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

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

Susanville City Council
Regular Meeting ♦ City Council Chambers
March 20, 2019 – 6:00 p.m.

Call meeting to order

Roll call of Councilmembers present

Next Resolution No. 19-5627

Next Ordinance No. 19-1014

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

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

- 3 **CLOSED SESSION:**
 - A PUBLIC EMPLOYMENT – Pursuant to Government Code Section §54957
 - 1 Honey Lake Valley Recreation Authority (HLVRA) Executive Officer

- 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: Brian Wilson*
 - *Proclamations, awards or presentations by the City Council*

Child Abuse and Assault Prevention Month

- 5 **BUSINESS FROM THE FLOOR:**

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

- 6 **CONSENT CALENDAR:**

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

 - A Approve minutes from the City Council's February 6 and 20, 2019 meetings
 - B Receive and file Finance Reports: February 2019
 - C Receive and file Golf Course Update

7 **PUBLIC HEARINGS:** No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

9 **NEW BUSINESS:**

- A Consider approval of vendor warrants numbered 203386 through 203534 for a total of \$348,109.70 including \$183,011.52 in payroll warrants
- B Consider approval of Fee Waiver Request for Lassen Family Services' 6th annual Walk-a-Mile Event to be held on April 13, 2019
- C Consider approval of **Resolution No. 19-5623** authorizing staff to select up to six volunteer workers to participate in the Work for Golf Program for a period of April 1, 2019 through November 2019
- D Consider approval of **Resolution No. 19-5624** considering resolution to adopt HOME guidelines, combining the HOME First-Time Homebuyer program and the HOME Owner-Occupied Rehabilitation program with the CDBG Homebuyer assistance program.
- E Consider authorizing the use of interns for CalRecycle Program and State Route 36 Safe Mobility Study
- F Discussion and direction to prepare budget for the 10 percent match of the upcoming larger airport projects
- G Consider approving the purchase and install of a gate for the Pat Murphy Little League Ball Park

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 Main Street Construction Project Update

14 **COUNCIL ITEMS:**

- A AB1234 travel reports:

15 **ADJOURNMENT:**

- ***The next regular meeting of the Susanville City Council will be held on April 3, 2019 at 6:00 p.m.***

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

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

I, Gwenna MacDonald, certify that I caused to be posted notice of the regular meeting scheduled for March 20, 2019 in the areas designated on March 15, 2019.


Gwenna MacDonald, City Clerk

Reviewed by:  City Administrator

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

Submitted By: Gwenna MacDonald, City Clerk 

Action Date: March 20, 2019

CITY COUNCIL AGENDA ITEM

SUBJECT: Minutes of the City Council's February 6 and 20, 2019 meetings.

PRESENTED BY: Gwenna MacDonald, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's February 6 and 20, 2019 meetings.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of City Council's February 6 and 20, 2019 meetings.

ATTACHMENTS: Minutes: February 6, 2019
February 20, 2019

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
February 6, 2019– 6:00 p.m.

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

Roll call of Councilmembers present: Brian Wilson, Joseph Franco, Brian Moore, Mendy Schuster and Mayor Kevin Stafford.

Staff present: Dan Newton, Interim City Administrator and Gwenna MacDonald, City Clerk.

1 APPROVAL OF AGENDA:

Mr. Newton noted that City Attorney Jessica Ryan was delayed, but would be arriving during Closed Session.

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

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No comments.

3 CLOSED SESSION: At 6:01 p.m. the Council entered into Closed Session to discuss the following:
PUBLIC EMPLOYMENT – Pursuant to Government Code Section §54957

A CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code Section §54956.8

- 1 Property: APN: 105-210-29-11
- Agency Negotiator: Dan Newton, Interim City Administrator
- Negotiating Parties: Lassen Aurora Network (LAN)
- Under Negotiation: Price/Conditions/Terms of Lease

B PUBLIC EMPLOYMENT – Pursuant to Government Code Section §54957

- 1 Approved Position List, Police Lieutenant

4 RETURN TO OPEN SESSION:

At 7:00 p.m. the City Council reconvened in Open Session.

Staff present: Dan Newton, Interim City Administrator; Jessica Ryan, City Attorney; James Moore, Fire Chief; Kevin Jones, Police Chief; Daniel Gibbs, Acting Public Works Director; Deborah Savage, Finance Manager; Quincy McCourt, Project Manager; and Gwenna MacDonald, City Clerk.

Mr. Newton reported that prior to Closed Session, the agenda was approved as submitted, and that the City Council met in Closed Session and under Item 3B, voted to approve the change in title of Police Lieutenant to Captain. The change does not include an increase in salary, and is subject to the meet and confer process with the Professional/Technical Bargaining Unit.

Daniel Gibbs provided the Thought of the Day.

5 BUSINESS FROM THE FLOOR:

Ron Wood, VFW, reviewed the schedule of events for the upcoming Welcome Home Vietnam Veterans Day, scheduled for March 30, 2019. He discussed the contributions made by the Veterans group and requested that the City Council support the day by presenting a Proclamation.

Pat Holley spoke in support of the new Chief of Police, Kevin Jones, and expressed his appreciation at the positive changes he has noted in the community.

Gary Bridges thanked Chief Jones for his support of the community and the positive changes he has made, including his support of the community watch groups. He noted that Councilmember Brian Moore has also been very supportive, and has attended every meeting of the group.

6 **CONSENT CALENDAR:**

- A Approve minutes from the City Council's January 2, 2019 meeting
- B Consider **Resolution No. 19-5608** authorizing execution of Agreement for Phantom Jet F-4C on static display at the Susanville Municipal Airport
- C Consider **Resolution No. 19-5609** authorizing execution of Agreement for AH-1 Cobra Helicopter on static display at the Susanville Municipal Airport
- D Consider **Resolution No. 19-5610** authorizing execution of annual Army Materiel Status for GPF M1917/18 Series Gun at Memorial Park

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

7 **PUBLIC HEARINGS:** No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:** Commission/Committee reports:

Councilmember Schuster recused herself from consideration of Item 9A.

9 **NEW BUSINESS:**

9A **Consider approval of vendor warrants numbered 202990 through 203170 for a total of \$610,397.42 including \$234,669.93 in payroll warrants** Motion by Mayor pro tem Franco, second by Councilmember Moore, to approve the Vendor Warrants; motion carried. Ayes: Franco, Moore, Wilson and Stafford. Abstain: Schuster.

9B **Consider Resolution No. 19-5611 authorizing execution of agreement with Forensic Analytical Crime Lab** Chief Jones reported that staff recommends entering into an agreement with Forensic Analytical Crime Lab to conduct DNA and forensic testing. The Department of Justice processes evidence for felony convictions, but testing trace evidence or DNA is assigned a priority based on the most severe cases and there is a significant backlog that creates a delay in processing cases. The ability to utilize Forensic Analytical Crime Lab allows the Department to move forward more quickly when processing crime scene evidence. There is a possibility for reimbursement through Lassen County for DNA processing.

Councilmember Wilson thanked Chief Jones for his diligence in pursuing optional funding sources and looking for ways to improve Department efficiency.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 19-5611; motion carried unanimously. Ayes: Franco, Schuster, Wilson, Moore and Stafford.

9C Consider Resolution No. 19-5612 authorizing expenditures of the Traffic Safety Fund and authorizing the Finance Manager to amend the fiscal year 2018-2019 budget Chief Jones reported that the Police Department is proposing to bill materials and services that are directly related to Traffic Safety, and a budget amendment is required for the 2018-2019 Traffic Safety budget. These items would include repair and calibration to the radar unit, camera and recording equipment, reflective vests, and range finder/identifier. Chief Jones noted that an amended resolution had been provided to correct a minor error.

Motion by Councilmember Wilson, second by Councilmember Schuster, to approve the updated Resolution No. 19-5612; motion carried unanimously. Ayes: Wilson, Schuster, Franco, Moore and Stafford.

9D Consider Resolution No. 19-5613 authorizing execution of Agreement with Computer Logistics for upgraded server and data collection backup system at the Public Works Department Mr. Gibbs reported that the Public Works Department is in need of an upgraded computer server and data collection backup system at Public Works. The existing components are showing signs of instability and are subject to total failure without notice. The server is more than 6 years old and is actually a desktop computer converted to use as server. The memory capacity is quite small, and fails to meet the requirements of the Public Works Department and ever-increasing demand for memory capacity. The new server will provide more reliable storage for the Department's projects and records, and the capacity for expanding the system with storage security upgrades. The City solicited three bids and received one viable bid from Computer Logistics. Funding is available in the Public Works Administration fund for the purchase of the server.

Adequate funding in the amount of well over \$300,000 is available in the Public Works Administration Fund and can be, with Council approval, utilized for purchase and installation of an updated server and data storage backup system at the City Department of Public Works facility located at 720 South Street in Susanville, California.

Motion by Councilmember Moore, second by Councilmember Schuster, to approve Resolution No. 19-5613; motion carried unanimously. Ayes: Moore, Schuster, Wilson, Franco and Stafford.

9E Consider Resolution No. 19-5615 considering approval of the updated CalTrans Capital Improvement Plan (CIP) including the Airport Land Use Compatibility Plan (ALUCP) and authorizing the Interim/City Administrator to sign the submittal documents Mr. McCourt provided a summary of the process to adopt the Airport Capital Improvement Plan (ACIP) per Federal Aviation Administration (FAA) regulations, and the requirement to update the Plan every year. CalTrans provides project assistance funding, and they require an update of the ACIP every two years. In addition, CalTrans provides project funding not available through FAA to the Lassen County Airport Land Use Commission (ALUC). The Airport Land Use Commission Plan has not been updated since 1987, and the Commission has requested that the City include the ALUCP in the City's ACIP in order to be eligible to apply for project funding through CalTrans. Any funding match required for ALUCP projects would be the responsibility of the County to provide. Staff is requesting the amendment to the ACIP to include the Airport Land Use Commission Plan.

There was a general discussion regarding the Airport Land Use Commission's function, and general funding for capital improvement projects at the Susanville Municipal Airport.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 19-5615; motion carried unanimously. Ayes: Franco, Schuster, Wilson, Moore and Stafford.

9F Consider approval of Department Head Selection Process Outline Mr. Newton reviewed the Department Head Selection process outline that has been revised and updated since it was first reviewed and adopted in June 2018. At this time, there is no active recruitment for a department head or City Administrator position, so it is an opportunity to revise some sections of the process that needed additional clarification.

Councilmember Wilson commented that Section III B is not clear as to show that the reason the Council may opt to not interview either of the top two candidates would be based on a negative finding through the professional and community panel interview process. He requested that sentence two be modified as follows:

"Based on the **negative** results of **from** the Professional and/or Community Panel interviews, the City Council may elect to not interview one or both of **of** the top two candidates."

Mayor pro tem Franco stated for those present that the purpose of the discussion and the establishment of a hiring policy is to attempt to be as open as possible with the hiring of management level employees. The City has experts from the public and other agencies involved in the screening process in order to select the best candidates and to make sure the process is transparent and fair.

Motion by Councilmember Wilson, second by Mayor pro tem Franco, to approve the proposed Department Head Selection Process with the correction to section III B as requested; motion carried unanimously. Ayes: Wilson, Franco, Moore, Schuster and Stafford.

9G Consider Resolution No. 19-5616 authorizing execution of Federal Executive Office for the Organized Crime Drug Enforcement Task Force Agreement Chief Jones explained that the Federal Organized Crime Drug Enforcement Task Force (OCDEF) has funding available for officers who are dedicated to the OCDEF program. The funding reimburses the overtime costs associated with those duties, as the overtime costs do pose a challenge to managing the Department's budget.

There was a general discussion regarding the benefits of participating in the task force, having the availability of the FBI and the importance of taking advantage of funding reimbursement to offset the overtime costs for backfill needed to cover the officer who is working on the task force.

Motion by Mayor pro tem Franco, second by Councilmember Moore, to approve Resolution No. 19-5616; motion carried unanimously. Ayes: Franco, Moore, Wilson, Schuster and Stafford.

10 SUSANVILLE COMMUNITY DEVELOPMENT AGENCY: No business.

11 SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12 CONTINUING BUSINESS:

13 CITY ADMINISTRATOR'S REPORTS:

13A Public Works Department Update Mr. Gibbs reviewed the Public Works Department Mission Statement, recent accomplishments, and projects in progress.

Mayor Stafford completed the Public Works staff for all of their hard work. Mayor pro tem Franco agreed, stating that with the added challenges of management changes, the Department has continued to work hard and has accomplished a lot.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

Councilmember Schuster asked when it was anticipated that the holiday lights on Main Street would be removed.

Mr. Newton responded that the removal is a multi-agency effort which requires a lot of assistance from LMUD and with weather and scheduling, it has been difficult to coordinate the removal.

15 ADJOURNMENT:

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

Meeting adjourned at 7:51 p.m.

Respectfully submitted by

Kevin Stafford, Mayor

Gwenna MacDonald, City Clerk

Approved on: _____

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
February 20, 2019– 6:00 p.m.

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

Roll call of Councilmembers present: Brian Wilson, Joseph Franco, Brian Moore, Mendy Schuster and Mayor Kevin Stafford.

Staff present: Dan Newton, Interim City Administrator; Jessica Ryan, City Attorney and Ruth McElrath, Building Permit Technician.

1 APPROVAL OF AGENDA:

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

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No comments.

3 CLOSED SESSION: At 6:01 p.m. the Council entered into Closed Session to discuss the following:
PUBLIC EMPLOYMENT – Pursuant to Government Code Section §54957

A CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code Section §54956.8

1 Property: APN: 105-210-29-11
 Agency Negotiator: Dan Newton, Interim City Administrator
 Negotiating Parties: Lassen Aurora Network (LAN)
 Under Negotiation: Price/Conditions/Terms of Lease

4 RETURN TO OPEN SESSION:

At 7:00 p.m. the City Council reconvened in Open Session.

Staff present: Dan Newton, Interim City Administrator; Jessica Ryan, City Attorney; Kevin Jones, Police Chief; Daniel Gibbs, Acting Public Works Director; Deborah Savage, Finance Manager; and Ruth McElrath, Building Permit Technician.

Mr. Newton reported that prior to Closed Session, the agenda was approved as submitted. The City Council met in Closed Session, and there was no reportable action taken, but direction was provided to staff.

Mayor Stafford provided the Thought of the Day.

Mayor Stafford presented Interim City Administrator Dan Newton with a plaque from the City Council in recognition and appreciation for his service to the City as Interim City Administrator.

5 BUSINESS FROM THE FLOOR:

Ofelia Ware informed the Council of her concerns related to the Third Street neighborhood. She described nuisances related to garbage being dumped in a vacant lot, violations of the noise ordinance, and a man yelling in the alley at 2:00 a.m. She thanked Chief Jones and Supervisor David Teeter for having a van removed from the neighborhood.

6 **CONSENT CALENDAR:**

- A Approve minutes from the City Council's January 16 and 24, 2019 meetings
- B Receive and file Monthly Finance Report: January 2019
- C Approve **Resolution No. 19-5619** authorizing transfer of vehicle from Building Official to Parks Department

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

7 **PUBLIC HEARINGS:** No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:** Commission/Committee reports:

9 **NEW BUSINESS:**

9A **Consider approval of vendor warrants numbered 203171 through 203271 for a total of \$487,410.65 including \$242,925.53 in payroll warrants**

Motion by Mayor pro tem Franco, second by Councilmember Moore, to approve the vendor warrants as submitted; motion carried unanimously. Ayes: Franco, Moore, Wilson, Schuster and Stafford.

9B **Consider Resolution No. 19-5517 adopting FY 2018/2019 mid-year budget** Ms. Savage reported that each year, the City Council adopts a budget by July 1st that sets appropriations for the coming fiscal year. Revenues are based on projections that are provided by Lassen County and the State of California. Expenses are established to fund critical operations and priorities determined by Management and City Council. The budget is reviewed mid-year, and adjustments are made based on updated revenue calculations from the County and State. Adjustments are made to expenses that were not predicted or occurred during the first six months.

Ms. Savage continued, explaining that the mid-year 2018/2019 budget reflects projections for Property Tax in-lieu of VLF and increases to interest income for higher LAIF investment rates. Staff is not recommending an increase to any other revenue projections at this time, but will continue to monitor them closely. The budget adjustment includes increases based upon additional expenditures that are necessary to complete the remainder of the fiscal year, and they include Police Department overtime expense, vehicle repair and maintenance, technical services, code enforcement, and the replacement of the Administration server. Ms. Savage concluded by reporting that the mid-year budget includes a General Fund expenditures budget of \$6,856,776 all other funds budget \$11,778,044 for a total City budget of \$18,634,820. She turned the floor over to Mr. Newton.

Pat Holley asked if the Police Department was fully funded.

Ms. Savage responded that all approved positions at the Police Department are fully funded.

Mr. Newton explained that prior to the meeting, staff provided a spreadsheet illustrating a five year projection of the General Fund for revenue and expenditures. On the expenditure side, staff wanted to compare budgeted years versus actual. At the beginning of each fiscal year, the City begins with all approved positions budgeted for as if the City were fully staffed, and then a vacancy rate is factored in as if there would be a 4 percent vacancy rate. From year to year there are also one-time revenues, and those allow us to have the expenses be less than revenues. The City is also entering into a period where the

majority of the General Fund positions are filled, with the exception of two vacancies at the Police Department, and a temporary vacancy in the Fire Department due to the deployment of an employee with the National Guard. Chief Jones has been very active in recruiting to fill the vacancies in the Police Department, and the deployed fire fighter should be returning this year.

Mr. Newton continued stating that the revenue to expense comparisons show a net change in fund balance which is anticipated to a deficit of \$350,000. A significant portion of that is the General Fund City contribution that must be made to leverage additional SB1 funding for road work. The budget projections show that a significant portion of the increase is the CalPers obligation. Essentially, the calculations indicate that unless something changes, the City will deplete its reserve by 2023. The problems have not been discussed to any extent since the proposed sales tax was voted down in November, but the problem is still there and needs to be addressed. There are some things that will help offset the issue which were not included in the projections, such as the tobacco grant, which offset expenses, but this is a basic prediction based upon stable sources of revenue.

Ms. Savage added that the projections are assuming that the existing level of services would be provided, however it does not include increases or the replacement of major items, such as vehicles. She referred to page two which illustrated an analysis of General Fund salaries and benefits, and it represents between 77 to 82 percent of the General Fund.

Councilmember Wilson commented that Mr. Newton brings up a good point in that the City cannot wait any longer to have the conversation. It is time to start having some uncomfortable discussions with Department Heads and the Council, because the City cannot continue down the road it is going, and spending money that we do not have.

Pat Holley asked for clarification that the reduction in sales tax from 2017/2018 to 2018/2019 was an actual number or a projection.

Ms. Savage responded that it is an actual number received from the County, and is due to an over-allocation from a previous year. The Board of Equalization misallocated a return that was filed, and overpaid the County so the City and County have to pay that back.

Councilmember Moore asked if the bill that resulted in an increase in vehicle registrations and licensing had been factored in.

Ms. Savage responded that it is factored into the SB1 funding.

Councilmember Moore asked if the City has considered the allocation for internet shopping, or the Amazon tax.

Mr. Newton responded that the State is still working through that, so there is no information available yet. The VLF funding is earmarked for the streets fund, with the City required to provide a General Fund contribution to leverage those funds. The City contribution was estimated at \$166,000 at the beginning of the fiscal year, however expenses related to snow removal are counted towards the City's maintenance of effort, so it reduces that \$166,000 figure.

Councilmember Wilson asked about the items that were being requested that would be covered by salary savings that are not items which have been discussed by Council, and if those discussions would be forthcoming.

Ms. Savage explained that the Administration server is coming up to the end of its useful life, and it also includes upgrades to the firewall. Currently, the firewall is not PCI compliant, and any entity that accepts credit card payments must have a secure firewall that provides a set level of protection for credit card customers. The firewall is too old and there is insufficient memory to upgrade, however the cost of upgrading the firewall first and the server second would be more costly than to upgrade them both at the same time.

Mr. Newton added that staff was looking at the upgrade to occur within the next few months

Councilmember Wilson asked if these are items that staff was able to put numbers on, and if there are more that would be coming up before the end of the fiscal year.

Mr. Newton replied that each Department Head was asked to look at their budget, and forecast to the end of the year, identify the additional needs and at this time, based on current information, these requests should cover the rest of the year. There's been discussion regarding the roof at City Hall, and for the past several years, there has been efforts made to repair and patch, however recently there has been a significant amount of deterioration and the amount of water that is getting through has increased. There is also discussion regarding replacement of the pump at the golf course and staff would be bringing that back for consideration.

Councilmember Wilson asked for an estimate of the salary saving.

Mr. Newton responded that a department analysis was conducted, and based upon his recollection, it was approximately \$150,000 for the General Fund. There were additional attorney's fees which offset that amount.

Ms. Savage stated that the items which are being requested are one-time purchases which will not increase the line item for the next fiscal year budget.

Councilmember Wilson commented that one of the things that has been discussed is the cost of dispatch and upgrades to the Police Department computer, which are one-time expenses that are potentially very significant. He asked if there were any estimated numbers yet on those expenses.

Mr. Newton answered that the County is working on an RFP to release either concurrently or jointly with the City to obtain costs on a records management system and the costs of dispatch might be included in that process. The City is still working to obtain numbers on that.

Mayor pro tem Franco asked if there was annual dividend payment available through SCORE, and if so, when would the City be notified.

Ms. Savage responded that the dividend returns are based upon the City's annual claims and calculations that are made based upon the other members of the risk pool. That information should be available at the next Board meeting in late March, and in the past the dividend payments have been allocated to the risk management pool. The City's security system is paid for from that fund.

There were no additional questions or comments.

Motion by Mayor pro tem Franco, second by Councilmember Wilson, to approve Resolution No. 19-5617; motion carried unanimously. Ayes: Franco, Wilson, Schuster, Moore and Stafford.

9C Considering approval of the Tobacco Law Enforcement Grant budget and scope modification Mr. McCourt explained that the City Council was awarded the Tobacco Law Enforcement Grant and approved a budget and scope of work modification at the September 18, 2018 meeting. Since that time, Chief Kevin Jones has come to work for the City, and based on his experience and knowledge, has made recommendations to improve the efficiency of grant management. The original intent of the grant will not be affected, and the proposed modifications have been reviewed by the Department of Justice Grant Manager. The City is allowed to make three scope modifications per year.

Chief Jones commented that this is a very unique opportunity for the City to be awarded funding that is one hundred percent officer spending, and he described the planned use of the funding to deploy officers to Community Watch Groups, schools, and specific focus areas. The grant will save the City about \$400,000 over the next two and a half years.

Motion by Councilmember Schuster, second by Councilmember Moore, to approve the amended grant budget and scope of work; motion carried unanimously. Ayes: Schuster, Moore, Wilson, Franco and Stafford.

9D Consider establishment of K-9 Program Chief Jones referred to the information packet that has been provided which proposes the implementation of a K-9 program with the City. The City has not had a K-9 program since 1992, and the value of the program to law enforcement is hard to quantify. The dogs are used for drug detection, searching, tracking, protection and use of force. K-9's are a positive community relations tool that would be utilized year round. The program would rely on a dedicated fundraising effort, with the approximate cost for the program to be \$22,000, which includes the purchase of the dog, handler training, lodging and per diem, equipment, food, and basic supplies for the care of the dog. The fundraising should begin as soon as possible, with the optimal time to send the handler for training would be June, when the SRO is not needed at school. Chief Jones reviewed costs, potential funding sources, recurring costs, and added that Susanville is a very giving community.

Pat Holley spoke in support of the K-9 program, discussing the benefits to the community and to the officers.

At 7:45 p.m. Chief James Moore entered the meeting.

Amy Holley talked about the amount of drugs that have come to the community, and the value of a K-9 in solving those types of crimes.

Gary Bridges commented that K-9 units build connections with the community, and it does not sound like the City can afford to do without the program.

Councilmember Schuster asked if the Fire Department could utilize a K-9

Chief Moore responded that some dogs are trained to sniff for combustible flammable materials, however he is unsure if a K-9 trained for police work could be cross trained.

Mayor Stafford asked how many times the K-9 units from the Sheriff's office were used.

Victoria Estrada, Susanville PD, stated that the Department has used the Sheriff's dog Brinks on five occasions for assemblies at schools. It is a great tool for community outreach.

Officers Brian Rowe, Michael Hoover and Frederic Foulk each spoke about the advantages of using a canine during the course of their work, and described specific instances where the Sheriff's K-9 served a valuable purpose during the apprehension of a suspect.

David Teeter, Board of Supervisors, spoke in support of the program, and the Department, and the effort to make improvements for the community. Even though budget is a difficult issue to deal with, he spoke in support of the program.

Sergeant Sobol, Officer Kevin Singletary and Officer Amanda Evans spoke in support of the program, citing examples of situations where a K-9 would offer improved efficiency and protection for the Officers.

Mayor pro tem Franco stated that he is in support of the program, however the Council just had a sobering discussion regarding the budget and fundraising efforts to mitigate the impact of the added cost to the City will go a long way towards making the program successful.

Councilmember Wilson agreed, adding that he made a commitment to the Chief when he voted to hire him, and he trusts that he will work within the Department budget and work to identify additional funding sources and opportunities. He thanked Officer Hoover for his hard work and dedication to the program, and committed the remainder of his discretionary fund to the program. He invited Officer Hoover to stop by his office, so that he could match the contribution.

Officer Hoover spoke about the fund raising effort and outpouring of community support for the program.

Gary Bridges stated that many of the neighborhood watch groups are committed to donating, and he believes that the program would not create any cost to the City.

Councilmember Moore announced that he would also contribute the balance in his discretionary fund to the program.

Councilmember Schuster committed \$200 of her discretionary funding to the program

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to move forward with the K-9 program; motion carried unanimously. Ayes: Franco, Schuster, Wilson, Moore and Stafford.

9E Consider Resolution No. 19-5614 authorizing execution of lease agreement between Lassen Aurora Network (LAN) and the City of Susanville for the Susanville Community Garden Mr. Newton explained that the City has authorized the use of the property at 105 South Ash Street to be utilized as a community garden. It began operations in 2018, with a core group of community members who have been very active in expanding the opportunities and programs provided by having the garden. Lassen Aurora Network, a private non-profit corporation, has offered to facilitate and oversee the operations as a private non-profit, and the lease agreement has been drafted for the Council's review and approval.

David Teeter thanked the Council for its on-going support of the community garden project, adding that Lassen Community College and WIC are also involved.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 19-5614; motion carried unanimously. Ayes: Franco, Schuster, Wilson, Moore and Stafford.

9F Consider approval of the write-off of Accounts Receivable and authorize turning the amount of uncollected utility revenue to collections Ms. Savage explained that the Administrative Services Department is responsible for the collection of revenues that are owed to the City and when accounts become past due, the City follows set procedures for the collection of these accounts. After all attempts to collect the money have failed, staff provides a report to Council with a request to write-off the uncollected balances and forward the accounts to a collection agency. The City receives 66 percent of any amounts collected. Staff is requesting to write off \$20,371.68 in uncollected revenue.

Motion by Councilmember Wilson, second by Mayor pro tem Franco, to authorize the write off of accounts receivable; motion carried unanimously. Ayes: Wilson, Franco, Schuster, Moore and Stafford.

9G Consider Resolution Number 19-5618 authorizing the Acting Public Works Director to execute a contract change order with Dig-It Construction Inc. for STIP Project No. 17-01 (FC) with remaining fund balances for portions of West Street and Hospital Lane in the City of Susanville from the project for pavement rehabilitation and ADA accessibility upgrades less construction engineering Mr. Gibbs reported that the City Council approved STIP Project 17-01 in April 2018, and the project is near completion. The remaining balance for engineering, construction and contingencies is approximately \$190,000. Staff is recommending executing a change order to complete additional work on West Street and Hospital Lane. These streets were included in the original project, covered in the environmental clearance approvals, however based on anticipated material and construction costs, it was estimated that there would not be sufficient funding for the project so these two streets were removed from the original scope. Caltrans will typically approve nearby and adjacent streets to utilize remaining fund balances.

There was a general discussion regarding prioritizing projects, the current condition of the streets and the difficulty in making repairs due to the prolonged stretch of inclement weather.

Motion by Councilmember Moore, second by Councilmember Schuster, to approve Resolution No. 19-5618; motion carried unanimously. Ayes: Moore, Schuster, Wilson, Franco and Stafford.

10 SUSANVILLE COMMUNITY DEVELOPMENT AGENCY: No business

11 SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12 CONTINUING BUSINESS:

12A Consider Resolution No. 19-5620 amending the Police Officer Trainee agreement Chief Jones reported that the Council approved Resolution No. 18-5524 in June 2018, authorizing the Police Officer Trainee agreement. Staff is proposing to amend the agreement to include language that would authorize reimbursement for Trainees who are hired while in the academy, and remove language that penalizes Trainees who do not complete 36 months of service. These changes are consistent with recent case law, and a survey of Cal-Chiefs.

The Police Department is proposing to amend Resolution No. 18-5524 to include language authorizing reimbursement for Trainees who are hired while in the Academy, and exclude language of penalties for Police Trainees who do not complete 36 months of service. This is consistent with a recent survey of Cal-Chiefs and case law.

There was a general discussion regarding the Trainee program and its use as a recruitment tool.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 19-5620; motion carried unanimously. Ayes: Franco, Schuster, Wilson, Moore and Stafford.

13 CITY ADMINISTRATOR'S REPORTS:

13A Discussion of budget policy amendment Chief Moore reported that every year the Fire Department sends paid and volunteer staff out of Lassen County to assist with wildfire suppression throughout the State. The Department accounts for the revenue and expense of fighting out of area fires, and if the Department uses one of its own engines, there is additional revenue for the rental cost of the engine. At the end of the year, the account is reconciled and typically the City shows a 20 to 25 percent revenue over expense surplus. Last year, with the revenue for the engine rental included, it was closer to a 100 percent revenue over expense surplus. Staff is proposing that each year, after the reconciliation is complete, that the remaining balance of funds would be divided equally between Administration, Police and Fire budgets to be deposited into the respective facility and equipment funds. These accounts are restricted and Council approval is required for expenditures for facility and equipment repairs or replacement.

Ms. Savage added that the revenue sources are not fixed, so at the end of the year after expenses are paid and closed out, any remaining money would be set aside in the restricted facility and equipment fund and any expenditures from the fund must be approved by City Council. This represents an amendment to the budget policies.

Motion by Mayor pro tem Franco, second by Councilmember Schuster to amend the policy as proposed, and approve the distribution of surplus out of area fires as described; motion carried unanimously. Ayes: Franco, Schuster, Wilson, Moore and Stafford.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

15 ADJOURNMENT:

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

Meeting adjourned at 8:47 p.m.

Kevin Stafford, Mayor

Respectfully submitted by

Approved on: _____

Ruth McElrath, Building Permit Tech

The Police Department is proposing to amend Resolution No. 18-5524 to include language authorizing reimbursement for Trainees who are hired while in the Academy, and exclude language of penalties for Police Trainees who do not complete 36 months of service. This is consistent with a recent survey of Cal-Chiefs and case law.

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Meeting adjourned at 8:47 p.m.

Kevin Stafford, Mayor

Respectfully submitted by

Approved on. _____

Ruth McElrath, Building Permit Technician

Reviewed by:  City Administrator

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

Submitted By: Deborah Savage, Finance Manager

Action Date: March 20, 2019

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 February 2019.

FISCAL IMPACT: None

ACTION REQUESTED: Motion to receive and file monthly finance reports.

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

POOLED CASH & INVESTMENTS

February 28, 2019

| | |
|--------------------------|-------------------|
| POOLED CASH FUND | |
| Tri-Counties Bank | 536,361 |
| LAIF | 14,798,757 |
| Total Cash & Investments | <u>15,335,117</u> |

Pooled Cash Allocation:

| | |
|-------------------------------|-------------------|
| General | 1,369,662 |
| General - Restricted | 1,681,773 |
| Special Revenue | 1,387,773 |
| Capital Projects | 13,848 |
| Debt Service | 308,630 |
| Enterprise | |
| Airport | 35,807 |
| Geothermal | 255,549 |
| Golf Course | (89,811) |
| Natural Gas | 5,619,913 |
| Water | 3,730,274 |
| Internal Service | 809,827 |
| Trust & Agency | 211,874 |
| Total Cash & Inv. Allocations | <u>15,335,117</u> |

CASH WITH FISCAL AGENTS

February 28, 2019

| | |
|-------------------------------|------------------|
| General | |
| Special Revenue | |
| Capital Projects | |
| Debt Service | 0 |
| Enterprise | 2,457,304 |
| Internal Service | |
| Trust & Agency | |
| Total Cash with Fiscal Agents | <u>2,457,304</u> |

| | |
|-------------|--------------------------|
| GRAND TOTAL | <u><u>17,792,422</u></u> |
|-------------|--------------------------|

CITY OF SUSANVILLE
 COMBINED CASH AND INVESTMENTS
 FEBRUARY 28, 2019

COMBINED ACCOUNTS

| | | |
|---------------|-------------------------------------|------------------|
| 9999-1011-002 | TRI COUNTIES BANK | 536,360.78 |
| 9999-1030-001 | LAIF | 14,798,756.53 |
| | | <hr/> |
| | TOTAL COMBINED CASH AND INVESTMENTS | 15,335,117.31 |
| 9999-1000-000 | CLAIM ON CASH | (15,335,117.31) |
| | | <hr/> |
| | TOTAL UNALLOCATED CASH | <u>.00</u> |

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

| | | |
|------|--|---------------|
| 1001 | ALLOCATION TO GF-DEPOSITS PAYABLE | 7,741.66 |
| 1002 | ALLOCATION TO GF-ECONOMIC DEVELOPMENT | 3,554.64 |
| 1003 | ALLOCATION TO FLOOD/EMERGENCY DECLARATIONS | 140,000.91 |
| 1004 | ALLOCATION TO GF-PANCERA | 18,864.34 |
| 1005 | ALLOCATION TO GF-RESERVE ACCOUNT | 1,361,390.79 |
| 1006 | ALLOCATION TO POLICE FACILITIES & EQUIP FUND | 2,405.95 |
| 1007 | ALLOCATION TO FIRE FACILITIES & EQUIP FUND | 101,402.71 |
| 1008 | ALLOCATION TO ADMIN SVCS FACILITIES & EQUIP | 48,411.60 |
| 2002 | ALLOCATION TO STATE COPS | 99,220.04 |
| 2005 | ALLOCATION TO ROAD MAINT AND REHAB SB-1 | 273,017.14 |
| 2006 | ALLOCATION TO SNOW REMOVAL | 7,962.54 |
| 2007 | ALLOCATION TO STREETS & HIGHWAYS | (282,519.34) |
| 2008 | ALLOCATION TO TOBACCO GRANT | (924.31) |
| 2010 | ALLOCATION TO STREET MITIGATION | 46,656.46 |
| 2011 | ALLOCATION TO POLICE MITIGATION | 13,144.00 |
| 2012 | ALLOCATION TO FIRE MITIGATION | 108,774.97 |
| 2013 | ALLOCATION TO PARK DEDICATION FUND | 163,043.92 |
| 2016 | ALLOCATION TO CDBG REVOLVING LOAN FUND | 107,597.24 |
| 2018 | ALLOCATION TO HOME REVOLVING FUND | 469,231.40 |
| 2030 | ALLOCATION TO TRAFFIC SAFETY | 54,145.15 |
| 2035 | ALLOCATION TO TRAFFIC SIGNALS FUND | 81,630.27 |
| 2037 | ALLOCATION TO SKYLINE BICYCLE LANE | 8,925.98 |
| 2040 | ALLOCATION TO CDBG RIVERSIDE GRANT REHAB | 239,867.42 |
| 4003 | ALLOCATION TO CITY HALL | 6,116.11 |
| 4004 | ALLOCATION TO 2013 CALPERS REFUNDING LOAN | 318,564.15 |
| 4005 | ALLOCATION TO COMMUNITY POOL DEBT SERVICE | (16,049.83) |
| 7111 | ALLOCATION TO WATER RATE STABILIZATION FUND | 3,000,000.00 |
| 7114 | ALLOCATION TO WATER CAPITAL IMPROVEMENTS | 586,300.36 |
| 7402 | ALLOCATION TO NATURAL GAS STABILIZATION FUND | 1,807,075.00 |
| 7610 | ALLOCATION TO OPEB | 14,331.57 |
| 7630 | ALLOCATION TO RISK MANAGEMENT FUND | 385,666.28 |
| 7650 | ALLOCATION TO PAYROLL | 113,940.47 |
| 8401 | ALLOCATION TO HUSA BUSINESS IMPROVE DIST | 11,368.77 |
| 8402 | ALLOCATION TO LAFCO | 53,437.83 |
| 8403 | ALLOCATION TO SEC 125 & AFLAC | 2,083.52 |
| 8404 | ALLOCATION TO AIR POLLUTION | 138,910.74 |
| 8405 | ALLOCATION TO AIR POLLUTION-CARL MOYER | 154,160.24 |
| 8406 | ALLOCATION TO REGIONAL WATER MANAGEMENT GROU | (174,111.89) |
| 8407 | ALLOCATION TO AIR POLLUTION- CCI REDUCTION | 26,025.05 |

CITY OF SUSANVILLE
 COMBINED CASH AND INVESTMENTS
 FEBRUARY 28, 2019

| | | |
|------|--|------------------|
| | ALLOCATIONS TO RESTRICTED FUNDS | 9,497,363.85 |
| | | |
| | UNRESTRICTED FUNDS | |
| | | |
| 1000 | ALLOCATION TO GENERAL FUND | 1,369,661.56 |
| 3015 | ALLOCATION TO CITY HALL PARKING LOT PROJECT | 13,847.97 |
| 7110 | ALLOCATION TO WATER SYSTEM | 112,028.09 |
| 7112 | ALLOCATION TO JOHNSTONVILLE WATER SYSTEM | 31,945.26 |
| 7201 | ALLOCATION TO AIRPORT | 35,806.69 |
| 7301 | ALLOCATION TO GEOTHERMAL UTILITY | 255,549.01 |
| 7401 | ALLOCATION TO NATURAL GAS | 3,812,838.06 |
| 7530 | ALLOCATION TO GOLF COURSE | (89,811.47) |
| 7620 | ALLOCATION TO PW ADMIN & ENGINEERING FUND | 295,888.29 |
| | | |
| | ALLOCATIONS TO UNRESTRICTED FUNDS | 5,837,753.46 |
| | | |
| | TOTAL ALLOCATIONS TO OTHER FUNDS | 15,335,117.31 |
| | ALLOCATION FROM COMBINED CASH FUND - 9999-1000-000 | (15,335,117.31) |
| | | |
| | ZERO PROOF IF ALLOCATIONS BALANCE | .00 |
| | | |

TRI-COUNTIES BANK

| | | | |
|-----------|----------------------|-----------------|--------------------------------------|
| | | | \$671,256.86 |
| 2/1/2019 | | -\$103,411.54 | \$567,845.32 |
| 2/1/2019 | | -\$5,092.77 | \$562,752.55 |
| 2/1/2019 | CRJE 2019-208 | | \$388.82 \$563,141.37 |
| 2/1/2019 | | | \$623.32 \$563,764.69 |
| 2/1/2019 | | | \$1,645.68 \$565,410.37 |
| 2/1/2019 | CD2 2019-209 | -\$2,946.79 | \$562,463.58 |
| 2/1/2019 | | -\$15.00 | \$562,448.58 |
| 2/1/2019 | | | \$27,761.33 \$590,209.91 |
| 2/1/2019 | | | \$22,096.85 \$612,306.76 |
| 2/4/2019 | CRJE 2019-217 | | \$1,719.58 \$614,026.34 |
| 2/4/2019 | | | \$1,414.96 \$615,441.30 |
| 2/4/2019 | | | \$726.04 \$616,167.34 |
| 2/4/2019 | | | \$11.28 \$616,178.62 |
| 2/4/2019 | | | \$1,480,136.42 \$2,096,315.04 |
| 2/4/2019 | | | \$12,009.61 \$2,108,324.65 |
| 2/5/2019 | CRJE 2019-211 | | \$2,910.46 \$2,111,235.11 |
| 2/5/2019 | | | \$54.73 \$2,111,289.84 |
| 2/5/2019 | | -\$261.42 | \$2,111,028.42 |
| 2/5/2019 | | -\$203.42 | \$2,110,825.00 |
| 2/5/2019 | | -\$253.91 | \$2,110,571.09 |
| 2/5/2019 | | | \$41,367.54 \$2,151,938.63 |
| 2/5/2019 | | | \$9,122.54 \$2,161,061.17 |
| 2/6/2019 | CRJE 2019-213 | | \$2,718.01 \$2,163,779.18 |
| 2/6/2019 | | | \$1,459.49 \$2,165,238.67 |
| 2/6/2019 | | | \$1,091.05 \$2,166,329.72 |
| 2/6/2019 | | | \$88.60 \$2,166,418.32 |
| 2/6/2019 | | | \$33,397.09 \$2,199,815.41 |
| 2/6/2019 | | | \$13,260.48 \$2,213,075.89 |
| 2/7/2019 | CD2 2019-215 | -\$2,000,000.00 | \$213,075.89 |
| 2/7/2019 | | -\$108.43 | \$212,967.46 |
| 2/7/2019 | | -\$55.37 | \$212,912.09 |
| 2/7/2019 | CRJE 2019-216 | | \$1,518.83 \$214,430.92 |
| 2/7/2019 | | | \$44,157.81 \$258,588.73 |
| 2/7/2019 | | -\$90,557.12 | \$168,031.61 |
| 2/7/2019 | | | \$33,267.54 \$201,299.15 |
| 2/7/2019 | | | \$13,326.00 \$214,625.15 |
| 2/7/2019 | | | \$70.49 \$214,695.64 |
| 2/8/2019 | CRJE 2019-218 | | \$1,086.47 \$215,782.11 |
| 2/8/2019 | | | \$1,134.31 \$216,916.42 |
| 2/8/2019 | | | \$82.39 \$216,998.81 |
| 2/8/2019 | | | \$55,593.05 \$272,591.86 |
| 2/8/2019 | | | \$11,951.05 \$284,542.91 |
| 2/11/2019 | | | \$87,194.54 \$371,737.45 |
| 2/11/2109 | | | \$7,164.39 \$378,901.84 |
| 2/12/2019 | | -\$109,411.82 | \$269,490.02 |
| 2/12/2019 | | -\$4,685.40 | \$264,804.62 |
| 2/12/2019 | | -\$34,336.08 | \$230,468.54 |
| 2/12/2019 | | -\$5,173.36 | \$225,295.18 |
| 2/12/2019 | | -\$1,469.75 | \$223,825.43 |
| 2/12/2019 | | -\$28,217.31 | \$195,608.12 |
| 2/12/2019 | | -\$75,020.00 | \$120,588.12 |
| 2/12/2019 | | -\$1,238.40 | \$119,349.72 |
| 2/12/2019 | | -\$306.02 | \$119,043.70 |
| 2/12/2019 | | -\$582.25 | \$118,461.45 |

TRI-COUNTIES BANK

| | | | |
|-----------|----------------------|----------------------|----------------------------------|
| 2/12/2019 | | -\$10,047.93 | \$108,413.52 |
| 2/12/2019 | | | \$12,430.21 \$120,843.73 |
| 2/12/2019 | | | \$4,672.38 \$125,516.11 |
| 2/13/2019 | | | \$15,753.57 \$141,269.68 |
| 2/13/2019 | | | \$5,477.87 \$146,747.55 |
| 2/14/2019 | CRJE 2019-219 | | \$410,000.00 \$556,747.55 |
| 2/14/2019 | | -\$409,483.16 | \$147,264.39 |
| 2/14/2019 | | | \$12,930.12 \$160,194.51 |
| 2/14/2019 | | | \$6,679.27 \$166,873.78 |
| 2/14/2019 | | -\$301.34 | \$166,572.44 |
| 2/15/2019 | CRJE 2019-220 | | \$1,829.08 \$168,401.52 |
| 2/15/2019 | | | \$775.44 \$169,176.96 |
| 2/15/2019 | | | \$789.67 \$169,966.63 |
| 2/15/2019 | | | \$853.71 \$170,820.34 |
| 2/15/2019 | | | \$255.65 \$171,075.99 |
| 2/15/2019 | | | \$1,957.27 \$173,033.26 |
| 2/15/2019 | CD2 2019-221 | -\$8,267.43 | \$164,765.83 |
| 2/15/2019 | | -\$93.31 | \$164,672.52 |
| 2/15/2019 | | -\$200.00 | \$164,472.52 |
| 2/15/2019 | | -\$17.99 | \$164,454.53 |
| 2/15/2019 | | -\$100.00 | \$164,354.53 |
| 2/15/2019 | | -\$469.27 | \$163,885.26 |
| 2/15/2019 | | -\$501.81 | \$163,383.45 |
| 2/15/2019 | | -\$1,196.96 | \$162,186.49 |
| 2/15/2019 | | | \$28,512.99 \$190,699.48 |
| 2/15/2019 | | | \$8,522.03 \$199,221.51 |
| 2/19/2019 | CRJE 2019-222 | | \$381.52 \$199,603.03 |
| 2/19/2019 | | | \$46.93 \$199,649.96 |
| 2/19/2019 | | | \$188,313.68 \$387,963.64 |
| 2/19/2019 | | | \$9,855.41 \$397,819.05 |
| 2/20/2019 | | | \$11,906.98 \$409,726.03 |
| 2/20/2019 | | | \$7,721.27 \$417,447.30 |
| 2/21/2019 | | -\$50,582.26 | \$366,865.04 |
| 2/21/2019 | CD2 2019-223 | -\$12.90 | \$366,852.14 |
| 2/21/2019 | | -\$115.00 | \$366,737.14 |
| 2/21/2019 | | -\$968.68 | \$365,768.46 |
| 2/21/2019 | | -\$86,021.87 | \$279,746.59 |
| 2/21/2019 | | -\$189.03 | \$279,557.56 |
| 2/21/2019 | | | \$20,831.84 \$300,389.40 |
| 2/21/2019 | | | \$12,107.20 \$312,496.60 |
| 2/22/2019 | | | \$73,623.22 \$386,119.82 |
| 2/22/2019 | | | \$8,626.03 \$394,745.85 |
| 2/25/2019 | CRJE 2019-225 | | \$653.20 \$395,399.05 |
| 2/25/2019 | | | \$2,701.27 \$398,100.32 |
| 2/25/2019 | | | \$2,012.51 \$400,112.83 |
| 2/25/2019 | | | \$647.26 \$400,760.09 |
| 2/25/2019 | | | \$1,703.36 \$402,463.45 |
| 2/25/2019 | | | \$8,614.62 \$411,078.07 |
| 2/25/2019 | | | \$20,238.91 \$431,316.98 |
| 2/25/2019 | | | \$30,565.16 \$461,882.14 |
| 2/25/2019 | | | \$152,607.92 \$614,490.06 |
| 2/25/2019 | | | \$73,528.40 \$688,018.46 |
| 2/25/2019 | | | \$12,946.38 \$700,964.84 |
| 2/25/2019 | | | \$161.58 \$701,126.42 |
| 2/26/2019 | CRJE 2019-227 | | \$1,333.38 \$702,459.80 |

TRI-COUNTIES BANK

| | | | | |
|-----------|---------------|---------------------|--------------------|-----------------------------|
| 2/26/2019 | | | \$736.74 | \$703,196.54 |
| 2/26/2019 | | | \$300.18 | \$703,496.72 |
| 2/26/2019 | | | \$1,509.72 | \$705,006.44 |
| 2/26/2019 | | | \$415.90 | \$705,422.34 |
| 2/26/2019 | | | \$9.14 | \$705,431.48 |
| 2/26/2019 | | | \$83.29 | \$705,514.77 |
| 2/26/2019 | | | \$1,023.07 | \$706,537.84 |
| 2/26/2019 | | | \$88.33 | \$706,626.17 |
| 2/26/2019 | | | \$176.56 | \$706,802.73 |
| 2/26/2019 | | -\$33,250.41 | | \$673,552.32 |
| 2/26/2019 | | -\$1,432.86 | | \$672,119.46 |
| 2/26/2019 | | -\$4,785.96 | | \$667,333.50 |
| 2/26/2019 | | -\$28,263.20 | | \$639,070.30 |
| 2/26/2019 | | -\$4,935.97 | | \$634,134.33 |
| 2/26/2019 | | | \$8,413.60 | \$642,547.93 |
| 2/26/2019 | | | \$5,998.79 | \$648,546.72 |
| 2/27/2019 | CD2 2019-228 | -\$15,915.25 | | \$632,631.47 |
| 2/27/2019 | | -\$70,425.72 | | \$562,205.75 |
| 2/27/2019 | | -\$200.00 | | \$562,005.75 |
| 2/27/2019 | | -\$157.73 | | \$561,848.02 |
| 2/27/2019 | | -\$56.81 | | \$561,791.21 |
| 2/27/2019 | | -\$15.00 | | \$561,776.21 |
| 2/27/2019 | | | \$172.50 | \$561,948.71 |
| 2/27/2019 | | | \$12,966.11 | \$574,914.82 |
| 2/27/2019 | | | \$6,784.44 | \$581,699.26 |
| 2/28/2019 | | -\$90,678.04 | | \$491,021.22 |
| 2/28/2019 | | | \$13,196.85 | \$504,218.07 |
| 2/28/2019 | | | \$29,862.96 | \$534,081.03 |
| 2/28/2019 | CRJE 2019-229 | | \$875.01 | \$534,956.04 |
| 2/28/2019 | | | \$601.73 | \$535,557.77 |
| 2/28/2019 | | | \$979.37 | \$536,537.14 |
| 2/28/2019 | | -\$193.18 | | \$16.82 \$536,360.78 |

| <i>s:/Debi/fund Balances Report</i> | | Audited | | | Unaudited |
|-------------------------------------|-------------------------------|-------------------|-------------------|-------------------|-------------------|
| | | 6/30/18 | YTD | YTD | FEBRUARY |
| Fund # | Fund Title | Fund Balance | Revenue | Expenditures | Fund Balance |
| | | | | | 2/28/19 |
| 100X | General Fund | 3,558,023 | 3,741,829 | 4,017,405 | 3,282,446 |
| 2002 | State COPS | 60,263 | 119,259 | 80,698 | 98,825 |
| 2005 | Road Maintenance & Rehab SB-1 | 105,158 | 167,859 | | 273,017 |
| 2006 | Snow Removal | 46,024 | 530 | 38,591 | 7,963 |
| 2007 | Streets | (211,421) | 1,841,391 | 1,791,240 | (161,270) |
| 2008 | DOJ Tobacco Grant | 0 | 0 | 924 | (924) |
| 2010 | Street Mitigation | 43,537 | 3,120 | | 46,657 |
| 2011 | Police Mitigation | 9,620 | 3,526 | | 13,146 |
| 2012 | Fire Mitigation | 141,188 | 4,892 | 39,305 | 106,775 |
| 2013 | Park Dedication | 160,335 | 2,723 | | 163,057 |
| 2016 | State Comm. Dev. Rev.FD | 956,930 | 9,281 | | 966,211 |
| 2018 | Home Revolving Fund | 752,150 | 12,152 | 7,543 | 756,759 |
| 2030 | Traffic Safety | 51,521 | 2,626 | | 54,147 |
| 2035 | Traffic Signals Fund | 80,544 | 1,084 | | 81,627 |
| 2037 | Skyline Bicycle Lane | 8,813 | 114 | | 8,927 |
| 2040 | CDBG Riverside Drive Project | 306,285 | 1,514 | 67,932 | 239,867 |
| 3015 | City Hall Parking Lot | 13,848 | | | 13,848 |
| 4003 | City Hall Debt Service | 52,259 | 92,256 | 138,399 | 6,117 |
| 4004 | 2013 CalPERS Refunding Loan | 481,503 | 307,568 | 470,507 | 318,564 |
| 4005 | Community Pool Debt Service | 630 | 67,280 | 83,960 | (16,050) |
| 711X | Water Funds | 3,624,084 | 1,701,939 | 2,060,683 | 3,265,340 |
| 7201 | Airport | 2,184,445 | 96,624 | 180,469 | 2,100,600 |
| 7301 | Geothermal | 551,215 | 68,283 | 69,034 | 550,464 |
| 740X | Natural Gas | 494,649 | 2,927,647 | 2,804,123 | 618,173 |
| 7530 | Golf Course | 2,370,352 | 144,398 | 203,508 | 2,311,243 |
| 7620 | PW Admin/Engineering | 168,599 | 127,129 | 23,334 | 272,393 |
| 7630 | Risk Management | 472,721 | 506,807 | 593,840 | 385,688 |
| 8402 | LAFCO | 33,348 | 57,245 | 32,125 | 58,468 |
| 8404 | Air Pollution | 198,502 | 123,220 | 155,836 | 165,886 |
| 8405 | Air Pollution - Carl Moyer | 319,563 | 3,432 | 168,835 | 154,160 |
| 8406 | IRWM - Management Group | (59,541) | | 88,075 | (147,616) |
| 8407 | CCI Woodsmoke Reduction | 0 | 135,485 | 109,460 | 26,025 |
| TOTALS | | 16,975,149 | 12,271,212 | 13,225,826 | 16,020,534 |

Reviewed by: AD City Administrator

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

Submitted By: Deborah Savage, Finance Manager

Action Date: March 20, 2019

CITY COUNCIL AGENDA ITEM

SUBJECT: Monthly Golf Course Update

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Attached for Council's review is the golf course report of revenues, expenses and cash through February 28, 2019.

FISCAL IMPACT: None

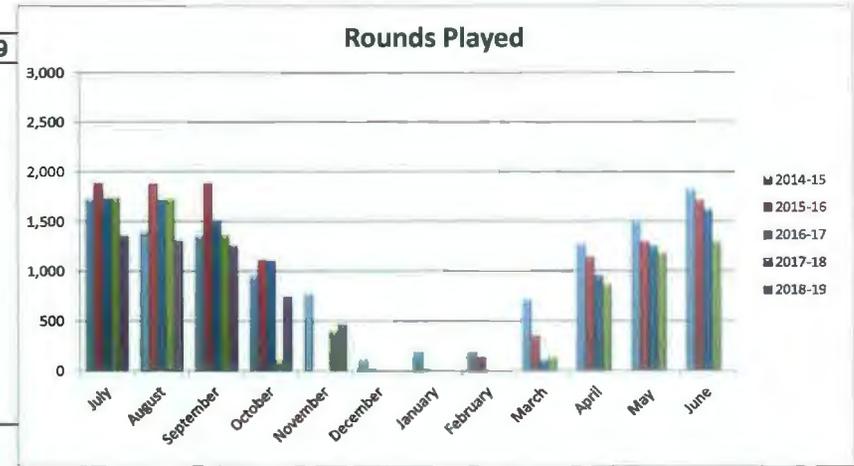
ACTION REQUESTED: Information only.

ATTACHMENTS: Monthly golf course report

GOLF COURSE

Rounds Played

| | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 | 2018-19 |
|-----------|---------|---------|---------|---------|---------|---------|
| July | 1,862 | 1,738 | 1,888 | 1,740 | 1,748 | 1,359 |
| August | 1,609 | 1,398 | 1,880 | 1,715 | 1,734 | 1,308 |
| September | 1,277 | 1,363 | 1,886 | 1,516 | 1,368 | 1,255 |
| October | 1,163 | 965 | 1,117 | 1,106 | 105 | 748 |
| November | 697 | 777 | 0 | 0 | 408 | 477 |
| December | 66 | 106 | 15 | 0 | 0 | |
| January | 48 | 183 | 20 | 3 | 0 | |
| February | 41 | 182 | 134 | 0 | 0 | |
| March | 56 | 717 | 349 | 104 | 139 | |
| April | 1,599 | 1,275 | 1,138 | 958 | 871 | |
| May | 1,923 | 1,514 | 1,295 | 1,258 | 1,191 | |
| June | 1,613 | 1,831 | 1,714 | 1,621 | 1,302 | |
| | 11,954 | 12,049 | 11,436 | 10,021 | 8,866 | 5,147 |

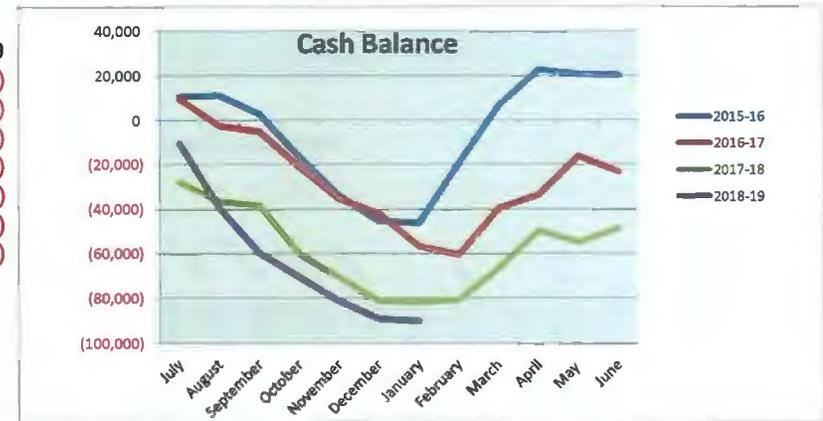


Winter Play does not include rounds played for annual members.

* Golf Course Manager unable to verify rounds played due to computer software malfunction.

Cash Balance (\$) at month end

| | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 | 2018-19 |
|-----------|---------------------|---------------------|----------|----------|----------|----------|
| July | 46,316 | 40,244 | 10,656 | 9,468 | (28,199) | (10,356) |
| August | 21,223 ² | 3,187 | 11,290 | (2,596) | (36,537) | (39,409) |
| September | 20,658 | (16,159) | 2,908 | (5,031) | (38,173) | (59,679) |
| October | (1,610) | (39,909) | (16,418) | (20,889) | (60,027) | (70,264) |
| November | (15,142) | (52,457) | (33,946) | (35,325) | (70,614) | (81,163) |
| December | (22,109) | (58,501) | (45,052) | (41,821) | (81,379) | (88,963) |
| January | 18,530 | (25,397) | (45,959) | (56,650) | (81,869) | (89,811) |
| February | 31,973 | (8,634) | (19,234) | (60,401) | (80,829) | |
| March | 54,233 | 24,611 | 6,820 | (39,487) | (66,530) | |
| April | 63,514 | 26,858 | 22,910 | (33,331) | (49,776) | |
| May | 49,830 | 29,518 | 20,845 | (15,976) | (54,943) | |
| June | 47,143 | 52,336 ³ | 20,526 | (23,097) | (48,692) | |



(1) - General Fund transferred \$244,886 to remove negative cash

(2) Purchase Rough Mower \$10,200

(3) Pump repair \$22,206 (\$34,980 in accounts payable booked in 2014-2015, cash out in 2015-2016)

Reviewed by:  City Administrator

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

Submitted by: Deborah Savage, Finance Manager

Action Date: March 20, 2019

CITY COUNCIL AGENDA ITEM

SUBJECT: Vendor and Payroll Warrants

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Warrants dated February 23, 2019 through March 8, 2019 numbered 203386 through 203534.

FISCAL IMPACT: Accounts Payable vendor warrants totaling \$ 165,098.18 plus \$183,011.52 in payroll warrants, for a total of \$ 348,109.70.

ACTION

REQUESTED: Motion to receive and file.

ATTACHMENTS: Payments by vendor and transmittal check registers.

Report Criteria:

Report type: GL detail
Check.Voided = False

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Description | Invoice Number | Inv Seq | GL Account No | GL Account Title | Seq Amount | Check Amount |
|------------------|------------------|--------------|---------------|---------------------|--------------------------|----------------|---------|----------------|----------------------|------------|--------------|
| 02/19 | 02/28/2019 | 203444 | 792 | AMERICAN PUBLIC GAS | 2019 APGA MEMBERSHIP DUE | 022519 | 1 | 7401-430-62-48 | DUES AND MEMBERSHIPS | 2,842.29 | 2,842.29 |
| Total 022519: | | | | | | | | | | 2,842.29 | 2,842.29 |
| 02/19 | 02/28/2019 | 203445 | 40 | AMPS ELECTRIC | REPAIRS-WATER | 2808 | 1 | 7110-430-42-43 | TECHNICAL SVCS | 636.82 | 636.82 |
| Total 2808: | | | | | | | | | | 636.82 | 636.82 |
| 02/19 | 02/28/2019 | 203446 | 44 | ARAMARK UNIFORM SE | CUSTODIAL SUPPLIES-PW | 636606636 | 1 | 7620-430-10-44 | LINEN SERVICE | 29.53 | 29.53 |
| Total 636606636: | | | | | | | | | | 29.53 | 29.53 |
| 02/19 | 02/28/2019 | 203446 | 44 | ARAMARK UNIFORM SE | UNIFORM SERVICE-GAS | 636606637 | 1 | 7401-430-62-44 | LINEN SERVICES | 49.44 | 49.44 |
| Total 636606637: | | | | | | | | | | 49.44 | 49.44 |
| 02/19 | 02/28/2019 | 203446 | 44 | ARAMARK UNIFORM SE | UNIFORM SERVICE-STREETS | 636606638 | 1 | 2007-431-20-44 | LINEN SERVICE | 50.44 | 50.44 |
| Total 636606638: | | | | | | | | | | 50.44 | 50.44 |
| 02/19 | 02/28/2019 | 203446 | 44 | ARAMARK UNIFORM SE | UNIFORM SERVICE-WATER | 636606639 | 1 | 7110-430-42-44 | LINEN SERVICE | 40.98 | 40.98 |
| Total 636606639: | | | | | | | | | | 40.98 | 40.98 |
| 02/19 | 02/28/2019 | 203447 | 76 | BILLINGTON ACE HARD | SUPPLIES-WATER | 434342 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 36.05 | 36.05 |
| Total 434342: | | | | | | | | | | 36.05 | 36.05 |
| 02/19 | 02/28/2019 | 203447 | 76 | BILLINGTON ACE HARD | SUPPLIES-WATER | 434361 | 1 | 7110-430-42-46 | SUPPLIES-SMALL TOOLS | 28.95 | 28.95 |
| Total 434361: | | | | | | | | | | 28.95 | 28.95 |
| 02/19 | 02/28/2019 | 203447 | 76 | BILLINGTON ACE HARD | SUPPLIES-WATER | 434364 | 1 | 7110-430-42-46 | SUPPLIES-SMALL TOOLS | 72.38 | 72.38 |

| 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 434364: | | | | | | | | | | 72.38 | 72.38 |
| 02/19 | 02/28/2019 | 203447 | 76 | BILLINGTON ACE HARD | SUPPLIES- WATER | 434421 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 9.22 | 9.22 |
| Total 434421: | | | | | | | | | | 9.22 | 9.22 |
| 02/19 | 02/28/2019 | 203447 | 76 | BILLINGTON ACE HARD | SUPPLIES- WATER | 434509 | 1 | 7110-430-42-46 | SUPPLIES-SMALL TOOLS | 35.60 | 35.60 |
| Total 434509: | | | | | | | | | | 35.60 | 35.60 |
| 02/19 | 02/28/2019 | 203447 | 76 | BILLINGTON ACE HARD | SUPPLIES-WATER | 434521 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 4.89 | 4.89 |
| Total 434521: | | | | | | | | | | 4.89 | 4.89 |
| 02/19 | 02/28/2019 | 203447 | 76 | BILLINGTON ACE HARD | SUPPLIES-FD | 434544 | 1 | 1000-422-10-44 | FACILITY - REPAIR & MAINTEN | 59.88 | 59.88 |
| Total 434544: | | | | | | | | | | 59.88 | 59.88 |
| 02/19 | 02/28/2019 | 203448 | 5976 | | REFUND WATER DEPOSIT | 10224150012 | 1 | 7110-2228-000 | DEPOSITS-CUSTOMER | 29.22 | 29.22 |
| Total 10224150012: | | | | | | | | | | 29.22 | 29.22 |
| 02/19 | 02/28/2019 | 203449 | 9577 | | REFUND WATER DEPOSIT | 10430650017 | 1 | 7110-2228-000 | DEPOSITS-CUSTOMER | 47.56 | 47.56 |
| Total 10430650017: | | | | | | | | | | 47.56 | 47.56 |
| 02/19 | 02/28/2019 | 203450 | 9576 | | REFUND WATER DEPOSIT | 10105850011 | 1 | 7110-2228-000 | DEPOSITS-CUSTOMER | 34.66 | 34.66 |
| Total 10105850011: | | | | | | | | | | 34.66 | 34.66 |
| 02/19 | 02/28/2019 | 203451 | 148 | COMPUTER LOGISTICS | BLOCK PURCHASE 100HR SER | 80203 | 1 | 1000-1430-106 | PREPAID COMPUTER HOURS | 8,500.00 | 8,500.00 |
| Total 80203: | | | | | | | | | | 8,500.00 | 8,500.00 |
| 02/19 | 02/28/2019 | 203452 | 156 | CREATIVE FORMS & CO | ENVELOPES-GAS | 116958 | 1 | 7401-430-62-46 | SUPPLIES-GENERAL | 624.54 | 624.54 |
| 02/19 | 02/28/2019 | 203452 | 156 | CREATIVE FORMS & CO | ENVELOPES-WATER | 116958 | 2 | 7110-430-42-46 | SUPPLIES-GENERAL | 624.54 | 624.54 |

| 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 116958: | | | | | | | | | | 1,249.08 | 1,249.08 |
| 02/19 | 02/28/2019 | 203452 | 156 | CREATIVE FORMS & CO | ENVELOPES-GAS | 116959 | 1 | 7401-430-62-46 | SUPPLIES-GENERAL | 361.47 | 361.47 |
| 02/19 | 02/28/2019 | 203452 | 156 | CREATIVE FORMS & CO | ENVELOPES-WATER | 116959 | 2 | 7110-430-42-46 | SUPPLIES-GENERAL | 361.47 | 361.47 |
| Total 116959: | | | | | | | | | | 722.94 | 722.94 |
| 02/19 | 02/28/2019 | 203453 | 161 | CSK AUTO INC | CREDIT-GAS | 2740-167060 | 1 | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE | 6.65- | 6.65- |
| 02/19 | 02/28/2019 | 203453 | 161 | CSK AUTO INC | CREDIT-WATER | 2740-167060 | 2 | 7110-430-42-44 | REPAIR AND MAINTENANCE-V | 6.65- | 6.65- |
| 02/19 | 02/28/2019 | 203453 | 161 | CSK AUTO INC | CREDIT-STREETS | 2740-167060 | 3 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 6.64- | 6.64- |
| Total 2740-167060: | | | | | | | | | | 19.94- | 19.94- |
| 02/19 | 02/28/2019 | 203453 | 161 | CSK AUTO INC | SUPPLIES-WATER | 2740-167944 | 1 | 7110-430-42-44 | REPAIR AND MAINTENANCE-V | 22.16 | 22.16 |
| 02/19 | 02/28/2019 | 203453 | 161 | CSK AUTO INC | SUPPLIES-GAS | 2740-167944 | 2 | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE | 22.16 | 22.16 |
| 02/19 | 02/28/2019 | 203453 | 161 | CSK AUTO INC | SUPPLIES-STREETS | 2740-167944 | 3 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 22.15 | 22.15 |
| Total 2740-167944: | | | | | | | | | | 66.47 | 66.47 |
| 02/19 | 02/28/2019 | 203454 | 174 | DATEMA, STEVEN K. | AIRPORT MANAGER 2/19 | 022719 | 1 | 7201-430-81-43 | TECHNICAL SVCS | 1,992.70 | 1,992.70 |
| Total 022719: | | | | | | | | | | 1,992.70 | 1,992.70 |
| 02/19 | 02/28/2019 | 203455 | 9574 | | REFUND GAS DEPOSIT | 10504650011 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 42.11 | 42.11 |
| Total 10504650011: | | | | | | | | | | 42.11 | 42.11 |
| 02/19 | 02/28/2019 | 203456 | 1033 | FGL ENVIRONMENTAL | WEEKLY WATER SAMPLING-W | 878202A | 1 | 7110-430-42-43 | TECHNICAL SVCS | 26.00 | 26.00 |
| Total 878202A: | | | | | | | | | | 26.00 | 26.00 |
| 02/19 | 02/28/2019 | 203456 | 1033 | FGL ENVIRONMENTAL | WEEKLY WATER SAMPLING-D | 971246A | 1 | 7110-430-42-43 | TECHNICAL SVCS | 95.00 | 95.00 |
| Total 971246A: | | | | | | | | | | 95.00 | 95.00 |
| 02/19 | 02/28/2019 | 203457 | 265 | FRONTIER | 257-0315 AWOS AIRPORT | 0315 021519 | 1 | 7201-430-81-45 | COMMUNICATIONS | 48.55 | 48.55 |

| 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 0315 021519: | | | | | | | | | | 48.55 | 48.55 |
| 02/19 | 02/28/2019 | 203457 | 265 | FRONTIER | 257-1057-FAX PW | 1057 022019 | 1 | 7620-430-10-45 | COMMUNICATIONS | 156.62 | 156.62 |
| Total 1057 022019: | | | | | | | | | | 156.62 | 156.62 |
| 02/19 | 02/28/2019 | 203457 | 265 | FRONTIER | 257-2845 U/B ROLL OVER | 2845 021519 | 1 | 7620-430-10-45 | COMMUNICATIONS | 69.29 | 69.29 |
| Total 2845 021519: | | | | | | | | | | 69.29 | 69.29 |
| 02/19 | 02/28/2019 | 203457 | 265 | FRONTIER | 257-4725-FAX | 4725 021519 | 1 | 1000-419-10-45 | COMMUNICATIONS | 60.30 | 60.30 |
| 02/19 | 02/28/2019 | 203457 | 265 | FRONTIER | 257-4725 CITY HALL FAX | 4725 021519 | 2 | 1000-417-10-45 | COMMUNICATIONS | 60.29 | 60.29 |
| Total 4725 021519: | | | | | | | | | | 120.59 | 120.59 |
| 02/19 | 02/28/2019 | 203457 | 265 | FRONTIER | 257-5152 FIRE | 5152 021019 | 1 | 1000-422-10-45 | COMMUNICATIONS | 302.96 | 302.96 |
| Total 5152 021019: | | | | | | | | | | 302.96 | 302.96 |
| 02/19 | 02/28/2019 | 203458 | 9566 | GUESS, JEFFREY-SCOT | REPAIRS-FD | 2342 | 1 | 1000-422-10-44 | FACILITY - REPAIR & MAINTEN | 207.50 | 207.50 |
| Total 2342: | | | | | | | | | | 207.50 | 207.50 |
| 02/19 | 02/28/2019 | 203459 | 9208 | IAN L PRITCHARD, LLC | PROFESSIONAL SERVICES | 20181201EA | 1 | 1000-416-10-43 | PROFESSIONAL SVCS | 1,000.00 | 1,000.00 |
| Total 20181201EA: | | | | | | | | | | 1,000.00 | 1,000.00 |
| 02/19 | 02/28/2019 | 203460 | 1073 | IMPACT CONSTRUCTION | EP 19-01 109 S. GILMAN | 022619 | 1 | 1001-2228-001 | DEPOSITS-CURB, GUTTER, SID | 1,900.00 | 1,900.00 |
| Total 022619: | | | | | | | | | | 1,900.00 | 1,900.00 |
| 02/19 | 02/28/2019 | 203461 | 911 | JOHNSTONE SUPPLY | SUPPLIES-GAS | 27-S2361366.001 | 1 | 7401-430-62-46 | SUPPLIES-GENERAL | 698.07 | 698.07 |
| Total 27-S2361366.001: | | | | | | | | | | 698.07 | 698.07 |
| 02/19 | 02/28/2019 | 203461 | 911 | JOHNSTONE SUPPLY | SUPPLIES-GAS | 415-S2355793.001 | 1 | 7401-430-62-46 | SUPPLIES-GENERAL | 359.86 | 359.86 |

| 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 415-S2355793.001: | | | | | | | | | | 359.86 | 359.86 |
| 02/19 | 02/28/2019 | 203462 | 1350 | JONES & MAYER | PROFESSIONAL SERVICES | 90655 | 1 | 1000-412-10-43 | PROFESSIONAL SVCS | 18,475.95 | 18,475.95 |
| Total 90655: | | | | | | | | | | 18,475.95 | 18,475.95 |
| 02/19 | 02/28/2019 | 203462 | 1350 | JONES & MAYER | PROFESSIONAL SERVICES | 90656 | 1 | 1000-412-10-43 | PROFESSIONAL SVCS | 134.89 | 134.89 |
| Total 90656: | | | | | | | | | | 134.89 | 134.89 |
| 02/19 | 02/28/2019 | 203463 | 372 | KRONICK, MOSKOVITZ | PROFESSIONAL SERVICES 12/ | 292905 | 1 | 1000-412-10-43 | PROFESSIONAL SVCS | 19,208.10 | 19,208.10 |
| Total 292905: | | | | | | | | | | 19,208.10 | 19,208.10 |
| 02/19 | 02/28/2019 | 203463 | 372 | KRONICK, MOSKOVITZ | PROFESSIONAL SERVICES 1/2 | 293259 | 1 | 1000-412-10-43 | PROFESSIONAL SVCS | 768.00 | 768.00 |
| Total 293259: | | | | | | | | | | 768.00 | 768.00 |
| 02/19 | 02/28/2019 | 203464 | 374 | L N CURTIS & SONS | SUPPLIES- FIRE | 851019 | 1 | 2012-465-32-47 | VEHICLES | 1,142.44 | 1,142.44 |
| Total 851019: | | | | | | | | | | 1,142.44 | 1,142.44 |
| 02/19 | 02/28/2019 | 203465 | 408 | LASSEN LAND & TRAILS | TECHNICAL SERVICES | 3 | 1 | 8406-413-24-43 | TECHNICAL SERVICES | 21,580.00 | 21,580.00 |
| Total 3: | | | | | | | | | | 21,580.00 | 21,580.00 |
| 02/19 | 02/28/2019 | 203466 | 411 | LASSEN MOTOR PARTS | CREDIT-FD | 238121 | 1 | 1000-422-10-44 | VEHICLE - REPAIR & MAINTEN | 202.52 | 202.52 |
| Total 238121: | | | | | | | | | | 202.52 | 202.52 |
| 02/19 | 02/28/2019 | 203466 | 411 | LASSEN MOTOR PARTS | SUPPLIES- FD | 300296 | 1 | 1000-422-10-44 | VEHICLE - REPAIR & MAINTEN | 58.83 | 58.83 |
| Total 300296: | | | | | | | | | | 58.83 | 58.83 |
| 02/19 | 02/28/2019 | 203466 | 411 | LASSEN MOTOR PARTS | SUPPLIES- FD | 302434 | 1 | 1000-422-10-44 | VEHICLE - REPAIR & MAINTEN | 40.06 | 40.06 |
| Total 302434: | | | | | | | | | | 40.06 | 40.06 |

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Description | Invoice Number | Inv Seq | GL Account No | GL Account Title | Seq Amount | Check Amount |
|---------------|------------------|--------------|---------------|----------------------|--------------------|----------------|---------|----------------|----------------------------|------------|--------------|
| 02/19 | 02/28/2019 | 203466 | 411 | LASSEN MOTOR PARTS | SUPPLIES- GC | 315079 | 1 | 7530-451-52-44 | REPAIR & MAINTENANCE - MIS | 85.14 | 85.14 |
| Total 315079: | | | | | | | | | | 85.14 | 85.14 |
| 02/19 | 02/28/2019 | 203466 | 411 | LASSEN MOTOR PARTS | SUPPLIES-GAS | 317357 | 1 | 7401-430-62-46 | SUPPLIES-GENERAL | 6.34 | 6.34 |
| Total 317357: | | | | | | | | | | 6.34 | 6.34 |
| 02/19 | 02/28/2019 | 203466 | 411 | LASSEN MOTOR PARTS | SUPPLIES- STREETS | 317411 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 24.66 | 24.66 |
| 02/19 | 02/28/2019 | 203466 | 411 | LASSEN MOTOR PARTS | SUPPLIES-WATER | 317411 | 2 | 7110-430-42-44 | REPAIR AND MAINTENANCE-V | 24.67 | 24.67 |
| 02/19 | 02/28/2019 | 203466 | 411 | LASSEN MOTOR PARTS | SUPPLIES-GAS | 317411 | 3 | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE | 24.67 | 24.67 |
| Total 317411: | | | | | | | | | | 74.00 | 74.00 |
| 02/19 | 02/28/2019 | 203466 | 411 | LASSEN MOTOR PARTS | SUPPLIES-WATER | 317601 | 1 | 7110-430-42-44 | REPAIR AND MAINTENANCE-V | 26.58 | 26.58 |
| Total 317601: | | | | | | | | | | 26.58 | 26.58 |
| 02/19 | 02/28/2019 | 203466 | 411 | LASSEN MOTOR PARTS | SUPPLIES-STREETS | 317613 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 26.54 | 26.54 |
| Total 317613: | | | | | | | | | | 26.54 | 26.54 |
| 02/19 | 02/28/2019 | 203466 | 411 | LASSEN MOTOR PARTS | SUPPLIES- FD | 317706 | 1 | 1000-422-10-44 | VEHICLE - REPAIR & MAINTEN | 33.23 | 33.23 |
| Total 317706: | | | | | | | | | | 33.23 | 33.23 |
| 02/19 | 02/28/2019 | 203467 | 412 | LASSEN REGIONAL SOLI | DUMP FEES-STREETS | 96298 | 1 | 2007-431-20-44 | DISPOSAL | 12.89 | 12.89 |
| Total 96298: | | | | | | | | | | 12.89 | 12.89 |
| 02/19 | 02/28/2019 | 203467 | 412 | LASSEN REGIONAL SOLI | DUMP FEES-STREETS | 96385 | 1 | 2007-431-20-44 | DISPOSAL | 11.00 | 11.00 |
| Total 96385: | | | | | | | | | | 11.00 | 11.00 |
| 02/19 | 02/28/2019 | 203468 | 413 | LASSEN TIRE | FLAT REPAIR- WATER | 50605 | 1 | 7110-430-42-44 | REPAIR AND MAINTENANCE-V | 20.00 | 20.00 |
| Total 50605: | | | | | | | | | | 20.00 | 20.00 |
| 02/19 | 02/28/2019 | 203469 | 413 | SUSANVILLE TOWING | HOOKS-STREETS | 17116 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 42.90 | 42.90 |

| 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 17116: | | | | | | | | | | 42.90 | 42.90 |
| 02/19 | 02/28/2019 | 203470 | 437 | LMUD | JOHNSTONVILLE RD SPRINKLE | 10262 021919 | 1 | 1000-452-20-46 | ELECTRICITY | 20.00 | 20.00 |
| Total 10262 021919: | | | | | | | | | | 20.00 | 20.00 |
| 02/19 | 02/28/2019 | 203470 | 437 | LMUD | 472-105 JOHNSTONVILLE WAT | 350161 021919 | 1 | 7112-430-42-46 | ELECTRICITY | 222.30 | 222.30 |
| Total 350161 021919: | | | | | | | | | | 222.30 | 222.30 |
| 02/19 | 02/28/2019 | 203470 | 437 | LMUD | SAN FRANCISCO ST- STREETS | 416835 021919 | 1 | 2007-431-60-46 | ELECTRICITY | 15.01 | 15.01 |
| Total 416835 021919: | | | | | | | | | | 15.01 | 15.01 |
| 02/19 | 02/28/2019 | 203470 | 437 | LMUD | FIRST STREET & ALLEY STREE | 416848 021919 | 1 | 2007-431-60-46 | ELECTRICITY | 15.01 | 15.01 |
| Total 416848 021919: | | | | | | | | | | 15.01 | 15.01 |
| 02/19 | 02/28/2019 | 203470 | 437 | LMUD | WELL #3-WATER | 4559 021919 | 1 | 7110-430-42-46 | ELECTRICITY | 60.97 | 60.97 |
| Total 4559 021919: | | | | | | | | | | 60.97 | 60.97 |
| 02/19 | 02/28/2019 | 203470 | 437 | LMUD | 606 NEVADA ST | 58209 021919 | 1 | 1000-417-10-46 | ELECTRICITY | 18.80 | 18.80 |
| Total 58209 021919: | | | | | | | | | | 18.80 | 18.80 |
| 02/19 | 02/28/2019 | 203471 | 9493 | NATIONAL AUTO PARTS | SUPPLIES-STREETS | 52-101448 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 385.16 | 385.16 |
| Total 52-101448: | | | | | | | | | | 385.16 | 385.16 |
| 02/19 | 02/28/2019 | 203471 | 9493 | NATIONAL AUTO PARTS | SUPPLIES-GAS | 52-102862 | 1 | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE | 162.89 | 162.89 |
| Total 52-102862: | | | | | | | | | | 162.89 | 162.89 |
| 02/19 | 02/28/2019 | 203471 | 9493 | NATIONAL AUTO PARTS | SUPPLIES-STREETS | 52-102943 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 2.52 | 2.52 |
| 02/19 | 02/28/2019 | 203471 | 9493 | NATIONAL AUTO PARTS | SUPPLIES-WATER | 52-102943 | 2 | 7110-430-42-44 | REPAIR AND MAINTENANCE-V | 2.52 | 2.52 |
| 02/19 | 02/28/2019 | 203471 | 9493 | NATIONAL AUTO PARTS | SUPPLIES-GAS | 52-102943 | 3 | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE | 2.52 | 2.52 |

| 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 52-102943: | | | | | | | | | | 7.56 | 7.56 |
| 02/19 | 02/28/2019 | 203471 | 9493 | NATIONAL AUTO PARTS | SUPPLIES- STREETS | 52-102988 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 233.82 | 233.82 |
| Total 52-102988: | | | | | | | | | | 233.82 | 233.82 |
| 02/19 | 02/28/2019 | 203471 | 9493 | NATIONAL AUTO PARTS | SUPPLIES-STREETS | 52-103014 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 43.08 | 43.08 |
| Total 52-103014: | | | | | | | | | | 43.08 | 43.08 |
| 02/19 | 02/28/2019 | 203471 | 9493 | NATIONAL AUTO PARTS | SUPPLIES-STREETS | 52-103060 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 11.29 | 11.29 |
| 02/19 | 02/28/2019 | 203471 | 9493 | NATIONAL AUTO PARTS | SUPPLIES-WATER | 52-103060 | 2 | 7110-430-42-44 | REPAIR AND MAINTENANCE-V | 11.28 | 11.28 |
| 02/19 | 02/28/2019 | 203471 | 9493 | NATIONAL AUTO PARTS | SUPPLIES-GAS | 52-103060 | 3 | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE | 11.28 | 11.28 |
| Total 52-103060: | | | | | | | | | | 33.85 | 33.85 |
| 02/19 | 02/28/2019 | 203471 | 9493 | NATIONAL AUTO PARTS | SUPPLIES-GAS | 52-103081 | 1 | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE | 6.06 | 6.06 |
| Total 52-103081: | | | | | | | | | | 6.06 | 6.06 |
| 02/19 | 02/28/2019 | 203471 | 9493 | NATIONAL AUTO PARTS | SUPPLIES-STREETS | 52-103082 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 26.78 | 26.78 |
| 02/19 | 02/28/2019 | 203471 | 9493 | NATIONAL AUTO PARTS | SUPPLIES-GAS | 52-103082 | 2 | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE | 26.78 | 26.78 |
| 02/19 | 02/28/2019 | 203471 | 9493 | NATIONAL AUTO PARTS | SUPPLIES- WATER | 52-103082 | 3 | 7110-430-42-44 | REPAIR AND MAINTENANCE-V | 26.78 | 26.78 |
| Total 52-103082: | | | | | | | | | | 80.34 | 80.34 |
| 02/19 | 02/28/2019 | 203471 | 9493 | NATIONAL AUTO PARTS | SUPPLIES-STREETS | 52-103098 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 168.88 | 168.88 |
| Total 52-103098: | | | | | | | | | | 168.88 | 168.88 |
| 02/19 | 02/28/2019 | 203471 | 9493 | NATIONAL AUTO PARTS | SUPPLIES- STREETS | 52-103099 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 6.36 | 6.36 |
| 02/19 | 02/28/2019 | 203471 | 9493 | NATIONAL AUTO PARTS | SUPPLIES-WATER | 52-103099 | 2 | 7110-430-42-44 | REPAIR AND MAINTENANCE-V | 6.37 | 6.37 |
| 02/19 | 02/28/2019 | 203471 | 9493 | NATIONAL AUTO PARTS | SUPPLIES-GAS | 52-103099 | 3 | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE | 6.36 | 6.36 |
| Total 52-103099: | | | | | | | | | | 19.09 | 19.09 |
| 02/19 | 02/28/2019 | 203471 | 9493 | NATIONAL AUTO PARTS | SUPPLIES-STREETS | 52-103127 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 6.53 | 6.53 |
| 02/19 | 02/28/2019 | 203471 | 9493 | NATIONAL AUTO PARTS | SUPPLIES-WATER | 52-103127 | 2 | 7110-430-42-44 | REPAIR AND MAINTENANCE-V | 6.53 | 6.53 |

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Description | Invoice Number | Inv Seq | GL Account No | GL Account Title | Seq Amount | Check Amount |
|---------------------|------------------|--------------|---------------|----------------------|--------------------|----------------|---------|----------------|--------------------------|------------|--------------|
| 02/19 | 02/28/2019 | 203471 | 9493 | NATIONAL AUTO PARTS | SUPPLIES-GAS | 52-103127 | 3 | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE | 6.52 | 6.52 |
| Total 52-103127: | | | | | | | | | | 19.58 | 19.58 |
| 02/19 | 02/28/2019 | 203472 | 510 | NATIONAL METER & AUT | SUPPLIES-WATER | S1110942.001 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 1,022.97 | 1,022.97 |
| Total S1110942.001: | | | | | | | | | | 1,022.97 | 1,022.97 |
| 02/19 | 02/28/2019 | 203473 | 9575 | | REFUND GAS DEPOSIT | 10433330215 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 32.11 | 32.11 |
| Total 10433330215: | | | | | | | | | | 32.11 | 32.11 |
| 02/19 | 02/28/2019 | 203474 | 9572 | | REFUND GAS DEPOSIT | 10324101712 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 184.19 | 184.19 |
| Total 10324101712: | | | | | | | | | | 184.19 | 184.19 |
| 02/19 | 02/28/2019 | 203475 | 572 | QUILL CORPORATION | CREDIT-FD | 4489495. | 1 | 1000-422-10-46 | SUPPLIES-JANITORIAL | 31.09- | 31.09- |
| Total 4489495.: | | | | | | | | | | 31.09- | 31.09- |
| 02/19 | 02/28/2019 | 203475 | 572 | QUILL CORPORATION | OFFICE SUPPLIES | 4936345 | 1 | 1000-415-10-46 | SUPPLIES-GENERAL | 115.06 | 115.06 |
| Total 4936345: | | | | | | | | | | 115.06 | 115.06 |
| 02/19 | 02/28/2019 | 203475 | 572 | QUILL CORPORATION | OFFICE SUPPLIES-FD | 5010961 | 1 | 1000-422-10-46 | SUPPLIES-JANITORIAL | 72.10 | 72.10 |
| Total 5010961: | | | | | | | | | | 72.10 | 72.10 |
| 02/19 | 02/28/2019 | 203475 | 572 | QUILL CORPORATION | OFFICE SUPPLIES-FD | 5011047 | 1 | 1000-422-10-46 | SUPPLIES-GENERAL | 21.44 | 21.44 |
| 02/19 | 02/28/2019 | 203475 | 572 | QUILL CORPORATION | OFFICE SUPPLIES-FD | 5011047 | 2 | 1000-422-10-46 | SUPPLIES-JANITORIAL | 50.38 | 50.38 |
| Total 5011047: | | | | | | | | | | 71.82 | 71.82 |
| 02/19 | 02/28/2019 | 203476 | 9573 | | REFUND GAS DEPOSIT | 10320300030 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 35.28 | 35.28 |
| Total 10320300030: | | | | | | | | | | 35.28 | 35.28 |
| 02/19 | 02/28/2019 | 203477 | 1076 | SIERRA COFFEE AND BE | BOTTLED WATER | 51132 | 1 | 1000-417-10-46 | SUPPLIES-GENERAL | 14.50 | 14.50 |

| 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 51132: | | | | | | | | | | 14.50 | 14.50 |
| 02/19 | 02/28/2019 | 203478 | 1382 | SONSRAY MACHINERY L | SUPPLIES- STREETS | P17035-07 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 213.28 | 213.28 |
| Total P17035-07: | | | | | | | | | | 213.28 | 213.28 |
| 02/19 | 02/28/2019 | 203479 | 9544 | STURNIOLO, ANTONIO | CUSTODIAL SERVICES-PD | 445 | 1 | 1000-421-10-44 | CUSTODIAL | 600.00 | 600.00 |
| Total 445: | | | | | | | | | | 600.00 | 600.00 |
| 02/19 | 02/28/2019 | 203479 | 9544 | STURNIOLO, ANTONIO | CUSTODIAL SERVICES-PD | 452 | 1 | 1000-421-10-44 | CUSTODIAL | 600.00 | 600.00 |
| Total 452: | | | | | | | | | | 600.00 | 600.00 |
| 02/19 | 02/28/2019 | 203480 | 9295 | TAMCO CAPITAL CORP | SUPPLIES-PW | 5005866383 | 1 | 7620-430-10-46 | SUPPLIES-GENERAL | 559.10 | 559.10 |
| Total 5005866383: | | | | | | | | | | 559.10 | 559.10 |
| 02/19 | 02/28/2019 | 203481 | 728 | U S POSTMASTER | UB BILLING GAS | 022819 | 1 | 7401-430-62-46 | POSTAGE | 273.43 | 273.43 |
| 02/19 | 02/28/2019 | 203481 | 728 | U S POSTMASTER | UB BILLING WATER | 022819 | 2 | 7110-430-42-46 | POSTAGE | 530.79 | 530.79 |
| Total 022819: | | | | | | | | | | 804.22 | 804.22 |
| 02/19 | 02/28/2019 | 203482 | 749 | VERIZON WIRELESS | CELLULAR PHONES - AIR POLL | 9823282242 | 1 | 7620-430-11-45 | COMMUNICATIONS | 94.40 | 94.40 |
| 02/19 | 02/28/2019 | 203482 | 749 | VERIZON WIRELESS | CELLULAR PHONES - PUBLIC | 9823282242 | 2 | 7620-430-10-45 | COMMUNICATIONS | 414.45 | 414.45 |
| 02/19 | 02/28/2019 | 203482 | 749 | VERIZON WIRELESS | CELLULAR PHONES - BUILDIN | 9823282242 | 3 | 1000-424-20-45 | COMMUNICATIONS | 25.62 | 25.62 |
| 02/19 | 02/28/2019 | 203482 | 749 | VERIZON WIRELESS | CELLULAR PHONES - PARKS | 9823282242 | 4 | 1000-452-20-45 | COMMUNICATIONS | 60.27 | 60.27 |
| Total 9823282242: | | | | | | | | | | 594.74 | 594.74 |
| 02/19 | 02/28/2019 | 203483 | 770 | WESTERN NEVADA SUP | SUPPLIES- GAS | 67750405 | 1 | 7401-430-62-46 | SUPPLIES-GENERAL | 200.72 | 200.72 |
| Total 67750405: | | | | | | | | | | 200.72 | 200.72 |
| 02/19 | 02/28/2019 | 203483 | 770 | WESTERN NEVADA SUP | SUPPLIES-GAS | 67756202 | 1 | 7401-430-62-46 | SUPPLIES-GENERAL | 411.97 | 411.97 |
| Total 67756202: | | | | | | | | | | 411.97 | 411.97 |

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Description | Invoice Number | Inv Seq | GL Account No | GL Account Title | Seq Amount | Check Amount |
|-----------------|------------------|--------------|---------------|--------------------|-----------------|----------------|---------|----------------|------------------|------------|--------------|
| 02/19 | 02/28/2019 | 203483 | 770 | WESTERN NEVADA SUP | SUPPLIES-WATER | 67759162 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 128.70 | 128.70 |
| Total 67759162: | | | | | | | | | | 128.70 | 128.70 |
| 02/19 | 02/28/2019 | 203483 | 770 | WESTERN NEVADA SUP | SUPPLIES- GAS | 67760532 | 1 | 7401-430-62-46 | SUPPLIES-GENERAL | 3.01 | 3.01 |
| Total 67760532: | | | | | | | | | | 3.01 | 3.01 |
| 02/19 | 02/28/2019 | 203483 | 770 | WESTERN NEVADA SUP | SUPPLIES- WATER | 67765721 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 37.84 | 37.84 |
| Total 67765721: | | | | | | | | | | 37.84 | 37.84 |
| Grand Totals: | | | | | | | | | | 90,678.04 | 90,678.04 |

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 |
|---------------|------------------|--------------|---------------|-------|------------------------------|----------------|---------|----------------|------------------|------------|--------------|
| 03/19 | 03/07/2019 | 203484 | 9264 | | TR EX WOODLAND 3/11/19-3/14 | 030719 | 1 | 1000-421-10-45 | TRAINING | 248.50 | 248.50 |
| Total 030719: | | | | | | | | | | 248.50 | 248.50 |
| 03/19 | 03/07/2019 | 203485 | 8031 | | TR EX WOODLAND 3/11/19-3/14 | 030719 | 1 | 1000-421-10-45 | TRAINING | 248.50 | 248.50 |
| Total 030719: | | | | | | | | | | 248.50 | 248.50 |
| 03/19 | 03/07/2019 | 203486 | 8257 | | TR EX DUBLIN 3/11/19-3/12/19 | 030719 | 1 | 1000-421-10-45 | TRAINING | 99.00 | 99.00 |
| Total 030719: | | | | | | | | | | 99.00 | 99.00 |
| Grand Totals: | | | | | | | | | | 596.00 | 596.00 |

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 |
|------------------|------------------|--------------|---------------|----------------------|---------------------------|----------------|---------|----------------|--------------------------|------------|--------------|
| 03/19 | 03/08/2019 | 203487 | 1208 | ADVANCED COMFORT C | WOODSTOVE REBATE | 030419 | 1 | 8407-430-10-48 | GRANTS | 3,000.00 | 3,000.00 |
| Total 030419: | | | | | | | | | | 3,000.00 | 3,000.00 |
| 03/19 | 03/08/2019 | 203488 | 696 | ANSORGE, INC DBA TEC | MONTHLY MAINT. FEE TO ASS | 1799 | 1 | 7201-430-81-43 | TECHNICAL SVCS | 575.00 | 575.00 |
| Total 1799: | | | | | | | | | | 575.00 | 575.00 |
| 03/19 | 03/08/2019 | 203488 | 696 | ANSORGE, INC DBA TEC | REPLACED CDP COMPUTER | 1799. | 1 | 7201-430-81-44 | REPAIR AND MAINTENANCE-F | 475.00 | 475.00 |
| Total 1799.: | | | | | | | | | | 475.00 | 475.00 |
| 03/19 | 03/08/2019 | 203489 | 44 | ARAMARK UNIFORM SE | CUSTODIAL SUPPLIES-PW | 636620551 | 1 | 7620-430-10-44 | LINEN SERVICE | 29.53 | 29.53 |
| Total 636620551: | | | | | | | | | | 29.53 | 29.53 |
| 03/19 | 03/08/2019 | 203489 | 44 | ARAMARK UNIFORM SE | UNIFORM SERVICE-GAS | 636620552 | 1 | 7401-430-62-44 | LINEN SERVICES | 49.44 | 49.44 |
| Total 636620552: | | | | | | | | | | 49.44 | 49.44 |
| 03/19 | 03/08/2019 | 203489 | 44 | ARAMARK UNIFORM SE | UNIFORM SERVICE-STREETS | 636620553 | 1 | 2007-431-20-44 | LINEN SERVICE | 50.44 | 50.44 |
| Total 636620553: | | | | | | | | | | 50.44 | 50.44 |
| 03/19 | 03/08/2019 | 203489 | 44 | ARAMARK UNIFORM SE | UNIFORM SERVICE-WATER | 636620554 | 1 | 7110-430-42-44 | LINEN SERVICE | 40.98 | 40.98 |
| Total 636620554: | | | | | | | | | | 40.98 | 40.98 |
| 03/19 | 03/08/2019 | 203490 | 9432 | | WOODSTOVE REBATE | 030419 | 1 | 8407-430-10-48 | GRANTS | 1,500.00 | 1,500.00 |
| Total 030419: | | | | | | | | | | 1,500.00 | 1,500.00 |
| 03/19 | 03/08/2019 | 203491 | 76 | BILLINGTON ACE HARD | CREDIT-STREETS | 343088. | 1 | 2007-431-20-46 | SUPPLIES-GENERAL | 2.37- | 2.37- |

| 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 343088.: | | | | | | | | | | 2.37- | 2.37- |
| 03/19 | 03/08/2019 | 203491 | 76 | BILLINGTON ACE HARD | SUPPLIES | 432846 | 1 | 1000-413-20-44 | MISC - REPAIR & MAINTENANC | 57.00 | 57.00 |
| Total 432846: | | | | | | | | | | 57.00 | 57.00 |
| 03/19 | 03/08/2019 | 203491 | 76 | BILLINGTON ACE HARD | SUPPLIES-WATER | 433204 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 19.29 | 19.29 |
| Total 433204: | | | | | | | | | | 19.29 | 19.29 |
| 03/19 | 03/08/2019 | 203491 | 76 | BILLINGTON ACE HARD | SUPPLIES-PARKS | 434000 | 1 | 1000-452-20-44 | FACILITY - REPAIR & MAINTEN | 8.29 | 8.29 |
| Total 434000: | | | | | | | | | | 8.29 | 8.29 |
| 03/19 | 03/08/2019 | 203491 | 76 | BILLINGTON ACE HARD | SUPPLIES- GAS | 434704 | 1 | 7401-430-62-46 | SUPPLIES-GENERAL | 5.59 | 5.59 |
| Total 434704: | | | | | | | | | | 5.59 | 5.59 |
| 03/19 | 03/08/2019 | 203491 | 76 | BILLINGTON ACE HARD | SUPPLIES- GC | 434716 | 1 | 7530-451-52-44 | REPAIR & MAINTENANCE - MIS | 123.52 | 123.52 |
| Total 434716: | | | | | | | | | | 123.52 | 123.52 |
| 03/19 | 03/08/2019 | 203491 | 76 | BILLINGTON ACE HARD | SUPPLIES- STREETS | 434775 | 1 | 2007-431-20-46 | SUPPLIES-GENERAL | 4.14 | 4.14 |
| Total 434775: | | | | | | | | | | 4.14 | 4.14 |
| 03/19 | 03/08/2019 | 203491 | 76 | BILLINGTON ACE HARD | SUPPLIES-PARKS | 434795 | 1 | 1000-452-20-44 | FACILITY - REPAIR & MAINTEN | 62.56 | 62.56 |
| Total 434795: | | | | | | | | | | 62.56 | 62.56 |
| 03/19 | 03/08/2019 | 203491 | 76 | BILLINGTON ACE HARD | SUPPLIES- STREETS | 434906 | 1 | 2007-431-20-46 | SUPPLIES-GENERAL | 11.96 | 11.96 |
| Total 434906: | | | | | | | | | | 11.96 | 11.96 |
| 03/19 | 03/08/2019 | 203491 | 76 | BILLINGTON ACE HARD | SUPPLIES-PARKS | 434910 | 1 | 1000-452-20-46 | SUPPLIES-GENERAL | 34.48 | 34.48 |
| Total 434910: | | | | | | | | | | 34.48 | 34.48 |

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Description | Invoice Number | Inv Seq | GL Account No | GL Account Title | Seq Amount | Check Amount |
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| 03/19 | 03/08/2019 | 203491 | 76 | BILLINGTON ACE HARD | SUPPLIES- WATER | 434929 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 2.50 | 2.50 |
| Total 434929: | | | | | | | | | | 2.50 | 2.50 |
| 03/19 | 03/08/2019 | 203491 | 76 | BILLINGTON ACE HARD | SUPPLIES- WATER | 434947 | 1 | 7110-430-42-46 | SUPPLIES-SMALL TOOLS | 5.39 | 5.39 |
| Total 434947: | | | | | | | | | | 5.39 | 5.39 |
| 03/19 | 03/08/2019 | 203492 | 9579 | | REFUND GAS DEPOSIT | 10112600233 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 100.87 | 100.87 |
| Total 10112600233: | | | | | | | | | | 100.87 | 100.87 |
| 03/19 | 03/08/2019 | 203493 | 148 | COMPUTER LOGISTICS | MONTHLY SERVICES MAINTEN | 80223 | 1 | 1000-417-10-43 | TECHNICAL SVCS | 220.00 | 220.00 |
| Total 80223: | | | | | | | | | | 220.00 | 220.00 |
| 03/19 | 03/08/2019 | 203493 | 148 | COMPUTER LOGISTICS | ANTI-VIRUS BARRACUDA 400 | 80231 | 1 | 1000-417-10-43 | TECHNICAL SVCS | 100.00 | 100.00 |
| Total 80231: | | | | | | | | | | 100.00 | 100.00 |
| 03/19 | 03/08/2019 | 203494 | 161 | CSK AUTO INC | SUPPLIES-STREETS | 2740-158727 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 14.31 | 14.31 |
| Total 2740-158727: | | | | | | | | | | 14.31 | 14.31 |
| 03/19 | 03/08/2019 | 203494 | 161 | CSK AUTO INC | SUPPLIES-STREETS | 2740-158729 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 17.14 | 17.14 |
| Total 2740-158729: | | | | | | | | | | 17.14 | 17.14 |
| 03/19 | 03/08/2019 | 203494 | 161 | CSK AUTO INC | SUPPLIES-STREETS | 2740-15885 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 17.14 | 17.14 |
| Total 2740-15885: | | | | | | | | | | 17.14 | 17.14 |
| 03/19 | 03/08/2019 | 203494 | 161 | CSK AUTO INC | SUPPLIES-GAS | 2740-167124 | 1 | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE | 38.06 | 38.06 |
| 03/19 | 03/08/2019 | 203494 | 161 | CSK AUTO INC | SUPPLIES-WATER | 2740-167124 | 2 | 7110-430-42-44 | REPAIR AND MAINTENANCE-V | 38.06 | 38.06 |
| 03/19 | 03/08/2019 | 203494 | 161 | CSK AUTO INC | SUPPLIES-STREETS | 2740-167124 | 3 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 38.07 | 38.07 |
| Total 2740-167124: | | | | | | | | | | 114.19 | 114.19 |
| 03/19 | 03/08/2019 | 203494 | 161 | CSK AUTO INC | SUPPLIES-PW | 2740-168793 | 1 | 7620-430-10-44 | REPAIR AND MAINTENANCE-V | 61.84 | 61.84 |

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Description | Invoice Number | Inv Seq | GL Account No | GL Account Title | Seq Amount | Check Amount |
|--------------------|------------------|--------------|---------------|-----------------------|----------------------------|----------------|---------|----------------|----------------------------|------------|--------------|
| Total 2740-168793: | | | | | | | | | | 61.84 | 61.84 |
| 03/19 | 03/08/2019 | 203495 | 194 | DIAMOND SAW SHOP IN | SUPPLIES -PARKS | 16832 | 1 | 1000-452-20-47 | MACHINERY AND EQUIPMENT | 398.49 | 398.49 |
| Total 16832: | | | | | | | | | | 398.49 | 398.49 |
| 03/19 | 03/08/2019 | 203495 | 194 | DIAMOND SAW SHOP IN | SUPPLIES -PARKS | 16833 | 1 | 1000-452-20-44 | MISC - REPAIR & MAINTENANC | 84.20 | 84.20 |
| Total 16833: | | | | | | | | | | 84.20 | 84.20 |
| 03/19 | 03/08/2019 | 203495 | 194 | DIAMOND SAW SHOP IN | SUPPLIES -PARKS | 16849 | 1 | 1000-452-20-44 | MISC - REPAIR & MAINTENANC | 46.06 | 46.06 |
| Total 16849: | | | | | | | | | | 46.06 | 46.06 |
| 03/19 | 03/08/2019 | 203496 | 198 | DITCH WITCH EQUIPMEN | SUPPLIES- WATER | 277048 | 1 | 7110-430-42-44 | REPAIR AND MAINTENANCE-V | 1,157.73 | 1,157.73 |
| Total 277048: | | | | | | | | | | 1,157.73 | 1,157.73 |
| 03/19 | 03/08/2019 | 203496 | 198 | DITCH WITCH EQUIPMEN | CREDIT- WATER | 280081 | 1 | 7110-430-42-44 | REPAIR AND MAINTENANCE-V | 972.47- | 972.47- |
| Total 280081: | | | | | | | | | | 972.47- | 972.47- |
| 03/19 | 03/08/2019 | 203497 | 1538 | DYER ENGINEERING CO | CADY SPRINGS | 3299 | 1 | 8406-413-21-43 | PROFESSIONAL SERVICES | 40,000.00 | 40,000.00 |
| Total 3299: | | | | | | | | | | 40,000.00 | 40,000.00 |
| 03/19 | 03/08/2019 | 203498 | 219 | ED STAUB & SONS PETR | 282.53 GAL PROPANE- AIRPOR | 0398421 | 1 | 7201-430-81-46 | PROPANE | 484.65 | 484.65 |
| Total 0398421: | | | | | | | | | | 484.65 | 484.65 |
| 03/19 | 03/08/2019 | 203499 | 9578 | EGS FINANCIAL CARE, I | PROFESSIONAL SERVICES | 11424 | 1 | 1000-416-10-43 | PROFESSIONAL SVCS | 600.00 | 600.00 |
| Total 11424: | | | | | | | | | | 600.00 | 600.00 |
| 03/19 | 03/08/2019 | 203500 | 241 | FEATHER PUBLISHING C | ADVERTISEMENT-PW | 1486020 | 1 | 7620-430-10-45 | ADVERTISING | 1,671.60 | 1,671.60 |
| Total 1486020: | | | | | | | | | | 1,671.60 | 1,671.60 |

| 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 |
|--------------------|------------------|--------------|---------------|----------------------|--------------------------|----------------|---------|----------------|--------------------|------------|--------------|
| 03/19 | 03/08/2019 | 203500 | 241 | FEATHER PUBLISHING C | EMPLOYMENT AD GOLF COUR | 1516296 | 1 | 1000-416-10-45 | ADVERTISING | 33.75 | 33.75 |
| Total 1516296: | | | | | | | | | | 33.75 | 33.75 |
| 03/19 | 03/08/2019 | 203500 | 241 | FEATHER PUBLISHING C | EMPLOYMENT AD GOLF COUR | 1516976 | 1 | 1000-416-10-45 | ADVERTISING | 33.75 | 33.75 |
| Total 1516976: | | | | | | | | | | 33.75 | 33.75 |
| 03/19 | 03/08/2019 | 203500 | 241 | FEATHER PUBLISHING C | EMPLOYMENT AD POOL | 1517276 | 1 | 1000-416-10-45 | ADVERTISING | 102.00 | 102.00 |
| Total 1517276: | | | | | | | | | | 102.00 | 102.00 |
| 03/19 | 03/08/2019 | 203500 | 241 | FEATHER PUBLISHING C | EMPLOYMENT AD GOLF COUR | 1517700 | 1 | 1000-416-10-45 | ADVERTISING | 33.75 | 33.75 |
| Total 1517700: | | | | | | | | | | 33.75 | 33.75 |
| 03/19 | 03/08/2019 | 203501 | 243 | FEDEX | POSTAGE | 6-462-26204 | 1 | 1000-413-20-46 | POSTAGE | 81.05 | 81.05 |
| 03/19 | 03/08/2019 | 203501 | 243 | FEDEX | POSTAGE-AIRPORT | 6-462-26204 | 2 | 7201-430-81-46 | POSTAGE | 47.74 | 47.74 |
| Total 6-462-26204: | | | | | | | | | | 128.79 | 128.79 |
| 03/19 | 03/08/2019 | 203502 | 1033 | FGL ENVIRONMENTAL | WEEKLY WATER SAMPLING-JO | 971290A | 1 | 7112-430-42-43 | TECHNICAL SERVICES | 28.00 | 28.00 |
| Total 971290A: | | | | | | | | | | 28.00 | 28.00 |
| 03/19 | 03/08/2019 | 203502 | 1033 | FGL ENVIRONMENTAL | WEEKLY WATER SAMPLING-D | 971292A | 1 | 7110-430-42-43 | TECHNICAL SVCS | 117.00 | 117.00 |
| Total 971292A: | | | | | | | | | | 117.00 | 117.00 |
| 03/19 | 03/08/2019 | 203503 | 257 | FOREST OFFICE EQUIP | COPY PAPER | 1102 | 1 | 1000-417-10-46 | SUPPLIES-GENERAL | 2,015.87 | 2,015.87 |
| Total 1102: | | | | | | | | | | 2,015.87 | 2,015.87 |
| 03/19 | 03/08/2019 | 203503 | 257 | FOREST OFFICE EQUIP | POSTERS- GC | 12280 | 1 | 7530-451-55-46 | SUPPLIES - GENERAL | 68.64 | 68.64 |
| Total 12280: | | | | | | | | | | 68.64 | 68.64 |
| 03/19 | 03/08/2019 | 203503 | 257 | FOREST OFFICE EQUIP | KYOCERA COPIER -PW | AR3383 | 1 | 7620-430-10-43 | TECHNICAL SVCS | 368.72 | 368.72 |

| 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 AR3383: | | | | | | | | | | 368.72 | 368.72 |
| 03/19 | 03/08/2019 | 203503 | 257 | FOREST OFFICE EQUIP | MAINT.CONTRACT FOLD MACH | AR3384 | | 1 7110-430-42-44 | REPAIR AND MAINTENANCE-MI | 84.00 | 84.00 |
| Total AR3384: | | | | | | | | | | 84.00 | 84.00 |
| 03/19 | 03/08/2019 | 203504 | 1289 | FULL SPECTRUM INC | TECHNICAL SERVICES- WATER | 20190203 | | 1 7110-430-42-43 | TECHNICAL SVCS | 1,436.12 | 1,436.12 |
| 03/19 | 03/08/2019 | 203504 | 1289 | FULL SPECTRUM INC | TECHNICAL SERVICES- GAS | 20190203 | | 2 7401-430-62-43 | TECHNICAL SVCS | 1,436.13 | 1,436.13 |
| Total 20190203: | | | | | | | | | | 2,872.25 | 2,872.25 |
| 03/19 | 03/08/2019 | 203505 | 288 | | REIMBURSE HEALTH INS | 030419 | | 1 7610-2239-006 | RETIREE SICK LEAVE BANK PA | 86.61 | 86.61 |
| Total 030419: | | | | | | | | | | 86.61 | 86.61 |
| 03/19 | 03/08/2019 | 203506 | 328 | INDEPENDENT BUSINES | LASER A/P CHECKS | 37275 | | 1 1000-415-10-46 | SUPPLIES-GENERAL | 542.58 | 542.58 |
| Total 37275: | | | | | | | | | | 542.58 | 542.58 |
| 03/19 | 03/08/2019 | 203507 | 362 | KAUFFMAN, BILL | CUSTODIAL SVCS | 753442 | | 1 1000-417-10-44 | CUSTODIAL | 650.00 | 650.00 |
| Total 753442: | | | | | | | | | | 650.00 | 650.00 |
| 03/19 | 03/08/2019 | 203507 | 362 | KAUFFMAN, BILL | CUSTODIAL SVCS-PW | 753443 | | 1 7620-430-10-44 | CUSTODIAL | 250.00 | 250.00 |
| Total 753443: | | | | | | | | | | 250.00 | 250.00 |
| 03/19 | 03/08/2019 | 203508 | 404 | LASSEN COMMUNITY CO | SPRING HOME & GARDEN SHO | 022819 | | 1 7401-430-62-45 | ADVERTISING | 75.00 | 75.00 |
| Total 022819: | | | | | | | | | | 75.00 | 75.00 |
| 03/19 | 03/08/2019 | 203509 | 6782 | | CLEANUP BOND 2018 | 030619 | | 1 1000-2228-011 | FIREWORKS CLEAN UP BOND | 177.96 | 177.96 |
| 03/19 | 03/08/2019 | 203509 | 6782 | | CLEANUP BOND 2016 | 030619 | | 2 1000-2228-011 | FIREWORKS CLEAN UP BOND | 260.82 | 260.82 |
| Total 030619: | | | | | | | | | | 438.78 | 438.78 |
| 03/19 | 03/08/2019 | 203510 | 6843 | | CLEANUP BOND 2018 | 030619 | | 1 1000-2228-011 | FIREWORKS CLEAN UP BOND | 88.98 | 88.98 |

| 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 030619: | | | | | | | | | | 88.98 | 88.98 |
| 03/19 | 03/08/2019 | 203511 | 411 | LASSEN MOTOR PARTS | SUPPLIES- STREETS | 225134 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 19.02 | 19.02 |
| Total 225134: | | | | | | | | | | 19.02 | 19.02 |
| 03/19 | 03/08/2019 | 203511 | 411 | LASSEN MOTOR PARTS | SUPPLIES- STREETS | 232070 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 28.58 | 28.58 |
| Total 232070: | | | | | | | | | | 28.58 | 28.58 |
| 03/19 | 03/08/2019 | 203511 | 411 | LASSEN MOTOR PARTS | CREDIT-STREETS | 232191 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 28.58- | 28.58- |
| Total 232191: | | | | | | | | | | 28.58- | 28.58- |
| 03/19 | 03/08/2019 | 203511 | 411 | LASSEN MOTOR PARTS | SUPPLIES-GAS | 317270 | 1 | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE | 2.89 | 2.89 |
| 03/19 | 03/08/2019 | 203511 | 411 | LASSEN MOTOR PARTS | SUPPLIES- STREETS | 317270 | 2 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 2.89 | 2.89 |
| 03/19 | 03/08/2019 | 203511 | 411 | LASSEN MOTOR PARTS | SUPPLIES- WATER | 317270 | 3 | 7110-430-42-44 | REPAIR AND MAINTENANCE-V | 2.89 | 2.89 |
| Total 317270: | | | | | | | | | | 8.67 | 8.67 |
| 03/19 | 03/08/2019 | 203511 | 411 | LASSEN MOTOR PARTS | SUPPLIES- GAS | 317893 | 1 | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE | 17.52 | 17.52 |
| 03/19 | 03/08/2019 | 203511 | 411 | LASSEN MOTOR PARTS | SUPPLIES- STREETS | 317893 | 2 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 17.53 | 17.53 |
| 03/19 | 03/08/2019 | 203511 | 411 | LASSEN MOTOR PARTS | SUPPLIES- WATER | 317893 | 3 | 7110-430-42-44 | REPAIR AND MAINTENANCE-V | 17.53 | 17.53 |
| Total 317893: | | | | | | | | | | 52.58 | 52.58 |
| 03/19 | 03/08/2019 | 203511 | 411 | LASSEN MOTOR PARTS | SUPPLIES- STREETS | 317894 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 13.94 | 13.94 |
| Total 317894: | | | | | | | | | | 13.94 | 13.94 |
| 03/19 | 03/08/2019 | 203511 | 411 | LASSEN MOTOR PARTS | SUPPLIES- GAS | 318055 | 1 | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE | 35.69 | 35.69 |
| 03/19 | 03/08/2019 | 203511 | 411 | LASSEN MOTOR PARTS | SUPPLIES-WATER | 318055 | 2 | 7110-430-42-44 | REPAIR AND MAINTENANCE-V | 35.68 | 35.68 |
| 03/19 | 03/08/2019 | 203511 | 411 | LASSEN MOTOR PARTS | SUPPLIES-STREETS | 318055 | 3 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 35.69 | 35.69 |
| Total 318055: | | | | | | | | | | 107.06 | 107.06 |
| 03/19 | 03/08/2019 | 203511 | 411 | LASSEN MOTOR PARTS | SUPPLIES- STREETS | 318090 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 7.26 | 7.26 |
| 03/19 | 03/08/2019 | 203511 | 411 | LASSEN MOTOR PARTS | SUPPLIES- WATER | 318090 | 2 | 7110-430-42-44 | REPAIR AND MAINTENANCE-V | 7.27 | 7.27 |

| 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 |
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| 03/19 | 03/08/2019 | 203511 | 411 | LASSEN MOTOR PARTS | SUPPLIES- GAS | 318090 | 3 | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE | 7.27 | 7.27 |
| Total 318090: | | | | | | | | | | 21.80 | 21.80 |
| 03/19 | 03/08/2019 | 203511 | 411 | LASSEN MOTOR PARTS | SUPPLIES- GAS | 318108 | 1 | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE | .24 | .24 |
| 03/19 | 03/08/2019 | 203511 | 411 | LASSEN MOTOR PARTS | SUPPLIES-WATER | 318108 | 2 | 7110-430-42-44 | REPAIR AND MAINTENANCE-V | .25 | .25 |
| 03/19 | 03/08/2019 | 203511 | 411 | LASSEN MOTOR PARTS | SUPPLIES-STREETS | 318108 | 3 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | .25 | .25 |
| Total 318108: | | | | | | | | | | 74 | .74 |
| 03/19 | 03/08/2019 | 203512 | 413 | LASSEN TIRE | 4 TIRE MOUNTS #32-STREETS | 50610 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 939.68 | 939.68 |
| Total 50610: | | | | | | | | | | 939.68 | 939.68 |
| 03/19 | 03/08/2019 | 203513 | 432 | LEXIS NEXIS | CONTRACT 02/19 | 3091909749 | 1 | 1000-412-10-48 | DUES AND MEMBERSHIPS | 221.00 | 221.00 |
| Total 3091909749: | | | | | | | | | | 221.00 | 221.00 |
| 03/19 | 03/08/2019 | 203514 | 433 | LEXIS NEXIS MATTHEW | AIR POLLUTION CONTROL EBO | 9198660 | 1 | 7620-430-11-46 | BOOKS AND PERIODICALS | 48.74 | 48.74 |
| Total 9198660: | | | | | | | | | | 48.74 | 48.74 |
| 03/19 | 03/08/2019 | 203515 | 437 | LMUD | GOLF COURSE IRR WELL30 HP | 122907 022519 | 1 | 7530-451-52-46 | ELECTRICITY | 34.34 | 34.34 |
| Total 122907 022519: | | | | | | | | | | 34.34 | 34.34 |
| 03/19 | 03/08/2019 | 203515 | 437 | LMUD | GOLF COURSE PUMP STATION | 122910 022519 | 1 | 7530-451-52-46 | ELECTRICITY | 20.00 | 20.00 |
| Total 122910 022519: | | | | | | | | | | 20.00 | 20.00 |
| 03/19 | 03/08/2019 | 203515 | 437 | LMUD | GOLF COURSE IRR PUMP/8TH | 122929 022519 | 1 | 7530-451-52-46 | ELECTRICITY | 20.00 | 20.00 |
| Total 122929 022519: | | | | | | | | | | 20.00 | 20.00 |
| 03/19 | 03/08/2019 | 203515 | 437 | LMUD | GOLF COURSE PUMP HOUSE | 132052 022519 | 1 | 7530-451-52-46 | ELECTRICITY | 40.74 | 40.74 |
| Total 132052 022519: | | | | | | | | | | 40.74 | 40.74 |
| 03/19 | 03/08/2019 | 203515 | 437 | LMUD | 470-895 CIRCLE DR-CLUB HOU | 144281 022519 | 1 | 7530-451-52-46 | ELECTRICITY | 134.23 | 134.23 |

| 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 144281 022519: | | | | | | | | | | 134.23 | 134.23 |
| 03/19 | 03/08/2019 | 203515 | 437 | LMUD | SOUTH ST ROOSEVELT AREA | 1744 022819 | 1 | 1000-452-20-46 | ELECTRICITY | 8.64 | 8.64 |
| Total 1744 022819: | | | | | | | | | | 8.64 | 8.64 |
| 03/19 | 03/08/2019 | 203515 | 437 | LMUD | RIVERSIDE PARK LIGHTS | 1999 022819 | 1 | 1000-452-20-46 | ELECTRICITY | 33.15 | 33.15 |
| Total 1999 022819: | | | | | | | | | | 33.15 | 33.15 |
| 03/19 | 03/08/2019 | 203515 | 437 | LMUD | LITTLE LEAGUE PARK AREA LI | 3522 022519 | 1 | 1000-452-20-46 | ELECTRICITY | 57.37 | 57.37 |
| Total 3522 022519: | | | | | | | | | | 57.37 | 57.37 |
| 03/19 | 03/08/2019 | 203515 | 437 | LMUD | N WEATHERLOW ST SIGNALS- | 3651 022519 | 1 | 2007-431-60-46 | ELECTRICITY | 131.19 | 131.19 |
| Total 3651 022519: | | | | | | | | | | 131.19 | 131.19 |
| 03/19 | 03/08/2019 | 203515 | 437 | LMUD | 105 S ASH STREET | 412864 022519 | 1 | 1000-452-20-46 | ELECTRICITY | 20.00 | 20.00 |
| Total 412864 022519: | | | | | | | | | | 20.00 | 20.00 |
| 03/19 | 03/08/2019 | 203515 | 437 | LMUD | LITTLE LEAGUE PARK DRIVEW | 416851 022519 | 1 | 2007-431-60-46 | ELECTRICITY | 15.01 | 15.01 |
| Total 416851 022519: | | | | | | | | | | 15.01 | 15.01 |
| 03/19 | 03/08/2019 | 203515 | 437 | LMUD | LAUREL SR MID POINT OF LAU | 416902 02519 | 1 | 2007-431-60-46 | ELECTRICITY | 15.01 | 15.01 |
| Total 416902 02519: | | | | | | | | | | 15.01 | 15.01 |
| 03/19 | 03/08/2019 | 203515 | 437 | LMUD | 1801 MAIN ST STREET WEST SI | 417512 022519 | 1 | 2007-431-60-46 | ELECTRICITY | 15.01 | 15.01 |
| Total 417512 022519: | | | | | | | | | | 15.01 | 15.01 |
| 03/19 | 03/08/2019 | 203515 | 437 | LMUD | MAIN & ALEXANDER SIGNAL-S | 49496 022519 | 1 | 2007-431-60-46 | ELECTRICITY | 151.48 | 151.48 |
| Total 49496 022519: | | | | | | | | | | 151.48 | 151.48 |

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Description | Invoice Number | Inv Seq | GL Account No | GL Account Title | Seq Amount | Check Amount |
|---------------------|------------------|--------------|---------------|-------|----------------------------|----------------|---------|----------------|------------------|------------|--------------|
| 03/19 | 03/08/2019 | 203515 | 437 | LMUD | MAIN & FAIRFIELD-STREETS | 49497 022519 | 1 | 2007-431-60-46 | ELECTRICITY | 120.18 | 120.18 |
| Total 49497 022519: | | | | | | | | | | 120.18 | 120.18 |
| 03/19 | 03/08/2019 | 203515 | 437 | LMUD | MAIN & JOHNSTNVLE SIGNAL- | 49498 022519 | 1 | 2007-431-60-46 | ELECTRICITY | 143.30 | 143.30 |
| Total 49498 022519: | | | | | | | | | | 143.30 | 143.30 |
| 03/19 | 03/08/2019 | 203515 | 437 | LMUD | RIVERSIDE & MAIN SIGNALS-S | 49499 022519 | 1 | 2007-431-60-46 | ELECTRICITY | 229.35 | 229.35 |
| Total 49499 022519: | | | | | | | | | | 229.35 | 229.35 |
| 03/19 | 03/08/2019 | 203515 | 437 | LMUD | AIRPORT HANGER 6 | 54333 022519 | 1 | 7201-430-81-46 | ELECTRICITY | 27.21 | 27.21 |
| Total 54333 022519: | | | | | | | | | | 27.21 | 27.21 |
| 03/19 | 03/08/2019 | 203515 | 437 | LMUD | 925 SIERRA RD SPORTS CTR | 60453 022519 | 1 | 1000-452-20-46 | ELECTRICITY | 20.75 | 20.75 |
| Total 60453 022519: | | | | | | | | | | 20.75 | 20.75 |
| 03/19 | 03/08/2019 | 203515 | 437 | LMUD | AIRPORT OFFICE | 7146 022519 | 1 | 7201-430-81-46 | ELECTRICITY | 564.09 | 564.09 |
| Total 7146 022519: | | | | | | | | | | 564.09 | 564.09 |
| 03/19 | 03/08/2019 | 203515 | 437 | LMUD | AIRPORT GAS PUMP | 7154 022519 | 1 | 7201-430-81-46 | ELECTRICITY | 28.49 | 28.49 |
| Total 7154 022519: | | | | | | | | | | 28.49 | 28.49 |
| 03/19 | 03/08/2019 | 203515 | 437 | LMUD | GOLF COURSE CLUB HOUSE | 7394 022519 | 1 | 7530-451-52-46 | ELECTRICITY | 50.89 | 50.89 |
| Total 7394 022519: | | | | | | | | | | 50.89 | 50.89 |
| 03/19 | 03/08/2019 | 203515 | 437 | LMUD | GOLF COURSE CART BARN 2 | 7400 022519 | 1 | 7530-451-52-46 | ELECTRICITY | 21.65 | 21.65 |
| Total 7400 022519: | | | | | | | | | | 21.65 | 21.65 |
| 03/19 | 03/08/2019 | 203515 | 437 | LMUD | WELL #1-WATER | 7714 022519 | 1 | 7110-430-42-46 | ELECTRICITY | 155.87 | 155.87 |

| 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 7714 022519: | | | | | | | | | | 155.87 | 155.87 |
| 03/19 | 03/08/2019 | 203515 | 437 | LMUD | 1801 MAIN ST | 8314 022519 | 1 | 1000-421-10-46 | ELECTRICITY | 1,048.05 | 1,048.05 |
| Total 8314 022519: | | | | | | | | | | 1,048.05 | 1,048.05 |
| 03/19 | 03/08/2019 | 203515 | 437 | LMUD | GOLF COURSE BARN 1 & 3 | 9312 022519 | 1 | 7530-451-52-46 | ELECTRICITY | 20.15 | 20.15 |
| Total 9312 022519: | | | | | | | | | | 20.15 | 20.15 |
| 03/19 | 03/08/2019 | 203515 | 437 | LMUD | RIVERSIDE PARK LIGHT | 9501 022519 | 1 | 1000-452-20-46 | ELECTRICITY | 142.71 | 142.71 |
| Total 9501 022519: | | | | | | | | | | 142.71 | 142.71 |
| 03/19 | 03/08/2019 | 203516 | 452 | MARTIN SECURITY SYST | 720 SOUTH ST SECURITY- PW | 032747 | 1 | 7620-430-10-43 | TECHNICAL SVCS | 65.00 | 65.00 |
| Total 032747: | | | | | | | | | | 65.00 | 65.00 |
| 03/19 | 03/08/2019 | 203516 | 452 | MARTIN SECURITY SYST | 470-895 CIRCLE DR PROSHOP | 032756 | 1 | 7530-451-50-43 | TECHNICAL SVCS | 65.00 | 65.00 |
| Total 032756: | | | | | | | | | | 65.00 | 65.00 |
| 03/19 | 03/08/2019 | 203516 | 452 | MARTIN SECURITY SYST | 60 N LASSEN SECURITY | 032917 | 1 | 1000-417-10-43 | TECHNICAL SVCS | 70.50 | 70.50 |
| 03/19 | 03/08/2019 | 203516 | 452 | MARTIN SECURITY SYST | 75 WEATHERLOW SECURITY | 032917 | 2 | 1000-452-20-43 | TECHNICAL SVCS | 62.50 | 62.50 |
| Total 032917: | | | | | | | | | | 133.00 | 133.00 |
| 03/19 | 03/08/2019 | 203517 | 9493 | NATIONAL AUTO PARTS | SUPPLIES-SUPPLIES | 52-101635 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 191.36 | 191.36 |
| Total 52-101635: | | | | | | | | | | 191.36 | 191.36 |
| 03/19 | 03/08/2019 | 203517 | 9493 | NATIONAL AUTO PARTS | SUPPLIES-STREETS | 52-101646 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 23.84 | 23.84 |
| Total 52-101646: | | | | | | | | | | 23.84 | 23.84 |
| 03/19 | 03/08/2019 | 203517 | 9493 | NATIONAL AUTO PARTS | SUPPLIES- STREETS | 52-101649 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 11.06 | 11.06 |

| 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 52-101649: | | | | | | | | | | 11.06 | 11.06 |
| 03/19 | 03/08/2019 | 203517 | 9493 | NATIONAL AUTO PARTS | SUPPLIES- STREETS | 52-101665 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 17.29 | 17.29 |
| Total 52-101665: | | | | | | | | | | 17.29 | 17.29 |
| 03/19 | 03/08/2019 | 203517 | 9493 | NATIONAL AUTO PARTS | SUPPLIES- STREETS | 52-101669 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 17.76 | 17.76 |
| Total 52-101669: | | | | | | | | | | 17.76 | 17.76 |
| 03/19 | 03/08/2019 | 203517 | 9493 | NATIONAL AUTO PARTS | SUPPLIES- GAS | 52-103126 | 1 | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE | 68.85 | 68.85 |
| Total 52-103126: | | | | | | | | | | 68.85 | 68.85 |
| 03/19 | 03/08/2019 | 203517 | 9493 | NATIONAL AUTO PARTS | SUPPLIES- STREETS | 52-103142 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 18.21 | 18.21 |
| Total 52-103142: | | | | | | | | | | 18.21 | 18.21 |
| 03/19 | 03/08/2019 | 203517 | 9493 | NATIONAL AUTO PARTS | SUPPLIES-STREETS | 52-103173 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 2.95 | 2.95 |
| 03/19 | 03/08/2019 | 203517 | 9493 | NATIONAL AUTO PARTS | SUPPLIES- WATER | 52-103173 | 2 | 7110-430-42-44 | REPAIR AND MAINTENANCE-V | 2.95 | 2.95 |
| 03/19 | 03/08/2019 | 203517 | 9493 | NATIONAL AUTO PARTS | SUPPLIES- GAS | 52-103173 | 3 | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE | 2.95 | 2.95 |
| Total 52-103173: | | | | | | | | | | 8.85 | 8.85 |
| 03/19 | 03/08/2019 | 203517 | 9493 | NATIONAL AUTO PARTS | SUPPLIES- PW | 52-103215 | 1 | 7620-430-10-44 | REPAIR AND MAINTENANCE-V | 57.49 | 57.49 |
| Total 52-103215: | | | | | | | | | | 57.49 | 57.49 |
| 03/19 | 03/08/2019 | 203517 | 9493 | NATIONAL AUTO PARTS | CREDIT -STREETS | 52-1063178 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 33.96- | 33.96- |
| 03/19 | 03/08/2019 | 203517 | 9493 | NATIONAL AUTO PARTS | CREDIT- WATER | 52-1063178 | 2 | 7110-430-42-44 | REPAIR AND MAINTENANCE-V | 33.96- | 33.96- |
| 03/19 | 03/08/2019 | 203517 | 9493 | NATIONAL AUTO PARTS | CREDIT- GAS | 52-1063178 | 3 | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE | 33.95- | 33.95- |
| Total 52-1063178: | | | | | | | | | | 101.87- | 101.87- |
| 03/19 | 03/08/2019 | 203517 | 9493 | NATIONAL AUTO PARTS | SUPPLIES- STREETS | 52-124292 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 16.35 | 16.35 |
| 03/19 | 03/08/2019 | 203517 | 9493 | NATIONAL AUTO PARTS | SUPPLIES- WATER | 52-124292 | 2 | 7110-430-42-44 | REPAIR AND MAINTENANCE-V | 16.35 | 16.35 |
| 03/19 | 03/08/2019 | 203517 | 9493 | NATIONAL AUTO PARTS | SUPPLIES- GAS | 52-124292 | 3 | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE | 16.35 | 16.35 |

| 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 52-124292: | | | | | | | | | | 49.05 | 49.05 |
| 03/19 | 03/08/2019 | 203518 | 1182 | NORTHERN CALIFORNIA | SUPPLIES- PW | 512559 | 1 | 7620-430-10-46 | SUPPLIES-SAFETY ITEMS | 515.09 | 515.09 |
| Total 512559: | | | | | | | | | | 515.09 | 515.09 |
| 03/19 | 03/08/2019 | 203519 | 824 | OFFICE DEPOT | OFFICE SUPPLIES | 281505198001 | 1 | 1000-415-10-46 | SUPPLIES-GENERAL | 375.95 | 375.95 |
| Total 281505198001: | | | | | | | | | | 375.95 | 375.95 |
| 03/19 | 03/08/2019 | 203520 | 546 | PAYLESS BUILDING SUP | SUPPLIES-STREETS | 2503255 | 1 | 2007-431-20-46 | SUPPLIES-GENERAL | 12.85 | 12.85 |
| Total 2503255: | | | | | | | | | | 12.85 | 12.85 |
| 03/19 | 03/08/2019 | 203520 | 546 | PAYLESS BUILDING SUP | SUPPLIES-STREETS | 2503534 | 1 | 2007-431-20-46 | SUPPLIES-GENERAL | 10.12 | 10.12 |
| Total 2503534: | | | | | | | | | | 10.12 | 10.12 |
| 03/19 | 03/08/2019 | 203520 | 546 | PAYLESS BUILDING SUP | SUPPLIES-STREETS | 2503541 | 1 | 2007-431-20-46 | SUPPLIES-GENERAL | 5.06 | 5.06 |
| Total 2503541: | | | | | | | | | | 5.06 | 5.06 |
| 03/19 | 03/08/2019 | 203521 | 558 | PLUMAS-SIERRA | INTERNET ACCESS CIRCUIT 3/ | 58020 022819 | 1 | 1000-417-10-45 | COMMUNICATIONS | 840.00 | 840.00 |
| Total 58020 022819: | | | | | | | | | | 840.00 | 840.00 |
| 03/19 | 03/08/2019 | 203522 | 563 | POULSEN WELDING SHO | REPAIRS- GAS | 3372 | 1 | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE | 48.26 | 48.26 |
| 03/19 | 03/08/2019 | 203522 | 563 | POULSEN WELDING SHO | REPAIRS- WATER | 3372 | 2 | 7112-430-42-46 | SUPPLIES GENERAL | 182.33 | 182.33 |
| Total 3372: | | | | | | | | | | 230.59 | 230.59 |
| 03/19 | 03/08/2019 | 203523 | 572 | QUILL CORPORATION | OFFICE SUPPLIES | 5443970 | 1 | 1000-415-10-46 | SUPPLIES-GENERAL | 572.65 | 572.65 |
| Total 5443970: | | | | | | | | | | 572.65 | 572.65 |
| 03/19 | 03/08/2019 | 203524 | 1296 | RENTAL GUYS | EQUIPMENT RENTAL- PARKS | 699054-5 | 1 | 1000-452-20-44 | RENT & LEASES EQUIP & VEHI | 825.19 | 825.19 |

| 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 699054-5: | | | | | | | | | | 825.19 | 825.19 |
| 03/19 | 03/08/2019 | 203525 | 1076 | SIERRA COFFEE AND BE | BOTTLED WATER | 51142 | 1 | 1000-417-10-46 | SUPPLIES-GENERAL | 14.50 | 14.50 |
| Total 51142: | | | | | | | | | | 14.50 | 14.50 |
| 03/19 | 03/08/2019 | 203525 | 1076 | SIERRA COFFEE AND BE | BOTTLED WATER-PW | 51148 | 1 | 7620-430-10-46 | SUPPLIES-GENERAL | 21.75 | 21.75 |
| Total 51148: | | | | | | | | | | 21.75 | 21.75 |
| 03/19 | 03/08/2019 | 203526 | 7147 | SUSANVILLE ASSEMBLY | CLEANUP BOND 2018 | 030619 | 1 | 1000-2228-011 | FIREWORKS CLEAN UP BOND | 88.98 | 88.98 |
| Total 030619: | | | | | | | | | | 88.98 | 88.98 |
| 03/19 | 03/08/2019 | 203527 | 873 | SUSANVILLE FORD INC | REPAIR & MAINT- PD | 614597 | 1 | 1000-421-10-44 | VEHICLE - REPAIR & MAINTEN | 634.89 | 634.89 |
| Total 614597: | | | | | | | | | | 634.89 | 634.89 |
| 03/19 | 03/08/2019 | 203528 | 1265 | SUSANVILLE PAINT CEN | SUPPLIES- PARKS | 10002908 | 1 | 1000-452-20-44 | FACILITY - REPAIR & MAINTEN | 15.95 | 15.95 |
| Total 10002908: | | | | | | | | | | 15.95 | 15.95 |
| 03/19 | 03/08/2019 | 203529 | 677 | SUSANVILLE SANITARY | 606 NEVADA | 1274 030119 | 1 | 1000-417-10-44 | SEWER | 47.00 | 47.00 |
| Total 1274 030119: | | | | | | | | | | 47.00 | 47.00 |
| 03/19 | 03/08/2019 | 203529 | 677 | SUSANVILLE SANITARY | 66 N LASSEN | 1276 030119 | 1 | 1000-417-10-44 | SEWER | 104.00 | 104.00 |
| Total 1276 030119: | | | | | | | | | | 104.00 | 104.00 |
| 03/19 | 03/08/2019 | 203529 | 677 | SUSANVILLE SANITARY | 115 N WEATHERLOW | 1448 030119 | 1 | 1000-451-80-44 | SEWER | 52.00 | 52.00 |
| Total 1448 030119: | | | | | | | | | | 52.00 | 52.00 |
| 03/19 | 03/08/2019 | 203529 | 677 | SUSANVILLE SANITARY | 65 N WEATHERLOW - ROOPS F | 1449 030119 | 1 | 1000-452-20-44 | SEWER | 104.00 | 104.00 |
| Total 1449 030119: | | | | | | | | | | 104.00 | 104.00 |

| 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 |
|--------------------|------------------|--------------|---------------|---------------------|--------------------|----------------|---------|----------------|-------------------------|------------|--------------|
| 03/19 | 03/08/2019 | 203529 | 677 | SUSANVILLE SANITARY | 1801 MAIN | 2121 030119 | 1 | 1000-421-10-44 | SEWER | 52.00 | 52.00 |
| Total 2121 030119: | | | | | | | | | | 52.00 | 52.00 |
| 03/19 | 03/08/2019 | 203529 | 677 | SUSANVILLE SANITARY | 720 SOUTH ST | 3203 030119 | 1 | 7620-430-10-44 | SEWER | 52.00 | 52.00 |
| Total 3203 030119: | | | | | | | | | | 52.00 | 52.00 |
| 03/19 | 03/08/2019 | 203529 | 677 | SUSANVILLE SANITARY | 1850 RIVER ST | 3667 030119 | 1 | 1000-452-20-44 | SEWER | 52.00 | 52.00 |
| Total 3667 030119: | | | | | | | | | | 52.00 | 52.00 |
| 03/19 | 03/08/2019 | 203529 | 677 | SUSANVILLE SANITARY | 1600 RIVERSIDE DR | 3668 030119 | 1 | 1000-452-20-44 | SEWER | 59.00 | 59.00 |
| Total 3668 030119: | | | | | | | | | | 59.00 | 59.00 |
| 03/19 | 03/08/2019 | 203529 | 677 | SUSANVILLE SANITARY | 1200 NORTH ST | 3669 030119 | 1 | 1000-452-20-44 | SEWER | 52.00 | 52.00 |
| Total 3669 030119: | | | | | | | | | | 52.00 | 52.00 |
| 03/19 | 03/08/2019 | 203530 | 6842 | | CLEANUP BOND 2018 | 030619 | 1 | 1000-2228-011 | FIREWORKS CLEAN UP BOND | 88.98 | 88.98 |
| Total 030619: | | | | | | | | | | 88.98 | 88.98 |
| 03/19 | 03/08/2019 | 203531 | 9295 | TAMCO CAPITAL CORP | COMMUNICATIONS- PD | 5005953008 | 1 | 1000-421-10-45 | COMMUNICATIONS | 312.10 | 312.10 |
| Total 5005953008: | | | | | | | | | | 312.10 | 312.10 |
| 03/19 | 03/08/2019 | 203532 | 6673 | | CLEANUP BOND 2018 | 030619 | 1 | 1000-2228-011 | FIREWORKS CLEAN UP BOND | 88.98 | 88.98 |
| Total 030619: | | | | | | | | | | 88.98 | 88.98 |
| 03/19 | 03/08/2019 | 203533 | 744 | UPTOWN UNIFORMS | BADGES-PD | 97057 | 1 | 1000-421-10-42 | UNIFORM ALLOWANCE | 13.41 | 13.41 |
| Total 97057: | | | | | | | | | | 13.41 | 13.41 |
| 03/19 | 03/08/2019 | 203533 | 744 | UPTOWN UNIFORMS | UNIFORMS-PD | 97121 | 1 | 1000-421-10-42 | UNIFORM ALLOWANCE | 15.44 | 15.44 |

| 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 97121: | | | | | | | | | | 15.44 | 15.44 |
| 03/19 | 03/08/2019 | 203534 | 770 | WESTERN NEVADA SUP | METER SET- WATER | 67700818 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 4,086.78 | 4,086.78 |
| Total 67700818: | | | | | | | | | | 4,086.78 | 4,086.78 |
| 03/19 | 03/08/2019 | 203534 | 770 | WESTERN NEVADA SUP | SUPPLIES- GAS | 67752163 | 1 | 7401-430-62-46 | SUPPLIES-GENERAL | 549.87 | 549.87 |
| Total 67752163: | | | | | | | | | | 549.87 | 549.87 |
| 03/19 | 03/08/2019 | 203534 | 770 | WESTERN NEVADA SUP | SUPPLIES-WATER | 67767083 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 417.07 | 417.07 |
| Total 67767083: | | | | | | | | | | 417.07 | 417.07 |
| Grand Totals: | | | | | | | | | | 73,824.14 | 73,824.14 |

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

Reviewed by:  City Administrator

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

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: March 20, 2019

CITY COUNCIL AGENDA ITEM

SUBJECT: Consider Fee Waiver Request for Lassen Family Services' 6th annual Walk-a-Mile Event to be held on April 13, 2019.

PRESENTED BY: Michael Wilson, City Administrator

SUMMARY: Lassen Family Services (LFS) is sponsoring their Annual Walk-a-Mile event scheduled for Saturday, April 13, 2019. This will be the 6th year for the event to commemorate April being both child abuse and sexual assault awareness month. Opening ceremonies will be held on the Community Center lawn at 10:00 a.m. and, after the walk, the public is invited to visit informational booths and participate in the activities available in Memorial Park.

Lassen Family Services has requested a fee waiver for the use of Memorial Park (\$59), event stage (\$47) and the use fee and deposit on the electrical panel (\$20 for use and \$100 deposit) on April 13, 2019, totaling a fee waiver of \$226.

FISCAL IMPACT: Fee Waiver for use of Park, Stage, and Panel - \$226.00

ACTION

REQUESTED: Motion to approve fee waiver request of \$226.00 in support of the Lassen Family Services' 6th annual Walk-a-Mile event.

ATTACHMENTS: Letter of request submitted by Lassen Family Services, Inc.



LASSEN FAMILY SERVICES

P.H.A.S.E. into Empowerment

P.O. Box 710 • 1306 Riverside Drive • Susanville, CA 96130

February 4, 2019

City of Susanville
Department of Public Works
720 South Street
Susanville, CA 96130

Re: Request for Fee Waiver for Lassen Family Services

Dear City of Susanville,

On April 13, 2019 Lassen Family Services, Inc. will be hosting the Walk-A-Mile in their shoes event. The event is centered on outreach and not fundraising. All event activities are completely free to the public. This will be the 6th year that Lassen Family Services hosts this awareness walk to commemorate April being both child abuse and sexual assault awareness month. Opening ceremonies will be held at the lawn of the Community Center at 10:00 am. Michael Vaquera will be providing use of his sound equipment. After the awareness walk, the public is invited to visit informational booths and participate in the activities available in Memorial Park.

Lassen Family Services would like to request the waiver of the \$226.00 fee for the use of the area for the day. Memorial Park (\$59.00), The event stage (\$47.00) and the use of the electrical panel (\$20.00 for use and \$100.00 deposit).

Thank you for your consideration and your continued support of Lassen Family Services and our mission.

Respectfully,

Victoria Child

Executive Assistant

**Crisis
Line**
24 Hours

**Domestic
Violence
Assistance
Program**

**Sexual
Assault
Rape
Crisis Program**

**CHAT
Child Abuse
Treatment
Program**

**Court
Appointed
Special
Advocates**



Court Appointed Special Advocates
FOR CHILDREN

Reviewed by:  City Administrator

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

Submitted By: Michael Wilson, City Administrator 

Action Date: March 20, 2019

CITY COUNCIL AGENDA ITEM

SUBJECT: Consider **Resolution No. 19-5623**, authorizing staff to move forward with selecting up to six volunteer workers to participate in the Work for Golf Program for a period of April 1, 2019 through November 2019.

SUMMARY: The Diamond Mountain Golf Course requires consistent maintenance, care and attention to keep the course in good condition. Due to budget limitations, staffing resources are inadequate to maintain the course to an acceptable standard. Additional help is needed to maintain the course.

The purpose of the Work for Golf Program is to provide an additional work force to assist in general grounds keeping activities and equipment maintenance.

Scope of the Program:

Subject to the annual approval by the City Administrator, and under the direct supervision of the Golf Course Superintendent, Work for Golf workers, herein after referred to as "workers", will perform the essential functions in the Grounds Maintenance Worker Job Description (Attached).

Workers will be required to work, a minimum number of hours based on value of an annual membership with cart in comparison to minimum wage, from April through November 2019 as directed by the Golf Course Superintendent.

Workers will be selected though a competitive process in accordance with the requirements of the seasonal employee golf course recruitment procedures. The most qualified applicants will be selected.

Existing City Employees are not permitted to participate in the Work for Golf Program.

A maximum of 6 workers may actively participate in the Work for Golf Program.

Compensation:

Workers will receive a Work for Golf Membership (with Cart) card for the participating season.

The value of card is a benefit to the worker and is subject to SSI tax. The tax will vary based

on the value of an annual membership. The value of the card will be reported as income and the worker will be responsible for paying applicable Federal and State income taxes.

Workers will be covered under the City's existing workers' compensation program.

FISCAL IMPACT: The estimated value of the volunteer staff will be \$14,400.00 which will create a potential loss of actual green fee revenue in an equal amount assuming the workers would have purchased monthly unlimited golf with cart at \$300.00 per working per month for an 8-month period.

ACTION

REQUESTED: Motion to authorize staff to move forward with selecting up to six volunteer workers to participate in the Work for Golf Program for a period of April 1, 2019 through November 2019.

ATTACHMENTS: Resolution No. 19-5623

RESOLUTION NO. 19-5623
A RESOLUTION OF THE SUSANVILLE CITY COUNCIL AUTHORIZING THE
CONTINUATION OF THE WORK FOR GOLF PROGRAM IN 2019 IN ACCORDANCE
WITH THE APPROVED GUIDELINES

WHEREAS, the City of Susanville owns and operates the Diamond Mountain Golf Course; and

WHEREAS, due to limited staffing resources it has been increasingly more difficult to continue to maintain the course at an acceptable standard; and

WHEREAS, the continuation of a Work for Golf program will provide an additional work force to assist in general grounds keeping activities and equipment maintenance; and

WHEREAS, the City wishes to select up to six volunteers for said program for the 2019 year; and

WHEREAS, staff has included the 2018 Work for Golf Program Guidelines as Exhibit "A" as previously approved by Council.

NOW THEREFORE BE IT RESOLVED, that the Susanville City Council approves the continuation of the Work for Golf Program in accordance with the program guidelines for the 2019 year.

APPROVED: _____
Kevin Stafford, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 20th day of March, 2019 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM _____
Jessica Ryan, City Attorney

Exhibit "A"

Diamond Mountain Golf Course 2018 Work for Golf Program Guidelines

Purpose and Need:

The Diamond Mountain Golf Course requires consistent maintenance, care and attention to keep the course in good condition. Due to budget limitations, staffing resources are inadequate to maintain the course to an acceptable standard. Additional help is needed to maintain the course.

The purpose of the Work for Golf program is to provide an additional work force to assist in general grounds keeping activities and equipment maintenance.

Scope of the Program:

Under the direct supervision of the Golf Course Superintendent, Work for Golf workers, herein after referred to as "workers", will perform the essential functions in the Grounds Maintenance Worker Job Description (Attached).

Workers will be required to work, on average, a minimum of 4 hours a week for a minimum of 16 weeks throughout the months of June 2018 through November 2018.

Workers will be selected through a competitive process in accordance with the requirements of the seasonal employee golf course recruitment procedures. The most qualified applicants will be selected.

Existing City Employees are not permitted to participate in the Work for Golf Program.

A maximum of 10 workers may actively participate in the Work for Golf Program.

Compensation:

Workers will receive a Work for Golf Membership (With Cart) card for the Months of June through November, an estimated value of \$750.

The value of card is a benefit to the worker and is subject to SSI tax. The estimated tax is \$114.75 which is to be paid by the City of Susanville from the Golf Course budget. The value of the card will be reported as income and the worker will be responsible for paying applicable Federal and State income taxes.

Workers will be covered under the City's existing workers' compensation program.

Reviewed by:  City Administrator

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

Submitted by: Quincy McCourt, Project Manager

Action Date: March 20, 2019

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 19-5624** approving HOME Program Guidelines, combining the HOME First-Time Homebuyer program and the HOME Owner-Occupied Rehabilitation program with the CDBG Homebuyer assistance program

PRESENTED BY: Quincy McCourt, Project Manager

SUMMARY: The City of Susanville has received funding from the State of California Department of Housing and Community Development to fund two programs known as the First-Time Homebuyers program (FTHB) and the Owner-Occupied Rehabilitation program (OOR). The FTHB program is a loan program that has been established to assist applicants in purchasing their first home if they meet the income eligibility. The amount loaned for the FTHB program shall never exceed the amount of the applicant’s primary mortgage or the HOME Subsidy Limits per unit for Lassen County listed below;

| 0-BDR | 1-BDR | 2-BDR | 3-BDR | 4-BDR |
|-----------|-----------|-----------|-----------|-----------|
| \$147,074 | \$168,600 | \$205,017 | \$265,228 | \$291,136 |

The OOR program is a loan program that has been established to assist applicants in rehabilitating and updating their homes where it is necessary for health, safety, and code violations. The options presented for the maximum amount loaned per applicant are listed below:

- **\$150,000** maximum per unit: benefits of this maximum would be applicants can fix a large amount of issues and violations within their units but with this maximum the City may not be able to help as many applicants. Or,
- **\$30,000** maximum per unit: benefits of this maximum would be more applicants may be able to be assisted with funding but applicants may not be able to address every problem within their unit or the lower limit may be enough to help the applicants and therefore remain unused. Or,
- **A different value suggestion from City Council.**

The State provides a guideline template that combines the programs, and outlines the rules, requirements, and limits that determine each applicant’s eligibility. The guidelines for both programs have been completed to best fit the City’s requirements as to how the programs will be administered. Along with the guidelines, environmental ‘General Setup Conditions Checklists’ for each program have also been completed per the City. The next steps to getting these programs rolled out and available to the community include approval of the guidelines, submitting checklists, and assigned values by Council so the City will be able to publish the Notice of Intent to Request Release of Funds in the newspaper. Once this is published, the City will receive public comments

for a period of 7 days and send the request to HCD. HCD will then accept any potential objections to the City's program for a period of 15 days. If all goes well, the City will be able to get these programs into action and begin helping applicants.

The HOME program operates on a first come first served equal opportunity basis. To date, the City has four very interested applicants. Three have been pre-qualified by their primary lender and are ready to submit their First Time Home Buyer application, and one application for rehabilitation funding is ready to submit an application. The City must complete the public noticing requirements first, however to work as quickly as possible to assist these applicants, staff is requesting authorization for the Finance Department to modify the 2018/2019 budget and appropriate the HOME Fund balance for marketing and loan processing costs. There is current a balance of \$469,231.40 available.

Staff is requesting City Council to approve and adopt the HOME guidelines combined with CDBG and provide direction as to the values for the FTHB and OOR programs.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to approve Resolution No.19-5624 adopting the HOME guidelines combined with the CDBG Homeownership program and authorizing the 2018/2019 budget amendment

ATTACHMENTS: Resolution 19-5624
HOME / CDBG Guidelines

City of Susanville



HOMEOWNERSHIP ASSISTANCE AND SINGLE-FAMILY HOUSING REHABILITATION ASSISTANCE PROGRAMS (HOME, CDBG, CalHome)

PROGRAM DESIGN AND PROCESS



HCD Version 03/2019

3/15/2019

City Council Approved on: _____

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City of Susanville
HOUSING REHABILITATION, First-Time Homebuyers, and Homeownership Assistance
PROGRAM GUIDELINES

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This document encompasses guidelines for three home assistance programs administered by the City of Susanville: “City of Susanville HOME Rehabilitation Program,” “City of Susanville First-Time Homebuyers Program,” and “City of Susanville Homeownership Assistance Program.” For the sake of brevity, these programs may be referred to herein as “Rehabilitation Program,” “FTHB Program,” and “CDBG Program,” respectively. Please refer ONLY to the guidelines for the program to which you are applying. Guidelines that are specific to certain programs will be labeled as such in the corresponding headers and sub-headers of this document. The term “Program” may be used when describing the cumulative umbrella under which these programs fall, particularly when a guideline applies to all programs involved.

1.0. GENERAL

The above-named entity has entered into a contractual relationship with the California Department of Housing and Community Development (“HCD”) to administer one or more housing rehabilitation or homeownership programs funded by HCD or the City of Susanville. The rehabilitation program described herein and hereinafter referred to as the “Program” is designed to provide assistance to eligible homeowners for correction of health and safety items, as well as code violations, located within the Program’s eligible area, as described in Section 3.0. The Program provides this assistance in the form of deferred payment loans used to finance the cost of necessary repairs that will provide the homeowner with a healthy, safe, sanitary and code compliant home, referred to herein as “housing unit”. The Program will be administered by the City of Susanville, hereinafter referred to as the “Sponsor.”

The Homeownership program described herein is designed to provide assistance to eligible homeowners in purchasing homes, also referred to herein as “housing units”, located within the Program’s eligible area. The Program provides this assistance in the form of deferred payment “silent” second priority loads as “Gap” financing toward the purchase price and closing costs of affordable housing units that will be occupied by the homeowners as their primary residence.

1.1 PROGRAM OUTREACH AND MARKETING

All outreach efforts will be done in accordance with state and federal fair lending regulations to assure nondiscriminatory treatment, outreach and access to the Program. No person shall, on the grounds of age, ancestry, color, creed, physical or mental disability or handicap, marital or familial status, medical condition, national origin, race, religion, gender or sexual orientation, be excluded, denied benefits or subjected to discrimination under the Program.

For the all programs, the Sponsor will ensure that all persons, including those qualified individuals with handicaps have access to the Program.

A. The Fair Housing Lender and Accessibility logos will be placed on all outreach materials. Fair housing marketing actions will be based upon a characteristic analysis comparison (census data may be used) of the Program’s eligible area compared to the ethnicity of the population served by the Program (includes, separately, all applications given out and those receiving assistance) and an explanation of any underserved segments of the population. This information is used to show that protected classes (age, gender, ethnicity, race, and disability) are not being excluded from the Program. A Fair Housing Marketing Plan can be found as Attachment D. Flyers or other outreach materials, in English and any other language that is the primary language of a significant portion of the area residents, will be widely distributed in the Program-eligible area and will be provided to any local social service agencies. The Program may sponsor homeownership education classes to help educate homeowners about the home buying process, future responsibilities, credit, budgeting, predatory lending, foreclosure prevention and home maintenance, as well as future responsibilities. Persons who have participated in local homeowner seminars will be notified about the Program.

- B. Section 504 of the Rehabilitation Act of 1973 prohibits the exclusion of an otherwise qualified individual, solely by reason of disability, from participation under any program receiving Federal funds. The Sponsor will take appropriate steps to ensure effective communication with disabled housing applicants, residents and members of the public.

- C. For the CDBG Program, the Sponsor will work with local real estate agents and primary lenders to explain the Program requirements for eligible housing units and homeowners, and to review Program processes. Local real estate agents and primary lenders will also be encouraged to have their customers participate in the Program.

- D. The Sponsor will work with local real estate agents and primary lenders to explain the Program requirements for eligible housing units and homebuyers, and to review Program processes. Local real estate agents and primary lenders will also be encouraged to have their customers participate in the Program.

- E. Section 504 of the Rehabilitation Act of 1973 prohibits the exclusion of an otherwise qualified individual, solely by reason of disability, from participation under any program receiving Federal funds. The Sponsor will take appropriate steps to ensure effective communication with disabled housing applicants, residents and members of the public.

1.2 APPLICATION PROCESS AND SELECTION

1.2.1 Rehabilitation Program

A. Waiting List/Homeowner Contact

The Sponsor will utilize a waiting list. In response to a homeowner's request, the homeowner is placed on the waiting list. Homeowners are offered the opportunity to qualify for assistance by waiting list priority (a first-come, first served basis).

The Sponsor will contact homeowners by mail and/or by telephone to advise of funding availability. The homeowner has 30 days to complete and return the loan application and supporting documentation. Should a homeowner fail to respond to the initial contact for assistance or to provide any of the required documentation within the 30-day period, the homeowner's name will be removed from the waiting list. If the homeowner desires assistance at a later time, he/she will be placed on the waiting list at that time.

Should the waiting list be exhausted, the Program will be marketed in accordance with the Sponsor's Marketing Plan. **See Attachment D.**

B. Application/Interview

An application packet is provided to the homeowner for completion and submittal to the Sponsor, along with supporting documentation. An interview is scheduled with the applicant. The Program is fully explained; application forms and documentation are reviewed. Verifications are obtained for income, assets, employment, benefits, and

mortgage. Title report and appraisals are also obtained.

If the Sponsor encounters material discrepancies and/or misrepresentations, and/or there are income, asset, household composition, or other important questions that can't be resolved, the Sponsor reserves the right to deny assistance to the household. In this case, the applicant may re-apply after six months have elapsed from the time of written assistance denial.

C. Household Selection

Households selected for participation in the Sponsor's Housing Rehabilitation Program are those determined eligible upon completion of processes described in A. and B. above.

D. Initial Inspection/Work Write-Up/Estimate

Prospective units are inspected by the Sponsor, a certified housing inspector, or a Sponsor representative to determine eligibility and acceptability of properties for participation in the Program.

If the home is a pre-1978 unit, the initial inspection will also include paint testing by a certified Lead-Based Paint (LBP) inspector/assessor or presumption of LBP. Code deficiencies will be corrected and if presumption is used or lead hazards are found they will be properly treated according to HUD regulations (Section 6.1.E & F) and cleared by a certified LBP inspector/assessor. **Note: CalHome-funded projects do not require LBP compliance. CDBG projects shall refer to Chapter 20, Lead-Based Paint Requirements for guidance in the CDBG Grant Management Manual.**

Measurements and observations are noted about the property, including special conditions with potential cost consequences (dilapidated outbuildings, absence of curb and gutter when required by code, etc.). A floor plan and site plan, as needed, are drawn for the home and property, including all appurtenances.

Findings are noted on an inspection form, and later used by the Sponsor to prepare the work write-up. Estimated costs are determined by the Sponsor who has years of experience in the building industry, and in reviewing contractor bids and verifying cost with materials suppliers. The homeowner reviews the completed work write-up and cost estimate, and the approved write-up is incorporated into bid documents.

E. Bid Solicitation

A bid walk-through date and time are scheduled. The homeowner may choose to solicit his/her own bids or request that the Sponsor solicit bids on his/her behalf. Invitations to bid are mailed to all eligible contractors on file in efforts to obtain three reasonable bids. Bid results will be provided to participating contractors.

Contractors must be licensed and bonded by the State of California Contractors Licensing Board. Contractors must also provide Sponsor with evidence of Workers' Compensation Insurance and Comprehensive General Liability and Property Damage

Insurance with Combined Single Limits of at least \$1,000,000.

Cost reasonableness is determined by comparing the bids received with the cost estimate prepared by the Sponsor. Bids should be within 10% of the Sponsor's cost estimate, otherwise an explanation must be provided to the file for any bid selected exceeding 10% of the estimate. The homeowner is encouraged to accept the lowest reasonable bid.

The Sponsor determines eligibility of the contractor by contacting the State Contractors License Board and checking the Federal List of Debarred Contractors. The contractor is also required to provide a self-certification stating that he/she is not on the Federal debarred list. Once determined eligible, the contractor is then notified of provisional award of bid (pending loan approval). Notices of non-award are mailed to participating contractors.

F. Loan Request/Approval

A report and loan request are prepared on behalf of the homeowner by the Sponsor. The loan request includes the cost of construction, a contingency fund, and other project costs (listed in Section 6.3.). Note: For HOME, the project costs listed in Section 6.3 are considered activity delivery costs to be paid by the Sponsor and may not be charged to the homeowner's loan. A Loan Review Committee meeting is scheduled to hear the loan request. Section 1.3 provides additional information on the loan approval process. Once approved, loan documents are executed and the loan is funded.

G. Pre-Construction Conference

A pre-construction conference is scheduled with homeowner, contractor, and Sponsor. The Sponsor reviews the Owner-Contractor Construction Contract, including the work write-up, start date, pay schedule, and date of completion, with the homeowner and contractor. The construction contract and Notice to Proceed are executed.

H. Start-Up/Field Inspections

The Sponsor monitors date of start-up and performs field inspections on a regular basis. The Sponsor will visit the job site regularly in order to check the scope of work, inspect materials, and to confirm the job is on schedule and within budget. The Sponsor works with the Sponsor's Building Inspector to ensure the work meets building codes, while not exceeding funding limits.

The Sponsor reviews the work status with the homeowner and with the contractor in order to remedy any developing problems quickly and to ensure that both are satisfied with the construction process. At the completion of each phase, the Sponsor inspects the work and the homeowner authorizes contractor payments.

The Sponsor will refer back to original plans and specifications to verify the work was completed as contracted. Homeowner's "sweat equity" commitment will also be checked, if any (not permissible for HOME Program assistance).

I. Change Orders

Written change orders are required when the homeowner requests any changes in the write-up, such as eliminating an item completely, eliminating one item and substituting another, or adding items. The change order will state the change and dollar value for the change. The change order must be signed by both the contractor and the homeowner, and submitted to the Sponsor for approval. If the change order exceeds the approved financing, the homeowner will be asked to provide additional funds or a report and request for additional funds may be presented to the Sponsor's Loan Review Committee for approval prior to Sponsor signing-off on the change order.

J. Progress Payments

Ninety percent (90%) of the contract amount is distributed to the contractor in the form of progress payments during construction. The final ten-percent (10%) of the contract amount is set aside as a retention payment. The contractor requests a progress payment from the homeowner and notifies the Sponsor that he/she has done so. Upon favorable inspection by the homeowner, Sponsor, or Sponsor's Building Inspector, the payment authorization is signed by the homeowner and submitted for payment.

K. Final Inspections/Notice of Completion/Final Payment

When the project is completed, the Sponsor inspects the work item by item with the homeowner and the contractor. The Sponsor's Building Inspector performs a final inspection. Any corrections or deficiencies are noted and corrected by the contractor. Upon favorable final inspections, a Notice of Completion is prepared, signed by the homeowner, and then recorded. The final ten-percent (10%) retention payment is released 35 days after the recording of the Notice of Completion.

1.2.2 CDBG and FTHB Programs

- A. The Sponsor maintains a waiting list of applicants. Each applicant is asked to complete an application form, which asks for sufficient information concerning income, employment, and credit history to establish preliminary eligibility for Program participation. Completed applications are processed on a first-come-first-served basis. Applications are deemed complete only if all information is completed, the application is signed and dated, and a primary lender's pre-qualification letter is attached to the application. Incomplete applications are returned to the applicant and will not be date/time stamped until complete.
- B. Once the applicant's name comes to the top of the waiting list, their Program eligibility is confirmed and they are invited to a briefing regarding participation in the Program. At the briefing the application is reviewed and the potential homeowner is given a "Preliminary Eligibility Letter" for the Program along with the following forms: Program Brochure, Attachment (J) Instructions to Home Buyer, List of Participating Lenders, Attachment (K) Sellers Lead-Based Paint Disclosure and the EPA Booklet (Protect Your Family from Lead in Your Home) and Attachment (F) Notice to Seller.
- C. If the Sponsor encounters material discrepancies and/or misrepresentations, and/or

there are income, asset, household composition, or other important questions that can't be resolved, the Sponsor reserves the right to deny assistance to the household. In this case, the applicant may re-apply after six months have elapsed from the time of written assistance denial.

- D. Each applicant must participate in individual Homebuyer Counseling provided by the Sponsor and receive a certificate of completion.
- E. The potential homebuyer is given 90 days in order to find a qualified home and begin securing a primary loan for the housing unit. If during the 90-day time frame, the potential homebuyer is unable to purchase a home, an extension may be given. However, if it appears the potential homebuyer cannot participate in the Program, the reservation of funds expires and the next person on the waiting list is given an opportunity to participate in the Program.

1.3 LOAN AND HOMEBUYING PROCESS

1.3.1 The Loan Process for Rehabilitation Program

The Sponsor's Loan Review Committee must approve all loans and grants. The Loan Review Committee may approve assistance with CDBG financing exceeding 100 percent of after-rehabilitation value as needed in cases where no other financial resources are available to cover the cost of the repairs and where clear and convincing documentation exists, justifying why the exception is needed.

However, if the project is CalHome funded, the total financing cannot be more than 105 percent of the after-rehabilitation value. For HOME-funded loans, the total financing cannot be more than 100 percent of the after-rehabilitation value, unless per HOME Management Memorandum 13-01 at <http://www.hcd.ca.gov/grants-funding/grants-management-memos.shtml#home> the entire HOME assistance amount is granted rather than loaned, due to a lack of any equity after rehabilitation, based on existing loans on the property and an after-rehabilitation value appraisal. In addition, the amount of HOME assistance, including Sponsor's claimed Activity Delivery Costs, cannot exceed the Sponsor's County maximum HOME Per Unit Subsidy Limit at <http://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits.shtml>, and the after-rehabilitation value cannot exceed the HOME Maximum After-Rehabilitation Value. **See Attachment C for current limits.**

In order to obtain financing, applicants must meet all property and eligibility guidelines in effect at the time the application is considered. Homeowners will be provided written notification of approval or denial. Any reason for denial will be provided to the applicant in writing.

1.3.2 The Home Purchase Process for CDBG and FTHB Programs

- A. The following is a simplified example of how a primary lender would analyze a homeowner's finances to determine how much the homeowner could afford to borrow from the primary lender towards homeownership.

| DEBT SERVICE | | | |
|---|------------|---|--------------------|
| FOR A FAMILY OF FOUR EARNING \$3,388 PER MONTH | | | |
| HOUSING PAYMENTS | | TOTAL OVERALL PAYMENTS | |
| Principal & Interest Payment | \$ 865 | \$1,180 | Housing |
| Insurance | 82 | +200 | Other Debt Service |
| Taxes | <u>233</u> | \$1,380 | Total Debt Service |
| Total Housing Expense | \$1,180 | (Overall debt service per month is 41% of \$3,388) (PITI is 35% of \$3,388) | |
| OTHER HOUSEHOLD DEBT SERVICE | | | |
| Car Payment | \$ 150 | | |
| Credit Card Payment | <u>50</u> | | |
| Total Other Debt | \$ 200 | | |

A \$865 per month loan payment equates to borrowing \$143,000 at 5.88% for a 30 year term.

| SUBSIDY CALCULATION | |
|---|-------------------|
| FOR A FAMILY OF FOUR EARNING \$3,388 PER MONTH | |
| Purchase Price of Property | \$ 280,000 |
| Less Primary loan amount | 143,000 |
| Less down payment of 1% | <u>2,800</u> |
| Equals "GAP" | \$ 134,200 |
| Plus estimated allowable settlement charges | <u>8,400</u> |
| Equals Total Subsidy | \$ 142,600 |

- B. The housing unit selection process will be conducted by the homebuyers. Prior to making an offer to purchase an eligible housing unit (see Section 3.0), homebuyer shall provide seller with a disclosure containing the following provisions:
- 1) Homebuyer has no power of eminent domain and, therefore, will not acquire the property if negotiations fail to result in an amicable agreement; and
 - 2) Homebuyer's offer is an estimate of the fair market value of the housing unit, to be finally determined by a state licensed appraiser;
 - 3) The housing unit will be subject to inspection. The housing unit must comply with local codes at the time of construction and local health and safety standards.
 - 4) All housing units built prior to January 1, 1978 will require a lead paint

- 5) disclosure to be signed by both the homebuyer and Seller (Attachment K); Since the purchase would be voluntary, the seller would not be eligible for relocation payments or other relocation assistance;
 - 6) The seller understands that the housing unit must be either: currently owner-occupied, newly constructed, or vacant for four months prior to submission of the purchase offer for CDBG, or three months for FTHB.
 - 7) If the seller is not provided with a statement of the above six provisions prior to the purchase offer, the seller may withdraw from the agreement after this information is provided.
- C. Applicant submits executed standard form purchase and sale agreement and primary lender prequalification letter to the Sponsor. The purchase and sale agreement will be contingent on the household and housing unit meeting Program eligibility requirements and receiving Program loan approval. The Sponsor verifies applicant eligibility for CDBG housing unit and loan eligibility and amount of assistance to be provided consistent with these guidelines.
- D. The Sponsor determines Applicant's approval or denial, and notifies Applicant. The Sponsor provides written notification to Applicant of approval or denial with reason and, if denied, a copy of the Program's appeal procedures.
- E. When Primary Lender requirements are met, Program funds are deposited into escrow, with required closing instructions and loan documents.
- F. At the time of escrow closing, the Sponsor shall be named as an additional loss payee on fire, flood (if required), and extended coverage insurance for the length of the loan and in an amount sufficient to cover all encumbrances or full replacement cost of the housing unit. A policy of Title Insurance naming the City of Susanville as insured is also required.

1.4 HOMEOWNER COSTS (CDBG and FTHB Programs)

- A. Eligible households must document that they have the funds necessary for down payment and closing costs as required by the Primary Lender and the Sponsor. The Program's down payment requirement (below) is in place even if the Primary Lender has a lower down payment requirement. If the Primary Lender has a higher down payment requirement, there is no additional down payment requirement required by the Program.
- B. For the CDBG Program, Homebuyer must contribute a minimum down payment of one percent (1%) of the purchase price as recommended by the Sponsor, but may contribute more if desired. For the FTHB Program, Homebuyer must contribute a minimum down payment of one percent (1%) of the purchase price, but may contribute more if desired.
- C. Sponsor will not provide more than fifty percent (50%) of the purchase price. The subsidy will write down the cost of the primary lender's loan so that the payments of PITI are within approximately 30 to 35% of the gross household income for

CDBG, or within approximately 25 to 30% for FTHB. The City will determine the level of subsidy and affordability during underwriting of the Program's loan to make sure that it conforms to the requirements of the HCD funding Program.

1.5 HOMEOWNER EDUCATION (For CDBG and FTHB Programs)

Buying a home can be one of the most confusing and complicated transactions anyone can make. Providing the future homeowner with informative homeowner education training, can bring success to the City of Susanville's First Time Homebuyer Program and most importantly, the homeowner. It has been documented that first-time Homeowners that have had homeowner education have the ability to handle problems that occur with homeownership. Program participants may be required to attend a Sponsor -approved homeowner education class. The homeowner education class will cover such topics as the following: preparing for homeownership; available financing; credit analysis; loan closing; homeownership responsibilities; home maintenance; impact of refinancing and loan servicing. Methods of homeowner counseling and education may include, but are not limited to: one-on-one counseling between homeowner, counselor and family/individual and/or group workshops and informational sessions. Tools of instruction may include fliers, brochures, power point presentations, worksheets, etc.

1.6 CONFLICT OF INTEREST REQUIREMENTS

When the Sponsor's program contains Federal funds, the applicable Conflict of Interest requirements of 24 CFR Section 570.611 shall be followed for CDBG assistance.

Section 92.356 of the HOME Final Rule shall be followed for HOME assistance, as follows:

(a) Conflicts prohibited. No persons described in paragraph (b) of this section who exercises or has exercised any functions or responsibilities with respect to activities assisted with HOME funds or who are in a position to participate in a decision making process or gain inside information with regard to these activities, may obtain a financial interest or benefit from a HOME-assisted activity, or have a financial interest in any contract, subcontract or agreement with respect to the HOME-assisted activity, or the proceeds from such activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. Immediate family ties include (whether by blood, marriage or adoption) the spouse, parent (including stepparent), child (including stepchild), brother, sister (including a stepbrother or stepsister), grandparent, grandchild and in-laws of a covered person.

(b) Persons covered. The conflict of interest provisions of paragraph (a) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the participating jurisdiction, State recipient, or subrecipient which are receiving HOME funds.

(c) Exceptions: Threshold requirements. Upon the written request of the participating jurisdiction to HCD, HUD may grant an exception to the provisions of paragraph (a) of

this section on a case-by-case basis when it determines that the exception will serve to further the purposes of the HOME Investment Partnerships Program and the effective and efficient administration of the participating jurisdiction's program or project. See 24 CFR 92.356(d)(1-6) for details on the documentation needed in order to submit an exception request to HUD.

A contractor with a vested interest in the property cannot bid on a rehabilitation job. Such a contractor may act as owner/builder, subject to standard construction procedures. Owner/builders are reimbursed for materials purchased which are verified by invoice/receipt and used on the job. Reimbursement occurs after the installation is verified by the Sponsor to be part of the scope of work. Owner/builders are not reimbursed for labor.

1.7 NON-DISCRIMINATION REQUIREMENTS

The Program will be implemented in ways consistent with the Sponsor's commitment to non-discrimination. No person shall be excluded from participation in, denied the benefit of, or be subject to discrimination under any program or activity funded in whole or in part with State funds on the basis of his or her religion or religious affiliation, age, race, color, creed, gender, sexual orientation, marital status, familial status (children), physical or mental disability, national origin, or ancestry, or other arbitrary cause.

2.0 APPLICANT QUALIFICATIONS

2.1 INCOME LIMITS

All applicants and homeowners must certify that they meet the household income eligibility requirements for the applicable HCD program(s) and have their household income documented. The income limits in place at the time of loan approval will apply when determining applicant income eligibility. All applicants must have incomes at or below 80% of the County's area median income (AMI), adjusted for household size, as published by HCD each year. See **Attachment C**.

The link to the official HCD-maintained income limits for HOME- and CDBG-funded activities is: <http://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits.shtml> (for HOME and CDBG, choose "State CDBG, HOME and NHTF – Income, Value and Rent Limits"; for CalHome-funded activities choose "Official State Income Limits").

Household: Means one or more persons who will occupy a housing unit. Unborn children count in family size determination.

Annual Income: Generally, the gross amount of income of all adult household members that is anticipated to be received during the coming 12-month period.

2.1.1 OWNER-OCCUPIED REQUIREMENTS (Rehabilitation Program Only)

Owner-Occupant - to be eligible, household income must be equal to or less than the applicable HCD income limits. Owner will be required to provide income documentation. Refer to Income Inclusions and Exclusions for further guidance to the types of incomes to be included or excluded when calculating gross annual income. **See Attachment A for HOME and CDBG. See Attachment A-1 for CalHome.** Refer to Asset Inclusions and Exclusions for further guidance to the types of assets to be included or excluded when calculating gross annual income. **See Attachment B.**

Owner-occupants housing and/or debt ratios are not considered, nor is a credit report required, as the funding provided creates no additional monthly financial obligation. If an owner-occupant has a mortgage, it is verified that all payments are current and that no late payments have been received in the past twelve months.

2.1.2 OWNER-INVESTOR REQUIREMENTS - (eligible under only CDBG-funded programs. Rehabilitation Program Only)

Owner-Investor - There are no restrictions on the income of the owner-investor unless the owner-investor is a member of the Targeted Income Group (TIG) and is interested in qualifying for a Deferred Payment Loan (see Section 4.3.2.C.).

Owner-investor housing and debt ratios are considered, and a credit report is required, since the funding provided may create an additional monthly financial obligation. If an owner-investor has a mortgage on the property to be rehabilitated it is verified that all payments are current and that no late payments have been received in the past twelve months.

TENANT REQUIREMENTS (eligible under only CDBG-funded programs)

Tenant - If a rental is currently occupied, the tenant's household income must be equal to, or less than, the applicable HCD income guidelines. Tenant will be asked to cooperate by providing income documentation and income will be projected for 12 months based on current income. See Attachments A and B.

2.1.3 INCOME QUALIFICATION CRITERIA

Projected annual gross income of the applicant household will be used to determine whether they are above or below the published HCD income limits. Income qualification criteria for HOME and CDBG, as shown in the most recent HCD program-specific guidance at <http://www.hcd.ca.gov/grants-funding/income-limits/income-calculation-and-determination-guide.shtml>, will be followed to independently determine and certify the household's annual gross income. For the CDBG Program, the Sponsor should compare this annual gross income to the income the Primary Lender used when qualifying the household. The Primary Lender is usually underwriting to FHA or conventional guidelines and may not calculate the household income or assets in the same way as required by the Program. Income will be verified by reviewing and documenting tax returns, copies of wage receipts, subsidy checks, bank statements and third-party verification of employment forms sent to employers. All documentation shall be dated within six months prior to loan closing and kept in the applicant file and held in strict confidence.

A. HOUSEHOLD INCOME DEFINITION:

Household income is the annual gross income of all adult household members that is projected to be received during the coming 12-month period, and will be used to determine program eligibility. Refer to Income Inclusions and Exclusions for further guidance to the types of incomes to be included or excluded when calculating gross annual income. For those types of income counted, gross amounts (before any deductions have been taken) are used. Two types of income that are not considered would be income of minors and of live-in aides. Certain other household members living apart from the household also require special consideration. The household's projected ability to pay must be used, rather than past earnings, when calculating income.

See Attachment A: HOME and CDBG 24 CFR Part 5 Annual Income Inclusions and Exclusions and Attachment A-1: CalHome Title 25 Section 6914 Annual Income inclusions and Exclusions (State)

The link to Annual Income Inclusions and Exclusions is:

http://www.hcd.ca.gov/fa/cdbg/FedProgGuideDocs/AppendixB_AnnualIncomeInclusionsExclusions.doc

B. ASSETS:

There is no asset limitation for participation in the Program. Income from assets is, however, recognized as part of annual income under the Part 5 definition. An asset is a cash or non-cash item that can be converted to cash. The value of necessary items such as furniture and automobiles are not included. (*Note: it is the income earned – e.g. interest on a savings account – not the asset value, which is counted in annual income.*)

An asset's cash value is the market value less reasonable expenses required to convert the asset to cash, including: Penalties or fees for converting financial holdings and costs for selling real property. The cash value (rather than the market value) of an item is counted as an asset.

The Link to Asset Inclusions and Exclusions is:

http://www.hcd.ca.gov/fa/cdbg/FedProgGuideDocs/AppendixC_AnnualIncomeAssetInclusionsExclusions.doc

See Attachment B: Part 5 Annual Income Net Family Asset Inclusions and Exclusions

2.2 HOMEOWNER ELIGIBILITY AND RESIDENCY REQUIREMENTS

The Sponsor's Housing Rehabilitation Program allows for owner-occupied and owner-investor/tenant-occupied properties to participate in the Program. Owner-occupied units must be the owner's principal place of residence. **Note: Owner-investor/tenant-occupied properties are eligible under only CDBG funding, and must meet all requirements listed under section 2.3.2.** A photocopy of a recent utility bill will verify proof of occupancy. No unit to be rehabilitated will receive financial assistance if it is currently occupied by an over-income household or does not meet the eligibility standards outlined in these guidelines.

For the CDBG Program, an eligible homebuyer means an individual or individuals or an individual and his or her spouse who meets the income eligibility requirements and is/are not currently on title to real property. Persons may be on title of a manufactured home unit, who are planning to sell the unit as part of buying a home located on real property. Documentation of homebuyer status will be required for all s homebuyers. CDBG-funded programs may assist eligible homebuyers who are not "first-time" homebuyers.

HOME and CalHome-funded Programs are required to use the following definition of an eligible homebuyer, which is a "first-time homebuyer" from 8201(1) Title 25 California Code of Regulations:

"First-time homebuyer" means an individual or individuals or an individual and his or her spouse who have not owned a home during the three-year period before the purchase of a home with subsidy assistance, except that the following individual or individuals may not be excluded from consideration as a first-time homebuyer under this definition:

1. a displaced homemaker who, while a homemaker, owned a home with his or her spouse or resided in a home owned by the spouse. A displaced homemaker is an adult who has not, within the preceding two years, worked on a full-time basis as a member of the labor force for a consecutive twelve-month period and who has been unemployed or underemployed, experienced difficulty in obtaining or upgrading employment and worked primarily without remuneration to care for his or her home and family;
2. a single parent who, while married, owned a home with his or her spouse

or resided in a home owned by the spouse. A single parent is an individual who is unmarried or legally separated from a spouse and has one or more minor children for whom the individual has custody or joint custody or is pregnant; or

3. an individual or individuals who owns or owned, as a principal residence during the three-year period before the purchase of a home with assistance, a dwelling unit whose structure is:
 - a. not permanently affixed to a permanent foundation in accordance with local or state regulations; or
 - b. not in compliance with state, local, or model building codes and cannot be brought into compliance with such codes for less than the cost of constructing a permanent structure.

2.3.1 OWNER-OCCUPIED (For Rehabilitation Program)

- A. Continued residency is monitored annually per Attachment F for the term of the loan. Occupancy will be verified by the submission of the following:
 1. Proof of occupancy in the form of a copy of a current utility bill; and
 2. Statement of unit's continued use as primary residence of the owner.
- B. In the event that an homeowner sells, transfers title, or discontinues residence in the rehabilitated property for any reason, the loan becomes due and payable, unless the following conditions are met:

The homeowner who received the loan dies and the heir to the property meets income requirements and intends to occupy the home as his/her principal residence. Upon approval of the Sponsor, the heir may be permitted to assume the loan at the rate and terms the heir qualifies for under current participation guidelines. If the heir does not meet applicable eligibility requirements, the loan is due and payable.
Note: Loans provided by CalHome are not assumable.

- C. If a homeowner converts the property to a rental unit, or any commercial or non-residential use, the loan is due and payable, unless the loan was funded with CDBG and tenant and homeowner meet eligibility requirements as described in Section 2.3.2. below.

If the loan is funded with a CalHome Loan it is not transferable except under the following limited circumstances:

- (a) The transfer of the Property to the surviving joint tenant by devise, descent or operation of the law, on the death of a joint tenant;
- (b) A transfer of the Property where the spouse becomes an owner of the property;

- (c) A transfer of the Property resulting from a decree of dissolution of marriage, legal separation or from an incidental property settlement agreement by which the spouse becomes an owner of the Property; or
- (d) A transfer to an inter vivos trust in which the Borrower is and remains the beneficiary and occupant of the property.

2.3.2 OWNER INVESTOR REQUIREMENTS (eligible only under CDBG-funded programs. Rehabilitation Program Only)

- A. If the owner-investor sells or transfers title of the rehabilitated property for any reason, the loan is due and payable.
- B. An owner-investor may convert a rental property to his or her personal residence if all conditions below exist:
 - 1. He or she can prove that the previous tenant was not evicted without cause.
 - 2. He or she is income eligible.
 - 3. He or she requests approval from the Sponsor.
- C. If an owner-investor converts the rental property to his or her personal residence, but is not income eligible, the loan is due and payable.
- D. If the owner wants to convert the rehabilitated property to any commercial or non-residential use, the loan is due and payable.
- E. Over-income rental households occupying units in a project which will receive financial assistance for other eligible units will be allowed to stay in their respective units. To prevent owners from evicting ineligible tenants before applying for the Program, the owner must certify that no tenant has been forced to move without cause during the previous six months.

3.0. LOCATION AND CHARACTERISTICS

3.1. FTHB and CDBG

- A. Housing units to be purchased must be located within the eligible area. The eligible area is described as follows: “Within the City of Susanville.”
- B. Housing unit types eligible for the Homeownership Program are new or previously owned single-family residences; condominiums; or manufactured homes in mobile home parks, in common-interest developments or on a single-family lot and placed on a permanent foundation system. HOME does not allow manufactured homes unless on a permanent foundation system.
- C. All housing units must be in compliance with State and local codes and ordinances.

- D. Housing units located within a 100 year flood zone will be required to provide proof of flood insurance with an endorsement naming the Sponsor as loss payee in order to close escrow.
- E. Housing must be “modest”, so it may not exceed three bedrooms and two bathrooms (and a two-car garage for FTHB) unless there are documented extenuating circumstances (e.g. it would create an overcrowding situation, there is not a reasonable inventory of homes of this size, etc.) and the City of Susanville’s Loan Committee approves the exception request.

3.2 INSURANCE (Rehabilitation Program Only)

3.2.1 FIRE INSURANCE (Rehabilitation Program Only)

The homeowner shall maintain fire insurance on the property for the duration of the Program loan(s). This insurance must be an amount adequate to cover all encumbrances on the property. The insurer must identify the Sponsor as Loss Payee for the amount of the Program loan(s). Evidence of this shall be provided to the Sponsor.

In the event the applicant fails to make the fire insurance premium payments in a timely fashion, the Sponsor at its option, may make such payments for a period not to exceed 60 days. The Sponsor may, in its discretion and upon the showing of special circumstances, make such premium payments for a longer period of time. Should the Sponsor make any payments, it may, in its sole discretion, add such payments to the principal amount that the applicant is obligated to repay the Sponsor under this Program. The premium may be paid by the Program loan for one year. **Note: HOME and CDBG funds cannot be used to pay insurance cost beyond those identified as initial loan costs. Note: CalHome funds can not be used to pay insurance at any time.**

3.2.2 FLOOD INSURANCE (Rehabilitation Program Only)

For homes in a 100-year flood zone, the owner is required to maintain flood insurance in an amount adequate to secure the Program loan and all other encumbrances. This policy must designate the Sponsor as Loss Payee and a binder shall be provided to the Sponsor and maintained in the borrowers file. The premium may be paid by the Program loan for one year. **Note: HOME funds cannot be used to pay insurance cost beyond those identified as initial loan costs. Note: CalHome funds can not be used to pay insurance at any time.**

4.0 PROPERTY ELIGIBILITY

4.1 CONDITIONS

4.1.1 Rehabilitation Program

- A. No unit will be eligible if a household's income exceeds the prescribed income limits listed in Attachment C.
- B. Units to be rehabilitated must be located within the incorporated areas of the Sponsor's jurisdiction.
- C. Property must contain a legal residential structure intended for continued residential occupancy.
- D. All repair work will meet Local Building Code standards. At a minimum, health and safety hazards must be eliminated. For CDBG the priority will be the elimination of health and safety hazards. Sponsor may also require elimination of code deficiencies. When HOME funds are used for housing rehabilitation, the property must meet all applicable current codes, rehabilitation standards, ordinances, and zoning ordinances at the time of project completion. However, if certain components of the house are sound and were built to code prescribed at the time of installation, no repair or alteration will be made to those components. Section 8 Housing Quality Standards may be required on rentals by Sponsor when CDBG funds are used.

4.1.2 CDBG Program

A. Construction Inspection and Determining Need for Repairs:

Once the participating homebuyer has executed a purchase agreement for a housing unit, and prior to a commitment of Program funds, the following steps must be taken for the housing unit to be eligible for purchase under the Program:

- 1) When the Sponsor's Program utilizes Federal funds and if the housing unit was constructed prior to 1978 then the lead-based paint requirements of Section 3.2.C will apply.
- 2) The Sponsor and a certified housing inspector will walk through the housing unit, determine if it is structurally sound, and identify any code related and health and safety deficiencies that need to be corrected. A list of code related repair items will be given to the homebuyers and their Realtor to be negotiated with the seller. In the FTHB Program, only new construction and homes built within the previous 12 months and not previously occupied are not subject to a home inspection.

If there are one or more health and safety deficiencies, and/or violations of applicable building codes noted in the written report, the Sponsor will approve the subsidy only if:

- a. Repair prior to close of escrow. The buyer and seller agree to make necessary repairs to the dwelling unit prior to transfer of property ownership at their own expense; or
- 3) Upon completion of all work required by the Sponsor, appraiser, pest inspector

and/or certified housing inspector, a final inspection will be conducted prior to close of escrow. The inspector will sign off on all required construction work assuring that each housing unit receiving Program assistance is in compliance with local codes and health and safety requirements at the time of purchase and prior to occupancy.

- 4) Any work to be completed after purchase will be undertaken in accordance with HCD-approved housing rehabilitation program guidelines.
- B. Per Section 8208 of the State HOME regulations, no additional HOME assistance, including rehabilitation funds, may be provided during the period starting one year following the filing of the Project Completion Report through the end of the Affordability Period.

The HOME Affordability Period is as follows (amount does not include Activity Delivery Costs paid to the State Recipient by HCD):

| Amount of HOME Assistance | Period of Affordability in Years |
|---------------------------|----------------------------------|
| Under \$15,000 | 5 years |
| \$15,000 to \$40,000 | 10 years |
| Over \$40,000 | 15 years |

- C. **Lead-Based Paint Hazards:** All housing units built prior to 1978 for which CDBG funding is anticipated are subject to the requirements of this section 3.2.C. Such homes must undergo a visual assessment by a person who has taken HUD's online Visual Assessment course. Deteriorated paint must be stabilized using work safe methods. Clearance must be obtained after paint stabilization by a DHS certified LBP Risk Assessor/Inspector. CDBG general administrative and activity delivery funds may be used to pay for lead-based paint visual assessments, and if lead mitigation and clearance costs are incurred, these programs may incorporate the costs into the calculation of Program assistance.

The following requirements must be met:

- 1) **Notification:** a) Prior to homebuyer's obligation to purchase a pre-1978 home, the Buyer will be given the most recent copy of and asked to read the EPA pamphlet "*Protect Your Family From Lead in Your Home*". (EPA 747-K-94-001). A signed receipt of the pamphlet will be kept in the Sponsor's homebuyer file; b) A notice to residents is required following a risk assessment/inspection using form DHS 8552, which is provided by the DHS-certified Risk Assessor/Inspector; c) a notice to residents is required following lead-based paint mitigation work using Visual Assessment and Lead-based Paint Notice of Presumption and Hazard Reduction form, LBP – 1 (Attachment I).
- 2) **Disclosure:** Prior to the homeowner's obligation to purchase a pre-1978 housing unit, the HUD disclosure (Attachment K), "Seller's Lead-based Paint Disclosure" notice

must be provided by the seller to the homebuyer.

- 3) **Inspections:** The Inspector shall conduct a “Visual Assessment” of all the dwelling unit’s painted surfaces in order to identify deteriorated paint. All deteriorated paint will be stabilized in accordance with CFR 35.1330 (a) and (b); and a Clearance shall be made in accordance with CFR 35.1340.
 - 4) **Mitigation:** If stabilization is required, the contractor performing the mitigation work must use appropriately trained workers. Prior to the contractor starting mitigation work the Sponsor shall obtain copies of the contractor’s and workers’ appropriate proof of LBP training, as applicable to the job in order to assure that only qualified contractors and workers are allowed to perform the mitigation.
- D. The Sponsor will: 1) confirm that the housing unit is within the eligible area, 2) will review each proposed housing unit to ensure that it meets all eligibility criteria before funding, and 3) ensure a completed Lead Compliance Document Checklist is placed in each purchaser’s file (see Attachment N).

4.2 ANTI-DISPLACEMENT POLICY AND RELOCATION ASSISTANCE

Rehabilitation Program

Tenants will be informed of their eligibility for temporary relocation benefits if occupancy during rehabilitation constitutes a danger to health and safety of occupants or public danger or is otherwise undesirable because of the nature of the project. Relocated persons will receive increased housing costs, payment for moving and related expenses and appropriate advisory services, as detailed in the Sponsor 's "Residential Anti-displacement and Relocation Assistance Plan" (**Attachment E**).

Owner-occupants are not eligible for temporary relocation benefits, unless health and safety threats are determined to exist by the Sponsor. In cases where relocation is determined to be necessary by the Sponsor, assistance may be provided for actual costs incurred from the applicant’s loan proceeds or as a grant (**see Section 4.4. for allowable grants**). HOME-funded projects will provide relocation assistance in the form of a grant, which shall be included in the maximum assistance amount.

Note: Relocation benefits are not a requirement under CalHome, but are acceptable and may be covered by loan proceeds.

CDBG and FTHB Programs

Eligible homes will be those that are currently owner-occupied or have been vacant for four months prior to the acceptance of a contract to purchase for CDBG, and three months for FTHB. A unit is ineligible if its purchase would result in the displacement of a tenant. It is not anticipated that the implementation of the Program will result in the displacement of any persons, households, or families. However, if tenant-occupied homes are included in the Program and relocation becomes necessary, the activity will be carried out in compliance with Sponsor’s relocation plan, which describes how those permanently displaced will be relocated and paid benefits in accordance with the following Federal laws.

A. Uniform Relocation Assistance (URA) and Real Property Acquisition Policies

Act of 1970

The federal URA and Real Property Acquisition Policies, as amended by the URA Amendments of 1987, contains requirements for carrying out real property acquisition or the displacement of a person, regardless of income status, for a project or program for which HUD financial assistance (including CDBG is provided. Requirements governing real property acquisition are described in Chapter VIII. The implementing regulations, 49 CFR Part 24, require developers and owners to take certain steps in regard to tenants of housing to be acquired, rehabbed or demolished, including tenants who will not be relocated even temporarily.

B. Section 104(d) of the Housing and Community Development Act of 1974

Section 104(d) requires each contractor (CHDO or State Recipient), as a condition of receiving assistance under CDBG, to certify that it is following a residential anti-displacement plan and relocation assistance plan. Section 104(d) also requires relocation benefits to be provided to low-income persons who are physically displaced or economically displaced as the result of a CDBG assisted project, and requires the replacement of low-income housing, which is demolished or converted. The implementing regulations for Section 104(d) can be found in 24 CFR Part 570(a).

4.3 NOTIFICATION AND DISCLOSURES - Not required by CalHome**4.3.1 For Rehabilitation Program**

- A. Occupants of units constructed prior to 1978 will receive proper notification of Lead-Based Paint (LBP) hazards as follows:

The Lead Hazard Information Pamphlet published by the EPA/HUD/Consumer Product Safety Commission will be given to all owners regardless of the cost of rehabilitation or paint test findings. If lead-based paint is found through testing or if presumed, a Notice of Lead Hazard Evaluation or Presumption will also be supplied. When Lead hazards are present, a Notice of Lead Hazard Reduction Activity and a Lead Hazard Evaluation Report will also be provided (**Attachment I**).

- B. Tenants located in properties that will receive housing rehabilitation will be provided a notice outlining their relocation rights and benefits (**Attachment E**).

4.3.2 For CDBG and FTHB Programs

- A. Upon selection of a housing unit, a qualified seller and homebuyer will be given the necessary disclosures for the Program. The homebuyer must have read and signed all Program disclosure forms. Any and all property disclosures must be reviewed and signed by the homebuyer and seller.
- B. All owners who wish to sell their housing units must receive an acquisition notice (**Attachment L**) prior to submission of the homebuyer's original offer. This notice will be included in the contract and must be signed by all owners on title. The

disclosure must contain the items listed in 1.3.B. (required for federally-funded programs).

5.0 PURCHASE PRICE LIMITS

For HOME, the purchase price limits for this Program shall not exceed the HOME Maximum Purchase Price/After-Rehab Value Limit for Sponsor's County as updated by HCD.

Note: For CalHome-funded loans, the home purchase price is limited as follows: The purchase price cannot exceed 100% of the area median purchase price as established by comparable sales or information provided by the California Real Estate Association.

Attachment C: MAXIMUM PURCHASE PRICE/AFTER-REHAB VALUE LIMITS * Sponsor will update these limits annually as HCD provides new information.

6.0 THE PRIMARY LOAN (CDBG and FTHB Programs only)

Prior to obtaining a loan from the Sponsor, a homebuyer must provide evidence of financing for the maximum amount the Primary Lender is willing to loan (the "primary loan").

A. QUALIFYING RATIOS

The front-end (housing) debt-to-income ratio shall be between 26% and 35% and is the percentage of a borrower's gross monthly income (before deductions) that would cover the cost of the loan principal and interest payment, property taxes, property insurance, mortgage insurance, and HOA dues, if any.

The back-end (total) debt-to-income ratio shall be between 29% and 40% and is the percentage of a borrower's gross monthly income that would cover the cost of housing as described in the paragraph above, plus any other monthly debt payments like car or personal loans and credit card debt, as well as child support and alimony payments.

B. INTEREST RATE

The primary loan must have a fixed interest rate that does not exceed the current market rate, as established by an index identified in the most recent NOFA. No temporary interest rate buy-downs are permitted.

C. LOAN TYPE AND TERM

The primary loan shall be fully amortized and have a term "all due and payable" in no fewer than 30 years. There shall not be a balloon payment due before the maturity date of the Program loan.

D. IMPOUND ACCOUNT

All households will be required to have impound accounts for the payment of taxes and

insurance to ensure they remain current.

7.0 THE PROGRAM LOAN

7.1. MAXIMUM AMOUNT OF PROGRAM ASSISTANCE

For Rehabilitation Program: An eligible homeowner may qualify for the full cost of rehabilitation/reconstruction work needed to comply with State and local codes and ordinances. Maximum assistance shall not exceed the Sponsor's County maximum HOME Subsidy Limits Per Unit at <http://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits.shtml>.

See Attachment C for current limits. For CDBG-funded programs, the maximum assistance for rehabilitation/reconstruction will not exceed \$190,430.

For CDBG Program: The amount of Program assistance to a homebuyer toward purchase of a home shall not exceed 50% of the total indebtedness.

For HOME, the amount of Program assistance to a homebuyer toward purchase of a home shall not exceed the maximum HOME subsidy limit for Sponsor's County per bedroom per the HCD website at <http://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits.shtml> and **shall never exceed the amount of the primary mortgage**. See Attachment C of these Program Guidelines for current limits. Any approved "grant" amount for lead-based paint evaluation and reduction activities or for relocation assistance shall be included in this amount, as shall Activity Delivery Costs.

NON-RECURRING CLOSING COSTS

Non-recurring costs such as credit report, escrow, closing and recording fees, and title report and title insurance, title updates and/or related costs may be included in the Program loan.

LOAN SECURITY

- A. Loan security for all owner-occupied rehabilitation stick-built homes will be secured by the real property and improvements, and will also include a Deed of Trust, Promissory Note and Loan Agreement in favor of the Sponsor.
- B. A manufactured home in a mobile home park or on leased land that is not on a permanent foundation will be secured by an HCD 480.7 or an HCD 484 Statement of Lien, and will also include a Promissory Note and Loan Agreement.
- C. Entering a subordinate lien is acceptable. However, the Sponsor will not subordinate a first lien position once established.

7.2 AFFORDABILITY PARAMETERS FOR HOMEOWNERS**7.2.1 Rehabilitation Program**

- i. Total indebtedness against property shall not exceed 100 percent of after-rehabilitation value as determined by “Estimates of value” or an appraisal, for CDBG or HOME projects. The exception for HOME loans is per HOME Management Memorandum 13-01 at <http://www.hcd.ca.gov/grants-funding/grants-management-memos.shtml#home> wherein the entire HOME assistance amount is granted rather than loaned, due to a lack of any after-rehabilitation equity based on existing loans on the property. An estimate of after-rehab value will be made prior to making a commitment of funds using the method outlined in Section 4.5. Note: This does not apply to CalHome projects.
- ii. HOME-funded units’ after-rehabilitation values shall not exceed the HOME Program Maximum Purchase Price/After-Rehabilitation Value Limits for Sponsor’s County as updated by HUD and published on the HCD Website at <http://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits.shtml>. **See Attachment C for current limits.**
- iii. Total indebtedness against property shall not exceed 105 percent of the after-rehabilitation value as determined by an appraisal for CalHome projects. An estimate of After-Rehab Value will be made prior to making a commitment of funds using the method outlined in Section 4.5. Note: This does not apply to HOME or CDBG projects.
- iv. Costs may be supplemented with personal financing and/or credit will be provided for volunteer labor (“sweat equity”) valued at \$10 per hour as per Section 6.1.D., or with other loan or grant programs, which are sources of leverage for the Sponsor. Sweat equity is not permissible for the HOME Program.
- v. Any bid within 10% of the Sponsor’s estimate may be selected, otherwise an explanation must be provided to the file for a bid selected exceeding 10% of the estimate.

7.2.2 CDBG and FTHB Programs

The actual amount of a buyer’s Program subsidy shall be computed according to the housing ratio parameters specified in Section 5.0.A.. Each borrower shall receive only the subsidy needed to allow them to become homeowners (“the Gap”) while keeping their housing costs affordable. The Sponsor will use the “front-end ratio” of housing-expense-to-income to determine if the amount of the proposed primary loan is acceptable and, ultimately, the Program subsidy amount required, bridging the gap between the acquisition cost (purchase price plus closing costs) less down payment, and the amount of the primary loan.

7.3 RATES AND TERMS**7.3.1 CDBG and FTHB Programs**

All Program assistance to individual households shall be made in the form of deferred payment (interest and principal) loan (DPL).

The CDBG Program loan's term shall be for 30 years.

The FTHB Program loan's term shall be for 45 years.

The CDBG Program loan's interest rate shall be 3% simple interest.

The FTHB Program loan's interest rate shall be 0%.

All Program loan payments can be deferred to allow borrowers to have their repayment ability fully utilized under the primary loan. Loan principal shall not be forgiven, and the loan period cannot be extended, except for loans within the FTHB program that are resubordinated when a rate and term refinance is approved, per Attachment P.

COMBINED LOAN-TO-VALUE RATIO

The loan-to-value ratio for a Program loan, when combined with all other indebtedness to be secured by the property, shall not exceed 100 percent of the sales price plus a maximum of up to 5 percent of the sales price to cover actual closing costs.

7.3.2 OWNER-OCCUPANTS (Rehabilitation Program Only)

- A. Homeowners are eligible for Deferred Payment Loans (DPL), at zero interest, evidenced by a Promissory Note and secured by a Deed of Trust, with no payback required for 30 years unless the borrower sells or transfers title or discontinues residence in the dwelling. Payments may be made voluntarily on a DPL. **Note: If it is determined by the Sponsor that repayment of a CalHome or CDBG Program loan at the maturity date causes a hardship to the homeowner, the Sponsor may opt the following:**
1. Amend the note and deed of trust to defer repayment of the amount due at maturity, that is balance of the original principal plus the accrued interest, for up to an additional 30 years (at 0% additional interest). This may be offered one time;
 2. Convert the debt at loan maturity; that is the balance of the original principal plus any accrued interest, to an amortized loan, repayable in 15 years at 0% additional interest.
- B. If the homeowner dies, and if the heir(s) to the property live(s) in the house and is/are income eligible, the heir(s) may be permitted, upon approval of the Sponsor, to assume the loan at the rate and terms the heir(s) qualifies for under current participation guidelines. **Note: CalHome loans are not assumable.**
- C. If the homeowner dies and the heir(s) is/are not income eligible, the loan becomes all due and payable.
- D. If a homeowner converts the rehabilitated property to any residential-rental, commercial or non-residential use, the loan becomes all due and payable, unless they meet requirements outlined in Section 2.3.2.

- E. As specified in the Rehabilitation Loan Agreement, all applicants who participate in the Program must maintain the property at post-rehabilitation conditions for the term of the loan. Should the property not be maintained accordingly, the loan shall be considered in default and becomes all due and payable, and if necessary, foreclosure proceedings will be initiated. A method of inspection will be established by the Sponsor.

7.3.3 OWNER-INVESTORS (eligible under only CDBG-funded programs. Rehabilitation Program Only)

The rate and terms for an owner-investor may vary depending on the owner’s financial situation below are the options available:

- A. Amortized Loan - Below Market Interest Rate (BMIR) loan at 3 percent interest, secured by a deed of trust and with a maximum term of 15 years.
- B. DPL for a TIG owner-investor who agrees to comply with standard investor restrictions (i.e., Maintenance Agreement for minimum five years and recorded Rent Limitation Agreement for life of the loan), as outlined below. DPL terms are the same as those described in 4.3.2.B. above.
- C. Rent Limitation Agreement (RLA)
An owner-investor who elects to rehabilitate a rental unit with CDBG financing must sign an RLA, which will be recorded. This agreement will specify:
 - 1. In no instance shall rents exceed the U.S. Department of Housing and Urban Development (HUD) Fair Market Rent (FMR) schedule while the RLA is in effect.
 - 2. Base Rent -- Vacant Unit
If the house is vacant, rent charges shall not exceed 30 percent of 80 percent of the Sponsor median income for the appropriate household size in that unit. Owner-investor shall affirmatively seek TIG households. Where such efforts do not result in eligible TIG tenants, the owner-investor shall contact the Sponsor for guidance.
 - 3. Base Rent -- Occupied Unit
If the house is occupied, rent charges shall not exceed 30 percent of the existing tenants' household income; or, where, before rehabilitation, rents already exceed 30 percent of the existing tenants' income, no rent increases shall be allowed which provide for rents plus utilities over 30 percent of the tenants' income.
 - 4. Terms –BMIR finance will require rent limitation for a minimum of 5 years. DPL financing will require rent limitations for the full term of the loan.
 - 5. Verification -- Each year during the term of the Agreement, the borrower shall provide the Sponsor with a written list of current occupants’ names and monthly rents by January 15th. The Sponsor may verify this information with the occupant.
 - 6. Compliance -- Failure to comply with these terms and conditions will result in the loan becoming due and payable. If necessary, foreclosure proceedings will be initiated.

- D. **Maintenance Agreement**
As specified in the Rehabilitation Loan Agreement, an owner-investor who participates in the Program must maintain the property at post-rehabilitation conditions for the term of the loan(s). Should the property not be maintained accordingly, the loan will become due and payable, and if necessary, foreclosure proceedings will be initiated.

7.3.4 GRANTS (Rehabilitation Program Only)

- A. CDBG-funded programs may provide grants as follows:
A grant of up to \$7,500 is available for any one of the following qualifying factors:
1. Senior Citizen - at least 62 years old; or
 2. Handicapped – for only handicap modifications to a house with one or more physically handicapped occupants who would function more independently if such modifications were installed; or
 3. Lowest Targeted Income Group – with gross annual income less than 50 percent of County median income; or
 4. Equity maintenance – if financing rehabilitation entirely with a loan would cause indebtedness to exceed 100% of after-rehabilitation value.
- B. HOME and CDBG provide grants for all actual costs of lead-based paint evaluation and reduction activities.
- C. HOME and CDBG provide grants for relocation assistance. See Relocation Assistance Plan, **Attachment E**.
1. Owner-Occupant – Limit of \$3,000.
 2. Residential Tenant – Assistance will be provided at the level necessary to comply with the Uniform Relocation Act (URA) and Section 104(d) of the Housing and Community Development Act of 1974. **Note: HOME funds cannot be used for tenant-occupied units.**
- D. **Grants are not available in CalHome-funded programs.**

7.3.5 APPRAISAL (Rehabilitation Only)

- A. The After-Rehab Value for rehabilitation projects is determined using the “Estimates of value” method. The Sponsor determines estimates of value based on the sale prices of at least three (3) comparable properties, sold within the last six months (within one year of the assistance date, which is the date the promissory note is signed), and located within one mile of the subject property. The participants’ file will include the estimate of value and document the basis for the value estimates. The purpose of the “Estimates of value” is to determine that the After-Rehabilitation Value Limit of the housing unit will not exceed the permitted amount per HCD Program regulations (**See Attachment C**).
- C). If three comparable properties cannot be found, or if there is any question regarding

the After-Rehab Value, the ARV will be determined by a licensed appraiser, as described in Section 4.5.B. below.

- B. A licensed appraiser determines the After-Rehab Value for rehabilitation projects, when the “Estimates of value” method cannot be used. For rehabilitation projects the appraiser determines the value of the unit with the rehabilitation building plans and specifications included. For HOME only, the cost of the appraisal will be paid by the Sponsor, not by the homeowner. The purpose of the appraisal is to determine that the after-rehabilitation value of the housing unit will not exceed the permitted amount per HCD Program regulations (**See Attachment C**), and that the combined loans will not exceed the maximum combined loan-to-value limit, as described in Section 4.2.A above.
- C. The After-Rehab Value for reconstruction projects is determined by a licensed appraiser. The After-Rehab Value for reconstruction projects is determined by an appraisal completed off the building plans and specifications for the new home. For HOME only, the cost of the appraisal will be paid by the Sponsor, not by the homeowner. The purpose of the appraisal is to determine that the After-Rehabilitation Value Limit of the housing unit will not exceed the permitted amount per HCD Program regulations (**See Attachment C**).

8.0 PROGRAM LOAN REPAYMENT

8.1 EARLY PAYMENTS ARE VOLUNTARY

Borrowers may begin making voluntary payments at any time, without penalty.

8.2 RECEIVING LOAN PAYMENTS

- A. Program loan payments will be made to:

*City of Susanville
66 North Lassen Street
Susanville, CA 96130*

- B. The City will be the receiver of loan payments or recaptured funds and will maintain a financial record-keeping system to record payments and file statements on payment status. Payments shall be deposited and accounted for in the City’s Program Income Account, as required by HCD programs. For CDBG and FTHB Programs, the Program lender will accept loan payments from borrowers prepaying deferred loans, and from borrowers making payments in full upon sale or transfer of the property. For the Rehabilitation Program, the Sponsor will accept loan payments from borrowers prepaying deferred loans, from borrowers making payments in full upon sale or transfer of the property, and homeowners of tenant-occupied units. All loan payments are payable to the City. The City may, at its discretion, enter into an agreement with a third party to collect and distribute payments and/or complete all loan servicing aspects of the Program.

8.3 DUE UPON SALE OR TRANSFER (FTHB AND CDBG PROGRAMS)

In the event that an owner sells, transfers title, or discontinues residence in the purchased property for any reason, the principal balance of the DPL is due and payable, except:

- A. The owner shall be assured a fair return on investment including the owner’s investment and any capital improvement. If the Net proceeds are insufficient for the Sponsor to recapture the balance of Program Loan owed, the Sponsor shall share the Net proceeds with the owner in proportion to each party’s investment in the property. The Net proceeds are the sales price less repayment of the primary loan, and closing costs.
- B. If the owner of the property dies, and the heir to the property meets income requirements, the First-Time Homeowner definition, and intends to occupy the home as a principal residence, the heir may be permitted, upon approval of the Sponsor, to assume the loan at the rate and terms the heir qualifies for under the current participation guidelines. If the property owner dies and the heir does not meet eligibility requirements, the loan is due and payable.
- C. If an owner wants to convert the property to a rental unit, or any commercial or non-residential use, the loan is due and payable.
- D. The loan will be in default if the borrower fails to maintain required fire or flood insurance or fails to pay property taxes. See Attachment P on loan defaults for further information on property restrictions.

8.4 LOAN SERVICING POLICIES AND PROCEDURES (FTHB AND CDBG PROGRAMS)

For FTHB and CDBG: See **Attachment P** for local loan servicing policies and procedures. While the attached policy outlines a system that can accommodate a crisis that restricts borrower repayment ability, it should in no way be misunderstood: The loan must be repaid. All legal means to ensure the repayment of a delinquent loan as outlined in the Loan Servicing Policies and Procedures will be pursued.

For Rehabilitation Program: See **Attachment F** for local loan servicing policies and procedures. While the attached policy outlines a system that can accommodate a crisis that restricts borrower repayment ability, it should in no way be misunderstood: The loan must be repaid. All legal means to ensure the repayment of a delinquent loan as outlined in the Loan Servicing Policies and Procedures will be pursued.

DEFAULT AND FORECLOSURE (Rehabilitation Program Only)

If an owner defaults on a loan, and foreclosure procedures are instituted, they shall be carried out according to the Program Foreclosure Policy adopted by the Sponsor, and attached to these guidelines as **Attachment G**.

SUBORDINATIONS (Rehabilitation Program Only)

The Sponsor may approve a request to subordinate a loan, in order for the owner to refinance the property, under the following conditions:

- A. The lien position of the Sponsor loan will remain the same or be advanced.
- B. The new primary loan is no greater than the balance of the loan being refinanced, except the costs of refinancing the loan may be added to the principal balance.
- C. The purpose of the new primary loan is to reduce the interest rate being paid and/or reduce the owner's payment.
- A. The refinanced loan must have an impound account for taxes and insurances.
- B. The refinancing terms must be acceptable to the Sponsor.
- C. CDBG allows refinancing with CDBG funds in conjunction with only rehabilitation of the unit.

8.5 LOAN MONITORING PROCEDURES**8.5.1. CDBG and FTHB Programs:**

Sponsor will monitor Borrowers and their housing units to ensure adherence to Program requirements including, but not limited to, the following:

- A. Owner-occupancy
- B. Property tax payment
- C. Hazard insurance coverage
- D. Good standing on Primary loans and Secondary loans
- E. General upkeep of housing units

8.5.2. Home Rehabilitation Program:

Homeowners will be required to submit each of the following to the Sponsor at the time of annual occupancy verification per Attachment F:

- Proof of occupancy in the form of a copy of a current utility bill;
- Statement of unit's continued use as a residence;
- Declaration that other title holders do not reside on the premises;
- Verification that Property Taxes are current; and
- Verification of current required insurance policies.

8.6 LOAN SECURITY (Rehabilitation Program Only)

- D. Loan security for all owner-occupied rehabilitation stick-built homes will be secured by the real property and improvements, and will also include a Deed of Trust, Promissory Note and Loan Agreement in favor of the Sponsor.
- E. A manufactured home in a mobile home park or on leased land that is not on a permanent foundation will be secured by an HCD 480.7 or an HCD 484 Statement of Lien, and will also include a Promissory Note and Loan Agreement.
- F. Entering a subordinate lien is acceptable. However, the Sponsor will not subordinate a first lien position once established.

9.0 PROGRAM LOAN PROCESSING AND APPROVAL (CDBG and FTHB Programs)**A. Loan Processing**

All s homebuyers or their representatives will be sent out an eligibility packet with all the necessary forms, disclosures, information, and application. They should submit a complete application packet with all the Sponsor's Program loan documents executed as well as all the information from the Primary Lender. The Primary Lender should submit: 1) accepted property sales contract with proper seller notification; 2) mortgage application with good faith estimates and first mortgage disclosures; 3) full mortgage credit report and rent verification; 4) current third party income verifications and verifications of assets; 5) homeownership education certificate, if applicable; and 6) signed underwriting transmittal summary and final signed loan application, both from primary lender. Staff will work with local lenders to ensure qualified participants receive only the benefit from the Sponsor's Program needed to purchase the housing unit and that leveraged funds will be used when possible.

B. Creditworthiness

Qualifying ratios are only a rough guideline in determining a potential borrower's creditworthiness. Many factors such as excellent or poor credit history, amount of down payment, and size of loan will influence the decision to approve or disapprove a particular loan. The borrower's credit history will be reviewed by the Sponsor and documentation of such maintained in the loan file. The Sponsor may elect to obtain a credit report or rely on a current copy obtained by the primary lender.

C. Documents from Primary Lender

After initial review of the qualified homeowner's application packet, the Sponsor will request any additional documents needed. Documents may be faxed, but originals shall be received through the mail before Program funds are committed to escrow. Based on receipt and review of the final documents, the Sponsor will do an income certification (using most recent HCD program's guidance on income

calculation and determination), and homebuyer certification (review of credit report and income taxes). Documentation of affordability will then be verified and subsidy requirement determined.

D. Disclosure of Program and Loan Information to Homebuyers

The Program's application and disclosure forms will contain a summary of the loan qualifications of the borrower with and without Program assistance. Housing ratios with and without Program assistance are also outlined in these guidelines. Information on the Program's application will be documented with third party verifications in the file. For example, the sales contract will provide the final purchase price and outline how much of the closing costs are to be paid by the seller, etc. The appraisal, termite and title report will provide information to substantiate the information in the sales contract and guide the construction inspection. The Program loan application will provide current debt and housing information and will be documented by the credit report and income/asset verifications. The Primary Lender's approval letter and estimated closing cost statement should reflect all the information in the loan package and show any contingencies of loan funding. Reviewing the Primary Lender's loan underwriting documentation will provide basic information about the qualification of the applicant and substantiate the affordability provided by the Program loan. By reviewing and crosschecking all the Primary Lender information, the final Program loan amount approved will fall within the affordability parameters of the Program.

9.1 COMPLETION OF UNDERWRITING AND APPROVAL OF PROGRAM LOAN

Once the loan approval package has been completed the Sponsor will review the request and may approve it with or without conditions. Upon approval, a final closing date for escrow is set and Program funds are accessed for the homebuyer.

9.2 PRIMARY AND PROGRAM LOAN DOCUMENT SIGNING

The homebuyer(s) sign promissory notes, loan agreements, deeds of trust, and statutory lending notices (Truth In Lending (TIL), etc.); the Deeds of Trust are recorded with the County Clerk/Recorder at the same time, and the request(s) for copy of Notice of Default are also recorded with the County Clerk/Recorder.

9.3 ESCROW PROCEDURES

The escrow/title company shall review the escrow instruction provided by the Program lender and shall issue a California Land Title Association (CLTA) and the American Land Title Association (ALTA) after closing. The CLTA policy is issued to the homebuyer and protects them against failure of title based on public records and against such unrecorded risks as forgery of a deed. The ALTA is issued to each lender providing additional coverage for the physical aspects of the property as well as the homebuyer's title failure. These aspects include anything which can be determined by only physical inspection, such as correct survey lines; encroachments; mechanics liens; mining claims and water rights. The Program lender instructs the escrow/title company in the escrow instructions as to what

may show on the policy; the amount of insurance on the policy (all liens should be covered) and the loss payee (each lender should be listed as a loss payee and receive an original ALTA).

10.0 SUBORDINATE FINANCING (CDBG and FTHB Programs)

With today's high costs, in order for a low-income household to obtain a home, several funding sources might be required. Subordinate loans may be used to cover mortgage subsidy costs that exceed the Program maximum loan amount. All subordinate liens must have the payments deferred and the term must be for at least as long as the term of the Program loan.

11.0 CONSTRUCTION (Rehabilitation Program Only)

11.1 STANDARDS (Rehabilitation Program Only)

- A. All repair work will meet Local Building Code standards. At a minimum, health and safety hazards must be eliminated. For CDBG the priority will be the elimination of health and safety hazards. Sponsor may also require elimination of code deficiencies. When HOME funds are used for housing rehabilitation, the property must meet all applicable current codes, rehabilitation standards, ordinances, and zoning ordinances at the time of project completion. However, if certain components of the house are sound and were built to code prescribed at the time of installation, no repair or alteration will be made to those components. Section 8 Housing Quality Standards may be required on rentals by Sponsor when CDBG funds are used.
- B. Contracting Process
 - 1. Contracting will be done on a competitive basis.
 - 2. The homeowner will be the responsible agent, but the Sponsor and/or its Sponsor will prepare the work write-up, prepare and advertise the bid package, and assist the owner in negotiating the construction contract.
 - 3. The Sponsor does not warrant any construction work, or provide insurance coverage.
- C. Approved Contractors
 - 1. Contractors are required to be licensed with the State of California, and be active and in good standing with the Contractors' License Board.
 - 2. Contractors will be checked against HUD's list of federally debarred contractors. No award will be granted to a contractor on this list.
 - 3. Contractors must have public liability and property damage insurance, and worker's compensation, unemployment and disability insurance, to the extent required by State law.

4. Contractor must agree to comply with all federal and state regulations.
- E. Occupants of units constructed prior to 1978 will receive proper notification of Lead-Based Paint (LBP) hazards as identified in Section 3.3.A. **Note: Units funded solely with CalHome funds are not required to comply with LBP regulations.**
- F. Units constructed prior to 1978 will also be inspected according to the following HUD regulations. **Note: Units funded solely with CalHome funds are not required to comply with LBP regulations.** For CDBG funded programs please refer to Chapter 20, Lead-Based Paint Requirements for guidance in the CDBG Grant Management Manual.
 1. If the total amount of Federal assistance or the total amount of rehabilitation hard cost is up to and including \$5,000, the following is required:
 - (a) Paint testing or presume LBP;
 - (b) Clearance of disturbed work areas; and
 - (c) Notifications listed in Section 3.3.A.
 2. If the amount of Federal assistance or the total amount of rehabilitation hard cost is more than \$5,000 up to and including \$25,000, the following is required:
 - (a) Paint testing or presume LBP;
 - (b) Risk assessment; and
 - (c) Clearance of unit.

If LBP hazards are identified, interim controls will be implemented. This level will also require a notice of "Abatement of Lead Hazards Notification" at least five days prior to starting work.

3. If the amount of Federal assistance or the total amount of rehabilitation hard cost is more than \$25,000, the following is required:
 - (a) Items (a), (b), and (c) of 2. above;
 - (b) Abatement of all LBP hazards identified or produced;
 - (c) Use of interim controls on exterior surfaces not disrupted by rehab; and all notices listed above in Sections 3.3.A. and 6.1.F.2.
4. All paint tests that result in a negative finding of lead-based paint are exempt from any and all additional requirements. If defective paint surfaces are found, they will be properly treated or abated. A State-certified Inspector/Assessor will perform all paint testing, risk assessments, and clearances. A trained supervisor may oversee interim controls; however, a certified supervisor and workers will perform all abatement.

11.2 ELIGIBLE CONSTRUCTION COSTS (Rehabilitation Program Only)

"Rehabilitation" means, in addition to the definition in Section 50096 of the Health and Safety Code, repairs and improvements to a manufactured home necessary to correct any condition causing the home to be substandard pursuant to Section 1704 of Title 25,

California Code of Regulations. Rehabilitation also includes room additions to alleviate overcrowding. Rehabilitation also means repairs and improvements where necessary to meet any locally-adopted standards used in local rehabilitation programs. Rehabilitation does not include replacement of personal property.

Rehabilitation includes reconstruction. Federal law and policy allows the use of HOME funds to demolish and reconstruct owner-occupied residential structures. Reconstruction is defined as the demolition and construction of a structure. The Sponsor and/or Sponsor must document that the reconstruction costs are less than the cost to rehabilitate the existing substandard housing. This will be done using the State's CDBG Test for Reconstruction, for projects funded with CDBG funds; or, using the State's HOME Test for Reconstruction, for projects funded with HOME funds.

Additionally, the Sponsor must determine that the project's value after reconstruction (housing and land combined) is less than the Maximum After-Rehabilitation Value for the Sponsor (see Attachment C, One-Family).

The residential structure to be reconstructed must be a structure with cooking, eating, sleeping, and sanitation facilities which has been legally occupied as a residence within the preceding 12 months. Fifth wheels or recreational vehicles, for example, are not considered dwellings and therefore are not eligible under this Program.

Like for like requires that the structure being demolished must be replaced with a like structure (replace manufactured housing with manufactured housing, for example). However, additions may be approved by the HCD Program when required by Codes/Ordinances or to alleviate overcrowding. **(See Attachment C)**

Temporary relocation benefits must be planned for and budgeted into the total allowable subsidy for the project, but if required would be in the form of a grant.

Depending on the outcome of the Statutory Worksheet (Environmental test), a reconstructed project may require Authority from the State before funds are committed to the project.

Allowable rehabilitation\reconstruction costs include:

- A. Cost of building permits and other related government fees.
- B. Cost of architectural, engineering, and other consultant services which are directly related to the rehabilitation of the property.
- C. Rehabilitation or Replacement of a manufactured home not on a permanent foundation. Rehabilitation of a manufactured home may include the replacement of the unit with a used manufactured home and the cost to repair it, as long as the unit has been occupied and not used as a demonstration model. Should the unit meet the criteria for reconstruction a new manufactured home can be used for replacement and all cost associated with the purchase and transportation can be added to the loan.

- D. Owner-occupied rehabilitation activity delivery fees, pursuant to Section 7733(f), as reimbursement to the Sponsor for the actual costs of services rendered to the homeowner that are incidentally but directly related to the rehabilitation work (e.g. planning, engineering, construction management, including inspections and work write-ups).
- E. Rehabilitation will address the following issues in the order listed. Eligible costs are included for each item.

1. Health and Safety Issues

Eligible costs include, but are not limited to, energy-related improvements, lead-based paint hazard evaluation and reduction activities, improvements for handicapped accessibility, and repair or replacement of major housing systems.

Per the federal HOME Regulations at 24 CFR Part 92.251(b), Major Systems are:

- structural support
- roofing
- cladding and weatherproofing (e.g., windows, doors, siding, gutters)
- plumbing
- electrical
- heating, ventilation, and air conditioning.

Upon project completion, each of the major systems must have a remaining useful life for a minimum of five (5) years, so these systems must be rehabilitated or replaced as part of the rehabilitation work in order to achieve this requirement.

A driveway may be considered part of rehabilitation if it is determined to be a health and safety issue.

2. Code and Regulation Compliance

Eligible costs include, but are not limited to, additional work required to rehabilitate and modernize a home to bring it into compliance with current building codes and regulations. Painting and weatherization are included.

3. Demolition

Eligible costs include, but are not limited to, the tear down and disposal of dilapidated structures when they are a part of the reconstruction of an affordable housing unit. If a garage or carport is detached, it may not be rehabilitated but may be demolished, if it is determined to be a health and safety issue.

4. Upgrades

Eligible costs include additional bedrooms and bathrooms if the need can be demonstrated per HUD's or Sponsor's overcrowding guidelines listed in **Attachment C**. The Program will not fund additions to a home for a den or family room, or for any luxury items.

The CalHome Program's requirement is that a bedroom or bathroom can be added to omit overcrowding, and this is up to the Recipient to decide what is overcrowding.

5. General Property Improvements

Eligible costs include, but are not limited to: addition or replacement of an oven, stove, dishwasher, or fixture; replacing floor coverings; painting; and repair or installation of fencing.

All improvements must be physically attached to the property and permanent in nature. Non-code general property improvements (including fencing, landscaping, driveway, etc.) will be *limited to 15 percent* of the rehabilitation loan amount. Any cash contribution by the property owner will be considered a general property improvement and be included in this percentage. Luxury items are not permitted. Items such as stoves and dishwashers that are not built-in may be replaced due only to incipient failure or documented medical condition of the homeowner, and must be of moderate quality.

6. Rehabilitation Standards

All repair work related to health and safety conditions will meet Local Building Code standards. The priority will be the elimination of all health and safety hazards and code compliance, which is required for HOME-funded projects.

11.3 ELIGIBLE PROJECT COSTS (Rehabilitation Program Only)

Examples of eligible project costs for all administrative expenses related to the paperwork for processing and insuring a loan application are listed below. For HOME, these costs are considered activity delivery costs and may not be charged to the homeowner's loan.

- Appraisal
- Property Report/Title Insurance
- Building Plan
- Termite Report
- Land Survey
- Grading Plan
- Recording Fees
- Fire/Course of Construction Insurance
- Flood Insurance, as applicable (not allowed with CalHome or HOME funds)

Costs are based on charges currently incurred by the Sponsor, or its Sponsor, for these products and/or services. Except for HOME loans, any cost increases charged to the Sponsor/Sponsor for these products and/or services will be passed on to the homeowner and included in the loan. All fees are subject to change and are driven by the market.

11.4 REPAIR CALLBACKS (Rehabilitation Program Only)

Contractors will comply with State law regarding all labor and material warranties. All labor and material shall meet FHA minimum specifications.

11.5 SWEAT EQUITY (Rehabilitation Program Only)

The Sponsor will determine if Sweat Equity will be allowed on a case-by-case basis in accordance with Section 6.1.D. CalHome requires that a homeowner have a valid contractor's license to perform the rehabilitation work themselves. The HOME Program does not allow this option.

12.0. EXCEPTIONS AND SPECIAL CIRCUMSTANCES

12.1 PARTICIPATION GUIDELINE AMENDMENTS

12.1.1 CDBG and FTHB Programs

The Sponsor may make amendments to these Participation Guidelines. Any changes shall be made in accordance with regulations and approved by the Sponsor's Loan Committee. Changes shall then be sent to HCD for approval.

12.1.2 Rehabilitation Program

The Sponsor may make amendments to these Participant Guidelines. Any changes made shall be in accordance with federal and state regulations, shall be approved by the Sponsor's Loan Committee and/or local governing body and submitted to HCD for approval.

12.2 DEFINITION OF EXCEPTION

Any case to which a standard policy or procedure, as stated in the guidelines, does not apply or an applicant treated differently from others of the same class would be an exception.

12.3 PROCEDURES FOR EXCEPTIONAL CIRCUMSTANCES

- A. The Sponsor or its agent may initiate consideration of an exception and prepare a report. This report shall contain a narrative, including the Sponsor's recommended course of action and any written or verbal information supplied by the applicant.
- B. The Sponsor shall make a determination of the exception and the request can be presented to the Sponsor's loan committee and/or governing body for a decision.

13.0 DISPUTE RESOLUTION AND APPEALS PROCEDURE

13.1 CDBG and FTHB Programs

Any applicant denied assistance from the Program has the right to appeal. Complaints concerning the Program should be made to the Sponsor first. If unresolved in this manner, the complaint or appeal must be made in writing and filed with the Sponsor. The Sponsor will then schedule a meeting with the Loan Review Committee. The Sponsor has thirty (30) working days to review the appeal, seek recommendations from the loan committee and respond in writing to the applicant. If the applicant is not satisfied with the decision, a request for an appeal may be filed with the Sponsor's governing body. Final appeal must be filed in writing with HCD within one year after denial.

13.2 Rehabilitation Program

13.2.1 PROGRAM COMPLAINT AND APPEAL PROCEDURE

Complaints concerning the Sponsor's Rehabilitation Program should be made to the Sponsor first. If unresolved in this manner, the complaint or appeal shall be made in writing and filed with the Sponsor. The Sponsor will then schedule a meeting with the Sponsor's Loan Review Committee. Their written response will be made within thirty (30) working days. If the applicant is not satisfied with the committee's decision, a request for an appeal may be filed with the local governing body. Final appeal may be filed in writing with HCD within one year after denial or the filing of the Project Notice of Completion.

13.2.2 GRIEVANCES BETWEEN PARTICIPANTS AND CONSTRUCTION CONTRACTOR

Contracts signed by the contractor and the participant include the following clause, which provides a procedure for resolution of grievances:

Any controversy arising out of or relating to this Contract, or the breach thereof, shall be submitted to binding arbitration in accordance with the provisions of the California Arbitration Law, Code of Civil Procedure 1280 et seq., and the Rules of the American Arbitration Association. The arbitrator shall have the final authority to order work performed, to order the payment from one party to another, and to order who shall bear the costs of arbitration. Costs to initiate arbitration shall be paid by the party seeking arbitration. Notwithstanding, the party prevailing in any arbitration proceeding shall be entitled to recover from the other all attorney's fees and costs of arbitration.

ATTACHMENT A

24 CFR Part 5 ANNUAL INCOME INCLUSIONS AND EXCLUSIONS

24 CFR Part 5 Annual Income Inclusions

§5.609 Annual income.

(a) *Annual income* means all amounts, monetary or not, which:

- (1) Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member; or
- (2) Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
- (3) Which are not specifically excluded in paragraph (c) of this section.
- (4) Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.

(b) Annual income includes, but is not limited to:

- (1) The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;
- (2) The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family;
- (3) Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in paragraph (b)(2) of this section. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD;
- (4) The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount (except as provided in paragraph (c)(14) of this section);
- (5) Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (except as provided in paragraph (c)(3) of this section);
- (6) *Welfare assistance payments.*
 - (i) Welfare assistance payments made under the Temporary Assistance for Needy Families (TANF) program are included in annual income only to the extent such payments:

(A) Qualify as assistance under the TANF program definition at 45 CFR 260.31; and

(B) Are not otherwise excluded under paragraph (c) of this section.

(ii) If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:

(A) The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus

(B) The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph shall be the amount resulting from one application of the percentage.

(7) Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling;

(8) All regular pay, special pay and allowances of a member of the Armed Forces (except as provided in paragraph (c)(7) of this section).

(9) For section 8 programs only and as provided in 24 CFR 5.612, any financial assistance, in excess of amounts received for tuition and any other required fees and charges, that an individual receives under the Higher Education Act of 1965 (20 U.S.C. 1001 *et seq.*), from private sources, or from an institution of higher education (as defined under the Higher Education Act of 1965 (20 U.S.C. 1002)), shall be considered income to that individual, except that financial assistance described in this paragraph is not considered annual income for persons over the age of 23 with dependent children. For purposes of this paragraph, "financial assistance" does not include loan proceeds for the purpose of determining income.

24 CFR Part 5 Annual Income Exclusions

(c) Annual income does not include the following:

(1) Income from employment of children (including foster children) under the age of 18 years;

(2) Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone);

(3) Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (except as provided in paragraph (b)(5) of this section);

(4) Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;

(5) Income of a live-in aide, as defined in §5.403;

(6) Subject to paragraph (b)(9) of this section, the full amount of student financial assistance paid directly to the student or to the educational institution;

(7) The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;

- (8) (i) Amounts received under training programs funded by HUD;
- (ii) Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
- (iii) Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;
- (iv) Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time;
- (v) Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program;
- (9) Temporary, nonrecurring or sporadic income (including gifts);
- (10) Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
- (11) Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);
- (12) Adoption assistance payments in excess of \$480 per adopted child;
- (13) [Reserved]
- (14) Deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts, or any deferred Department of Veterans Affairs disability benefits that are received in a lump sum amount or in prospective monthly amounts.
- (15) Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;
- (16) Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or
- (17) Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR 5.609(c) apply. A notice will be published in the FEDERAL REGISTER and distributed to PHAs and housing owners identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary. [See

<https://www.federalregister.gov/documents/2014/05/20/2014-11688/federally-mandated-exclusions-from-income-updated-listing> for most recent notice]

(d) *Annualization of income.* If it is not feasible to anticipate a level of income over a 12-month period (e.g., seasonal or cyclic income), or the PHA believes that past income is the best available indicator of expected future income, the PHA may annualize the income anticipated for a shorter period, subject to a redetermination at the end of the shorter period.

ATTACHMENT A-1

Title 25 Section 6914 Gross Income Inclusions – For CalHome activities

“Gross income” shall mean the anticipated income of a person or family for the twelve-month period following the date of determination of income.

“Income” shall consist of the following:

(a) Except as provided in subdivision (b), “Exclusions”, all payments from all sources received by the family head (even if temporarily absent) and each additional member of the family household who is not a minor shall be included in the annual income of a family. Income shall include, but not be limited to:

- (1) The gross amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses;
- (2) The net income from operation of a business or profession or from rental or real or personal property (for this purpose, expenditures for business expansion or amortization of capital indebtedness shall not be deducted to determine the net income from a business);
- (3) Interest and dividends;
- (4) The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts;
- (5) Payments in lieu of earnings, such as unemployment and disability compensation, worker’s compensation and severance pay;
- (6) Public Assistance. If the public assistance payment includes any amount specifically designated for shelter and utilities which is subject to adjustment by the public assistance agency in accordance with the actual cost of shelter and utilities, the amount of public assistance income to be included as income shall consist of:
 - (A) The amount of the allowance or grant exclusive of the amount specifically designated for shelter and utilities, plus
 - (B) The maximum amount which the public assistance agency could in fact allow for the family for shelter and utilities,
- (7) Periodic and determinable allowances such as alimony and child support payments, and regular contributions or gifts from persons not residing in the dwelling;

All regular pay, special pay and allowances of a member of the Armed Forces (whether or not living in the dwelling) who is head of the family or spouse.

ATTACHMENT B**PART 5 ANNUAL INCOME NET FAMILY ASSET INCLUSIONS AND EXCLUSIONS**

This table presents the Part 5 asset inclusions and exclusions as stated in the HUD Technical Guide for Determining Income and Allowances for HOME Program (Third Edition; January 2005).

Statements from 24 CFR Part 5 – Last Modified: January 2005

Inclusions

1. Cash held in savings accounts, checking accounts, safe deposit boxes, homes, etc. For savings accounts, use the current balance. For checking accounts, use the average 6-month balance. Assets held in foreign countries are considered assets.
2. Cash value of revocable trusts available to the applicant.
3. Equity in rental property or other capital investments. Equity is the estimated current market value of the asset less the unpaid balance on all loans secured by the asset and all reasonable costs (e.g., broker fees) that would be incurred in selling the asset. Under HOME, equity in the family's primary residence is not considered in the calculation of assets for owner-occupied rehabilitation projects.
4. Cash value of stocks, bonds, Treasury bills, certificates of deposit and money market accounts.
5. Individual retirement, 401(K), and Keogh accounts (even though withdrawal would result in a penalty).
6. Retirement and pension funds.
7. Cash value of life insurance policies available to the individual before death (e.g., surrender value of a whole life or universal life policy).
8. Personal property held as an investment such as gems, jewelry, coin collections, antique cars, etc.
9. Lump sum or one-time receipts, such as inheritances, capital gains, lottery winnings, victim's restitution, insurance settlements and other amounts not intended as periodic payments.
10. Mortgages or deeds of trust held by an applicant.

Exclusions

1. Necessary personal property, except as noted in number 8 of Inclusions, such as clothing, furniture, cars and vehicles specially equipped for persons with disabilities.
2. Interest in Indian trust lands.
3. Assets not effectively owned by the applicant. That is, when assets are held in an individual's name, but the assets and any income they earn accrue to the benefit of someone else who is not a member of the household and that other person is responsible for income taxes incurred on income generated by the asset.
4. Equity in cooperatives in which the family lives.
5. Assets not accessible to and that provide no income for the applicant.
6. Term life insurance policies (i.e., where there is no cash value).
7. Assets that are part of an active business. "Business" does not include rental of properties that are held as an investment and not a main occupation.

ATTACHMENT B-1

Title 25 Section 6914 Gross Income Inclusions – For CalHome activities

- (b) The following items shall not be considered as income:
- (1) Casual, sporadic or irregular gift items;
 - (2) Amounts which are specifically for or in reimbursement of the cost of medical expenses;
 - (3) Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses;
 - (4) Amounts of educational scholarships paid directly to the student or to the educational institution, and amounts paid by the government to a veteran for use in meeting the costs of tuition, fees, books and equipment. Any amounts of such scholarships, or payments to veterans not used for the above purposes of which are available for a subsistence are to be included in income;
 - (5) The special pay to a serviceman head of a family away from home and exposed to hostile fire;
 - (6) Relocation payments made pursuant to federal, state, or local relocation law;
 - (7) Foster child care payments;
 - (8) The value of coupon allotments for the purchase of food pursuant to the Food Stamp Act of 1964 which is an excess of the amount actually charged the eligible household;
 - (9) Payments received pursuant to participation of the following volunteer programs under the ACTION Agency:
 - (A) National Volunteer Antipoverty Programs which include VISTA, Service Learning Programs and Special Volunteer Programs.
 - (B) National Older American Volunteer Program for persons aged 60 and over which include Retired Senior Volunteer Programs, Foster Grandparent Program, older American Community Services Program, and National Volunteer Program to Assist Small Business Experience, Service Corps of Retired Executive (SCORE) and Active Corps of Executives (ACE).

ATTACHMENT C

**MAXIMUM PURCHASE PRICE/AFTER-REHAB VALUE LIMIT FOR LASSEN COUNTY
(HOME Value Limits as of 04/01/2018)**

| COUNTY NAME | One-Family |
|-------------|------------|
| LASSEN | \$165,000 |

**HOME SUBSIDY LIMITS PER UNIT FOR LASSEN COUNTY
(Limits are effective 6/4/2018)**

| O-BDR | 1-BDR | 2-BDR | 3-BDR | 4-BDR |
|-----------|-----------|-----------|-----------|-----------|
| \$147,074 | \$168,600 | \$205,017 | \$265,228 | \$291,136 |

**HOUSEHOLD INCOME LIMITS FOR LASSEN COUNTY*
(Limits are effective 06/1/2018)**

| <i>Number of Persons in Household</i> | | | | | | | | |
|---------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 80% of AMI | \$38,100 | \$43,550 | \$49,000 | \$54,400 | \$58,800 | \$63,150 | \$67,500 | \$71,850 |

**HCD 2018 INCOME LIMITS FOR CALHOME
ADJUSTED FOR FAMILY SIZE FOR LASSEN COUNTY**

| Income Level | Household Size | | | | | | | |
|--------------|----------------|----------|----------|----------|----------|----------|----------|----------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 80% | \$48,600 | \$55,500 | \$62,450 | \$69,400 | \$74,950 | \$80,500 | \$86,050 | \$91,600 |

Sponsor will insert the limits for the county in which the Program is located, and will update the income limits annually as HCD provides new information. The link to the official, HCD-maintained Value, Subsidy, and Income limits is: <http://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits.shtml> (for HOME and CDBG limits, choose "State CDBG and HOME Income, Value and Rent Limits"; for CalHome income limits, choose "Official State Income Limits").

SPONSOR STANDARDS FOR BEDROOM AND BATHROOM ADDITIONS TO ALLEVIATE OVERCROWDING

| Maximum No. of Persons in the Household | Number of Bedrooms | Number of Bathrooms |
|---|--------------------|---------------------|
| 1 | SRO | 1 |
| 1 | 0-BR | 1 |
| 2 | 1-BR | 1 |
| 4 | 2-BR | 2 |
| 6 | 3-BR | 2 |
| 8 | 4-BR | 3 |
| 10 | 5-BR | 3 |
| 12 | 6-BR | 4 |

- Opposite sex children under 6 years of age may share a bedroom, up to 2 children per bedroom.
- Opposite-sex children 6 years of age and older may have their own bedroom.
- Children shall be permitted a separate bedroom from their parents.
- Same-sex children of any age may share a bedroom, up to 2 children per bedroom.
- Adults not in a partner relationship may have their own bedroom.
- 4 or more people – a second bathroom may be added.
- 8 or more people – a third bathroom may be added.
- Same rules apply to mobile home units.

The chart above is used as a guide to overcrowding

ATTACHMENT D

HOUSING REHABILITATION MARKETING PLAN

SUMMARY

The Sponsor will continue its efforts to market the Housing Rehabilitation Program in a manner that will reach all community members.

All marketing related to the Housing Rehabilitation Program is publicized in both English and Spanish. All marketing materials include information identifying the Sponsor's commitment to fair housing laws and affirmative marketing policy, and are widely distributed. Equal opportunity is emphasized in written materials and oral presentations. A record is maintained by the Sponsor identifying what marketing materials are used, and when and where they are distributed.

Forms of marketing may include fliers, brochures, newspaper ads, articles and public service announcements. Fliers and brochures are distributed at local government buildings, other public buildings and through the mail, as well as to businesses that assist those not likely to apply without special outreach. Advertisements and articles are published in newspapers that are widely circulated within the community.

Established working relationships with local lending agencies also aid in informing the public by facilitating the distribution of informational fliers to households seeking financial assistance for repairs that are unable to obtain conventional financing.

Informational meetings are offered to potential participants to explain Program requirements. Often, minimal formal outreach efforts are required as the need for assistance generally exceeds funds available. However, marketing measures are actively performed in order to maintain a healthy interest list.

Characteristics on all applicants and participants are collected and compared with the Sponsor's demographics. Should the Sponsor find that there are underserved segments of the population, a plan to better serve them will be developed and implemented.

MARKETING FORMS

- Fliers
- Brochures
- Newspaper Ads and Articles
- Public Service Announcements
- Public Informational Meetings

MARKETING VENUES

- Local Government Buildings
- Local Public Services Buildings
- Private Businesses
- Lending Agencies
- Real Estate Offices
- Newspaper
- Radio
- Mail

ATTACHMENT E

**RESIDENTIAL ANTI-DISPLACEMENT AND TEMPORARY RELOCATION PLAN
Version 2**

The Housing and Community Development Act of 1974, as amended, and the National Affordable Housing Act of 1990, require all grantees of Community Development Block Grant (CDBG) funds or Home Investment Partnership (HOME) funds to follow a written Residential Anti-displacement and Relocation Assistance Plan (Plan) for any activities which could lead to displacement of occupants whose property is receiving funds from these or other federal funding source. Having been developed in response to both aforesaid federal legislations, this Plan is intended to inform the public of the compliance of the City of Susanville (Sponsor) with the requirements of federal regulations 24 CFR 570.606 under state recipient requirements and Section 104(d) of the Housing and Community Development Act of 1974 and 24 CFR 92 of the HOME federal regulations. The Plan will outline reasonable steps, which the Sponsor will take to minimize displacement and ensure compliance with all applicable federal and state relocation requirements. The Sponsor’s governing body has adopted this plan via a formal resolution.

This Plan will affect rehabilitation activities funded by the U.S. Department of Housing and Urban Development (HUD) under the following program titles: HOME, CDBG, Urban Development Action Grant (UDAG), Special Purpose Grants, Section 108 Loan Guarantee Program, and such other grants as HUD may designate as applicable, which take place within the Sponsor’s jurisdiction limits.

The Sponsor will provide permanent relocation benefits to all eligible “displaced” households either owner-occupied or renter-occupied units which are permanently displaced by the housing rehabilitation program (**See Section E below.**). In addition, the Sponsor will replace all eligible occupied and vacant occupiable low-income group dwelling units demolished or converted to a use other than low income group housing as a direct result of rehabilitation activities. This applies to all units assisted with funds provided under the Housing and Community Development Act of 1974, as amended, and as described in the Federal Regulations 24 CFR 570.496(a), Relocation, Displacement and Acquisition: Final Rule dated July 18, 1990 (Section 104(d)) and 49 CFR Part 24, Uniform Relocation Assistance (URA) and Real Property Acquisition Regulations Final Rule and Notice (URA) dated March 2, 1989.

All Sponsor programs/projects will be implemented in ways consistent with the Sponsor’s commitment to Fair Housing. Participants will not be discriminated against on the basis of race, color, religion, age, ancestry, national origin, sex, familial status, or handicap. The Sponsor will provide equal relocation assistance available 1) to each targeted income group household displaced by the demolition or rehabilitation of housing or by the conversion of a targeted income group dwelling to another use as a direct result of assisted activities; and 2) to each separate class of targeted income group persons temporarily relocated as a direct result of activities funded by HUD programs.

A. Minimizing Permanent Displacement and Temporary Relocation Resulting from Housing Rehabilitation or Reconstruction Activities

Consistent with the goals and objectives of activities assisted under the Act, the Sponsor will take the following steps to minimize the displacement of persons from their homes during housing rehabilitation or reconstruction funded by HUD programs:

1. Provide proper notices with counseling and referral services to all tenants so that they understand their relocation rights and receive the proper benefits. When necessary assist permanently displaced persons to find alternate housing in the neighborhood.
2. Stage rehabilitation of assisted households to allow owner occupants and/or tenants to remain during minor rehabilitation.
3. Encourage owner investors to temporarily relocate tenants to other available safe and sanitary vacant units on the project site area during the course of rehabilitation or pay expenses on behalf of replaced tenants.
4. Work with area landlords, real estate brokers, and/or hotel/motel managements to locate vacancies for households facing temporary relocation.
5. When necessary, use public funds, such as CDBG funds, to pay moving costs and provide relocation/displacement payments to households permanently displaced by assisted activities.

B. Lead Based Paint Mitigation Which Causes Temporary Relocation:

On September 15, 2000, the Final Rule for Lead Based Paint Hazard Control went into effect. Among other things, it requires that federally-funded rehabilitation must use safe work practices so that occupants and workers can be protected from lead hazards. **At no time should the tenant-occupant(s) be present in work areas or designated adjacent areas while LHC activities are taking place in any dwelling unit interior, common area, or exterior.** As such, occupants may not be allowed to remain in their units during the time that lead-based paint hazards are being created or treated. Once work that causes lead hazards has been completed, and the unit passes clearance, the occupants can return. **The tenant-occupants may not reoccupy a work area or adjacent area until post-lead hazard reduction clearance standards have been achieved and verified with laboratory results.** The final rule allows for certain exceptions: programs:

1. The work will not disturb lead-based paint, or create dust-lead or soil-lead hazard; or
2. The work is on exterior only and openings are sealed to prevent dust from entering the home, the work area is cleaned after the work is completed, and the residents have alternative lead free entry; or
3. The interior work will be completed in one period of less than 8-daytime hours and the work site is contained to prevent the release of dust into other areas of the home; or
4. The interior work will be completed within five (5) calendar days, the work site is contained to prevent the release of dust, the worksite and areas within 10 feet of the worksite are cleaned at the end of each day to remove any visible dust and debris, and the residents have safe access to kitchen and bath and bedrooms.

If temporary relocation benefits are not provided because the Sponsor believes that the project meets one of the above criteria, then proper documentation must be provided in the rehabilitation project file to show compliance. It is up to the Sponsor to ensure that the owner occupant or tenant in the project does not get impacted by lead paint mitigation efforts. In most cases where lead paint mitigation is taking place, occupants (tenants or owners) will be strongly encouraged to relocate even for just a few days until a final lead clearance can be issued by a certified lead based paint assessor. Occupants who are temporarily relocated because of lead based paint mitigation are entitled to the same relocation benefits as those who are relocated because of substantial rehabilitation or reconstruction activities.

C. Temporary Relocation of Owner Occupants:

Owner occupants are not allowed to stay in units which are hazardous environments during lead based paint mitigation. When their home is having lead based paint mitigation work done which will not make it safe to live in, then they are eligible for temporary relocation benefits up to \$3,000, which will be provided as a grant. In the same way, a unit requiring substantial rehabilitation (with or without lead based paint mitigation) which will not allow the family to access a bath or kitchen facility, or if the unit is being demolished and reconstructed, then the family will be eligible for temporary relocation benefits up to \$3,000, which will be provided as a grant. In no case shall the grant for temporary relocation exceed \$3,000 for any one owner occupant.

Owner occupants will be encouraged to move in with family or friends during the course of rehabilitation, since they are voluntarily participating in the Program. The housing rehabilitation loan specialist and/or the rehabilitation construction specialist will complete a temporary relocation benefits form (**See Appendix C**) to document that the owner occupant understands that they must relocate during the course of construction and what benefits they wish to be reimbursed for as part of their relocation.

D. Temporary Relocation of Residential Tenants:

If continued occupancy during rehabilitation is judged to constitute a substantial danger to health and safety of the tenant or the public, or is otherwise undesirable because of the nature of the project, the tenant may be required to relocate temporarily. The contract administrator or rehabilitation specialist will make determination of the need for temporary relocation. The temporary relocation period will not exceed 180 days. All conditions of temporary relocation will be reasonable. Any tenant required to relocate temporarily will be helped to find another place to live which is safe, sanitary and of comparable value and they have the first right to move back into the original unit being rehabilitated at the same rent or lower. He or she may move in with family and friends and still receive full or partial temporary assistance based on eligible cost incurred. The housing rehabilitation loan specialist and/or the rehabilitation specialist will ensure that each tenant-occupied unit under the Program will receive a General Information Notice (GIN) (as soon as possible after a loan application is received) and the tenant will receive a Notice of Non-displacement (after loan approval), and each tenant-occupied unit will have a temporary relocation benefits form completed for them. (**See Appendix C**). These notices will document that each tenant understands what their relocation rights are, and if they must relocate during the course of construction, that they receive the proper counseling and

temporary relocation benefits.

A tenant receiving temporary relocation shall receive the following:

1. Increased housing costs (e.g. rent increase, security deposits) and
2. Payment for moving and related expenses, as follows:
 - a. Transportation of the displaced persons and personal property within 50 miles, unless the grantee determines that farther relocation is justified;
 - b. Packing, crating, unpacking, and uncrating of personal property;
 - c. Storage of personal property, not to exceed 12 months, unless the grantee determines that a longer period is necessary;
 - d. Disconnection, dismantling, removing, reassembling, and reinstalling relocated household appliances and other personal property;
 - e. Insurance for the replacement value of personal property in connection with the move and necessary storage;
 - f. The replacement value of property lost, stolen or damaged in the process of moving (not through the fault of the displaced person, his or her agent, or employee) where insurance covering such loss, theft or damage is not reasonably available;
 - g. Reasonable and necessary costs of security deposits required to rent the replacement dwelling;
 - h. Any costs of credit checks required to rent the replacement dwelling;
 - i. Other moving related expenses as the grantee determines to be reasonable and necessary, except the following ineligible expenses:
 - 1) Interest on a loan to cover moving expenses; or
 - 2) Personal injury; or
 - 3) Any legal fee or other cost for preparing a claim for a relocation payment or for representing the claimant before the Grantee; or
 - 4) Costs for storage of personal property on real property already owned or leased by the displaced person before the initiation of negotiations.

E. Rehabilitation Activities Requiring Permanent Displacement

The Sponsor's rehabilitation program will not typically trigger permanent displacement and permanent displacement activities fall outside of the scope of this plan. If a case of permanent displacement is encountered, then the staff responsible for the rehabilitation program will consult with Sponsor's legal counsel to decide if they have the capacity to conduct the permanent displacement activity. If local staff does not have the capacity, then a professional relocation consultant will be hired to do the counseling and benefit determination and implementation. If local staff does wish to do the permanent

displacement activity then they will consult and follow the HUD Relocation Handbook 1378.

F. Rehabilitation Which Triggers Replacement Housing

If the Sponsor's rehabilitation program assists a property where one or more units are eliminated then under Section 104 (d) of the Housing and Community Act of 1974, as amended applies and the Sponsor is required to replace those lost units. An example of this would be a duplex unit which is converted into a single family unit. In all cases where rehabilitation activities will reduce the number of housing units in the jurisdiction, then the Sponsor must document that any lost units are replaced and any occupants of reduced units are given permanent relocation benefits. (This does not apply to reconstruction or replacement housing done under a rehabilitation program where the existing unit(s) is demolished and replaced with a structure equal in size without in loss number of units or bedrooms.)

Replacement housing will be provided within three years after the commencement of the demolition or conversion. Before entering into a contract committing the Sponsor to provide funds for an activity that will directly result in such demolition or conversion, the Sponsor will make this activity public (through a noticed public hearing and/or publication in a newspaper of general circulation) and submit to the California Department of Housing and Community Development or the appropriate federal authority the following information in writing:

1. A description of the proposed assisted activity;
2. The location on a map and the approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as targeted income group dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The location on a map and the approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of the replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a targeted income group dwelling unit for at least 10 years from the date of initial occupancy; and,
7. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units (e.g., a two-bedroom unit with two one-bedroom units) is consistent with the housing needs of targeted income group households in the jurisdiction.

The Sponsor for the Sponsor is responsible for tracking the replacement of housing and ensuring that it is provided within the required period. The Sponsor is responsible for ensuring requirements are met for notification and provision of relocation assistance, as described in Section 570.606, to any targeted income group displaced by the demolition of any dwelling unit or the conversion of a targeted income group dwelling unit to another use in connection with an assisted activity.

G. Record Keeping and Relocation Disclosures/Notifications

The Sponsor will maintain records of occupants of federally funded rehabilitated, reconstructed or demolished property from the start to completion of the project to demonstrate compliance with section 104(d), URA and applicable program regulations. Each rehabilitation project, which dictates temporary or permanent or replacement activities, will have a project description and documentation of assistance provided. (See sample forms in HUD Relocation Handbook 1378, Chapter 1, Appendix 11, form HUD-40054)

Appropriate advisory services will include reasonable advance written notice of (a) the date and approximate duration of the temporary relocation; (b) the address of the suitable, decent, safe, and sanitary dwelling to be made available for the temporary period; (c) the terms and conditions under which the tenant may lease and occupy a suitable, decent, safe, and sanitary dwelling.

Notices shall be written in plain, understandable primary language of the persons involved. Persons who are unable to read and understand the notice (e.g. illiterate, foreign language, or impaired vision or other disability) will be provided with appropriate translation/communication. Each notice will indicate the name and telephone number of a person who may be contacted for answers to questions or other needed help. The notices and process below is for only temporary relocation. If permanent relocation is involved then other sets of notice and noticing process and relocation benefits must be applied (See HUD relocation handbook 1378 for those forms and procedures) The Temporary Relocation Advisory Notices to be provided are as follows:

1. General Information Notice: As soon as feasible when an owner investor is applying for Federal financing for rehabilitation, reconstruction, or demolition, the tenant of a housing unit will be mailed or hand delivered a General Information Notice that the project has been proposed and that the tenant will be able to occupy his or her present house upon completion of rehabilitation. The tenant will be informed that the rent after rehabilitation will not exceed current rent or 30 percent of his or her average monthly gross household income. The tenant will be informed that if he or she is required to move temporarily so that the rehabilitation can be completed, suitable housing will be made available and he or she will be reimbursed for all reasonable extra expenses. The tenant will be cautioned that he or she will not be provided relocation assistance if he or she decides to move for personal reasons. **See Appendix A for sample notice to be delivered personally or by certified mail.**
2. Notice of Non Displacement: As soon as feasible when the rehabilitation application has been approved, the tenant will be informed that they will not be permanently

displaced and that they are eligible for temporary relocation benefits because of lead based paint mitigation or substantial rehabilitation, or reconstruction of their unit. The tenant will also again be cautioned not to move for personal reasons during rehabilitation, or risk losing relocation assistance. **See Appendix B for sample notice to be delivered personally or by certified mail.**

3. Disclosure to Occupants of Temporary Relocation Benefits: This form is completed to document that the Sponsor is following it's adopted temporary relocation plan for owner occupants and tenants. **See Appendix C for a copy of the disclosure form.**
4. Other Relocation/Displacement Notices: The above three notices are required for temporary relocation. If the Sponsor is attempting to provide permanent displacement benefits then there are a number of other forms which are required. Staff will consult HUD's Relocation Handbook 1378 and ensure that all the proper notices are provided for persons who are permanently displaced as a result of housing rehabilitation activities funded by CDBG or other federal programs.

ATTACHMENT F

**LOAN SERVICING POLICIES AND PROCEDURES
FOR THE CITY OF SUSANVILLE**

The City of Susanville, hereafter called “Sponsor,” has adopted these policies and procedures in order to preserve its financial interest in properties, whose “Borrowers” have been assisted with public funds. The Sponsor will to the greatest extent possible follow these policies and procedures, but each loan will be evaluated and handled on a case-by-case basis. The Sponsor has formulated this document to comply with state and federal regulations regarding the use of these public funds and any property restrictions, which are associated with them.

The policies and procedures are broken down into the follow areas: 1) making required monthly payments or voluntary payments on a loan’s principal and interest; 2) required payment of property taxes and insurance; 3) required Request for Notice of Default on all second mortgages; 4) loans with annual occupancy restrictions and certifications 5) required noticing and limitations on any changes in title or use of property; 6) required noticing and process for requesting a subordination during a refinance; 7) processing of foreclosure in case of default on the loan.

1. Loan Repayments:

The Sponsor will collect monthly payments from those borrowers who are obligated to do so under Notes which are amortized promissory notes. Late fees will be charged for payments received after the assigned monthly date.

For Notes which are deferred payment loans, the Sponsor must accept voluntary payments on the loan. Loan payments will be credited to principal. The Borrower may repay the loan balance at any time with no penalty.

2. Payment of Property Taxes and Insurance:

As part of keeping the loan from going into default, Borrower must maintain property insurance coverage naming the Sponsor as loss payee. Except for HOME-funded loans, if Borrower fails to maintain the necessary insurance, the Sponsor may take out force placed insurance to cover the property while the Borrower puts a new insurance policy in place. All costs for installing the necessary insurance will be added to the loan balance at time of installation of Borrower’s new insurance.

When a property is located in a 100-year floodplain, the Borrower will be required to carry the necessary flood insurance. A certificate of insurance for flood and for standard property insurance naming the City as a lender loss payee will be required at close of escrow. The Sponsor will verify the insurance on an annual basis.

Property taxes must be kept current during the term of the loan. If the Borrower fails to maintain payment of property taxes then the Sponsor may pay the taxes current and add the

balance of the tax payment plus any penalties to the balance of the loan (not permissible when funded with HOME). Wherever possible, the Sponsor encourages Borrower to have impound accounts set up with their first mortgagee wherein they pay their taxes and insurance as part of their monthly mortgage payment.

3. Required Request for Notice of Default:

When the Borrower's loan is in second position behind an existing first mortgage, it is the Sponsor's policy to prepare and record a "Request for Notice of Default" for each senior lien in front of Sponsor's loan. This document requires any senior lienholder listed in the notice to notify the Sponsor of initiation of a foreclosure action. The Sponsor will then have time to contact the Borrower and assist them in bringing the first loan current. The Sponsor can also monitor the foreclosure process and go through the necessary analysis to determine if the loan can be made whole or preserved. When the Sponsor is in a third position and receives notification of foreclosure from only one senior lienholder, it is in their best interest to contact any other senior lienholders regarding the status of their loans.

4. Annual Occupancy Restrictions and Certifications:

On owner-occupant loans the Sponsor may require that Borrowers submit utility bills and/or other documentation annually to prove occupancy during the term of the loan. For CDBG, some loans may have income and housing cost evaluations, which require a household to document that they are not able to make repayments, typically every five years. These loan terms are incorporated in the original note and deed of trust. On HOME-funded loans, annual occupancy verification will occur within 45 days of the anniversary date of the loan.

5. Required Noticing and Restrictions on Any Changes of Title or Occupancy:

In all cases where there is a change in title or occupancy or use, the Borrower must notify the Sponsor in writing of any change. Sponsor and Borrower will work together to ensure the property is kept in compliance with the original Program terms and conditions such that it remains available as an affordable home for low income families. These types of changes are typical when Borrowers do estate planning (adding a relative to title) or if a Borrower dies and property is transferred to heirs or when the property is sold or transferred as part of a business transaction. In some cases the Borrower may move and turn the property into a rental unit without notifying the Sponsor. Changes in title or occupancy must be in keeping with the objective of benefit to low-income households (below 80 percent of AMI).

Change from owner-occupant to owner-occupant occurs at a sale. When a new owner-occupant is not low-income, the loan is not assumable and the loan balance is immediately due and payable. If the new owner-occupant qualifies as low-income, the purchaser may either pay the loan in full or assume all loan repayment obligations of the original owner-occupant, subject to the approval of the Sponsor's Loan Committee (depends on the HCD program).

If a transfer of the property occurs through inheritance, the heir (as owner-occupant) may be provided the opportunity to assume the loan at an interest rate based on household size and

household income, provided the heir is income eligible. If the heir intends to occupy the property and is not low-income, the balance of the loan is due and payable. If the heir intends to act as an owner-investor, the balance of the loan may be converted to an owner/investor interest rate and loan term and a rent limitation agreement is signed and recorded on title. All such changes are subject to the review and approval of the Sponsor's Loan Committee.

Change from owner-occupant to owner-investor occurs when an owner-occupant decides to move out and rent the assisted property, or if the property is sold to an investor. If the owner converts any assisted unit from owner-occupied to rental, the loan is due in full.

Conversion to use other than residential use is not allowable where the full use of the property is changed from residential to commercial or other. In some cases, Borrowers may request that the Sponsor allow for a partial conversion where some of the residence is used for a business but the household still resides in the property. Partial conversions can be allowed if it is reviewed and approved by any and all agencies required by local statute. If the use of the property is converted to a fully non-residential use, the loan balance is due and payable.

6. Requests for Subordinations:

When a Borrower wishes to refinance the property, they must request a subordination request to the Sponsor. The Sponsor will subordinate their loan only when there is no "cash out" as part of the refinance. Cash out means there are no additional charges on the transaction above loan and escrow closing fees. There can be no third-party debt payoffs or additional encumbrance on the property above traditional refinance transaction costs. Furthermore, the refinance should lower the housing cost of the household with a lower interest rate and the total indebtedness on the property should not exceed the current market value.

Upon receiving the proper documentation from the refinance lender, the request will be considered by the loan committee for review and approval. Upon approval, the escrow company will provide the proper subordination document for execution and recordation by the Sponsor.

7. Process for Loan Foreclosure:

Upon any condition of loan default: 1) non-payment; 2) lack of insurance or property tax payment; 3) change in title or use without approval; or 4) default on senior loans, the Sponsor will send out a letter to the Borrower notifying them of the default situation. If the default situation continues, the Sponsor may start a formal process of foreclosure.

When a senior lienholder starts a foreclosure process and the Sponsor is notified via a Request for Notice of Default, the Sponsor, who is the junior lienholder, may cancel the foreclosure proceedings by "reinstating" the senior lienholder. The reinstatement amount or payoff amount must be obtained by contacting the senior lienholder. This amount will include all delinquent payments, late charges and fees to date. Sponsor must confer with Borrower to determine if, upon paying the senior lienholder current, the Borrower can provide future payments. If this is the case, then the Sponsor may cure the foreclosure and add the costs to the balance of the loan with a Notice of Additional Advance on the existing

note.

If the Sponsor determines, based on information on the reinstatement amount and status of Borrower, that bringing the loan current will not preserve the loan, then staff must determine if it is cost effective to protect their position by paying off the senior lienholder in total and restructure the debt such that the unit is made affordable to the Borrower. If the Sponsor does not have sufficient funds to pay the senior lienholder in full, then they may choose to cure the senior lienholder and foreclose on the property themselves. As long as there is sufficient value in the property, the Sponsor can afford to pay for the foreclosure process and pay off the senior lienholder and retain some or all of their investment.

If the Sponsor decides to reinstate, the senior lienholder will accept the amount to reinstate the loan up until five (5) days prior to the set "foreclosure sale date." This "foreclosure sale date" usually occurs about four (4) to six (6) months from the date of recording of the "Notice of Default." If the Sponsor fails to reinstate the senior lienholder before five (5) days prior to the foreclosure sale date, the senior lienholder would then require a full pay off of the balance, plus costs, to cancel foreclosure. If the Sponsor determines the reinstatement and maintenance of the property not to be cost effective and allows the senior lienholder to complete foreclosure, the Sponsor's lien may be eliminated due to insufficient sales proceeds.

Sponsor as Senior Lienholder

When the Sponsor is first position as a senior lienholder, active collection efforts will begin on any loan that is 31 or more days in arrears. Attempts will be made to assist the homeowner in bringing and keeping the loan current. These attempts will be conveyed in an increasingly urgent manner until loan payments have reached 90 days in arrears, at which time the Sponsor may consider foreclosure. Sponsor's staff will consider the following factors before initiating foreclosure:

- 1) Can the loan be cured and can the rates and terms be adjusted to allow for affordable payments such that foreclosure is not necessary?
- 2) Can the Borrower refinance with a private lender and pay off the Sponsor?
- 3) Can the Borrower sell the property and pay off the Sponsor?
- 4) Does the balance warrant foreclosure? (If the balance is under \$5,000, the expense to foreclose may not be worth pursuing.)
- 5) Will the sales price of home "as is" cover the principal balance owing, necessary advances, (maintain fire insurance, maintain or bring current delinquent property taxes, monthly yard maintenance, periodic inspections of property to prevent vandalism, etc.) foreclosure, and marketing costs?

If the balance is substantial and all of the above factors have been considered, the Sponsor may opt to initiate foreclosure. The Borrower must receive, by certified mail, a thirty-day notification of foreclosure initiation. This notification must include the exact amount of funds

to be remitted to the Sponsor to prevent foreclosure (such as, funds to bring a delinquent BMIR current or pay off a DPL).

At the end of thirty days, the Sponsor should contact a reputable foreclosure service or local title company to prepare and record foreclosure documents and make all necessary notifications to the owner and junior lienholders. The service will advise the Sponsor of all required documentation to initiate foreclosure (Note and Deed of Trust usually) and funds required from the owner to cancel foreclosure proceedings. The service will keep the Sponsor informed of the progress of the foreclosure proceedings.

When the process is completed, and the property has "reverted to the beneficiary" at the foreclosure sale, the Sponsor could sell the home themselves under a homebuyer program or use it for an affordable rental property managed by a local housing authority or use it for transitional housing facility or other eligible use. The Sponsor could contract with a local real estate broker to list and sell the home and use those funds for Program income-eligible uses.

ATTACHMENT G

**CITY OF SUSANVILLE'S
FORECLOSURE POLICY**

Sponsor As Junior Lienholder

It is the City Of Susanville's (Sponsor's) policy to prepare and record a "Request for Notice" on all junior liens (any lien after the first position) placed on properties financed by a loan.

This document requires any senior lienholder to notify the Sponsor of initiation (recordation of a "Notice of Default") of a foreclosure only. This is to alert the junior lienholder that they are to monitor the foreclosure with the senior lienholder. When the Sponsor is in a third position and receives notification of foreclosure from only one senior lienholder, it would be in their best interest to contact both senior lienholders regarding the status of their loans.

The junior lienholder may cancel the foreclosure proceedings by "reinstating" the senior lienholder. The reinstatement amount must be obtained by contacting the senior lienholder. This amount will include all delinquent payments, late charges, advances (fire insurance premiums, property taxes, property protection costs, etc.), and foreclosure costs (fees for legal counsel, recordings, certified mail, etc.)

Once the Sponsor has the information on the reinstatement amount, staff must then determine if it is cost effective to protect their position by reinstating the senior lienholder, keeping them current by submitting a monthly payment thereafter, foreclosing on the property possibly resulting in owning the property at the end of foreclosure, protecting the property against vandalism, and paying marketing costs (readying the home for marketing, paying for yard maintenance, paying a real estate broker a sales commission).

If the Sponsor decides to reinstate, the senior lienholder will accept the amount to reinstate the loan up until five (5) days prior to the set "foreclosure sale date." This "foreclosure sale date" usually occurs about four (4) to six (6) months from the date of recording of the "Notice of Default." If the Sponsor fails to reinstate the senior lienholder before five (5) days prior to the foreclosure sale date, the senior lienholder would then require a full pay off of the balance, plus costs, to cancel foreclosure. If the Sponsor determines the reinstatement and maintenance of the property not to be cost effective and allows the senior lienholder to complete foreclosure, the Sponsor's lien may be eliminated due to insufficient sales proceeds.

Sponsor As Senior Lienholder

When the Sponsor is in a first position, or the senior lienholder, active collection efforts will begin on any loan that is 31 or more days in arrears. Attempts will be made to assist the homeowner in bringing and keeping the loan current. These attempts will be conveyed in an increasingly urgent manner until loan payments have reached 90 days in arrears, at which time

the Sponsor may consider foreclosure. Sponsor staff will consider the following factors before initiating foreclosure:

- Can the loan be cured (brought current or paid off) by the owner without foreclosure?
- Can the owner refinance with a commercial lender and pay off the Sponsor?
- Can the owner sell the property and pay off the Sponsor?
- Does the balance warrant foreclosure? (If the balance is under \$5,000, the expense to foreclose may not be worth pursuing.)
- Will the sales price of home "as is" cover the principal balance owing, necessary advances, (maintain fire insurance, maintain or bring current delinquent property taxes, monthly yard maintenance, periodic inspections of property to prevent vandalism, etc.) foreclosure, and marketing costs?

If the balance is substantial and all of the above factors have been considered, the Sponsor may opt to initiate foreclosure. The owner must receive, by certified mail, a thirty-day notification of foreclosure initiation. This notification must include the exact amount of funds to be remitted to the Sponsor to prevent foreclosure (such as, funds to bring a delinquent BMIR current or pay off a DPL).

At the end of thirty days, the Sponsor should contact a reputable foreclosure service or local title company to prepare and record foreclosure documents and make all necessary notifications to the owner and junior lienholders. The service will advise the Sponsor of all required documentation to initiate foreclosure (Note and Deed of Trust usually) and funds required from the owner to cancel foreclosure proceedings. The service will keep the Sponsor informed of the progress of the foreclosure proceedings. When the process is completed, and the property has "reverted to the beneficiary" at the foreclosure sale, the Sponsor would then contact a real estate broker to market the home.

ATTACHMENT H

CERTIFICATION OF OCCUPANCY

THE CITY OF SUSANVILLE

I/we _____ declare as follows:
(Please Print Occupant's Name(s))

That I/we am/are currently occupying as my/our principal place of residence
the real property commonly known as:

(Address)

(City, State, Zip code)

Daytime Phone Number: _____

Executed on _____, 20____, at _____, CA
(Date) (City)

I/we declare under penalty of perjury that the foregoing is true and correct.

Signature(s) of all occupants:

Occupant: _____

Occupant: _____

Occupant: _____

Occupant: _____

Occupant: _____

ATTACHMENT I

LEAD-BASED PAINT

VISUAL ASSESSMENT, NOTICE OF PRESUMPTION, AND HAZARD REDUCTION FORM

| | | | |
|---|--|--------------------------------------|---|
| Section 1: Background Information | | | |
| Property Address: | | | No LBP found or LBP exempt <input type="checkbox"/> |
| Select one: | Visual Assessment <input type="checkbox"/> | Presumption <input type="checkbox"/> | Hazard Reduction <input type="checkbox"/> |
| Section 2: Visual Assessment. Fill out Sections 1, 2, and 6. If paint stabilization is performed, also fill out Sections 4 and 5 after the work is completed. | | | |
| Visual Assessment Date: | | Report Date: | |
| Check if no deteriorated paint found <input type="checkbox"/> | | | |
| Attachment A: Summary where deteriorated paint was found. For multi-family housing, list at least the housing unit numbers and common areas and building components (including type of room or space, and the material underneath the paint). | | | |
| Section 3: Notice of Presumption. Fill out Sections 1, 3, 5, and 6. Provide to occupant w/in 15 days of presumption. | | | |
| Date of Presumption Notice: | | | |
| Lead-based paint is presumed to be present <input type="checkbox"/> and/or Lead-based paint <i>hazards</i> are presumed to be present <input type="checkbox"/> | | | |
| Attachment B: Summary of Presumption: For multi-family housing, list at least the housing unit numbers and common areas, bare soil locations, dust-lead location, and or building components (including type of room or space, and the materials underneath the paint) of lead-based paint and/or hazards presumed to be present. | | | |
| Section 4: Notice of Lead-Based Paint Hazard Reduction Activity. Fill out Sections 1, 4, 5, and 6. Provide to occupant w/in 15 days of after work completed. | | | |
| Date of Hazard Reduction Notice: | | | |
| Initial Hazard Reduction Notice? Yes <input type="checkbox"/> No <input type="checkbox"/> | | Start & Completion Dates: | |
| If "No", dates of previous Hazard Reduction Activity Notices: | | | |
| Attachment C: Activity locations and types. For multi-family housing, list at least the housing unit numbers and common areas (for multifamily housing), bare soil locations, dust-lead locations, and/or building components (including type of room or space, and the material underneath the paint), and the types of lead-based paint hazard reduction activities performed at the location listed. | | | |
| Attachment D: Location of building components with <u>lead-based paint remaining</u> in the rooms, spaces or areas where activities were conducted. | | | |
| Attachment E: Attach clearance report(s), using DHS form 8552 (and 8551 for abatement activities) | | | |
| Section 5: Resident Receipt of Notice for Presumption or Lead-Based Paint Hazard Reduction Activity and Acknowledgement of Receipt of pamphlet <i>Protection Your Family from Lead in Your Home</i>. | | | |
| Printed Name: | | Signature: | Date: |
| Section 6: Contact Information | | Organization: | |
| Contact Name: | | Contact Signature: | |
| Date: | Address: | Phone: | |

ATTACHMENT J
City of Susanville

INSTRUCTIONS TO HOMEBUYER

- A. Participant works with lender of choice to obtain the primary lender's pre-qualification letter.
- B. After consultation with Program Operator regarding approved bedroom and bathroom maximums (always 3 bedrooms and 2 bathrooms unless overcrowding justifies more to be approved), participant works with real estate agent to select home. Program disclosures are reviewed with agent for presentation to seller. The HOME Program allows only homes vacant for three months or more prior to the date of the purchase offer, unless the current tenant is purchasing the home or the seller has been the only occupant during those three months.
- C. Participant selects home and enters into a purchase contract (contingent upon receiving Program loan approval). Lender provides the Program Operator with a copy of:
 - real estate sales contract
 - residential loan application and credit report
 - verified income documentation
 - disclosure statement
 - proof of personal funds for participation in program
 - breakdown of closing costs
 - structural pest control clearance
 - appraisal with photos and preliminary title report
- D. Program Operator reviews paperwork to determine program eligibility and financing affordability for participant.
- E. Program Operator staff meets with qualified applicant to provide information relative to the program requirements, the lending process, and homeownership responsibilities.
- F. Program Operator has home inspected to document health & safety and code compliance. Notice of any deficiencies or needed corrections are given to participant's real estate agent, with recommended course of action. Only new construction and homes built within the previous 12 months and not previously occupied are not subject to a home inspection.
- G. Program Operator requests loan approval from Sponsor's Loan Review Committee. Following loan approval, Program Operator prepares Deed of Trust, Promissory Note, Request for Notice of Default, Grant Agreement, Owner-Occupant Agreement with City, and Escrow Instructions, and requests check and deposits same into escrow.
- H. Escrow company furnishes Program Operator with proof of documents to be recorded, and any escrow closeout information. After receipt of recorded loan documents, Final escrow Settlement Statement, Insurance Loss Payee Certification and Final Title Insurance Policy (Program Operator) closes out the loan file.

ATTACHMENT K
SELLERS LEAD-BASED PAINT DISCLOSURE
Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards
Lead Warning Statement

Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

Seller's Disclosure

- (a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):
- (i) ___ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

- (ii) ___ Seller has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.
- (b) Records and reports available to the seller (check (i) or (ii) below):
- (i) ___ Seller has provided the purchaser with all available records and reports pertaining to Lead-based paint and/or lead-based paint hazards in the housing (list documents below).

- (ii) ___ Seller has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Purchaser's Acknowledgment (initial)

- (c) ___ Purchaser has received copies of all information listed above.
- (d) ___ Purchaser has received the pamphlet Protect Your Family from Lead in Your Home.
- (e) ___ Purchaser has (check (i) or (ii) below):
- (i) ___ received a 10-day opportunity (or mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards; or
- (ii) ___ waived the opportunity to conduct a risk assessment or inspection for the presence of Lead-based paint and/or lead-based paint hazards (NOT PERMISSIBLE FOR HOME AND CDBG).

Agent's Acknowledgment (initial)

- (f) ___ Agent has informed the seller of the seller's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

| | | | |
|--------------------|---------------|--------------------|---------------|
| _____ Seller | _____ Date | _____ Seller | _____ Date |
| _____ Purchaser | _____ Date | _____ Purchaser | _____ Date |
| _____ Agent | _____ Date | _____ Agent | _____ Date |

ATTACHMENT L

Disclosure to Seller with Voluntary, Arm's Length Purchase Offer
DECLARATION

This is to inform you that _____ would like to purchase the property, located at _____, if a satisfactory agreement can be reached. We are prepared to pay \$ _____ for a clear title to the property under conditions described in the attached proposed contract of sale.

Because Federal funds may be used in the purchase, however, we are required to disclose to you the following information:

- 1. The sale is voluntary. If you do not wish to sell, the buyer, _____, thru the agency, _____ will not acquire your property. The buyer does not have the power of eminent domain to acquire your property by condemnation (i.e. eminent domain) and the agency/Sponsor _____ will not use the power of eminent domain to acquire the property.
- 2. The estimated fair market value of the property is \$ _____ and was estimated by _____, to be finally determined by a professional appraiser prior to close of escrow.

Since the purchase would be a voluntary, arm's length, transaction you would not be eligible for relocation payments or other relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), or any other law or regulation. Also, as indicated in the contract of sale, this offer is made on the condition that no tenant will be permitted to occupy the property before the sale is completed.

Again, please understand that if you do not wish to sell your property, we will take no further action to acquire it. If you are willing to sell the property under the conditions described in the attached contract of sale, please sign the contract and return it to us at: _____ . If you have any questions about this matter, please contact _____ at _____.

Sincerely,

Title

Buyer

Date

Buyer

Date

Form continues on next page with Seller's Acknowledgment

Acknowledgement

As the Seller I/we understand that the _____ will inspect the property for health and safety deficiencies. I/we also understand that public funds may be involved in this transaction and, as such, if the property was built before 1978, a lead-based paint disclosure must be signed by both the buyer and seller, and that a Visual Assessment will be conducted to determine the presence of deteriorated paint.

As the Seller, I/we understand that under the City's program, the property must be currently owner-occupied, vacant for three months at the time of submission of purchase offer, new (never occupied), or renter purchasing the unit. I/we hereby certify that the property is:

Vacant at least 3 months; Owner-occupied; New; or Being Purchased by Occupant

I/we hereby certify that I have read and understand this "Declaration" and a copy of said Notice was given to me prior to the offer to purchase. If received after presentation of the purchase offer, I/We choose to withdraw or not to withdraw, from the Purchase Agreement.

Seller

Date

Seller

Date

ATTACHMENT N

HOMEOWNERSHIP ASSISTANCE PROGRAM LEAD COMPLIANCE DOCUMENT

CHECKLIST

The following documents should be in each homeowner unit file to document compliance with the lead requirements:

| Document Name | Purpose | ✓ |
|---|---|---|
| Lead Safe Housing Rule Screening Sheet | Documents exemptions | |
| Physical inspection form (HQS or equivalent) | Documents visual assessment results | |
| Seller Certification | Seller certifies that paint was stabilized by qualified workers and that safe work practices were followed during paint stabilization | |
| Clearance Report and Clearance Review Worksheet | Documents that unit passed clearance | |
| Disclosure Form | Documents that buyer received disclosure and pamphlet. | |
| Lead Hazard Reduction Notice | Documents that buyer received required lead hazard reduction notification. | |

This was taken from the HUD Website at:

<http://www.hud.gov/offices/cpd/affordablehousing/training/leadsafe/usefulforms/index.cfm#crosscutting>

STANDARD CONTRACT LANGUAGE:
ALL CONTRACTS AND SUBCONTRACTS

1. The Civil Rights, HCD, and Age Discrimination Acts Assurances:
During the performance of this Agreement, the Grantee assures that no otherwise qualified person shall be excluded from participation or employment, denied program benefits, or be subjected to discrimination based on race, color, national origin, sex, age, or handicap, under any program or activity funded by this contract, as required by Title VI of the Civil Rights Act of 1964, Title I of the Housing and Community Development Act of 1974, as amended, and the Age Discrimination Act of 1975, and all implementing regulations.
2. Rehabilitation Act of 1973 and the “504 Coordinator”
The Grantee further agrees to implement the Rehabilitation Act of 1973, as amended, and its regulations, 24 CFR Part 8, including, but not limited to, for Grantees with 15 or more permanent full or part time employees, the local designation of a specific person charged with local enforcement of this Act, as the “504 Coordinator”.
3. The Training, Employment and Contracting Opportunities for Business and Lower Income Persons Assurance of Compliance:
 - a) The grant activity to be performed under this Agreement is on a project assisted under a program providing direct federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C 1701u. Recipients, contractors and subcontractors shall direct their efforts to provide, to the greatest extent feasible, training and employment opportunities generated from the expenditure of Section 3 covered assistance to Section 3 residents in the order of priority provided in 24 CFR 135.34(a)(2).
 - b) The parties to this Agreement will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.
 - c) The Grantee will include these Section 3 clauses in every contract and subcontract for Work in connection with the grant activity and will, at the direction of the State, take appropriate action pursuant to the contract or subcontract upon a finding that the Grantee or any contractor or subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Part 135 and, will not let any contract unless the Grantee or contractor or subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.
 - d) Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of the Agreement shall be a condition of the federal financial assistance provided to the project, binding upon the Grantee, its successors and assigns. Failure to fulfill these requirements shall subject the Grantee, its contractors and subcontractors, its successors and assigns to those sanctions specified by the grant or contract through which federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

4. Assurance of Compliance with Requirements Placed on Construction Contracts of \$10,000 or more

The Grantee hereby agrees to place in every contract and subcontract for construction exceeding \$10,000 the Notice of Requirement for Affirmative Action to ensure Equal Employment Opportunity (Executive Order 11246), the Standard Equal Employment Opportunity, and the Construction Contract Specifications. The Grantee furthermore agrees to insert the appropriate Goals and Timetables issued by the U.S. Department of Labor in such contracts and subcontracts.

5. State Nondiscrimination Clause:

a) During the performance of this contract, contractor and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40) marital status, and denial of family care leave. Contractors and subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination and harassment. Contractors and subcontractors shall comply with the provisions of the Housing Act (Government Code, Section 12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7258 et seq.) The applicable regulations of the Fair Employment and Housing Commission implementing Government Regulations, are incorporated into this contract by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

b) Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the contract.

6. Labor Standards –Federal Labor Standards Provisions

The Grantee shall cause or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of:

Davis-Bacon Act (40 USC 276a-276a-5) requires that workers receive no less than the prevailing wages being paid for similar work in their locality. Prevailing wages are computed by the Department of Labor and are issued in the form of Federal wage decisions for each classification of work. The law applies to most construction, alteration, or repair contracts over \$2,000.

Copeland “Anti-Kickback” Act (47 USC 276(c)) requires that workers be paid at least once a week without any deductions or rebates except permissible deductions.

Contract Work Hours and Safety Standards Act - CWHSSA (40USC 327-333) requires that workers receive “overtime” compensation at a rate of 1-1/2 times their regular hourly wage after they have worked 40 hours in one week.

Title 29, Code of Federal Regulations, Subtitle A, Parts 1, 3 and 5 are the regulations and procedures issued by the Secretary of Labor for the administration and enforcement of the Davis-Bacon Act, as amended.

NOTICE TO OWNER

"Under the California Mechanics' Lien Law, any contractor, subcontractor, laborer, supplier, or other person or entity who helps to improve your property, but is not paid for his or her work or supplies, has a right to place a lien on your home, land, or property where the work was performed and to sue you in court to obtain payment.

This means that after a court hearing, your home, land, and property could be sold by a court officer and the proceeds of the sale used to satisfy what you owe. This can happen even if you have paid your contractor in full if the contractor's subcontractors, laborers, or suppliers remain unpaid.

To preserve their rights to file a claim or lien against your property, certain claimants such as subcontractors or material suppliers are each required to provide you with a document called a "Preliminary Notice." Contractors and laborers who contract with owners directly do not have to provide such notice since you are aware of their existence as an owner. A preliminary notice is not a lien against your property. Its purpose is to notify you of persons or entities that may have a right to file a lien against your property if they are not paid. In order to perfect their lien rights, a contractor, subcontractor, supplier, or laborer must file a mechanics' lien with the county recorder which then becomes a recorded lien against your property. Generally, the maximum time allowed for filing a mechanics' lien against your property is 90 days after substantial completion of your project.

TO INSURE EXTRA PROTECTION FOR YOURSELF AND YOUR PROPERTY, YOU MAY WISH TO TAKE ONE OR MORE OF THE FOLLOWING STEPS:

- (1) Require that your contractor supply you with a payment and performance bond (not a license bond), which provides that the bonding company will either complete the project or pay damages up to the amount of the bond. This payment and performance bond as well as a copy of the construction contract should be filed with the county recorder for your further protection. The payment and performance bond will usually cost from 1 to 5 percent of the contract amount depending on the contractor's bonding ability. If a contractor cannot obtain such bonding, it may indicate his or her financial incapacity.
- (2) Require that payments be made directly to subcontractors and material suppliers through a joint control. Funding services may be available, for a fee, in your area which will establish voucher or other means of payment to your contractor. These services may also provide you with lien waivers and other forms of protection. Any joint control agreement should include the addendum approved by the registrar.
- (3) Issue joint checks for payment, made out to both your contractor and subcontractors or material suppliers involved in the project. The joint checks should be made payable to the persons or entities which send preliminary notices to you. Those persons or entities have indicated that they may have lien rights on your property; therefore, you need to protect yourself. This will help to insure that all person due are actually paid.
- (4) Upon making payment on any completed phase of the project, and before making any further payments, require your contractor to provide you with unconditional "Waiver and Release" forms signed by each material supplier, subcontractor, and laborer involved in that portion of the work for which payment was made. The statutory lien releases are set forth in exact language in Section 3262 of the Civil Code. Most stationery stores will sell the "Waiver and Release" forms if your contractor does not have them. The material suppliers, subcontractors, and laborers that you obtain releases from are those persons or entities who have filed preliminary notices with you. If

you are not certain of the material suppliers, subcontractors, and laborers working on your project, you may obtain a list from your contractor. On projects involving improvements to a single-family residence or a duplex owned by the individuals, the person signing these releases lose the right to file a mechanics' lien claim against your property. In other types of construction, this protection may still be important, but may not be as complete.

To protect yourself under this option, you must be certain that all material suppliers, subcontractors, and laborers have signed the "Waiver and Release" form. If a mechanics' lien has been filed against your property, it can only be voluntarily released by a recorded "Release of Mechanics' Lien" signed by the person or entity that filed the mechanics' lien against your property unless the lawsuit to enforce the lien was not timely filed. You should not make any final payments until any and all such liens are removed. You should consult an attorney if a lien is filed against your property."

Read and acknowledged:

Signature

Dated

Signature

Dated

ATTACHMENT P

LOAN SERVICING POLICIES AND PROCEDURES FOR City of Susanville

The City of Susanville, hereafter called “Lender,” has adopted these policies and procedures in order to preserve its financial interest in properties, whose “Borrowers” have been assisted with public funds. The Lender will to the greatest extent possible follow these policies and procedures, but each loan will be evaluated and handled on a case-by-case basis. The Lender has formulated this document to comply with state and federal regulations regarding the use of these public funds and any property restrictions, which are associated with them.

The policies and procedures are broken down into the following areas: 1) making required monthly payments or voluntary payments on a loan’s principal and interest; 2) required payment of property taxes and insurance; 3) required Request for Notice of Default on all second mortgages; 4) loans with annual occupancy restrictions and certifications 5) required noticing and limitations on any changes in title or use of property; 6) required noticing and process for requesting a subordination during a refinance; 7) processing of foreclosure in case of default on the loan.

8. Loan Repayments:

The Lender will collect monthly payments from those borrowers who are obligated to do so under Notes which are amortized promissory notes (or Lender will use a third party loan collection Company to collect payments). Late fees will be charged for payments received after the assigned monthly due date.

For Notes, which are deferred payment loans, the Lender must accept voluntary payments on the loan. Loan payments will be credited to principal. The borrower may repay the loan balance at any time with no penalty.

9. Payment of Property Taxes and Insurance:

As part of keeping the loan from going into default, borrower must maintain property insurance coverage naming the Lender as loss payee in first position or additional insured if the loan is a junior lien. If borrower fails to maintain the necessary insurance, the Lender may take out force placed insurance to cover the property while the Borrower puts a new insurance policy in place. All costs for installing the necessary insurance will be added to the loan balance at time of installation of Borrower’s new insurance.

When a property is located in a 100-year flood plain, the Borrower will be required to carry the necessary flood insurance. A certificate of insurance for flood and for standard property insurance with an endorsement naming the City as additional insured will be required at close of escrow. The lender will verify the insurance on an annual basis.

Property taxes must be kept current during the term of the loan. If the Borrower fails to maintain payment of property taxes then the lender may pay the taxes current and add the

balance of the tax payment plus any penalties to the balance of the loan. Wherever possible, the Lender encourages Borrower to have impound accounts set up with their first mortgagee wherein they pay their taxes and insurance as part of their monthly mortgage payment.

10. Required Request for Notice of Default:

When the Borrower's loan is in second position behind an existing first mortgage, it is the Lender's policy to prepare and record a "Request for Notice of Default" for each senior lien in front of Lender's loan. This document requires any senior lien holder listed in the notice to notify the lender of initiation of a foreclosure action. The Lender will then have time to contact the Borrower and assist them in bringing the first loan current, if possible. The Lender can also monitor the foreclosure process and go through the necessary analysis to determine if the loan can be made whole or preserved. When the Lender is in a third position and receives notification of foreclosure from only one senior lien holder, it is in their best interest to contact any other senior lien holders regarding the status of their loans.

11. Annual Occupancy Restrictions and Certifications:

On owner-occupant loans, the Lender will require that Borrowers submit utility bills and/or other documentation annually to prove occupancy during the term of the loan. Some loans may have income and housing cost evaluations, which require a household to document that they are not able to make amortized loan payments, typically every five years. These loan terms are incorporated in the original Note and Deed of Trust.

12. Required Noticing and Restrictions on Any Changes of Title or Occupancy:

In all cases where there is a change in title or occupancy or use, the Borrower must notify the Lender in writing of any change. Lender and borrower will work together to ensure the property is kept in compliance with the original Program terms and conditions such that it remains available as an affordable home for low-income families. These types of changes are typical when Borrowers do estate planning (adding a relative to title) or if a Borrower dies and property is transferred to heirs or when the property is sold or transferred as part of a business transaction. In some cases the Borrower may move and turn the property into a rental unit without notifying the Lender. Changes in title or occupancy must be in keeping with the objective of benefit to low-income households (below 80 percent of AMI).

Change from owner-occupant to owner-occupant occurs at a sale. When a new owner-occupant is not low-income, the loan is not assumable and the loan balance is immediately due and payable. If the new owner-occupant qualifies as low-income, the purchaser may either pay the loan in full or assume all loan repayment obligations of the original owner-occupant, subject to the approval of the Lender's Loan Committee (depends on the HCD program).

If a transfer of the property occurs through inheritance, the heir (as owner-occupant) may be provided the opportunity to assume the loan at an interest rate based on household size and household income, provided the heir is income eligible. If the heir intends to occupy the property and is not low-income, the balance of the loan is due and payable. If the heir intends to act as an owner-investor, the balance of the loan may be converted to an owner/investor interest rate and loan term and a rent limitation

agreement is signed and recorded on title. All such changes are subject to the review and approval of the Lender's Loan Committee.

Change from owner-occupant to owner-investor occurs when an owner-occupant decides to move out and rent the assisted property, or if the property is sold to an investor. If the owner converts any assisted unit from owner-occupied to rental, the loan is due in full.

Conversion to use other than residential use is not allowable where the full use of the property is changed from residential to commercial or other. In some cases, Borrowers may request that the Lender allow for a partial conversion where some of the residence is used for a business but the household still resides in the property. Partial conversions can be allowed if it is reviewed and approved by any and all agencies required by local statute. If the use of the property is converted to a fully non-residential use, the loan balance is due and payable.

13. Requests for Subordinations:

When a Borrower wishes to refinance the property, they must request a subordination request to the Lender. The Lender will subordinate their loan only when there is no "cash out" as part of the refinance. No cash out means that there are no additional charges on the transaction above loan and escrow closing fees. There can be no third-party debt payoffs or additional encumbrance on the property above traditional refinance transaction costs. Furthermore, the refinance should lower the housing cost of the household with a lower interest rate, and the total indebtedness on the property should not exceed the current market value.

Also, provisions of Section 5.0.B and 5.0.C of these guidelines still apply, which state that the loan must:

1. Be fully amortized and have a fixed interest rate that does not exceed the current market rate, as established by an index identified in the most recent NOFA;
2. Not have a temporary interest rate buy-down;
3. Have a term "all due and payable" in no fewer than 30 years; and,
4. Not have a balloon payment due before the maturity date of the Program loan.

Upon receiving the proper documentation from the refinance lender, the request will be considered by the City of Susanville's Loan Committee for review and approval. Upon approval, the escrow company will provide the proper subordination document for execution and recordation by the Lender.

14. Process for Loan Foreclosure:

Upon any condition of loan default: 1) non-payment; 2) lack of insurance or property tax payment; 3) change in title or use without approval; 4) default on senior loans, the Lender will send out a letter to the Borrower notifying them of the default situation. If the default situation continues then the Lender may start a formal process of foreclosure.

When a senior lien holder starts a foreclosure process and the Lender is notified via a Request for Notice of Default, the Lender, who is the junior lien holder, may cancel the foreclosure

proceedings by "reinstating" the senior lien holder. The reinstatement amount or payoff amount must be obtained by contacting the senior lien holder. This amount will include all delinquent payments, late charges and fees to date. Lender must confer with Borrower to determine if, upon paying the senior lien holder current, the Borrower can provide future payments. If this is the case then the Lender may cure the foreclosure and add the costs to the balance of the loan with a Notice of Additional Advance on the existing note.

If the Lender determines, based on information on the reinstatement amount and status of borrower, that bringing the loan current will not preserve the loan, then staff must determine if it is cost effective to protect their position by paying off the senior lien holder in total and restructure the debt such that the unit is made affordable to the Borrower. If the Lender does not have sufficient funds to pay the senior lien holder in full, then they may choose to cure the senior lien holder and foreclose on the property themselves. As long as there is sufficient value in the property, the Lender can afford to pay for the foreclosure process and pay off the senior lien holder and retain some or all of their investment.

If the Lender decides to reinstate, the senior lien holder will accept the amount to reinstate the loan up until five (5) days prior to the set "foreclosure sale date." This "foreclosure sale date" usually occurs about four (4) to six (6) months from the date of recording of the "Notice of Default." If the Lender fails to reinstate the senior lien holder before five (5) days prior to the foreclosure sale date, the senior lien holder would then require a full pay off of the balance, plus costs, to cancel foreclosure. If the Lender determines the reinstatement and maintenance of the property not to be cost effective and allows the senior lien holder to complete foreclosure, the Lender's lien may be eliminated due to insufficient sales proceeds.

Lender as Senior Lien holder

When the Lender is first position as a senior lien holder, active collection efforts will begin on any loan that is 31 or more days in arrears. Attempts will be made to assist the homeowner in bringing and keeping the loan current. These attempts will be conveyed in an increasingly urgent manner until loan payments have reached 90 days in arrears, at which time the Lender may consider foreclosure. Lender's staff will consider the following factors before initiating foreclosure:

1. Can the loan be cured and can the rates and terms be adjusted to allow for affordable payments such that foreclosure is not necessary?
2. Can the Borrower refinance with a private lender and pay off the Lender?
3. Can the Borrower sell the property and pay off the Lender?
4. Does the balance warrant foreclosure? (If the balance is under \$5,000, the expense to foreclose may not be worth pursuing.)
5. Will the sales price of home "as is" cover the principal balance owing, necessary advances, (maintain fire insurance, maintain or bring current delinquent property taxes, monthly yard maintenance, periodic inspections of property to prevent vandalism, etc.) foreclosure, and marketing costs?

If the balance is substantial and all of the above factors have been considered, the Lender may opt to initiate foreclosure. The Borrower must receive, by certified mail, a thirty-day

notification of foreclosure initiation. This notification must include the exact amount of funds to be remitted to the Lender to prevent foreclosure (such as, funds to bring a delinquent BMIR current or pay off a DPL).

At the end of thirty days, the Lender should contact a reputable foreclosure service or local title company to prepare and record foreclosure documents and make all necessary notifications to the owner and junior lien holders. The service will advise the Lender of all required documentation to initiate foreclosure (Note and Deed of Trust usually) and funds required from the owner to cancel foreclosure proceedings. The service will keep the Lender informed of the progress of the foreclosure proceedings.

When the process is completed, and the property has "reverted to the beneficiary" at the foreclosure sale, the Lender could sell the home themselves under a homeowner program or use it for an affordable rental property managed by a local housing authority or use it for transitional housing facility or other eligible use. The Lender could contract with a local real estate broker to list and sell the home and use those funds for program income eligible uses.

APPENDIX A

Dear _____,

On (date) , (property owner) submitted an application to the _____ for financial assistance to rehabilitate the building which you occupy at (address) .

This notice is to inform you that, if the assistance is provided and the building is rehabilitated, you will not be displaced. Therefore, we urge you not to move anywhere at this time. (If you do elect to move for reasons of your choice, you will not be provided relocation assistance.)

If the application is approved and Federal assistance is provided for the rehabilitation, you will be able to lease and occupy your present apartment (or another suitable, decent, safe and sanitary apartment in the same building) upon completion of the rehabilitation. Of course, you must comply with standard lease terms and conditions.

After the rehabilitation, your initial rent, including the estimated average monthly utility costs, will not exceed the greater of (a) your current rent/average utility costs, or (b) 30 percent of your gross household income. If you must move temporarily so that the rehabilitation can be completed, suitable housing will be made available to you for the temporary period, and you will be reimbursed for all reasonable extra expenses, including all moving costs and any increase in housing costs.

Again, we urge you not to move. If the project is approved, you can be sure that we will make every effort to accommodate your needs. Because Federal assistance would be involved, you would be protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

This letter is important and should be retained. You will be contacted soon. In the meantime, if you have any questions about our plans, please contact (name) , (title) , at telephone number) ,
 (address) .

Sincerely,

 (name)
 (title)

APPENDIX B

(date)

Dear _____:

On (date), we notified you that the owner of your building had applied for assistance to make extensive repairs to the building. On (date), the owner's request was approved, and the repairs will begin soon.

This is a notice of non-displacement. You will not be required to move permanently as a result of the rehabilitation. This notice guarantees you the following:

1. You will be able to lease and occupy your present apartment [or another suitable, decent, safe and sanitary apartment in the same building/complex] upon completion of the rehabilitation. Your monthly rent will remain until after construction is completed. If increased after construction is done, your new rent and estimated average utility costs will not exceed local fair market rents for your community. Of course, you must comply with all the other reasonable terms and conditions of your lease.
2. If you must move temporarily so that the repairs can be completed, you will be reimbursed for all of your extra expenses, including the cost of moving to and from the temporarily occupied unit and any additional housing costs. The temporary unit will be decent, safe and sanitary, and all other conditions of the temporary move will be reasonable.

Since you will have the opportunity to occupy a newly rehabilitated apartment, I urge you not to move. (If you do elect to move for your own reasons, you will not receive any relocation assistance.) We will make every effort to accommodate your needs. Because Federal assistance is involved, you are protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

If you have any questions, please contact (name), (title), at (phone #), (address). Remember; do not move before we have a chance to discuss your eligibility for assistance. This letter is important to you and should be retained.

Sincerely,

(name and title)

APPENDIX C

DISCLOSURE TO OCCUPANT OF TEMPORARY RELOCATION BENEFITS

Top to be completed at time of loan application submittal or Home Visit

Property Address: _____
 ___ Rental Unit ___ Owner-Occupied Unit

The rehabilitation loan specialist working on behalf of the City/County of _____
has explained the temporary relocation services and benefits available under the current rehabilitation program
relocation plan.

I/we have been advised that the City/County of _____ rehabilitation construction specialist will inform
me if I need to be temporarily relocated and will to assist me with scheduling any necessary moves and answer
any questions about assistance as needed.

Acknowledged:

Occupant Signature Date Occupant Signature Date

Complete this at time of acceptance of Work Write Up with initials by occupant

The rehabilitation construction specialist for the City/County of _____
has explained the Rehabilitation Scope of Work for our house and I/we agree that it will:
___ Not require I/we to be relocated. (If initialed then STOP here and sign bottom.)
___ Yes, I/we need to be temporarily relocated. (Complete rest of form if initialed.)

Start date and duration of relocation:
___ Starting on or about _____ we will move for all or part of the rehabilitation project.
___ Approximate length of temporary relocation: _____ Number of days.

For temporary relocation, I/We elect to (check all that apply):
___ Relocate with friends and family.
___ Relocate into a suitable temporary housing unit identified by rehab specialist.
___ Relocate furnishings only into a temporary storage unit.

___ I/We have been told what our relocation benefits are and elect Not to be reimbursed for any eligible
relocation expenses.

___ I/We have been told what our relocation benefits are and want to be reimbursed for: _____

By signing, occupant(s) acknowledge receipt of copy of this form:

Occupant Signature Date Occupant Signature Date

Reviewed by:  City Administrator

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

Submitted by: Quincy McCourt, Project Manager

Action Date: March 20, 2019

CITY COUNCIL AGENDA ITEM

SUBJECT: Use of interns for various reimbursable tasks related to the CalRecycle Program and State Route 36 Safe Mobility Study

PRESENTED BY: Quincy McCourt, Project Manager

SUMMARY: The City has been successfully utilizing interns for various projects including the Paul Bunyan Area Sustainable Communities Grant, Income Surveys for CBDG projects, Hazardous Materials Communication Area Plan, and the HOME program. The Council authorized the use of interns on projects that are one hundred percent reimburseable, and the interns have been instrumental in moving these projects toward completion and are a valuable resource that frees up full-time regular staff to pursue additional projects. Additionally the cost savings created through the use of interns has provided the ability to complete more work within existing project budgets.

Each time projects are identified that provide an opportunity to streamline tasks and offer cost savings, by the employ of interns, staff obtains the approval of City Council before interns are utilized. To date, interns have been used solely on projects that are 100 percent reimbursable through outside funding sources such as grants and CBDG programs. The City's interns are gaining skills and experience that are beneficial to themselves and the City. A summary describing some of these projects and tasks is attached to this report.

Staff is proposing to utilize the intern work force for two additional projects as follows:

CalRecycle Program

The City receives \$5,000 dollars annually from CalRecycle, with a current balance of \$15,000. Staff is requesting City Council approval to use interns for the CalRecycle Grant in an amount up to \$15,000. Interns will be involved in disbursement of educational materials, organization of recycling related events, and other eligible activities. The remaining funds will be used for the purchase of educational materials, advertising, and to reimburse some full-time staff hours to implement the programs.

State Route 36 Safe Street Mobility Study

The Lassen County Transportation Commission has received funding from CalTrans to perform a Sustainable Communities Study. The City of Susanville is eligible to be reimbursed \$11,395 to assist with the study. The interns will be able to assist with community outreach, data entry and a variety of other necessary objectives. Staff is requesting approval to use interns in an amount up to \$8,000. The remaining dollars will be available for reimbursement of full-time employee staff

FISCAL IMPACT: Direct Costs for interns are reimbursed through grant programs that are 100% reimbursable. There are minimal administrative costs associated with personnel expenses that the City pays from the general fund. The majority of these costs are already budgeted in the general fund.

ACTION REQUESTED: Motion to authorize the use of interns for CalRecycle and the State Route 36 Safe Street Mobility Study.

ATTACHMENTS: Resolution No. 18-5479
Intern Project list
Intern Project Scope and Cost Estimation

Intern Project List

Paul Bunyan

- Invoicing
- Consultant management
- Data Collection and road side counts
- Data Entry
- Door to Door Surveys
- Surveys
- Report Preparation
- Feedback records
- Stakeholder spreadsheet
- Enhance consultant communications

Area Plan

- ArcGIS toxic spill map and Lassen County points of Hazard Preparedness interest
- Area plan review and spell check
- Area Plan formatting and improvements to table of contents
- Enhance consultant communications

Income Survey

- Door to door survey
- Record keeping and organization
- ArcGIS geocoding and neighborhood plotting and zone mapping
- Enhance consultant communication

Riverside Park

- Consultant coordination/facilitation
- Plan verification
- Data Entry
- Scope verification

Document preparation

- Progress reports - CDBG

HOME Program

- Research
- Coordination with State HOME representative
- Preparation of guidelines for both First Time Homebuyers and the home rehab program
- Initial program checklists
- Preparation of marketing material
- Lender and Real estate agent inventory spreadsheet
- Record keeping

CalRecycle

The interns will be fulfilling the role of the CalRecycle position, "Recycling Expert," and others.
Money available - \$15,000

| Scope/Materials | Hours | Week | Total |
|-------------------------|-------|------|-------------|
| Recycling Expert | 60 | 30 | \$13,200.00 |
| Administrative Services | 20 | | \$ 1,380.00 |
| Uniform | | | \$ 200.00 |
| Total | | | \$14,780.00 |

State Route 36 Safe Street Mobility Study

The interns will be assisting with community outreach, data collection and data entry, geo coding and data representation with ArcGIS.

Money available - \$11,000

| Scope/Materials | Hours | Week | Total |
|----------------------------|-------|------|-------------|
| Door to door - Main St. | 5 | 11 | \$ 1,100.00 |
| Vendors | | | |
| Vendor Followup | 15 | 11 | \$ 3,300.00 |
| Administrative Services | 6 | 4 | \$ 480.00 |
| Data Collection and Entry | 5 | 11 | \$ 1,100.00 |
| ArcGIS Data Representation | 29 | 5 | \$ 2,900.00 |
| Total | | | \$ 8,880.00 |

| Expenditure | Category | Cat 1 | Cat 2 | Cat 3 | Cat 4 | Cat Sum | Cat 1 | Cat 2 | Cat 3 | Cat 4 | Description | Cost | Cat 1 | Cat 2 | Cat 3 | Cat 4 | | |
|----------------------------|------------------------------|------------|------------|------------|------------|------------|------------|------------|-----------|------------|--------------------|------------|-------|-------|-------|-------|------|------|
| Pikes Peak Industries | Litter Clean-Ups | | \$ 660.27 | | \$ 238.20 | \$ 898.47 | \$ 546.88 | \$ 660.27 | \$ 0.00 | \$ 238.20 | Pickers | \$1,093.75 | 50% | 60% | 0% | 22% | 132% | |
| U-LINE | Litter Clean-Ups | \$ 582.08 | | | | \$ 582.08 | \$ 582.08 | \$ 0.00 | \$ 0.00 | \$ 0.00 | Reflective Vests | \$582.08 | 100% | | | | 100% | |
| U-Line | Litter Clean-Ups | \$ 226.71 | | | | \$ 226.71 | \$ 226.71 | \$ 0.00 | \$ 0.00 | \$ 0.00 | Gar/recycling bags | \$226.71 | 100% | | | | 100% | |
| Lowes | Litter Clean-Ups | | \$ 393.07 | | | \$ 393.07 | \$ 144.00 | \$ 247.63 | \$ 0.00 | \$ 0.00 | Gloves | \$393.07 | 37% | 63% | | | 100% | |
| Forest Office Equip | Clean-Up poster prints | | | \$ 9.38 | | \$ 9.38 | \$ 0.00 | \$ 0.00 | \$ 9.38 | \$ 0.00 | Ad | \$9.38 | | | 100% | | 100% | |
| Feather Publishing Company | Clean-up advertisement/paper | | | \$ 235.20 | | \$ 235.20 | \$ 0.00 | \$ 0.00 | \$ 235.20 | \$ 0.00 | Ad | \$235.20 | | | 100% | | 100% | |
| Feather Publishing Company | Clean-UP advertisement/paper | | | \$ 235.20 | | \$ 235.20 | \$ 0.00 | \$ 0.00 | \$ 235.20 | \$ 0.00 | Ad | \$235.20 | | | 100% | | 100% | |
| Personnel | Clean-Up day | | \$ 446.66 | | | \$ 446.66 | \$ 0.00 | \$ 379.95 | \$ 0.00 | \$ 0.00 | Personnel Costs | \$379.95 | | 100% | | | 100% | |
| Kings River Casting | Recycling disposal | \$ 691.21 | | \$ 520.22 | | \$1,211.43 | \$ 0.00 | \$ 705.04 | \$ 357.11 | \$ 0.00 | Recycling bin | \$1,390.62 | | 51% | 26% | | 76% | |
| U-Line | Community Clean-Up | | | | \$ 214.93 | \$ 214.93 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 214.93 | Bags | 214.93 | | | | | 100% | 100% |
| Pikes Peak Industries | Community Clean-UP | | | | \$ 546.87 | \$ 546.87 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 546.87 | Pickers | \$546.87 | | | | | 100% | 100% |
| | | \$1,500.00 | \$1,500.00 | \$1,000.00 | \$1,000.00 | | \$1,499.67 | \$1,992.90 | \$ 836.89 | \$1,000.00 | | \$307.76 | | | | | | |
| | | \$1,500.00 | \$1,500.00 | \$1,000.00 | \$1,000.00 | | | | | | | | | | | | | |
| | | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | | | | | | | | | | | | | |

Categories

| | Allocated | Amount | Diff | Overage |
|--|-------------|-------------|------------|---------|
| 1 Beverage Container Collection Programs | \$ 1,500.00 | \$ 1,499.67 | \$ 0.34 | |
| 2 Litter Clean-Ups | \$ 1,500.00 | \$ 1,992.90 | \$(492.90) | 163.11 |
| 3 Advertising | \$ 1,000.00 | \$ 836.89 | \$ 163.11 | 144.65 |
| 4 Recycling Education | \$ 1,000.00 | \$ 1,000.00 | \$ 0.00 | |
| | | \$ 5,329.45 | | |

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RESOLUTION NO. 18-5479
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING STAFF'S REQUEST TO INCREASE THE INTERN SCOPE OF WORK
AND TO EMPLOY INTERNS ON 100 PERCENT REIMBURSABLE PROJECTS.

WHEREAS, information was provided to the City Council on June 7, 2017 of the Intern Scope of Work to conduct an Income Survey; and

WHEREAS, interns were hired as employees with a scope of work and not a job description; and

WHEREAS, the interns have been performing well and continue to be successful obtaining surveys; and

WHEREAS, the City of Susanville has projects that would benefit from additional assistance; and

WHEREAS, the City of Susanville authorizes staff to increase the scope of work to meet the needs of benefitting projects; and

WHEREAS, the City of Susanville authorizes staff to employ interns to work on 100% reimbursable projects; and

WHEREAS, the City of Susanville wishes to Authorize the Interim City Administrator/City Administrator to sign any and all related contractual documents and or amendments; and

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville approves staff to increase the scope of work for interns and to employ interns for 100% reimbursable projects and authorizing the City/Interim Administrator to execute all related contracts.

APPROVED: 
Kathie Garnier, Mayor

ATTEST: 
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 18-5479 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 7th day of February, 2018 by the following vote:

| | |
|------------|--|
| AYES: | Stafford, Franco, Wilson, Schuster and Garnier |
| NOES: | None |
| ABSENT: | None |
| ABSTAINING | None |


Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: 
Jessica Ryan, City Attorney

Reviewed by:  City Administrator

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

Submitted by: Quincy McCourt, Project Manager

Action Date: March 20, 2019

CITY COUNCIL AGENDA ITEM

SUBJECT: Susanville Municipal Airport Capital Improvement Budget Discussion.

PRESENTED BY: Quincy McCourt, Project Manager

SUMMARY: The FAA allots the Susanville Municipal Airport (SMA) an annual sum of \$150,000 which may accumulate continuously up to four years, or \$600,000, contingent on a 10% match from the City of Susanville. The FAA allows discretionary funding to be set aside for general aviation airports, again with a 10% match from the City. Each month, one twelfth of the annual \$15,000 City contribution is apportioned to the SMA. The City of Susanville should have \$33,901.09, but due to airport expenses, has \$32,869.69 as of March 31, 2019. The SMA pavement construction project slated for June of 2019 will require a \$5,306.20 contribution from the City of Susanville to proceed. Phase II of Apron Reconstruction, scheduled for start in May 2020, will require Susanville to assign \$85,500 for the 10% match. Taxi way improvements scheduled for 2023 will require Susanville to contribute \$76,500. It is projected that Susanville will have \$54,650 by 2020, which falls \$30,850 short of the necessary \$85,500. If the Council chooses to budget an extra \$15,000 this calendar year and another \$15,000 in 2020, we should have sufficient funding for next years' improvements.

Furthermore, by 2023, the City should have \$45,000 budgeted towards a 10% match, but the taxi way improvements scheduled for that year will require a City contribution of \$76,500, leaving us \$31,500 short. By budgeting an additional \$10,000 over three years from 2021 to 2023, or by budgeting \$60,000 over the next 5 years at \$15,000 a year and then return to the \$15,000 consistent with previous years, the City may successfully secure funding for needed airport improvements. Again, staff is requesting City Council's discussion and direction.

Alternatively, the Council may wish to consider locking in the annual \$15,000 contribution to be used exclusively as a budgetary match.

Staff is requesting discussion and direction on preparing for the projected 10% match for upcoming projects.

FISCAL IMPACT: \$30,000 to \$60,000 over five years.

ACTION REQUESTED: Motion to provide budgetary direction to prepare for the 10% match of the supplemental funding for the larger of the airport's construction projects.

ATTACHMENTS: Airport Capital Improvement Program FY 2019-2024

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RESOLUTION NO. 18-5550
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING THE AIRPORT CAPITAL IMPROVEMENT PROGRAM FOR 2019-2024

WHEREAS, each year the Susanville Airport is entitled to \$150,000 if met with a 10% contribution; and

WHEREAS, \$15,000 is budgeted yearly to account for the local match in order to contribute to airport improvements; and

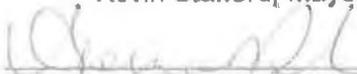
WHEREAS, every year the updated project priorities are required to be submitted to the FAA in a form called the Airport Capital Improvement Program (ACIP); and

WHEREAS, the City of Susanville approves the ACIP 2019-2024 attached hereto as Exhibit A; and

WHEREAS, the City of Susanville wishes to Authorize the Interim City Administrator/City Administrator and designee to sign any and all related contractual documents and or amendments; and

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville approves the attached ACIP 2019-2024 and authorizes the City/Interim Administrator or designee to execute all related contracts.

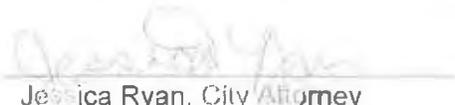
APPROVED: 
Kevin Stafford, Mayor

ATTEST: 
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 18-5550 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 5th day of September, 2018 by the following vote:

AYES: Wilson, Franco, Moore, Schuster and Stafford
NOES: None
ABSENT: None
ABSTAINING: None


Gwenna MacDonald, City Clerk

APPROVED AS TO FORM 
Jessica Ryan, City Attorney



SUSANVILLE MUNICIPAL AIRPORT
 AIRPORT CAPITAL IMPROVEMENT PROGRAM
 FY 2019 - 2024

DATE: 3/19/2018

| Project Description & Year | | Federal Funds | State Funds | Local | Total | Environmental | NPIAS Rating | Start Date | Comp. Date | FED/ STATE |
|----------------------------|--|---------------|-------------|------------|--------------|---------------|--------------|------------|-------------|------------|
| | | | | PFC | | | | | | |
| 2015 | | | | | | | | | | |
| 1 - Carrover | | \$ - | \$ - | \$ - | | | | | | |
| 2018 | | | | | | | | | | |
| 1 - Carrover | | \$ 53,062 | \$ 2,653 | \$ 3,243 | \$ 58,958 | | | June 2019 | June 2019 | |
| 2020 | | | | | | | | | | |
| 1 - Carrover | | \$ 655,000 | \$ 42,750 | \$ 52,250 | 950,000 | | 60 | May 2020 | March 2021 | |
| 2021 | | | | | | | | | | |
| 1 - Carrover | | \$ - | \$ - | \$ - | | | | | | |
| 2022 | | | | | | | | | | |
| 1 - Carrover | | \$ - | \$ - | \$ - | | | | | | |
| 2023 | | | | | | | | | | |
| 1 - Taxi-way | | \$ 765,000 | \$ 38,250 | \$ 46,750 | 850,000 | | 40 | May 2023 | August 2024 | |
| 2024 | | | | | | | | | | |
| 1 - Carrover | | \$ - | \$ - | \$ - | | | | | | |
| TOTAL | | \$ 1,573,062 | \$ 83,653 | \$ 102,243 | \$ 1,858,958 | | | | | |

Reviewed by:  City Administrator

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

Submitted by: Quincy McCourt, Project Manager

Action Date: March 20, 2019

CITY COUNCIL AGENDA ITEM

SUBJECT: Consider approving the purchase and install of a gate for the Pat Murphy Little League Ball Park.

PRESENTED BY: Quincy McCourt, Project Manager

SUMMARY: The City of Susanville provides year round access to its parks. Unfortunately some visitors express themselves with a mangled trademark of rutted tire marks leaving a very costly repair for City staff robbing the community of both time and money. The goal is for all parks in the city limits to be used to their full extent. The gate is proposed to be a temporary solution that will be coordinated with the Little League board intended to remain locked when the park is not hosting recreation and lasting until the ground becomes dry enough to make spinning vehicles around in circles less inviting. Other options may include a format where visitors may sign out gate keys who wish to park and use the river trail so as not to discourage those who are respectful and do enjoy the amenities. Staff is requesting discussion and direction.

FISCAL IMPACT: \$300.00 plus staff time to install.

ACTION REQUESTED: Provide direction to staff

ATTACHMENTS: None.

Reviewed by:  City Administrator

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

Submitted by: Dan Newton, Public Works Director

Action Date: March 20, 2019

CITY COUNCIL AGENDA ITEM

SUBJECT: Report on Main Street Construction Work.

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: Staff will provide an update on Main Street construction activities.

FISCAL IMPACT: None

ACTION REQUESTED: None – Information Item

ATTACHMENTS: None