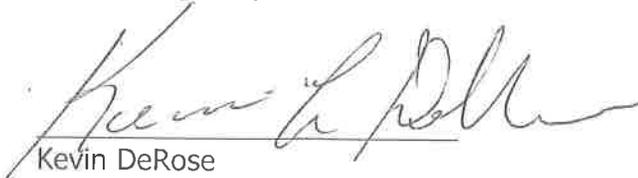
This letter is to inform you that in regards to Hangar No. 16 at Susanville Airport, I Stephen Pezzullo, am offering to sell this hangar to Kevin DeRose for the amount of \$50,000. Please feel free to contact me if you require anything further.

Sincerely,



Stephen Pezzullo

Acknowledged by:



Kevin DeRose

Reviewed by: City Administrator
 City Attorney

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

Submitted by: Deborah Savage, Finance Manager

Action Date: June 7, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution No. 17-5387 Establishing Flood/Emergency Declarations Budget for FEMA 4301-DR-CA and FEMA 4308-DR-CA

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: During the flooding events in January and February, the City sustained damages to various facilities. A State of Emergency was declared allowing the City to apply to FEMA for financial assistance. Staff has created a Flood/Emergency Declarations fund to capture all costs associated with repairing these facilities. The City has had some upfront costs for labor and materials during the initial events and for necessary repairs to the Little League Park and Diamond Mountain Golf Course. FEMA has assigned the January event with project number FEMA 4301-DR-CA and FEMA 4308-DR-CA for the February event. Staff is requesting a budget amendment of \$50,000 to cover these expenses. The first reimbursement request for project 4301 was submitted to FEMA on May 9, 2017 for costs associated with the initial event in January. FEMA and the State of California will fund 93.75% of reimbursements with the City responsible for 6.25%.

FISCAL IMPACT: Approved project expenses will be paid 93.75% by FEMA and OES with the City responsible for 6.25%

ACTION REQUESTED: Motion to approve Resolution No. 17-5387 Establishing Flood/Emergency Declarations Budget for FEMA 4301-DR-CA and FEMA 4308-DR-CA

ATTACHMENTS: Resolution No. 17-5387

**RESOLUTION NO. 17-5387
ESTABLISHING A FLOOD/EMERGENCY DECLARATION BUDGET
FOR FEMA 4301-DR-CA AND FEMA 4308-DR-CA**

WHEREAS, the City experienced major storm damage during the months of January and February 2017; and

WHEREAS, a State of Emergency was declared for Lassen County; and

WHEREAS, the City has created a Flood/Emergency Declaration fund to capture expenses associated with projects FEMA 4301-DR-CA and FEMA 4308-DR-CA; and

WHEREAS, the City has expenses associated with these projects; and

WHEREAS, a budget amendment is needed to cover these expenses.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville proves establishing a Flood/Emergency Declaration budget of \$50,000 for FEMA-4301-DR-CA and FEMA 4308-DR-CA.

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 7th day of June, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

Reviewed by: dlw City Administrator
 City Attorney

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

Submitted By: Gwenna MacDonald, City Clerk

Action Date: June 7, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: 2017 Lassen County Fair Sponsorship

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: Each year the Lassen County Fair sponsors a number of events from July 4th through the Fair week which this year, will be held July 19 through 23, 2017. In the past, the City has provided support through additional security staffing during shows and events, street closure assistance for the parade, and monetary contributions. The Lassen County Fair has requested a contribution of \$2,500 from the City of Susanville to support 2017 Lassen County Fair activities. Staff recommends providing funding through the fiscal year 2017/2018 Civic Promotions budget.

FISCAL IMPACT: \$2,500 from FY 2017-2018 Civic Promotions fund

ACTION REQUESTED: Motion to approve the donation of \$2,500 to the Lassen County Fair from 2017/2018 civic promotion budget

ATTACHMENTS: Lassen County Fair letter of request.

Lassen County Fair

Jim Wolcott, Fair Manager

195 Russell Avenue
Susanville, CA 96130
Telephone (530) 251-8900
Fax (530) 251-2715
Lassencountyfair.org



May 22, 2017

City of Susanville
Susanville City Council
66 North Lassen St.
Susanville, CA 96130

Attn: City Clerk

The Lassen County Fair would like to request your \$2,500.00 sponsorship for the 2017 Lassen County Fair Events. We appreciate your continued support during the Fourth of July Fireworks and Fair. We hope we can continue to build a lasting relationship between the City of Susanville and the Lassen County Fair. We look forward to both events.

Sincerely,

A handwritten signature in blue ink that reads "Jim Wolcott".

Jim Wolcott
Fair Manager

RECEIVED

MAY 25 2017

City of Susanville
City Clerk's Office

Reviewed by: HEW City Administrator
 City Attorney

Motion Only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Heidi Whitlock, Assistant to the City Administrator

Action Date: June 7, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Authorization to waive fees for the use of Riverside Park Softball fields for the Narcotics Anonymous Coed Softball Games.

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The City received a letter from James Cross, of Narcotics Anonymous, requesting the use of Riverside Park for Coed Softball games on June 18, 2017. Mr. Cross is requesting fees of \$90.00 by waived as the game is considered one of their "recovery based activities" and they are a nonprofit organization.

FISCAL IMPACT: Unearned revenue in the amount of \$90.00, (\$45.00 for each field).

ACTION REQUESTED: Authorize City Administrator to waive park fees in the amount of \$90.00 for the use of the Riverside Softball Fields on June 18, 2017.

ATTACHMENTS: Narcotics Anonymous Letter of Request

⇒ RECEIVED
Amie
5/30/17

City Of Susanville
Parks & Maintenance Superintendent
Dow Davis

Dear Dow:

My organization Narcotics Anonymous is a worldwide nonprofit organization that is a self-help organization that combats the disease of addiction.

One of our many "recovery based activities" is Coed Softball where we travel to Susanville, Carson, Fallon, and Reno to play Softball.

We play every year in Susanville and would like the fields for **Sunday June 18th**. **Could you please waive the fess for that day as we are nonprofit** f Please let us know our local contact is Ms. Shannon Simoni.



James Cross
Regional Delegate to NA World Service
775-427-3727

Reviewed by: City Administrator
 City Attorney

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

Submitted by: Dan Newton, Public Works Director

Action Date: June 7, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution No. 17-5388 authorizing Mayor to execute Utility Service Agreement between City of Susanville and Honey Lake Valley Recreation Authority for Honey Lake Valley Community Pool.

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: The City will be providing water, gas, and geothermal utilities to the community swimming pool which is owned and operated by the Honey Lake Valley Recreation Authority (HLVRA). Staff was directed to prepare an Agreement for utility services that accomplished the following:

1. Provide water to community pool at no charge to HLVRA
2. Provide natural gas at "Raw Cost" per natural gas resolution
3. Provide geothermal at a cost per square foot per the existing geothermal rate structure during the winter season (November through May) and develop a rate that reflects pumping costs during the summer months

Attached is the proposed Agreement for Council's consideration. Staff is recommending that the Natural Gas Rate resolution be revised to include the Community Pool as being eligible for the "Raw Cost" rate. Water and geothermal services can be adequately addressed in the agreement.

FISCAL IMPACT: Pool is a new facility, therefore there is no account history available to quantify uncaptured water or natural gas revenue because of the proposed utility services agreement. Geothermal will see an increase in revenue based on the estimated square foot area increase to be billed in the winter months. Summer pumping costs will be covered by the modified summer rate.

ACTION REQUESTED: Motion to adopt Resolution No. 17-5388 authorizing Mayor to execute Utility Service Agreement between City of Susanville and Honey Lake Valley Recreation Authority for Honey Lake Valley Community Pool.

ATTACHMENTS: Resolution No. 17-5388
Utility Service Agreement

RESOLUTION NO. 17-5388
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING MAYOR TO EXECUTE UTILITY SERVICE AGREEMENT BETWEEN
CITY OF SUSANVILLE AND HONEY LAKE VALLEY RECREATION AUTHORITY
FOR HONEY LAKE VALLEY COMMUNITY POOL

WHEREAS, Honey Lake Valley Recreation Authority (AUTHORITY) has constructed the Honey Lake Valley Community Pool (POOL); and

WHEREAS, POOL will utilize water, natural gas, geothermal, electric, and sewer utilities in its operation; and

WHEREAS, CITY operates a water, natural gas, and geothermal utility; and

WHEREAS, CITY is party to a Joint Powers Agreement with Lassen County, forming AUTHORITY, which includes the operation of the Honey Lake Valley Community Pool; and

WHEREAS, CITY is desirous of providing utility service to the Community Pool; and

WHEREAS, CITY has established separate rates for water, natural gas, and geothermal; and

WHEREAS, CITY operates water and natural gas utilities year-round, but has historically shut the geothermal system off between the months of June through October; and

WHEREAS, AUTHORITY is desirous of utilizing geothermal heat year-round making AUTHORITY the only geothermal customer using geothermal heat between the months of June through October;

WHEREAS, Staff has prepared a Utility Service Agreement between the City of Susanville and Honey Lake Valley Recreation Authority for the Honey Lake Valley Community Pool attached as Exhibit A; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville authorizes the Mayor to execute the Utility Service Agreement.

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 17-5388 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 7th day of June 2017 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

**UTILITY SERVICE AGREEMENT BETWEEN CITY OF SUSANVILLE
AND HONEY LAKE VALLEY RECREATION AUTHORITY FOR
HONEY LAKE VALLEY COMMUNITY POOL**

THIS AGREEMENT is made this ____ day of _____, by and between the City of Susanville, a California municipal corporation, hereinafter referred to as "CITY", and **Honey Lake Valley Recreation Authority** hereinafter referred to as "AUTHORITY".

Recitals

WHEREAS, AUTHORITY has constructed the Honey Lake Valley Community Pool, hereinafter referred to as "POOL"; and

WHEREAS, POOL will utilize water, natural gas, geothermal, electric, and sewer utilities in its operation; and

WHEREAS, CITY operates a water, natural gas, and geothermal utility; and

WHEREAS, CITY is party to a Joint Powers Agreement with Lassen County, forming AUTHORITY, which includes the operation of the Honey Lake Valley Community Pool; and

WHEREAS, CITY is desirous of providing utility service to the Community Pool; and

WHEREAS, CITY has established separate rates for water, natural gas, and geothermal; and

WHEREAS, CITY operates water and natural gas utilities year-round, but has historically shut the geothermal system off between the months of June through October; and

WHEREAS, AUTHORITY is desirous of utilizing geothermal heat year-round making AUTHORITY the only geothermal customer using geothermal heat between the months of June through October;

NOW THEREFORE, CITY and AUTHORITY agree as follows:

1. Water Service: CITY will provide water to AUTHORITY at no cost to AUTHORITY. AUTHORITY will use water responsibly, install efficient indoor and outdoor water fixtures, and monitor water use.
2. Natural Gas Service: CITY will provide natural gas Service to AUTHORITY at "Raw Cost" as defined in the CITY'S natural gas rate setting resolution. This action is subject to the approval of a modified natural gas rate structure by CITY. AUTHORITY will sign a standard natural gas service contract as provided by CITY.
3. Geothermal Service: CITY will provide geothermal service to AUTHORITY.

Geothermal rates: Between the months of November through April AUTHORITY will pay geothermal rates at the Roosevelt Pool rate listed in CITY resolution 05-3914 (\$0.058 per square foot). Upon adoption of a revised geothermal rate structure by City Council the revised rate for the POOL will be effective. The square footage of the pool and the

bathhouse will be included in the area served. As new structures are added to the facility they will be included in the square footage calculation, if structures are served by geothermal.

If geothermal system is utilized between the months of June through October, AUTHORITY will pay CITY \$2,100.00 per month for geothermal service.

Rules: AUTHORITY shall obey all rules and regulations of CITY as set forth in the attached Exhibit "A", RULES & REGULATIONS FOR GEOTHERMAL SERVICE, and any amendment(s) thereto, provided that said amendment(s) must be mailed to AUTHORITY by regular mail fifteen (15) days before AUTHORITY will be subject thereto.

Place of Delivery. The geothermal heat shall be delivered to AUTHORITY at a point terminating on the CITY side of the valve box at AUTHORITY's property located at **800 SOUTH STREET** in the City of Susanville, California.

Backup System. AUTHORITY shall provide a backup heating system capable of providing service to its building in the event of any interruption in geothermal energy service. The AUTHORITY's backup system shall be capable of providing service in order to minimize potential damages in the event of a prolonged interruption in the supply of geothermal energy.

Billing and Payment. Bills will be rendered each month by CITY to AUTHORITY for geothermal heat delivered during the preceding month, and each such bill shall be payable to the CITY on or before the posted due date of each such billing.

Interruption of Service. CITY will endeavor to provide an uninterrupted supply of geothermal heat, but in case it shall be wholly or partially prevented from delivering geothermal heat to AUTHORITY, due to conditions beyond CITY's control, or to any force majeure, or in the event CITY deems it necessary to suspend delivery of geothermal heat for the purpose of inspecting or repairing its transmission and distribution system, its source of geothermal heat supply or other apparatus or to make repairs or alterations thereon or connections therewith, then CITY shall not be obligated to deliver geothermal heat to AUTHORITY during such period and shall not be liable for any damage or loss resulting from such interruption, prevention, suspension or failure. In the event the temperature of the geothermal heat delivered to AUTHORITY is less than 135°F, and/or sufficient quantity of heat is not available to meet peak demands, at AUTHORITY's option, AUTHORITY may terminate this Agreement, but shall not claim any loss or damage resulting from the termination of service. In the event service is interrupted for a period of twenty-four (24) hours or more, the monthly bill shall be reduced proportionately to reflect such interruption.

Injury to Persons or Property. CITY shall not be responsible for the distribution, transmission, control, use or application of geothermal heat beyond the point of its delivery to AUTHORITY, and shall not, in any event, be liable for damages or injury to persons or property arising, occurring or resulting in any manner from the receiving, use, application or distribution by AUTHORITY of geothermal heat.

Ingress and Egress. CITY shall, at all times during the continuance of this Agreement, have the right of ingress and egress at reasonable times and places to the premises of

AUTHORITY, for any purposes connected with the delivery, monitoring of, metering of, and/or distribution of geothermal heat hereunder, or the exercise of any rights secured to or the performance of any obligation imposed upon it by this Agreement.

Default. If default shall be made at any time by AUTHORITY in the payment of any sum of money due hereunder, or in the performance of any other term or condition of this Agreement, and if such default shall continue for a period of twenty (20) days, CITY shall have the right at its option, on fifteen (15) days written notice to AUTHORITY, to terminate this Agreement, or at its option, without terminating or in any way voiding this Agreement, to discontinue, suspend or withdraw the delivery, furnishing or supply of geothermal heat until such default has been completely remedied.

Modification of Agreement. No amendment, modification, alternation or enlargement of this Agreement shall be valid or binding unless reduced to writing and signed by both CITY and AUTHORITY.

General Provisions. Except to the extent specifically set forth in this Agreement, CITY does not warrant or guarantee heat delivered to AUTHORITY, nor assumes any liability, direct or implied, for corrosion, scaling or similar physical degradation of AUTHORITY's facilities or equipment utilized beyond place of delivery as set forth in Paragraph 2 hereof, by AUTHORITY.

Force Majeure. In the event either party is prevented from performing this Agreement by labor strikes, fires, floods, explosions, riots, severe weather conditions, acts of God, or other force majeure or extraordinary events beyond their control, the performance under this Agreement shall be suspended during the continuance of such acts which prevent performance.

Call Service. CITY shall exercise its best efforts to respond within twenty-four (24) hours to any call by AUTHORITY regarding any problem with service to AUTHORITY. The telephone number to which AUTHORITY shall report service problems is (530) 257-7236.

Term. This Agreement shall commence on upon execution by both parties and shall remain in effect until terminated by either party.

Termination. Either party may terminate this agreement for any reason on 90 days notice to the other party.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed by its duly authorized officers on the day and year first above written.

CITY

AUTHORITY

City of Susanville

Honey Lake Valley Recreation AUTHORITY

By: _____
Kathie Garnier

By: _____

Title: _____
Mayor

Title: _____

EXHIBIT "A"

RULES AND REGULATIONS AND GEOTHERMAL SERVICE

1. These rules and regulations become a part of each and every GEOTHERMAL ENERGY CONNECTION AND SERVICE AGREEMENT (AGREEMENT) between the City of Susanville, a California municipal corporation (CITY) and user of geothermal water (USER) and may be changed at any time by the CITY upon due notice.
2. The privilege of the use of geothermal heat shall be conditioned upon a written and signed AGREEMENT.
3. No relocation of geothermal mains or taps will be made for any USER except upon agreement satisfactory to the CITY.
4. Changes or alterations in the USER's piping or fixtures are not permitted during the period of any AGREEMENT, except upon written approval of the CITY. The USER's system must conform to the requirements of the CITY at all times. Diagrams illustrating acceptable types of connection systems are attached for reference purposes.
5. Upon request of CITY, CITY provided flow meters must be installed on USER's inlet piping, and meters shall be located as to provide access for convenient inspection by representatives of CITY at reasonable hours.
6. No more than one building may be connected to anyone service connection without written consent of the CITY.
7. The CITY is not responsible for the efficiency of any system supplied with heat from its mains, even though the CITY grants the approval of its installation.
8. The CITY is not responsible for damage of any kind caused by the geothermal heated water or resulting from shut-off of water without notice. The CITY shall not be liable for its inability to deliver water for any reason whatsoever.
9. The USER shall design and install its system so as to achieve a 40°F temperature drop throughout the load range between the supply water and return water temperatures.
10. Seals installed on geothermal supply or return valves by the CITY must not be broken, tampered with or interfered with by anyone other than the CITY's employees or agents.
11. The USER must permit access of CITY's employees or agents to its premises at all reasonable hours for purposes of inspection.
12. No person other than an employee of the CITY shall be permitted to turn on or off the water at CITY's valve installed on USER's service line.
13. The CITY reserves the right to install any type of equipment or devices that it determines are necessary in the future including metering and measuring equipment within the USER's premises.
14. The use of a booster pump or any device which will affect the pressure in the main

supply lines of the CITY shall be approved by CITY prior to installation.

15. To control resources and control operating costs for our USERS, the well(s) will be turned off from June through October, unless temperatures dictate otherwise.

Reviewed by: AKW City Administrator
 City Attorney

 Motion Only
 Public Hearing
 X Resolution
 Ordinance
 Information

Submitted By: Gwenna MacDonald, City Clerk

Action Date: June 7, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 17-5390** approving agreement between the Lassen Union High School District and the City of Susanville for a School Resource Officer, authorizing the City Administrator to sign the agreement

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The City entered into an agreement with Lassen Union High School in June 2014 to provide a School Resource Officer. The agreement provided for a full-time officer who was assigned to the Lassen High School campus during school hours for the purpose of elevating campus safety. The position is also involved in the training and education of staff and students in the area of personnel and campus safety. The current agreement is due to expire at the end of this school year. To continue providing this service, staff has updated the agreement to include the following:

- Added to General Duties - (h) assist in the reduction of truancy for the District
- Term/Renewal – Term to begin with the 2017/2018 school year and renew automatically on July 1st of each year unless terminated pursuant to the terms of the agreement.
- Termination – Agreement may be terminated by either party no later than December 31st of each year, six months in advance, by written notice
- Insurance – additional paragraph added regarding request to increase or decrease insurance coverage
- Compensation – City to be reimbursed for 75% of the benefitted cost of an officer position (base) at Step “C” of the salary matrix in effect on January 1st, currently \$68,671.50 per year, adjusted annually, payable in quarterly payments commencing July 1, 2017

The Lassen Union High School District has reviewed the changes and approved the Agreement at its May 16, 2017 meeting.

FISCAL IMPACT: Benefitted cost of Officer (base) position at Step “C” \$91,562.00 with \$68,671.50 to be reimbursed through the Lassen Union High School District. Cost to City \$22,890.50.

RESOLUTION NO. 17-5390
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING AGREEMENT WITH THE LASSEN HIGH SCHOOL DISTRICT
FOR SCHOOL RESOURCE OFFICER SERVICES, AUTHORIZING THE CITY
ADMINISTRATOR TO SIGN AGREEMENT

WHEREAS, the City of Susanville provides a School Resource Officer to Lassen Union High School District to provide campus security services; and

WHEREAS, the 2014 Agreement has been amended to reflect updated language in several sections of the agreement; and

WHEREAS, The Lassen High School District has approved the agreement at a regularly scheduled board meeting on May 16, 2017.

NOW THEREFORE, be it resolved that the City Council does hereby approve the Agreement between the Lassen Union High School District and the City of Susanville, a copy of which is attached hereto as Exhibit "A" and does further authorize the City Administrator to sign the same.

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 7th day of June, 2017 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

**AGREEMENT BETWEEN
THE CITY OF SUSANVILLE POLICE DEPARTMENT AND
THE LASSEN UNION HIGH SCHOOL DISTRICT**

This Agreement is made on this ___ day of _____ 2017, by and between the City of Susanville, a municipal corporation and general law city of the State of California, hereinafter referred to as the "City": and Lassen Union High School District, a school district organized and existing under the law of the State of California, hereinafter referred to as the "District".

PURPOSE OF AGREEMENT:

The purpose of this Agreement is to state the terms and conditions under which City will furnish supplemental law enforcement, consisting of a School Resource Officer to the high school campus located on 1110 Main Street in Susanville, hereinafter referred to as the "protected property".

FURNISHING OF LAW ENFORCEMENT SERVICES:

City shall furnish a career law enforcement officer (hereinafter referred to as "police officer"), as defined by Penal Code Section 830.1, of City's own choice and designation to the protected property, generally from Monday through Friday, as follows: Work hours at the protected property shall generally be between the times of 0730 – 1530 hours, during regularly scheduled school days.

Said police officer shall be primarily responsible to attend to law enforcement duties on District property. However, there may be times when said officer is unavailable to be present on District property during regular school hours and the parties hereto recognize, understand and agree that at those times it will be necessary for said police officer to be unavailable to District. The parties hereto recognize, understand and agree that the City, will attempt to limit the amount of time said police officer is unavailable to the District during normal school hours.

The police officer shall spend the majority of his/her time in and around the protected property; provided, however, said police officer may respond as backup to major in-progress calls anywhere in the city, when necessary, in the discretion of said police officer and/or City. The police officer will maintain full law enforcement authority to investigate crimes on the protected property and shall report to the Shift Supervisor at City's police department when initiating a crime investigation.

City agrees to furnish a police officer to District for special events outside of the school day for up to an including no more than seven, (7) events per school year. Police coverage for more than seven, (7) events per year, or request for more than one police officer, shall be billed to the District at an hourly rate set by the City of Susanville for police services. The current police services hourly rate is \$63.00, subject to adjustment annually. For the purpose of this agreement, special events are defined as youth sports and school dances held within the City of Susanville.

The City agrees to provide status updates on the SRO program to the District at their regularly scheduled board meetings up to three (3) times per calendar year.

FACILITIES:

District shall provide to City's police officer, while said police officer is on duty at the protected property, office space equipped with a desk, telephone, computer, sufficient chairs and other technological equipment as agreed upon between City and District.

City shall provide all training, equipment, vehicle, and supplies to police officer needed to facilitate this agreement

POLICE OFFICERS ARE EMPLOYEES OF CITY:

All police officers furnished by City shall be employees of the City of Susanville and shall be at all times subject to the supervision and control of City. District will not have any supervision responsibilities of said police officer. City shall have the sole responsibility of paying the salaries, taxes (including, but not limited to, retirement benefits, federal social security taxes and federal and California unemployment taxes) and all other expenses relating to each police officer of City.

POLICE OFFICERS SERVICES HEREUNDER:

City police officer services hereunder shall encompass only law enforcement duties including but not limited to the following services: (a) physical presence on the protected property; (b) address crime and disorder problems; (c) develop or expand crime prevention efforts; (d) educate staff in crime prevention and safety, as well as in the identification of crime and related issues; (e) conduct assessments of physical and procedural issues involving safety and security; (f) assist in the development of policy by the District that addresses crime, as well as recommend procedural changes in such policies; and (g) assist in the identification of physical changes in the environment that may reduce crime.

GENERAL DUTIES OF THE POLICE OFFICER:

The general duties of the police officer are to: (a) provide education, when appropriate, to District in the prevention, identification and control of crime and related issues; (b) establish an office of operations as the protected property; (c) establish a scheduled presence at the protected property during special events and athletic contests; (d) provide escorts upon request for staff, students and visitors to the protected property; (e) conduct assessments of physical and procedural issues involving safety and security; (f) conduct meetings with District as needed; (g) assist administrative personnel in investigation of crimes committed on the protected property; (h) assist in the reduction of truancy for the District.

If either party wishes to amend the duties of the police officer pursuant to this Agreement, such an amendment must be in writing signed by both parties to this Agreement.

WORKERS COMPENSATION COVERAGE:

City shall provide and maintain during the course of this Agreement workers compensation coverage for the protection of City's employees engaged in work pursuant to this Agreement.

INDEMNITY:

District shall defend, indemnify and hold harmless City, its officers, directors and employees and each of them, from any and all claims, demands, causes of actions, damages, costs, expenses, actual attorneys' fees, losses or liabilities, in law or in equity, of every kind and nature whatsoever, arising out of or in connection with District's negligent or intentional acts or omissions in the performance of this contract for: (a) bodily injury including, but not limited to bodily injury, sickness or disease, emotional injury or death to any person(s); and (b) damaged to property of anyone including loss of use thereof.

City shall defend, indemnify and hold harmless District, its officers, directors and employees and each of them, from any and all claims, demands, causes of actions, damages, costs, expenses, actual attorneys' fees, losses or liabilities, in law or in equity, or every kind and nature whatsoever, arising out of or in connection with the City's negligent or intentional acts or omissions in the performance of this contract for: (a) bodily injury including but not limited to, bodily injury, sickness or disease, emotional injury or death to any person(s); and (b) damage to property of anyone including loss of use thereof.

SOLE AGREEMENT:

This Agreement constitutes the sole agreement of the parties hereto relating to the matters set forth herein and correctly sets forth the rights, duties and obligations of each to the other as of its date. Any prior agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force or effect.

WAIVER:

Waiver of a breach or default under this Agreement shall not constitute a continuing waiver of a subsequent breach of the same or any other provisions of this Agreement.

GOVERNING LAW:

This Agreement and all matters relating to it shall be governed by the laws of the State of California.

TERM/RENEWAL:

The term of this Agreement shall begin with the 2017/2018 school year and renew automatically on July 1st of each year unless terminated pursuant to the terms of this Agreement.

TERMINATION:

This Agreement may be terminated by either party no later than December 31st of each year, six months in advance, by giving written notice of its intent to terminate the Agreement.

INSURANCE:

Each of the parties shall respectively furnish and keep in full force and effect at all times during the term of this Agreement the following insurance:

Public liability insurance in the minimum amounts of \$1,000,000 for one person and of \$2,000,000 for more than one person for loss from a tort resulting in bodily injury or death, naming the other party as an additional insured and providing a Certificate of Insurance to that effect. Membership in a governmental self-insurance pooling arrangement is acceptable.

District shall name the City, its Governing Board, officers, agents, and employees as an additional insured and provide the City with a copy of the certificate insurance and the additional named insured endorsement prior to the commencement of this agreement.

City shall name the District, its Governing Board, officers, agents, and employees as an additional insured and provide the District with a copy of the certificate insurance and the additional named insured endorsement prior to the commencement of this agreement.

Either party may request an increase or decrease to insurance coverage limitations no later than December 31st, to take effect 6 months thereafter with such amendment being in writing and signed by both parties to this Agreement.

COMPENSATION:

For the services agreed to be performed, the District shall pay the City the sum of 75% of the benefitted cost of an officer position (base) at Step "C" in of the salary matrix in effect on January 1st of the most recent school year, currently \$68,671.50 per year, adjusted annually, payable in equal quarterly payments commencing July 1, 2017.

It is agreed that at any time either City or the District may reopen this contract for the purpose of negotiating lower or higher fees for the services to be performed under this Agreement.

MODIFICATION:

This agreement shall not be modified except in writing and executed by both parties.

NO THIRD-PARTY BENEFICIARIES:

Nothing contained in this Agreement shall be construed to create, and the parties do not intend to create, any rights in third parties.

HIRING CITY’S EMPLOYEES:

The District shall not either during the term of this Agreement or for a period of one year following its termination, hire for its own employment any of the employees of the City who performed services at any time in carrying out the terms of this Agreement.

NOTICES:

Any notice submitted or communicated required or permitted to be served on a party hereto, may be served by personal delivery to the person or office of the person identified below. Service may also be made by mail, by placing first-class postage affixed thereto, and addressed as indicated below and deposited said envelope on the United States mail to:

CITY:
Jared G. Hancock
City Administrator
City of Susanville
66 N. Lassen Street
Susanville, CA 96130

DISTRICT:
Bill McCabe
Superintendent
Lassen High School District
1100 Main St.
Susanville, CA 96130

AUTHORITY OF PERSONS SIGNING AGREEMENT:

The person(s) signing this Agreement on behalf of the City and District have been authorized to do so by their respective governing bodies and this Agreement has been duly executed and delivered in accordance with the authorization and constitutes a legal, valid and binding obligation of both parties.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the dates following their respective signatures below:

CITY OF SUSANVILLE

LASSEN UNION HIGH SCHOOL DISTRICT

Jared G. Hancock, City Administrator

Bill McCabe, Superintendent

Attest:

Gwenna MacDonald, City Clerk

Reviewed by: City Administrator
 City Attorney

 Motion only
 Public Hearing
 Resolution
 X Ordinance
 Information

Submitted by: Craig Sanders, City Planner

Action Date: June 7, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Ordinance No. 17-1011 amending the Susanville Municipal Code to Implement Property Maintenance Ordinance

PRESENTED BY: Craig Sanders, City Planner

SUMMARY: This is a proposal to add property maintenance regulations to the Susanville Municipal Code (SMC). Implementation of comprehensive property maintenance regulations involve updates to a number of chapters as well as the addition of three new chapters in order to give the City access to the appropriate tools to deal with various situations related to property maintenance.

At the May 17, 2017 meeting the City Council reviewed proposed changes to the ordinance based on discussions that occurred at the April 19, 2017 City Council meeting and provided direction to staff regarding further revisions to portions of the ordinance. The Council accepted the amendments to proposed chapter 15.09 regarding neglected vacant buildings and made additional changes to proposed Chapter 8.52, Property Maintenance to address the parking and storage of recreational vehicles in residential areas of the City. The sections below reflect the wording changes with deleted sections in ~~strikeout~~ and new sections in *italics*:

C. The parking or storage of trailers, campers, boats, vessels, watercraft, recreational vehicles, snowmobiles, wood splitters or other similar vehicles and equipment on residentially zoned property is prohibited as follows:

1. On a paved driveway surface *or legal unpaved driveway* when such parking or storage unreasonably prevents routine and useful access to a required garage parking space or prevents the utilization of the garage or paved driveway area for required off-street parking. For purposes of this section, "paved driveway" shall mean ~~a paved~~ *an asphalt or concrete surface and "driveway" shall mean a strip of land which meets all applicable zoning regulations of the city, which provides access from the street to a garage, carport or parking space and which has a single access point. A legal unpaved driveway is a driveway established prior to September 16, 2000.* The paved driveway may have two access points only if the driveway is semi-circular in nature. For purposes of this section, "parking space" shall mean ~~a paved an area within the front yard area~~ *an area which meets all applicable zoning and building regulations of the city and which is of sufficient size to be used for the express purpose of parking a vehicle.*

2. In the front yard area. For the purpose of this section, the "front yard area" shall mean any area of the lot or parcel that is not a paved driveway, *legal unpaved driveway*, or *graveled area* that is between the front elevation of the residential building and the front property line of the lot or parcel and that extends the entire width of the lot or parcel.

3. On a paved driveway or *graveled area* when such parking or storage unreasonably obstructs the cross visibility of vehicle or pedestrian traffic and creates an unsafe condition or traffic hazard or when the vehicle or equipment projects over or onto the sidewalk or street;

4. *The utilization of more than 60% of the front yard area as a paved or gravelled area for the storage of such vehicles or equipment.*

5. When stored directly on the ground and not upon a currently registered and operable vehicle, trailer or similar device designed to transport such vehicle or equipment.

6. In an abandoned, inoperative, wrecked or dismantled condition;

H. Storage or the parking of ~~non-recreational~~ *commercial* vehicles including buses, tow trucks, dump trucks, grading equipment, tractors, commercial trailers or coaches or any other commercial vehicle over 20 feet long, 8 feet high or 90 inches wide in a residential zone.

1. ~~Non-recreational Commercial~~ *Commercial* vehicles under 20 feet long may be stored or parked in a side or rear yard *on a paved or gravel surface*. ~~For properties developed after September 16, 2000 the parking/storage area must be paved. Properties developed after September 16, 2000 may utilize a gravel surface in the side or rear yard provided it can be shown that the parking area was established prior to September 16, 2000.~~

The above changes have been incorporated into Ordinance 17-1011 and this hearing represents the second reading of the ordinance. It is recommended that the City Council waive the second reading of the ordinance and adopt Ordinance No. 17-1011.

FISCAL IMPACT: Near term increase in costs to abate nuisances which will be offset by collections in 3-5 years.

ACTION REQUESTED: Motion to waive the second reading and adopt Ordinance No. 17-1011.

ATTACHMENTS: Ordinance No. 17-1011

ORDINANCE NO. 17-1011

AN ORDINANCE REPEALING AND REPLACING CHAPTERS 1.12 GENERAL PENALTY, 10.22.030 DEFINITIONS, 8.32 ADMINISTRATIVE NUISANCE ABATEMENT AND 8.40 ADMINISTRATIVE CITATIONS AND ADDING CHAPTERS 8.52 PROPERTY MAINTENANCE, 15.09 NEGLECTED VACANT BUILDINGS AND 15.10 ABATEMENT OF DANGEROUS BUILDINGS TO THE SUSANVILLE MUNICIPAL CODE

WHEREAS, Susanville City Council has the authority, under its police power, to enact regulation for the public peace, safety, morals and welfare of the city, Cal. Const. art. XI, § 7; and

WHEREAS, the Susanville City Council finds that certain conditions constitute a public nuisance and are a threat to the public peace, safety and welfare of the city; and

WHEREAS, the Susanville City Council is committed to protecting the public peace, safety, morals and welfare by providing security and protection to the community from harms and wrongdoings that arise from public nuisances and that certain conditions ; and

WHEREAS, the Susanville City Council has an interest in maintaining the City of Susanville in an orderly and esthetically pleasing condition, to maintain property values and to improve the quality of life for its residents, businesses, and visitors; and

WHEREAS, Sections 36901, 38771 and 38773.5(a) of the California Government Code authorize the City of Susanville to enact ordinances declaring what constitutes a nuisance, the procedures for abating nuisance conditions, providing for the recovery of costs and attorney fees to abate the nuisance and providing for the collection of civil penalties; and

WHEREAS, the Susanville City Council finds that City of Susanville's municipal code does not currently provide an adequate administrative remedy for properties harboring conditions that constitute a public nuisance; and

WHEREAS, the City of Susanville proposes amending existing regulations relating to abating public nuisances and recovering the costs related to the enforcement of said regulations as well as adopting new regulations to address the public nuisance of buildings, structures and properties which contribute to neighborhood blight

THE CITY COUNCIL OF THE CITY OF SUSANVILLE DOES ORDAIN AS FOLLOWS:

Section 1. Chapter 1.12 General Penalty is hereby repealed and replaced with the following:

1.12 General Penalty

1.12.010 General penalty—Violations.

Civil Actions. The city attorney may bring an action in a court of competent jurisdiction to enjoin a violation of any provision of this code or any other ordinance of the city, or to enforce administrative penalties imposed.

Wherever in this code or in any other ordinance of the city including codes adopted by reference, any act is prohibited or is made or declared to be unlawful or an offense, or the doing of any act is required, or the failure to do any act is declared to be unlawful, the violation of any such provision of this code or other ordinance or code adopted by reference of the city shall, unless specifically defined as a misdemeanor, constitute an infraction and shall be punishable by:

- A. A fine not exceeding one hundred dollars (\$100.00) for a first violation;
- B. A fine not exceeding two hundred dollars (\$200.00) for a second violation of the same ordinance, term, or condition within one year from the date of the first violation, or \$500 for a second violation of a building or safety code within one year from the date of the first violation;
- C. A fine not exceeding five hundred dollars (\$500.00) for a third, and each additional, violation of the same ordinance, term, or condition within one year from the date of the first violation, or \$1,000 for a third violation of a building or safety code within one year from the date of the first violation;

A second or subsequent violation need only be of the same ordinance, term, or condition to require the larger fine, and need not involve the same person or property, provided that the same responsible party is cited. The fine amounts shall be cumulative where multiple citations are issued.

Wherever in this code or in any other ordinance of the city including codes adopted by reference, any act is specifically declared to be a misdemeanor, said misdemeanor violation shall be punishable by a fine not to exceed the sum of one thousand dollars (\$1,000.00), and/or imprisonment not to exceed six months.

Every day the violation of this code or any other city ordinance continues shall constitute a separate offense.

1.12.020 Recovery of attorneys' fees and costs.

A. In addition to all other remedies and cost recovery authorized or provided by any provision of this code or any other law, any person violating any provision of this code shall be liable to the city for the city's reasonable attorneys' fees and costs incurred to remedy such violation or enforce such person's compliance with this code, including recovery of the city's reasonable attorneys' fees and costs in bringing an action or proceeding to enforce an administrative determination or court order against such person. This section does not apply to public nuisance abatement actions for which attorneys' fees are authorized under subsection B of this section.

B. In any action or proceeding brought by the city to abate a public nuisance, the prevailing party shall be entitled to recover reasonable attorneys' fees; provided that, pursuant to Government Section 38773.5, attorneys' fees shall only be available in an action or proceeding in which the city has elected, at the commencement of such action or proceeding, to seek recovery of its own attorneys' fees. In no action or proceeding shall an award of attorneys' fees to a prevailing party exceed the amount of reasonable attorneys' fees incurred by the city in the action or proceeding.

C. Notwithstanding any other provision of this code, the city, in its discretion, may pursue any and all legal and equitable remedies for the collection of unpaid city fines, taxes, interest, fees, service charges, late payment charges, civil penalties, administrative penalties, and any other sum required to be paid under any provision of this code or any other law. Upon giving advance written notice that the debtor will be subject to collection costs if the debtor does not pay the unpaid amount owed to the city, the city shall be entitled to recover reasonable attorneys' fees and costs associated with the collection of the amount owed regardless of whether the city pursues said collection through litigation or by any other means. As used herein, "costs" include, but are not limited to, city staff time incurred in the collection of the amount owed, third-party costs incurred in the collection action, and those costs set forth in Code of Civil Procedure Section 1033.5. Pursuit of one remedy does not preclude the pursuit of any other remedies until the total amount owed has been collected.

Section 2. Chapter 10.22.30 Definitions, is hereby repealed and replaced with the following

10.22.030 Definitions.

As used in this chapter:

A. "Highway" means a way or place of whatever nature, publicly maintained or open to the use of the public for purposes of vehicular traffic. "Highway" includes "street."

B. "Inoperative vehicle" means a vehicle that cannot or may not be operated for mechanical or statutory reasons, including, but not limited to, flat tires, engine failure, electrical malfunction, or non-display of current license plates, tabs or stickers as required by Article IX of Chapter 1 of Division 3 of the California Vehicle Code. An inoperative vehicle also includes, but is not limited to, a vehicle which cannot be legally driven on any public street or other area due to lack of front headlights and rear brake lights, windshield, wipers, front and rear bumper(s), or any other equipment required by the California Vehicle Code, any vehicle defined as a "non-repairable vehicle" or "total loss salvage vehicle" by the California Vehicle Code.

C. "Owner of the land" means the owner of the land on which the vehicle, or parts thereof, is located, as shown on the last equalized assessment roll.

D. "Owner of the vehicle" means the last registered owner and the last legal owner of record.

E. "Public property" does not include "highway."

F. "Vehicle" means a device by which any person or property may be propelled, moved, or drawn upon a highway except a device moved by human power or used exclusively upon stationary rails or tracks.

Section 3. Chapter 8.32 Administrative Nuisance Abatement is hereby repealed and replaced with the following:

Chapter 8.32 Administrative Nuisance Abatement

8.32.010 Purpose.

This administrative nuisance abatement process is intended to enable the city to respond effectively to public nuisances in order to maintain and protect the public peace, safety, welfare and order and to provide security and protection to the community from harms and wrongdoings. This process makes available an alternative remedy to instituting a civil suit to enjoin public

nuisances by authorizing the administrative body to impose orders and conditions to abate and halt public nuisances.

8.32.020 Applicability.

A. This chapter provides for administrative abatement of public nuisances, which is in addition to all other legal remedies, criminal or civil, which the city may pursue to address any public nuisance.

B. The use of this chapter shall be at the sole discretion of the city.

C. The city may proceed to abate a public nuisance under this chapter against any or all persons responsible for creating or fostering the creation of the public nuisance, without regard to whether or not the person owns the property upon which the public nuisance is occurring.

8.32.030 Definitions.

A. "Hearing Board" means the planning commission of the city of Susanville sitting as the hearing board of the city of Susanville, or its successor, or such other board or commission of the city that the city council may, by resolution, authorize to perform the functions of the hearing board under this chapter.

B. "Responsible Party" means any individual who is the owner or occupant of real property, the holder or the agent of the holder of any permit, entitlement, or review, or the party or agent of a party to any agreement covered by this chapter; the owner or authorized agent of any business, company, or entity subject to this chapter; any person or the parent or legal guardian of any person under the age of 18 years; who violates any ordinance, regulation, permit, entitlement, review, or agreement described.

8.32.040 Public nuisance prohibited.

No person may maintain or use property or allow their property to be maintained or used in a manner that creates or fosters the creation of a public nuisance.

8.32.050 Public nuisance defined.

For purposes of this chapter, a public nuisance means any of the following:

A. A condition of real property or a building, structure, improvement or other thing located on real property that violates any provision of this code, including but not limited to:

1. Real property developed or used in a manner that violates the zoning and land use regulations adopted directly or by reference in this code;

2. A substandard building or a dangerous building or structure maintained in violation of the housing regulations or dangerous building regulations adopted by or pursuant to this code; or

3. A building or structure constructed, maintained or used in violation of the building regulations or fire regulations adopted by or pursuant to this code.

4. Neglected vacant buildings as defined and regulated in chapter 15.09 of this code.

5. Dangerous buildings as defined and regulated in chapter 15.10 of this code.

B. A condition of real property or a building, structure, improvement, or other thing on real property that endangers the public health, safety or welfare, including but not limited to:

1. A tree that is subject to disease or insect infestation likely to spread or is structurally unsound by reason of old age, disease, fire or other cause;

2. A failing private sewage disposal system;

3. An unprotected excavation or an abandoned and uncovered well; or

4. A well with a casing not sealed as required by applicable regulations.

C. A condition of real property or a building, structure, improvement, or other thing on real property that is unsightly and, by reason thereof, contributes to a diminution in the value of surrounding properties when visible from a public right-of-way or alley, including but not limited to:

1. An accumulation of lumber, unused equipment, or junk visible from a public right-of-way or surrounding properties;

2. An abandoned and dilapidated building or portion of a building; or

3. Dilapidated furniture in yards or on driveways, sidewalks, roofs or unenclosed balconies or porches.

4. The maintenance of property in the city in violation of chapter 8.52 of this code.

5. The outside storage of abandoned vehicles and vehicle parts as defined in chapter 10.22 of this code.

D. A condition of real property or a building, structure, improvement or other thing on real property that is an attractive nuisance (i.e., a dangerous or potentially dangerous condition of property likely to attract children and other curious people) including, but not limited to:

1. An unfenced or otherwise unenclosed outdoor swimming pool; or

2. Unused refrigerators, freezers or ice boxes stored, without the doors removed, outside a building or other enclosed structure.

E. A condition of real property, or of a building, structure, or improvement on real property, resulting directly or indirectly from the violation of:

1. Any regulatory or prohibitory provision of city, state or federal law or regulation applicable to the property or the occupancy of any structure; or

2. Any condition of approval or mitigation measure imposed upon the subdivision of land, any permit or any other entitlement for the use of land.

F. Real property that has been the situs for nuisance activity including, but not limited to:

1. Disturbing the peace, or
2. Illegal drug activity, or
3. Public drunkenness, or
4. Drinking alcoholic beverages in public, or
5. Harassment of passersby, or
6. Illegal gambling, or
7. Prostitution, or
8. The sale of stolen goods, or
9. Acts of violence, or
10. Public urination, or
11. Acts of vandalism, or
12. Acts of lewd conduct, or
13. Unreasonably loud noise, or
14. Loitering, or

G. Any other condition of real property, or of any building, structure, or improvement on real property, declared to be a nuisance by any statute of the State of California, or recognized to be a public nuisance by the common law of this state.

H. Nothing contained in this chapter shall prohibit persons from participating in activity which the city may not proscribe under the United States Constitution or the California Constitution.

8.32.060 Notification of nuisance.

Whenever an enforcement official, as defined in section 8.40.020 of this code, determines that a nuisance, as defined in this chapter, exists on any building, structure or property located within the city, he or she shall notify, in writing, the responsible party of property on which the nuisance is located of the existence of the alleged nuisance which shall be served by personal delivery, first class mail or by registered or certified mail. The notification shall specify the

violation(s), direct that the nuisance be abated and establish a reasonable abatement period of not less than 10 days.

8.32.070 Voluntary abatement of nuisances.

The responsible party having charge or control of any building, structure or property alleged to be a nuisance under the provisions of this chapter may abate the nuisance at any time within the abatement period provided in section 8.32.060. If the abatement requires alterations, repair, rehabilitation or demolition of a building or structure all required city permits or entitlements must be obtained prior to commencement of the work. The responsible party shall advise the enforcement official who issued the declaration of nuisance of the completed abatement. Once so advised, the enforcement official shall inspect the premises to insure that the nuisance has, in fact, been abated.

8.32.080 Failure to voluntarily abate a declared nuisance.

If an alleged nuisance is not properly abated within the period established under the provisions of section 8.52.060, the responsible party may be issued an administrative citation as provided in chapter 8.40 of this code. Alternatively the enforcement official may initiate abatement procedures by sending a Notice of Intention to Abate Public Nuisance to the responsible party and follow the process in sections 8.32.090 through 8.32.270.

8.32.090 Notice of intention to abate public nuisance and public hearing thereon.

The Notice of Intention to Abate Public Nuisance shall demand that the responsible party remedy or abate such public nuisance within a reasonable period of time which shall not be less than ten (10) days. It shall also give notice of the time, date and place of a public hearing which shall be held by the hearing board to review the determination and abatement of the public nuisance. The public hearing shall be set for a date no less than ten (10) days after the abatement period expires.

8.32.100 Right of entry procedures

A. Whenever necessary to make an inspection to enforce any ordinance or resolution of the City of Susanville or the provisions of any secondary code adopted by any ordinance, or whenever there is reasonable cause to believe that there exists a violation of any provision of such ordinance, resolution or code in any building, or upon any premises, or whenever any enforcement official of the city has reasonable cause to believe that any building or premises is

unsafe, substandard, unsanitary, or dangerous as defined in any provision of any such ordinance, resolution or code, an enforcement official of the city may enter such building or premises at a reasonable time to inspect the same and to perform any duty imposed upon such official by any provision of such ordinance, resolution or code. However, except in emergency situations, when consent of the owner and/or occupant to the inspection has not been otherwise obtained, the enforcement official shall give notice as follows:

1. If the building or premises is occupied, the enforcement official shall first present to the occupant city-issued credentials that include the enforcement official's name, position, title, and photograph. The enforcement official shall then request entry at a time convenient to the occupant within 24 hours of the time of the request;

2. If the building or premises is unoccupied, the enforcement official shall first make a reasonable effort to locate the owner or other person having charge or control of the building or premises, and if located, the enforcement official shall present credentials to the owner or other person and then request entry at a time convenient to such owner or other person, but within 48 hours of the entry request;

3. If the owner or other person is located outside of the city, the enforcement official may notify that person by telephone or letter, and in doing so shall transmit sufficient information to identify the enforcement official's capacity to the owner or other person and may request entry at a time convenient to such owner or other person, within 5 days of such telephone request, or the receipt of such letter.

If entry is refused by the occupant, the owner, or other person having charge or control of the building or premises, or the enforcement official, after making a reasonable effort, cannot locate the owner, or other person having charge or control of the building or premises, so as to request entry, then the enforcement official may seek and obtain an administrative inspection warrant pursuant to the procedures provided by California Code of Civil Procedure Section 1822.50 through 1822.59, as may be amended from time to time, or the successor provisions thereto in order to secure entry to such building or premises.

B. Any enforcement official of the city or a duly authorized representative or agent of the city may enter upon a property to access the exterior of the building or structure for the purpose of posting or serving notice.

8.32.110 Service of notices and order to abate.

Service of Notice of Intention to Abate Public Nuisance, written orders of the hearing board or other items as required under this chapter shall be made by posting a notice in a conspicuous

place on or in front of the building, structure or property in question, as well as by any one of the following methods:

(A) By personal service on the responsible party;

(B) By registered or certified mail addressed to the owner at the last known address of the owner. If there is no known address for the owner, the notice shall be sent to the property address. "Owner" as used herein means any person(s) shown as the property owner on the latest equalized property tax assessment rolls. If the property owner cannot be served by personal service or by mail, service by posting shall be sufficient;

(C) By any other means which is authorized or required by applicable law for such nuisance abatement actions.

The failure of any person to receive any notice required and properly served, mailed, posted or published under this chapter shall not affect the validity of any proceedings taken under this chapter.

8.32.120 Hearing board - public hearing

At the time and place stated in the Notice of Intention to Abate Public Nuisance, the hearing board shall receive, hear and consider all relevant evidence, objections, protests and testimony of the responsible party, as well as that of other witnesses, city personnel and interested persons relative to the alleged public nuisance and to any proposed abatement measures. The hearing board shall only consider evidence that is relevant to whether the violation(s) occurred and whether the responsible party has caused or maintained the violation(s). Courtroom rules of evidence shall not apply. Relevant hearsay evidence and written reports may be admitted whether or not the speaker or author is present to testify if the hearing board determines that the evidence is reliable. Admission of evidence and the conduct of the hearing shall be controlled by the hearing board in accordance with the fundamentals of due process. The hearing board may limit the total length of the hearing to one hour, and shall allow the appellant at least as much time to present its case as is allowed the city. The hearing may be continued from time to time.

The failure of any person subject to a Notice of Intention to Abate Public Nuisance pursuant to this chapter to appear at the nuisance abatement hearing shall constitute a failure to exhaust administrative remedies.

8.32.130 Decision of the hearing board

Following the public hearing, the hearing board shall consider all evidence and other matters noted during the hearing and shall determine whether the building, structure or property in question, or any part thereof, constitutes a public nuisance as alleged. If the hearing board finds that a public nuisance does exist and that there is sufficient cause to abate the nuisance, the hearing board shall make a written nuisance abatement order (Order), setting forth those findings and ordering the owner, lessee, agent, occupant or other person having charge or control of the building, structure or property to abate the nuisance by rehabilitation, repair or demolition in the manner and by the means that may be specifically set forth in the Order. The Order shall set forth the time within which the abatement work shall be completed, and it shall state that if the nuisance is not abated within such time period, it may be abated by the city. Where the implementation of the Order requires a building or development permit or an amendment to an existing development permit, the required permits shall be obtained prior to commencing abatement. The Order shall also state that all costs of the city's abatement efforts, including the abatement work and administrative time to investigate and to hear and effect the abatement shall be charged against the responsible party as a personal debt or may be assessed upon the property on which the nuisance existed and will constitute a lien or special assessment upon the property until paid.

8.32.140 Service of the nuisance abatement order; one year jurisdictional period.

A) Within five days following the Board's decision, the responsible party shall be served with a copy of the written nuisance abatement order in the manner provided in section 8.32.110.

(B) The Order shall be effective for a one year period after issuance. During such period, the hearing board shall retain jurisdiction over the conditions of the building, structure or property which constituted the nuisance established by the Order, as well as the abatement thereof, to ensure that the nuisance does not reoccur and that the building, structure or property is maintained in such a manner so as not to create a nuisance. If, during this one year period, any enforcement official determines that the same or another nuisance, as defined by this chapter exists with respect to the building, structure or property, he or she may give notice to abate the nuisance as provided for in section 8.32.060. If the responsible party does not abate the nuisance at any time within the abatement period, the city may proceed with the abatement itself under the provisions of section 8.32.190 without further action of the hearing board. The city may also recover all of its abatement effort costs as provided for in this chapter or this code.

8.32.150 Notice of unlawful detainer proceeding.

An owner of real property that is the subject of a nuisance abatement order and who has received a copy of the nuisance abatement order shall notify the city attorney if the owner initiates or causes to be initiated unlawful detainer proceedings:

A. As a part of the owner's efforts to comply with or address the nuisance abatement order; or

B. Related to the situations, conditions or behaviors described in the nuisance abatement order.

8.32.160 Grievance with final order- Appeal

Whenever any person is aggrieved by any final order of the hearing board issued pursuant to section 8.32.130, the person may appeal the order to the city council by filing a request for appeal of an order of abatement with the city clerk along with a deposit of \$200. The appellant shall be responsible for all costs of such appeal which exceeds the \$200 deposit. All costs and expenses incurred by the City for and during such appeal shall be an authorized incidental expense subject to this chapter. If the cost of the appeal is less than \$200 the difference shall be refunded to the appellant.

The appeal shall be heard by the city council at a regularly scheduled meeting within 45 days of the filing of the appeal. Notice shall be given to the appellant at least 10 days prior to the scheduled meeting by first class mail sent to the address provided by the appellant on the appeal request form. The appeal hearing shall be conducted in the same manner as the hearing board hearing in section 8.32.120.

8.32.170 Right of judicial review.

Any person aggrieved by a nuisance abatement order affirmed on appeal by the city council may obtain review of the nuisance abatement order in the Superior Court of the county of Lassen by filing with the court a petition for writ of mandate.

8.32.180 Abatement by responsible party.

The responsible party may, at his or her own expense, abate the nuisance as prescribed by the order of the hearing board prior to the expiration of the abatement period set forth in the order. If the nuisance has been inspected by an enforcement official and has been abated in accordance with the order, current proceedings shall be terminated, except that the hearing board's one year jurisdictional period shall continue.

8.32.190 Nuisance abatement work performed by or on behalf of the city

Where a responsible party has failed to abate a nuisance within the time prescribed by a nuisance abatement order approved by the hearing board and served on such responsible party in the manner provided for by this chapter, the enforcement official, with approval of the city administrator, shall cause the nuisance to be abated either by the use of city forces or by employing a private contractor to perform such work. However, the enforcement official shall not enter upon or cause any other person to enter upon the property which is the subject of a nuisance abatement order for the purpose of performing abatement work thereon without the prior written consent of the property owner unless and until a warrant or other order has been obtained by the city attorney on behalf of the city from a court of competent jurisdiction which authorizes an entry on such property for such purpose.

When undertaking work necessary to abate a nuisance following the failure of the owner of the property on which such nuisance is located to abate the nuisance within the time prescribed by a nuisance abatement order, the person responsible for performing the work shall keep an accurate record of the nature of such work and all direct and indirect costs incurred in connection with the performance of such work. In those cases in which the city has employed a private contractor to perform nuisance abatement work, such indirect costs shall include the cost of preparing plans and specifications for the work, the cost of preparing, bidding and awarding a contract for performance of the work, and the cost of inspecting the work.

8.32.200 Record of cost for abatement; notice of cost hearing.

The city finance manager, the enforcement official or such other city official as may be designated shall keep an account of all costs incurred by the city in abating nuisances on each separate lot or parcel of land where the work is done and shall render a written itemized report to the city council. Costs shall include the expense of abating such nuisance and shall be itemized showing the cost of abatement and the rehabilitation, repair, improvement, relocation, vacation, demolition or removal of said premises, building or structures, including any salvage value relating thereto and any incidental expenses; provided that before said report is submitted to said city council, a copy of the same shall be posted for at least ten (10) days upon such premises, together with a notice of the time when said report shall be heard by the City Council for confirmation; a copy of said report and notice shall be served upon the owners of said property, in accordance with the provisions of Section 8.32.110 of this chapter at least ten (10) days prior to submitting

the same to the city council; proof of said posting and service shall be made by affidavit filed with the city clerk. The term "incidental expenses" shall include, but not be limited to, the actual expenses and costs of the city in obtaining title reports, in the preparation and service of notices, preparation of specifications the preparation and award of contracts, all costs of inspecting any work done pursuant to this chapter, the costs of printing and mailing required hereunder, the costs of preparing materials for any hearing held pursuant to this chapter, penalties, permit fees, late charges, interest, conducting hearings, attorneys' fees, and a reasonable additional sum to cover the cost of administrative overhead.

8.32.210 Cost report – Hearing and proceedings.

At the time and place fixed for receiving and considering the cost report, the city council shall receive, hear and consider the report, together with any other relevant evidence, objections, protests or testimony. Thereupon, the Council may make such revision, correction or modification to the report as it may deem just after which, by resolution, the details of the report, as submitted or as revised, corrected or modified, shall be confirmed. Protests and objections shall relate to expenses for abatement and related administrative costs and not to the merits of underlying violations. The council resolution shall set forth the cost of the abatement, date of the Order, a brief description of the abatement work performed by or on behalf of the city, describe the property upon which such work was performed by legal description, assessor's parcel number, and where possible by a street address, contain the name and current address of the owner of such property and shall include a date set by which time the cost of abatement shall be due. In addition, the resolution shall provide for collection of the assessment in the event of nonpayment either by recordation of the council resolution in the manner provided for by section 38773.1 of the California Government Code as a lien on the property, by including the assessment on the county tax rolls in the manner provided for by section 38773.5 of the government code or as a personal debt against the responsible party.

8.32.220 Service for resolution of assessment costs

Following adoption of a council resolution levying an assessment for city abatement costs, the resolution to be served on the responsible party in the following manner:

A. If the council resolution levying the assessment provides for collection of the assessment by recordation of the resolution against the property upon which city abatement work was performed, the enforcement official shall cause a copy of the resolution to be served on the owner of such property in the same manner as required by law for the service of a summons in a

civil action, as set forth in Article 3, Chapter 4, Title 5 of Part 2 of the Code of Civil Procedure (commencing with Section 415.10); provided, however, that in the event the owner of the property upon which the city abatement work was performed cannot be found after a diligent search for same, the enforcement official shall serve the council resolution by posting a copy thereof in a conspicuous place on or next to such property for a period of 10 days, and by publishing a copy of the resolution in a newspaper of general circulation in the county of Lassen in the manner provided for by Section 6062 of the Government Code.

B. If the council resolution levying the assessment provides for collection of the assessment by inclusion of the assessment on the county tax rolls, the director shall cause a certified copy of the resolution to be served on the owner of the property by certified mail, if the property owner's identity can be determined from the county assessor's or county recorder's records. The notice shall be given at the time of imposing the assessment and shall specify that the property may be sold after three years by the tax collector for unpaid delinquent assessments. The tax collector's power of sale shall not be affected by the failure of the property owner to receive notice. The assessment may be collected at the same time and in the same manner as ordinary municipal taxes are collected, and shall be subject to the same penalties and the same procedure and sale in case of delinquency as provided for ordinary municipal taxes and subject to any other provisions of Section 38773.5 of the California Government Code.

8.32.230 Collections of assessment by recordation of council resolution levying assessment - Recordation of council resolution

Where the council has adopted a resolution levying an assessment for city abatement costs and has provided in such resolution for the collection of such abatement costs by recording the resolution against the property on which the city abatement work was performed, the director, promptly after completing service of the council resolution in the manner hereinbefore required by this chapter, shall attach an affidavit or declaration attesting to such service to a certified copy of the resolution, and shall cause such certified copy of the resolution, with the declaration or affidavit attached, to be recorded in the official records of the county of Lassen. After the date of such recordation, the assessment provided for by such resolution shall have the force, effect and priority of a judgment lien governed by the provisions of Section 697.340 of the Code of Civil Procedure and may be extended as provided in Sections 683.110 to 683.220, inclusive, of the Code of Civil Procedure, all as may be amended from time to time.

8.32.240 Collection of assessment by recordation of council resolution levying assessment - Commencement of foreclosure action.

When directed to do so by the city council, the city attorney shall commence an action in a court of appropriate jurisdiction to foreclose the assessment lien for city abatement work which was established by recordation of the council resolution levying the assessment for such abatement work in the manner provided by this chapter. In such action the city shall be entitled to recover any costs incurred for the purpose of processing, serving or recording such resolution.

8.32.250 Collection of assessment by recordation of council resolution levying assessment - Release of assessment lien.

At such time as the lien created by recordation of the council resolution levying an assessment for city abatement costs is discharged or satisfied, either through payment of the lien, or by sale of the property encumbered by the lien at the conclusion of a foreclosure action, the director shall promptly cause a release of the lien, in a form approved by the city attorney, to be recorded in the official records of the county of Lassen.

8.32.260 Collection of assessment on county tax rolls - Requests for inclusion of assessment on county tax rolls.

Where the city council has adopted a resolution levying an assessment for city abatement costs and has provided in such resolution for the collection of such assessment on the county tax rolls, the enforcement official, after serving the resolution in the manner required by this chapter, shall promptly transmit a certified copy of the resolution to the finance director who shall immediately forward same to the Lassen County auditor with a request that the assessment levied by such resolution be added to the county tax rolls in the manner provided for by Section 38773.5 of the Government Code. Thereafter all laws applicable to the levy, collection and enforcement of property tax shall be applicable to such special assessment.

8.32.270 Collection of assessment on county tax rolls - Payment of assessment.

If the assessee should pay to the city the full amount of an assessment levied for city abatement costs, together with any interest or penalties thereon, after the date the assessment is added to the county tax rolls, the city finance manager shall promptly cause such assessment to be removed from the tax rolls.

8.32.280 Summary nuisance abatement.

(A) Notwithstanding any provisions of this chapter to the contrary, whenever the enforcement official determines that a public nuisance is so imminently dangerous to life or property that such condition must be immediately corrected, the enforcement official may institute the following procedures.

(1) Notice. The enforcement official shall attempt to contact, through a personal interview or by telephone, the owner, lessee, agent or other person, if any, occupying or otherwise in real or apparent charge or control thereof. In the event contact is made, the enforcement official shall notify such person(s) of the danger involved and require that such condition be removed, repaired, isolated or otherwise abated, within a reasonable period of time under the circumstances, so as to prevent the immediate danger to life or property.

(2) Abatement. In the event the enforcement official is unable to make contact as noted above, or if the appropriate person(s), after notification by the enforcement official, fail to abate the condition within the time frame specified by the enforcement official, then the enforcement official may, with the approval of the City Administrator, take all steps deemed necessary to remove, repair, isolate or otherwise abate such condition immediately and without further notice to the extent necessary to prevent the immediate danger to life or property.

(3) The costs may be recovered pursuant to this chapter or by any other means provided for by law.

8.32.290 Administrative civil penalties.

A. The process for the assessment of administrative civil penalties established in this chapter is in addition to any other administrative or judicial remedy established by law that may be pursued to address violations of the Susanville Municipal Code. The hearing board may impose penalties upon persons responsible for creating, maintaining or fostering a public nuisance in an amount not to exceed a maximum of five hundred dollars (\$500.00) per day for each day that the public nuisance occurs, except that the total administrative penalty imposed pursuant to this chapter shall not exceed ten thousand dollars (\$10,000.00), exclusive of administrative costs and interest.

B. In determining the amount of the penalty, the hearing board may take any or all of the following factors into consideration:

1. The period of time during which the public nuisance occurred;
2. The nature, frequency and recurrence of the public nuisance;
3. The ease with which the public nuisance could have been abated;
4. The good faith efforts made to deter the public nuisance or ameliorate its effects;

5. The economic impact of the penalty upon persons responsible for payment;
6. The impact of the public nuisance on the community; and/or
7. Such other factors as justice may require.

C. Penalties imposed by the hearing board may accrue from a date no earlier than the compliance date specified in the nuisance abatement cease and desist order and shall cease to accrue on the date the nuisance abatement order has been complied with as determined by the city attorney or the board.

D. Penalties assessed by the board shall be due by the date specified in the nuisance abatement order.

E. Penalties assessed by the board are a debt owed to the city and, in addition to all other means of enforcement, where the person against whom the penalties are assessed is an owner of the subject real property, may be enforced and collected through the placement of a lien against the subject real property.

F. Penalties shall continue to accrue on a daily basis until the nuisance abatement order has been complied with, subject to the maximum amount set forth in this section.

G. If a person subject to the nuisance abatement order gives written notice to the city attorney that the nuisance abatement order has been complied with and if the city attorney finds that compliance has been achieved, the date that the written notice was postmarked or personally delivered to the city attorney or the date of the city's final inspection, whichever first occurred, shall be deemed to be the date of compliance with the nuisance abatement order.

8.32.300 Violations.

A. Any responsible party who maintains any public nuisance defined in this chapter and who fails to comply with a nuisance abatement order served as provided in section 8.32.130 may be charged as either an infraction or a misdemeanor.

B. Any responsible party who causes or maintains any public nuisance defined in section 8.32.050 of this code, who allows such a nuisance to continue or who neglects to comply with a Notice of Intent to Abate Public Nuisance is guilty of an infraction. Each day such condition continues shall be regarded as a new and separate offense.

C. Any person who removes or causes the removal of any notice or order posted as required in this chapter for the purpose of interfering with the enforcement of the provisions of this chapter may be charged with either an infraction or a misdemeanor.

D. Any person who obstructs, impedes or interferes with any representative of the city or with any person who owns, leases, occupies or has charge or control over any building,

structure or property when any of the aforementioned individuals are lawfully engaged in proceedings involving the abatement of a nuisance under this chapter may be charged with either an infraction or a misdemeanor.

8.32.310 Interest.

Any person who fails to remit payment to the city of any penalty, cost or any other charge required to be paid to the city pursuant to a nuisance abatement order under this chapter on or before the date the penalty, cost or other charge is due shall, in addition to the amount of the penalty, cost, and charge, pay interest on the amounts due at the rate of ten percent per annum, pro-rata, from the date on which the amount due first became delinquent until the date that payment is received by the city.

8.32.320 Report of compliance after nuisance abatement order.

If the enforcement official determines that compliance with the nuisance abatement order has been achieved, the enforcement official shall file a report with the city clerk acting as secretary of the hearing board indicating that compliance has been achieved and the date of the city's final inspection of the subject property.

8.32.330 Compliance dispute.

A. If the enforcement official does not file a report pursuant to Section 8.32.340, a person subject to the nuisance abatement order who believes that compliance has been achieved may request a compliance hearing before the hearing board by filing a request for a hearing with the secretary of the board.

B. The hearing shall be noticed and conducted in the same manner as a hearing on an abatement order provided in Sections 8.32.080 through 8.32.130 of this chapter.

C. The hearing board shall determine if compliance with the nuisance abatement order has been achieved and, if so, when it was achieved.

Section 4. Chapter 8.40 Administrative Citations is hereby repealed and replaced with the following:

CHAPTER 8.40 Administrative Citations

8.40.10 Purpose.

This chapter provides for administrative citations in addition to all other civil remedies and as an initial alternative to any criminal remedy which may be pursued by the city to address any violation of this code. The use of this chapter shall be at the sole discretion of the city. The use of any other enforcement proceedings provided for by this code shall not be considered a prerequisite for the use of this chapter, nor shall the use of this chapter be considered a prerequisite for the use of any other enforcement proceedings.

A. The City Council hereby finds that an appropriate method of enforcement is the imposition and collection of administrative fines as independently authorized by both California Constitution Article XI, Section 7, and municipal affairs provisions of Government Code Section 53069.4.

B. The City Council further finds and determines that enforcement of the Susanville Municipal Code, other ordinances adopted by the City, conditions of approval of entitlements, permits, and CEQA reviews, and terms and conditions of City agreements made pursuant to the police power is a matter of public health, safety and welfare and serves important public purposes. The City of Susanville adopts this administrative citation program in order to achieve the following goals:

1. To protect the public health, safety and welfare of the City and its citizens;
2. To gain compliance with the Susanville Municipal Code, ordinances, agreements, and regulations of the City enacted pursuant to its police powers, and the conditions of approval of permits, entitlements, and CEQA reviews granted by the City pursuant to the City's police powers in a timely and efficient manner;
3. To provide for an administrative process that has objective criteria for the imposition of administrative fines and provides for a fair process to appeal the imposition of administrative fines and penalties;
4. To provide a method to hold parties responsible when they fail or refuse to comply with the provisions of the Susanville Municipal Code, ordinances, agreements, or terms and conditions of entitlements or permits enacted or approved pursuant to the police power;
5. To avoid or minimize the expense and delay of enforcement in the civil or criminal justice system.

8.40.020 Definitions.

A. "Enforcement official" means any official or employee of the City with the authority to enforce the Susanville Municipal Code. By way of example this means a police official, a fire official or the building official.

B. "Responsible party" means any individual who is the owner or occupant of real property, the holder or the agent of the holder of any permit, entitlement, or review, or the party or agent of a party to any agreement covered by this chapter; the owner or authorized agent of any business, company, or entity subject to this chapter; any person or the parent or legal guardian of any person under the age of 18 years; who violates any ordinance, regulation, permit, entitlement, review, or agreement described

8.40.030 Administrative citation.

A. Any person who violates any provision of the Susanville Municipal Code or regulation of the City, any condition of approval of a permit or entitlement, any condition of an environmental review, or any term or condition of any agreement with the City made pursuant to the police power may be issued an administrative citation by an enforcement official as provided in this chapter. A violation of the Susanville Municipal Code includes, but is not limited to, all violations of that code and all uncodified ordinances. A violation of a condition of approval of a permit or entitlement, includes, but is not limited to, a conditional use permit, minor conditional use permit, temporary use permit, architectural design and site plan review, sign permit, variance, specific plan, parcel map, subdivision map, building or grading permit, or any encroachment or right-of-way permit. A violation of a condition of approval of an environmental review includes, but is not limited to, any environmental impact report, mitigated negative declaration, negative declaration, or determination of categorical exemption. A violation of a term or condition of any agreement with the City made pursuant to the police power includes, but is not limited to, any development agreement, owner participation agreement, disposition and development agreement, road maintenance agreement, any easement, license, or other real property use agreement, or any agreement made with the city to implement any ordinance, plan, permit, entitlement, or review approved by the City.

B. Each and every day a violation exists constitutes a separate and distinct offense. A separate citation may be issued for each day a violation occurs.

C. A civil fine shall be assessed by means of an administrative citation issued by the enforcement official and shall be payable directly to the City of Susanville.

D. Fines shall be assessed in the amounts specified in chapter 1.12 of this code.

E. Notice of Violation in Lieu of Administrative Citation. If the violation consists of a violation of building, electrical, plumbing or zoning regulations set forth in this code, or any violation of Title 15 or 17 of this code, the enforcement official shall defer issuance of an administrative citation until the responsible party for a violation has first been given notice of the

violation and an opportunity to correct the violation, in accordance with the procedures set forth in this chapter. In cases involving a violation of building, electrical, plumbing, or zoning regulations set forth in this code, or any violation of Title 15 or 17 of this code, shall also include each owner of the property upon which the violation occurs.

F. Administrative Citations in Lieu of Criminal Citations. An administrative citation may be issued pursuant to this section in lieu of any criminal citation which could have been issued for the same violation. The issuance of the administrative citation shall not, however, prevent the issuance of a criminal citation or filing of a complaint for:

1. The same violation when any administrative fine imposed pursuant to this chapter has not been paid by the date payment is due, or
2. A subsequent violation of the same nature.

8.40.040 Contents of Administrative Citation.

Each administrative citation shall contain the following information:

- A. The date of the violation or, if the date of the violation is unknown, then the date the violation is identified;
- B. The address or a definite description of the location where the violation occurred or is occurring;
- C. The section of this code violated and a description of the violation;
- D. The amount of the administrative fine for the code violation;
- E. A description of the fine payment process, including a description of the time within which and the place to which the fine shall be paid;
- F. An order prohibiting the continuation or repeated occurrence of the code violation described in the administrative citation;
- G. A description of the administrative citation review process, including the time within which the administrative citation may be contested and the place from which a request for hearing form to contest the administrative citation may be obtained; and
- H. The name and signature of the citing enforcement official.

8.40.050 Service of administrative citations and other notices.

The administrative citation and all notices authorized or required to be given by this chapter shall be deemed served when made in writing and either personally delivered to the responsible party for the violation or deposited in the United States mail, first class postage prepaid, addressed to such responsible party at their last known address. However, if a citation

or notice is required to be served on the owner of property, it shall be deemed served when made in writing and deposited in the United States mail, addressed to the owner at the owner's address as it appears on the latest equalized or supplemental assessment roll of Lassen County. In addition, the administrative citation shall be posted on the real property that is the subject of the violation. Service of a citation or notice by mail in the manner provided for by this section shall be effective on the date of mailing, and the failure of any person to actually receive any citation or notice specified in this chapter shall not affect the validity of the citation or notice or of the proceedings conducted hereunder.

8.40.060 Notice of violation - Generally.

Except as provided in section 8.40.070, when a violation consists of a violation of building, electrical, plumbing or zoning regulations set forth in this code, or any violation of Title 15 or 17 of this code, the enforcement official shall issue a written notice of violation to any responsible party for the violation prior to the issuance of an administrative citation for that violation. The notice of violation shall contain all of the following:

- A. The date and location that the violation was observed;
- B. The section of this code violated and a description of the violation;
- C. The actions required to correct the violation;
- D. A reasonable time period for the correction of the violation, not less than 10 days; and
- E. Notice that if the violation is not corrected by the date specified in the notice of violation, an administrative citation may be issued and administrative fines may be imposed.

8.40.070 Notice of violation - Exceptions.

An administrative citation may be issued in lieu of a notice of violation only if:

- A. The responsible party for the violation was issued an administrative or infraction citation for violation of the same provision of this code within the immediately preceding 12 months;
- B. The violation constitutes, in the opinion of the enforcement official, an immediate threat to the health or safety of any person or the public generally;
- C. One or more other violations exist on the property, any one of which is not subject to section 8.40.60; or
- D. The person responsible for the violation currently owes the city unpaid administrative fines that are delinquent.

8.40.080 Correction of violation.

If the enforcement official determines that all violations listed in the notice of violation have been corrected within the time specified in the notice of violation, an administrative citation shall not be issued. If the enforcement official determines that all violations listed in the notice of violation have not been corrected within the time specified, an administrative citation may be issued for each uncorrected violation or the enforcement official may invoke any other remedy provided by law.

8.40.090 Payment of the fine.

A. The fine shall be paid to the city within twenty-one (21) days from the date of the administrative citation.

B. Any administrative citation fine paid pursuant to subsection A shall be refunded in accordance with Section 8.40.100 if it is determined, after a hearing, that the person charged in the administrative citation was not responsible for the violation or that there was no violation as charged in the administrative citation.

C. Payment of a fine under this chapter shall not excuse or discharge any continuation or repeated occurrence of the code violation that is the subject of the administrative citation.

8.40.100 Hearing request.

A. Any recipient of an administrative citation may contest that there was a violation of the code or that he or she is the responsible party by completing a request for hearing form and returning it to the city within twenty-one thirty (21) days from the date of the administrative citation, together with an advance deposit of the fine or notice that a request for an advance deposit hardship waiver has been filed pursuant to Section 8.40.110.

B. A request for hearing form may be obtained from the city finance division.

C. The person requesting the hearing shall be notified of the time and place set for the hearing at least ten (10) days prior to the date of the hearing.

D. If the enforcement official submits an additional written report concerning the administrative citation to the hearing official for consideration at the hearing, then a copy of this report also shall be served on the person requesting the hearing at least five (5) days prior to the date of the hearing.

8.40.110 Advance deposit hardship waiver.

A. Any person who intends to request a hearing to contest that there was a violation of the code or that he or she is the responsible party and who is financially unable to make the advance deposit of the fine as required in Section 8.40.090(A) may file a request for an advance deposit hardship waiver.

B. The request shall be filed with the department of finance on an advance deposit hardship waiver application form, available from the department of finance, within fifteen (15) days of the date of the administrative citation.

C. The requirement of depositing the full amount of the fine as described in Section 8.40.090(A) shall be stayed unless or until the director of finance manager makes a determination not to issue the advance deposit hardship waiver.

D. The finance manager may, after consultation with and approval by the city administrator, waive the requirement of an advance deposit set forth in Section 8.40.100(A) and issue the advance deposit hardship waiver only if the cited party submits to the finance manager a sworn affidavit, together with any supporting documents or materials, demonstrating to the satisfaction of the finance manager the person's actual financial inability to deposit with the city the full amount of the fine in advance of the hearing.

E. If the finance manager determines not to issue an advance deposit hardship waiver, the person shall remit the deposit to the city within ten (10) days of the date of that decision.

F. The finance manager shall issue a written determination listing the reasons for his or her determination to issue or not issue the advance deposit hardship waiver. The written determination of the finance manager shall be final and shall be served upon the person who applied for the advance deposit hardship waiver.

8.40.120 Hearing Board.

The "hearing board" for administrative citations shall be the same as defined in section 8.32.030 of this code.

8.40.130 Hearing procedure.

A. No hearing to contest an administrative citation before the hearing board officer shall be held unless the fine has been deposited in advance in accordance with Section 8.40.100 or an advance deposit hardship waiver has been issued in accordance with Section 8.40.110.

B. A hearing before the hearing board officer shall be set for a date that is not less than fifteen (15) days and not more than sixty (60) days from the date that the request for hearing is filed in accordance with the provisions of this chapter.

C. At the hearing, the administrative citation and any written report submitted by the enforcement official shall constitute prima facie evidence of the respective facts contained in the citation. Both the party contesting the administrative citation and the enforcement official shall be given the opportunity to testify and to present additional evidence concerning the administrative citation. Such evidence may include the testimony of other witnesses, or the introduction of documents or other evidence. Such testimony, written documents, or other evidence sought to be introduced shall not be limited to any legal rules of evidence, save and except for the rule that it shall be relevant and material to the issues of whether the violation alleged in the citation occurred and whether the person cited committed, caused or was responsible for the violation. Admission of evidence and the conduct of the hearing shall be controlled by the hearing board in accordance with the fundamentals of due process. The hearing board may limit the total length of the hearing to one hour, and shall allow the appellant at least as much time to present its case as is allowed the city.

D. The failure of any recipient of an administrative citation to appear at the administrative citation hearing shall constitute a forfeiture of the fine and a failure to exhaust their administrative remedies.

E. The administrative citation and any additional report submitted by the enforcement officer shall constitute prima facie evidence of the respective facts contained in those documents.

F. The hearing board may continue the hearing and request additional information from the enforcement official or the recipient of the administrative citation prior to issuing a written decision.

8.40.140 Hearing board's decision and city council review.

A. After considering all of the testimony and evidence submitted at the hearing, the hearing board shall issue a written recommendation to the city council to uphold or cancel the administrative citation and shall list in the decision the reasons for that recommendation. The city council shall make the final decision to uphold or cancel the administrative citation at the next regular meeting of that body in which the decision on the administrative citation can be legally calendared. That decision shall be final.

B. If the city council determines that the administrative citation should be upheld, then the fine amount on deposit with the city shall be retained by the city.

C. If the City Council determines that the administrative citation should be upheld and the fine has not been deposited pursuant to an advance deposit hardship waiver the due date for the payment of the fine shall be fifteen (15) calendar days from the date of city council's decision to uphold.

D. If the City Council determines that the administrative citation should be canceled and the fine was deposited with the city, then the city shall within fifteen (15) calendar days refund the amount of the deposited fine.

E. The recipient of the administrative citation shall be served with a copy of the city council's written decision. Service may be made personally at the conclusion of the city council meeting, or by mail, after the adjournment of the hearing.

8.40.150 Delinquent administrative fines – late payment charges and interest.

A. Late payment charges. The finance manager shall add a penalty of ten percent to the original amount of any delinquent administrative fine on the last day of each month after the due date thereof. However, the total amount of such penalties to be added shall not exceed 50 percent of the amount of the original administrative fine.

B. Interest. In addition to the penalties imposed, any recipient of an administrative citation who fails to remit an administrative fine by its due date shall pay interest at the rate of 10 percent per year, or fraction thereof, on the amount of the delinquent administrative fine, exclusive of penalties, from the first day of delinquency until paid.

8.40.160 Right to judicial review.

Any person aggrieved by a decision of the city council on an administrative citation may obtain review of the decision by filing a petition for review with the Lassen County Superior Court in accordance with the timelines and provisions as set forth in California Government Code Section 53069.4(b). Said procedure shall be available for all judicial review under this chapter, notwithstanding that the term or condition being enforced pursuant to this chapter may not be a matter covered by Section 53069.4(a). Judicial review of a citation shall not be available without first participating in a hearing as provided in this chapter.

8.40.170 Recovery of administrative citation fines and costs.

The city may collect any past due administrative fine, penalty, and interest charge by use of all available legal means. The obligation for past due administrative fines, penalties, and interest imposed for any violation which arises from a condition or use of any real property, or

structure thereon, which is owned by the person cited, which has not been fully satisfied within 60 calendar days, and for which no appeal has been filed may also be assessed and made a lien against the real property upon which the violation occurred. Lien and special assessment procedures shall be the same as outlined in municipal code sections 8.32.210 through 8.32.270.

8.40.180 Procedural compliance.

Failure to comply with any procedural requirement of this chapter, to receive any notice or decision specified in this chapter, or to receive any copy required to be provided by this chapter shall not affect the validity of proceedings conducted hereunder unless the responsible party is denied constitutional due process thereby

Section 5. Chapter 8.52 Property Maintenance is hereby added to the Susanville Municipal code as follows:

Chapter 8.52 Property Maintenance

8.52.010 Purpose and Intent of chapter.

It is the purpose of this chapter to provide a just, equitable, and practical method, in addition to any other remedy available by law or equity, whereby lands or buildings which are dilapidated, unsafe, dangerous, unsanitary, cluttered with weeds and/or debris, abandoned vehicles, machinery or equipment, junk, trash, or are a menace, or hazard to life, limb, safety, health, morals, property values, aesthetic standards, or the general welfare of the city, may be required to be repaired, renovated, vacated, demolished, made safe, or cleaned up by removal of offensive conditions.

Additionally the purpose of this chapter is to provide minimum standards for the maintenance of property in the city. Where this chapter imposes a greater restriction upon property or structures thereon than is imposed or required by existing provisions of law, ordinance, contract or deed, the provisions of this chapter shall control. It is not intended by this chapter to repeal, abrogate, annul or in any way impair or interfere with existing provisions of other laws or ordinances or with private restrictions placed upon property by covenant, deed or other private agreement or with restrictive covenants running with the land to which the city is a party.

8.52.020 Responsibilities for property maintenance.

Every owner, lessee, occupant or person having charge or control of buildings, structures or property within the city is required to maintain the buildings, structures or property in a manner so as not to violate the provisions of this chapter, and the owner, lessee, occupant or person having charge or control of the building, structure or property remains liable for violations hereof regardless of any contract or agreement with any third party regarding the same. The duty imposed by this section on an owner shall in no instance relieve those other persons referred to herein from the same duty.

8.52.030 Classification of nuisances.

The following acts and conditions, when performed or existing upon any lot or parcel of land within the city, are declared to be unlawful and are defined as and declared to be public nuisances which are injurious or potentially injurious to the public health, safety and welfare, which have a tendency to degrade the appearance and property values of surrounding property and/or which cause damage to public rights-of-way:

A. Structures or buildings, both permanent and temporary, or other lot improvements including buildings or sheds exempt from obtaining a building permit, which are subject to any of the following conditions:

1. Faulty weather protection, including, but not limited to, the following:
 - a. Crumbling, cracked, damaged, missing, broken or loose exterior plaster, siding of any kind, roofs, foundations or floors;
 - b. Broken, damaged or missing windows or doors; and
 - c. Painted or unpainted surfaces suffering from dry rot, warping or termite infestation;
2. Building or structures which are under construction or rehabilitation and are not completed within a reasonable time or whose building permit for such construction or rehabilitation has expired;
3. Fences or walls which are in a hazardous condition, which are in disrepair or which hinder free access to public sidewalks or rights-of-way or are maintained in such a condition to have a tendency to degrade the appearance and property values of surrounding property. All fencing, including gates shall be maintained in sound condition free of damage, breaks, or missing structural members. Areas that are leaning, buckling, sagging, or deteriorating shall be repaired or replaced with material compatible with the

undamaged portions of the fence. Where fencing has been painted and it shall be maintained and kept free of chipping, peeling, scaling or missing paint;

4. Substantial deterioration of porches, landings, patios, stairways or guardrails which, although not otherwise constituting an unsafe structure as defined in this code, are visible from public rights-of-way or neighboring properties and are injurious or potentially injurious to the public health, safety and welfare or have a tendency to degrade the appearance and property values of surrounding property;

5. Broken or defective elements of a building, structure, parking lot or landscaped area which are injurious or potentially injurious to the public health, safety and welfare or have a tendency to degrade the appearance and property values of surrounding property;

6. Litter, debris or abandoned personal property scattered in the interior of a vacant or unoccupied building or structure in such a manner as to create a fire hazard, health hazard or other condition which is injurious or potentially injurious to public health, safety and welfare;

B. Vegetation, trees, landscaping or other plant materials which are subject to any of the following conditions:

1. Overgrown or in such a condition that they are or are likely to:

a. Harbor rats, vermin or other vectors;

b. Provide a harboring place for vagrants or other persons;

c. Which encroaches into, over, or upon any public right-of-way, including, but not limited to, streets, alleys, or sidewalks, so as to constitute either a danger to the public safety or property or any impediment to public travel; or

d. Be injurious to the public health, safety and welfare or have a tendency to depreciate the appearance and property values of surrounding properties. Grasses and weeds shall be cut to a height not to exceed 4”;

e. Create a fire hazard as determined by the fire chief or duly authorized agent.

2. Dead, decayed, diseased, hazardous or in such a condition that they are or are likely to:

a. Be injurious to the public health, safety and welfare or have a tendency to depreciate the appearance and property values of surrounding properties. Grasses and weeds shall be cut to a height not to exceed 4”;

b. Create a fire hazard or health hazard;

C. The parking or storage of trailers, campers, boats, vessels, watercraft, snowmobiles, wood splitters or other similar vehicles and equipment on residentially zoned property is prohibited as follows:

1. On a paved driveway surface or legal unpaved driveway when such parking or storage unreasonably prevents routine and useful access to a required garage parking space or prevents the utilization of the garage or driveway area for required off-street parking. For purposes of this section, "paved" shall mean an asphalt or concrete surface and "driveway" shall mean a strip of land which meets all applicable zoning and building regulations of the city, which provides access from the street to a garage, carport or parking space and which has a single access point. A legal unpaved driveway is a driveway established prior to September 16, 2000. The driveway may have two access points only if the driveway is semi-circular in nature. For purposes of this section, "parking space" shall mean an area which meets all applicable zoning and building regulations of the city and which is of sufficient size to be used for the express purpose of parking a vehicle.

2. In the front yard area. For the purpose of this section, the "front yard area" shall mean any area of the lot or parcel that is not a paved driveway, legal unpaved driveway, or graveled area that is between the front elevation of the residential building and the front property line of the lot or parcel and that extends the entire width of the lot or parcel.

3. On a paved driveway or graveled area when such parking or storage unreasonably obstructs the cross visibility of vehicle or pedestrian traffic and creates an unsafe condition or traffic hazard or when the vehicle or equipment projects over or onto the sidewalk or street;

4. The utilization of more than 60% of the front yard area as a paved or graveled area for the storage of such vehicles or equipment.

5. When stored directly on the ground and not upon a currently registered and operable vehicle, trailer or similar device designed to transport such vehicle or equipment.

6. In an abandoned, inoperative, wrecked or dismantled condition;

D. Attractive nuisances, those objects which, by their nature and according to the law, may attract children or other curious individuals including, but not limited to, hazardous pools, ponds, iceboxes, refrigerators, neglected machinery, excavations, stagnant water or abandoned wells;

E. Storage or scattering over any portion of the property of any of the following:

1. Debris, rubbish, rubble, construction debris, litter or trash which is not stored in trash receptacles or which is scattered and blowing onto adjacent public or private property;

2. Abandoned, broken, wrecked, inoperable or discarded household or office furnishings, housewares, appliances, electronic equipment or devices, machines and tools or similar objects of equipment;

3. Abandoned, broken, wrecked, inoperable or discarded personal effects, including, but not limited to, books, magazines, newspapers, papers, knickknacks, ornamental objects, clothing or similar articles;

4. Outdoor storage of usable building materials for more than 180 days, except where construction or remodeling is occurring under a valid permit or as may be permitted by the zoning classification of the property. The material shall be stored in a neat and orderly manner so as not to create a health or fire hazard;

5. Outdoor storage or scattering of cardboard, newspaper, magazines, scrap metal, tin, wire, aluminum, plastic or glass containers, except within approved refuse or recycling containers or as may be permitted by this code or the zoning classification of the property;

6. Abandoned, inoperative, wrecked or dismantled vehicles or parts thereof in violation of Chapter 10.22 of this code;

7. Outdoor storage or scattering of materials, equipment or other items on residentially used property which is not typically associated with such use, which is inconsistent with

the zoning classification of the property and which creates a fire hazard or health hazard or which is otherwise injurious or potentially injurious to the public health, safety and welfare;

8. Excessive accumulation of animal waste or the presence of any animal carcass.

F. Packing boxes or similar storage containers which are stored in yards or unenclosed patios, porches, carports or storage units and which create a fire hazard or health hazard or which are otherwise injurious or potentially injurious to the public health, safety and welfare;

G. Excessive accumulation of grease, oil or other residues on paved or unpaved surface areas open to the public or when such material flows or seeps onto any public street, sidewalk or public property;

H. Storage or the parking of commercial vehicles including buses, tow trucks, dump trucks, grading equipment, tractors, commercial trailers or coaches or any other commercial vehicle over 20 feet long, 8 feet high or 90 inches wide in a residential zone.

1. Commercial vehicles under 20 feet long must be stored or parked in a side or rear yard on a paved or gravel surface.

I. To allow or permit graffiti to remain on any building, fence, wall, structure, sign or vehicle when visible to the public street, highway, right-of-way or public place for more than 1 week. For the purpose of this section, "graffiti" means any unauthorized inscription, word, figure, mark or design that is written, marked, etched, scratched, drawn or painted on any surface in violation of this code or other state or local law;

J. Signs constructed, erected or maintained in violation of the provisions of Chapter 17.128 of this code or an applicable specific plan ordinance;

K. Any device, decoration, design, fence or structure which, by reason of its condition or its location, is injurious or potentially injurious to the public health, safety and welfare or has a tendency to degrade the appearance and property values of surrounding property;

L. Animals, livestock, poultry, insects, or bees kept, bred, or maintained for any purpose and in violation of this code or any other code adopted by this city.

M. Maintenance of buildings, structures or premises in such condition as to be detrimental to the public health, safety or general welfare or in such manner as to constitute a public nuisance as defined by Cal. Civil Code § 3480 or other applicable law.

8.52.040 Declaration of nuisance.

Whenever the City Planner, City Building Official, City Fire Chief, City Engineer or any enforcement official as designated by the City Administrator to enforce the codes of the City determines that a nuisance, as defined by section 8.52.030, exists on any building, structure or property located within the city, he or she may utilize any abatement methods authorized by this code including but not limited to the process for abating public nuisances as contained in Chapter 8.32 of this code or the issuance of an administrative citation as provided for in chapter 8.40.

Section 6. Chapter 15.09 Neglected vacant buildings is hereby added to the Susanville Municipal code as follows:

Chapter 15.09 – Neglected vacant buildings

15.09.010 – Findings and purpose

The Susanville City Council Finds that vacant buildings and vacant boarded-up buildings are a major cause and source of blight in both residential and nonresidential neighborhoods, especially when the owner of the building fails to actively maintain and manage the building to ensure that it does not become a liability to the neighborhood. Vacant buildings attract vagrants and transients and invite criminal activity, the dumping of trash and garbage and unauthorized occupation. The use of vacant buildings by transients, who may employ primitive cooking or heating methods, creates a risk of fire for vacant buildings and adjacent properties. Vacant buildings, whether or not those buildings are boarded, discourage economic development and retard appreciation of property values. It is the responsibility of the owner to prevent owned property from becoming a burden to the neighborhood and community, and a threat to the public health, safety and welfare.

The City Council also finds that because of the potential economic and public health, safety and welfare problems caused by vacant buildings, the city needs to monitor vacant buildings so that they do not become attractive nuisances, are not used by vagrants or trespassers, are properly secured and maintained, and do not become a blighting influence in the neighborhood. City departments involved in such monitoring include the police department, fire department, planning and building division and engineering division. There is a substantial cost to the city for monitoring vacant buildings which should be paid by the owners of the vacant buildings. The city has established the vacant building monitoring program to accomplish this purpose.

The purpose of this chapter is to require that vacant dwellings and buildings within the incorporated limits of the City of Susanville are maintained to certain minimum standards and suitable for use or habitation while allowing them to be properly secured and boarded up for a limited period time, and that dwellings and buildings which remain vacant and unoccupied for appreciable periods of time do not become public nuisances.

15.09.020 – Remedies for violation.

A building that is vacant or vacant and boarded in violation of this chapter is a public nuisance. In addition to the provisions in this chapter, the city is authorized to use the remedies set forth in state law, the California Building Code, the Uniform Code for the Abatement of Dangerous Buildings, and the City of Susanville Municipal Code.

The remedies, procedures and penalties provided by this chapter are cumulative to each other and to any others available under state law or other city ordinances. The imposition of a vacant building monitoring program fee shall not preclude the city from seeking all other remedial penalties available under the City of Susanville Municipal Code.

Any person violating the provisions of this chapter may be charged with either an infraction for each day such violation continues or with a misdemeanor. In addition to the remedies provided herein, violations of this chapter may be abated as a public nuisance pursuant to Chapter 8.32 of this code and/or administrative citation(s) issued pursuant to Chapter 8.40 of this code

15.09.030 - Vacant and neglected vacant building.

A. "Vacant building" means any building or structure, or unit in a building or structure, which is unoccupied or occupied by unauthorized persons. The definition includes without limitation, buildings or structures of any nature intended for human habitation, occupation or use and includes manufactured housing or mobile homes. A neglected vacant building is a vacant building which is not maintained in accordance with the provisions of this chapter.

B. A building or structure, or unit in a building or structure, is not deemed to be vacant for purposes of this chapter if:

1. The building is the subject of an active building permit for improvement, repair or rehabilitation and the owner is progressing diligently to complete the repair or rehabilitation.
2. The building or structure meets minimum building code standards, does not otherwise constitute a public nuisance, is ready for use or occupancy and/or is actively being offered for sale, lease or rent; or
3. The building or structure, including the premises on which it is located, does not otherwise constitute a public nuisance and is not likely to become a public nuisance because it is being actively maintained and monitored. Active maintenance and monitoring shall include:
 - a. Maintenance of landscaping and plant materials in good condition;
 - b. Maintenance of the exterior of the building or structure, including, but not limited to, its paint and finishes, in good condition;
 - c. Regular removal of all exterior trash, debris and graffiti;
 - d. Maintenance of the building or structure in continuing compliance with all applicable codes and regulations;
 - e. Active prevention of all criminal activity on the premises, including, but not limited to, use and sale of controlled substances, prostitution and criminal street gang activity, loitering or trespassing;
4. The building or structure, or unit in a building or structure is unoccupied due to fire, flood, earthquake, or other form of natural disaster and the owner provides evidence to the city that he or she is actively pursuing assistance for demolition, rehabilitation or restoration of the building and/or premises from local, state or federal assistance programs or from insurance agencies.

15.09.040 - Compliance required.

It is unlawful for any person who owns, controls, or is the responsible agent for a vacant building to maintain, or cause or permit the maintenance of the vacant building as a neglected vacant building or in a neglected condition.

15.09.050 - Structural and building standards.

A. All vacant buildings shall be maintained in a structurally sound condition.

B. All electrical, natural gas, sanitary, and plumbing facilities shall be maintained in a condition which does not create a hazard to public health or safety.

15.09.060 - Fire safety standards.

A. All vacant buildings shall be maintained in a manner which does not create an unreasonable risk of fire, including the removal of weeds, brush, vegetation, and debris which may constitute a fire hazard.

B. No vacant building or portion thereof shall be used for the storage of hazardous, combustible or flammable liquids or other materials which would constitute a safety or fire hazard.

C. Heating facilities maintained in accordance with applicable codes. If heating equipment in a vacant buildings is to be disabled fuel supply shall be removed or terminated in accordance with applicable codes and ordinances and the water supply to the building turned off to prevent burst water pipes in freezing weather conditions.

D. The street address of the building shall be posted and shall be visible from the street.

15.09.70 - Security standards.

A. All vacant buildings shall be maintained in a way which secures it from any unauthorized entry.

B. The owner or responsible agent of a vacant building which has remained unoccupied for a period of more than thirty days and which has suffered from vandalism, broken windows, broken doors or which had an unauthorized entry must repairs such damage within 15

days of becoming aware of such damage. Alternately, the owner or responsible agent may provide security which is adequate to prevent further deterioration and/or unauthorized entry for a time period of up to 6 months. After 6 months the building must un-boarded and actively maintained and monitored as required in section 15.09.030 B.3. Property owners may leave a building boarded up for an additional 6 month period by voluntarily enrolling in the vacant building monitoring program and paying the quarterly monitoring fee required by section 15.09.100. Owners of buildings which have been boarded up as a result of a catastrophic event such as fire or storm damage may request that the hearing board allow the building to be boarded up for an additional 12 months to allow for insurance disputes to be resolved or for other unusual circumstances as an alternative to enrolling in the vacant building monitoring program.

Methods of securing the building or structure must meet or exceed the following minimum standards or equivalent standards as determined by the city building official.

1. Windows. Windows and similar openings shall be boarded with exterior grade plywood of minimum thickness three-fourths inch (to be consistent with door security standards) or its equivalent. Vent holes may be required, as deemed necessary by the building official. The plywood shall be secured in place, as a minimum standard, by a set of two grade No. 2 douglas fir two-by-four cross members set at two feet on center vertically, secured to the plywood by three-eighths-inch plated carriage bolts with large washers at each end. Bolts used to secure the cross member shall be threaded to the correct length. A minimum of two such cross members shall be used on each window. Each cross member shall be a continuous piece of lumber, and each should extend approximately one foot past the window opening in each direction unless interior condition limit such extension. Bolts and nuts used to secure the cross members to the plywood must be tightened enough to slightly deflect the wood. Bolt heads must fit tightly against the wood and not give a purchase for pliers or pry bars. The nuts are to be located on the interior side of the structure.

2. Exterior Doors. There shall be at least one operable door into each building and into each unit of the building. If an existing door is operable but lacks an operable locking mechanism it may be used and secured with a suitable lock such as a hasp and minimum two-inch case hardened padlock or a one-inch deadbolt or deadlatch with two and one-

half inch long # 8 screws in the strike-plate penetrating into the trimmer stud. If doors and frame(s) have been damaged, the main exterior (required) residential exit door(s) and all commercial exterior exit doors shall be boarded with exterior grade plywood of a minimum thickness of three-fourths inch or its equivalent, fitted to the entry door jamb with maximum one-eighth-inch clearance at each edge from the door jambs and threshold. The existing door should be removed. The plywood shall, as a minimum standard, be attached to three grade No. 2 douglas fir horizontal two-by-four wooden crossbars with two each three-eighths-inch carriage bolts and matching hardware, with nuts located on the interior side of the structure. The plywood shall be attached to the door entry with three case-hardened strap hinges located at quarter points and the plywood shall be secured by two case-hardened steel hasps located at third points on the strike side of the door and minimum two-inch case-hardened padlock. Fasteners used to attach the door hasp and hinges shall be the nonreversible type that do not give a purchase for pliers or pry bars. All other unsecured residential doors providing exterior access shall be removed and be secured in the same fashion as windows noted above.

3. Overhead garage doors shall be secured. Nailing the door to the jamb or nailing pieces of two-by-four to the jamb is not acceptable. The overhead door shall be padlocked with the existing garage lock or a newly installed one. In an attached garage it is acceptable, as a minimum standard, to insert a piece of grade No. 2 douglas fir two-by-four lumber through the overhead mechanism on the inside of the door. The two-by-four shall be long enough to go through both sides of the mechanism or shall be nailed in place on the inside so that it cannot fall out. Secondary garage entrances to the outside of the garage shall be secured with strong-backed plywood as described for windows above. Access doors between the house and attached garage need not be boarded. Detached garages shall be secured as separate structures.

4. All materials used to cover and secure window door or other openings shall be painted to match or complement the color of the main structure.

5. The property owner shall obtain a building permit for work done under this section and an inspection of the work shall be performed by the city.

All vacant buildings including all adjoining yard areas shall be maintained free of debris, combustible materials, litter and garbage.

15.09.090 - Appearance.

A. All vacant buildings must be maintained in a manner which minimizes the appearance of vacancy, including the prompt removal of graffiti pursuant to chapter 12.24 of this code.

B. All exterior surfaces, including any boarded windows or doors shall be applied with sufficient paint, siding, stucco or other finish to weatherproof the vacant building and to create a sufficient appearance of repair. If the building is subject to an existing use permit all conditions related to maintenance of the exterior of the structure or parcel on which the building is located shall continue to be complied with including the maintenance of landscaping.

C. The exterior of the vacant building property, including all landscaping, shall be kept in such condition as not to create the appearance of an unsecured, unoccupied structure or other hazard to public safety. Grasses and weeds shall be cut to a height not to exceed 4" and dead shrubs and trees removed.

D. Signage that no longer relate to the activities in the building shall be removed from the site. Any remaining signage shall be maintained in a manner which minimizes the appearance of vacancy.

15.09.100 - Quarterly monitoring fee.

A. Purpose. The quarterly monitoring fee will be used to finance the cost of monitoring, inspection and enforcement related to this chapter and to secure buildings and abate conditions on the property.

B. Fee Imposed. A quarterly monitoring fee in an amount adopted by resolution of the city council may be imposed upon every owner of a neglected vacant building in violation of this chapter. The quarterly monitoring fee is due within 30 days of notice that the building is vacant and in violation of this chapter. The fee is due for every quarter upon which the building is vacant, even if the building is only vacant part of the quarter. The owner will be billed at the beginning of each quarter while the building is in violation of this chapter. The fee shall be payable as to any

building, residential or nonresidential, which the hearing board, as defined by chapter 8.32, determines to be in violation of this chapter or has been boarded up for more than 6 months. Within 10 days of enrollment in the vacant building monitoring program, the owner must place a sign in a visible area in the front of the vacant building that indicates that the building has been enrolled in the city of Susanville's vacant building monitoring program. The sign will be provided to the owner by the city upon enrollment.

C. Notice and Procedures. The vacant building monitoring fee shall be billed to the owner of the property. Notice shall be served either personally, by first class mail, or by certified mail, addressed to the owner as the address appears on the last equalized assessment roll or as known to the enforcement official. A hearing shall also be set with the hearing board as proscribed in chapter 8.32.120 to allow the owner opportunity to contest enrollment into the vacant building monitoring program. The hearing board may waive the fee and enrollment if the property owners can show that any of the conditions listed in section 15.09.030 B.3 are applicable to the building or structure. The owner shall provide substantial evidence supporting the grounds for the waiver. After conducting the hearing and finding that the property is subject to the vacant building monitoring program, the hearing board shall direct that a bill be sent to the property owner with the notice stating a violation of this chapter exists, setting forth the reasons for the decision and that notice shall constitute enrollment in the vacant building monitoring program.

D. The owner of a vacant building shall not allow or cause any use of the property or any buildings thereon unless the property owner has first corrected the violations which caused placement into the program and has paid the required quarterly monitoring fee, as well as any other penalties or fines owed to the city.

E. Within 15 days of the decision by the hearing board to bill for the vacant building monitoring program fee, the city administrator or his/her designee shall file in the office of the county recorder a notice that the building is subject to the vacant building monitoring program fee and that upon transfer of the property the new owner shall have 90 days to bring the building or structure into compliance.

F. Upon transfer or sale of a vacant building, the seller shall provide written notification to the city administrator or his/her designee that the property has been transferred or sold.

G. Any fees established pursuant to this chapter which are more than 30 days delinquent, or not paid within 30 days after the decision of the hearing board has been mailed to the owner, shall constitute an assessment against the property. The city may use all legally available procedures to collect any unpaid fee including, but not limited to, collecting the unpaid fee on the tax roll or recording a lien on the property, consistent with applicable law.

Section 7. Chapter 15.10 Abatement of dangerous buildings and structures is hereby added to the Susanville Municipal code as follows:

15.10.010 Definition.

The term "dangerous structure" or "dangerous building" as used in this chapter means any building falling within the definition of "dangerous building" or any building which is considered "unsafe" under the criteria of the California Building Code, "dangerous" under the criteria of the 1997 Uniform Code for the Abatement of Dangerous Buildings, or "substandard" under the criteria of the Uniform Housing Code and which, in addition thereto, presents an imminent threat of substantial danger to public health, safety and welfare. The term "dangerous structure" also means any other structure, whether man-made or a condition of nature, which presents an imminent threat of substantial danger to public health, safety and welfare. Such threat may be presented by, but is not limited to, situations where a structure, or some part thereof, is likely to collapse onto a public street or sidewalk or where it presents an extreme fire hazard. Any structure falling within the definition of "dangerous structure" or "dangerous building" is declared a public nuisance.

15.10.020 Abatement—Informal procedures authorized.

This chapter contemplates situations arising where insufficient time exists, due to the imminent threat to public safety, for due process notices and hearings to be held prior to abatement action. Accordingly, whenever the city building official determines that a building is a dangerous building, he or she shall contract for the abatement of the dangerous building by repair or demolition. In awarding such contract, the building official need not obtain formal bids but may award the contract on the basis of informal solicitations.

15.10.030 Abatement—Costs.

The costs and expenses of abatement of a dangerous building may be made a lien against the property on which the dangerous building was located, a special assessment against said parcel, and/or a personal obligation against the property owner through enforcement as a public nuisance and after a hearing as provided for under Chapter 08.32.200 through 8.32.230 et seq. of the City of Susanville Municipal Code as may be amended from time to time.

15.10.040 Scope.

This chapter shall apply and govern in those situations where insufficient time exists due to imminent threat of substantial danger to the public health, safety and welfare to invoke the procedures of notice and hearing provided for in the California Building Code, Uniform Housing Code, Uniform Code for the Abatement of Dangerous Buildings, and other provisions of law as adopted by the City of Susanville Municipal Code.

15.10.050 Determination of condition—Order of abatement.

The city administrator, with the advice of the building official and such other persons he or she chooses to consult, shall make the determination whether a structure constitutes a "dangerous structure" as hereinabove defined. As an exception to this procedure, the building official is hereby authorized to make said determination in those circumstances where, in his sole discretion, he concludes that an emergency situation exists requiring immediate abatement and that delay to consult with the city administrator would cause substantial risk to public health, safety and welfare. Summary abatement, without the necessity of prior notification to anyone other than occupants of the structure, may be immediately ordered by the city administrator or the building official, whichever has made the determination that a dangerous structure exists. In the event the building official has made the determination and ordered summary abatement, he shall immediately thereafter report to the city administrator as to the situation. If summary abatement is to be accomplished by contract, the building official need not obtain formal bids but may award the contract on the basis of informal solicitations.

15.10.060 Effect on existing law.

Sections 15.10.040 through this section shall not restrict, limit or otherwise inhibit any power or authority for ordering summary abatement of dangerous and hazardous conditions invested in the City of Susanville fire chief under the California Fire Code or other provisions of law.

Section 8. The City Clerk shall, within fifteen days after its passage, cause this Ordinance to be published at least once in the Lassen County Times, an adjudicated newspaper of general circulation, published and circulated within the City.

Section 9. If any section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this Ordinance, it being expressly declared that this Ordinance and each section, subsection, clause and phrase hereof would have been prepared, proposed, adopted, approved and ratified irrespective of the fact that any one or more other sections, subsections, sentences, clause or phrases be declared invalid or unconstitutional.

Section 10. This Ordinance shall take effect upon the thirty-first day after its final passage.

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald /City Clerk

The foregoing Ordinance No. 17-1011 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 7th day of June, 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
 X Resolution
 Ordinance
 Information

Submitted by: Gwenna MacDonald, City Clerk

Action Date: June 7, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 17-5389** approving execution of agreement with Adams Ashby Group for Grant Administrative Services for the Community Development Block Grant (CDBG)

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: At its May 3, 2017 meeting, the City Council reviewed and approved the release of a Request for Proposal (RFP) to contract for Grant Administrative Services to assist with the administration of the Riverside Drive Rehabilitation Project. The City received one proposal from the firm of Adams Ashby Group. The services provided would include coordinating with CDBG staff to finalize the project scope, payment drawdowns, annual reporting and any additional items required of the City grant compliance.

FISCAL IMPACT: Up to \$20,000 with costs being reimbursable through CDBG Grant Administration funds.

ACTION REQUESTED: Motion to approve Resolution No. 17-5389 approving execution of agreement with Adams Ashby for Grant Administrative Services

ATTACHMENTS: Resolution No. 17-5389
Agreement for Grant Administration Services

RESOLUTION NUMBER 17-5389
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING CITY ADMINISTRATOR TO EXECUTE AGREEMENT WITH ADAMS
ASHBY GROUP FOR CDBG ADMINISTRATIVE SERVICES

WHEREAS, the City of Susanville has been awarded funding, in the amount of \$450,000, through the Community Development Block Grant Program to complete the Riverside Park Rehabilitation Project; and

WHEREAS, the technical nature of the work required to meet grant compliance requirements is best provided by an outside consultant; and

WHEREAS, the allocated funding, in the amount of \$31,395, is available as General Administration funds and may be utilized to hire a professional firm to provide grant administrative services; and

WHEREAS, the City has followed the appropriate procedures to solicit qualified firms to provide this service; and

WHEREAS, one proposal was received from Adams Ashby Group and they are determined to be qualified to provide this service; and

WHEREAS, Adams Ashby Group has proposed a price not to exceed \$20,000 to provide Grant Administrative Services for the Riverside Park Rehabilitation Project.

NOW THEREFORE BE IT RESOLVED, By the City Council of the City of Susanville that the City Administrator of the City of Susanville is hereby authorized to execute Agreement with Adams Ashby Group. for Grant Administrative Services for the Riverside Park Rehabilitation Project in an amount not to exceed \$20,000 for this project.

Dated: June 7, 2017

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 17-5389 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 7th day of June, 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

**CONSULTING SERVICES AGREEMENT FOR PROFESSIONAL SERVICES
TO PROVIDE GRANT ADMINISTRATION SERVICES FOR THE COMMUNITY
DEVELOPMENT BLOCK GRANT PROGRAM**

This **Consulting Services Agreement** (the "Agreement") is made and entered into as of _____, 2017, with Adams Ashby Group (the "CONSULTANT").

Upon the following terms and conditions of this Agreement, the CITY desires to retain CONSULTANT to perform the following:

1. Professional Services.

CONSULTANT will provide on-call staff assistance and grant administration services as authorized and required by the CITY under the terms and conditions of this Agreement as described in the attached "Scope of Services" dated May 31, 2017 from CONSULTANT (Exhibit B). Such services will commence on the start date and will terminate pursuant to the terms of this Agreement.

2. Invoicing and Payment.

As sole compensation for the performance of the services, the CITY will pay CONSULTANT for the tasks stated in the Scope of Services payable on a net thirty (30) days from invoice. CONSULTANT will invoice the CITY on a monthly basis for the percent of tasks completed in performing the services. The CITY will pay each such invoice no later than thirty (30) days after its receipt. Extra Services and Reimbursable Costs are incorporated into this Agreement as provided in the Scope of Services. CONSULTANT will receive no royalty or other remuneration for the production or distribution of any products developed by the CITY or by CONSULTANT in connection with or based upon the services. CONSULTANT will not be entitled to receive any vacation or illness payments, or to participate in any plans, arrangements, or distributions by CITY pertaining to any insurance or similar benefits that CITY makes or may make available to CITY's employees.

3. Ownership of Work Product.

CONSULTANT agrees that any and all ideas, designs, drawings, notes, computer programs, algorithms, documents, information, materials, improvements and inventions made, conceived, developed, created or first reduced to practice in the performance of the services under this Agreement shall be the sole and exclusive property of the CITY (the "Work Product").

CONSULTANT further agrees that the CITY is and shall be vested with all right, title and interest in the Work Product (including any patent, copyright, trade secret or trademark rights) under this Agreement. CONSULTANT shall have a perpetual irrevocable license to use and reuse detail elements and design elements incorporated into any Work Product without compensation or payment to CITY.

4. Term

Either party may terminate this Agreement upon 30-day written notice to the other party for any reason or no reason. In the event the CITY terminates this Agreement, CONSULTANT

shall cease all work immediately after receiving notice from the CITY unless otherwise advised by the CITY and shall notify the CITY of all costs incurred up to such termination date.

5. Independent Contractor

CONSULTANT is an independent contractor and is not an agent or employee of, and has no authority to bind, CITY by contract or otherwise. CONSULTANT will perform the professional services under the general direction of CITY, but CONSULTANT will determine, in CONSULTANT's sole discretion, the manner and means by which such services are accomplished, subject to the requirement that CONSULTANT shall at all times comply with applicable law. CITY has no right or authority to control the manner or means by which such services are accomplished.

6. Warranty.

CONSULTANT warrants that its services hereunder will be of a professional quality conforming to generally accepted industry standards and practices.

7. Indemnification by CONSULTANT.

CONSULTANT shall indemnify, defend, and hold harmless the CITY, and its officers, employees, and agents ("indemnitees"), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable legal counsels' fees and costs of litigation ("claims"), arising out of the CONSULTANT's performance of its obligations under this agreement or out of the operations conducted by CONSULTANT, including the CITY's active or passive negligence, except for such loss or damage arising from the sole negligence or willful misconduct of the CITY. In the event the CITY indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from CONSULTANT's performance of this agreement, the CONSULTANT shall provide a defense to the CITY indemnitees, or at the CITY's option, reimburse the City indemnitees their costs of defense, including reasonable legal counsels' fees, incurred in defense of such claims.

8. Insurance Requirement.

CONSULTANT shall obtain and maintain during the performance of any services under this Agreement the following insurance coverage issued by a company satisfactory to the City Clerk.

- (a) Commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than one million dollars (\$1,000,000) per occurrence, two million dollars (\$2,000,000) general aggregate, for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. CONSULTANT's general liability policies shall be primary and non-contributory, and be endorsed using Insurance Services Office form CG 20 10 to provide that City and its officers, officials, employees, and agents shall be additional insureds under such policies. For construction contracts, an endorsement providing completed operations to the additional insured, ISO form CG 20 37, is also required.
- (b) Errors and omissions insurance to a minimum coverage of \$1,000,000, with

neither CONSULTANT nor listed sub-CONSULTANTS having less than \$1,000,000 individually;

- (c) Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance with limits of at least one million dollars (\$1,000,000). CONSULTANT shall submit to City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of City, its officers, agents, employees, and volunteers.
- (d) Auto Liability coverage for owned, non-owned, and hired autos using ISO Business Auto Coverage form CA 00 01, or the exact equivalent, with a limit of no less than \$1,000,000 per accident. If CONSULTANT owns no vehicles, this requirement may be met through a non-owned auto endorsement to the CGL policy.

For any claims related to this project, the CONSULTANT's insurance coverage shall be primary insurance as respects the CITY, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the CITY, its officers, officials, employees or volunteers shall be excess of the CONSULTANT's insurance and shall not contribute with it.

All insurance policies shall have a minimum A.M. Best rating of A- VII, unless otherwise approved by the CITY's Risk Manager.

Any failure to comply with reporting or other provisions of the policy including breaches of warranties shall not affect coverage provided to the CITY, its officers, officials, employees or volunteers.

The CONSULTANT's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled by either party, except after 30 days' prior written notice by certified mail, return receipt requested, has been given to the CITY.

It shall be a requirement under this agreement that any available insurance proceeds broader than or in excess of the specified minimum Insurance coverage requirements and/or limits shall be available to the Additional Insured. Furthermore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this Agreement; or (2) the broader coverage and maximum limits of coverage of any Insurance policy or proceeds available to the named Insured; whichever is greater.

9. Nondisclosure.

CONSULTANT acknowledges that CONSULTANT will acquire information and materials from CITY and knowledge regarding, without limitation, the business, products, finances, future plans, customers, clients, employees, and CONSULTANTS of CITY and that all such knowledge, information and materials acquired, the existence, terms and conditions of this Agreement, and the Work Product, are and will be the trade secrets and confidential and proprietary information of CITY (collectively, the "Confidential Information"). Confidential Information will not include, however, any information which is or becomes part of the public domain through no fault of CONSULTANT, by operation of law, or that CITY regularly gives to

third parties without restriction on use or disclosure. CONSULTANT agrees to hold all such Confidential Information in strict confidence, not to disclose it to others or use it in any way, commercially or otherwise, except in performing the services, and not to allow any unauthorized person access to it, either before or after expiration or termination of this Agreement. CONSULTANT further agrees to take all action necessary to protect the confidentiality of the Confidential Information including, without limitation, implementing and enforcing operating procedures to minimize the possibility of unauthorized use or copying of the Confidential Information.

10. Governing Law.

This Agreement will be governed by and construed in accordance with the laws of the State of California excluding that body of law pertaining to conflict of laws. In the event any cases evolve, said cases shall be heard in Lassen County Court.

11. Notice.

All notices, including notices of address changes, required to be sent hereunder shall be in writing and shall be deemed to have been given when mailed to the addresses listed below:

(a) City of Susanville: Jared G. Hancock, City Administrator, 66 N. Lassen Street, Susanville, CA 96130

(b) CONSULTANT: Adams Ashby Group, 770 L Street – Suite 950 Sacramento, CA 95814

12. Severability.

In the event any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions of this Agreement will remain in full force and effect.

13. Assignment.

CONSULTANT may not assign CONSULTANT's rights or delegate CONSULTANT's duties under this Agreement without the prior written consent of the CITY. Any attempted assignment or delegation without such consent will be void.

14. Waiver.

The waiver by either party of any default or breach of this Agreement shall not constitute a waiver of any other or subsequent default or breach.

15. Equitable Remedies.

Because the services are personal and unique and because CONSULTANT will have access to Confidential Information of CITY, CITY will have the right to enforce this Agreement and any of its provisions by injunction, specific performance or other equitable relief without prejudice to any other rights and remedies that CITY may have for a breach of this Agreement.

16. Entire Agreement.

This Agreement, together with its attached exhibits, constitutes the complete agreement between the parties and supersedes all previous agreements or representations, whether written or oral, with respect to the subject matter described herein. This Agreement may not be modified or amended except in writing signed by a duly authorized representative of each party. It is expressly agreed that any terms and conditions of CONSULTANT's invoices shall be superseded by the terms and conditions of this Agreement.

In Witness Whereof, the parties hereto have executed the **Consulting Services Agreement** for CONSULTANT as of the date set forth in the first paragraph hereof.

CITY OF SUSANVILLE

CONSULTANT

Jared G. Hancock, City Administrator

Lorie Adams, Adams Ashby Group

Approved as to Form and Content:

City Attorney

Exhibit B Scope of Work

Proposed Work Plan & Scope of Work

As outlined in the Request for Proposal, the City of Susanville is seeking general administration and Labor Compliance activities as they relate to its newly awarded CDBG grant for a Public Facility Project. Our firm possesses the necessary knowledge and expertise to properly oversee all current and future CDBG programs/projects. Below is a brief scope of work for administrating such projects.

Grant Administration

As you are aware - grantees are responsible for complying with many conditions under the grant contract. Following these requirements strictly, will ensure your projects perform efficiently and within state/federal regulations. Projects and programs that are found to be out of compliance run the risk of not being eligible to reapply for grant funds in future years or even having to return funds to the State that may have already been spent.

Our first step in the process will be to meet with staff, determine the roll of our team with yours, review the work completed to date, and set the schedule for the next steps to execute the project and program. CDBG has undergone numerous changes in the past few months and navigating this field has been cumbersome. We have been able to establish a strong working relationship with the new representative team and management. We are able to navigate you through the process of new forms, requirements, and staff without sacrifice to your project and program.

Once the tasks of each team member are established we will begin the process of procurement of the professional staff required to move your project through construction and support to your program as required. Procurement changes have heavily impacted the CDBG processes and we are prepared to provide the required drafts and documents. Our goal is to prepare your project for bid during the most optimal time frame and to communicate the requirements to the professional team in order to meet the grant regulations.

Below is a brief summary of the major tasks we would propose to assist your team in administering your CDBG grant contract.

Conduct all required public meetings and hearings

Most granting agencies require public hearings and meetings are held throughout the term of a grant agreement. These meetings are imperative to providing outreach to the community in the process of implementing state and federal funds. Our staff will ensure all notices are provided for publishing prior to deadlines and we will be available to attend and lead hearings based on the needs of the City. Additionally, our team provides draft Council memorandum and draft resolutions (when required) to assist in training your team on the information needed and required to maintain citizen participation requirements. Many changes have been occurring at the State level regarding public outreach and affirmative marketing of programs. Adams Ashby Group will assist you team in the development of the LEP (LIMITED ENGLISH PROFICIENCY) Requirements and implementation thereof to meet the HUD requirements.

Contract general / special conditions

Once the City has received an executed contract, our staff will ensure that all special conditions are met to ensure compliance and funds are available in a timely manner. CDBG requires its own specific conditions to be met dependent on the program or project. Our team has experience in a variety of requirements, which may include but not be limited to: environmental compliance, project timelines, updated cost estimates, relocation plans, program guidelines, and more. Additionally, we will stay in close contact with your state representative to ensure strong communication is maintained throughout project/program setup.

Environmental Compliance

As a part of the general conditions clearance described above, NEPA will be a part of the package submitted to CDBG to ensure project compliance. Based on a brief review of the project, an Environmental Assessment (perhaps a statutory worksheet) will be required. Our staff is well versed in completing such documents, documenting correspondence with outside resources (i.e. SHPO), required public notice and submittal of authority to use grant funds.

Program Guidelines

Our team will work with the City to establish the process, forms, and procedures, and provide on-site training with staff to ensure compliance with CDBG, Federal and State regulations under the contract. Additionally, the City will be required to establish guidelines for each program activity. Adams Ashby Group will provide assistance to ensure the selected ratios; limits and other areas allowed meet the needs of the city and program. Additionally, our team will attend the monitoring and support staff in maintaining the required records through clearance.

Procurement

The contract provided will require various types of procurement. Adams Ashby Group possesses the necessary resources to fulfill this task for the City. We are aware of the stringent procurement processes that are involved with any state and federal funds, and realize the importance of obtaining competitive bids for various projects. We have experience in a variety of procurement fields and will assist with the request for proposal, solicitations, advertisements, and any other procurement issue the City may require assistance. Our team will review all documents to ensure compliance and inclusion of all information necessary to comply with the Federal and local procurement processes. Additionally, we will ensure compliance with Section 3 and MBE/WBE as these are becoming critical items during monitoring. Section 3 is a complex process that must be documented throughout the project. Our team will work directly with contractors to ensure compliance is attained and properly documented to avoid findings during monitoring.

Many changes have occurred this past year in procurement, attention to detail is necessary and the development of new process and procedures will be required – we will walk you through the necessary items, provide the resources, and train staff to meet the new requirements.

Program Reporting

A variety of reports are required for compliance with CDBG. The reporting timelines are established on a quarterly, semi-annual and annual basis. Our firm will send out a reminder 15 days prior to the end of the reporting period to ensure late reports do not result. Review of the reports, completing of the reports, or a shared approach will be reviewed as part of our relationship- this will ensure the training process will occur if staff is not yet ready to complete this part of the grant program process. Understanding reports is critical in ensuring a complete management process as much of the data required is collected ongoing throughout the program cycle. These reports will include, but may not be limited to: set-up and completion reports, drawdown requests, program income reports, annual reports, semi-annual labor compliance reports, and closeout reports.

Maintain all Fiscal Records

The City has the end responsibility of ensuring records and fiscal records are maintained and accurate. Adams Ashby Group will provide staff with a records system that will allow staff to manage these records. Additionally, we will keep a complete secondary set of records to ensure information is available upon request by the funding agency. Fiscal records will be requested and audited on a quarterly basis to ensure all financial data is accurate and recorded. We will additionally provide training and capacity building as needed.

Prepare Public Information File

Each funding source requires a document/recordkeeping system with specific files and forms to be available upon monitoring. It is critical these files are set up and managed from the beginning process – application through final close out. Maintenance of this system will ensure a smooth monitoring with the State or Federal agency. Additionally, the Federal Regulations require grant programs to be a public process. This includes the establishment and maintenance of a public information binder that is available to the public during regular office hours. Our team will work with staff to establish this binder for each program as required by the funding agency. As each program moves forward it is our goal to assist with the process and perform inspections of all required files to ensure consistency and accuracy.

Communication

With any grant program or project, it is critical to have strong coordination and clear communication between City staff and state/federal agencies. As your consultant, we will ensure that all parties involved will be clear of project logistics, tasks, responsibilities, and timelines. This high degree of coordination will allow City staff to stay abreast of all programs/projects, without devoting all of their time to such tasks.

Additionally, our team has developed strong relationships with many state and federal agencies throughout our professional careers. Having this background, will provide the City with an expertise of the intricacies of each program allowing for smoother projects and a bridge for communication should unforeseeable issues arise.

Oversee Equal Opportunity compliance

Each program requires compliance with equal opportunity laws to ensure discrimination has not occurred during the operation of a program. Adams Ashby Group will review all documents, advertising, and collect required data to adequately document compliance with the requirements.

Preparation of program records after closeout

Upon grant expiration, we will also meet with your staff to review the grant closeout process and what the ongoing responsibilities of the City will be even though the grant is being close out. Such programs as CDBG require efficient record keeping for many years after the grant, as well as other requirements that will ensure your projects are maintained and serviced properly. Our firm will work with your staff and your current CDBG manual to make certain that each role is identified and CDBG expectations are being satisfied.

Labor Compliance Scope of Work

The Adams Ashby Group is well versed in both Federal and State Requirements for your recently funded CDBG project to ensure that your labor compliance duties are met. We will provide staff with the support necessary to ensure compliance.

Below we have provided a general scope of work for the project:

- **General Project Tasks**
 - Review/Obtain DIR and DOL wage rates and classifications for job
 - Conduct craft matching process and provide highest wage rate for payment to contractor/City for CDBG review
 - Verifying Contractor and Sub contractor Eligibility
 - Conduct Pre-construction conference meeting and provide labor compliance job handbooks;
 - Communicate and coordinate with General Contractor to obtain all certificates and authorization documents for general and subs;
 - Obtain Apprenticeship Program Certifications and Registration for General Contractor and all subs; This includes DIR and DOL Certifications and wage rates
 - Complete all required reports to CDBG;
 - Maintain project file in compliance with funding sources;
- **Payroll Reviews and Statement of Compliance**
 - Obtain and review weekly certified payrolls
 - Obtain and maintain all required reporting documents for the funding sources
 - Ensure compliance prior to payment
 - Review construction logs and compare to payrolls submitted for compliance
 - Review on-site interview data and compare to payrolls submitted
 - Verify Bona Fide Fringe Benefit plans and CAC payments
- **Reporting Documents**
 - Section 3 Reports
 - Prepare Semi Annual Labor Standards Enforcement Reports
 - Final Wage Compliance Report
- **On-site Employee Interviews**
 - Conduct on site employee interviews as needed - estimate 2-3 site visits
 - Mail interviews will also be used to collect trade/wage data from employees

Reviewed by: JKW City Administrator
 City Attorney

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

Submitted By: John King, Police Chief

Action Date: June 7, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Police Department Quarterly Report

PRESENTED BY: John King, Police Chief

SUMMARY: Staff will provide an update of the operations and projects of the Police Department.

FISCAL IMPACT: None

ACTION REQUESTED: Information only

ATTACHMENTS: None

Reviewed by: ds City Administrator
 City Attorney

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

Submitted By: Deborah Savage, Finance Manager

Action Date: June 7, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Annual Rabies Clinic

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: On May 20, 2017 the City held its annual Rabies Clinic at Memorial Park. Two of our local veterinarians Dr. Taylor and Dr. Nelson attended the event to give pets of City and County residents low cost rabies vaccinations. Dr. Taylor's office reported giving 102 rabies vaccinations at the clinic. Information from Dr. Nelson is unavailable at this time. The city issued 162 dog licenses (112 altered licenses and 50 unaltered licenses) at the clinic.

FISCAL IMPACT: \$792 in animal license fees.

ACTION REQUESTED: Information only.

ATTACHMENTS: None

Reviewed by: City Administrator
 City Attorney

 Motion only
 Public Hearing
 Resolution
 Ordinance
 X Information

Submitted by: Quincy McCourt, Project Manager

Action Date: June 7, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Hiring of Interns to Complete CDBG Income Survey

PRESENTED BY: Quincy McCourt, Project Manager

SUMMARY: The City of Susanville has been successful in receiving monies from the Community Development Block Grant (CDBG) for various programs/projects which provide benefit to those who fall within the low/mod income group. As recently as last year, the city was awarded funding for a public improvement project. The city is working on expending 50% of the grant monies as required by CDBG to be eligible to apply for additional funding in 2018. In order to make our next application more competitive, staff is recommending the completion of an income survey to identify target income groups.

Income surveys are used to document target income groups when American Community Survey (ACS) data is not applicable. Susanville has many neighborhoods that are not accurately represented by ACS.

To conduct the income survey, staff is recommending hiring two to six interns to be paid \$15.00 per hour out of existing Program Income. The interns will be paid as city employees and will follow the attached scope of work rather than a job description. The income survey may take one to three months to complete.

FISCAL IMPACT: Up to \$35,000.00

ACTION REQUESTED: Information only

ATTACHMENTS: Scope of Work

CDBG Income Survey

Intern Scope of Work - 2017

- I. Attire: Button-up shirt and pants without holes.
- II. Must be able to walk five miles a day.
- III. Attend and pass in-house training on the process of conducting the survey. Training:
 - A. Describing the entire survey
 - B. Identifying the sponsor of the survey
 - C. Providing the interviewer with a working knowledge of survey research
 - D. Explaining the survey sampling logic and process
 - E. Explaining interview bias
 - F. 'Walking through' the interview process - Role Play
 - G. Explaining respondent selection process
 - H. Explaining scheduling and supervision
 - I. Explaining follow-up for non-responsive
- IV. Walk the neighborhoods in a door-to-door knocking manner.
- V. Interview residents.
- VI. Must organize the information received.
- VII. Check in with the office daily for data entry and status updates.

Reviewed by: HW City Administrator
 _____ City Attorney

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

Submitted by: Dan Newton, Public Works Director

Action Date: June 7, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Urban Water Management Plan – Draft Circulation

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: Urban Water Management Plans (UWMPs) are prepared by urban water suppliers to support their long-term resource planning, and ensure adequate water supplies are available to meet existing and future water demands.

Every urban water supplier that either provides over 3,000 acre-feet of water annually, or serves more than 3,000 urban connections is required to assess the reliability of its water sources over a 20-year planning horizon. Susanville has over 3,800 water connections and is required by California code to prepare a plan.

The plans must be prepared every 5 years and submitted to the Department of Water Resources (DWR). DWR staff then reviews the submitted plans to make sure they have completed the requirements identified in the Water Code. Plans were due to be submitted in by July 2016.

Susanville's Plan adoption is behind schedule. Work on the Plan began in September 2016, with the assistance of Full Spectrum Engineering. A Draft Urban Water Management Plan is now available for circulation. The Draft will be circulated to Lassen County and other public water systems within the Honey Lake Valley Ground Water Basin.

Proposed Schedule:

June 7, 2017	Present Draft to City Council
June 15, 2017	Incorporate comments into Draft and circulate Draft to appropriate agencies
August 16, 2017	Public Hearing; Address Comments Received; Adopt Document

FISCAL IMPACT: None

ACTION REQUESTED: Provide Direction to Staff

ATTACHMENTS: Draft Urban Water Management Plan

DRAFT

**URBAN WATER MANAGEMENT PLAN
2015 UPDATE**

CITY OF SUSANVILLE, CALIFORNIA

JUNE 2017



Public Works

720 South Street
Susanville, California 96130
Phone: 530-257-1041

Revision 20170418

City Council

Kathie Garnier, Mayor

Joseph Franco, Mayor ProTem

Armenda Schuster

Kevin Stafford

Brian R. Wilson

City Staff

Jared Hancock, City Administrator

Dan Newton, Public Works Director

TABLE OF CONTENTS

1 Introduction 1

 1.1 Purpose 1

 1.2 Background..... 1

 1.2.1 Urban Water Management Planning Act..... 1

 1.2.2 Previous Urban Water Management Plan 3

2 Plan Preparation..... 4

 2.1 General UWMP Plan and Agency Information 4

 2.2 Plan Coordination 6

 2.3 Plan Adoption, Submittal, And Implementation..... 8

3 System Description..... 9

 3.1 Service Area Physical Description 9

 3.1.1 Location 9

 3.1.2 Climate..... 11

 3.2 Service Area Population..... 13

 3.3 Water sources Springs and Ground Water 15

 3.3.1 Cady Springs 16

 3.3.2 Bagwell Springs 16

 3.3.3 Well #1 (Bunyan Well) 16

 3.3.4 Well #3 17

 3.3.5 Well #4 17

 3.3.6 Well #5 (College Well) 17

 3.4 Water Distribution System 18

 3.4.1 Water lines and Customer Connections 18

 3.4.2 Water Meters 18

 3.4.3 Water Storage 19

4 System Demands 20

 4.1 Current and Historical Water Demands..... 20

 4.2 Baselines and Targets (gpcd) 21

 4.3 Water Demands..... 22

 4.4 Water Demand Projections 23

 4.5 Water Losses 26

 4.6 Planned Future City Development 27

 4.6.1 Water Savings and Low Income Projected Water Demands..... 27

 4.7 Water Use Reduction Plan..... 28

5	Baselines and Targets (gpcd)	29
5.1	Base Line	29
5.2	Targets	30
5.3	Target Compliance	31
6	Water Sources	32
6.1	Water Supply Facilities	32
6.2	Groundwater	35
6.2.1	Groundwater Description and Management Plan	35
6.2.2	Groundwater Levels and Historical Trends	35
6.2.3	Sources of Recharge	36
6.2.4	Existing and Projected Groundwater Pumping	36
6.3	Transfer or Exchange Opportunities	39
6.4	Desalinated Water Opportunities	39
6.4.1	Brackish Water and/or Groundwater Desalination	39
6.4.2	Seawater Desalination	39
6.5	Recycled Water Opportunities	40
6.6	Future Water Projects	41
7	Water Supply Reliability Water Shortage Contingency Plan	42
7.1	Water Supply Reliability	42
7.1.1	Frequency and Magnitude of Supply Deficiencies	42
7.1.2	Basis of Water Year Data	42
7.1.3	Supply Reliability	43
7.1.4	Projected Normal Water Year Demands	44
7.1.5	Projected Single Dry Water Year	44
7.1.6	Projected Multiple Dry Water Years	45
7.2	Factors Affecting Supply Reliability	46
7.2.1	Legal	46
7.2.2	Environmental	46
7.2.3	Water Quality	46
7.2.4	Climatic	46
7.2.5	Disaster	46
8	Water Shortage Contingency Plan	48
8.1	Water Shortage Contingency Planning	48
8.1.1	Stage I Water Shortage Awareness	50
8.1.2	Stage II Water Shortage Alert	51

8.1.3 Stage III Water Shortage Emergency 52

8.1.4 Implementation of Water Shortage Contingency Plan 53

8.2 Water Quality 55

8.3 Drought Planning 56

9 Demand Management Measures (DMM) 57

9.1 DMMs 57

9.1.1 Water Survey Programs 58

9.1.2 Residential Plumbing Retrofit 58

9.1.3 Water System Audits 59

9.1.4 Metering and Commodity Rates 59

9.1.5 Landscape and Irrigation Programs 60

9.1.6 Washing Machine Rebate Program 60

9.1.7 Public Information Program 60

9.1.8 School Education Program 61

9.1.9 Commercial, Industrial, and Institutional Conservation Programs 61

9.1.10 Wholesale Agency Programs 61

9.1.11 Conservation Pricing 61

9.1.12 Water Conservation Coordinator 61

9.1.13 Water Waste Prohibition 62

9.1.14 Ultra Low Flush Toilet Replacement 62

9.2 DMM Return on Investment 63

APPENDIX

Appendix A Resolution to Adopt the Urban Water Management Plan

Appendix B Notice of Public Hearings & Notification Letters

Appendix C Ordinances

LIST OF FIGURES	<u>Page</u>
Figure 3.1-1: Regional Location Map	9
Figure 3.1-2: City Map.....	10
Figure 3.1-3: Climate Characteristics	12
Figure 4.1-1: Historical Water Production and gpcd	19

LIST OF TABLES	<u>Page</u>
Table 1.2-1: Key of Legislation Affecting the 2015 UWMP	2
Table 1.2-2: Key of Legislation Affecting the 2010 UWMP	3
Table 2.1-1: (UWMGB 2-1): Public Water Systems	4
Table 2.1-2: (UWMGB 2-2): Plan Identification	4
Table 2.1-3: (UWMGB 2-3): Agency Identification	5
Table 2.1-4: (UWMGB 2-4): Water Supplier Information Exchange	5
Table 2.2-1: Coordination with Appropriate Agencies	6
Table 2.2-2: (UWMGB 10-1): Notification to Cities and Counties	6
Table 3.1-1: Climate Characteristics	11
Table 3.2-1: Historical Population 2000 to 2015.....	13
Table 3.2-2: (UWMGB 3-1): Population – Current and Projected.....	14
Table 3.3-1: Water Sources Production Capacity Summary	16
Table 4.1-1: (UWMGB 4-1): Demands for Potable and Raw Water 2015	20
Table 4.3-1: Historical System Water Demands and Daily Per Capita Water Use	22
Table 4.4-1: Projected Water Demand – 2015 to 2040	23
Table 4.4-2: (UWMPGB 4-2): Gross Demands for Potable and Raw Water projected ...	24
Table 4.4-3: Gross Demands Vs. Capacity by source 2015-2014-Projected.....	24
Table 4.4-4: (UWMPGB 4-3): Total Water Demands	25
Table 4.5-1: (UWMPGB 4-4): 12 Month Water Loss Audit Reporting.....	26
Table 4.5-2: AWWA Worksheet Information.....	26
Table 4.6-1 (UWMPGB 4-5): Inclusion in Water Use Projections	27
Table 5.1-1: Base Daily Per Capita Water Use – 5 Year Range	29
Table 5.1-2: Base Daily Per Capita Water Use –10 Year Range	30
Table 5.2-1 (UWMPGB 5-1): Baselines and Targets Summary.....	30
Table 5.2-2: Daily Per Capita (gpcd) Water Use 2010 – 2015 ->2020.....	31
Table 5.3-1 (UWMPGB 5-2): 2015 Target Compliance.....	31
Table 6.1-1: Historical System Water Sources 2000-2015	32
Table 6.1-2: Historical System Water Sources Worst Case Month 2010-2015	33
Table 6.1-3: Demand Vrs Capacity 2015-2040 Worst-Case Month	34

Table 6.2-1 (UWMPGB 6-1): Groundwater Volume Pumped	36
Table 6.2-2: Water Sources Production Capacity Summary.....	37
Table 6.2-3 (UWMPGB 6-8): Water Supplies- Actual 2015 and Total Safe Yield	37
Table 6.2-4 (UWMPGB 6-9): Water Supplies- Projected and Total Safe Yield.....	38
Table 6.6-1 (UWMPGB 6-7): Expected Future Water Supply Projects or Programs	41
Table 7.1-1 (UWMPGB 7-1): Basis of Water Year Data	43
Table 7.1-2 (UWMPGB 7-2): Normal Year Supply and Demand Comparison	44
Table 7.1-3 (UWMPGB 7-3): Single Dry Year Supply and Demand Comparison.....	44
Table 7.1-4 (UWMPGB 7-4): Multiple Dry Years Supply and Demand Comparison	45
Table 8.1-1 (UWMPGB 8-1): Stages of Water Shortage Contingency Plan	49
Table 8.1-2 (UWMPGB 8-2): Restrictions and Prohibitions on End Uses	53
Table 8.1-3 (UWMPGB 8-3): Stages of Water Shortage Contingency Plan- Consumption Reduction Methods.....	54
Table 8.1-4 (UWMPGB 8-4): Minimum Supply Next Three Years.....	54
Table 9.1-1: Low Flush Toilet Cost/Benefit Analysis	62

ABBREVIATIONS – Entities

CDPH.....	California Department of Public Health
DWR.....	Department of Water Resources
IRWMG	Integrated Regional Water Management Group
IRWMP.....	Integrated Regional Water Management Plan
SWRCB.....	State Water Resources Control Board
UWMP.....	Urban Water Management Plan
UWMPA	Urban Water Management Plan Act
UWMPGB.....	UWMP 2015 Guidebook
WMP	Water Master Plan

ABBREVIATIONS – Terminology & Units

AB.....	State Assembly Bill
ac	acre
ADD.....	Average Daily Demand
af	acre-feet
afy.....	acre-feet per year
bgs	below ground surface
CII.....	Commercial, Industrial and Institutional
CWC.....	California Water Code
DMM.....	Demand Management Measures
DU.....	dwelling unit
ET ₀	Reference Evapo-transpiration
ft	feet
gpd.....	gallons per day
gpcd	gallons per capita per day
MCL.....	Maximum Contaminant Level
MDD.....	Maximum Day Demand
MMG.....	million gallons
MMGD.....	million gallons per day
MMGY.....	million gallons per year
mg/L.....	milligrams per liter
PHG	Public Health Goal
SB.....	State Senate Bill
ULF	Ultra-Low Flush toilet

1 INTRODUCTION

1.1 Purpose

The Urban Water Management Plan (UWMP) is a requirement of the Urban Water Management Planning Act (UWMPA) (Division 6, Part 2.6 of the California Water Code (CWC) §10610-10656). The UWMPs must be prepared every five years and submitted to the Department of Water Resources (DWR). The submittal is required to meet the requirements of the UWMPA, including the most current amendments. The UWMPA applies to urban water suppliers with 3,000 or more connections or supplying more than 3,000 acre-feet (af) (978 MMG) of water annually.

UWMPs are required of the state's urban water suppliers in an effort to assist their resource planning and to ensure adequate water supplies are available for future use. A secondary purpose of the UWMP is to provide a plan for a series of actions to be implemented during water shortage situations. This report was prepared according to the requirements of the CWC, UWMPA and the UWMP Guidebook 2015 (March 2015). The City's update is behind schedule; however, there have been significant modifications to the plan requiring additional time to complete the update.

1.2 Background

1.2.1 Urban Water Management Planning Act

In 1983, Assembly Bill (AB) 797 altered Division 6 of the CWC by producing the UWMPA. Since 1983, several amendments to the Act have modified and added to the requirements of the UWMPs submitted today. One such amendment required projections for water use to extend 20 years at 5-year intervals. Recently, this has been increased to a 25 year projection providing for a minimum 20-year projection up until the next UWMP is completed.

Various other amendments have increased requirements to include sections on recycled water use, demand management measures (DMMs), and water shortage contingency plans. Recycled water use sections were added to assist in evaluation of alternate water supplies for future use when projects exceed the current water supplies. Demand management measures must be clearly described including which measures are being implemented and which are scheduled for implementation in the future. Water contingency plans are to be prepared and coordinated with other water suppliers in the area for use during times of drought. Pertinent legislation that is applicable to UWMPs includes:

SECTION ONE

Table 1.2-1: Key Legislation Affecting the 2015 UWMP

Legislation	2015 UWMP Requirements (addition summary)
AB 2067 (Weber 2014) CWC Section 10631 (f)(1)and(2)	Demand Management Measures (DMM): Provide narratives describing their 2010 water demand management measures. Address the nature and extent of each DMM implemented over the past 5 years and DMM that the supplier plans to implement to achieve its water targets. (see Section 9 of this 2015 UWMP)
AB 2067 (Weber 2014) CWC Section 20261 (d)	Submittal Date: Supplier should submit the 2015 UWMP to the Department of Water Resources by July 1, 2016
AB 1420 (Wolk 2014) CWC Section 10644(a)(2)	Submittal Format: Requires the plan to be submitted electronically to the department in the standardized forms, tables, or displays specified by the department.
AB 1420 (Wolk 2014) CWC Section10631(e)(1)(J) and (e)(3)(A) and (B)	Water Loss: Quantify and Report on distribution System Water Loss. (see section 4.4 of this 2015 UWMP)
AB 1420 (Wolk 2014) CWC Section10631(e)(4)	Passive Savings (voluntary reporting): Provides for water use projections to display and account for the water savings estimated to result from adopted codes, standards, ordinances, or transportation and land use plans, when that information is available and applicable to an urban water supplier.
AB 1036 (Pavley 2014) CWC Section10631.2(a) and (b)	Energy Intensity (voluntary reporting): Provides for the inclusion of certain energy-related information, including, but not limited to, an estimate of the amount of energy used to extract or divert water supplies.
AB 1036 (Pavley 2014) CWC Section10632	Defining Water Features: Commencing with the 2015 UWMP, for purposes of developing the water shortage contingency analysis, requires urban water suppliers to analyze and define water features that are artificially supplied with water, including ponds, lakes, waterfalls, and fountains, separately from swimming pools and spas.
AB 1036 (Pavley 2014) CWC Section10632	(a)(5) Consumption reduction methods in the most restrictive stages must have the ability to achieve a water use reduction up to a 50% (percent) reduction in water supply

Table 1.2-2: Key Legislation Affecting the 2010 UWMP

Legislation	2010 Requirements
SB610 and AB901	Consideration of water availability when reviewing new large developments
SB318	Investigate possibilities of developing desalinated water
AB105	Submit UWMP to State Library
SBx7-7 Water Conservation Act (2009)	Urban water suppliers to reduce the statewide average per capita daily water consumption by 20% by December 31, 2020 (20x2020 Plan)
AB1420	Water management grants or loans awarded or administered by the Department of Water Resources (DWR), State Water Resources Control Board (SWRCB)...be conditioned on the implementation of the water Demand Management Measures (DMM) described in Water Code Section 10631(f)
AB1465	Requires member of the California Urban Water Conservation Council to comply with UWMP requirements in accordance with the Urban Water Management Planning Act.
AB2572	All urban water suppliers are required to install water meters on all municipal and industrial water service connections on or before January 1, 2005 and, on or before January 1, 2010, to charge each customer that has a service connection for which a meter has been installed, based on volume of deliveries, as measured by the water meter.

1.2.2 Previous Urban Water Management Plan

The City previously prepared and submitted the UWMP in 2010; This 2015 UWMP retains critical relevant data from the 2010 UWMP plan and provides relevant updates that comply with the new 2015 requirements and regulations.

2 PLAN PREPARATION

2.1 General UWMP Plan and Agency Information

This plan is an Individual UWMP prepared by the City of Susanville for Public Water System number 1810001. The City of Susanville is a retail water supplier that operates its water system based on calendar years and Millions of Gallons (MMG) are the water unites as reported in this report. The City does not supply water to other water supply agencies.

Table 2.1-1(UWMGB 2-1): Public Water Systems

Table 2-1 Retail Only: Public Water Systems			
Public Water System Number	Public Water System Name	Number of Municipal Connections 2015	Volume of Water Supplied 2015
181001	City of Susanville	3,802	620
TOTAL		3,802	620
NOTES: Volume in MMG (Millions of gallons)			

Table 2.1-2(UWMGB 2-2): Plan Identification

Table 2-2: Plan Identification		
Select Only One	Type of Plan	Name of RUWMP or Regional Alliance <i>If applicable: drop down list</i>
<input checked="" type="checkbox"/>	Individual UWMP	
<input type="checkbox"/>	Water Supplier is also a member of a RUWMP	
<input type="checkbox"/>	Water Supplier is also a member of a Regional Alliance	
<input type="checkbox"/>	Regional Urban Water Management Plan (RUWMP)	
NOTES:		

Table 2.1-3(UWMGB 2-3): Agency Identification

Table 2-3: Agency Identification	
Type of Agency (select one or both)	
<input type="checkbox"/>	Agency is a wholesaler
<input checked="" type="checkbox"/>	Agency is a retailer
Fiscal or Calendar Year (select one)	
<input checked="" type="checkbox"/>	UWMP Tables Are In Calendar Years
<input type="checkbox"/>	UWMP Tables Are In Fiscal Years
If Using Fiscal Years Provide Month and Date that the Fiscal Year Begins (mm/dd)	
Units of Measure Used in UWMP (select from Drop down)	
Unit	MG
NOTES:	

Table 2.1-4(UWMGB 2-4): Water Supplier Information Exchange

Table 2-4 Retail: Water Supplier Information Exchange
The retail supplier has informed the following wholesale supplier(s) of projected water use in accordance with CWC 10631.
Wholesale Water Supplier Name <i>(Add additional rows as needed)</i>
none/ NA
NOTES:

2.2 Plan Coordination

Legal Requirements:

§10620(d)(2) Each urban water supplier shall coordinate the preparation of its plan with other appropriate agencies in the area, including other water suppliers that share a common source, water management agencies, and relevant public agencies, to the extent practicable.

§10621(b) Every urban water supplier required to prepare a plan pursuant to this part shall, at least 60 days prior to the public hearing on the plan required by §10642, notify any city or county within which the supplier provides water supplies that the urban water supplier will be reviewing the plan and considering amendments or changes to the plan. The urban water supplier may consult with, and obtain comments from, a city or county that receives notice pursuant to this subdivision.

§10635(b) The urban water supplier shall provide that portion of its urban water management plan prepared pursuant to this article to any city or county within which it provides water supplies no later than 60 days after the submission of its urban water management plan.

§10642 Each urban water supplier shall encourage the active involvement of diverse social, cultural, and economic elements of the population within the service area prior to and during the preparation of the plan.

§10642 Prior to adopting a plan, the urban water supplier shall make the plan available for public inspection and shall hold a public hearing thereon. Prior to the hearing, notice of the time and place of hearing shall be published within the jurisdiction of the publicly owned water supplier pursuant to Section 6066 of the Government Code. The urban water supplier shall provide notice of the time and place of hearing to any city or county within which the supplier provides water supplies. A privately owned water supplier shall provide an equivalent notice within its service area.

Lassen County does not have a dependent special district serving culinary water in the area. The irrigation districts serving farms to the south and east of the City have water rights from drainage basins and therefore do not pump ground water for their customers. Brockman and Jensen Sloughs, which serve irrigation water, receive water from diversions on the downstream Susan River and from the Susanville Consolidated Wastewater Secondary Treatment Ponds. The City of Susanville is a participating member of the Lahontan Basin Regional Water Management Group (LBRWVG).

Table 2.2-1: Coordination with Appropriate Agencies

Coordinating Agencies ¹	Participated in Developing the Plan	Commented on the Draft	Attended Public Meetings	Was Contacted for Assistance	Was Sent a Copy of the Draft Plan	Was Sent a Notice of Intention to Adopt
LBRWVG Group					X	X
Susanville Sanitary District					X	X
Lassen County					X	X
Susanville Indian Rancheria					X	X

SECTION TWO

Table 2.2-2 (UWMGB 10-1): Notification to Cities and Counties

Table 10-1 Retail: Notification to Cities and Counties		
City Name	60 Day Notice	Notice of Public Hearing
<i>Add additional rows as needed</i>		
None	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
County Name <i>Drop Down List</i>	60 Day Notice	Notice of Public Hearing
<i>Add additional rows as needed</i>		
Lassen County	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
Other Agencies: Lassen County Irrigation, Honey Lake Valley RCD, Susanville Sanitary District,		

2.3 Plan Adoption, Submittal, and Implementation

Legal Requirements:

§10640 – 10621(c) The amendments to, or changes in, the plan shall be adopted and filed in the manner set forth in Article 3.

§10642 After the hearing, the plan shall be adopted as prepared or as modified after the hearing.

§10643 An urban water supplier shall implement its plan adopted pursuant to this chapter in accordance with the schedule set forth in its plan.

§10644(a) An urban water supplier shall submit to the department, the California State Library, and any city or county within which the supplier provides water supplies a copy of its plan no later than 30 days after adoption. Copies of amendments or changes to the plans shall be submitted to the department, the California State Library, and any city or county within which the supplier provides water supplies within 30 days after adoption.

§10645 Not later than 30 days after filing a copy of its plan with the department, the urban water supplier and the department shall make the plan available for public review during normal business hours.

The City will hold a public hearing and adopt the 2015 UWMP on August 16, 2017. A copy of the adopting resolution is included in Appendix A. Prior to the public hearing; a notice will be published notifying the public of the pending hearing.

Once the UWMP has been adopted, a copy of the UWMP and amendments will be submitted to Lassen County, DWR and the State Library. Once submitted to DWR, a copy will be made available for public review within 30 days. The City will also file the appropriate electronic files to the DWR.

3 SYSTEM DESCRIPTION

3.1 Service Area Physical Description

Legal Requirements:

§10631(a) Describe the service area of the supplier.

§10631(a) (Describe the service area) climate.

3.1.1 Location

The City of Susanville is the county seat of Lassen County and is in the eastern slopes of the Sierra Nevada Mountains. The City is bordered to the west by the Sierra Nevada Mountain Range and to the West by the Cascade. The City is located on the western edge of the Honey Lake Valley Ground Water Basin.

The City of Susanville is approximately 4,258 feet above sea level and has an approximate land area of 6.5 square miles. Susanville is the only incorporated city within Lassen County's 4,557 square miles. According to the State of California Department of Finance The population of Susanville in 2015 was approximately 15,092 citizens; however, this includes the group quarter populations of the High Desert State Prison and the California Correctional Center as detailed in section 3.2.

Figure 3.1-1: Reginal Location Map



Figure 3.1-2: City Map



SECTION THREE

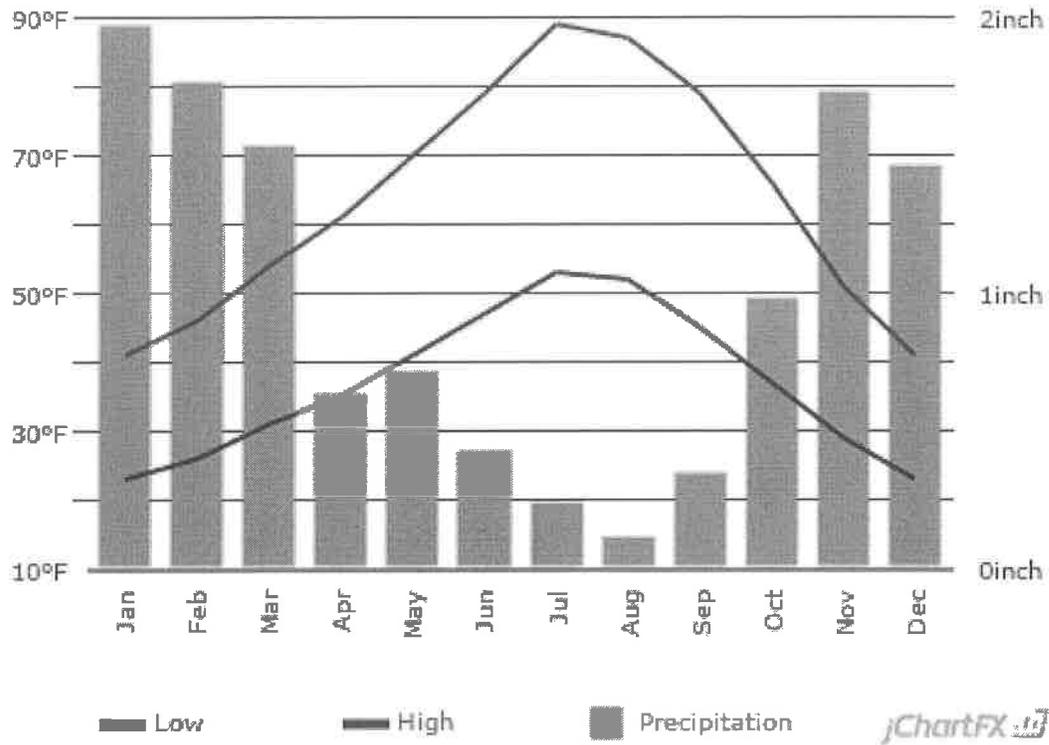
3.1.2 Climate

The City of Susanville has a semi-arid type climate. The majority of the annual rain fall occurs in the winter months. Annual precipitation averages 11.93 inches. Each year will include approximately 59 days of measurable precipitation.

Table 3.1-1: Climate Characteristics

Month	Monthly Average Rainfall (inches)	Average Min. Temperature (°F)	Average Max. Temperature (°F)	Monthly Average Temperature (°F)	Average Pan Evaporation (inches)	Monthly Average ETo (Zone 17) (inches per month)
January	1.97	23	41	32	0.00	1.02
February	1.77	26	46	36	4.65	1.72
March	1.54	31	54	43	6.45	3.50
April	0.63	35	61	48	9.97	4.92
May	0.71	41	70	56	13.59	6.19
June	0.43	47	79	63	15.33	7.30
July	0.24	53	89	71	17.21	8.42
August	0.12	52	87	70	16.0	7.51
September	0.35	45	79	62	11.83	5.41
October	0.98	37	66	52	8.28	3.38
November	1.73	29	51	40	4.76	1.53
December	1.46	23	41	32	3.52	0.86
Annual Total/Averages	11.93	36.8	63.7	50	111.59	51.76
<i>Source: usclimatedata.com</i>						

Figure 3.1-3: Climate Characteristics



3.2 Service Area Population

Legal Requirements:

§10631(a) (Describe the service area) current and projected population...The projected population estimates shall be based upon data from the state, regional, or local service agency population projections within the service area of the urban water supplier...

§10631(a) ...(population projections) shall be in five-year increments to 20 years or as far as data is available.

§10631(a) Describe...other demographic factors affecting the supplier's water management planning.

According to the State of California Department of Finance The population of Susanville in 2015 was approximately 15,092 citizens. The City of Susanville has two state prisons, High Desert State Prison, the California Correctional Center, that with annexation are now within the incorporated city area. The inmate population is approximately 6,400, and is counted in the overall population demographics for the City. However, the prisons operate independent water systems and therefore, the populations must be excluded from this water management plan.

The total unserved prison population in 2015 was 6,380. The High Deseret State Prison: 3,494, California Correctional Center: 2,765, and Antelope Correctional Center: 121. The 2015 served population is calculated to be 15,092 – 6,380 = 8,712.

Table 3.2-1: Historical Population 2000 to 2015

Table 3.2-1 Historical Population 2000 to 2015						
Calendar Year	Service Area Total Population	Unserved Prison Population	Distribution System Population	Distribution System Population Change	Distribution System %Population Change	10 Year Average % Population Change
2000	17335	8551	8784		0	
2001	17428	8532	8896	112	1.3%	
2002	17317	8316	9001	105	1.2%	
2003	17658	8521	9137	136	1.5%	
2004	18120	8847	9273	136	1.5%	
2005	18304	8859	9445	172	1.9%	
2006	18304	8918	9386	-59	-0.6%	
2007	18528	8833	9695	309	3.3%	
2008	18216	8330	9886	191	2.0%	
2009	17998	8153	9845	-41	-0.4%	
2010	17947	8110	9837	-8	-0.1%	1.1%
2011	17510	7802	9708	-129	-1.3%	0.9%
2012	16695	7442	9253	-455	-4.7%	0.3%
2013	15807	6482	9325	72	0.8%	0.2%
2014	15752	6689	9063	-262	-2.8%	-0.2%
2015	15092	6380	8712	-351	-3.9%	-0.8%

Note: The 10 year average % population change has transitioned to negative in 2014.

The City will use a conservative 1% growth rate to project future water demands.

SECTION THREE

The Susanville area has had a reduction in population from 2009 thru 2015. The prison population numbers are transient in nature and significantly affect the reported populations for the area. Although the growth rate may be negative and other reports have used a growth rate under 1% for the next several years, this UWMP will use a 1% growth rate based on the 2015 population of 8,712. Using this, perhaps inflated, population growth forecast for future water demand requirements will provide for conservative planning. See table 3.2-2 for projected populations.

Table 3.2-2 (UWMPGB 3-1): Population-Current and Projected

Table 3-1 Retail: Population - Current and Projected						
Population Served	2015	2020	2025	2030	2035	2040(opt)
	8,712	9,156	9,623	10,114	10,630	11,173
NOTES: Under 1% growth is projected for the area, 1% growth was used to allow conservative water demand planning.						

The City also provides water to the Susanville Indian Rancheria (SIR). There are two areas served; the lower Rancheria on Joaquin street, which is surrounded by the City limits; and the upper Rancheria north of Spring Ridge Road, which is north of Susanville, adjacent to, but not within the City limits. The homes located within the lower Rancheria are individually metered by the City, the residents are City Customers. The homes located in the upper Rancheria are not individually metered by the City. The upper Rancheria fills two 100,000 gallon tanks from the City's system and distributes water to the residents through the Rancheria's system. The Rancheria is the City's customer.

There are five large institutional water users on the City's system. Lassen Community College, Lassen County, Lassen High School, Susanville School District, and the City of Susanville. These entities represent less than 2% of the system's water connections, but account for approximately 20% of system consumption during the summer months (June through August).

3.3 Water Sources Springs and Ground Water

Legal Requirements Water Sources:

§10631(b) Identify and quantify, to the extent practicable, the existing and planned sources of water available to the supplier over the same five-year increments described in subdivision (a).

Legal Requirements Ground Water:

§10631(b) (Is) groundwater...identified as an existing or planned source of water available to the supplier...

§10631(b)(1) (Provide a) copy of any groundwater management plan adopted by the urban water supplier, including plans adopted pursuant to Part 2.75 (commencing with Section 10750), or any other specific authorization for groundwater management.

§10631(b)(2) (Provide a) description of any groundwater basin or basins from which the urban water supplier pumps groundwater.

§10631(b)(2) For those basins for which a court or the board has adjudicated the rights to pump groundwater, (provide) a copy of the order or decree adopted by the court or the board.

§10631(b)(2) (Provide) a description of the amount of groundwater the urban water supplier has the legal right to pump under the order or decree.

§10631(b)(2) For basins that have not been adjudicated, (provide) information as to whether the department has identified the basin or basins as overdrafted or has projected that the basin will become overdrafted if present management conditions continue, in the most current official departmental bulletin that characterizes the condition of the groundwater basin, and a detailed description of the efforts being undertaken by the urban water supplier to eliminate the long-term overdraft condition.

§10631(b)(3) (Provide a) detailed description and analysis of the location, amount, and sufficiency of groundwater pumped by the urban water supplier for the past five years. The description and analysis shall be based on information that is reasonably available, including, but not limited to, historic use records.

§10631(b)(4) (Provide a) detailed description and analysis of the amount and location of groundwater that is projected to be pumped by the urban water supplier. The description and analysis shall be based on information that is reasonably available, including, but not limited to, historic use records.

UWMPA requirements state that the water supplier must describe their existing and planned water supply sources for the next 20 years. The following description covers some of the legal requirements outlined above. Other requirements will be covered in section 7 Water Sources Supply Reliability and section 8 Water Shortage Contingency Plan.

The City water customer needs are met by utilizing water from Bagwell Springs (located one mile north of the city), Cady Springs (located two miles west of the city) and four wells (Well #1 and Well #3 and #4 and #5) located southeast in the city. Water from the wells is primarily utilized during the summer to supplement increased demands. The city also has additional capped wells, and locations for future new wells to meet the city's water demands.

Table 3.3-1: Water Sources Production Capacity Summary

Table 3.3-1 Water Sources Production Capacity Summary				
Water Source ID	Water Source Type	Water Source Name	Water Source Annual Capacity	Water Source Summer 1 Month
	Spring	Cady Springs	473.04	33.11
	Spring	Bagwell Springs	420.50	30.75
	Well	Well #1 (Bunyan)	367.92	30.66
	Well	Well #3	788.40	65.70
	Well	Well #4	367.92	30.66
	Well	Well #5 (College)	367.92	30.66
TOTAL			2,785.70	221.54
NOTES: Volume in MMG (Millions of gallons). Spring annual capacities are based on an average. Spring 1 month capacity is based on 2015 (one of the lowest flow summer months on record). Well capacities are based on 100% uptime a theoretical maximum production capacity				

3.3.1 Cady Springs

Cady Springs is located about two and a half miles west of Susanville on the north slope of the Susan River Canyon. Cady Springs is at approximately 4,600 feet in elevation which is approximately 300 feet in elevation above the Susan River. The springs are located approximately 1,000 feet south of HWY 36. Locked gates and wire fencing control access to the springs. The springs are located on 40 acres of city owned property. The City acquired the water system and water rights from California Pacific National Corporation in 1986. The City has the right to use and consume the entire flow from Cady Springs. (Fleming vs. Bennett et. al., Lassen County Superior Court Action No. 4573, dated and filed April 18, 1940) Cady Springs produces an annual average of 900 gpm (473 MMG) in a dry year to 1,500 gpm (788.4 MMG) in a wet year. In August of 2015 Cady Springs produced an average flow of 742 gpm (33.11 MMG).

3.3.2 Bagwell Springs

Bagwell Springs is located on a wooded hillside about one and a half miles northwest of Susanville. The springs are approximately 4,485 feet in elevation. A locked gate and fencing control access to the springs. The City acquired the water system and water rights from CP National Corporation in 1986. CP National and therefore the City of Susanville has the right to use and consume for furnishing water to consumers in its water service area 2.45 cfs (1,122 gpm) (589.7 mg) of the flow of water from Bagwell Springs. (Fleming vs. Bennett et.al., Lassen County Superior Court Action No. 4573, dated & filed April 18, 1940) Bagwell Springs produces an annual average of 800 gpm (420.5 MMG). In August 2015 Bagwell Springs produced an average flow of 689 gpm (30.75 MMG).

3.3.3 Well #1 (Bunyan Well)

Well #1 and the pumping plant are located south of Riverside Drive and Grove Street.

The casing is 12 inches diameter, with 320 feet of perforation between the depths of 130 and 450 feet below the ground surface. No gravel pack was constructed with this well. It was constructed in 1948. The 75 hp electric pumping unit is capable of producing about 700 gpm (367.92 MMG) annual production which is pumped directly into the water systems Pressure Zone 4. The pumping plant is turned on and off by sensing water levels in the Harris Tank. Well production is only limited by well capacity and not limited by water right. The well can produce approximately 700 gpm (30.66 MMG) in a single month based on 100% uptime.

3.3.4 Well #3

Well #3 was constructed in 1961 and is located approximately one half mile south of the city limit, off Johnstonville Road. The casing is 12 and 14 inches in diameter with 560 feet of perforation between the depths of 90 and 650 feet below the ground surface. The 200hp electric pump is capable of producing 1,500 gpm (788.4 MMG) annual production which is pumped directly into the water systems Pressure Zone 4. The pumping plant is turned on automatically by sensing water levels in the Harris Tank. Well production is only limited by well capacity and not limited by water right. The well can produce approximately 1,500 gpm (65.70 MMG) in a single month based on 100% uptime.

3.3.5 Well #4

Well #4 was constructed in 1992 and was online for the City of Susanville in 1995. It is located at the northwest corner of Orlo Drive and Skyline Drive. The steel casing is 8 inches in diameter with 125 to 225 feet of perforation at a depth of 290 feet below the ground surface. Well #4 produces approximately 700 gpm (367.92 MMG) annual production which and is used to augment the year-round water sources as needed. Well #4 is fully automated as of January 2003 and pumps to fill the Bagwell Springs Reservoir when the tank is depleted to a depth of 12 feet. Well production is only limited by well capacity and not limited by water right. The well can produce approximately 700 gpm (30.66 MMG) in a single month based on 100% uptime.

3.3.6 Well #5 (College Well)

Lassen Community College originally owned and operated Well #5, (known at the time as Well #2 to the college). The well was installed in the late 1960's. The college used this well to supply their water needs. The well was rebuilt in 2006. The purpose of the well was originally intended for geothermal power generation. The desired hot well was never located and the project was abandoned. This well is now developed as one of the resources available to obtain water as needed. The City and College are currently working to negotiate a new agreement for the use of the well. The Well is capable of producing about 700 gpm (367.92 MMG) annual production. Well production is only limited by well capacity and not limited by water right. The well can produce approximately 700 gpm (30.66 MMG) in a single month based on 100% uptime.

3.4 Water Distribution System**3.4.1 Water lines and Customer Connections**

The City of Susanville incorporated area is 6.5 square miles with approximately 3851 active service connections and approximately 110 of the active connections are outside of city limits. The City maintains approximately 60 miles of water main lines that service the customer connections in 6 different pressure zones. Customer meters are typically located on the property line and the average length of customer service lines is 25 feet.

3.4.2 Water Meters

All production sources are metered and the meters are considered highly accurate. Customer meters are also be considered highly accurate as 98% of them have been installed/replaced/upgraded since 2009. A portion of the customer meters were tested in 2016 to confirm accuracy

3.4.3 Water Storage

The City maintains 4 water storage tanks located thought the city with a total capacity of 2.94 MMG. These tanks are South Tank (0.5 MMG), Harris Tank (1.04 MMG), Bagwell Tank (0.5 MMG), and Spring Ridge Tank (0.9 MMG).

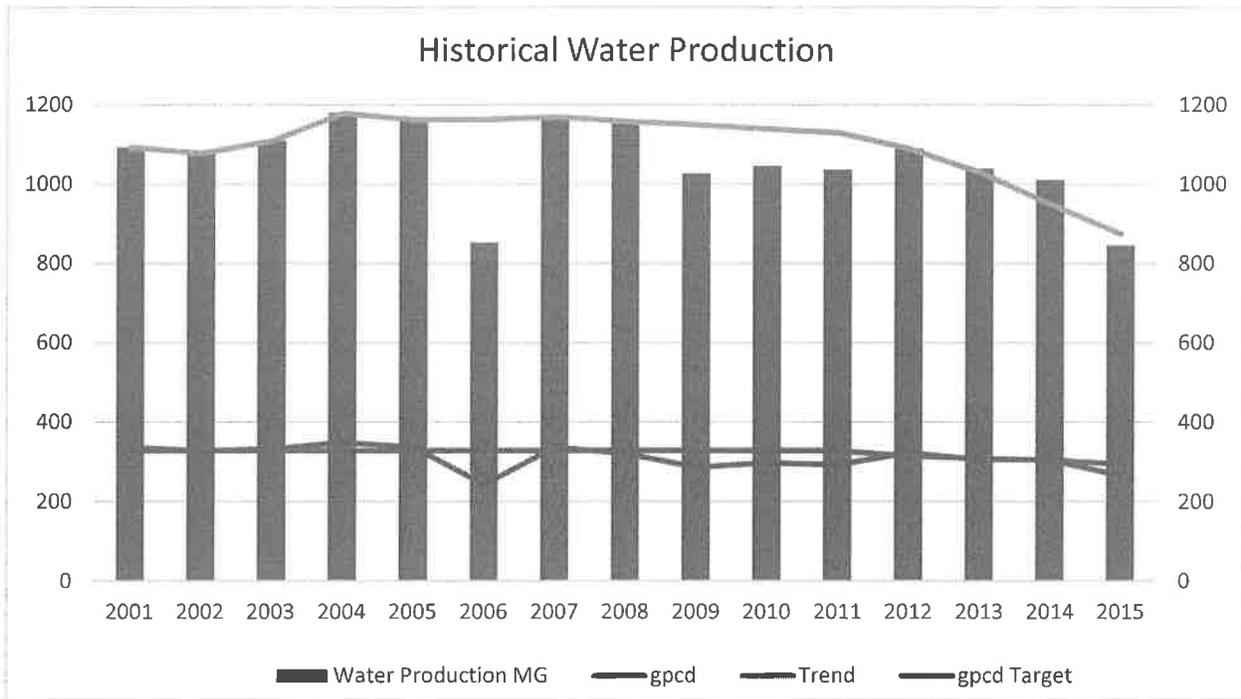
The City has received funding through proposition 84 to bring the Cady Springs tank on line. This 0.94 MMG tank is located on the ridge near Cady Springs.

4 SYSTEM DEMANDS

4.1 Current and Historical Water Demands

From 2001 thru 2010 water production was around 1,100 million gallons per year. From this data and population data the gpcd baseline was established at 328 with a 295 gpcd 2015 target (See section 2.2). In 2015 the City produced 845.995 (846) MMG of water with a population of 8712 giving a 266 gpcd 29 gpcd below target.

Figure 4.1-1: Historical Water Production and gpcd



As illustrated above, the City’s water use has been fairly constant from 2001 to 2010. Fluctuations, particularly in 2006, are likely caused by water production meter errors. From 2012 to the present water production, and gpcd, have decreased significantly as the city has focused on mitigating system leakage and other water reducing measures.

In 2015 the City produced 846 MMG of water, The City Delivered 622 MMG. This indicates a water loss of 224 MMG or 26.4% of water production see Table 4.1-1 below.

SECTION FOUR

Table 4.1-1(UWMPGB 4-1): Demands for Potable and Raw Water 2015

Table 4-1 Retail: Demands for Potable and Raw Water - Actual			
Use Type <i>(Add additional rows as needed)</i>	2015 Actual		
<i>Drop down list</i> <i>May select each use multiple times</i> <i>These are the only Use Types that will be recognized by the WUEdata online submittal tool</i>	Additional Description <i>(as needed)</i>	Level of Treatment When Delivered <i>Drop down list</i>	Volume
Single Family		Drinking Water	360
Multi-Family		Drinking Water	68
Commercial		Drinking Water	161
Commercial	College	Drinking Water	33
Losses	System Losses	Drinking Water	224
TOTAL			846
<p>NOTES: The Total does not include system losses; therefore; the total deliveries are different than the total water production.</p>			

4.2 Baselines and Targets (gpcd)

The 2010 gpcd baseline and targets are summarized in section 5 of this UWMP. The 2020 per capita water use target is 262 gpcd. The 2015 interim target is 295 gpcd. The city achieved 266 gpcd in 2015 (See table 5.2-2) exceeding the interim target of 295 by 29 gpcd. The City is on track to achieve or exceed the required 80% reduction a 262 gpcd by the year 2020.

Once the 2020 262 gpcd target is achieved, the city will continue to us best management and water conservation practices which are estimated to continue to lowering the gpcd by 1 gpcd per year.

4.3 Water Demands

Legal Requirements:

§10631(e)(1) Quantify, to the extent records are available, past and current water use, and projected water use (over the same five-year increments described in subdivision (a)), identifying the uses among water use sectors, including, but not necessarily limited to, all of the following uses:

(A) Single-family residential; (B) Multifamily; (C) Commercial; (D) Industrial; (E) Institutional and governmental; (F) Landscape; (G) Sales to other agencies; (H) Saline water intrusion barriers, groundwater recharge, or conjunctive use, or any combination thereof; (I) Agricultural.

§10631(e)(2) The water use projections shall be in the same 5-year increments to 20 years or as far as data is available.

§10631.1(a) The water use projections required by Section 10631 shall include projected water use for single-family and multifamily residential housing needed for lower income households, as defined in Section 50079.5 of the Health and Safety Code, as identified in the housing element of any city, county, or city and county in the service area of the supplier.

As illustrated below, the City’s water use has been fairly constant from 2000 to 2010. Fluctuations, particularly in 2006, are likely caused by water production meter errors. From 2010 to the present water production, and gpcd, have decreased significantly as the city has focused water demand reducing measures including identifying and mitigating system leakage.

Table 4.3-1: Historical System Water Demands And Daily Per Capita Water Use

Table 4.3-1 Historical System Water Demands And Daily Per Capita Water Use-2000 to 2015						
Calendar Year	Service Area Total Population	Unserviced Population	Distribution System Population	Annual system gross water used (mgd)	Annual daily per capita use (gpcd)	Base & Target(gpcd)
2000	17335	8551	8784	1109	346	
2001	17428	8532	8896	1094	337	
2002	17317	8316	9001	1078	328	
2003	17658	8521	9137	1110	333	
2004	18120	8847	9273	1180	349	
2005	18304	8859	9445	1065	309	
2006	18304	8918	9386	853	249	
2007	18528	8833	9695	1171	331	
2008	18216	8330	9886	1158	321	
2009	17998	8153	9845	1027	286	
2010	17947	8110	9837	1199	334	328
2011	17510	7802	9708	1037	293	321
2012	16695	7442	9253	1090	323	315
2013	15807	6482	9325	1040	306	308
2014	15752	6689	9063	1011	306	302
2015	15092	6380	8712	846	266	295
Note: The 266 gpcd achieved in 2015 exceeded the 295 gpcd 2015 target.						
The City is on track to achieve the 80% reduction, a 262 gpcd, by the year 2020						

In 2015 the City produced 845.995 (846) MMG of water, The City Delivered 619.824 (620) MMG. This indicates a water loss of 226 MG or 26.7% of water production. See Table 4.1-1 for 2015 water by Use Type.

4.4 Water Demand Projections

Legal Requirements:

§10631(k) Urban water suppliers that rely upon a wholesale agency for a source of water shall provide the wholesale agency with water use projections from that agency for that source of water in five-year increments to 20 years or as far as data is available. The wholesale agency shall provide information to the urban water supplier for inclusion in the urban water supplier's plan that identifies and quantifies, to the extent practicable, the existing and planned sources of water as required by subdivision (b), available from the wholesale agency to the urban water supplier over the same five-year increments, and during various water-year types in accordance with subdivision (c). An urban water supplier may rely upon water supply information provided by the wholesale agency in fulfilling the plan informational requirements of subdivisions (b) and (c).

The population growth data summarized in Table 4.4-1 was used to estimate the future water use within the City. The distribution system population in 2015 was 8,712 and is projected to reach 11,173 by 2040. This is based on a 1% growth rate which is conservative compared with 2016 General Plan Housing Element update other growth projections that are under 1% growth rate.

The following table shows the projected water demand from 2020 through 2040 in MMG (millions of gallons) per year. This is based on the projected populations and achieving the 2020 target of 262 gpcd then continuing to reduce this number by 1 gpcd per year thru 2040. The City notes that the required 2020 80% reduction to a 262 gpcd is the required goal and after the target is achieved, the City will then continue to use best management practices in there water conservation efforts. It is anticipated that these efforts will continue to reduce gpcd. For purposes of future water projections it is anticipated that this reduction demand by around 1 gpcd per year.

Table 4.4-1: Projected Water Demand - 2015 to 2040

Table 4.4-1 Projected Water Demand - 2015 to 2040					
Calendar Year	Service Area Total Population	Unserved Prision Population	Distribution System Population	Targets and projected (gpcd)	Annual system gross water used (mgd)
2015	15092	6380	8712	295	846
2020	16156	7000	9156	262	876
2025	16623	7000	9623	257	903
2030	17114	7000	10114	252	930
2035	17630	7000	10630	247	958
2040	18173	7000	11173	242	987

Note: 295 gpcd is the 2015 iterum target. 262 gpcd is the 2020 80% reduction target. These numbers are based on gross water production that include system losses.

The Table 4.4-2 below illustrate the projected water demand from 2020 through 2040 in MMG per year based on sector. The city is fully metered. The sector amounts of water usage are based on future population projections, target reductions in gpcd, and the current sector percentage as per current utility metered water usage. The sector

Table 4.4-2 and Table 4.4-3 above gives a conservative estimate that in 2040 that the city demand for water will be 988 MMG. It is anticipated that 166 MMG (29.1%) will need to come from the 1,759.6 MMG well pumping capacity. 166 MMG is 9.4% of the total available capacity. Table 6.6-2 Summarizes the Reasonably Available Volume and the Total Right or Safe Yield for each of the City’s 6 water sources. As previously indicated none of the cities sources are limited by water right, only by current flow and well flow producing capacities. The City has ample water rights and capacity for the projected future demand.

Table 4.4-4 (UWMPGB 4-3): Total Water Demands

Table 4-3 Retail: Total Water Demands						
	2015	2020	2025	2030	2035	2040 <i>(opt)</i>
Potable and Raw Water <i>From Tables 4-1 and 4-2</i>	620	876	903	930	958	987
Recycled Water Demand* <i>From Table 6-4</i>	0	0	0	0	0	0
TOTAL WATER DEMAND	620	876	903	930	958	987
<i>*Recycled water demand fields will be blank until Table 6-4 is complete.</i>						
NOTES:						

As illustrated in table 4.4-3 above total future water demands does not include recycled water. The Susanville Consolidated Sanitary District operates independent of the City. They receive, process and recycle all waste water.

SECTION FOUR

4.5 Water Losses

Table 4.5-1 (UWMPGB 4-4): 12 Month Water Loss Audit Reporting

Table 4-4 Retail: 12 Month Water Loss Audit Reporting	
Reporting Period Start Date (mm/yyyy)	Volume of Water Loss*
01/2014	273.542
<i>* Taken from the field "Water Losses" (a combination of apparent losses and real losses) from the AWWA worksheet.</i>	
NOTES: MMG/Year	

The Following Table 4.5-2 contains other data from the AWWA Worksheet

Table 4.5-2: AWWA Worksheet Information

Table 4.5-2: AWWA Worksheet Information	
Data	Value
Year	2014
Water Supplied Own Sources MMG:	101.37
Water Supplied Imported MMG:	0
Total Water Supplied MMG:	101.37
Consumption Billed Metered MMG:	725.183
Consumption UnBilled UnMetered MMG:	12.642
Total Authorized Consumption MMG:	737.825
Water Losses MMG:	273.542
Apparent Unauthorized Consumption MMG:	2.528
Apparent Metering inaccuracies MMG:	0
Apparent Data Handling Errors MMG:	1.813
Total Apparent Losses MMG:	4.341
Real Water Losses MMG:	269.201
Water Losses MMG:	273.542
Non-Revenue Water MMG:	286.184
Length of Mains Miles:	60
Number of Connections:	480
Connection Density:	8
Meters Curbside:	YES
Average Operating Pressure psi:	60
AWWA Audit Score:	63/100
NOTES:	

4.6 Planned Future City Development

Legal Requirements:

§10910(a) Any city or county that determines that a project, as defined in section 10912, is subject to the California Environmental Quality Act (Division 13 (commencing with Section 21000) of the Public Resources Code) under Section 21080 of the Public Resources Code shall comply with this part.

§10912 For the purpose of this part, the following terms have the following meanings:

§10912(a) "Project" means any of the following:

- (1) A proposed residential development of more than 500 dwelling units.
- (2) A proposed shopping center or business establishment employing more than 1,000 persons or having more than 500,000 square feet of floor space.
- (3) A proposed commercial office building employing more than 1,000 persons or having more than 250,000 square feet of floor space.
- (4) A proposed hotel or motel, or both, having more than 500 rooms.
- (5) A proposed industrial, manufacturing or processing plant, or industrial park planned to house more than 1,000 persons, occupying more than 40 acres of land, or having more than 650,000 square feet of floor area.
- (6) A mixed-use project that includes one or more of the projects specified in this subdivision.
- (7) A project that would demand an amount of water equivalent to, or greater than, the amount of water required by a 500 dwelling unit project.

At this time there are no significant planned potential development or expansions approved by the City and it is unlikely within the planning horizon of this document. Although the City has limited inventory of unimproved subdivided residential lots where houses can be built upon receipt of a building permit. Population trends do not support the need for large scale residential development.

4.6.1 Water Savings and Low Income Projected Water Demands

Future water projections include water savings as they are based on reducing gpcd by 1 gpcd per year through several water saving management methods the city is using. Regarding Low Income, the City is located in rural California where typically low income, very low income, moderate income, and higher income residence and homes are mingled together throughout the city. The city does not solicit income information. Its apparent that some low income family's live in single-family dwellings, and some well to do families live in condominiums or multi-family dwellings, for purpose of Low Income projected water demands see the multi-family demands projected in tables 4.4-2 above.

Table 4.6-1 (UWMPGB 4-5): Inclusion in Water Use Projections

Table 4-5 Retail Only: Inclusion in Water Use Projections	
Are Future Water Savings Included in Projections? (Refer to Appendix K of UWMP Guidebook) <i>Drop down list (y/n)</i>	Yes
If "Yes" to above, state the section or page number, in the cell to the right, where citations of the codes, ordinances, etc... utilized in demand projections are found.	
Are Lower Income Residential Demands Included In Projections? <i>Drop down list (y/n)</i>	Yes
NOTES:	

4.7 Water Use Reduction Plan

Legal Requirements:

CWC§10608.26 Urban wholesale water suppliers shall include in the urban water management plans . . . an assessment of their present and proposed future measures, programs, and policies to help achieve the water use reductions required by this part (10608.36). Urban retail water suppliers are to prepare a plan for implementing the Water Conservation Bill of 2009 requirements and conduct a public meeting which includes consideration of economic impacts.

Future water demands are illustrated above in Table 4.4-2 with the losses separated out. System loss are currently at approximately 26%. All future water demands illustrated above are based on continues improvements by achieving the 2020 target of 262 gpcd and then continuing to reduce water demand as illustrated in Table 4.4-1 above. These gpcd targets will be achieved by reducing water consumption utilizing the Demand Management Measures (DMMs) (see section 9), improving production efficiency and utilization, reducing system losses, and other management methods that become apparent as the city moves forward. Available resources will be focused on the methods which are calculated to provide the greatest return or water savings compared with cost of implementation.

5 BASELINES AND TARGETS (gpcd)

Legal Requirements:

§10608.20(e) An urban retail water supplier shall include in its urban water management plan...due in 2010 the baseline daily per capita water use, urban water use target, interim urban water use target, and compliance daily per capita water use, along with the bases for determining those estimates, including references to supporting data.

The Water Conservation Bill of 2009 (SBX7-7) that was enacted in November of 2009. To increase water use efficiency, requires urban water suppliers reduce the statewide average per capita daily water consumption by 20% by December 31, 2020. The Bill also requires urban water suppliers to report their base line daily per capita water use, Urban water use target, interim water use target, and compliance daily per capita water use.

5.1 Base Line

The base line daily per capita water use was calculated to be 328 gallons per-capita per day (gpcd) (see table 5.1-2 below). As per the DWR's methodology this was a 10 year average for the 11 year period from 2000 to 2010 excluding 2006. 2006 data was excluded from the average after consultation with DWR regarding the fact that the 2006 per capita use value of 243 gpcd is a significant outlier likely caused by a malfunctioning flow meter in 2006 located at Cady Springs.

Population data for the Susanville area was obtained from the Department of Finance web site www.dof.ca.gov. Prison population was subtracted from the population data as the prisons have their own water source.

Table 5.1-1: Base Daily Per Capita Water Use – 5 Year Average

Table 5.1-1 Base Daily Per Capita Water Use-5 Year Average						
Sequence	Calendar Year	Service Area Total Population	Unserviced Prison Population	Distribution System Population	Annual system gross water used (MMGY)	Annual daily per capita use (gpcd)
1	2005	18304	8859	9445	1065	309
2	2006	18528	8918	9610	853	243
3	2007	18343	8833	9510	1171	337
4	2008	18216	8330	9886	1158	321
5	2009	17998	8153	9845	1027	286
6	2010	17947	8110	9837	1199	334
Average Base Daily Per Capita Water Use:						317
Note: 2006 (outlier) not used in the 5 year average						

SECTION FIVE

The above table 5.1-1 is data from 2005 through 2010, a five year range ending between the end of 2007 and 2010, summarizes that data used to calculate the 5 year average baseline of 317 gpcd. 2009 (SBX7-7) requires that 2020 target (262 gpcd) be below (301 gpcd) 95% of (317 gpcd) the 5 year average.

Table 5.1-2: Base Daily Per Capita Water Use –10 Year Average

Table 5.1-2 Base Daily Per Capita Water Use-10 Year Average						
Sequence	Calendar Year	Service Area Total Population	Unsewered Prision Population	Distribution System Population	Annual system gross water used (MMGY)	Annual daily per capita use (gpcd)
1	2000	17335	8551	8784	1109	346
2	2001	17428	8532	8896	1094	337
3	2002	17317	8316	9001	1078	328
4	2003	17658	8521	9137	1110	333
5	2004	18120	8847	9273	1180	349
6	2005	18304	8859	9445	1065	309
7	2006	18528	8918	9610	853	243
8	2007	18343	8833	9510	1171	337
9	2008	18216	8330	9886	1158	321
10	2009	17998	8153	9845	1027	286
11	2010	17947	8110	9837	1199	334
Average Base Daily Per Capita Water Use:						328
Note: 2006 (outlier) not used in the 10 year average						

5.2 Targets

Table 5.2-1 (UWMPGB 5-1): Baselines and Targets Summary

Table 5-1 Baselines and Targets Summary					
<i>Retail Agency or Regional Alliance Only</i>					
Baseline Period	Start Year	End Year	Average Baseline GPCD*	2015 Interim Target *	Confirmed 2020 Target*
10-15 year	2000	2010	328	295	262
5 Year	2005	2010	317		
*All values are in Gallons per Capita per Day (GPCD)					
NOTES:					

The City's 2020 target is 262 gpcd. The City used 80% of the 10 year base line of 328 gpcd as per CWC 10608.20(b)(1) "Eighty percent of the urban retail water supplier's baseline per capita daily water use." 262 gpcd is also below 301 gpcd which is 95% of 317 gpcd the 5 year base line (See table 5.2-1 above). Interim targets are also calculated

SECTION FIVE

based on a 2% per year reduction, 321 in 2011 2%, 315 2012 4%, and so on. (see also table 5.2-2 below)

Table 5.2-2: Daily Per Capita (gpcd) Water Use 2010 – 2015 -> 2020

Table 5.2-2 Daily Per Capita Water Use-2011 to 2015 -> 2020						
Calendar Year	Service Area Total Population	Unserviced Population	Distribution System Population	Annual system gross water used (MMGY)	Annual daily per capita use (gpcd)	Base & Target(gpcd)
2010	17947	8110	9837	1199	334	328
2011	17510	7802	9708	1037	293	321
2012	16695	7442	9253	1090	323	315
2013	15807	6482	9325	1040	306	308
2014	15752	6689	9063	1011	306	302
2015	15092	6380	8712	846	266	295
2016						289
2017						282
2018						276
2019						269
2020						262

Note: The 266 gpcd achieved in 2015 exceeded the 295 gpcd 2015 target.
The City is on track to achieve the 80% reduction, a 262 gpcd, by the year 2020

5.3 Target Compliance

The 2020 per capita water use target is 262 gpcd. The 2015 interim target is 295 gpcd. The city achieved 266 gpcd in 2015 (See table 5.2-2 above) exceeding the interim target of 295 by 29 gpcd. The City is on track to achieve or exceed the required 80% reduction a 262 gpcd by the year 2020.

Table 5.3-1 (UWMPGB 5-2): 2015 Target Compliance

Table 5-2: 2015 Compliance								
Retail Agency or Regional Alliance Only								
Actual 2015 GPCD*	2015 Interim Target GPCD*	Optional Adjustments to 2015 GPCD Enter "0" if no adjustment is made From Methodology 8					2015 GPCD* (Adjusted if applicable)	Did Supplier Achieve Targeted Reduction for 2015? Y/N
		Extraordinary Events*	Economic Adjustment*	Weather Normalization*	TOTAL Adjustments*	Adjusted 2015 GPCD*		
266	295				0	266	266	Yes

*All values are in Gallons per Capita per Day (GPCD)

NOTES:

6 Water Sources

Legal Requirements:

§10631(b) Identify and quantify, to the extent practicable, the existing and planned sources of water available to the supplier over the same five-year increments described in subdivision (a).

UWMPA requirements state that the water supplier must describe their existing and planned water supply sources for the next 20 years. The following description includes information such as water rights, an overdraft summary, any adjudication decrees and other pertinent information from the ground water management plan.

6.1 Water Supply Facilities

The City's water supply facilities are described and detailed in Section 3.3 above. The Following Table 6.1-1 below show the water supply sources from 2000 to 2015. Approximately 78% of the needed water has been supplied from spring sources while 22% has been provided by city owned and operated wells.

Table 6.1-1: Historical System Water Sources 2000 – 2015

Table 6.1-1 Historical System Water Sources 2000 - 2015											
Calendar Year	Cady Springs	Bagwell Springs	Well #1	Well #3	Well #4	Well #5	Total	Springs Total	Well Total	Springs %	Well %
2000	551.29	354.86	59.08	143.00	0.47	0.00	1108.70	906.15	202.55	81.7%	18.3%
2001	524.96	345.33	75.62	147.38	0.23	0.00	1093.52	870.29	223.23	79.6%	20.4%
2002	498.63	335.80	92.16	151.80	0.00	0.00	1078.39	834.43	243.96	77.4%	22.6%
2003	479.15	379.60	81.18	150.00	19.99	0.00	1109.92	858.75	251.17	77.4%	22.6%
2004	468.93	443.12	38.33	202.25	27.31	0.00	1179.94	912.05	267.89	77.3%	22.7%
2005	478.82	420.48	15.78	157.37	35.67	0.00	1108.12	899.30	208.82	81.2%	18.8%
2006	354.98	263.56	35.33	183.16	16.02	0.00	853.05	618.54	234.51	72.5%	27.5%
2007	502.51	397.47	1.42	204.04	35.28	29.84	1170.56	899.98	270.58	76.9%	23.1%
2008	482.80	396.32	11.44	218.10	20.51	29.17	1158.34	879.12	279.22	75.9%	24.1%
2009	454.93	391.55	12.30	131.91	16.89	19.82	1027.40	846.48	180.92	82.4%	17.6%
2010	435.43	386.92	11.87	158.39	37.14	16.03	1045.78	822.35	223.43	78.6%	21.4%
2011	447.15	383.97	18.26	150.74	17.38	19.25	1036.76	831.12	205.64	80.2%	19.8%
2012	439.77	382.12	1.84	212.71	29.25	24.73	1090.42	821.89	268.54	75.4%	24.6%
2013	417.43	381.94	13.59	179.78	24.25	22.85	1039.85	799.37	240.47	76.9%	23.1%
2014	408.48	372.38	6.96	178.33	20.44	24.79	1011.37	780.85	230.51	77.2%	22.8%
2015	373.42	341.53	0.24	110.15	3.79	16.87	846.00	714.95	131.05	84.5%	15.5%
Average	457.42	373.56	29.71	167.44	19.04	12.71	1059.88	830.98	228.91	78.4%	21.6%
1 yr Capacity	435.43	386.92	358.43	684.29	358.43	358.43	2581.93	822.35	1759.58	31.9%	68.1%

Note: 1 year capacity(MMG): For springs based on 2010 (a normal year).
1 year capacity (MMG) on wells is based on pumping flow capacity (Wells are not limited by water rights).

The City has the right to the total amount of water produced by the Cady Springs and the right to 2.45 cfs (1,122 gpm) (589.7 MG) in Bagwell Springs. Table 6.1-1 above shows an average total spring production of 831 MMG, and a 1 Year Capacity of 822 MMG. The one year capacity is based on the year 2010. 2010 is one of the historical lowest on record prior to 2013 when the city started to divert water to avoid unnecessary chlorination. Some years the springs have produced above 900 MMG.

The City ground water (well) production is not limited by water right but by pumping capacity. Table 6.1-1 above show a total well capacity of 1759.6 MG. This capacity is a

maximum capacity as it is based on 100% uptime.

Table 6.1-2: Historical System Water Sources Worst Case Month 2010 – 2015

Table 6.1-2 Historical System Water Sources Worst Case Month												
Calendar Year	Cady Springs	Bagwell Springs	Well #1	Well #3	Well #4	Well #5	1 Month Total	1 Year Total	1 Mth % of Year Total	Spring %	Well %	1Month %Capacity (Base: 210 MMG)
2010 July	36.13	32.79	8.89	43.74	15.83	6.71	144.09	1045.78	13.78	47.8%	52.2%	145.7%
2011 July	37.98	32.75	0.04	54.50	6.03	5.42	136.71	1036.76	13.19	51.7%	48.3%	153.6%
2012 July	37.24	32.43	0.41	55.43	9.54	6.10	141.14	1090.42	12.94	49.4%	50.6%	148.8%
2013 July	34.92	32.50	8.41	50.23	10.20	5.34	141.59	1039.85	13.62	47.6%	52.4%	148.3%
2014 July	33.20	31.64	5.21	49.24	9.74	5.52	134.55	1011.37	13.30	48.2%	51.8%	156.1%
2015 August	33.11	30.75	0.13	31.04	1.53	4.75	101.30	846.00	11.97	63.0%	37.0%	207.3%
1 Yr Capacity	435.43	386.92	358.43	684.29	358.43	358.43		2581.93		31.9%	68.1%	
1 Mth Capacity	33.11	30.75	29.87	57.02	29.87	29.87	210.49			30.3%	69.7%	

Note: 1 year capacity for springs is based on 2010 (a normal year), wells are based on pumping capacity.
 1 Month Capacity: For springs is based on worst case month, For wells 1 month pumping capacity.

Table 6.1-2 above is a review of water producing capacities based on a worst-case month. The worst-case month each year occurs when water demand is maximum and wells operated to meet this demand. From 2010 thru 2014 maximum demand occurred in July and In 2015 it occurred in August. The one month total capacity of 210 MMG is based on the worst-case spring minimum production observed in August 2015, and well production capacity based on 100% uptime for a 1 month period. 100% uptime/runtime on a well is achievable if proper maintenance and repairs are performed during shoulder none use months. However, it is not anticipated that such runtimes will be required for this UWMP report horizon of 2040.

Table 6.1-2 shows excess system capacity during worst case months for all the prior 6 years reported. In August 2015 the city used 101 MG of the available 210 MMG of capacity giving a 207% Capacity available to meet demand.

Table 6.1-2 shows the worst-case Month water demand as a percentage of the total year demand. The average 1 month demand would be 1/12 of the year demand or 8.3%. The table shows this value varying from 12% up to 13.8%.

For purposes of reviewing available capacity to meet the future water demands from 2015 through 2040 as summarized in Table 4.4-4, it will be assumed that 14% of the years projected water demand will be the demand one month, the worst case month.

Table 6.1-3: Demand Vrs Capacity 2015-2040 Worst-Case Month

Table 6.1-3 Demand Vrs Capacity 2015 - 2040						
	2015	2020	2025	2030	2035	2040
Yr Demand	846	876	903	930	958	987
1 Mth Demand	101	123	126	130	134	138
1 Mth Capacity	210	210	210	210	210	210
Excess Capacity	109	87	84	80	76	72
%Capacity	207.3%	171.2%	166.1%	161.3%	156.6%	152.0%
Note: 1 Month(Mth) demand is based on 14% of the year(Yr) demand(2015 act.)						
Projecting to 2040 indicates the system has 52% excess capacity						

Table 6.1-3 shows that in 2040 the city will have 152% capacity or 52% excess capacity to meet the projected 1 month 138 MMG demand that is 14% of the 987 MMG projected annual demand. It is noted that 52% excess capacity in 2040 is conservative as it was based on worst case spring flows and a higher 14% (normal 12% to 13.8%) percentage of the annual demand. For the foreseeable future, the City has excess production capacity that will handle system demands during worst case summer demand months.

6.2 Ground Water

Legal Requirements:

§10631(b) (Is) groundwater...identified as an existing or planned source of water available to the supplier...

§10631(b)(1) (Provide a) copy of any groundwater management plan adopted by the urban water supplier, including plans adopted pursuant to Part 2.75 (commencing with Section 10750), or any other specific authorization for groundwater management.

§10631(b)(2) (Provide a) description of any groundwater basin or basins from which the urban water supplier pumps groundwater.

§10631(b)(2) For those basins for which a court or the board has adjudicated the rights to pump groundwater, (provide) a copy of the order or decree adopted by the court or the board.

§10631(b)(2) (Provide) a description of the amount of groundwater the urban water supplier has the legal right to pump under the order or decree.

§10631(b)(2) For basins that have not been adjudicated, (provide) information as to whether the department has identified the basin or basins as overdrafted or has projected that the basin will become overdrafted if present management conditions continue, in the most current official departmental bulletin that characterizes the condition of the groundwater basin, and a detailed description of the efforts being undertaken by the urban water supplier to eliminate the long-term overdraft condition.

§10631(b)(3) (Provide a) detailed description and analysis of the location, amount, and sufficiency of groundwater pumped by the urban water supplier for the past five years. The description and analysis shall be based on information that is reasonably available, including, but not limited to, historic use records.

§10631(b)(4) (Provide a) detailed description and analysis of the amount and location of groundwater that is projected to be pumped by the urban water supplier. The description and analysis shall be based on information that is reasonably available, including, but not limited to, historic use records.

6.2.1 Groundwater Description and Management Plan

The City's water supply facilities are described and detailed in Section 3.3 above. This includes detailed descriptions of four wells that the city uses when spring flows are insufficient to keep up with demand. The Table 6.1-1 above show the water supply sources including the four wells and total water pumped "Well Total" from 2000 to 2015 approximately 22% of the needed water has been supplied from the city owned ground water sources.

The City wells draw water from the Honey Lake Valley Groundwater Basin (Basin Number 6-4) that is a part of the North Lahontan Hydrologic Region. The surface area is 311,750 acres or 487 square Miles) USGS Bulletin 118.

The basin water-bearing formations are made up of both sedimentary and volcanic rock. The City of Susanville has joined the Lahontan Basins Integrated Regional Water Management group to manage protect the water basin and their water rights.

6.2.2 Groundwater Levels and Historical Trends

The average groundwater levels declined during the early 1990'a and then recovered to pre-1990 levels. Although it is assumed that the water basin

level has varied over the past 25 years, the Cities owned and operated wells have not experienced any adverse operations due to water basin levels.

6.2.3 Sources of Recharge

The major sources of groundwater recharge is direct infiltration of precipitation in the upland areas, and infiltration of streamflow in alluvial-fan areas accounting for approximately 80 percent of total recharge. The remaining 20 percent consists of infiltration of surface water and irrigation flow on the valley floor. (USGS 1990). Subsurface flow may also enter the basin from Secret Valley through Pliocene lake sediments which appear to be continuous beneath the lava field separating the two valleys (DWR 1963).

6.2.4 Existing and Projected Groundwater Pumping

The City has historically relied on groundwater pumping for only 21% - 25% of its water supply (see Table 6.1-1 above). This table also shows the quantities of groundwater the City has pumped over the last fifteen years with a maximum of 279 mg in 2008. 279 MMG is around 16% of the total pumping capacity 1759.58 MMG also shown in table 6.1-1 above.

Table 6.2-1 (UWMPGB 6-1): Groundwater Volume Pumped

Table 6-1 Retail: Groundwater Volume Pumped						
<input type="checkbox"/>	Supplier does not pump groundwater. The supplier will not complete the table below.					
Groundwater Type <i>Drop Down List</i> <i>May use each category multiple times</i>	Location or Basin Name	2011	2012	2013	2014	2015
<i>Add additional rows as needed</i>						
Alluvial Basin	Lahontan	205.64	268.54	240.47	230.51	131.05
	TOTAL	206	269	240	231	131
NOTES:						

Based on the water demand projections in Table 4.4-2 above, in 2040 the total demand is projected to be 988 MMG. It is conservatively anticipated that springs will supply 83% or, 822 MMG of this demand and the remaining 166 MMG (17%) will be supplied by ground water pumping. 288 MMG is 9.4% of the total pumping capacity 1759.58 MMG. The city has ample groundwater capacity and water rights for the current forecasted future. Table 6.2-2 below summarizes the Reasonably Available Volume and the Total Right or Safe Yield for each of the City’s 6 water sources. As previously indicated none of the cities sources are limited by water right, only by current flow and well flow producing capacities. The City has ample water rights and capacity for the projected future demand.

Table 6.2-2: Water Sources Production Capacity Summary

Table 6.2-2 Water Sources Production Capacity Summary				
Water Source ID	Water Source Type	Water Source Name	Reasonably Available Volume	Water Source Total Right or Safe Yield
	Spring	Cady Springs	435	500
	Spring	Bagwell Springs	387	400
	Well	Well #1 (Bunyan)	251	323
	Well	Well #3	480	617
	Well	Well #4	251	323
	Well	Well #5 (College)	251	322
TOTAL			2,055	2,485
NOTES: Volume in MMG (Millions of gallons). Spring Right or Safe Yield is based on Achieved sustainable flows during the past 15 years and the Reasonably Available flow is based on flows in 2010. Well Flow Total right or Safe Yield is based on Well capacities with 90% operation. Reasonably Available Volume is based on 70% operation.				

Table 6.2-3 (UWMPBG 6-8): Water Supplies Actual

Table 6-8 Retail: Water Supplies — Actual				
Water Supply <i>Drop down list</i> <i>May use each category multiple times. These are the only water supply categories that will be recognized by the WUEdata online submittal tool</i>	Additional Detail on Water Supply	2015		
		Actual Volume	Water Quality <i>Drop Down List</i>	Total Right or Safe Yield <i>(optional)</i>
<i>Add additional rows as needed</i>				
Groundwater	Cady and Bagwell Springs	715	Drinking Water	900
Groundwater	4 wells	131	Drinking Water	1,585
Total		846		2,485
NOTES: The springs normally produce 850 to 900 MMG per year. Wells Safe Yield is based on 90% of the Maximum Yield, the amount the 4 Wells could produce, 1,761 MMG with 100% uptime. Water rights do not limit water sources only water production capacity.				

Table 6.2-3 above and Table 6.2-4 below shows a Total Safe Yield is 900 MMG for Spring and 1,585 MG for wells giving a total Safe Yield of 2,485 MMG. The Safe Yield for the Wells is based on 90% of the maximum yield 1,761 MMG the amount the wells could produce with 100% uptime. The Springs safe yield is based on normal production. Table 6.2-4 below shows a conservative 822 MMG for total spring production, and a conservative 1,233 MMG of total Reasonable Available Volume of 2,055 MMG. Spring Safe Yield is based on achieved sustainable flows during the past 15 years and the spring reasonably available flow is based on flows in 2010. Well flow total right or safe yield is based on well capacities with wells at 90% operation. Reasonably available volume for wells is based on 70% operation.

Table 6.2-4 (UWMPBG 6-9): Water Supplies – Projected and Total Safe Yield

Table 6-9 Retail: Water Supplies – Projected											
Water Supply <i>Drop down list May use each category multiple times. These are the only water supply categories that will be recognized by the WUEdata online submital tool.</i>	Additional Detail on Water Supply	Projected Water Supply <i>Report To the Extent Practicable</i>									
		2020		2025		2030		2035		2040 (opt)	
		Reasonably Available Volume	Total Right or Safe Yield <i>(optional)</i>	Reasonably Available Volume	Total Right or Safe Yield <i>(optional)</i>	Reasonably Available Volume	Total Right or Safe Yield <i>(optional)</i>	Reasonably Available Volume	Total Right or Safe Yield <i>(optional)</i>	Reasonably Available Volume	Total Right or Safe Yield <i>(optional)</i>
<i>Add additional rows as needed</i>											
Groundwater	Cady and Bagwell Springs	822	900	822	900	822	900	822	900	822	900
Groundwater	4 wells	1,233	1,585	1,233	1,585	1,233	1,585	1,233	1,585	1,233	1,585
Total		2,055	2,485	2,055	2,485	2,055	2,485	2,055	2,485	2,055	2,485
NOTES:											

6.3 Transfer or Exchange Opportunities

Legal Requirements:

§10631(d) Describe the opportunities for exchanges or transfers of water on a short-term or long-term basis.

The City has sufficient water supply sources to meet demand and does not transfer or Exchange water with any other entity.

6.4 Desalinated Water Opportunities

Legal Requirements:

§10631(i) Describe the opportunities for development of desalinated water, including, but not limited to, ocean water, brackish water, and groundwater, as a long-term supply.

6.4.1 Brackish Water and/or Groundwater Desalination

The ground water that the City relies on is not brackish or in need of desalination. If this were to change in the future, the City will consider this option.

6.4.2 Seawater Desalination

Due to the geographic location of the City, desalination of seawater for use by the City is not practical or economically feasible.

6.5 Recycled Water Opportunities

Legal Requirements:

§10633 Provide, to the extent available, information on recycled water and its potential for use as a water source in the service area of the urban water supplier. The preparation of the plan shall be coordinated with local water, wastewater, groundwater, and planning agencies that operate within the supplier's service area.

§10633(a) (Describe) the wastewater collection and treatment systems in the supplier's service area, including a quantification of the amount of wastewater collected and treated and the methods of wastewater disposal.

§10633(b) (Describe) the quantity of treated wastewater that meets recycled water standards, is being discharged, and is otherwise available for use in a recycled water project.

§10633(c) (Describe) the recycled water currently being used in the supplier's service area, including, but not limited to, the type, place, and quantity of use.

§10633(d) (Describe and quantify) the potential uses of recycled water, including, but not limited to, agricultural irrigation, landscape irrigation, wildlife habitat enhancement, wetlands, industrial reuse, groundwater recharge, indirect potable reuse, and other appropriate uses, and a determination with regard to the technical and economic feasibility of serving those uses.

§10633(e) (Describe) the projected use of recycled water within the supplier's service area at the end of 5, 10, 15, and 20 years, and a description of the actual use of recycled water in comparison to uses previously projected pursuant to this subdivision.

§10633(f) (Describe the) actions, including financial incentives, which may be taken to encourage the use of recycled water, and the projected results of these actions in terms of acre-feet of recycled water used per year.

§10633(g) (Provide a) plan for optimizing the use of recycled water in the supplier's service area, including actions to facilitate the installation of dual distribution systems, to promote recirculating uses, to facilitate the increased use of treated wastewater that meets recycled water standards, and to overcome any obstacles to achieving that increased use.

The City of Susanville does not own or operate a waste water treatment facility. Waste water collected is handled by the Susanville Consolidated Sanitary District. They are the entity reviewing and perusing recycled water opportunities.

6.6 Future Water Projects

Legal Requirements:

§10631(h) (Describe) all water supply projects and water supply programs that may be undertaken by the urban water supplier to meet the total projected water use as established pursuant to subdivision (a) of Section 10635. The urban water supplier shall include a detailed description of expected future projects and programs, other than the demand management programs identified pursuant to paragraph (1) of subdivision (f), that the urban water supplier may implement to increase the amount of the water supply available to the urban water supplier in average, single-dry, and multiple-dry water years. The description shall identify specific projects and include a description of the increase in water supply that is expected to be available from each project. The description shall include an estimate with regard to the implementation timeline for each project or program.

Table 6.6-1 (UWMPGB 6-7): Expected Future Water Supply Projects or Programs

Table 6-7 Retail: Expected Future Water Supply Projects or Programs						
<input checked="" type="checkbox"/>	No expected future water supply projects or programs that provide a quantifiable increase to the agency's water supply. Supplier will not complete the table below.					
<input type="checkbox"/>	Some or all of the supplier's future water supply projects or programs are not compatible with this table and are described in a narrative format.					
Provide page location of narrative in the UWMP						
Name of Future Projects or Programs	Joint Project with other agencies?		Description (if needed)	Planned Implementation Year	Planned for Use in Year Type <small>Drop Down List</small>	Expected Increase in Water Supply to Agency <small>This may be a range</small>
	<small>Drop Down List (y/n)</small>	<small>If Yes, Agency Name</small>				
<i>Add additional rows as needed</i>						
NOTES:						

As Illustrated in Table 6.1-3 the City has excess water production capacity for the planning horizon 2040 of this report. The City also has additional pumping water rights that they currently are not using. Currently there are no expected future water supply projects to provide a production increase.

The City has a 640 MG tank located above the ridge near Cady Springs that has not been connected or integrated into the water system. The City has plans to integrate this tank into the water system and adjust the current water management plan to maximize the benefits of additional storage capacity.

Cady Springs also has a significant amount of water that is not being capture by the current collection system. The City is considering the cost-effectiveness of improving the collection system at the Cady Springs location in increase water production.

7 WATER SOURCES SUPPLY RELIABILITY

7.1 Water Supply Reliability

Legal Requirements:

§10620(f) An urban water supplier shall describe in the plan water management tools and options used by that entity that will maximize resources and minimize the need to import water from other regions.

§10631(c)(2) For any water source that may not be available at a consistent level of use, given specific legal, environmental, water quality, or climatic factors, describe plans to supplement or replace that source with alternative sources or water demand management measures, to the extent practicable.

7.1.1 Frequency and Magnitude of Supply Deficiencies

This section discusses the reliability of water supplies and their vulnerability to seasonal and climatic shortages. The City has historically used mostly spring sources to meet their water demands. The city also has sufficient ground water supply to meet 100% of the water demand if needed. Groundwater supplies are not immediately impacted by droughts, and, as a result, there is no history of any water supply deficiencies for the City water system.

Regarding the groundwater supply, the most likely reasons the City would have a deficiency would be due to coliform contamination, pump failure, well collapse or other mechanical or structural failure. Another scenario would be a declining groundwater table due to lack of recharge. In this scenario, well pumps would need to be lowered and/or the well deepened. The City has a sufficient 1 month well capacity (146.63 mg) to meet the total peak month (144.1 mg worst year 2010) water demand see Table 6.1-2, however, wells usually only supply 50% of this demand. The city has sufficient standby water production capacity that a short-term loss of a well, or a spring line failure, would not affect the ability to meet water demand.

In addition, the most immediate threat of water shortage could arise from damage due to an earthquake, or an extended power outage. An exceptionally long hot spell during summer months or high winds causing power outages are the main concern due to climate. Customers are encouraged to water lawns during early morning hours and for shorter period of time when temperatures exceed normal. The water system is gravity fed from Springs and the system has 2.94 MG receiver capacity. That are typically kept a minimum two-thirds full level at all times. During an extended power supply emergency, the City has generators that can provide some water and the city can institute a water conservation emergency which would limit water use.

7.1.2 Basis of Water Year Data

Surface water, or springs, are more affected by drought conditions than wells. The springs historically have produced above 900 mg and even during drought years the springs consistently produce above 800 mg. Table 6.6-4 used 822 mg as a reasonably available flow for springs and 1,233 mg as a reasonably available flow for wells giving a

SECTION SEVEN

total reasonably available volume of 2,055 mg. It is noted that if spring flow should drop due to severe drought conditions, well flow could easily be increased to maintain the same reasonably available volume of 2,055 mg. This is illustrated historically in the Table 7.1-1 below basis of water year data. In the average year 2013 the city had 198% of the required annual supply, and maintained above 175% even during dryer years between 2005-2011.

Table 7.1-1 (UWMPGB 7-1): Basis of Water Year Data

Table 7-1 Retail: Basis of Water Year Data			
Year Type	Base Year <i>If not using a calendar year, type in the last year of the fiscal, water year, or range of years, for example, water year 1999-2000, use 2000</i>	Available Supplies if Year Type Repeats	
		<input type="checkbox"/>	Quantification of available supplies is not compatible with this table and is provided elsewhere in the UWMP. Location _____
		<input checked="" type="checkbox"/>	Quantification of available supplies is provided in this table as either volume only, percent only, or both.
		Volume Available	% of Average Supply
Average Year	2013	2055	100%
Single-Dry Year	2005	2055	100%
Multiple-Dry Years 1st Year	2006	2055	100%
Multiple-Dry Years 2nd Year	2007	2055	100%
Multiple-Dry Years 3rd Year	2008	2055	100%
Multiple-Dry Years 4th Year <i>Optional</i>	2009	2055	100%
Multiple-Dry Years 5th Year <i>Optional</i>	2010	2055	100%
Multiple-Dry Years 6th Year <i>Optional</i>	2011	2055	100%
Agency may use multiple versions of Table 7-1 if different water sources have different base years and the supplier chooses to report the base years for each water source separately. If an agency uses multiple versions of Table 7-1, in the "Note" section of each table, state that multiple versions of Table 7-1 are being used and identify the particular water source that is being reported in each table.			
NOTES:			

7.1.3 Supply Reliability

During drought years, water use patterns typically change. Outdoor water use will typically increase as irrigation is used to replace the decrease in precipitation. When necessary, the increase in outdoor use can be offset, in part, by increasing mandatory conservation measures. The diversity of springs and wells within the cities supply system, allows that, If spring flow should drop due to drought or severe conditions, well flows can be increased to maintain the same reasonably available volume of 2,055 mg. As discussed earlier, this reasonable available volume is broken down by individual source in table 6.2-2 and by spring total (822 mg) and well totals (1,233 mg) in table 6.2-4. The well component is based on 70% operation. At 90% operation this number increases to 1,585 mg. 90% operation for a well or even 100% operation is easily achievable for short durations 60 to 90 days with proper maintenance. Because of the diversity and supply options the city owns, the reasonable available supply remains

SECTION SEVEN

constant at 2,055 mg even during several years of drought see table 7.1-2 below

7.1.4 Projected Normal Water Year Demands

The normal year water demands are based on the historical data and population projections developed above. The demand and supply data is discussed in more detail in the Sections 4 and 6, respectively.

Table 7.1-2 (UWMPGB 7-2): Normal Year Supply and Demand Comparison

Table 7-2 Retail: Normal Year Supply and Demand Comparison					
	2020	2025	2030	2035	2040 (Opt)
Supply totals (autofill from Table 6-9)	2,055	2,055	2,055	2,055	2,055
Demand totals (autofill from Table 4-3)	876	903	930	958	988
Difference	1,179	1,152	1,125	1,097	1,067
NOTES:					

7.1.5 Projected Single Dry Water Year

Table 7.1-3 (UWMPGB 7-3): Single Dry Year Supply and Demand Comparison

Table 7-3 Retail: Single Dry Year Supply and Demand Comparison					
	2020	2025	2030	2035	2040 (Opt)
Supply totals	2,055	2,055	2,055	2,055	2,055
Demand totals	876	903	930	958	988
Difference	1,179	1,152	1,125	1,097	1,067
NOTES:					

Because of the diversity of supply options the city owns the reasonable available supply remains constant at 2,055 mg even during several years of drought.

SECTION SEVEN

7.1.6 Projected Multiple Dry Water Years

Table 6.2-2 above indicates at total right or safe yield of 2,485 mg. This number is 430 MMG above the reasonably available volume of 2,055 MMG. Based on the 430 MMG the City has two sources above Cady Springs (435 MMG), and Well #3 (480 MMG), and four sources below Bagwell Springs (387 MMG), and wells 1, 4, and 5 each at (251 MMG). The City could lose any single source, for the entire year, which is unlikely, and still maintain the 2,055 MMG reasonable available volume. Because of this diversity of supply options the city owns the reasonable available supply remains constant at 2,055 MMG even during several years of drought. See table 7.1-4 below

Table 7.1-4 (UWMPGB 7-4): Multiple Dry Years Supply and Demand Comparison

Table 7-4 Retail: Multiple Dry Years Supply and Demand Comparison						
		2020	2025	2030	2035	2040 (Opt)
First year	Supply totals	2,055	2,055	2,055	2,055	2,055
	Demand totals	876	903	930	958	988
	Difference	1,179	1,152	1,125	1,097	1,067
Second year	Supply totals	2,055	2,055	2,055	2,055	2,055
	Demand totals	876	903	930	958	988
	Difference	1,179	1,152	1,125	1,097	1,067
Third year	Supply totals	2,055	2,055	2,055	2,055	2,055
	Demand totals	876	903	930	958	988
	Difference	1,179	1,152	1,125	1,097	1,067
Fourth year <i>(optional)</i>	Supply totals	2,055	2,055	2,055	2,055	2,055
	Demand totals	876	903	930	958	988
	Difference	1,179	1,152	1,125	1,097	1,067
Fifth year <i>(optional)</i>	Supply totals	2,055	2,055	2,055	2,055	2,055
	Demand totals	876	903	930	958	988
	Difference	1,179	1,152	1,125	1,097	1,067
Sixth year <i>(optional)</i>	Supply totals	2,055	2,055	2,055	2,055	2,055
	Demand totals	876	903	930	958	988
	Difference	1,179	1,152	1,125	1,097	1,067
NOTES:						

7.2 Factors Affecting Supply Reliability

The City of Susanville has two primary water source in the form of two independent springs, and 4 independent wells. The springs combined total supply 100% of water demand during several months of the year. The 4 wells can supply 150% of water demand year around if necessary. Even with conservative capacity numbers, a total reasonable available volume of 2,055 MMG, the water supply sources together can supply over 200% of the City's water demand for the planning horizon the year 2040 of this UWMP report.

7.2.1 Legal

At this time the groundwater supplies the City relies upon are neither in the process of adjudication nor the subject of any new legislation limiting them.

7.2.2 Environmental

The status of the environmental situation in California is routinely changing because of new legislation, regulations, court decisions and endangered species issues. Should new environmental legislation/regulations become effective, it could potentially affect water supply. Because of the mixture of groundwater and surface (Springs) water within the City, it is anticipated that alterations to the water supply could be made to accommodate these changes, should they occur.

7.2.3 Water Quality

Water quality standards are reviewed periodically as new constituents are deemed 'of concern' and MCLs are established or modified. City staff will monitor changes to drinking water standards and respond accordingly.

It is conceivable that an MCL may change or be introduced that removes a portion of the water supply for the City for a short period until treatment can be developed or new supplies can be developed. For the purposes of this UWMP, no loss of supply is assumed to occur as a result of changing water quality standards.

7.2.4 Climatic

As climate change occurs and begins to affect water supply conditions more, alterations in the water supply planning arena will have to take place. Climate change elements such as drought or massive flooding could strongly affect supply reliability, therefore requiring the City to make modification to their water supplies. Within the time frame of this UWMP, climate change is not assumed to affect the water supply. The City will adapt to any changes by utilizing its groundwater to overcome any short term shortage.

7.2.5 Disaster

A disaster that damages the main water lines bringing spring water flows into the city and or damages water mains causing leakage and to loss or contamination of stored

SECTION SEVEN

water supplies and or a disaster that causes power outages for extended periods of time, not allowing well operation, could potentially deplete water storage reservoirs. Some of the risk associated with disaster(s) are mitigated by the fact that the two springs are located in separate quadrants of the city, and the four wells and several storage tanks are located throughout the city. A disaster in one area hopefully would not affect or would have minimal effect on other areas.

8 Water Shortage Contingency

8.1 Water Shortage Contingency Planning

Legal Requirements:

§10632(c) Actions to be undertaken by the urban water supplier to prepare for, and implement during, a catastrophic interruption of water supplies including, but not limited to, a regional power outage, an earthquake, or other disaster.

§10632(d) Additional, mandatory prohibitions against specific water use practices during water shortages, including, but not limited to, prohibiting the use of potable water for street cleaning.

§10632(e) Consumption reduction methods in the most restrictive stages. Each urban water supplier may use any type of consumption reduction methods in its water shortage contingency analysis that would reduce water use, are appropriate for its area, and have the ability to achieve a water use reduction consistent with up to a 50 percent reduction in water supply.

§10632(f) Penalties or charges for excessive use, where applicable.

§10632(g) An analysis of the impacts of each of the actions and conditions described in subdivisions (a) to (f), inclusive, on the revenues and expenditures of the urban water supplier, and proposed measures to overcome those impacts, such as the development of reserves and rate adjustments.

§10632(h) A draft water shortage contingency resolution or ordinance.

Water Shortage Contingency Planning is an essential element of Urban Water Management Planning. Failed wells, pumping equipment, and pipelines; natural disasters; power outages; source contamination; and various other factors; are real issues that could lead to water shortages within the City of Susanville. Reliable water sources are critical to the health and welfare of the public. Proper planning provides for the assessment and identification of appropriate responses that can be implemented in the event of a water shortage.

Planning for drought is an important issue. The lessons learned in 2015 when the State of California Water Board imposed a 36% conservation mandate on the City of Susanville are incorporated into this Water Shortage Contingency Plan. The State Water Board adopted an Emergency Water Regulation requiring the City to implement its Water Shortage Contingency Plan. Through the implementation and enforcement of the plan, the City gained an understanding of what worked well and what needed changing. Additionally, the City learned which strategies are the most effective for water conservation within our community. Water use practices in Susanville are not unique, a significantly greater amount of water is utilized in the summer than in the winter months. Susanville does however, experience extremes; there is high demand for water to irrigate outdoor landscapes in our hot, arid climate, and no outdoor watering in the winter months due to the cold, freezing weather and dormant turf.

Demand on water sources is low during the non-irrigation season (October - March). Two springs can supply the City's Water needs and several supply redundancies result because no City wells are needed to meet demand. As a result water shortage concerns are minimal during the non-irrigation season.

The most practical focus for water conservation in Susanville is outdoor water use. During the irrigation season (April-September) the demand on water sources is greatly increased requiring the City to pump ground water. The production capacity of the City's wells and springs is fully adequate to meet peak demand; however, output reduction or loss of one or more sources during peak irrigation season could create a water shortage in Susanville. The City has had two events over the past 10 years where system failures

SECTION EIGHT

have resulted in water shortage concerns. The first was a crushed Cady Springs pipeline during the peak irrigation season, the second was a failure in well four during the peak irrigation season.

The purpose of the Water Shortage Contingency Plan is to be prepared reduce water demand on available water sources to insure adequate supply for human consumption, sanitation, fire protection, commercial, industrial and medical needs.

Stages of the City’s Water Shortage Contingency Plan

There are three stages of the City’s water shortage contingency plan;

Stage 1- Water Shortage Awareness 5% -15%

Stage 2- Water Shortage Alert 15% -25%

Stage 3- Water Shortage Emergency 25% - 50%

Table 8.1-1 (UWMPGB 8-1): Stages of Water Shortage Contingency Plan

Table 8-1 Retail		
Stages of Water Shortage Contingency Plan		
Stage	Complete Both	
	Percent Supply Reduction¹ <i>Numerical value as a percent</i>	Water Supply Condition <i>(Narrative description)</i>
<i>Add additional rows as needed</i>		
1	15%	Stage I Water Shortage Awareness
2	25%	Stage II Water Shortage Alert
3	50%	Stage III Water Shortage Emergency
¹ <i>One stage in the Water Shortage Contingency Plan must address a water shortage of 50%.</i>		
NOTES:		

8.1.1 Stage I Water Shortage Awareness:

The City's supply (treatment) and/or distribution system is able to meet the future projected water demands of its customers in the immediate future. Some restrictions do apply in an effort to reduce water consumption. Water conservation is encouraged through public education.

Note: 5-15% Expected Conservation of City's Monthly Use.

1. Irrigation water shall be confined to the consumer's property and shall not be allowed to run off to adjoining property or to the roadside ditch, gutter, i.e. landscape irrigation, beyond the point of saturation.
2. Free-flowing hoses for any use shall be prohibited. Customers shall be encouraged to use automatic shutoff devices on any hose or filling apparatus, including evaporative coolers.
3. Leaking consumer pipes or faulty sprinklers shall be repaired immediately.
4. All pools, spas, and ornamental fountains/ponds shall be equipped with a re-circulation pump, and shall be constructed to be leak proof.
5. All industries and large water users, such as schools, supermarkets, civic buildings etc. are encouraged to develop a water conservation plan indicating 15% reduction in water usage, and submit to the City of Susanville for approval within thirty (30) days of this declaration.
6. The City of Susanville shall encourage water reclamation for any agricultural, commercial, or industrial facility, as long as health and safety requirements can be met.
7. All new developments (homes) shall be required to install low flow devices (i.e., toilets and shower heads). All devices are to be approved by the Susanville City Council prior to construction.
8. Restaurant customers shall receive water only upon request.
9. Implementation of Stage I Drought Surcharge as depicted in September 2016 City of Susanville Water Rate Analysis and Calculations Report.

8.1.2 Stage II Water Shortage Alert

There is a probability that the City's supply (treatment) and/or distribution system will not be able to meet all water demands of the City's customers. Additional restrictions apply in an effort to increase the conservation by 10% above Stage One.

Note: 15-25% Expected Conservation of City's Monthly Use.

1. All requirements of Stage 1 in addition to the following items.
2. All industries and large commercial potable water users, such as schools, supermarkets, civic buildings, etc., shall update their Water Conservation Plans to indicate a 25% reduction in water use, and submit to the City of Susanville for approval within thirty (30) days of this declaration.
3. Parks and school grounds shall be watered at night only, three nights per week, and shall update their Water Conservation Plan to indicate a 25% reduction in water use and submit to the City of Susanville for approval within thirty (30) days of this declaration.
4. All new developments (homes) shall be required to install low flow devices, i.e., toilets and shower heads, and to pay a \$300 fee to the City of Susanville prior to construction for purchase of water conservation retrofit kits.
5. Upon a Stage Two declaration, no new turf, i.e. natural grass lawns, sod, seed, natural grass sports fields, etc., shall be installed.
6. All residential and commercial customers shall be required to water between the hours of 7:00 PM and 10:00 AM and for only three (3) days per week. They shall also be encouraged to use low flow sprinkler heads and/or drip systems.
7. Washing of driveways and parking lots, except as necessary for health and safety, shall be prohibited.
8. Implementation of Stage II Drought Surcharge as depicted in September 2016 City of Susanville Water Rate Analysis and Calculations Report.

8.1.3 Stage III Water Shortage Emergency:

The City's supply or distribution system will not be able to meet all the demands of the City's customers.

Note: 25-50% Expected Conservation of City's Monthly Use.

1. All of the requirements of Stage I and Stage II plus the following additional items.
2. Residential and commercial landscaping and or lawn irrigation with potable City of Susanville limited to one day per week.
3. All industries and large commercial potable water users, such as schools, supermarkets, civic buildings, etc., shall update their Water Conservation Plan to indicate a 50% reduction in water use and submit to the City of Susanville for approval within 15 days of the declaration.
4. Flushing of sewers and fire hydrants shall be prohibited except in cases of emergency.
5. No potable water from the City of Susanville system shall be used for construction purposes, such as dust control, compaction, or trench jetting.
6. Implementation of Stage III Drought Surcharge as depicted in September 2016 City of Susanville Water Rate Analysis and Calculations Report.

8.1.4 Implementation of Water Shortage Contingency Plan

During times of water shortage, City Council may implement the appropriate stage of the Water Shortage Contingency Plan. The corresponding drought surcharge as depicted in the 2016 City of Susanville Water Rate Analysis and Calculations Report may be implemented immediately.

The other items presented in the Plan are not legally enforceable until an urgency ordinance is passed as permitted by law. The Water Shortage Contingency Plan is not codified in Susanville’s municipal code. Additionally, City Council will use the water shortage contingency plan as guidance in creating an urgency ordinance and will identify appropriate measures to achieve required conservation based on the needs at the time. Appropriate measures may include, but are not limited to those items defined in the Water Shortage Contingency Plan.

Upon adoption of an urgency ordinance, violators will be subject to monetary penalties in accordance with local, state, and federal law.

Table 8.1-2 (UWMPGB 8-2): Restrictions and Prohibitions on End Uses

Table 8-2 Retail Only: Restrictions and Prohibitions on End Uses			
Stage	Restrictions and Prohibitions on End Users <i>Drop down list</i> <i>These are the only categories that will be accepted by the WUEdata online submittal tool</i>	Additional Explanation or Reference <i>(optional)</i>	Penalty, Charge, or Other Enforcement? <i>Drop Down List</i>
<i>Add additional rows as needed</i>			
II & III	Landscape - Limit landscape irrigation to specific times		Yes
II & III	Landscape - Limit landscape irrigation to specific days		Yes
I, II, & III	Other - Require automatic shut of hoses		Yes
I, II, & III	CII - Lodging establishment must offer opt out of linen service		Yes
I, II, & III	Water Features - Restrict water use for decorative water features, such as fountains		Yes
III	Other - Prohibit use of potable water for construction and dust control		Yes
II & III	Other - Prohibit use of potable water for washing hard surfaces		Yes
II & III	Landscape - Other landscape restriction or prohibition	No new turf shall be installed.	Yes
I, II, & III	Other - Customers must repair leaks, breaks, and malfunctions in a timely manner		Yes
II	CII - Other CII restriction or prohibition	provide city with a plan to conserve 25%	Yes
III	CII - Other CII restriction or prohibition	provide city with a plan to conserve 50%	Yes
NOTES:			

Table 8.1-3(UWMPGB 8-3): Stages of Water Shortage Contingency Plan- Consumption Reduction Methods

Table 8-3 Retail Only: Stages of Water Shortage Contingency Plan - Consumption Reduction Methods		
Stage	Consumption Reduction Methods by Water Supplier <i>Drop down list</i> <i>These are the only categories that will be accepted by the WUEdata online submittal tool</i>	Additional Explanation or Reference <i>(optional)</i>
<i>Add additional rows as needed</i>		
I, II & III	Expand Public Information Campaign	
I, II & III	Reduce System Water Loss	
III	Decrease Line Flushing	
I, II & III	Implement or Modify Drought Rate Structure or Surcharge	
NOTES:		

Table 8.1-4 (UWMPGB 8-4): Minimum Supply Next Three Years

Table 8-4 Retail: Minimum Supply Next Three Years			
	2016	2017	2018
Available Water Supply	2,055	2,055	2,055
NOTES:			

8.2 Water Quality

Legal Requirements:

§10634 The plan shall include information, to the extent practicable, relating to the quality of existing sources of water available to the supplier over the same five-year increments as described in subdivision (a) of Section 10631, and the manner in which water quality affects water management strategies and supply reliability.

The City's springs and groundwater quality are fairly consistent;

It is not anticipated that water quality will adversely affect water supply in the near future. In the instance that a well or spring water source has water quality issues, an alternative water supply will be put in place to compensate for the loss.

8.3 Drought Planning

Legal Requirements:

§10631(c)(1) Describe the reliability of the water supply and vulnerability to seasonal or climatic shortage, to the extent practicable, and provide data for each of the following: (A) an average water year, (B) a single dry water year, (C) multiple dry water years.

§10632(a) Stages of action to be undertaken by the urban water supplier in response to water supply shortages, including up to a 50 percent reduction in water supply, and an outline of specific water supply conditions which are applicable to each stage.

§10632(b) An estimate of the minimum water supply available during each of the next three water years based on the driest three-year historic sequence for the agency.

§10632(i) A mechanism for determining actual reductions in water use pursuant to the urban water shortage contingency analysis.

§10635(a) Every urban water supplier shall include, as part of its urban water management plan, an assessment of the reliability of its water service to its customers during normal, dry, and multiple dry water years. This water supply and demand assessment shall compare the total water supply sources available to the water supplier with the total projected water use over the next 20 years, in five-year increments, for a normal water year, a single dry water year, and multiple dry water years. The water service reliability assessment shall be based upon the information compiled pursuant to Section 10631, including available data from state, regional, or local agency population projections within the service area of the urban water supplier.

Past drought conditions have had little effect on the water supply as the City's springs slight reductions has easily been replaced with pumped groundwater.

As discussed in **Table 8.1-1**, the stages of rationing vary from 15% (Stage 1) to 50% and higher (Stage IV). Stage 1 is considered the lowest level of rationing and is voluntary, while Stage 3 is the highest level and mandatory with a goal of reducing the customer usage by at least 50% in response to a water supply shortage of 35% to 50%.

9 DEMAND MANAGEMENT MEASURES (DMM)

9.1 DMMs

Legal Requirements:

§10631(f)(1) and (2) (Describe and provide a schedule of implementation for) each water demand management measure that is currently being implemented, or scheduled for implementation, including the steps necessary to implement any proposed measures, including, but not limited to, all of the following: (A) water survey programs for single-family residential and multifamily residential customers; (B) residential plumbing retrofit; (C) system water audits, leak detection, and repair; (D) metering with commodity rates for all new connections and retrofit of existing connections; (E) large landscape conservation programs and incentives; (F) high-efficiency washing machine rebate programs; (G) public information programs; (H) school education programs; (I) conservation programs for commercial, industrial, and institutional accounts; (J) wholesale agency programs; (K) conservation pricing; (L) water conservation coordinator; (M) water waste prohibition; (N) residential ultra-lowflush.

§10631(f)(3) A description of the methods, if any, that the supplier will use to evaluate the effectiveness of water demand management measures implemented or described under the plan.

§10631(f)(4) An estimate, if available, of existing conservation savings on water use within the supplier's service area, and the effect of the savings on the supplier's ability to further reduce demand.

§10631(g) An evaluation of each water demand management measure listed in paragraph (1) of subdivision (f) that is not currently being implemented or scheduled for implementation. In the course of the evaluation, first consideration shall be given to water demand management measures, or combination of measures, that offer lower incremental costs than expanded or additional water supplies. This evaluation shall do all of the following: (1) Take into account economic and noneconomic factors, including environmental, social, health, customer impact, and technological factors; (2) Include a cost-benefit analysis, identifying total benefits and total costs; (3) Include a description of funding available to implement any planned water supply project that would provide water at a higher unit cost; (4) Include a description of the water supplier's legal authority to implement the measure and efforts to work with other relevant agencies to ensure the implementation of the measure and to share the cost of implementation.

The City of Susanville is not a signatory to the Memorandum of Understanding of the Urban Water Conservation in California (MOU) and is not a member of the California Urban Water Conservation Council (CUWCC). The City of Susanville is a part of the Lahontan water basin integrated regional water management program. The City actively works with regional agencies to ensure that current and future water demands are planned for and met.

The City of Susanville has address the Demand Management Measures concerning the Urban Water Management Planning Act by addressing the potential programs that the City could implement while complying with the Best Management Practices targets in the CUWCC/MOU where applicable.

9.1.1 Water Survey Programs

This program involves making free water audits available, upon request, to all residential customers. The audit would include identification of any leaks inside or outside the home, reviewing water usages with the customer and recommending improvements for the customer to implement.

2010 Plan: The City of Susanville has implemented water audits based on two key indicators; First, when the water meter is being read. If current flow rates seem abnormal the meter reader will immediately perform an exterior site review to identify potential leaks. Additionally, contact is made with the owner to try and identify potential leaks. Second, the utility billing program generates a list of potential leak customers based on prior read and use rates. Contact is made with the water use customers to identify why abnormal flow has occurred. The City will continue to use the computer based utility billing system to identify and resolve water system problems.

2015: The City has upgraded water meters and now has the ability to collect usage history on customer meters extending back 40 days. When high use is detected on an account through the normal billing cycle, a technician is dispatched to assess the service for a leak. If evidence of a leak exists, the technician will pull the usage history so that customer can be informed of the nature of the leak and when it began. The City also recently completed a Water Rate Analysis and Calculations report, which forecasts operational costs over the next five years. The report included an annual expense for water conservation programs. The water rates have been increased which will allow the City to budget for the implementation of conservation programs in the upcoming fiscal year. A significant contributor of water demand within the City is outdoor residential watering, conservation programs focused on outdoor watering audits will provide the biggest benefit toward the City's conservation goals.

9.1.2 Residential Plumbing Retrofit

This DMM involves installing water savings devices within residences, business and other usage locations to reduce the amount of water used or to limit the amount of water delivered to the connection. These devices include low flow showerheads, faucet aerators with flow restrictors and low flow toilets. State law began requiring low-flow fixtures on all new construction in 1978, with an increase in stringency of the regulation in 1992, which required Ultra-Low-Flush toilets.

2010 Plan: The City provides low flow shower heads free to its customers. The City of Susanville, with its public education programs (see DMM 7), currently promotes and encourages water users to upgrade to new low water use fixtures and appliances as appliances wear out and need replacement. This includes plumbing retrofits fixtures, High-efficiency washing machines, and ultra-low-flush toilets. The City does not provide any subsidies or rebates for plumbing retrofits or appliance replacement at the present time. Such rebate programs are not locally cost-effective (the present value of the local benefits is less than the present value of local costs to implement) Supporting documentation is provided in the Return on Investment" section below. The City has required new development to include low-flow/low flow flush devices since 1996. The City has considered implementing a retrofit program for single and multi-family customers

occupying structures predating 1996.

2015: The City will continue the 2010 plan as stated above.

9.1.3 Water System Audits

The Water System Audits involve accounting for any water loss throughout the system by quantifying the amount of water used and the amount delivered. The difference is the water loss. Once the loss is quantified, the DMM requires that the leaks be isolated and a plan for repair implemented.

2010 Plan: The City of Susanville currently has monthly meter readings for all water entering and leaving the water system. Following meter readings an audit to find leaks is done to evaluate the system as a whole. Water audits and leak detection is a regular program. Leaks are repaired as they are discovered. Leak detection is done through meter monitoring and visual inspection. The City staff is trained by AWWA – DWR co-sponsored training programs. The water department has a staff of five individuals, two of which are D-1 certified and two more are D-2 certified. The fifth is a new employee and is training to become certified and should do so in the next two years. This program has reduced water consumption and water costs by reducing the need to run a second well during the summer months. Meter calibration and meter change out program was implemented in 1996 and is still underway. On average, City Water Department crews survey and inspect approximately 35 miles of main and laterals each year. The City has an annual valve exercise program using the City Water Department crews and the City Fire Department. In addition, the City Fire Department has standardized the fire hydrants and associated fire protection equipment.

2015: Senate Bill 555 requires all urban water suppliers in California to conduct validated Water Loss Audits by October 2017. The City has chosen to participate in the Water Loss Technical Assistance Program (TAP) provided by AWWA to achieve compliance with the Bill. The Water Loss TAP supports the City with guidance for preparing annual required Water Loss Audits, and validation of the Water Loss Audits are in compliance with Senate Bill 555.

9.1.4 Metering and Commodity Rates

The Metering DMM entails installing water meters on all new connections and implementing a plan to retrofit all existing unmetered connections.

2010 Plan: The City is currently fully metered for all customers sectors, including single-family, multi-family, commercial, industrial, institutional and government facilities. Some fire sprinkler systems are not metered. Historically, a monthly service fee was charged for connecting a fire suppression system to the city water supply. The service fee was removed several years ago but is currently being reviewed for reinstatement. The City will continue to install and read meters on all services, and continue to conduct meter calibration and replacement programs. Meter installation costs are included in the new service fees and the meter replacement and rotation program costs are included in the Water Department Budget.

2015: The City will continue the 2010 plan as stated above.

9.1.5 Landscape and Irrigation Programs

DMM5 consists of assigning water budgets to dedicated irrigation or mixed-use meters and providing audits to those meters.

2010 Plan: The City of Susanville currently encourages water users to reduce water consumption by implementing low water demand landscaping. The City has adopted the "Model Water Efficient Landscape Ordinance" based on the California Code of Regulations Title 23, Water Division 2, Department of Water Resources Chapter 2.7, Ordinance Dated September 10, 2009. The City does not provide any subsidies or rebates for landscaping at the present time, but does promote state programs such as DWR's turf replacement program. Many rebate programs are not locally cost-effective (the present value of the local benefits is less than the present value of local costs to implement) Supporting documentation is provided in the "Return on Investment" section below.

2015: The City will continue the 2010 plan as stated above.

9.1.6 Washing Machine Rebate Program

The Washing Machine Rebate DMM provides a financial incentive to customers who install high-efficiency washing machines in lieu of traditional machines in their homes.

2010 Plan: See DMM #2 "Retrofits/Rebates residential plumbing/High-efficiency washing machine/ultra-low-flush toilet replacement" above.

2015: The City will continue the 2010 plan as stated above.

9.1.7 Public Information Program

The Public Information DMM involves dissemination of information to the public through brochures, press releases, educational flyers, commercials, water conservation flyers and conservation kits, to name a few.

2010 Plan: Currently the City promotes water conservation through its quarterly bulletin mailed with utility bills as well as radio and newspaper public service announcements.

2015: The City has been providing educational fliers in utility billings. The City annually participates in local Earth Day events and home and garden shows by sponsoring booths and passing out educational materials and low flow shower heads. An emphasis is placed on outdoor watering.

9.1.8 School Education Program

The School Education Program provides for an educational process that provides materials and assistance for educating middle school, high school and college aged students about water issues including conservation and usages.

2010 Plan: This DMM is grouped in DMM 7 “Public information and School education programs” above.

2015: The City will continue the 2010 plan as stated above

9.1.9 Commercial, Industrial, and Institutional Conservation Programs

The conservation program for CII Users involves replacing existing toilets with ultra-low-flow toilets in CII facilities within the city. Additionally, surveys are provided for these customers to evaluate their water usage and help with possible ways to save.

2010 Plan: The City of Susanville currently promotes water conservation and water waste prevention through zero or minimal cost efforts associated and in conjunction with other promotional efforts.

2015: The City’s current rate structure includes an increase during the irrigation season April through October that result in all users having incentives to conserve.

9.1.10 Wholesale Agency Programs

DMM10 applies to wholesale water suppliers. The City does not supply wholesale water and therefore this DMM does not apply.

9.1.11 Conservation Pricing

This DMM would implement a tiered water rate structure to encourage conservation. The City already has implemented this type of rate structure. The following tables detail the tiered billing structure.

2015: The City’s current rate structure includes rate increase based on use that result in all users having incentives to conserve.

9.1.12 Water Conservation Coordinator

A Water Conservation Coordinator (WCC) would be responsible for coordinating water conservation programs and activities including the public information program and education program.

2015: The City does not have a dedicated WCC at this time, but those duties are managed by other department personal.

9.1.13 Water Waste Prohibition

The City has a “No Waste” Ordinance in place which includes prohibitions on various wasteful water uses such as lawn watering during mid-day hours, washing sidewalks and driveways with potable water, and allowing plumbing leaks to go uncorrected more than 24 hours after customer notification.

2015: City municipal code 13.08.070, prohibits water wastage. The penalty for water wastage is that the water is disconnected. In addition, the City has prepared its staff to enforce state water emergency conservation regulations. Three public works staff members have completed a PC 832 course which allows for the writing of citations.

9.1.14 Ultra Low Flush Toilet Replacement

The City has determined for its system, a toilet replacement program would be too costly. According to the EPA, the average person flushes the toilet 5.1 times per day. California City has an average of 3.07 people per residence, which yields 15.66 flushes per day. A standard toilet uses an average of 3.5 gallons per flush (gpf), while a low flush toilet uses 1.28 gpf.

Table 9.1-1: Low Flush Toilet Cost/Benefit Analysis

Flushes per Day ¹	15.66
Gallons Saved per Flush ²	2.22
Water Savings per Rebate (mg)	0.01297
Cost of Rebate ³	\$100
Cost per mg	\$837
<p>Notes: ¹ EPA Toilet Supporting Statement ² Standard Toilets use 3.5 gallons per flush; Low Flush Toilets use 1.28 gallons per flush per EPA guidelines ³ Cost of Rebate includes hard cost of rebate and soft cost of managing and implementing rebate program.</p>	

As shown above, utilizing the rebate program would equate to a cost of \$837 per million gallons of water produced. When pumping is required the City produces their water for approximately \$200 per million gallons and the cost is much less 70% of the year when the city is able to utilize spring flows. The high cost of water savings for this program makes it economically infeasible to implement within the City.

9.2 DMM Return on Investment

The City of Susanville currently promotes water conservation and water waste prevention through public education, monitoring customer usage history, enforcement of state and local regulations, distribution of low flow shower heads, and quantity rates. The City's most prominent conservation success has come from system reconfigurations that optimize the accounting of water produced entering the system.

Some of the DMM's of the UWMP Act (CWC 10631) above are not locally cost-effective (the present value of the local benefits is less than the present value of the local costs to implement). The return on investment does not justify implementation. (See 10631.5(a)) (or page B-1 of Part II UWMP Supporting Information). This is primarily the case because of the unique geographical location of the city, and the Cities water rights that allows the city to obtain 90% of the required Annual Consumption water supply from two springs. These springs have consistently supplied water with very little deviation in the flow rates. During extreme drought years the springs only dropped about 5% in flow. During extreme hot summer weather conditions, pumping is occasionally required to keep up with water demands primarily caused by landscape. Based on winter water demand flow rates, and annual water consumption, none landscape water demand accounts for 30% of the Cities annual water usage. Additionally, during summer months, none landscape water consumption accounts for less than 20% of the monthly consumption.

All water supply systems in the City must be maintained regardless of water source or water demand. The City has a moral and legal obligation to insure that the water system operate in the most cost effective and efficient manner based on current known and future projected best management practices. Best management practices, as well as moral obligations, require the city to try and minimize water rates while ensuring sufficient revenue to cover water system costs. Currently, 90% of the City's water supplies come from free flowing springs and hence have a \$0.0 dollar incremental cost. Any efforts to reduce this water consumption will decrease water department revenues requiring an increase in water rates to make up the difference. This unique situation allows the City both morally and ethically to allow a customer who wants to water there "Extravagant" flower beds, and pay for the water, go ahead, because, if we do not use it we will have to waste it, as over flow, and we will not only loose the water but also the revenue that water could have generated.

2015: Recent drought has caused the City to closely evaluate its water supply and demand. Given the climate in Susanville, winter month per capita use is over three times less than summer use. Several of the DMM's identified in the UWMP Act (CWC 10631), particularly those that pertain to indoor water use, have very low rates of return for the costs to provide the programs. The most cost effective DMM's are those that relate to water leak evaluations and repairs, and outdoor watering. The City of Susanville customers are very adept at conserving water when a need exists to do so. However, recent statewide historic drought has had a minimal impact on City water supplies. State regulations have created a strong regulatory need to conserve but the City has not experienced a water shortage. Conservation for conservation sake is a personal choice for many, but when there is a not a strong local need to conserve it is

SECTION NINE

difficult to get community buy in. The most effective conservation option for the City is to charge more for the water that is used. See section 9.1.11 DMM Conservation Pricing. The City of Susanville has taken this approach by recently increasing the quantity rate for water. The rate study used to support the increase included a modest capital improvement program that will replace several thousand feet of deteriorated and leaking water mains. This should go toward reducing the volume of non-revenue water annually produced by the City.

