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**CITY OF SUSANVILLE**  
**66 North Lassen Street ♦ Susanville CA**  
**Kathie Garnier, Mayor**  
**Joseph Franco, Mayor pro tem**  
**Mendy Schuster \* Kevin Stafford \* Brian R. Wilson**

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

**Susanville City Council**  
**Regular Meeting ♦ City Council Chambers**  
**November 1, 2017 – 6:00 p.m.**

*Call meeting to order*

*Roll call of Councilmembers present*

*Next Resolution No. 17-5451*

*Next Ordinance No. 17-1012*

- 1    **APPROVAL OF AGENDA:** (Additions and/or Deletions)
- 2    **PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS** (if any): Any person may address the Council at this time upon any subject for discussion during Closed Session.
- 3    **CLOSED SESSION:**
  - A    CONFERENCE WITH LABOR NEGOTIATORS – pursuant to Government Code Section §54957.6
    - 1    Agency Negotiator: Dan Newton  
         Bargaining Unit: Firefighters
  - B    PUBLIC EMPLOYMENT – pursuant to Government Code §54957
    - 1    Approved Position List
- 4    **RETURN TO OPEN SESSION:** (recess if necessary)
  - *Reconvene in open session at 7:00 p.m.*
  - *Pledge of allegiance*
  - *Report any changes to agenda*
  - *Report any action out of Closed Session*
  - *Moment of Silence or Thought for the Day: Mayor pro tem Franco*
  - *Proclamations, awards or presentations by the City Council:*  
         **Veteran’s Day Proclamation**
- 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 vendor warrants numbered 101564 through 101652 for a total of \$620,038.55 including \$178,526.12 in payroll warrants
- B     Receive and file Finance Reports: September 2017

**7**     **PUBLIC HEARINGS:**

**8**     **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

**9**     **NEW BUSINESS:**

- A     Consider Impact of State Marijuana Legislation on existing Susanville Municipal Code and provide direction to staff
- B     Consider **Resolution No. 17-5446** approving consulting agreement with Craig Sanders to provide contract Planning Services
- C     Consider **Resolution No. 17-5447** amending Appendix "A" as part of the Agreement with the HLVRA for Administrative, Management and Operational Services
- D     Consider **Resolution No. 17-5448** authorizing closure of Riverside Drive on November 23, 2017 from 8:00 a.m. to 9:30 a.m. for the 5<sup>th</sup> annual Turkey Trot
- E     Consider **Resolution No. 17-5449** approving street closure on December 2, 2017 from 5:00 p.m. to 7:00 p.m. for the annual Magical Country Christmas celebration
- F     Consider **Resolution No. 17-5450** Approving and authorizing the Mayor to execute ABC Grant Agreement with the Department of Alcoholic Beverage Control for certain projects
- G     Consider options for Local Sales and Use Tax/Transactional Use Tax increase and provide direction to staff

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

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

**12**    **CONTINUING BUSINESS:** No business.

**13**    **CITY ADMINISTRATOR'S REPORTS:**

- A     Fire Department Update
- B     Annual Leaf Collection Program

**14**    **COUNCIL ITEMS:**

- A     AB1234 travel reports:

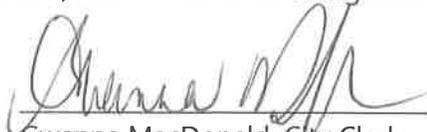
**15**    **ADJOURNMENT:**

- *The next regular City Council meeting will be held on November 15, 2017 at 6:00 p.m.*

*Reports and documents relating to each agenda item are on file in the Office of the City Clerk and are available for public inspection during normal business hours and at the meeting. These reports and documents are also available at the City's website [www.cityofsusanville.org](http://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 November 1, 2017 in the areas designated on October 27, 2017.

  
Gwenna MacDonald, City Clerk

# PROCLAMATION

## VETERANS DAY

**WHEREAS**, November 11, 1919 was set aside as Armistice Day in the United States, to remember the sacrifices that men and women made during World War I; and

**WHEREAS**, Congress passed a resolution on June 4, 1926 calling for the observance of November 11th with appropriate ceremonies, and later provided in an act approved May 13, 1938 that the eleventh of November should be a legal holiday; and

**WHEREAS**, in order to expand the significance of that commemoration and in order that a grateful Nation might pay tribute to the veterans of all its wars who have contributed so much to the preservation of this Nation, the Congress, by an act approved June 1, 1954 changed the name of the holiday to Veterans Day;

**WHEREAS**, in the intervening years the United States has been involved in other military conflicts which have added millions of veterans, living and dead, to the honor rolls of this Nation.

**NOW, THEREFORE**, I, Kathie Garnier, Mayor of the City of Susanville, on behalf of the City Council, do hereby call upon all of our citizens to observe Saturday, November 11, 2017 as Veterans Day. On this day let us remember the sacrifices of all those who fought to preserve our heritage of freedom, and let us dedicate ourselves to the task of promoting an enduring peace so that their efforts shall not have been in vain.

Dated: November 1, 2017

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Kathie Garnier, Mayor

ATTEST:

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Gwenna MacDonald, City Clerk

AGENDA ITEM NO. 6A

Reviewed by:    Interim City Administrator  
   City Attorney

  X   Motion only  
   Public Hearing  
   Resolution  
   Ordinance  
   Information

**Submitted by:** Deborah Savage, Finance Manager

**Action Date:** November 1, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Vendor and Payroll Warrants

**PRESENTED BY:** Deborah Savage, Finance Manager

**SUMMARY:** Warrants dated October 7, 2017, through October 20, 2017 numbered 101564 through 101652.

**FISCAL IMPACT:** Accounts Payable vendor warrants totaling \$ 441,512.43 plus \$ 178,526.12 in payroll warrants, for a total of \$ 620,038.55.

**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	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
10/17	10/18/2017	101577	884	BANK OF AMERICA	TR EX,	2064 092517	1	1000-411-10-45	TRAVEL	1,104.33	1,104.33
Total 2064 092517:											
10/17	10/18/2017	101577	884	BANK OF AMERICA	TRAINING-PD	2754 092517	1	1000-421-10-45	TRAINING	121.00	121.00
10/17	10/18/2017	101577	884	BANK OF AMERICA	POSTAGE-PD	2754 092517	2	1000-421-10-46	POSTAGE	6.65	6.65
10/17	10/18/2017	101577	884	BANK OF AMERICA	FUEL-PD	2754 092517	3	1000-421-10-46	GASOLINE	21.22	21.22
10/17	10/18/2017	101577	884	BANK OF AMERICA	SUPPLIES-PD	2754 092517	4	1000-421-10-46	SUPPLIES-GENERAL	456.23	456.23
10/17	10/18/2017	101577	884	BANK OF AMERICA	PRINTING & BINDING-PD	2754 092517	5	1000-421-10-45	PRINTING AND BINDING	343.95	343.95
10/17	10/18/2017	101577	884	BANK OF AMERICA	SAFETY SUPPLIES-PD	2754 092517	6	1000-421-10-46	SUPPLIES-SAFETY ITEMS	492.71	492.71
10/17	10/18/2017	101577	884	BANK OF AMERICA	INVEST. SUPPLIES-PD	2754 092517	7	1000-421-10-45	LOCKSMITHING SERVICES	277.30	277.30
Total 2754 092517:											
10/17	10/18/2017	101577	884	BANK OF AMERICA	PRINTING & BINDING-PD	2896 092517	1	1000-421-10-45	PRINTING AND BINDING	34.80	34.80
10/17	10/18/2017	101577	884	BANK OF AMERICA	MAINT & REPAIR-PD	2896 092517	2	1000-421-10-47	MACHINERY AND EQUIPMENT	863.95	863.95
10/17	10/18/2017	101577	884	BANK OF AMERICA	SAFETY SUPPLIES-PD	2896 092517	3	1000-421-10-47	EQUIPMENT - SAFETY	57.15	57.15
Total 2896 092517:											
10/17	10/18/2017	101577	884	BANK OF AMERICA	TRAINING-PD	3110 092517	1	1000-421-10-45	TRAINING	1,093.75	1,093.75
Total 3110 092517:											
10/17	10/18/2017	101577	884	BANK OF AMERICA	FUEL-PD	3609 092517	1	1000-422-10-46	GASOLINE	65.75	65.75
Total 3609 092517:											
10/17	10/18/2017	101577	884	BANK OF AMERICA	CITY HALL PHONES	4028 092517	1	1000-417-10-45	COMMUNICATIONS	543.33	543.33
Total 4028 092517:											
10/17	10/18/2017	101577	884	BANK OF AMERICA	SUPPLIES	4093 092517	1	1000-417-10-46	SUPPLIES-GENERAL	209.63	209.63
10/17	10/18/2017	101577	884	BANK OF AMERICA	SUPPLIES	4093 092517	2	1000-411-10-46	SUPPLIES-GENERAL	10.38	10.38
10/17	10/18/2017	101577	884	BANK OF AMERICA	SUPPLIES-GC	4093 092517	3	7530-451-55-46	SUPPLIES - GENERAL	36.04	36.04

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
10/17	10/18/2017	101577	884	BANK OF AMERICA	REPAIR & MAINT	4093 092517	4	1000-452-20-44	MISC - REPAIR & MAINTENANC	44.42	44.42
Total 4093 092517: 300.47 300.47											
10/17	10/18/2017	101577	884	BANK OF AMERICA	SUPPLIES-FD	4119 092517	1	1000-422-10-46	SUPPLIES-GENERAL	29.60	29.60
Total 4119 092517: 29.60 29.60											
10/17	10/18/2017	101577	884	BANK OF AMERICA	TR EX -FD	4150 092517	1	1000-422-10-45	TRAVEL	531.55	531.55
Total 4150 092517: 531.55 531.55											
10/17	10/18/2017	101577	884	BANK OF AMERICA	TR EX -BUILDING	4728 092517	1	1000-424-20-45	TRAVEL	539.50	539.50
Total 4728 092517: 539.50 539.50											
10/17	10/18/2017	101577	884	BANK OF AMERICA	TR EX	5203 092517	1	7620-430-11-45	TRAVEL/TRAINING	415.00	415.00
10/17	10/18/2017	101577	884	BANK OF AMERICA	CONSTRUCTION SERVICES-ST	5203 092517	2	2007-431-32-44	CONSTRUCTION SERVICES	87.57	87.57
10/17	10/18/2017	101577	884	BANK OF AMERICA	DUES & MEMBERSHIP-AP	5203 092517	3	7620-430-10-48	DUES AND MEMBERSHIPS	22.95	22.95
Total 5203 092517: 525.52 525.52											
10/17	10/18/2017	101577	884	BANK OF AMERICA	DUES & MEMBERSHIP-PW	5211 092517	1	7620-430-10-48	DUES AND MEMBERSHIPS	24.90	24.90
10/17	10/18/2017	101577	884	BANK OF AMERICA	WEB SUPPORT-PW	5211 092517	2	7620-430-10-47	SOFTWARE	49.99	49.99
10/17	10/18/2017	101577	884	BANK OF AMERICA	SUPPLIES-PW	5211 092517	3	7620-430-10-46	SUPPLIES-GENERAL	2,397.04	2,397.04
10/17	10/18/2017	101577	884	BANK OF AMERICA	ADVERTISING-GAS	5211 092517	4	7401-430-62-45	ADVERTISING	148.06	148.06
Total 5211 092517: 2,619.99 2,619.99											
10/17	10/18/2017	101577	884	BANK OF AMERICA	REPAIR & MAINT-WATER	5442 092517	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	100.00	100.00
Total 5442 092517: 100.00 100.00											
10/17	10/18/2017	101577	884	BANK OF AMERICA	TE EX	6624 092517	1	7401-430-62-45	TRAVEL	35.00	35.00
10/17	10/18/2017	101577	884	BANK OF AMERICA	CONSTRUCTION SERVICES-ST	6624 092517	2	2007-431-32-44	CONSTRUCTION SERVICES	283.61	283.61
10/17	10/18/2017	101577	884	BANK OF AMERICA	FURNITURE & FIXTURES-PW	6624 092517	3	7620-430-10-47	FURNITURE AND FIXTURES	1,215.13	1,215.13
10/17	10/18/2017	101577	884	BANK OF AMERICA	FURNITURE & FIXTURES-PW	6624 092517	4	7620-430-10-47	FURNITURE AND FIXTURES	1,101.35	1,101.35

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 6624 092517:											
10/17	10/18/2017	101577	884	BANK OF AMERICA	TR EX	7575 092517	1	7401-430-62-45	TRAVEL	1,211.58	1,211.58
10/17	10/18/2017	101577	884	BANK OF AMERICA	SUPPLIES-GAS	7575 092517	2	7401-430-62-46	SUPPLIES-GENERAL	200.70	200.70
Total 7575 092517:											
10/17	10/18/2017	101577	884	BANK OF AMERICA	FUEL-FD	7979 092517	1	1000-422-10-46	GASOLINE	522.82	522.82
10/17	10/18/2017	101577	884	BANK OF AMERICA	VOLUNTEERS-FD	7979 092517	2	1000-422-10-43	VOLUNTEERS	777.57	777.57
10/17	10/18/2017	101577	884	BANK OF AMERICA	SUPPLIES-FD	7979 092517	3	1000-422-10-46	SUPPLIES-GENERAL	62.74	62.74
10/17	10/18/2017	101577	884	BANK OF AMERICA	TECHNICAL SERVICES-FD	7979 092517	4	1000-422-10-43	TECHNICAL SVCS	790.00	790.00
Total 7979 092517:											
10/17	10/18/2017	101577	884	BANK OF AMERICA	SPECIAL OPS-PD	8955 092517	1	1000-421-10-48	SPECIAL OPERATIONS	41.90	41.90
Total 8955 092517:											
10/17	10/18/2017	101577	884	BANK OF AMERICA	SUPPLIES-GC	9430 092517	1	7530-451-52-46	SUPPLIES-GENERAL	346.73	346.73
10/17	10/18/2017	101577	884	BANK OF AMERICA	PROSHOP SUPPLIES-GC	9430 092517	2	7530-451-55-46	SUPPLIES - GENERAL	151.21	151.21
Total 9430 092517:											
10/17	10/18/2017	101577	884	BANK OF AMERICA	TRAINING-PD	9536 092517	1	1000-421-10-45	TRAINING	561.13	561.13
Total 9536 092517:											
10/17	10/18/2017	101578	728	U S POSTMASTER	UB BILLING GAS	101817	1	7401-430-62-46	POSTAGE	397.88	397.88
10/17	10/18/2017	101578	728	U S POSTMASTER	UB BILLING WATER	101817	2	7110-430-42-46	POSTAGE	772.36	772.36
Total 101817:											
Grand Totals:										16,397.76	16,397.76

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	
10/17	10/19/2017	101585	1264	AC&S MATERIALS TESTI	MATERIALS TESTING FOR SC	0602	1	2007-431-30-44	CONSTRUCTION SERVICES	2,544.20	2,544.20	
10/17	10/19/2017	101585	1264	AC&S MATERIALS TESTI	MATERIALS TESTING FOR SC	0602	2	2007-431-31-44	CONSTRUCTION SERVICES	2,374.20	2,374.20	
Total 0602:											4,918.40	4,918.40
10/17	10/19/2017	101586	9110	ADVANCE TRAINING CE	TR EX ANAHEIM	10796	1	1000-424-20-45	TRAVEL	2,250.00	2,250.00	
Total 10796:											2,250.00	2,250.00
10/17	10/19/2017	101587	21	AIRGAS USA, LLC	CHLORINE- WATER	9067224188.	1	7110-430-42-46	SUPPLIES-GENERAL	361.84	361.84	
Total 9067224188.:											361.84	361.84
10/17	10/19/2017	101587	21	AIRGAS USA, LLC	CHLORINE- WATER	9067751600.	1	7110-430-42-46	SUPPLIES-GENERAL	787.45	787.45	
Total 9067751600.:											787.45	787.45
10/17	10/19/2017	101587	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9947712811.	1	7401-430-62-46	SUPPLIES-GENERAL	45.26	45.26	
10/17	10/19/2017	101587	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9947712811.	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	96.58	96.58	
10/17	10/19/2017	101587	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9947712811.	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	74.97	74.97	
10/17	10/19/2017	101587	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9947712811.	4	7110-430-42-46	SUPPLIES-GENERAL	52.70	52.70	
10/17	10/19/2017	101587	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9947712811.	5	7110-430-42-44	REPAIR AND MAINTENANCE-V	128.36	128.36	
Total 9947712811.:											397.87	397.87
10/17	10/19/2017	101587	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9948438129	1	7401-430-62-46	SUPPLIES-GENERAL	43.80	43.80	
10/17	10/19/2017	101587	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9948438129	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	93.51	93.51	
10/17	10/19/2017	101587	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9948438129	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	72.59	72.59	
10/17	10/19/2017	101587	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9948438129	4	7110-430-42-46	SUPPLIES-GENERAL	51.00	51.00	
10/17	10/19/2017	101587	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9948438129	5	7110-430-42-44	REPAIR AND MAINTENANCE-V	124.27	124.27	
Total 9948438129.:											385.17	385.17
10/17	10/19/2017	101588	1564	AMERICAN PUBLIC WOR	MEMBERSHIP DUES-PW	808018 090817	1	7620-430-10-48	DUES AND MEMBERSHIPS	116.70	116.70	
10/17	10/19/2017	101588	1564	AMERICAN PUBLIC WOR	MEMBERSHIP DUES-PW	808018 090817	2	7620-1430-105	PRE-PAID OTHER	83.30	83.30	

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 808018 090817:											
10/17	10/19/2017	101589	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	635579400	1	7620-430-10-44	LINEN SERVICE	27.75	27.75
Total 635579400:											
10/17	10/19/2017	101589	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	635579401	1	7401-430-62-44	LINEN SERVICES	91.80	91.80
Total 635579401:											
10/17	10/19/2017	101589	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	635579402	1	2007-431-20-44	LINEN SERVICE	47.69	47.69
Total 635579402:											
10/17	10/19/2017	101589	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	635579403	1	7110-430-42-44	LINEN SERVICE	28.27	28.27
Total 635579403:											
10/17	10/19/2017	101589	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	635593519	1	7620-430-10-44	LINEN SERVICE	27.75	27.75
Total 635593519:											
10/17	10/19/2017	101589	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	635593520	1	7401-430-62-44	LINEN SERVICES	51.84	51.84
Total 635593520:											
10/17	10/19/2017	101589	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	635593521	1	2007-431-20-44	LINEN SERVICE	47.69	47.69
Total 635593521:											
10/17	10/19/2017	101589	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	635593522	1	7110-430-42-44	LINEN SERVICE	28.27	28.27
Total 635593522:											
10/17	10/19/2017	101591	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2017-0087	1	8402-413-30-45	PRINTING AND BINDING	58.00	58.00
10/17	10/19/2017	101591	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2017-0087	2	8402-413-30-46	POSTAGE	14.00	14.00
10/17	10/19/2017	101591	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2017-0087	3	8402-413-30-45	COMMUNICATIONS	83.63	83.63
10/17	10/19/2017	101591	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2017-0087	4	8402-413-30-43	LAFCO EXEC. OFFICE SVC	1,000.00	1,000.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
10/17	10/19/2017	101591	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2017-0087	5	8402-413-30-43	LAFCO BROWN ACT COMPLIAN	500.00	500.00
10/17	10/19/2017	101591	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2017-0087	6	8402-413-30-43	PROFESSIONAL SVCS	1,570.00	1,570.00
Total 2017-0087: 3,225.63 3,225.63											
10/17	10/19/2017	101591	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2017-0088	1	8402-413-30-45	COMMUNICATIONS	65.01	65.01
10/17	10/19/2017	101591	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2017-0088	2	8402-413-30-43	LAFCO EXEC. OFFICE SVC	1,381.25	1,381.25
10/17	10/19/2017	101591	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2017-0088	3	8402-413-30-43	MUNICIPAL SVC REVIEW-LAFC	2,316.25	2,316.25
10/17	10/19/2017	101591	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2017-0088	4	8402-413-30-43	TECHNICAL SVCS	255.00	255.00
Total 2017-0088: 4,017.51 4,017.51											
10/17	10/19/2017	101592	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	394555	1	2007-431-32-44	CONSTRUCTION SERVICES	4.59	4.59
Total 2017-0088: 4.59 4.59											
10/17	10/19/2017	101592	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	394684	1	2007-431-32-44	CONSTRUCTION SERVICES	12.72	12.72
Total 2017-0088: 12.72 12.72											
10/17	10/19/2017	101592	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	394808	1	2007-431-32-44	CONSTRUCTION SERVICES	21.58	21.58
Total 2017-0088: 21.58 21.58											
10/17	10/19/2017	101592	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	395664	1	2007-431-20-46	SUPPLIES-GENERAL	12.53	12.53
Total 2017-0088: 12.53 12.53											
10/17	10/19/2017	101592	76	BILLINGTON ACE HARD	SUPPLIES-GAS	3957410	1	7401-430-62-46	SUPPLIES-GENERAL	38.29	38.29
Total 2017-0088: 38.29 38.29											
10/17	10/19/2017	101592	76	BILLINGTON ACE HARD	SUPPLIES-WATER	395777	1	7110-430-42-46	SUPPLIES-GENERAL	5.79	5.79
Total 2017-0088: 5.79 5.79											
10/17	10/19/2017	101592	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	396017	1	2007-431-20-46	SUPPLIES-GENERAL	13.50	13.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 396017:											
10/17	10/19/2017	101592	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	396026	1	2007-431-20-46	SUPPLIES-GENERAL	13.50	13.50
Total 396026:											
10/17	10/19/2017	101592	76	BILLINGTON ACE HARD	SUPPLIES-WATER	396085	1	7110-430-42-46	SUPPLIES-GENERAL	9.64	9.64
Total 396085:											
10/17	10/19/2017	101592	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	396094	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	30.88	30.88
Total 396094:											
10/17	10/19/2017	101592	76	BILLINGTON ACE HARD	SUPPLIES-WATER	396151	1	7110-430-42-46	SUPPLIES-GENERAL	3.43	3.43
Total 396151:											
10/17	10/19/2017	101592	76	BILLINGTON ACE HARD	SUPPLIES-FD	396153	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	6.26	6.26
Total 396153:											
10/17	10/19/2017	101592	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	396190	1	2007-431-20-46	SUPPLIES-GENERAL	11.84	11.84
Total 396190:											
10/17	10/19/2017	101592	76	BILLINGTON ACE HARD	SUPPLIES-GAS	396262	1	7401-430-62-46	SUPPLIES-GENERAL	9.16	9.16
Total 396262:											
10/17	10/19/2017	101592	76	BILLINGTON ACE HARD	SUPPLIES-FD	396350	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	95.54	95.54
Total 396350:											
10/17	10/19/2017	101592	76	BILLINGTON ACE HARD	SUPPLIES-GAS	396399	1	7401-430-62-46	SUPPLIES-GENERAL	199.90	199.90
Total 396399:											

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
10/17	10/19/2017	101593	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - 600 MAI	PLC600MAINST 100217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLC600MAINST 100217:											
10/17	10/19/2017	101593	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - B OF A	PLCBOFA 100217	1	2007-431-20-44	DISPOSAL	19.51	19.51
Total PLCBOFA 100217:											
10/17	10/19/2017	101593	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - BUEHL	PLCBUEHLERDNT 10021	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCBUEHLERDNT 100217:											
10/17	10/19/2017	101593	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - DIAMO	PLCDIAMONDMTN 10021	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCDIAMONDMTN 100217:											
10/17	10/19/2017	101593	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - ELKS L	PLCELKSLODGE 100217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCELKSLODGE 100217:											
10/17	10/19/2017	101593	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - FROST	PLCFROSTMILL 100217	1	2007-431-20-44	DISPOSAL	19.51	19.51
Total PLCFROSTMILL 100217:											
10/17	10/19/2017	101593	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - GROCE	PLCGROCERYOUT 10021	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCGROCERYOUT 100217:											
10/17	10/19/2017	101593	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HAIR H	PLCHAIRHUNTER 100217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCHAIRHUNTER 100217:											
10/17	10/19/2017	101593	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HOTEL	PLCHOTELLSN1 100217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCHOTELLSN1 100217:											
10/17	10/19/2017	101593	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - KNOCH	PLCKNOCHBUILD 100217	1	2007-431-20-44	DISPOSAL	38.88	38.88

Period	GL	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total PLCKNOCHBUILD 100217:												
10/17		10/19/2017	101593	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LITTLE I	PLCLITTLEITAL 100217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCLITTLEITAL 100217:												
10/17		10/19/2017	101593	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LV CHA	PLCLVCHARTR 100217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCLVCHARTR 100217:												
10/17		10/19/2017	101593	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - MT LAS	PLCMTLASSNP 100217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCMTLASSNP 100217:												
10/17		10/19/2017	101593	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - PANCE	PLCPANCERPL 100217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCPANCERPL 100217:												
10/17		10/19/2017	101593	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRAJWLR 100217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCSIERRAJWLR 100217:												
10/17		10/19/2017	101593	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRATHTR 100217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCSIERRATHTR 100217:												
10/17		10/19/2017	101593	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SVILLE	PLCSVILLEREAL 100217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCSVILLEREAL 100217:												
10/17		10/19/2017	101593	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - UPTOW	PLCUPTOWNPARK 10021	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCUPTOWNPARK 100217:												
10/17		10/19/2017	101593	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - U S PO	PLCUSPOSTAL 100217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCUSPOSTAL 100217:												

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
10/17	10/19/2017	101593	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - VETS M	PLCVETSMEMOR 100217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCVETSMEMOR 100217:											
10/17	10/19/2017	101593	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - WALMA	PLCWALMARTBUS 10021	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCWALMARTBUS 100217:											
10/17	10/19/2017	101593	1307	C&S WASTE SOLUTIONS	110 NORTH ST	SCL110NORTHST 100217	1	1000-452-20-44	DISPOSAL	241.17	241.17
Total SCL110NORTHST 100217:											
10/17	10/19/2017	101593	1307	C&S WASTE SOLUTIONS	925 SIERRA ST-PW	SLV15 100217	1	7620-430-10-44	DISPOSAL	164.88	164.88
Total SLV15 100217:											
10/17	10/19/2017	101593	1307	C&S WASTE SOLUTIONS	1505 MAIN ST	SVL1505MAINST 100217	1	1000-422-10-44	DISPOSAL	164.88	164.88
Total SVL1505MAINST 100217:											
10/17	10/19/2017	101593	1307	C&S WASTE SOLUTIONS	66 N LASSEN ST	SVL2 100217	1	1000-417-10-44	DISPOSAL	164.88	164.88
Total SVL2 100217:											
10/17	10/19/2017	101593	1307	C&S WASTE SOLUTIONS	470-895 CIRCLE DR	SVL470895CIRC 100217	1	7530-451-52-44	DISPOSAL	198.44	198.44
Total SVL470895CIRC 100217:											
10/17	10/19/2017	101593	1307	C&S WASTE SOLUTIONS	96 N WEATHERLOW ST	SVL5 100217	1	1000-452-20-44	DISPOSAL	198.44	198.44
Total SVL5 100217:											
10/17	10/19/2017	101593	1307	C&S WASTE SOLUTIONS	720 SOUTH ST SHOP-PW	SVL8 100217	1	7620-430-10-44	DISPOSAL	164.88	164.88
Total SVL8 100217:											
10/17	10/19/2017	101594	9114	REFUND GAS DEPOSIT		10125250029	1	7401-2228-000	DEPOSITS-CUSTOMER	155.40	155.40

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 10125250029:											
10/17	10/19/2017	101595	9030	CHEMICAL SAFETY TRAI	HAZARDOUS MATERIALS TRAI	17-030	1	1000-422-29-45	TRAINING	155.40	155.40
Total 17-030:											
10/17	10/19/2017	101596	167	DALCAR ELECTRICAL SU	SUPPLIES-GAS	34990	1	7401-430-62-46	SUPPLIES-GENERAL	30,000.00	30,000.00
Total 34990:											
10/17	10/19/2017	101597	173	DATCO SERVICES	EMPLOYEE QTRLY SVC FEE 10	133733	1	1000-416-10-43	TECHNICAL SVCS	11.75	11.75
Total 133733:											
10/17	10/19/2017	101597	173	DATCO SERVICES	SUBSTANCE TEST	33735861	1	1000-416-10-43	TECHNICAL SVCS	336.00	336.00
Total 33735861:											
10/17	10/19/2017	101598	174	DATEMA, STEVEN K.	AIRPORT MANAGER 8/1/17 - 6/3	101117	1	7201-430-81-43	TECHNICAL SVCS	104.00	104.00
Total 101117:											
10/17	10/19/2017	101598	174	DATEMA, STEVEN K.	AIRPORT MANAGER 8/1/17 - 6/3	101217	1	7201-430-81-43	TECHNICAL SVCS	1,938.43	1,938.43
Total 101217:											
10/17	10/19/2017	101599	184	DEPARTMENT OF JUSTI	FINGERPRINTS - APPS	260206	1	1000-416-10-45	FINGERPRINTING SERVICES	1,938.43	1,938.43
Total 260206:											
10/17	10/19/2017	101600	1223	DRICO INC	SUPPLIES-GAS	30953-1	1	7401-430-62-46	SUPPLIES-GENERAL	239.00	239.00
Total 30953-1:											
10/17	10/19/2017	101601	1484	EDGES ELECTRICAL GR	SERVICES-STREETS	S4182723.001	1	2007-431-32-44	CONSTRUCTION SERVICES	255.00	255.00
Total S4182723.001:											
10/17	10/19/2017	101601	1484	EDGES ELECTRICAL GR	SERVICES-STREETS	S4182723.001	1	2007-431-32-44	CONSTRUCTION SERVICES	115.54	115.54
Total S4182723.001:											

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 S4182741.001:											
10/17	10/19/2017	01601	1484	EDGES ELECTRICAL GR	SERVICES-STREETS	S4182741.001	1	2007-431-32-44	CONSTRUCTION SERVICES	99.84	99.84
										99.84	99.84
Total 1709296:											
10/17	10/19/2017	101602	224	EMPIRE INSIGNIAS	SHOULDER PATCHES-PD	1709296	1	1000-421-10-43	PROFESSIONAL SVCS	441.00	441.00
										441.00	441.00
Total 092717:											
10/17	10/19/2017	101603	1497		TR EX SACRAMENTO 10/22-10/	092717	1	1000-421-10-45	TRAINING	352.00	352.00
										352.00	352.00
Total 76357:											
10/17	10/19/2017	101604	238	FASTENAL COMPANY	SUPPLIES-STREETS	76357	1	2007-431-20-46	SUPPLIES-GENERAL	11.89	11.89
										11.89	11.89
Total 76434:											
10/17	10/19/2017	101604	238	FASTENAL COMPANY	SUPPLIES-STREETS	76434	1	2007-431-32-44	CONSTRUCTION SERVICES	57.73	57.73
										57.73	57.73
Total 76463:											
10/17	10/19/2017	101604	238	FASTENAL COMPANY	SERVICES-STREETS	76463	1	2007-431-32-44	CONSTRUCTION SERVICES	84.50	84.50
										84.50	84.50
Total 142876:											
10/17	10/19/2017	101605	241	FEATHER PUBLISHING C	2018 CONTRACT-GAS	142876	1	7401-430-62-45	ADVERTISING	540.00	540.00
										540.00	540.00
Total 777983A:											
10/17	10/19/2017	101606	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	777983A	1	7110-430-42-43	TECHNICAL SVCS	85.00	85.00
										85.00	85.00
Total 778000A:											
10/17	10/19/2017	101606	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	778000A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00
										105.00	105.00
Total 778001A:											
10/17	10/19/2017	101606	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-JO	778001A	1	7112-430-42-43	TECHNICAL SERVICES	20.00	20.00
										20.00	20.00

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 778001A:											
10/17	10/19/2017	101607	257	FOREST OFFICE EQUIP	CARDSTOCK-PW	CC9436	1	7620-430-10-46	SUPPLIES-GENERAL	20.00	20.00
Total CC9436:											
10/17	10/19/2017	101607	257	FOREST OFFICE EQUIP	MAINT.CONTRACT FOLD MACH	CC9437	1	7401-430-62-43	TECHNICAL SVCS	42.00	42.00
10/17	10/19/2017	101607	257	FOREST OFFICE EQUIP	MAINT.CONTRACT FOLD MACH	CC9437	2	7110-430-42-43	TECHNICAL SVCS	42.00	42.00
Total CC9437:											
10/17	10/19/2017	101608	265	FRONTIER	257-1000 DSL SERVICE	1000 100517	1	1000-417-10-45	COMMUNICATIONS	145.00	145.00
10/17	10/19/2017	101608	265	FRONTIER	257-1000 WATER - DEBIT MACH	1000 100517	2	7110-430-42-45	COMMUNICATIONS	24.15	24.15
10/17	10/19/2017	101608	265	FRONTIER	257-1000 GAS - DEBIT MACHIN	1000 100517	3	7401-430-62-45	COMMUNICATIONS	24.15	24.15
10/17	10/19/2017	101608	265	FRONTIER	257-1000 ADMIN FAX	1000 100517	4	1000-413-20-45	COMMUNICATIONS	5.66	5.66
10/17	10/19/2017	101608	265	FRONTIER	257-1000 CITY CLERK FAX	1000 100517	5	1000-411-40-45	COMMUNICATIONS	5.66	5.66
10/17	10/19/2017	101608	265	FRONTIER	257-1000 ADMIN	1000 100517	6	1000-413-20-45	COMMUNICATIONS	1.89	1.89
10/17	10/19/2017	101608	265	FRONTIER	257-1000 CITY CLERK	1000 100517	7	1000-411-40-45	COMMUNICATIONS	3.14	3.14
10/17	10/19/2017	101608	265	FRONTIER	257-1000 FINANCE	1000 100517	8	1000-415-10-45	COMMUNICATIONS	3.14	3.14
10/17	10/19/2017	101608	265	FRONTIER	257-1000 COMM DEVELOPMEN	1000 100517	9	1000-419-10-45	COMMUNICATIONS	3.14	3.14
10/17	10/19/2017	101608	265	FRONTIER	257-1000 CITY HALL	1000 100517	10	1000-417-10-45	COMMUNICATIONS	233.44	233.44
Total 1000 100517:										449.37	449.37
10/17	10/19/2017	101608	265	FRONTIER	257-1033-PARKS	1033 100517	1	1000-452-20-45	COMMUNICATIONS	231.14	231.14
Total 1033 100517:											
10/17	10/19/2017	101608	265	FRONTIER	257-1041 ADMIN-PW	1041 100517	1	7620-430-10-45	COMMUNICATIONS	298.51	298.51
Total 1041 100517:											
10/17	10/19/2017	101608	265	FRONTIER	257-1051 PWM-STREETS	1051 100517	1	7620-430-10-45	COMMUNICATIONS	41.03	41.03
Total 1051 100517:											
10/17	10/19/2017	101608	265	FRONTIER	257-2520 GOLF COURSE	2520 100117	1	7630-451-52-45	COMMUNICATIONS	325.92	325.92

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 2520 100117:											
10/17	10/19/2017	101608	265	FRONTIER	257-2960 HVAC/ELEVATOR LIN	2960 100517	1	1000-417-10-45	COMMUNICATIONS	66.39	66.39
Total 2960 100517:											
10/17	10/19/2017	101608	265	FRONTIER	257-3292 MUSEUM	3292 101017	1	1000-451-80-45	COMMUNICATION	116.79	116.79
Total 3292 101017:											
10/17	10/19/2017	101608	265	FRONTIER	257-7098 NATURAL GAS	7098 100117	1	7401-430-62-45	COMMUNICATIONS	81.98	81.98
Total 7098 100117:											
10/17	10/19/2017	101609	9113		REFUND GAS DEPOSIT	10126200315	1	7401-2228-000	DEPOSITS-CUSTOMER	196.73	196.73
Total 10126200315:											
10/17	10/19/2017	101610	1148	GREATAMERICA FINANC	COPIER LEASE 10/17-PW	21378665	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	410.45	410.45
Total 21378665:											
10/17	10/19/2017	101611	9108		REFUND WATER DEPOSIT	10520300023	1	7110-2228-000	DEPOSITS-CUSTOMER	2.31	2.31
10/17	10/19/2017	101611	9108		REFUND GAS DEPOSIT	10520300023	2	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
Total 10520300023:											
10/17	10/19/2017	101612	8912		TR EX ANAHEIM 10/22-10/27	101017	1	1000-424-20-45	TRAVEL	445.95	445.95
Total 101017:											
10/17	10/19/2017	101613	298	HAT CREEK CONSTRUC	MATERIALS- STREETS	S074463	1	2007-431-32-44	CONSTRUCTION SERVICES	437.10	437.10
Total S074463:											
10/17	10/19/2017	101614	312	HISTORIC USA	9/17 COLLECTIONS, NET	101217	1	8401-2228-000	DEPOSITS PAYABLE	472.63	472.63
10/17	10/19/2017	101614	312	HISTORIC USA	5%FEE 9/17 COLLECTIONS	101217	2	8401-2228-000	DEPOSITS PAYABLE	24.87	24.87
10/17	10/19/2017	101614	312	HISTORIC USA	5%FEE 9/17 COLLECTIONS	101217	3	1000-415-10-34	REIMBURSEMENTS (HUSALAF	24.87-	24.87-

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount	
Total 101217:											472.63	472.63
10/17	10/19/2017	101615	1075	INDEPENDENT ELECTRI	METER PARTS-GAS	S103451366.001	1	7401-430-62-46	SUPPLIES-GENERAL	1,045.68	1,045.68	
Total S103451366.001:											1,045.68	1,045.68
10/17	10/19/2017	101615	1075	INDEPENDENT ELECTRI	SERVICE CHARGE-GAS	S103456086.001	1	7401-430-62-46	SUPPLIES-GENERAL	2.73	2.73	
Total S103456086.001:											2.73	2.73
10/17	10/19/2017	101616	1362	IRON MOUNTAIN INFO M	SHREDDING-PD	PFN9964	1	1000-421-10-43	PROFESSIONAL SVCS	58.77	58.77	
Total PFN9964:											58.77	58.77
10/17	10/19/2017	101617	1103	ITRON INC	SOFTWARE MAINT 10-17 - 09-1	460859	1	7110-430-42-43	TECHNICAL SVCS	2,636.55	2,636.55	
10/17	10/19/2017	101617	1103	ITRON INC	SOFTWARE MAINT 10-17- 09-18	460859	2	7401-430-62-43	TECHNICAL SVCS	2,636.55	2,636.55	
10/17	10/19/2017	101617	1103	ITRON INC	SOFTWARE MAINT 10-17 - 09-1	460859	3	7110-1430-105	PRE-PAID OTHER	878.94	878.94	
10/17	10/19/2017	101617	1103	ITRON INC	SOFTWARE MAINT 10-17 - 09-1	460859	4	7401-1430-105	PRE-PAID OTHER	878.95	878.95	
Total 460859:											7,030.99	7,030.99
10/17	10/19/2017	101618	338	JACKSONS SERVICE CE	VEHICLE RPR #72-GAS	43751	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	583.30	583.30	
Total 43751:											583.30	583.30
10/17	10/19/2017	101619	1504	JESSICA RYAN	PROFESSIONAL SERVICES	100217	1	1000-412-10-43	PROFESSIONAL SVCS	2,625.00	2,625.00	
Total 100217:											2,625.00	2,625.00
10/17	10/19/2017	101620	362	KAUFFMAN, BILL	CUSTODIAL SVCS-PW	753123	1	7620-430-10-44	CUSTODIAL	250.00	250.00	
Total 753123:											250.00	250.00
10/17	10/19/2017	101620	362	KAUFFMAN, BILL	CUSTODIAL SVCS	753124	1	1000-417-10-44	CUSTODIAL	650.00	650.00	
Total 753124:											650.00	650.00
10/17	10/19/2017	101621	372	KRONICK, MOSKOVITZ	PROFESSIONAL SERVICES 712	287706	1	1000-412-10-43	PROFESSIONAL SVCS	12,301.05	12,301.05	

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 287706:											
10/17	10/19/2017	101622	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	288251	1	7401-430-62-46	SUPPLIES-GENERAL	6.48	6.48
Total 288251:											
10/17	10/19/2017	101622	411	LASSEN MOTOR PARTS	SUPPLIES-FD	288957	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	14.04	14.04
Total 288957:											
10/17	10/19/2017	101622	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	289095	1	7110-430-42-44	REPAIR AND MAINTENANCE-F	255.09	255.09
Total 289095:											
10/17	10/19/2017	101622	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	289140	1	7110-430-42-44	REPAIR AND MAINTENANCE-F	136.51	136.51
Total 289140:											
10/17	10/19/2017	101622	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	289385	1	7110-430-42-44	REPAIR AND MAINTENANCE-F	78.38	78.38
Total 289385:											
10/17	10/19/2017	101623	1321	LAW OFFICES OF GREG	PROFESSIONAL SERVICES-PW	13251	1	7620-430-11-43	PROFESSIONAL SERVICES	120.00	120.00
Total 13251:											
10/17	10/19/2017	101624	9115	CARL MOYER GRANT	CARL MOYER GRANT	101617	1	8405-430-10-48	GRANTS	35,000.00	35,000.00
Total 101617:											
10/17	10/19/2017	101625	437	LMUD	SOUTH ST - PW OFFICE	14590 092917	1	7620-430-10-46	ELECTRICITY	501.81	501.81
Total 14590 092917:											
10/17	10/19/2017	101625	437	LMUD	SOUTH ST ROOSEVELT AREA	1744 092917	1	1000-452-20-46	ELECTRICITY	8.44	8.44
Total 1744 092917:											

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	
	10/17	10/19/2017	101625	437	LMUD	RIVERSIDE PARK LIGHTS	1999 092917	1	1000-452-20-46	ELECTRICITY	34.98	34.98
	Total 1999 092917:											
	10/17	10/19/2017	101625	437	LMUD	66 N LASSEN ST	2466 100517	1	1000-452-20-46	ELECTRICITY	632.29	632.29
	Total 2466 100517:											
	10/17	10/19/2017	101625	437	LMUD	N WEATHERLOW ST-TENNIS S	24661 100517	1	1000-452-20-46	ELECTRICITY	20.00	20.00
	Total 24661 100517:											
	10/17	10/19/2017	101625	437	LMUD	CADY SPRINGS	26784 092917	1	7110-430-42-46	ELECTRICITY	31.19	31.19
	Total 26784 092917:											
	10/17	10/19/2017	101625	437	LMUD	65 N WEATHERLOW ST-PARK	2865 100517	1	1000-452-20-46	ELECTRICITY	42.52	42.52
	Total 2865 100517:											
	10/17	10/19/2017	101625	437	LMUD	65 N WEATHERLOW ST-MUSEU	2866 100517	1	1000-451-80-46	ELECTRICITY	21.31	21.31
	Total 2866 100517:											
	10/17	10/19/2017	101625	437	LMUD	65 N WEATHERLOW ST-COMM	2867 100517	1	1000-452-20-46	ELECTRICITY	44.70	44.70
	Total 2867 100517:											
	10/17	10/19/2017	101625	437	LMUD	N WEATHERLOW ST-TENNIS C	2870 100517	1	1000-452-20-46	ELECTRICITY	20.73	20.73
	Total 2870 100517:											
	10/17	10/19/2017	101625	437	LMUD	NORTH ST BALL PARK-MEM FI	2873 100517	1	1000-452-20-46	ELECTRICITY	26.83	26.83
	Total 2873 100517:											
	10/17	10/19/2017	101625	437	LMUD	1505 MAIN ST	2876 092517	1	1000-422-10-46	ELECTRICITY	729.02	729.02

Check Issue Dates: 10/19/2017 - 10/19/2017

Oct 24, 2017 03:08PM

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 2876 092517:								729.02	729.02
10/17	10/19/2017	101625	437	LMUD	RICHMOND RD BRIDGE	35094 092917	1	2007-431-60-46	ELECTRICITY	244.23	244.23
		Total 35094 092917:								244.23	244.23
10/17	10/19/2017	101625	437	LMUD	N WEATHERLOW ST SIGNALS-	3651 092517	1	2007-431-60-46	ELECTRICITY	129.16	129.16
		Total 3651 092517:								129.16	129.16
10/17	10/19/2017	101625	437	LMUD	720 SOUTH EMULSION TANK-P	38646 092917	1	7620-430-10-46	ELECTRICITY	108.49	108.49
		Total 38646 092917:								108.49	108.49
10/17	10/19/2017	101625	437	LMUD	115 N WEATHERLOW ST-MUSE	43866 100517	1	1000-451-80-46	ELECTRICITY	76.95	76.95
		Total 43866 100517:								76.95	76.95
10/17	10/19/2017	101625	437	LMUD	MAIN & ALEXANDER SIGNALS-	49496 092517	1	2007-431-60-46	ELECTRICITY	162.67	162.67
		Total 49496 092517:								162.67	162.67
10/17	10/19/2017	101625	437	LMUD	MAIN & FAIRFIELD-STREETS	49497 092517	1	2007-431-60-46	ELECTRICITY	118.16	118.16
		Total 49497 092517:								118.16	118.16
10/17	10/19/2017	101625	437	LMUD	MAIN & JOHNSTWLE SIGNAL-	49498 092517	1	2007-431-60-46	ELECTRICITY	141.16	141.16
		Total 49498 092517:								141.16	141.16
10/17	10/19/2017	101625	437	LMUD	RIVERSIDE & MAIN LIGHTS-ST	49499 092517	1	2007-431-60-46	ELECTRICITY	222.02	222.02
		Total 49499 092517:								222.02	222.02
10/17	10/19/2017	101625	437	LMUD	SPRING RIDGE BOOSTER-WAT	55754 092917	1	7110-430-42-46	ELECTRICITY	986.76	986.76
		Total 55754 092917:								986.76	986.76

M = Manual Check, V = Void Check



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 279773:											
10/17	10/19/2017	101627	975	MIKE ENGMAN CO	SUPPLIES-GEO	279776	1	7301-430-52-46	SUPPLIES-GENERAL	250.00	250.00
Total 279776:											
10/17	10/19/2017	101628	532	OLD DOMINION BRUSH	SWEEPER PARTS #332-STREE	0109259	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	181.89	181.89
Total 0109259:											
10/17	10/19/2017	101629	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE R	812483	1	7401-430-62-43	TECHNICAL SVCS	38.20	38.20
10/17	10/19/2017	101629	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE R	812483	2	7110-430-42-43	TECHNICAL SVCS	38.20	38.20
Total 812483:											
10/17	10/19/2017	101630	546	PAYLESS BUILDING SUP	SUPPLIES-PARKS	2491105	1	1000-452-21-46	SUPPLIES-GENERAL	63.42	63.42
Total 2491105:											
10/17	10/19/2017	101631	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT 17	58020 093017	1	1000-417-10-45	COMMUNICATIONS	840.00	840.00
Total 58020 093017:											
10/17	10/19/2017	101632	563	POULSEN WELDING SHO	REPAIRS-STREETS	3296	1	2007-431-32-44	CONSTRUCTION SERVICES	2,230.38	2,230.38
Total 3296:											
10/17	10/19/2017	101633	9100		WOODSTOVE REBATE	092817	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 092817:											
10/17	10/19/2017	101634	9100		CHECK FEE	101817	1	1000-417-10-48	TAXES, FEES, PERMITS & CHA	10.00	10.00
Total 101817:											
10/17	10/19/2017	101635	8673	S.T. RHOADES CONSTR	STIP SC-2	101917	1	2007-431-32-44	CONSTRUCTION SERVICES	27,083.81	27,083.81

Check Issue Dates: 10/19/2017 - 10/19/2017

Oct 24, 2017 03:08PM

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 101917:											
10/17	10/19/2017	101636	1368	SCHMIDT EQUIP REPAI	REPAIRS-STREETS	2913	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	2,504.71	2,504.71
Total 2913:											
10/17	10/19/2017	101636	1368	SCHMIDT EQUIP REPAI	STREET DUMP TRUCK REPAIR	2998	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	5,145.13	5,145.13
10/17	10/19/2017	101636	1368	SCHMIDT EQUIP REPAI	STREET DUMP TRUCK REPAIR	2998	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	1,569.06	1,569.06
Total 2998:											
10/17	10/19/2017	101637	628	SCORE	2ND QTR WORKERS COMPENS	1718-37	1	7630-411-40-42	WORKERS' COMPENSATION	92,629.73	92,629.73
Total 1718-37:											
10/17	10/19/2017	101638	9111	SEMINARS INTERNATIO	TR EX	50096630	1	1000-424-20-45	TRAVEL	429.00	429.00
Total 50096630:											
10/17	10/19/2017	101639	1082	SIERRA CASCADE AGGR	SUPPLIES-GEO	6002	1	7301-430-52-46	SUPPLIES-GENERAL	760.21	760.21
Total 6002:											
10/17	10/19/2017	101640	1076	SIERRA COFFEE AND BE	BOTTLED WATER	48302	1	1000-417-10-46	SUPPLIES-GENERAL	20.15	20.15
Total 48302:											
10/17	10/19/2017	101640	1076	SIERRA COFFEE AND BE	BOTTLED WATER-PW	48592	1	7620-430-10-46	SUPPLIES-GENERAL	27.40	27.40
Total 48592:											
10/17	10/19/2017	101641	8571	TR EX MCCLELLAN CA	10/22-10	101517	1	1000-421-10-45	TRAINING	352.00	352.00
Total 101517:											
10/17	10/19/2017	101642	8891	STATEWIDE TRAFFIC SA	SUPPLIES-STREETS	08005795	1	2007-431-32-44	CONSTRUCTION SERVICES	97.55	97.55

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 08005795:											
10/17	10/19/2017	101643	696	TECH SERVICES	MONTHLY MAINT. FEE TO ASS	1719	1	7201-430-81-43	TECHNICAL SVCS	575.00	575.00
Total 1719:											
10/17	10/19/2017	101644	9109		WOODSTOVE REBATE	100217	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 100217:											
10/17	10/19/2017	101645	1244	TITLEIST	CLUBS-GC	904861020	1	7530-451-55-46	SUPPLIES - GENERAL	109.99	109.99
Total 904861020:											
10/17	10/19/2017	101646	712	TNS TRUCKING CO	SUPPLIES-GEO	2980	1	7301-430-52-46	SUPPLIES-GENERAL	320.14	320.14
Total 2980:											
10/17	10/19/2017	101646	712	TNS TRUCKING CO	REPAIR & MAINT. WATER	2992	1	7110-430-42-44	REPAIR AND MAINTENANCE-MI	279.92	279.92
Total 2992:											
10/17	10/19/2017	101647	966	TURE STAR, INC.	REPAIRS-GC	604992-00	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	10,995.99	10,995.99
Total 604992-00:											
10/17	10/19/2017	101647	966	TURE STAR, INC.	REPAIRS & MAINT-GC	605825-00	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	440.00	440.00
Total 605825-00:											
10/17	10/19/2017	101647	966	TURE STAR, INC.	REPAIRS & MAINT-GC	605921-00	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	1,815.00	1,815.00
Total 605921-00:											
10/17	10/19/2017	101647	966	TURE STAR, INC.	REPAIRS & MAINT-GC	6988146-00	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	563.66	563.66
Total 6988146-00:											

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
10/17	10/19/2017	101648	749	VERIZON WIRELESS	CELLULAR PHONES - AIR POLL	9793674802	1	7620-430-11-45	COMMUNICATIONS	54.52	54.52
10/17	10/19/2017	101648	749	VERIZON WIRELESS	CELLULAR PHONES - BUILDIN	9793674802	2	1000-424-20-45	COMMUNICATIONS	38.02	38.02
10/17	10/19/2017	101648	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	9793674802	3	1000-452-20-45	COMMUNICATIONS	39.43	39.43
10/17	10/19/2017	101648	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	9793674802	4	7620-430-10-45	COMMUNICATIONS	318.82	318.82
Total 9793674802:										450.79	450.79
10/17	10/19/2017	101649	770	WESTERN NEVADA SUP	SUPPLIES-STREETS	67016469	1	2007-431-32-44	CONSTRUCTION SERVICES	236.66	236.66
Total 67016469:										236.66	236.66
10/17	10/19/2017	101649	770	WESTERN NEVADA SUP	SUPPLIES-STREETS	67017372	1	2007-431-32-44	CONSTRUCTION SERVICES	24.31	24.31
Total 67017372:										24.31	24.31
10/17	10/19/2017	101649	770	WESTERN NEVADA SUP	SUPPLIES-STREETS	67021300	1	2007-431-32-44	CONSTRUCTION SERVICES	154.08	154.08
Total 67021300:										154.08	154.08
10/17	10/19/2017	101649	770	WESTERN NEVADA SUP	SUPPLIES-STREETS	67021982	1	2007-431-32-44	CONSTRUCTION SERVICES	8.58	8.58
Total 67021982:										8.58	8.58
10/17	10/19/2017	101649	770	WESTERN NEVADA SUP	SUPPLIES-STREETS	67023739	1	2007-431-32-44	CONSTRUCTION SERVICES	166.29	166.29
Total 67023739:										166.29	166.29
10/17	10/19/2017	101649	770	WESTERN NEVADA SUP	SUPPLIES-STREETS	67024041	1	2007-431-32-44	CONSTRUCTION SERVICES	49.34	49.34
Total 67024041:										49.34	49.34
10/17	10/19/2017	101649	770	WESTERN NEVADA SUP	SUPPLIES-STREETS	67025619	1	2007-431-32-44	CONSTRUCTION SERVICES	54.91	54.91
Total 67025619:										54.91	54.91
10/17	10/19/2017	101649	770	WESTERN NEVADA SUP	SUPPLIES-STREETS	67025854	1	2007-431-32-44	CONSTRUCTION SERVICES	78.68	78.68
Total 67025854:										78.68	78.68

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount	
	10/17	10/19/2017	101649	770	WESTERN NEVADA SUP	SUPPLIES-STREETS	67027338	1	2007-431-32-44	CONSTRUCTION SERVICES	27.46	27.46
											27.46	27.46
											228.98	228.98
											378.70	378.70
											378.70	378.70
											74.86	74.86
											42.90	42.90
											8.04	8.04
											9.46	9.46
											9.46	9.46
											406.30	406.30
											4.99	4.99
											4.99	4.99
											74.95	74.95
											8.04	8.04
											9.46	9.46
											8.04	8.04
											42.90	42.90
											74.86	74.86
											378.70	378.70
											228.98	228.98
											27.46	27.46
											228.98	228.98
											378.70	378.70
											74.86	74.86
											42.90	42.90
											8.04	8.04
											9.46	9.46
											9.46	9.46
											406.30	406.30
											4.99	4.99
											4.99	4.99
											74.95	74.95

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 67094198:											
10/17	10/19/2017	101649	770	WESTERN NEVADA SUP	SUPPLIES-STREETS	67097596	1	2007-431-32-44	CONSTRUCTION SERVICES	74.95	74.95
Total 67097596:											
10/17	10/19/2017	101649	770	WESTERN NEVADA SUP	SUPPLIES-STREETS	67127914	1	2007-431-32-44	CONSTRUCTION SERVICES	47.45	47.45
Total 67127914:											
10/17	10/19/2017	101649	770	WESTERN NEVADA SUP	SUPPLIES-STREETS	67128855	1	2007-431-32-44	CONSTRUCTION SERVICES	253.97	253.97
Total 67128855:											
10/17	10/19/2017	101649	770	WESTERN NEVADA SUP	SUPPLIES-STREETS	67129782	1	2007-431-32-44	CONSTRUCTION SERVICES	49.82	49.82
Total 67129782:											
10/17	10/19/2017	101649	770	WESTERN NEVADA SUP	SUPPLIES-GAS	67132196-1	1	7401-430-62-46	SUPPLIES-GENERAL	27.82	27.82
Total 67132196-1:											
10/17	10/19/2017	101649	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67148364	1	7110-430-42-46	SUPPLIES-GENERAL	59.01	59.01
Total 67148364:											
10/17	10/19/2017	101649	770	WESTERN NEVADA SUP	SUPPLIES-GEO	67160282	1	7301-430-52-46	SUPPLIES-GENERAL	91.16	91.16
Total 67160282:											
10/17	10/19/2017	101649	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67169513-1	1	7110-430-42-46	SUPPLIES-GENERAL	114.76	114.76
Total 67169513-1:											
10/17	10/19/2017	101649	770	WESTERN NEVADA SUP	SUPPLIES-GAS	67174301	1	7401-430-62-46	SUPPLIES-GENERAL	95.37	95.37
Total 67174301:											
										492.81	492.81

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
10/17	10/19/2017	101649	770	WESTERN NEVADA SUP	SUPPLIES- GEO	67174525	1	7301-430-52-46	SUPPLIES-GENERAL	446.29	446.29
Total 67174525:											
10/17	10/19/2017	101649	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67174813	1	7110-430-42-46	SUPPLIES-GENERAL	495.11	495.11
Total 67174813:											
10/17	10/19/2017	101649	770	WESTERN NEVADA SUP	SUPPLIES- GEO	67178901	1	7301-430-52-46	SUPPLIES-GENERAL	22.78	22.78
Total 67178901:											
10/17	10/19/2017	101649	770	WESTERN NEVADA SUP	SUPPLIES- GEO	67179275	1	7301-430-52-46	SUPPLIES-GENERAL	12.51	12.51
Total 67179275:											
10/17	10/19/2017	101649	770	WESTERN NEVADA SUP	SUPPLIES- GAS	67186534	1	7401-430-62-46	SUPPLIES-GENERAL	58.72	58.72
Total 67186534:											
10/17	10/19/2017	101649	770	WESTERN NEVADA SUP	SUPPLIES- GAS	67189888	1	7401-430-62-46	SUPPLIES-GENERAL	66.80	66.80
Total 67189888:											
10/17	10/19/2017	101649	770	WESTERN NEVADA SUP	SUPPLIES- GAS	67190244	1	7401-430-62-46	SUPPLIES-GENERAL	16.70	16.70
Total 67190244:											
10/17	10/19/2017	101649	770	WESTERN NEVADA SUP	CREDIT-GEO	CM16812118	1	7301-430-52-46	SUPPLIES-GENERAL	1,061.56-	1,061.56-
Total CM16812118:											
10/17	10/19/2017	101649	770	WESTERN NEVADA SUP	CREDIT-GEO	CM16812118-1	1	7301-430-52-46	SUPPLIES-GENERAL	763.29-	763.29-
Total CM16812118-1:											
10/17	10/19/2017	101649	770	WESTERN NEVADA SUP	CREDIT- STREETS	CM67016469	1	2007-431-32-44	CONSTRUCTION SERVICES	171.60-	171.60-

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total CM67016469:											
10/17	10/19/2017	101649	770	WESTERN NEVADA SUP	CREDIT-STREETS	CM67023739	1	2007-431-32-44	CONSTRUCTION SERVICES	171.60-	171.60-
Total CM67023739:											
10/17	10/19/2017	101649	770	WESTERN NEVADA SUP	CREDIT-STREETS	CM67114859	1	2007-431-32-44	CONSTRUCTION SERVICES	78.30-	78.30-
Total CM67114859:											
10/17	10/19/2017	101650	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COU	A-52286	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	247.68-	247.68-
Total A-52286:											
10/17	10/19/2017	101650	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE	A-52277	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A-52277:											
10/17	10/19/2017	101650	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COU	A-52285	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A-52285:											
10/17	10/19/2017	101651	1378	ZITO MEDIA	CABLE-FD	356225062 093017	1	1000-422-10-45	COMMUNICATIONS	98.66	98.66
Total 356225062 093017:											
Grand Totals:										285,824.44	285,824.44

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
10/17	10/20/2017	101652	7983	TRI COUNTIES BANK	START UP FEE	102017	1	1000-417-10-48	TAXES, FEES, PERMITS & CHA	100.00	100.00
Total 102017:										100.00	100.00
Grand Totals:										100.00	100.00

Report Criteria:

Paid transmittals included

Transmittal Transaction.Check number = 701-704,101573-101576

Pay Per Date	Journal Code	Check Issue/ Invoice Date	Check Number	Name	Transmittal Number	GL Account	Amount
10/06/2017	CDPT	10/18/2017	702	CITY OF SUSANVILLE PA	1	7650-2203-104	8,110.41
10/06/2017	CDPT	10/18/2017	702	CITY OF SUSANVILLE PA	1	7650-2203-104	8,110.41
10/06/2017	CDPT	10/18/2017	702	CITY OF SUSANVILLE PA	1	7650-2203-104	4,196.76
10/06/2017	CDPT	10/18/2017	702	CITY OF SUSANVILLE PA	1	7650-2203-104	4,196.76
10/06/2017	CDPT	10/18/2017	702	CITY OF SUSANVILLE PA	1	7650-2203-102	45,314.31
10/06/2017	CDPT	10/18/2017	101576	VANTAGEPOINT TRANS.	3	7650-2203-009	62.00
10/06/2017	CDPT	10/18/2017	101575	VALIC	4	7650-2203-010	1,578.08
10/06/2017	CDPT	10/18/2017	101574	NATIONWIDE RETIREME	5	7650-2203-011	18,735.00
10/06/2017	CDPT	10/18/2017	703	EMPLOYMENT DEV. DEP	6	7650-2203-103	20,488.73
10/06/2017	CDPT	10/18/2017	704	EMPLOYMENT DEV DEP	7	7650-2203-110	2,327.04
10/06/2017	CDPT	10/18/2017	701	P.E.R.S.	8	7650-2203-106	2.48
10/06/2017	CDPT	10/18/2017	701	P.E.R.S.	8	7650-2203-106	2,754.76
10/06/2017	CDPT	10/18/2017	701	P.E.R.S.	8	7650-2203-106	2,874.12
10/06/2017	CDPT	10/18/2017	701	P.E.R.S.	8	7650-2203-106	1,210.90
10/06/2017	CDPT	10/18/2017	701	P.E.R.S.	8	7650-2203-106	2,094.62
10/06/2017	CDPT	10/18/2017	701	P.E.R.S.	8	7650-2203-106	537.08
10/06/2017	CDPT	10/18/2017	701	P.E.R.S.	8	7650-2203-106	2,338.76
10/06/2017	CDPT	10/18/2017	701	P.E.R.S.	8	7650-2203-106	139.64
10/06/2017	CDPT	10/18/2017	701	P.E.R.S.	8	7650-2203-106	92.63
10/06/2017	CDPT	10/18/2017	701	P.E.R.S.	8	7650-2203-106	85.45
10/06/2017	CDPT	10/18/2017	701	P.E.R.S.	8	7650-2203-106	1,608.59
10/06/2017	CDPT	10/18/2017	701	P.E.R.S.	8	7650-2203-106	1,681.43
10/06/2017	CDPT	10/18/2017	701	P.E.R.S.	8	7650-2203-106	1,768.38
10/06/2017	CDPT	10/18/2017	701	P.E.R.S.	8	7650-2203-106	1,843.71
10/06/2017	CDPT	10/18/2017	701	P.E.R.S.	8	7650-2203-106	557.39
10/06/2017	CDPT	10/18/2017	701	P.E.R.S.	8	7650-2203-106	581.15
10/06/2017	CDPT	10/18/2017	701	P.E.R.S.	8	7650-2203-107	14.00
10/06/2017	CDPT	10/18/2017	701	P.E.R.S.	8	7650-2203-106	3,464.94
10/06/2017	CDPT	10/18/2017	701	P.E.R.S.	8	7650-2203-106	843.09
10/06/2017	CDPT	10/18/2017	701	P.E.R.S.	8	7650-2203-106	1,508.38
10/06/2017	CDPT	10/18/2017	101573	CA STATE DISBURSEME	37	7650-2203-012	69.23
Grand Totals:							139,190.23

Reviewed by:    Interim City Administrator  
   City Attorney

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

**Submitted By:** Deborah Savage, Finance Manager

**Action Date:** November 1, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Monthly Finance Reports

**PRESENTED BY:** Deborah Savage, Finance Manager

**SUMMARY:** Attached for the Council's review is the cash and investment report and the summary report of revenues, expenditures and projected fund balances for the month of September 2017.

**FISCAL IMPACT:** None

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

**ATTACHMENTS:** Pooled cash and investments report  
Cash and Investment report  
Receipts and disbursements report  
Revenues, expenses and fund balances report

## POOLED CASH & INVESTMENTS

September 30, 2017

POOLED CASH FUND	
Bank of America - Checking	188,837
LAIF	12,692,948
Total Cash & Investments	<u>12,881,785</u>

### Pooled Cash Allocation:

General	779,654
General Fund Restricted	1,185,522
Special Revenue	787,979
Capital Projects	13,848
Debt Service	356,831
Enterprise:	
Airport	(43,497)
Geothermal	253,238
Golf Course	(38,173)
Natural Gas	4,696,300
Water	3,908,592
Internal Service	366,176
Trust & Agency	615,315
Total Cash & Inv. Allocations	<u>12,881,785</u>

## CASH WITH FISCAL AGENTS

September 30, 2017

General	
Special Revenue	
Capital Projects	
Debt Service	5,515
Enterprise	2,449,013
Internal Service	
Trust & Agency	
Total Cash with Fiscal Agents	<u>2,454,529</u>
GRAND TOTAL	<u>15,336,314</u>

CITY OF SUSANVILLE  
 COMBINED CASH AND INVESTMENTS  
 SEPTEMBER 30, 2017

COMBINED ACCOUNTS

9999-1011-001	B OF A # 08038-80200	188,837.40
9999-1030-001	LAIF	12,692,947.85
	TOTAL COMBINED CASH AND INVESTMENTS	12,881,785.25
9999-1000-000	CLAIM ON CASH	( 12,881,785.25)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

1001	ALLOCATION TO GF-DEPOSITS PAYABLE	48,649.26
1002	ALLOCATION TO GF-ECONOMIC DEVELOPMENT	3,466.24
1003	ALLOCATION TO FLOOD/EMERGENCY DECLARATIONS	( 53,907.50)
1004	ALLOCATION TO GF-PANCERA	18,394.61
1005	ALLOCATION TO GF-RESERVE ACCOUNT	1,079,271.93
1006	ALLOCATION TO POLICE FACILITIES & EQUIP FUND	2,346.05
1007	ALLOCATION TO FIRE FACILITIES & EQUIP FUND	53,721.80
1008	ALLOCATION TO ADMIN SVCS FACILITIES & EQUIP	33,579.16
2002	ALLOCATION TO STATE COPS	44,690.75
2006	ALLOCATION TO SNOW REMOVAL	( 984.45)
2007	ALLOCATION TO STREETS & HIGHWAYS	( 534,609.41)
2010	ALLOCATION TO STREET MITIGATION	29,167.33
2011	ALLOCATION TO POLICE MITIGATION	11,685.80
2012	ALLOCATION TO FIRE MITIGATION	121,548.96
2013	ALLOCATION TO PARK DEDICATION FUND	163,247.47
2014	ALLOCATION TO STATE OF CA - PROP 30/AB 109	17,752.00
2016	ALLOCATION TO CDBG REVOLVING LOAN FUND	350,099.99
2018	ALLOCATION TO HOME REVOLVING FUND	421,092.12
2030	ALLOCATION TO TRAFFIC SAFETY	60,074.70
2035	ALLOCATION TO TRAFFIC SIGNALS FUND	97,458.96
2037	ALLOCATION TO SKYLINE BICYCLE LANE	7,583.89
2040	ALLOCATION TO CDBG RIVERSIDE GRANT REHAB	( 828.69)
4001	ALLOCATION TO MARK ROOS SERIES B/92	24,637.89
4003	ALLOCATION TO CITY HALL	18,459.39
4004	ALLOCATION TO 2013 CALPERS REFUNDING LOAN	371,105.40
4005	ALLOCATION TO COMMUNITY POOL DEBT SERVICE	( 57,371.83)
7111	ALLOCATION TO WATER RATE STABILIZATION FUND	3,000,000.00
7114	ALLOCATION TO WATER CAPITAL IMPROVEMENTS	612,751.96
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND	1,807,075.00
7610	ALLOCATION TO OPEB	37,581.42
7630	ALLOCATION TO RISK MANAGEMENT FUND	139,803.90
7650	ALLOCATION TO PAYROLL	145.27
8401	ALLOCATION TO HUSA BUSINESS IMPROVE DIST	9,098.93
8402	ALLOCATION TO LAFCO	29,999.26
8403	ALLOCATION TO SEC 125 & AFLAC	3,130.78
8404	ALLOCATION TO AIR POLLUTION	193,845.70
8405	ALLOCATION TO AIR POLLUTION-CARL MOYER	407,626.21
8406	ALLOCATION TO REGIONAL WATER MANAGEMENT GROU	( 28,386.25)
	ALLOCATIONS TO RESTRICTED FUNDS	8,543,004.00

CITY OF SUSANVILLE  
COMBINED CASH AND INVESTMENTS  
SEPTEMBER 30, 2017

UNRESTRICTED FUNDS

1000	ALLOCATION TO GENERAL FUND	779,654.39
3015	ALLOCATION TO CITY HALL PARKING LOT PROJECT	13,847.97
7110	ALLOCATION TO WATER SYSTEM	278,434.82
7112	ALLOCATION TO JOHNSTONVILLE WATER SYSTEM	17,405.06
7201	ALLOCATION TO AIRPORT	( 43,496.66)
7301	ALLOCATION TO GEOTHERMAL UTILITY	253,237.93
7401	ALLOCATION TO NATURAL GAS	2,889,225.39
7530	ALLOCATION TO GOLF COURSE	( 38,173.17)
7620	ALLOCATION TO PW ADMIN & ENGINEERING FUND	188,645.52
	ALLOCATIONS TO UNRESTRICTED FUNDS	<u>4,338,781.25</u>
	TOTAL ALLOCATIONS TO OTHER FUNDS	12,881,785.25
	ALLOCATION FROM COMBINED CASH FUND - 9999-1000-000	( 12,881,785.25)
	ZERO PROOF IF ALLOCATIONS BALANCE	<u>.00</u>

# RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance	
				\$300,061.03	
			<b>\$3,583.41</b>	\$303,644.44	
9/1/2017		<b>-\$109,129.38</b>		\$194,515.06	
9/1/2017		<b>-\$3,610.51</b>		\$190,904.55	
9/1/2017				\$190,904.55	
9/1/2017				\$190,904.55	
9/1/2017			<b>\$27,511.00</b>	\$218,415.55	
9/1/2017			<b>\$5,960.84</b>	\$224,376.39	<b>\$33,471.84</b>
9/1/2017				\$224,376.39	
9/1/2017		<b>-\$534.36</b>		\$223,842.03	
9/1/2017		<b>-\$152.72</b>		\$223,689.31	
9/1/2017		<b>-\$36.54</b>		\$223,652.77	
9/1/2017		<b>-\$3,365.63</b>		\$220,287.14	
9/5/2017		<b>-\$578.87</b>	<b>\$116,505.42</b>	\$336,213.69	
9/5/2017		<b>-\$47.28</b>		\$336,166.41	
9/5/2017		<b>-\$56.04</b>		\$336,110.37	
9/5/2017			<b>\$13,820.81</b>	\$349,931.18	
9/5/2017			<b>\$204.28</b>	\$350,135.46	<b>\$130,593.40</b>
9/6/2017			<b>\$909.53</b>	\$351,044.99	
9/6/2017			<b>\$11.28</b>	\$351,056.27	
9/6/2017			<b>\$7.00</b>	\$351,063.27	
9/6/2017			<b>\$368.87</b>	\$351,432.14	
9/6/2017			<b>\$7.00</b>	\$351,439.14	
9/6/2017			<b>\$7.00</b>	\$351,446.14	
9/6/2017			<b>\$9.14</b>	\$351,455.28	
9/6/2017			<b>\$28,509.42</b>	\$379,964.70	
9/6/2017			<b>\$8,004.57</b>	\$387,969.27	<b>\$36,513.99</b>
9/7/2017				\$387,969.27	
9/7/2017				\$387,969.27	
9/7/2017			<b>\$33,572.35</b>	\$421,541.62	
9/7/2017			<b>\$4,206.15</b>	\$425,747.77	<b>\$37,715.61</b>
9/7/2017		<b>-\$36,554.10</b>		\$389,193.67	
9/8/2017			<b>\$1,822.88</b>	\$391,016.55	
9/8/2017			<b>\$2,791.75</b>	\$393,808.30	
9/8/2017			<b>\$1,045.24</b>	\$394,853.54	
9/8/2017		<b>-\$58.50</b>		\$394,795.04	
9/8/2017		<b>-\$543.60</b>		\$394,251.44	
9/8/2017		<b>-\$8,342.66</b>		\$385,908.78	
9/8/2017			<b>\$11,920.42</b>	\$397,829.20	
9/8/2017			<b>\$3,626.44</b>	\$401,455.64	
9/8/2017			<b>\$769.50</b>	\$402,225.14	<b>\$16,316.36</b>
9/8/2017			<b>\$587.98</b>	\$402,813.12	
9/11/2017			<b>\$39,324.43</b>	\$442,137.55	
9/11/2017			<b>\$3,950.84</b>	\$446,088.39	
9/11/2017			<b>\$3,887.35</b>	\$449,975.74	<b>\$47,162.62</b>
9/11/2017			<b>\$492.88</b>	\$450,468.62	
9/11/2017		<b>-\$60.00</b>		\$450,408.62	
9/12/2017			<b>\$19,883.80</b>	\$470,292.42	
9/12/2017			<b>\$3,788.55</b>	\$474,080.97	<b>\$23,672.35</b>
9/12/2017			<b>\$642.83</b>	\$474,723.80	
9/13/2017		<b>-\$41.00</b>		\$474,682.80	
9/13/2017			<b>\$10,086.52</b>	\$484,769.32	
9/13/2017			<b>\$1,492.42</b>	\$486,261.74	<b>\$11,578.94</b>
9/13/2017			<b>\$301.47</b>	\$486,563.21	
9/13/2017			<b>\$51.64</b>	\$486,614.85	
9/14/2017			<b>\$15,199.85</b>	\$501,814.70	
9/14/2017			<b>\$2,822.81</b>	\$504,637.51	<b>\$18,022.66</b>

# RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance	
9/14/2017			\$449.22	\$505,086.73	
9/14/2017		-\$159.65		\$504,927.08	
9/15/2017		-\$114,752.75		\$390,174.33	
9/15/2017		-\$27,372.46		\$362,801.87	
9/15/2017		-\$53,201.02		\$309,600.85	
9/15/2017		-\$8,407.43		\$301,193.42	
9/15/2017		-\$1,699.16		\$299,494.26	
9/15/2017		-\$26,094.94		\$273,399.32	
9/15/2017		-\$68,520.00		\$204,879.32	
9/15/2017		-\$791.07		\$204,088.25	
9/15/2017		\$0.00		\$204,088.25	
9/15/2017		-\$299.30		\$203,788.95	
9/15/2017		-\$8,825.17		\$194,963.78	
9/15/2017			\$17,149.15	\$212,112.93	
9/15/2017			\$3,566.74	\$215,679.67	
9/15/2017			\$1,049.07	\$216,728.74	\$21,764.96
9/15/2017			\$0.00	\$216,728.74	
9/15/2017		-\$1,482.14		\$215,246.60	
9/18/2017			\$21,584.01	\$236,830.61	
9/18/2017			\$4,734.79	\$241,565.40	\$26,318.80
9/18/2017			\$55.00	\$241,620.40	
9/18/2017		-\$3,714.28		\$237,906.12	
9/18/2017		-\$25.00		\$237,881.12	
9/18/2017		-\$9,985.82	\$25,390.39	\$253,285.69	
9/19/2017			\$3,721.22	\$257,006.91	
9/19/2017			\$1,253.96	\$258,260.87	\$30,365.57
9/19/2017			\$431.71	\$258,692.58	
9/19/2017				\$258,692.58	
9/19/2017		-\$2.02		\$258,690.56	
9/20/2017		-\$84.99		\$258,605.57	
9/20/2017			\$24.14	\$258,629.71	
9/20/2017			\$271.60	\$258,901.31	
9/20/2017			\$12,470.30	\$271,371.61	
9/20/2017			\$4,027.92	\$275,399.53	\$16,498.22
9/20/2017			\$0.00	\$275,399.53	
9/21/2017			\$321,000.00	\$596,399.53	
9/21/2017		-\$476,231.61	\$15,217.18	\$135,385.10	
9/21/2017			\$4,352.85	\$139,737.95	\$19,570.03
9/21/2017			\$420.13	\$140,158.08	
9/21/2017		-\$632.27		\$139,525.81	
9/22/2017		-\$19,812.24		\$119,713.57	
9/22/2017		-\$52.54		\$119,661.03	
9/22/2017			\$270,487.57	\$390,148.60	
9/22/2017			\$11,726.81	\$401,875.41	
9/22/2017			\$4,175.95	\$406,051.36	
9/22/2017			\$968.97	\$407,020.33	\$16,871.73
9/22/2017			\$853.37	\$407,873.70	
9/22/2017				\$407,873.70	
9/22/2017			\$220.00	\$408,093.70	
9/25/2017		-\$50.00	\$29,859.82	\$437,903.52	
9/25/2017			\$3,149.79	\$441,053.31	\$33,009.61
9/25/2017			\$502.32	\$441,555.63	
9/25/2017		-\$34,212.50		\$407,343.13	
9/25/2017			\$400.00	\$407,743.13	
9/26/2017			\$10,297.65	\$418,040.78	
9/26/2017			\$2,627.85	\$420,668.63	
9/26/2017			\$1,337.42	\$422,006.05	\$14,262.92

# RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance	
9/26/2017			<b>\$335.88</b>	\$422,341.93	
9/26/2017			<b>\$90.59</b>	\$422,432.52	
9/26/2017		<b>-\$244.00</b>		\$422,188.52	
9/27/2017			<b>\$3,513.17</b>	\$425,701.69	
9/27/2017			<b>\$1,336.89</b>	\$427,038.58	<b>\$4,850.06</b>
9/27/2017			<b>\$327.39</b>	\$427,365.97	
9/27/2017			<b>\$275.53</b>	\$427,641.50	
9/28/2017			<b>\$116.22</b>	\$427,757.72	
9/28/2017			<b>\$14,473.20</b>	\$442,230.92	
9/28/2017			<b>\$2,239.06</b>	\$444,469.98	
9/28/2017			<b>\$754.74</b>	\$445,224.72	<b>\$17,467.00</b>
9/28/2017			<b>\$169.00</b>	\$445,393.72	
9/29/2017		<b>-\$102,737.89</b>		\$342,655.83	
9/29/2017		<b>-\$3,046.97</b>		\$339,608.86	
9/29/2017		<b>-\$24,608.87</b>		\$314,999.99	
9/29/2017		<b>-\$31,399.97</b>		\$283,600.02	
9/29/2017		<b>-\$3,942.13</b>		\$279,657.89	
9/29/2017		<b>-\$1,178.71</b>		\$278,479.18	
9/29/2017		<b>-\$2,669.31</b>		\$275,809.87	
9/29/2017		<b>-\$117,309.96</b>		\$158,499.91	
9/29/2017		<b>-\$72.24</b>		\$158,427.67	
9/29/2017			<b>\$24,491.92</b>	\$182,919.59	
9/29/2017		<b>-\$0.18</b>		\$182,919.41	
9/29/2017			<b>\$5,720.30</b>	\$188,639.71	<b>\$30,212.22</b>
9/29/2017			<b>\$197.59</b>	\$188,837.30	
9/29/2017			<b>\$0.10</b>	\$188,837.40	
9/29/2017				\$188,837.40	
9/29/2017				\$188,837.40	
9/29/2017				\$188,837.40	

Fund #	Fund Title	Unaudited	YTD	YTD	Unaudited
		6/30/17 Fund Balance	Revenue	Expenditures	September Fund Balance 9/30/17
100X	General Fund	3,163,377	595,150	1,742,561	2,015,966
2002	State COPS	72,815	31	28,158	44,688
2006	Snow Removal	(475)	28	537	(984)
2007	Streets	170,864	125,492	607,305	(310,950)
2010	Street Mitigation	28,687	481	0	29,168
2011	Police Mitigation	11,088	597	0	11,686
2012	Fire Mitigation	120,061	1,489	0	121,550
2013	Park Dedication	163,149	186	0	163,335
2014	State of CA - Prop 30/AB 109	23,668	0	5,916	17,752
2016	State Comm. Dev. Rev.FD	1,302,135	285	2,320	1,300,100
2018	Home Revolving Fund	725,160	22,459	0	747,619
2030	Traffic Safety	59,126	952	0	60,078
2035	Traffic Signals Fund	97,330	128	0	97,458
2037	Skyline Bicycle Lane	7,576	9	0	7,585
2040	CDBG Riverside Drive Project	0	0	829	(829)
3015	City Hall Parking Lot	13,848	0	0	13,848
4001	Miller Fletcher	316,251	(139,681)	146,421	30,149
4003	City Hall Debt Service	52,241	33,924	67,705	18,460
4004	2013 CalPERS Refunding Loan	259,225	111,882	0	371,107
4005	Community Pool Debt Service	631	24,987	82,990	(57,372)
711X	Water Funds	3,133,242	750,138	623,516	3,259,864
7201	Airport	2,136,218	45,618	64,295	2,117,541
7301	Geothermal	557,729	16,746	19,907	554,568
740X	Natural Gas	(87,965)	308,571	867,103	(646,497)
7530	Golf Course	2,361,143	123,795	89,441	2,395,497
7620	PW Admin/Engineering	132,864	54,653	27,576	159,941
7630	Risk Management	332,964	181,960	375,100	139,825
8402	LAFCO	35,684	34	5,717	30,001
8404	Air Pollution	263,838	12,006	69,182	206,662
8405	Air Pollution - Carl Moyer	407,411	296	0	407,707
8406	IRWM - Management Group	(26,496)	0	1,890	(28,386)
	<b>TOTALS</b>	<b>15,859,885</b>	<b>2,272,217</b>	<b>4,828,469</b>	<b>13,305,523</b>

Reviewed by:  Interim City Administrator  
 \_\_\_\_\_ City Attorney

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

**Submitted by:** Dan Newton, Interim City Administrator

**Action Date:** November 1, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Consider Impact of State Marijuana Legislation on existing Susanville Municipal Code

**PRESENTED BY:** Dan Newton, Interim City Administrator

**SUMMARY:** Recent changes in state law have resulted in the Medicinal and Adult Use Cannabis Regulation Safety Act (MAUCRSA). Prompted by the passage of Proposition 64, these changes have created a new legislative framework as it applies to the medicinal and adult use of marijuana in California. As a result of the changes, the existing City codes prohibiting the cultivation of Medical Marijuana SMC §17.104.140 and the general ban on all dispensaries including collectives and cooperatives SMC §17.104.120 will no longer meet the minimum legal standard and will become unenforceable. While the legislation preserved local control in most instances, it no longer allows agencies to completely ban indoor cultivation for personal use, the adult consumption of or the incidental transport of cannabis through the City. Agencies still have the authority to reasonably regulate indoor cultivation for personal use and ban all other types of cultivation, dispensing, manufacturing, testing, transporting and distribution for medical or recreational use.

As a result of the new regulations, the state will begin issuing licenses and permits related to the medicinal marijuana and recreational marijuana. The regulations are scheduled to take effect and the state will begin issuing licenses beginning January 2, 2018. The State currently plans to issue temporary licenses for a period of 4 months to allow licensees to complete all of the necessary application requirements prior to the expiration of their temporary license. While it is not mandatory for the City to adopt new regulations prior to January 1, 2018, the City will only have 60 days to respond to state inquiries related to local regulations for applications received by the state and it is recommended that the City have any proposed regulations in place as soon as possible.

The new framework generally works as follows: In the absence of any local regulations, licensees would work directly with the state to obtain permits pursuant to the state regulations and the City would not be entitled to tax, regulate or take action against any legally licensed licensee/operator. The City could enact their own regulations to tax (state and local sales tax may not be collected for medical marijuana purchases) and regulate marijuana operations through a dual licensing process where an applicant would need to obtain both a Local and State license and be subject to the most restrictive of the two. Lastly, the City could elect to prohibit the State's licensable activities thereby making applicants ineligible for any of the state licenses and could either regulate or permit indoor cultivation pursuant to the state regulations.

There are several options available for Council's consideration regarding regulation of medicinal and adult use recreational marijuana within the City limits. Any combination of regulation, licensing, taxation, bans on outdoor cultivation, and other such items are available for discussion and

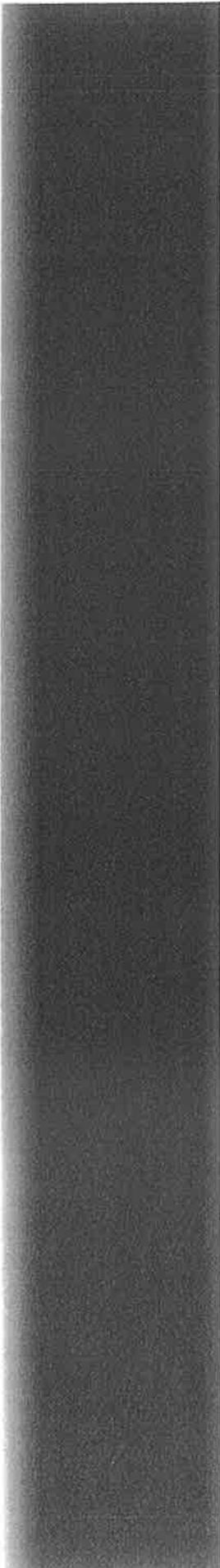
subsequent regulation.

Council may desire to enact an ordinance that would preserve prohibitions that currently exist in City Code that are allowed under MAUCRSA. This would essentially include a ban on dispensaries and outdoor cultivation. In the event that the Council would like staff to research opportunities to implement a local license and taxation framework that would allow cultivation and distribution of medicinal and adult use marijuana, it is not likely to be accomplished by January 1, 2018. It is recommended that the Council proceed with a prohibition until an alternate regulatory framework can be reviewed and approved by the City Council. Staff is requesting direction on how to proceed with an ordinance pertaining to MAUCRSA.

**FISCAL IMPACT:** None at this time.

**ACTION  
REQUESTED:** Receive report and provide direction to staff.

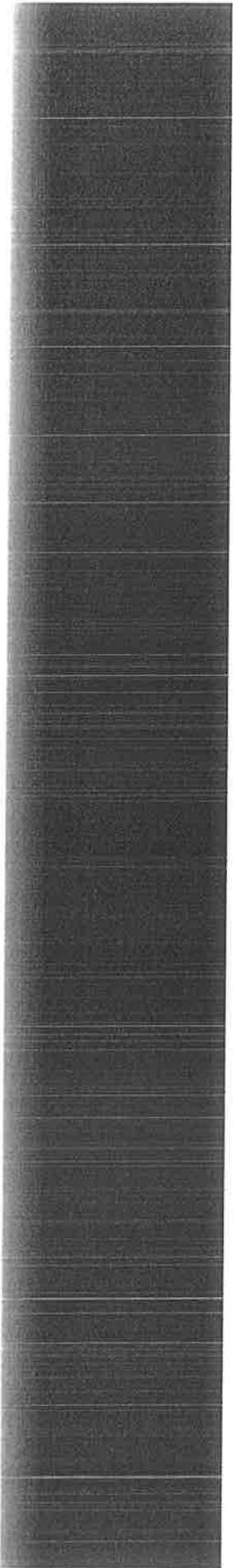
**ATTACHMENTS:** League of Cities power point presentation (September 19, 2017)  
Susanville Municipal Code 17.104.140  
Susanville Municipal Code 17.104.120



# **Local Implementation of MAUCRSA**

(Medical and Adult Use Cannabis Regulation and Safety Act)

Tuesday, September 19, 2017



# Presenter

Tim Cromartie

Legislative Representative, League of California Cities

# Local Implementation of MAUCRSA

(Medical and Adult Use Cannabis Regulation and Safety Act)

## **Goals of this webinar:**

- ✓ Update locals on state rules on cannabis since June 2017 enactment of Senate Bill 94
- ✓ Put the recall of the Medical Marijuana regulations into perspective
- ✓ Provide cities guidance on how to update their ordinances to comply with new laws
- ✓ Encourage cities to begin this process as soon as possible

# Development of CA Cannabis Laws

## **1996: Proposition 215, Compassionate Use Act**

- Provided doctors protection for medical marijuana recommendations, decriminalized possession and cultivation w/doctor's recommendation

## **2003: SB 420, Medical Marijuana Program**

- Created voluntary ID card program
- Expanded immunity for patients and primary caregivers

## **2015: Medical Cannabis Regulation & Safety Act**

- Created state regulatory structure for cultivation, manufacturing, distribution and retail of medical marijuana

## **2016: Proposition 64, Adult Use of Marijuana Act**

- Legalized adult use of marijuana for recreational purposes

## **2017: SB 94, MAUCRSA**

- Reconciled Medical Cannabis Regulation and Safety Act with Prop. 64

## Current State Rules on Cannabis Generally:

- ✓ Cities retain full regulatory authority over ALL commercial cannabis businesses (both medical and adult use)
- ✓ That regulatory authority includes the ability to ban
- ✓ Delivery services are a business activity and fall within local land use and police powers, which recent laws have not fundamentally changed
- ✓ Deliveries can still be regulated/prohibited by locals
- ✓ Cities must allow indoor cultivation for personal use, but they can reasonably regulate it
- ✓ **Commercial** indoor cultivation can still be banned

# Recall of Medical Marijuana Regulations

- ✓ Medical regulations were based on the MCRSA only.
- ✓ They did not reflect either Prop. 64/AUMA or SB 94, the Trailer Bill reconciling Prop. 64 with the MCRSA
- ✓ Planned recall of these regulations in September 2017 is predictable and necessary
- ✓ State regulations have to be updated to reflect most recent changes in the law (SB 94)
- ✓ Bulk of regulatory structure will remain unchanged, but new regulations will cover licensing fees, microbusinesses, over-concentration, and advertising – areas not covered by MCRSA regs.

# Recall of Medical Marijuana Regulations

- ✓ Emergency regulations for both medical and adult use (MAUCRSA) are expected to be released in November 2017
- ✓ The emergency regulations will be similar to original medical marijuana regulations in most respects
- ✓ Each state agency must provide 5 days' public notice of proposed emergency regulations before they are submitted to the Office of Administrative Law. (Government Code section 11346.1).
- ✓ This notice period is followed by a public comment period of 5 calendar days beginning when the Office of Administrative Law posts the notice of the emergency regulations on its website.

# General Rules on Cultivation

- ✓ Indoor cultivation for personal use **MUST** be allowed per SB 94 (6 plants per residence)
- ✓ Pre-Prop. 64 bans on indoor cultivation for personal use are no longer valid
- ✓ Locals may reasonably regulate but cannot ban such cultivation
- ✓ But – locals can still prohibit **commercial** indoor cultivation
- ✓ One city, Fontana, is in litigation re: its permitting scheme for indoor personal cultivation

# General Rules on Cultivation

- ✓ Bans on cultivation or retail sale of cannabis will terminate local eligibility for grant funds
- ✓ This includes bans on outdoor personal cultivation, which are often enacted locally due to nuisance concerns)
- ✓ Cities that want a cannabis-related revenue stream should enact a tax in compliance with Propositions 26 and 218 (Sales tax on medical cannabis prohibited).
- ✓ Advantages:
  - 1) Locals will have exclusive control over this revenue
  - 2) Revenue from local tax measures will not sunset, but state grants will

# General Rules on Manufacturing

- ✓ Locals retain discretion, some are hesitant to permit
- ✓ **AB 2679, Ch. 828, Statutes of 2016, codified a legal form of extraction laying out following requirements:**
  - Solventless processes – or –
  - Non-flammable, non-toxic solvents
  - Closed loop system (no gas can escape)
  - Equipment certified by licensed engineer as safe
  - Approved by local fire official
  - Valid local permit
  - Compliant w/specific engineering & fire safety standards
  - Compliant w/Fire Code and building standards
- ✓ Local ordinances at a minimum should require compliance with state standards above

# General Rules on Manufacturing

- ✓ Local governments and cannabis businesses alike should take note of a change in the definition of volatile solvent made by SB 94:
  - **“Volatile solvent”** means a solvent that is or produces a flammable gas or vapor that, when present in the air in sufficient quantities, will create explosive or ignitable mixtures.” (Health & Safety Code Sec. 11362.3)

## General Rules on Testing

- ✓ Locals retain discretion, some are hesitant to permit
- ✓ Critical part of state regulatory process: testing is key to enforcing state's health and safety standards
  - Purity
  - Potency/Concentration
  - Respective ratios of cannabinoids (important for medical)
- ✓ Regulations are now being developed by the state
- ✓ **Local ordinances at minimum should require compliance with state standards**

## General Rules on Distribution

- Distribution means “the procurement, sale, and **transport** of cannabis and cannabis product between licensees.” (Business & Professions Code Sec. 26001(r)).
- Distributors are entities licensed by the state to perform transport, collect state excise tax, verify quality control (including testing).
- Cities retain discretion as to whether they will host a distribution center or its HQ offices, which will require a local permit.
- A distributor must be locally permitted in at least one local jurisdiction, likely its HQ.

## General Rules on Distribution

- Local bans do not authorize any jurisdiction to prevent distributors from using its roads and highways.
- Cities that allow distribution centers to operate within their jurisdiction may want to simply follow state regulations in this area.
- Distributors do NOT make deliveries.
- “Deliveries” are merely transport from a retailer to the ultimate consumer.

## Initial Roll-out by the State

- ✓ State licenses will be issued starting January 2, 2018
- ✓ State law requires licensees to only conduct business with other licensees (Business & Professions Code Sec. 26053(a)).
- ✓ In the initial months of state licensing, this provision could interrupt the flow of cannabis to consumers.
- ✓ For that reason, to prevent supply problems, the State plans to issue Temporary Licenses

## Temporary Licenses – Detail

- 1) Valid for 4 months (option to extend 90 days)
- 2) Primarily issued to operators who have local approval from cities or counties
- 3) Applicants for state licensure must complete and submit all application requirements by the time the permit expires
- 4) Allows those currently authorized by locals to continue to operate lawfully in the short term

## **Temporary Licenses: What the State Needs from Locals**

When the state contacts local governments about a pending application for a temporary license, the state licensing entity will need one of the following:

- **A copy of a valid local license;**
- **A copy of a local permit, or;**
- **Other authorization issued by the local jurisdiction**
- It is critical that locals be able to provide this info
- This documentation enables the applicant to conduct commercial cannabis activity at the location requested for the temporary license

## **Temporary Licenses: What the State Needs from Locals**

- The state may construe the term “other authorization” liberally during the temporary licensing phase
- Licensing entities may accept written confirmation of an applicant’s local authorization on city letterhead – but they should be contacted in advance to confirm this
- Cities are advised to attach conditions to local approval for a temporary license

## **Temporary Licenses: What the State Needs from Locals**

Conditions for local approval for a temporary license:

Local permission to commence business operations and/or begin retail activity should be conditioned upon completion of the following:

- a) The local permitting process
- b) The completion of a CEQA/EIR analysis (if necessary)
- c) Compliance with any other applicable state or local requirements

Conceptually, this is no different than a standard conditional use permit.

## What Cities Should Do to Get Ready

- ✓ Cities' interests are best served by enacting or updating ordinances sooner rather than later (\*See Business & Professions Code Sec. 26200 for local land use authority)
- ✓ There is no legal requirement to have ordinances in place by January 1, 2018
- ✓ **BUT – Reminder: Cities will have only 60 days to respond to the state once notified of an application to open a business in your jurisdiction**
- ✓ The state may be hesitant to issue a license unless they know the rules of the local jurisdiction
- ✓ **Reason:** Under SB 94, the state can't issue a license if it's in violation of local ordinances

# Initial Roll-out and Local Ordinances

- ✓ **But, Cautionary Note:** Under SB 94, if a local jurisdiction has no ordinance enacted addressing the licensed activity that is the subject of the application, the state can unilaterally issue a license for a business in your jurisdiction.
- ✓ **Why?** The state is only prohibited from issuing a license if the business activity would violate local ordinances. If there is no applicable ordinance, there's no violation, and the state can issue a license without local input.
- ✓ At least one city is in litigation after denying an adult use business based on an ordinance that banned medical cannabis only, and was silent on adult use.

## Why expedite enactment or updating of cannabis ordinances?

- 1) You could lose control over your local land use decisions if the state issues a license based on your city having no relevant ordinance in place
- 2) That business might be able to operate legally until two things happen:
  - a) Your city enacts an ordinance
  - b) The business' state license comes up for renewal
- 3) Your city could be sued for:
  - a) Denying a permit if no ordinance covers the specified activity
  - b) Failing to enact an ordinance in the wake of cannabis being legalized by Prop. 64

**NOTE:** Such suits may or may not have merit, but will mean litigation costs for cities regardless

## **Why expedite enactment or updating of cannabis ordinances?**

- 4) A moratorium may not be a valid ordinance from the state's point of view. The state could take the view that a bona fide cannabis ordinance either affirmatively regulates, or affirmatively prohibits commercial cannabis businesses.
- 5) Some jurisdictions that need more time may wish to consider enacting a temporary ban (perhaps with a hard sunset date) while they continue working on their ordinance. Then they will be able to provide the state a definite answer re: local rules.

## Crafting Local Ordinances – Getting Started

- ✓ Cities that have a medical ordinance in place already have an advantage, and an easier task
- ✓ Cities that don't, have a resource – examples of local Medical ordinances can be found on the League's website at: <http://www.cacities.org/Policy-Advocacy/Hot-Issues/Medical-Marijuana>
- ✓ Examples of Adult Use ordinances can be found at: <http://www.cacities.org/Policy-Advocacy/Hot-Issues/Adult-Use-of-Marijuana-Act>
- ✓ These ordinances are a template that can and should be edited to reflect local priorities. No single ordinance can be a cookie-cutter.

## Updating a Medical Cannabis Ordinance

An effective starting point is as follows:

- 1) Convert the ordinance to a Microsoft Word format
- 2) Use the “find and replace” function to replace “medicinal cannabis” with “medicinal and adult use cannabis”
- 3) Any provision regarding sales tax on medicinal cannabis must be deleted (prohibited by SB 94)
- 4) All other local taxes on medicinal and adult use remain valid
- 5) The ordinance must not ban indoor cultivation for personal use (such bans are prohibited by SB 94)

## Crafting Local Ordinances – A Checklist

What activities will you allow in your city?

### ✓ **Cultivation**

- ✓ Indoor Commercial
- ✓ Outdoor Commercial
- ✓ Outdoor Personal Use – many cities prohibit this to avoid nuisance complaints

### ✓ **Retail Operations**

- ✓ Retail w/on-site indoor cultivation
- ✓ Retail w/out on-site indoor cultivation
- ✓ Traditional Storefront operations
- ✓ Non-traditional Storefront (Warehouses making deliveries)
- ✓ Micro-business (combination of licensed activities)

# Initial Roll-out and Local Ordinances

## Crafting Local Ordinances – A Checklist

What activities will you allow in your city?

### ✓ **Manufacturing**

- ✓ Will your city impose local requirements?
- ✓ Will your city rely upon state requirements (AB 2679 and state regulations)? - recommended by League

### ✓ **Testing**

- ✓ Will your city impose local requirements?
- ✓ Will your city rely upon state requirements? – recommended by League

### ✓ **Distribution**

- ✓ Will your city impose local requirements?
- ✓ Will your city rely upon state requirements? – recommended by League

## **Crafting Local Ordinances – Testing**

Testing ordinances can be among the most challenging. Here is what a sample ordinance may look like, based on what we know of current state law and developing state regulations:

### **Operating Requirements for Testing Laboratories**

- a) Testing laboratories shall be required to conduct all testing in a manner pursuant to Business and Professions Code Section 26100 and shall be subject to state and local law. Each testing laboratory shall be subject to additional regulations as they are developed or modified by the State of California.
  
- a) Testing laboratories shall conduct all testing in a manner consistent with general requirements for the competence of testing and calibrations activities, including sampling using verified methods, pursuant to Section 26100(f).

## **Crafting Local Ordinances – Testing**

### **Operating Requirements for Testing Laboratories (continued)**

- c) All cannabis testing laboratories performing testing shall obtain and maintain ISO/IEC 17025 accreditation as required by the state, pursuant to Section 26100(g).
- d) Testing laboratories shall destroy the remains of the sample of cannabis or cannabis products upon the completion of the analysis as determined by the state through regulations, pursuant to Section 26100(i).
- e) Testing laboratories shall dispose of any waste byproduct resulting from their operations in the manner required by state and local laws and regulations.

## Co-Location of Businesses

- ✓ Currently, state law does not clearly define co-location of businesses. However, co-location of medical and adult use businesses, particularly retail operations, is being contemplated by the state. Emergency regulations may address this.
- ✓ This is based in part on information out of Colorado that co-location is desirable in order to ensure that the medical market continued to survive.
- ✓ Medical cannabis businesses can thrive on their own, depending on local market forces
- ✓ Time will tell us whether co-location is truly necessary

# California Environmental Quality Act

## Exemption for Local Governments

- Current law provides that the need for a CEQA analysis “does not apply to the adoption of an ordinance, rule, or regulation by a local jurisdiction that requires discretionary review and approval of permits, licenses, or other authorizations to engage in commercial cannabis activity.
- To qualify for this exemption, the discretionary review in any such law, ordinance, rule or regulation shall include any applicable environmental review pursuant to Division 13 (starting with Section 21000) of the Public Resources Code. (Business & Professions Code Sec. 26055(h))
- This provision sunsets on July 1, 2019.

- ✓ The CEQA exemption in Sec. 26055(h) may be broad enough for most cities to qualify, based on the content of their ordinance.
- ✓ However, depending on the type of business and manner in which a city adopted its ordinance, some local permitting processes may require a CEQA/EIR analysis
- ✓ Processing permit applications for three license types may trigger the need for a CEQA/EIR analysis, which should be factored into the local application process:
  - ✓ **Cultivation**
  - ✓ **Manufacturing**
  - ✓ **Testing**

# California Environmental Quality Act

## Cultivation and CEQA: (Commercial businesses)

- ✓ Cultivation may trigger water source and availability analysis, as well as an environmental impact analysis
- ✓ Indoor and outdoor cultivation may require both evaluation of methods for disposal of pesticide or herbicide residue and related impacts
  - ✓ Traditional agricultural run-off in rural areas (outdoor)
  - ✓ Sewage impacts in urban areas (indoor)
    - ✓ **NOTE:** State Water Resources Control Board draft regulations state that in urban areas, municipal wastewater treatment plants will have responsibility for addressing discharge into sewage from cannabis cultivation and testing – raising questions about local capacity

## Testing and CEQA:

- ✓ CEQA/EIR analysis may be necessary with testing facilities because cannabis testing can generate a liquid waste byproduct
- ✓ We expect the emergency regulations due out this fall will include disposal requirements
- ✓ Plan for disposal of this byproduct should be included in all local applications for testing labs
- ✓ Analysis may have to include the environmental impact of the disposal method, and of the contents of the liquid byproduct on sewage, and on waste water treatment facility capacity

## Manufacturing and CEQA:

- ✓ Preliminary issue: Locals should expressly require full disclosure as to the nature of the product being manufactured (baked goods, ointments, products derived from butane extraction)
- ✓ **NOTE**: Each county has its own air quality control standards – recommend contacting local AQCB
- ✓ Completed permit application should include the following:
  - ✓ An explanation of any byproduct created by the proposed manufacturing process, and the planned method of disposal
  - ✓ Products used in the manufacturing process
  - ✓ Disclosure of any resulting environmental impacts

## **Manufacturing and CEQA:**

- ✓ If necessary, local ordinance should examine whether special storage and handling requirements are needed, depending on substance(s) used in manufacturing
- ✓ Analysis of environmental impacts of proposed manufacturing operation will be needed
- ✓ Should include impacts of disposal of both empty containers of any substance used for manufacturing, and disposal of any resulting byproduct or waste product

## Cities must do all of the following:

1. Provide a copy or your local ordinances to the Bureau of Cannabis Control within Dept. of Consumer Affairs as soon as possible.
2. Designate a specific individual or entity to be local point of contact for the state re: regulatory inquiries **(otherwise it will default to the city clerk).**
3. Update the state re: any amendment or change to local ordinances going forward.

### **Not an express requirement, but recommended:**

Ideally the ordinance should be accompanied by an Executive Summary explaining in simple terms which licensed activities are and are not allowed in your city.

# State Licensing Entities

## **Bureau of Cannabis Control, Department of Consumer Affairs**

Licenses: Distribution, Testing, Retail and Microbusiness

Contact: [bcc.localgov.submit@dca.ca.gov](mailto:bcc.localgov.submit@dca.ca.gov)

## **Department of Food and Agriculture**

Licenses: Cultivation

Contact: [calcannabis@cdfa.ca.gov](mailto:calcannabis@cdfa.ca.gov)

## **Department of Public Health**

Licenses: Manufacturing

Contact: [omcs@cdph.ca.gov](mailto:omcs@cdph.ca.gov)

# Contact Information

## **Tim Cromartie**

Legislative Representative, League of California Cities

(916) 658-8258

[tcromartie@cacities.org](mailto:tcromartie@cacities.org)

## **David McPherson**

Cannabis Compliance Director, HdL Companies

(909) 861-4335

[dmcpherson@hdlcompanies.com](mailto:dmcpherson@hdlcompanies.com)

Susanville Municipal Code							
<a href="#">Up</a>	<a href="#">Previous</a>	<a href="#">Next</a>	<a href="#">Main</a>		<a href="#">Search</a>	<a href="#">Print</a>	<a href="#">No Frames</a>

[Title 17 ZONING](#)

[Chapter 17.104 GENERAL PROVISIONS, CONDITIONS, EXCEPTIONS AND SPECIAL USES](#)

### **17.104.140 Cultivation of marijuana.**

#### A. Applicability.

1. Nothing in this section is intended, nor shall be construed, to burden any defense to criminal prosecution under the CUA.
2. All cultivation of medical marijuana within the city shall be subject to the provisions of this section.
3. Any medical marijuana cultivation that legally occurred prior to the effective date of the ordinance codified in this section does not have nonconforming rights provided in Chapter 17.108.

B. Definitions. Unless specifically defined below, words or phrases used in this section shall be interpreted so as to give them the meaning they have in common usage and to give this chapter its most reasonable application.

1. "Cultivate" or "cultivation" means the planting, growing, harvesting, drying, or processing of one or more marijuana plants or any part thereof in any location, indoor or outdoor, including within an allowable structure.
2. "Marijuana" has the same definition as set forth in California Health and Safety Code Section 11018.
3. "Medical marijuana" means marijuana used for medical purposes in accordance with the Compassionate Use Act (California Health and Safety Code Section 11362.5) and the Medical Marijuana Program Act (California Health and Safety Code Section 11362.7 et seq.).

C. Prohibition of Medical Marijuana Cultivation. No person may engage in the cultivation of medical marijuana in the city of Susanville. It is hereby declared to be unlawful and a public nuisance for any person or persons owning, leasing, occupying, or having charge or possession of any legal parcel or premises within any zoning district in the city to cultivate medical marijuana or to permit the cultivation of medical marijuana on property under their control.

#### D. Enforcement.

1. In the case of a continuing violation, each day's violation shall be deemed a separate violation.
2. Upon written notice, any violation of this section shall be abated within thirty-six (36) hours.
3. Violations of this section are declared to be public nuisances and may be abated in accordance with the procedures and remedies specified in Chapters 8.36 and 8.40 of this code.
4. Any person who violates any provision of this section is also guilty of an infraction subject to enforcement pursuant to Chapter 1.12 of this code.
5. In addition to any other remedies provided by law, the city council or its authorized representative acting for and on behalf of the council may institute injunction, mandamus, abatement, or any other appropriate civil proceedings to prevent or temporarily or permanently enjoin or abate the violation of any provisions of this section.
6. Whenever a judicial action or proceeding is brought to abate or enjoin any violation of this section, the city may recover in that action or proceeding all costs and expenses incurred in detecting, investigating, abating and prosecuting the violation.

E. Remedies Cumulative. All remedies prescribed under this chapter shall be cumulative and the election of one or more remedies shall not bar the city from the pursuit of any other remedy for the purpose of enforcing the provisions hereof. (Ord. 15-1002 § 3, 2015)

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[Title 17 ZONING](#)

[Chapter 17.104 GENERAL PROVISIONS, CONDITIONS, EXCEPTIONS AND SPECIAL USES](#)

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### **17.104.120 Medical marijuana dispensaries.**

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A. "Medical marijuana dispensary" means any facility or location where medical marijuana is made available to and/or distributed by or to three or more of the following: a primary caregiver, a qualified patient, or a person with an identification card, in strict accordance with California Health and Safety Code Section 11362.5 et seq. A medical marijuana dispensary shall not include the following uses, as long as the location of such uses are otherwise regulated by this code or applicable law: a clinic licensed pursuant to Chapter 1 of Division 2 of the Health and Safety Code, a health care facility licensed pursuant to Chapter 2 of Division 2 of the Health and Safety Code, a residential care facility for persons with chronic life-threatening illness licensed pursuant to Chapter 3.01 of Division 2 of the Health and Safety Code, a residential care facility for the elderly licensed pursuant to Chapter 3.2 of Division 2 of the Health and Safety Code, a residential hospice, or a home health agency licensed pursuant to Chapter 8 of Division 2 of the Health and Safety Code, as long as any such use complies strictly with applicable law including, but not limited to, Health and Safety Code Section 11362.5 et seq.

B. Medical marijuana dispensary is a prohibited use in all zones. Furthermore, no conditional use permit, or temporary permit or permit of any nature, shall be issued for such prohibited use. (Ord. 05-919 § 2, 2005)

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Reviewed by:     Interim City Administrator  
    City Attorney

    Motion only  
    Public Hearing  
  X   Resolution  
    Ordinance  
    Information

**Submitted by:** Heidi Whitlock, Assistant to the City Administrator

**Action Date:** November 1, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Consider approval of **Resolution No. 17-5446**, approving and authorizing Mayor to execute Agreement for City Planning Services.

**PRESENTED BY:** Dan Newton, City Administrator

**SUMMARY:** The City of Susanville, since September 9, 2017, has been without a City Planner. Although the recruitment of the next city planner is in process, the City is in need of Planning Services at this time. Staff is recommending the Council consider the attached agreement with Craig Sanders, the former City Planner, to assist during the absence of a planner and with the transition once filled to provide continuity within the current projects.

**FISCAL IMPACT:** Salary savings from the vacant City Planner position will be transferred to cover the expense not to exceed \$15,000.

**ACTION**

**REQUESTED:** Motion to Approve Resolution No. 17-5446, approving and authorizing Mayor to execute Agreement for City Planning Services.

**ATTACHMENTS:** Resolution No. 17-5446  
Agreement for City Planning Services

**RESOLUTION NUMBER 17-5446**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**APPROVING AND AUTHORIZING MAYOR TO EXECUTE AGREEMENT**  
**FOR CITY PLANNING SERVICES**

**WHEREAS**, the City of Susanville has a vacancy in the Planning Department and requires the provision of planning services to the public; and

**WHEREAS**, the City desires to contract with Craig Sanders due to his knowledge of current projects and the continuity of services; and

**WHEREAS**, the City Council of the City of Susanville has considered the Contract Agreement attached hereto as Exhibit A.

**NOW THEREFORE BE IT RESOLVED**, that the City Council of the City of Susanville approves the Contract Agreement for Planning Services, attached hereto as Exhibit A, and authorizes the Mayor to execute the Agreement.

Dated: November 1, 2017

APPROVED: \_\_\_\_\_  
Kathie Garnier, Mayor

ATTEST: \_\_\_\_\_  
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 17-5446 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 1st day of November 2017, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

\_\_\_\_\_  
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: \_\_\_\_\_  
Jessica Ryan, City Attorney

## CONTRACT PLANNING SERVICES AGREEMENT

THIS CONTRACT is made and entered into between City of Susanville, a Municipal Corporation and Craig Sanders ("Consultant"). City and Consultant agree as follows:

### SCOPE AND STANDARDS

**CONTRACT:** Consultant shall work, attend meetings, produce reports and carry out activities necessary to complete the planning related services requested by the City. This Contract and its exhibits shall be known as the "Contract Documents." Terms set forth in any Contract Document shall be deemed to be incorporated in all Contract Documents as if set forth in full therein.

### EMPLOYMENT STATUS OF PERSONNEL

**INDEPENDENT CONTRACTOR; EMPLOYEES OF CONSULTANT:** Consultant enters into this Contract as, and shall at all times remain as to the City, an independent contractor and not as an employee of the City. Nothing in this Contract shall be construed to be inconsistent with this relationship or status.

**INDEPENDENT INVESTIGATION:** The Consultant agrees and hereby represents it has satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this Contract is based on such independent investigation and research.

**COMPLIANCE WITH EMPLOYMENT LAWS:** The Consultant shall keep itself fully informed of, shall observe and comply with, and shall cause any and all persons, firms or corporations employed by it or under its control to observe and comply with, applicable federal, state, county and municipal laws, ordinances, regulations, orders and decrees which in any manner affect those engaged or employed on the work described by this Contract or the materials used or which in any way affect the conduct of the work.

**UNLAWFUL DISCRIMINATION PROHIBITED:** Consultant shall not engage in unlawful employment discrimination. Such unlawful employment discrimination includes, but is not limited to, employment discrimination based upon a person's race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, citizenship or sexual orientation.

### TIME OF PERFORMANCE

The services of Consultant are to commence upon execution of this Contract by City, and shall be undertaken and completed in a prompt and timely manner.

### COMPENSATION

**TERMS:** Compensation to the Consultant shall be set at \$75 per hour with no additional cost for meals lodging, mileage or other miscellaneous expenses, not to exceed \$15,000.

**NO PAY FOR ADDITIONAL SERVICES WITHOUT WRITING:** Consultant shall not be compensated for any services rendered in connection with its performance of this Contract unless such additional services are

authorized in advance and in writing by the City Council or the City Council's designee (hereinafter "City Administrator" shall include the City Administrator's designee). Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to by City and Consultant at the time City's express written authorization signed by the authorized designee is given to Consultant for the performance of said services.

#### **SUPERVISION, LABOR AGREEMENTS AND PERSONNEL**

**CONSULTANT SUPERVISES PERSONNEL:** The Consultant shall have the responsibility for the services provided under this Contract. The City may use any reasonable means to monitor performance and the Consultant shall comply with the City's request to monitor performance.

#### **TERMINATION**

**24 hour NOTICE:** The City, upon 24 hours written notice, may terminate this Contract, without cause, at any time. In the event of such termination, Consultant shall be compensated for non-disputed fees under the terms of this Contract up to the date of termination.

**OBLIGATIONS SURVIVE TERMINATION:** Notwithstanding any termination of this Contract, Consultant shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this Contract by Consultant, and the City may withhold any payments due to Consultant until such time as the exact amount of damages, if any, due the City from Consultant is determined. All of the indemnification, defense and hold harmless obligations in this Contract shall survive termination.

**CHANGES:** The City or Consultant may, from time to time, request changes to the Contract. Such changes, including any increase or decrease in the amount of Consultant's compensation and/or changes in the schedule must be authorized in advance by both Parties in writing. Mutually agreed changes shall be incorporated in written amendments to this Contract. Any increase in the amount of Consultant's compensation must be authorized in advance by the City.

#### **PROPERTY OF CITY**

**MATERIALS PREPARED EXCLUSIVE PROPERTY OF CITY:** It is mutually agreed that all materials prepared by the Consultant under this Contract are upon creation and shall be at all times the exclusive property of the City, and the Consultant shall have no property right therein whatsoever. City agrees that Consultant shall bear no responsibility for any reuse of the materials prepared by the Consultant if used for purposes other than those expressly sanctioned by the City. Consultant shall not disseminate any information or reports gathered or created pursuant to this Contract without the prior written approval of City including without limitation information or reports required by government agencies to enable Consultant to perform its duties under this Contract and as may be required under the California Public Records Act excepting there from as may be provided by court order.

**CONSULTANT TO DELIVER CITY PROPERTY:** Immediately upon termination, or upon the request by the City, the City shall be entitled to, and the Consultant shall deliver in the form requested by the City, all data, drawings, specifications, reports, estimates, summaries and other such materials and property of the City as may have been prepared or accumulated to date by the Consultant in performing this Contract. Consultant will be allowed to retain copies of all deliverables to the City.

## **CONFLICTS OF INTEREST**

CONSULTANT covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly which would conflict in any manner with the interests of City which could in any way hinder Consultant's performance of services under this Contract. Consultant further covenants that in the performance of this Contract, Consultant shall take reasonable care to ensure that no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor without the express written consent of the City Administrator. Consultant agrees to at all times avoid conflicts of interest or the appearance of any conflicts of interest with the interests of City in the performance of this Contract.

## **CONFIDENTIAL INFORMATION**

ALL INFORMATION KEPT IN CONFIDENCE: All materials prepared or assembled by Consultant pursuant to performance of this Contract are confidential and Consultant agrees that they shall not be made available to any individual or organization without prior written approval of the City, except by court order.

REIMBURSEMENT FOR UNAUTHORIZED RELEASE: If Consultant or any of its officers, employees, or subcontractors does voluntarily provide information in violation of this Contract, the City has the right to reimbursement and indemnity from party releasing such information for any damages caused by the releasing parties, including the non-releasing party's attorney's fees and disbursements, including without limitation expert's fees and disbursements.

COOPERATION: City and Consultant shall promptly notify the other party should Consultant or City, its officers, employees, agents, or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, request for admissions or other discovery request, court order or subpoena from any party regarding this Contract and the work performed thereunder or with respect to any project or property located within the City.

## **PROVISION OF LABOR, EQUIPMENT AND SUPPLIES**

CONSULTANT PROPERTY: Consultant shall furnish all necessary labor, specialized materials, equipment, and vehicle necessary to perform the services required by this Contract. City acknowledges that all equipment and other tangible assets provided by and used by Consultant in providing these services are the property of Consultant and shall remain the property of Consultant upon termination of this Contract.

CITY PROPERTY AND SUPPLIES: City shall be responsible for supplying an office, work station, computer, telecommunication equipment and any special supplies, stationary, notices, forms or similar items that it requires to be used. All such items shall be approved by the City Administrator and shall be provided at City's sole cost and expense.

## **COMPLIANCE WITH LAW**

COMPLIANCE REQUIRED: Consultant shall keep itself informed of applicable local, state, and federal laws and regulations which may affect the performance of its services pursuant to this Contract. Consultant shall observe and comply with all applicable laws, ordinances, regulations and codes of federal, state and local governments, and shall commit no trespass on any public or private property in performing any of the work authorized by this Contract. The City, its officials, officers, elected officials, appointed officials

and employees shall not be liable at law or in equity as a result of any failure of consultant to comply with this section.

**PREVAILING WAGES:** In the event it is determined that the Consultant is required to pay prevailing wages for the work performed under this Agreement, the Consultant shall pay all penalties and wages as required by applicable law.

**SUBCONTRACTING:** None of the services covered by this Contract shall be subcontracted without the prior written consent of the City Administrator. Consultant shall be as fully responsible to the City for any negligent acts or omissions.

**ASSIGNABILITY:** Consultant shall not assign or transfer any interest in this Contract whether by assignment or notation. However, claims for money due or to become due Consultant from the City under this Contract may be assigned to a financial institution, but only with prior written consent of the City. Notice of any assignment or transfer whether voluntary or involuntary shall be furnished promptly to the City. The rights and benefits under this agreement are for the sole and exclusive benefit of the City and this Contract shall not be construed that any third party has an interest in the Contract.

**LIABILITY OF CONSULTANT:** Consultant shall be responsible for performing the work under this Contract in a manner which is consistent with the generally accepted standards of Consultant's profession and shall be liable for its own negligence and the negligent acts of its employees, agents, contractors and subcontractors. The City shall have no right of control over the manner in which the work is to be done but only as to its outcome, and shall not be charged with the responsibility of preventing risk to Consultant or its employees, agents, contractors or subcontractors.

## **INDEMNIFICATION**

**INDEMNIFICATION FOR PROFESSIONAL LIABILITY:** When the law establishes a profession standard of care for Consultant's Services, to the fullest extent permitted by law, Consultant shall indemnify, protect, defend and hold harmless City and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and all losses, liability, damages, costs and expenses, including attorneys fees and costs to the extent same are caused in whole or in part by any negligence or wrongful act, error or omission of Consultant, willful misconduct, or recklessness of its officers, agents, employees or subconsultants (or any entity or individual that Consultant shall bear the legal liability thereof) in the performance of professional services under this agreement.

**INDEMNIFICATION FOR OTHER THAN PROFESSIONAL LIABILITY:** Other than in the performance of professional services and to the full extent permitted by law, Consultant shall indemnify, defend and hold harmless City, and any and all of its employees, officials and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or entity for which consultant is legally liable, including but not limited to officers, agents, employees or subconsultants of Consultant.

**GENERAL INDEMNIFICATION PROVISIONS:** Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this section for each and every subconsultant or any

other person or entity involved by, for, with or on behalf of Consultant in the performance of this agreement. In the event consultant fails to obtain such indemnity obligations from others as required here, Consultant agrees to be fully responsible according to the terms of this section. Failure of City to monitor compliance with these requirements imposes no additional obligations on City and will in no way act as a waiver of any rights hereunder. This obligation to indemnify and defend City as set forth here is binding on the successor, assigns or heirs of Consultant and shall survive the termination of this agreement or this section.

**RECORDS:** Consultant shall maintain complete and accurate records with respect to the performance of services under this Contract. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible and in a form acceptable to the City, which the City may specify and change from time to time. Consultant shall provide free access to all work, data, documents, proceedings, and activities related to this Contract. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

### **MISCELLANEOUS PROVISIONS**

**ASSIGNMENT OR SUBSTITUTION:** City has a **NONDISCRIMINATION/NONPREFERENTIAL TREATMENT STATEMENT**. In performing this Contract, the parties shall not discriminate or grant preferential treatment on the basis of race, sex, color, age, religion, sexual orientation, disability, ethnicity, or national origin, and shall comply to the fullest extent allowed by law, with all applicable local, state, and federal laws relating to nondiscrimination.

**UNAUTHORIZED ALIENS:** Consultant hereby promises and agrees to comply with all of the provisions of the Federal Immigration and Nationality Act (8 U.S.C.A. & 1101 et seq.) as amended; and in connection therewith, shall not employ unauthorized aliens as defined therein. Should Consultant so employ such unauthorized aliens for the performance of work and/or services covered by this contract, and should the Federal Government impose sanctions against the City for such use of unauthorized aliens, Consultant hereby agrees to, and shall, reimburse City for the cost of all such sanctions imposed, together with any and all costs, including attorneys' fees, incurred by the City in connection therewith.

**GOVERNING LAW:** The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Contract and also govern the interpretation of this Contract. Any litigation concerning this Contract shall take place in the Lassen Superior Court, federal diversity jurisdiction being expressly waived.

City has an interest in the qualifications of and capability of the persons and entities that will fulfill the duties and obligations imposed upon Consultant by this Contract. In recognition of that interest, neither any complete nor partial assignment of this Contract, may be made by Consultant nor changed, substituted for, deleted, or added to without the prior written consent of City which consent shall not be unreasonably withheld. Any attempted assignment or substitution shall be ineffective, null and void, and constitute a material breach of this Contract entitling City to any and all remedies at law or in equity, including summary termination of this Contract. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Contract.

ENTIRE CONTRACT: This Contract constitutes the entire Contract and understanding between the parties relative to the services specified herein and there are no understandings, agreements, conditions, representations, warranties or promises, with respect to this Contract, except those contained in or referred to in this Contract and this Contract supersedes all prior understandings, agreements, courses of conduct, prior dealings among the parties and documentation of any kind without limitation.

AMENDMENTS: This Contract may be modified or amended, or any of its provisions waived, only by a subsequent written agreement executed by each of the parties. The parties agree that this requirement for written modifications cannot be waived and any attempted waiver shall be void.

CONSTRUCTION AND INTERPRETATION: Consultant and City agree and acknowledge that the provisions of this Contract have been arrived at through negotiation and that each party has had a full and fair opportunity revise the provisions of this Contract and to have such provisions reviewed by legal counsel. Therefore, any ambiguities in construing or interpreting this Contract shall not be resolved against the drafting party. The titles of the various sections are merely informational and shall not be construed as a substantive portion of this Contract.

WAIVER: The waiver at any time by any party of any of its rights with respect to a default or other matter arising in connection with this Contract shall not be deemed a waiver with respect to any subsequent default or other matter.

SEVERABILITY: The invalidity, illegality or unenforceability, of any provision of this Contract shall not render the other provisions invalid, illegal or unenforceable.

NOTICES: All invoices, payments, notices, demands, requests, comments, or approvals that are required to be given by one party to the other under this Contract shall be in writing and shall be deemed to have been given if delivered personally or enclosed in a properly addressed envelope and deposited in a United States Post Office for delivery by registered or certified mail addressed to the parties (deemed to have been received three (3) business days after deposit in the U.S. Mail) at the following addresses:

City: City of Susanville  
66 North Lassen  
Susanville, CA 96130

Consultant: Craig Sanders  
6677 Brook Way  
Paradise, CA 95969

Each party may change the address at which it gives notice by giving ten (10) days advance, written notice to the other party.

AUTHORITY TO EXECUTE: The person or persons executing this Contract on behalf of Consultant warrant and represent that they have the authority to execute this Contract on behalf of their agency and further warrant and represent that they have the authority to bind Consultant to the performance of its obligations hereunder.

AGREED to this 1<sup>st</sup> day of November, 2017 by the parties as follows.

**Approved as to form:**

**NAME OF CONSULTANT**

By: \_\_\_\_\_  
Counsel for consultant

By: \_\_\_\_\_  
Craig Sanders

**Approved as to form:**

**City of Susanville**

By: \_\_\_\_\_  
Jessica Ryan, City Attorney

By: \_\_\_\_\_  
Kathie Garnier, Mayor

**CERTIFICATE OF COMPLIANCE  
WITH LABOR CODE §3700**

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I have complied or will comply with such provisions before commencing the performance of the work of this contract. (Cal. Labor C. §1860, 1861.)

**CONSULTANT**

\_\_\_\_\_

Reviewed by: De Interim City Administrator  
       City Attorney

       Motion only  
       Public Hearing  
  X   Resolution  
       Ordinance  
       Information

**Submitted by:** Heidi Whitlock, Assistant to the City Administrator

**Action Date:** November 1, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Consider approval of **Resolution No. 17-5447** amending Appendix "A" as part of the Agreement with the Honey Lake Valley Recreation Authority for Administrative, Management and Operational Services.

**PRESENTED BY:** Dan Newton, City Administrator

**SUMMARY:** The Honey Lake Valley Recreation Authority (HLVRA), since December 2013, has utilized the administrative services of the City of Susanville. In April 2017, the HLVRA entered into an agreement for Administrative, Management and Operational services with the City of Susanville which included Appendix "A" reflecting rates at which the City would be reimbursed for each position. However, overtime rates were not included. The HLVRA, at its October 17, 2017 meeting, approved the amendment of Appendix "A" as part of the Agreement and is now being presented the City Council for approval.

**FISCAL IMPACT:** Reimbursable costs, now including overtime for staff time as laid out in the Agreement.

**ACTION REQUESTED:** Motion to Approve Resolution No. 17-5447 amending Appendix "A" as part of the Agreement with the Honey Lake Valley Recreation Authority for Administrative, Management and Operational Services.

**ATTACHMENTS:** Resolution No. 17-5447  
Agreement with Amended Appendix "A"

**RESOLUTION NUMBER 17-5447**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT WITH AMENDED**  
**APPENDIX A FOR CITY STAFF TO PROVIDE ADMINISTRATIVE, MANAGEMENT**  
**AND OPERATIONAL SERVICES TO THE HONEY LAKE VALLEY RECREATION**  
**AUTHORITY**

**WHEREAS**, the City of Susanville began providing management and administrative services to the Honey Lake Valley Recreation Authority in December 2013; and

**WHEREAS**, the Parties amended the existing agreement between the City and Honey Lake Valley Recreation Authority to include Operational Services on April 17, 2017; and

**WHEREAS**, the Honey Lake Valley Recreation Authority agreed to reimburse the City of Susanville for Administrative, Management and Operational Services and direct costs based on the terms of the Agreement; and

**WHEREAS**, an overtime rate is now included in the amended Appendix "A".

**NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of Susanville that the Mayor is hereby authorized to execute the Agreement with amended Appendix "A" for City staff to provide Administrative, Management and Operational Services to the Honey Lake Valley Recreation Authority.

Dated: November 1, 2017

APPROVED: \_\_\_\_\_  
Kathie Garnier, Mayor

ATTEST: \_\_\_\_\_  
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 17-5447 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 1st day of November 2017, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

\_\_\_\_\_  
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: \_\_\_\_\_  
Jessica Ryan, City Attorney

**AGREEMENT FOR ADMINISTRATIVE AND OPERATIONAL SERVICES  
FOR THE HONEY LAKE VALLEY RECREATION AUTHORITY**

THIS AGREEMENT is entered into as of this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by and between the CITY OF SUSANVILLE (hereinafter "CITY"), and the HONEY LAKE VALLEY RECREATION AUTHORITY (hereinafter "HLVRA"), a joint powers agency formed pursuant to the Joint Powers Exercise of Powers Act, Government Code Section §6500 et seq., by the City of Susanville and the County of Lassen.

**RECITALS**

**WHEREAS**, pursuant to Government Code Section §6500 et seq. and the Joint Powers Agreement Between the City of Susanville and the County of Lassen for the creation and operation of a Joint Powers Authority for the purpose of constructing a Community Swimming Pool (hereinafter "JPA Agreement"), HLVRA is authorized to enter into an agreement with the CITY for Management, Administrative and Operational Services; and

**WHEREAS**, on December 10, 2013, the City of Susanville began providing Management and Administrative Services to the Honey Lake Valley Recreation Authority; and

**WHEREAS**, the Honey Lake Valley Recreation Authority requested that the City of Susanville also provide operational services; and

**NOW THEREFORE**, in consideration of the foregoing and the mutual promises hereinafter expressed, the parties mutually agree as follows:

**TERMS**

1. **TERM.** This Agreement shall become effective on the date it is approved by the respective agencies and shall continue until terminated by either party.

2. **MANAGEMENT, ADMINISTRATIVE AND OPERATIONAL SERVICES TO BE PROVIDED BY CITY.** CITY shall provide the following Management, Administrative and Operational Services to the HLVRA.

- a) Overseeing all aspects of the project including: planning, financing, property acquisition, site preparation, design, permitting and construction.
- b) Administer operational and governmental compliance Functions of the Authority
- c) Administer and oversee Board correspondence and reports
- d) Preparation of agendas and minute keeping
- e) Contract management
- f) Additional administrative duties as needed
- g) Hiring pool facility staff, payroll, human resources, training and operations

3. **REIMBURSEMENT RATES.** In consideration of CITY's fulfillment of the promised services, HLVRA shall reimburse CITY for personnel and direct costs incurred by CITY in providing Management, Administrative and Operational Services to the HLVRA. The hourly rates are included in "Appendix A" and

will be updated annually and becomes effective upon Board approval. Requests for reimbursement request shall not exceed the HLVRA's budget appropriation for staff services.

4. **METHOD OF REIMBURSEMENT.** Reimbursement requests for services and direct costs incurred by CITY after the execution of this Agreement shall be presented to the HLVRA Board for approval and shall include a description of time and services provided. CITY shall submit such invoices to the Board for review and approval. Such invoices shall be paid to CITY within thirty (30) days of approval.

5. **SERVICE STANDARDS.**

CITY agrees that services shall be performed and completed in the manner and according to the professional standards observed by a competent practitioner of the profession in which CITY is engaged. CITY shall not, either during or after the term of this Contract, make public any reports or articles, or disclose to any third party any confidential information relative to the work of HLVRA or the operations or procedures of HLVRA without the prior written consent of HLVRA.

CITY shall make every reasonable effort to maintain the stability and continuity of CITY's staff assigned to perform the services required under this Agreement. CITY shall notify HLVRA of any changes in CITY's staff to be assigned to perform the services required under this Agreement. HLVRA reserves the right in its sole discretion to reject and request replacement of any staff assigned by the CITY to the following positions:

- a) Executive Officer
- b) Secretary
- c) Pool Director/Manager

6. **INDEPENDENT AGENCY.**

A. It is understood and agreed that CITY (including CITY's employees) is an independent agency and that no relationship of employer-employee exists between the Parties, or their employees, hereto.

B. CITY's assigned personnel shall not be entitled to any benefits payable to employees of HLVRA, and CITY shall be responsible to ensure necessary labor compliance for the provision of work under this Agreement. CITY shall provide all worker's compensation insurance coverage for all employees performing work under this Agreement. In the event an injury occurs to any employee of the CITY for which the employee or his dependents, in the event of his death, may be entitled to compensation from HLVRA under the provisions of California worker's compensation laws, for which compensation is claimed from HLVRA, such sums shall be paid directly through workers compensation coverage carried by the HLVRA.

C. HLVRA is not required to make any deductions or withholdings from the compensation payable to CITY under the provisions of the Agreement, and is not required to issue W-2 Forms for income and employment tax purposes for any of CITY's assigned personnel.

D. CITY shall not be liable for any worker's compensation, unemployment insurance, or disability claims, made by persons employed directly by HLVRA. CITY shall tender such claims to HLVRA promptly upon receipt. In the event any pool employees are employed by the CITY, and assigned to HLVRA

by this Agreement, HLVRA shall reimburse the City for unemployment insurance claims, if any, made by those operational employees and resulting from the pool season, and shall reimburse CITY within thirty (30) days of receipt of CITY's demand for such reimbursement.

E. CITY, in the performance of its obligations hereunder, is only subject to the control or direction of HLVRA as to the designation of tasks to be performed and the results to be accomplished.

F. Any third party person(s) employed by CITY shall be entirely and exclusively under the direction, supervision, and control of CITY.

G. CITY hereby indemnifies and holds HLVRA harmless from any and all claims that may be made against HLVRA based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.

H. It is mutually agreed that all materials prepared by CITY or its employees under this Agreement shall become the property of HLVRA, and CITY shall have no property right therein whatsoever. Immediately upon termination, HLVRA shall be entitled to, and CITY shall deliver to HLVRA, reports, investigations, appraisals, inventories, studies, analyses, drawings and data estimates performed and operational plans and documents to that date, whether completed or not, and other such materials as may have been prepared or accumulated to date by CITY in performing this Agreement which is not CITY's privileged information, as defined by law, or CITY's personnel information, along with all other property belonging exclusively to HLVRA which is in CITY's possession.

7. **ACCESS TO RECORDS/RETENTION.** All non-privileged books, documents, papers and records of HLVRA that are directly pertinent to the subject matter of this Agreement shall be available to either party for the purpose of making audit, examination, excerpts and transcriptions. Except where longer retention is required by any federal or state law, or duly adopted records retention schedule, CITY shall retain records until after HLVRA makes final reimbursement for any of the services provided hereunder and all pending matters are closed, whichever is later. HLVRA shall cooperate with CITY and CITY shall cooperate with HLVRA in providing all necessary data in a timely and responsive manner to comply with all reporting and record retention requirements.

8. **ASSETS.** The parties recognize that furniture, equipment, office supplies, vehicles and other personal property will be required by the CITY to carry out its duties under this Agreement. All such personal property which is purchased or otherwise acquired by the CITY shall be the sole property of the CITY and shall remain CITY property upon the termination of this Agreement. If HLVRA purchases or otherwise acquires any personal property for use by the CITY in carrying out the duties of the CITY under this Agreement, such property shall remain the sole property of HLVRA at all times and shall be promptly returned to HLVRA by the CITY upon termination of this Agreement.

9. **INDEMNIFICATION.**

HLVRA shall hold harmless, defend and indemnify CITY from and against any and all claims, suits, actions, costs, attorney's fees (including the reasonable costs of representation by the HLVRA Counsel), expenses, liabilities, damages, judgments, or decrees arising from the aforementioned employee's performance or non-performance of the duties or responsibilities of the HLVRA Administrative Services staff, including, but not limited to, any actions or conduct of the employee(s) arising in the course and scope of the employee(s) service.

CITY shall hold harmless, defend, and indemnify HLVRA from and against any and all claims, suits, actions, costs, attorney's fees (including the reasonable costs of representation by in-house counsel), expenses, liabilities, damages, judgments, or decrees arising from the aforementioned employee's performance or non-performance of any official City duties or responsibilities other than those of the HLVRA Administrative Services staff, including, but not limited to, any actions or conduct of the employee(s) arising outside the course and scope of the employee(s) service, but within the employee's course and scope of employment with CITY.

10. **NOTICES.** All notices required or authorized by this Agreement shall be in writing and shall be delivered in person or by mail. Such notices shall be addressed as noted below, in accordance with the mode of communication selected.

HLVRA

CITY

Honey Lake Valley Recreation Authority  
c/o City of Susanville  
66 North Lassen Street  
Susanville, CA 96130

City of Susanville  
66 North Lassen Street  
Susanville, CA 96130

11. **AMENDMENT/MODIFICATION.** Except as otherwise provided herein, this Agreement may be modified or amended only in writing and with the prior written consent of both parties.

12. **TERMINATION.** This Agreement may be terminated by either HLVRA or CITY upon ninety (90) days written notice.

13. **SEVERABILITY.** If any provision of this Agreement, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.

14. **WAIVER.** The waiver at any time by any party of any of its rights with respect to a default or other matter arising in connection with this Agreement shall not be deemed a waiver with respect to any subsequent default or other matter.

15. **VENUE.** This Agreement shall be deemed to be made in, and the rights and liabilities of the Parties, and the interpretation and construction of the Agreement governed by and construed in accordance with the laws of the State of California. Any legal action arising out of this Agreement shall be filed in and adjudicated by a court of competent jurisdiction in the County of Lassen, State of California.

16. **ENTIRE AGREEMENT.** This instrument and any attachments hereto constitute the entire Agreement between City and HLVRA concerning the subject matter hereof and supersedes any and all prior oral and written communications between the Parties regarding the subject matter hereof.

**IN WITNESS WHEREOF,** this Agreement was executed by the parties hereto as of the date first above written.

"HLVRA"  
Honey Lake Valley Recreation Authority

"CITY"  
City of Susanville

By \_\_\_\_\_

By \_\_\_\_\_

APPROVED AS TO FORM:  
HLVRA Legal Counsel

\_\_\_\_\_

APPROVED AS TO FORM:  
Susanville City Attorney

\_\_\_\_\_

Jessica Ryan

## Appendix A

### Management & Administrative Positions

#### Actual Rate (weighted cost)

City Administrator	\$93.39 per hour
Assistant to the CA	\$56.19 per hour
Project Manager	\$46.86 per hour
City Engineer	\$73.21 per hour
City Planner	\$59.82 per hour
Parks Superintendent	\$40.95 per hour

### Operational Positions

	Actual Rate (weight cost)	Newly Created Position Wage (regular rate)
Pool Director/Manager	\$ 27.48 per hour	\$18.42 /hr (range 930)
Assistant Pool Manager	\$ 21.13 per hour	\$17.10 /hr (range 927)
Head Swim Instructor	\$ 19.14 per hour	\$15.49 /hr (range 923)
Swim Instructor II	\$ 16.51 per hour	\$13.36 /hr (range 917)
Swim Instructor I	\$ 15.33 per hour	\$12.41 /hr (range 914)
Swim Instructor	\$ 14.23 per hour	\$11.52 /hr (range 911)
Head Lifeguard	\$ 18.68 per hour	\$15.12 /hr (range 922)
Life Guard II	\$ 16.10 per hour	\$13.03 /hr (range 916)
Life Guard I	\$ 14.95 per hour	\$12.10 /hr (range 913)
Life Guard	\$ 13.55 per hour	\$10.97 /hr (range 909)
Maintenance Worker Parks	\$ 12.97 per hour	

### Overtime Rates (Daily/Weekly Overtime Premium)

Pool Director/Manager	\$ 27.63 per hour
Assistant Pool Manager	\$ 25.65 per hour
Head Swim Instructor	\$ 23.24 per hour
Swim Instructor II	\$ 20.04 per hour
Swim Instructor I	\$ 18.62 per hour
Swim Instructor	\$ 17.28 per hour
Head Lifeguard	\$ 22.68 per hour
Life Guard II	\$ 19.55 per hour
Life Guard I	\$ 18.15 per hour
Life Guard	\$ 16.46 per hour

Reviewed by: Da Interim City Administrator  
           City Attorney

       Motion only  
       Public Hearing  
  X   Resolution  
       Ordinance  
       Information

**Submitted by:** Kristin Shepard, Administrative Specialist

**Action Date:** November 1, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution Number 17-5448** supporting the 5<sup>th</sup> Annual Thanksgiving Day Turkey Trot on Thursday, November 23, 2017 and authorizing closure of Riverside Drive for the event.

**PRESENTED BY:** Daniel Gibbs, Acting Public Works Director

**SUMMARY:** The Bizz Running Company requests City Council support for the 5th Annual Thanksgiving Day Turkey Trot. The Bizz Running Company has requested the closure of Riverside Drive from Alexander Avenue to River Street on Thursday, November 23, 2017, from 8:00 am to 9:30 am. The street closure will help ensure the safety of participants in the 5k fun run. With over 300 individuals in attendance in the past years this event has made a positive impact in addressing the needs of Lassen Senior Services.

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

**FISCAL IMPACT:** Public Works Department estimated cost: \$525

**ACTION REQUESTED:** Motion to adopt Resolution Number 17-5448 supporting the 5th Annual Thanksgiving Day Turkey Trot on Thursday, November 23, 2017 and authorizing closure of Riverside Drive from Alexander Avenue to River Street from 8:00 am to 9:30 am, for the event.

**ATTACHMENTS:** Resolution Number 17-5448  
Letter of request

**RESOLUTION NUMBER 17-5448**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**SUPPORTING THE 5<sup>TH</sup> ANNUAL THANKSGIVING TURKEY TROT ON THURSDAY,**  
**NOVEMBER 23, 2017, AND APPROVING THE CLOSURE OF RIVERSIDE DRIVE**  
**FROM ALEXANDER AVENUE TO RIVER STREET FROM 8:00 AM TO 9:30 AM**

**WHEREAS**, the Bizz Running Company has requested City Council support of the 5<sup>th</sup> Annual Thanksgiving Day Turkey Trot event on Thursday, November 23, 2017, from 8:00 am to 9:30 am; and

**WHEREAS**, the Bizz Running Company has requested the closure of Riverside Drive from Alexander Avenue to River Street on Thursday, November 23, 2017, from 8:00 am to 9:30 am, and

**WHEREAS**, closure of a City street for non-emergency purposes requires City Council approval.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Susanville hereby supports the 5<sup>th</sup> Annual Thanksgiving Turkey Trot event and approves the street closure of Riverside Drive from Alexander Avenue to River Street for Thursday, November 23, 2017, from 8:00 am to 9:30 am for the event.

APPROVED: \_\_\_\_\_  
Kathie Garnier, Mayor

ATTEST: \_\_\_\_\_  
Gwenna MacDonald, City Clerk

The foregoing **Resolution No. 17-5448** was adopted at a regular meeting of the City Council of the City of Susanville, held on the 1st day of November 2017, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

\_\_\_\_\_  
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Jessica Ryan, City Attorney

Bizz Running Company  
695-375 Gold Run Road  
Susanville, CA 96130  
(530) 310-5013



October 17, 2017

CITY OF SUSANVILLE  
66 North Lassen  
Susanville, CA 96130

Dear Susanville City Council members:

With the help of Susanville's running community, Lassen Senior Services and the Bizz Running Company are partnering for the 5<sup>th</sup> Annual Thanksgiving Day Turkey Trot. With over 300 individuals in attendance in past years, this free community event has raised a significant amount of food and monetary donations for Lassen Senior Services. The 5K Run/Walk takes place on Thanksgiving morning, Thursday, November 23, 2017, at 8:30 a.m. at the Lassen Superior Court on Riverside Drive.

The route will mostly utilize the Susan River Trail, but requires a complete closure of Riverside Drive from River Street to Alexander Avenue from 8:00 a.m. until approximately 8:45 a.m. The route utilizes the sidewalk portion of Alexander Avenue and the right-hand portion of Cornell Street and South Ash Street until reconnecting to the Susan River Trail. We are aware of the required 48-hour posted closure notices to residents along Riverside Drive and are requesting use of the City's folding barricades to accomplish such. The event will also use significant signage, cones, bicycle sweeps, and marked crossing guards to ensure safety of participants and motorists.

For the past four years, this event has received incredible support and assistance from the City of Susanville Public Works and Susanville Police Department, Lassen Superior Court, and the California Highway Patrol. We appreciate your consideration and support and welcome any questions you may have.

Sincerely,



Linda Powell

Reviewed by:   *D*   Interim City Administrator  
       City Attorney

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

**Submitted by:** Kristin Shepard, Administrative Specialist

**Action Date:** November 1, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution Number 17-5449** supporting the Lassen County Chamber of Commerce, "Magical Country Christmas Celebration" event on December 2, 2017

**PRESENTED BY:** Daniel Gibbs, Acting Public Works Director

**SUMMARY:** The Lassen County Chamber of Commerce (LCCC) requests City Council support for the Annual Magical Country Christmas Celebration, which includes a lighted Christmas parade, tree lighting, and fireworks display that will be staged from the Susanville Elk's Lodge. LCCC is requesting closure of Main Street (State Route 36) from Pine Street to Weatherlow Street on Saturday, December 2, 2017, from 5:00 pm to 7:00 pm

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

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

**FISCAL IMPACT:**

Public Works Dept. Estimated Costs	\$1,050
Police Dept. Estimated Costs	\$1,250
Lighting Estimated Costs	<u>\$ 500</u>
<b>TOTAL ESTIMATED COST</b>	<b>\$2,800</b>

**ACTION REQUESTED:** Motion to approve **Resolution Number 17-5449** authorizing a street closure in support of the Lassen County Chamber of Commerce, "Magical County Christmas Celebration" event on December 2, 2017, 5:00 pm to 7:00 pm and authorizing the Public Works Director to execute a Caltrans Encroachment Permit application for the closure of Main Street (State Route 36) for the event.

**ATTACHMENTS:** Resolution Number 17-5449  
 Letter of request submitted by Lassen County Chamber of Commerce

**RESOLUTION NUMBER 17-5449**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE  
AUTHORIZING CLOSURE OF MAIN STREET (STATE ROUTE 36) FROM PINE  
STREET TO WEATHERLOW STREET ON SATURDAY, DECEMBER 2, 2017, FROM  
5:00 PM TO 7:00 PM AND THE ACTING PUBLIC WORKS DIRECTOR TO EXECUTE  
A CALTRANS ENCROACHMENT PERMIT FOR THE LASSEN COUNTY CHAMBER  
OF COMMERCE ANNUAL MAGICAL COUNTRY CHRISTMAS CELEBRATION**

**WHEREAS**, Lassen County Chamber of Commerce (LCCC), has requested City Council support of their Annual Magical Country Christmas Celebration to be held on Saturday, December 2, 2017; and

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

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

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

- 1) The City of Susanville supports and approves the Lassen County Chamber of Commerce (LCCC) Annual Magical Country Christmas Celebration to be held on Saturday, December 2, 2017.
- 2) The City supports the closure of Main Street (State Route 36) from Pine Street to Weatherlow Street from 5:00 pm to 7:00 pm on Saturday, December 2, 2017, for the event.
- 3) The City Council authorizes the Acting Public Works Director to execute a Caltrans Encroachment Permit Application for the closure of Main Street (State Route 36) for the event as required.

APPROVED: \_\_\_\_\_  
Kathie Garnier, Mayor

ATTEST: \_\_\_\_\_  
Gwenna MacDonald, City Clerk

The foregoing **Resolution No. 17-5449** was adopted at a regular meeting of the City Council of the City of Susanville, held on the 1st day of November 2017, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

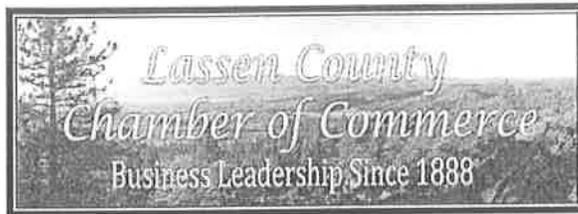
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Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

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Jessica Ryan, City Attorney



PO Box 338 • 1516 Main Street • Susanville, CA 96130 • (530) 257-4323 • Fax: (530) 251-2561  
[www.lassencountychamber.org](http://www.lassencountychamber.org)

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

September 20, 2017

Dear Kristen,

The Chamber is requesting street closure of Main Street, from Pine Street to Weatherlow Street, from 5pm to 7pm, to hold the Magical Country Christmas Celebration Saturday, December 2, 2017 . The event will include the tree lighting, fireworks display, dance and music performances, and a Christmas parade.

We request the use of the banner poles at all three locations from Nov. 20 to Dec. 2, 2017 to hang event banners.

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

Best Regards,

Patricia Hagata  
Executive Director

Reviewed by:      Interim City Administrator  
     City Attorney

     Motion only  
     Public Hearing  
  X   Resolution  
     Ordinance  
     Information

**Submitted by:** John King, Police Chief

**Action Date:** November 1, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 17-5450** Approving and authorizing the Mayor to execute ABC Grant Agreement with the Department of Alcoholic Beverage Control for certain projects

**PRESENTED BY:** John King, Police Chief

**SUMMARY:** The Police Department has been approved for a grant through the Department of Alcoholic Beverage Control (ABC) to conduct Minor Decoy, Shoulder Tap Programs and Informed Merchants Preventing Alcohol-Related Crime Tendencies (IMPACT) inspections. These programs target both ABC licensed premises and individuals who furnish alcoholic beverages to underage minors, apprehends adults that are unaffiliated with the licensed businesses and who are purchasing alcohol for minors outside of the stores, and conduct IMPACT Inspections at On-Sale and Off-Sale licensed locations. The ABC grant project is targeted to reduce underage drinking and the resultant DUI driving injuries and fatalities, and /or property damages and reduce youth access to alcoholic beverages through the education of licensee, enforcement and intervention.

**FISCAL IMPACT:** \$8,800 to implement the grant scope of work funded through the Department of Alcoholic Beverage Control

**ACTION REQUESTED:** Motion to adopt Resolution No. 17-5450 approving and authorizing the Mayor to execute ABC Grant Agreement and authorizing the Finance Division to adjust the 2017-2018 Budget accordingly.

**ATTACHMENTS:** Resolution No. 17-5450  
ABC Grant Agreement

**RESOLUTION NO. 17-5450**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE ABC GRANT**  
**AGREEMENT WITH THE DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL**

**WHEREAS**, the City Council of the City of Susanville desires to undertake certain projects designated as ABC Grant Assistance Program to be funded through the Grant Assistance to Local Law Enforcement Agencies Project administered by the Department of Alcoholic Beverage Control (hereafter referred to as ABC);

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor of the City of Susanville is authorized, on its behalf to execute the attached agreement to ABC, including any extensions or amendments thereof and any subsequent agreements with the State in relation thereto.

APPROVED: \_\_\_\_\_  
Kathie Garnier, Mayor

ATTEST: \_\_\_\_\_  
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 17-5450 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 1st day of November 2017 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

\_\_\_\_\_  
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Jessica Ryan, City Attorney



## EXHIBIT A SCOPE OF WORK

### I. PROJECT REPRESENTATIVES

The project representatives during the term of this agreement will be:

Susanville Police Department  
Kevin Stafford  
1801 Main Street  
Susanville, CA 96130  
(530) 257-5603  
kstafford@cityofsusanville.org

Department of Alcoholic Beverage Control  
Chris Brookman  
Supervising Agent, Grant Unit  
3927 Lennane Drive, Suite 100  
Sacramento, CA 95834  
(916) 419-2579

Direct all inquiries to:

Same as above

Department of Alcoholic Beverage Control  
Diana Fouts-Guter, Grant Coordinator  
3927 Lennane Drive, Suite 100  
Sacramento, CA 95834  
(916) 928-9807

### II. SCOPE OF WORK

- Contractor agrees to implement the Department of Alcoholic Beverage Control (ABC) Minor Decoy, Shoulder Tap Programs and conduct Informed Merchants Preventing Alcohol-Related Crime Tendencies (IMPACT) Inspections. These Programs target both ABC licensed premises and individuals who furnish alcoholic beverages to the underage operators. The project is targeted to reduce underage drinking and the resultant DUI driving injuries and fatalities, and/or property damages, reduce youth access to alcoholic beverages through the education of licensee, enforcement intervention and the impressions of omnipresence of law enforcement. In addition, Contractor agrees to the following goals:
  - The operation period of the grant is October 1, 2017 through August 31, 2018.
  - Contractor agrees to raise public awareness that selling, serving and/or furnishing alcoholic beverages to individuals under twenty-one years old is a criminal violation that will be prosecuted by local city and district attorneys.
  - Contractor agrees to conduct Minor Decoy Operations at "On-Sale" and "Off-Sale" licensed locations within the operation period of the grant.
  - Contractor agrees to conduct Shoulder Tap Operations to apprehend adults that are unaffiliated with the licensed businesses and who are purchasing alcohol for minors outside of the stores within the operation period of the grant.

- Contractor agrees to conduct IMPACT Inspections at “On-Sale” and “Off-Sale” licensed locations within the operation period of the grant.
- Contractor agrees to establish and implement a coordinated effort between Contractor and ABC, and acknowledges no operations will be conducted until after the Contractor’s representative has completed training conducted by ABC.
- Contractor agrees to issue press releases as follows: (a) to announce the start of the program; (b) after each Minor Decoy Operation has been held (to announce the number of licensed premises who sold to the minor decoy) and/or after each Shoulder Tap Operation has been held (to announce the number of adults arrested for purchasing alcoholic beverages for the decoy). Contractor will fax (916)419-2599 or email each press release to the Department’s Public Information Officer ([John.carr@abc.ca.gov](mailto:John.carr@abc.ca.gov)) as soon as it is released.
- Contractor agrees in all press releases, in addition to any credits the agency wishes to give, will include the following statement: “This project is part of the Department of Alcoholic Beverage Control’s Minor Decoy/Shoulder Tap Grant Project, funded by the California Office of Traffic Safety through the National Highway Traffic Safety Administration.
- Contractor agrees to host (provide location and distribute letters/flyers with training dates/times to ABC licensed establishments) a minimum of one (1) Licensee Education on Alcohol and Drugs (LEAD) class for licensee’s located within Contractor’s jurisdiction during the term of this contract. The training will be provided by ABC’s Training/LEAD unit.
- Contractor agrees to coordinate LEAD training dates/times with ABC to ensure the LEAD Trainer is available to conduct the class.
- Contractor agrees to complete and submit bi-monthly reports, on a format designed by the Department of Alcoholic Beverage Control due no later than 15 days after operations conducted:
  - On or before **January 15, 2018** (with results of operations October, November & December 2017)
  - On or before **March 15, 2018** (with results of operations January & February 2018)
  - On or before **May 15, 2018** (with results of operations March & April 2018)
  - On or before **July 15, 2018** (with results of operations May & June 2018)
  - On or before **September 15, 2018** (with results of operations July & August 2018)
- Contractor agrees to submit an Executive Summary as part of the final report due on or before **September 15, 2018**. The summary shall contain the following: (1) an evaluation statement concerning the end product and cost benefits; and (2) a listing of recommended and/or adopted policy or procedure changes, if any, occurring as a result of the project.

Disclaimer – The final report shall include the following:

“The opinions, findings, and conclusions expressed in this publication are those of the authors and not necessarily those of the State of California, Business, Consumer Services and Housing Agency, or the Department of Alcoholic Beverage Control.”

Project Personnel – Identify the key personnel who worked on the project, together with their job classification, and a brief description of their contribution.

Problems – Describe any operational or cost problems that were encountered in project implementation. If known, state alternative methods that would have avoided the problem and increased the effectiveness of the project.

Results – Describe in detail the results of the project in terms of meeting the original objectives as stated in the project agreement. Also, describe the results in terms of how they will be specifically applied for future improvement of the agency's continuing activities relating to alcohol problem prevention and enforcement. Where possible, describe estimated savings resulting from implementing project results.

Documentation – Attach any input and output documents developed. Examples are: new or revised forms, diagrams, management reports, photos, coding manuals, instructional manuals, etc. Other agencies may be able to adapt this material for their benefit.

### **III. AMENDMENT PROCESS**

Should either party, during the term of this agreement, desire a change or amendment to the terms of this Agreement, such changes or amendments shall be proposed in writing to the other party, who will respond in writing as to whether the proposed changes/amendments are accepted or rejected. If accepted and after negotiations are concluded, the agreed upon changes shall be made through the State's official agreement amendment process. No amendment will be considered binding on either party until it is formally approved by the State.

### **IV. CANCELLATION/TERMINATION**

This agreement may be cancelled or terminated without cause by either party by giving thirty (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment/invoicing instructions/requirements.

## **EXHIBIT B BUDGET DETAIL AND PAYMENT PROVISIONS**

### **I. INVOICING AND PAYMENT**

- For services satisfactorily rendered and upon receipt and approval of the invoice, the Department of Alcoholic Beverage Control agrees to pay a bi-monthly payment of approved reimbursable costs per the Budget Detail of personnel overtime and benefits (actual cost) and/or allowable costs associated with the initial training.
- Invoices shall clearly reference this contract number (17-OTS12) and must not exceed the contract total authorized amount of \$8,800. Invoices are to be submitted on a bi-monthly basis, on the prescribed form designed by the Department of Alcoholic Beverage Control. First report will be due on or before January 15, 2018 (for operations conducted in October, November and December 2017). Second report due on or before March 15, 2018 (for operations conducted January and February 2018). Third report due on or before May 15, 2018 (for operations conducted March and April 2018). Fourth report due on or before July 15, 2018 (for operations conducted May and June 2018). Fifth/final report due on or before September 15, 2018 (for operations conducted July and August 2018).

Submit to:                      Department of Alcoholic Beverage Control  
   Attn: Kristine Okino, Grants Fiscal Analyst  
   3927 Lennane Drive, Suite 100  
   Sacramento, California 95834

- Payment shall be made in arrears within 30 days from the receipt of an undisputed invoice.
- Contractor understands in order to be eligible for reimbursement; cost must be incurred on or after the effective date of the project and on or before the project termination date.
- Contractor understands any other costs incurred by Contractor, other than attendance at initial training and/or personnel overtime and benefits as authorized above, in the performance of this agreement are the sole responsibility of Contractor.

### **II. BUDGET CONTINGENCY CLAUSE**

- It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
- If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Contractor to reflect the reduced amount.

### **III. PROMPT PAYMENT CLAUSE**

- Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

Reviewed by:    Interim City Administrator  
   City Attorney

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

**Submitted by:** Dan Newton, Interim City Administrator

**Action Date:** November 1, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Update on Local Sales and Use Tax/Transactional Use Tax increase

**PRESENTED BY:** Dan Newton, Interim City Administrator

**SUMMARY:** The City of Susanville strives to be efficient and effective in providing service to the community. The City seeks to identify and obtain additional funding sources to maintain infrastructure, provide services and ensure that the City is doing its part to meet the public safety needs of the community. There is a growing concern that general fund revenues continue to lag while the cost of providing services are forecasted to increase.

As the City has looked at options to secure additional revenues, pursuing an increase to the Transaction and Use Tax, sometimes referred to as a sales tax or a district tax, appears to have merit. It would allow the City to benefit from the many visitors that stop and shop as they are passing through the community and all of the funds generated would remain local and can be used for general services.

A Transaction and Use Tax is a local tax that is added to the Sales and Use Tax currently charged on qualifying local purchases. This tax is currently 7.25% in the City of Susanville and ranges statewide from 7.25% to 10.25%. The process is governed by the California Elections Code and can generally be initiated through a voter petition or by a 2/3 vote of the City Council. The City Council would do this by approving an item that would place a proposed increase on either a regular election or a special election for voter approval. The City traditionally consolidates their elections with Lassen County with the next regular election falling in June, 2018 (Primary Election) and November, 2018 (General Election). To qualify to have the item on the next county-wide election, it is recommended that the City submit the documents in January 2018, but no later than March 9, 2018. The City could also pursue a Special Election that would be carried out by and at the sole cost of the City. In general, the election would be held no less than 88 days after approved by the City Council with no more than one special election being held every 180 days.

Irrespective of the type of election, the tax initiatives come in two forms: general purpose, which requires a 50% plus one vote for approval and special purpose, which requires two-thirds/super-majority/66.67% of the vote for approval. A special purpose tax would be restricted to a specific purpose such as parks, streets or public safety etc. and requires a higher voter threshold, whereas a general purpose tax would be allocated based on the needs of the community and the priorities of the Council.

While many citizens oppose tax measures there has been considerable support in recent years for Transaction and Use Tax increases as the voters know that the revenue must be spent in their local communities on the services that they use and are not diverted to other parts of the state. In the last year, over 80% of the general tax measures of 0.5% or less have passed in California. Taking into

account that many of these measures were in addition to existing sales tax measures already approved, it demonstrates strong support for this type of proposal.

In addition to many other cities, counties, schools and special districts that have considered Transaction and Use Tax increases, Lassen County is also considering a similar proposal. While the County has not yet taken any final action on placing a proposal on the ballot, the proposal could come in many forms and could apply to the entire county including the incorporated City Limits of the City of Susanville. Staff is currently in discussions with the County to identify opportunities to coordinate these efforts through a local tax sharing agreement that could be tied to a proposal to increase the Sales and Use Tax.

It will also be important to educate the community on the current distribution of the Sales and Use Tax that they currently pay and how little of that money stays local as a result of current state law. As of January 1, 2017, state law allocated the mandatory 7.25% in the following way:

●**6.00% - State**

- 3.6875% - State of California's General Fund per tax code sections 6051 and 6201
- 0.25% - State of California's General Fund per tax code sections 6051.3 and 6201.3
- 0.50% - State of California's Local Public Safety Fund for Criminal Justice Services
- 0.50% - State of California's Local Revenue Fund for Health and Social Services per tax code sections 6051.2 and 6201.2
- 1.0625% - the state's Local Revenue Fund - General Purpose per tax code sections 6051.15 and 6201.15
- 1.25% - Local revenue per tax code section 7203.1**
- 0.25% - Local County - Transportation funds
- 1.00% - Local city/county - Operating funds

**FISCAL IMPACT:** None at this time.

**ACTION**

**REQUESTED:** By motion, provide direction to staff.

**ATTACHMENTS:** Sales and use tax dollars estimate.

# Sales & Use Tax Dollars

H:\misc.sales & Use Tax proposal.xls  
10/26/2017 14:44

Estimated total taxable sales:  
\$178,000,000

Jurisdiction	Current Rate	Current Sales Tax	Proposed Rate	Proposed Sales Tax	Jurisdiction	Current Rate	Current Sales Tax	Proposed Rate	Proposed Sales Tax
State of CA	6.00%	\$10,680,000	6.00%	\$10,680,000	State of CA	6.00%	\$10,680,000	6.00%	\$10,680,000
Lassen County Transp. Fund	0.25%	\$445,000	0.25%	\$445,000	Lassen County Transp. Fund	0.25%	\$445,000	0.25%	\$445,000
City of Susanville (current)	1.00%	\$1,780,000	1.00%	\$1,780,000	City of Susanville (current)	1.00%	\$1,780,000	1.00%	\$1,780,000
City of Susanville (proposed)	7.25%	\$13,405,781	0.50%	\$890,000	City of Susanville (proposed)	0.25%	\$445,000	7.50%	\$13,350,000
			7.75%	\$0					

Population Per capita ave. Additional Cost

**EXAMPLE: Taxable Sales of**

Current Tax	1,000.00	10,000.00
Proposed Tax	72.50	725.00
	5.00	50.00
	1,077.50	10,775.00

**TAX SPLIT:**

	Tax	Percent
State	625.00	6.25%
County	25.00	0.25%
City	75.00	0.75%
City (proposed)	5.00	0.50%
	775.00	7.75%

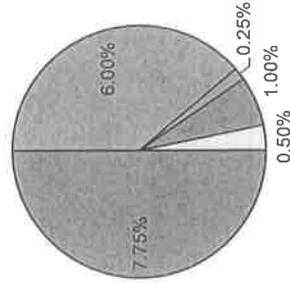
**EXAMPLE: Taxable Sales of**

Current Tax	1,000.00	10,000.00
Proposed Tax	72.50	725.00
	2.50	25.00
	1,075.00	10,750.00

**TAX SPLIT:**

	Tax	Percent
State	625.00	6.25%
County	25.00	0.25%
City	75.00	0.75%
City (proposed)	25.00	0.25%
	750.00	7.50%

## Sales and Use Tax



Reviewed by:      Interim City Administrator  
     City Attorney

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

**Submitted By:** James Moore, Fire Chief

**Action Date:** November 1, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Quarterly Department Report – Fire Department

**PRESENTED BY:** James Moore, Fire Chief

The attached report is a summary of the activities and programs of the Susanville Fire Department for the period of June 27, 2017 through October 23, 2017.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Information only.

**ATTACHMENTS:** Susanville Fire Department Quarterly Report.

**SUSANVILLE FIRE DEPARTMENT  
QUARTERLY REPORT  
JUNE 27, 2017 to OCTOBER 23, 2017**

**PERSONNEL:**

Currently the Susanville Fire Department is staffed with 7 Paid Staff (Fire Chief, Battalion Chief, 2 Captains, 1 Engineer, 1 Firefighter and Administrative Assistant). The volunteer organization currently has 1 Chaplain, 21 volunteer members (1 Captain, 1 Lieutenant, 17 volunteers and 2 Incident Support personnel).

**STATISTICS:**

The fire department responded to 404 incidents, for a total of 970 labor hours. Of those 404 incidents, 3 were wildland/ Vegetation fires, 3 building fires, 1 Cooking fire, 1 Vehicle /recreational vehicle fire, 3 Trash/Rubbish fire fires, 261 medical assists, 6 motor vehicle accidents with no injuries, 28 gas leaks (natural gas or propane), 5 carbon monoxide incidents, 6 electrical problems, and 1 flood assessment. The remaining incidents were public service assistance, service calls, assist police, good intent, heat detector, smoke detector, carbon monoxide detector or alarm system activation, etc.

**FIRE RESPONSES:**

Our staff responded to 11 different fires for a total of 19.35 labor hours

1. Building Fire 2920 Riverside Drive, on July 2, 11 personnel
2. Grass Fire 705 Cameron Way, on July 4, 5 personnel
3. Cooking Fire 17 Monrovia Street, on July 6, 5 personnel
4. Grass Fire Alexander Ave, on July 9, 11 personnel
5. Structure not in building 1067 Main Street, on July 23, 3 personnel
6. Trash/Rubbish 530 Meadow View Drive, on July 28, 3 personnel
7. Building Fire 201 Alexander Ave, on August 7, 13 personnel
8. Recreational Vehicle Fire Hobo Camp Road, on August 17, 9 personnel
9. Dumpster Fire 1820 Main Street, on August 31, 2 personnel
10. Rubbish Fire 750 Fifth Street, on September 8, 6 personnel
11. Brush Fire 3000 Main Street, on October 21, 3 personnel

**OUT OF AREA FIRES:**

Our staff responded to 6 different fires for a total of 1,082.50 labor hours

1. Wall Fire in Oroville from July 8<sup>th</sup> until July 13<sup>th</sup> with 3 personnel for a total of 132 labor hours
2. Minvera 5 Fire in Quincy from July 29<sup>th</sup> until August 3<sup>rd</sup> with 1 personnel for a total of 124.5 labor hours
3. Detwiler Fire in Mariposa County from July 18<sup>th</sup> until July 31<sup>st</sup> with 3 personnel for a total of 326 labor hours
4. Modoc July Fire in Modoc County from August 3<sup>rd</sup> until August 8<sup>th</sup> with 3 personnel for a total of 130 labor hours
5. Eclipsed Fire in Klamath National Forest from August 24<sup>th</sup> until August 31<sup>st</sup> with 3 personnel for a total of 164 labor hours
6. Helena Fire in Shasta Trinity National Forest from August 31 until September 7<sup>th</sup> with 4 personnel for a total of 206 labor hours

**OES:**

The California Governor's Office of Emergency Services (Cal OES), Fire, Rescue and HazMat Program has developed a Regional Hazardous Materials (HazMat) Program, by putting together a local inter agency hazardous response team, that requires 240 hours of training, which 160 hours have already been completed. Classes started July 10 and will be held till mid-November. The fire department is awaiting the assignment of our Type II OES HazMat response vehicle HM32.

**GRANTS:**

The department has received 5 Panasonic Toughbook's purchased through the Nor Cal EMS mobile device grant. The units have been installed in the fire department vehicles. This will allow our crews to complete and submit the Patient Care Report (PCR) required by law. We were turned down for last year's AFG grants.

**VOLUNTEERS:**

Currently the fire department has 21 volunteer members (1 Captain, 1 Lieutenant, 19 volunteers) and 6 perspective applicants in the process of becoming members, 2 of those applicants are coming from our Explorer program. Our Explorer Post has accepted 10 new applicants. The department continues to have dedicated volunteers who help with hose testing, attending community events, providing coverage at the station due to multiple emergencies, wildland fires, etc.

**FACILITY:**

Landscaping in front of our station.

**TRAINING:**

739 training hours were logged for this quarter. Of those 804 training hours, 51 hours of communications, 77 hours of Self Rescue, 66 hours of Ground Ladders, 126 of hose and master streams, 57 hours of ropes and knots, 93 hours of self-contained Breathing Apparatus, and 75 hours of ventilation training, and 130 of HazMat Refresher. The remaining hours were CPR, Driver training, EMS skills, ladders, leadership skills, pump operation rescue, school lockdown, structure fire scenario (no live fire) and tool location/identification. Upcoming training schedule consists of ventilation, auto extrication, ladders, and fire attack training.

**PREVENTION:**

We conducted 5 Annual business inspections and 7 new business inspections for the quarter, and 1 fire protection system inspection.

**PUBLIC EDUCATION:**

During this quarter we conducted 1 station tours, 4 site visits, and 2 request for E.D.I.T.H. trailer.

**COMMUNITY CPR AND FIRST AID:**

A partnership has been formed with SEMSA and the Lassen County Health Department to provide community CPR courses on a quarterly basis. We conducted 1 CPR classes to the general public this quarter. The next class is still to be determined.

**CODE ENFORCEMENT:**

Weed abatement deadline was dated for June 26 2017. To date we have processed 128 properties that were not compliant to the approved City standards, out of those 128 properties, 11 properties were abated and property owners received liens against those properties.

**APPARATUS MAINTENANCE:**

Apparatus maintenance was relatively routine, however, there are a few of items to note:

- Battalion Chief 602: Replaced brake pads and rotors
- Old 3: Replaced tires
- Engine 622: Electric throttle control issues

**EVENTS**

Fire Department participated in Family Fun Olympics and this year's fourth year that Susanville Police Department has hosted the active shooter training, this year's training took place at Lassen High School and Lassen Fairgrounds. We also hosted our annual open house event that took place October 14, 2017. Activities included and obstacle courses, engine rides, fire safety activities for kids and lunch was provided. 400+ residents were present.

