

---

---

**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**  
**October 16, 2019 – 7:00 p.m.**

*Call meeting to order*

*Roll call of Councilmembers present*

*Next Resolution No. 19-5729*

*Next Ordinance No. 19-1020*

- 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:** No business.
  
- 4     **RETURN TO OPEN SESSION:** (recess if necessary)
  - *Reconvene in open session at 7:00 p.m.*
  - *Pledge of allegiance*
  - *Report any changes to agenda*
  - *Report any action out of Closed Session*
  - *Moment of Silence or Thought for the Day: Mayor pro tem Franco*
  - *Proclamations, awards or presentations by the City Council:*
  
- 5     **BUSINESS FROM THE FLOOR:**

Any person may address the Council at this time upon any subject on the agenda or not on the agenda within the jurisdiction of the City Council. However, comments on items on the agenda may be reserved until the item is discussed and any matter not on the agenda that requires action will be referred to staff for a report and action at a subsequent meeting. Presentations are subject to a five-minute limit
  
- 6     **CONSENT CALENDAR:**
  - A     Approve minutes from the City Council’s September 18, 2019 meeting
  - B     Receive and file Finance Reports
  - C     Approve **Resolution No. 19-5703** approving street closure for Super Hero fun run to be held on October 26, 2019
  - D     Approve **Resolution No. 19-5704** authorizing street closure for Turkey Trot fun run to be held on November 28, 2019
  - E     Approve **Resolution No. 19-5705** authorizing street closure for Veteran’s Day parade on November 11, 2019
  - F     Approve **Resolution No. 19-5723** authorizing street closure for HUSA Safe and Sane Halloween event to be held on October 31, 2019 from 3:00 p.m. to 5:00 p.m.

**7 PUBLIC HEARINGS:**

- A Consider **Ordinance No. 19-1017** regulating Medical and Adult Use Cannabis Activities: Waive the first reading and introduce

**8 COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

**9 NEW BUSINESS:**

- A Consider approval of vendor warrants numbered 205075 through 205200 for a total of \$1,054,615.51 including \$310,713.82 in payroll warrants
- B Consider **Resolution No. 19-5721** adopting regulations for Candidates for Elective Office pertaining to Candidates Statements submitted to the Voters at an election to be held on Tuesday March 3, 2020
- C Consider **Resolution No. 19-5722** requesting the Board of Supervisors of the County of Lassen to consolidate a General Municipal Election with a Statewide Primary Election to be held on Tuesday, March 3, 2020
- D Consider **Resolution No. 19-5725** authorizing submittal of Regional Water Management Group Proposition 1 Implementation Grant Application
- E Consider **Resolution No. 19-5726** authorizing the creation of a Full-Time/Interim Grant-Funded Youth Services Officer
- F Consider **Resolution No. 19-5727** approving cash transfer to Golf Course and Airport Enterprise Funds for Fiscal Year 2018-2019
- G Consider approval of State Transportation Improvement Program (STIP) Project Report to be provided to the Lassen County Transportation Commission
- H Consider updated language pertaining to Susanville Municipal Code Section 3.16.050
- I Consider **Resolution No. 19-5728** updating Authorized Signers for the Community Development Block Grant Riverside Park Rehabilitation Project

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

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

**12 CONTINUING BUSINESS:**

- A Consider **Resolution No. 19-5720** approving and authorizing a Sales and Transactions Use Tax of 1 percent to be used for Public Safety Services
- B Consider **Ordinance 19-1018** imposing a Transactions and Use Tax of 1 percent to be used for Public Safety subject to approval of a 2/3 majority of the Electors voting on the Tax Measure at the election held March 3, 2010
- C Southeast Gateway Design report

**13 CITY ADMINISTRATOR'S REPORTS:**

- A Annual Leaf Collection Program

**14 COUNCIL ITEMS:**

- A AB1234 travel reports:

15 **ADJOURNMENT:**

- *The next regular meeting of the Susanville City Council will be held on November 6, 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](http://www.cityofsusanville.org), unless there were systems problems posting to the website.*

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

I, Gwenna MacDonald, certify that I caused to be posted notice of the regular meeting scheduled for October 16, 2019 in the areas designated on October 11, 2019.

  
Gwenna MacDonald, City Clerk

Reviewed by: AW City Administrator

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

**Submitted By:** Gwenna MacDonald, City Clerk

**Action Date:** October 16, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Minutes of the City Council's September 18, 2019 meeting.

**PRESENTED BY:** Gwenna MacDonald, City Clerk

**SUMMARY:** Attached for the Council's review are the minutes of the City Council's September 18, 2019 meeting.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Motion to waive oral reading and approve minutes of City Council's September 18, 2019 meeting.

**ATTACHMENTS:** Minutes: September 18, 2019

**SUSANVILLE CITY COUNCIL**  
**Regular Meeting Minutes**  
**September 18, 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, Brian Moore, Mendy Schuster and Mayor Kevin Stafford.  
Absent: Joseph Franco.

Staff present: Mike Wilson, City Administrator; Jessica Ryan, City Attorney, and Gwenna MacDonald, City Clerk.

**1      APPROVAL OF AGENDA:**

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

**2      PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No comments.**

**3      CLOSED SESSION: At 6:09 p.m. the Council entered into Closed Session to discuss the following:**

A      CONFERENCE WITH LABOR NEGOTIATORS - pursuant to Government Code Section §54957.6

Agency Negotiator:      Michael Wilson

Bargaining Unit:              Susanville Peace Officers Association (SPOA)

B      CONFERENCE WITH LEGAL COUNSEL – existing litigation pursuant to Government Code Section §54956.9(d)(1):

1. *Case number 61824, 61839 Matthew Wood, Michael Bollinger vs. Susanville City Council, City of Susanville*

C      PUBLIC EMPLOYMENT – pursuant to Government Code Section §54957: City Planner

**4      RETURN TO OPEN SESSION:**

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

Staff present: Mike Wilson, City Administrator; Jessica Ryan, City Attorney; Dan Newton, Public Works Director; James Moore, Fire Chief; Kevin Jones, Police Chief; Quincy McCourt, Project Manager; Deborah Savage, Finance Manager; Anthony Hanner, Building Official; Heidi Whitlock, Assistant to the City Administrator and Gwenna MacDonald, City Clerk.

Mr. Wilson reported that prior to closed session, the agenda was approved. The City Council met in Closed Session and gave direction on two items. One item was tabled for consideration until the October 2, 2019 meeting.

Councilmember Schuster provided the Thought of the Day.

**Natural Gas and Water Bond presentation \* Westhoff, Cone and Holmstedt** Ms. Savage explained that the sale of the Natural Gas and Water Bonds was complete, and she would be turning the floor over to Mark Holmstedt who was available by conference call to provide an update to Council.

Mr. Holmstedt reviewed the final pricing information for the bond sales. Water Enterprise bonds were issued in the amount of \$6,946,300, and Natural Gas bonds were issued for \$20,470,000. He reviewed the transaction details, financing goals that were achieved, and summarized the savings to the City over the life of the loan. The water fund realized a 44 percent savings over the life of the loan in the amount of

\$3,152,408, and the natural gas fund saved 37 percent for a total of \$8,741,851. In addition, the required amount for the City to maintain in the rate stabilization fund for the water enterprise went from \$3 million to \$858,600. The difference is money available to the City for use in the water fund. Mr. Holmstedt commended City staff for its management of the system and thanked the Council for utilizing their company for the refinance process. There were no questions, and the Mayor thanked him for his comments.

Councilmember Wilson requested a presentation from staff regarding the planned use for the additional funding that is now available in the Water Fund.

**5 BUSINESS FROM THE FLOOR:**

**Ron Wood** requested a proclamation for the Veterans' Day event scheduled at the Veterans Memorial Hall on November 11, 2019. He discussed community activities and organizations that the Veterans support.

**Kurt Bonham** stated that the City was supposed to have an item on the agenda to discuss the fiscal plan to get the City through the financial crisis that is expected in the next few years. Councilmember Wilson noted that the item was agendized as 13A.

**Thomas Herrera** talked about damages that occurred at his store due to the problematic tenant upstairs. He discussed the problems that they caused with drug paraphernalia on the sidewalk and a general unsafe feeling with the people coming and going, which made the location of his business an unwelcoming one for his target customers.

Chief Jones invited him to bring the information that he had to the Department to discuss whether or not it would qualify as a nuisance violation.

**6 CONSENT CALENDAR:**

- A Approve minutes from the City Council's August 7 and 21, 2019 meetings
- B Receive and file Finance Reports: June 2019
- C Receive and file Transient Occupancy Report
- D Consider approval of **Resolution No. 19-5699** authorizing issuance of Notice of Completion to Dig It Construction for Main Street Water Main project
- E Consider approval of **Resolution No. 19-5700** authorizing issuance of Notice of Completion to Dig It Construction for STIP FC Rehab Project
- F Approve Verizon NASPO Public Safety Program for Fire Department cellular phones

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

**7 PUBLIC HEARINGS:** No business.

**8 COUNCIL DISCUSSION/ANNOUNCEMENTS:** Commission/Committee reports: No business.

**9 NEW BUSINESS:**

**9A Consider approval of vendor warrants numbered 204870 through 204969 for a total of \$720,266.79 including \$245,157.72 in payroll warrants**

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

**9B Consider approval of Resolution No. 19-5697 authorizing execution of contract with Apply-A-Line for pavement striping services for City streets** Mr. Newton stated that with the planned striping that Caltrans plans as part of the Cap M project, the City has an opportunity to utilize the services

of Apply-a-Line for striping services on various City streets. Staff solicited price quotes from two vendors, and Apply-a-Line was considerably cheaper since they are in town doing work for Caltrans. Funding would be through the Road Maintenance SB-1 account for a project cost not to exceed \$55,710.50.

Councilmember Wilson asked if the red curb painting was going to be included as part of the Main Street striping. Mr. Newton responded that normally the red curb is painted by the City crew. Councilmember Wilson requested that staff follow up with Caltrans, since many of the red curb areas could use touching up.

Motion by Councilmember Schuster, second by Councilmember Moore, to approve Resolution No. 19-5697; motion carried. Ayes: Schuster, Moore, Wilson and Stafford. Absent: Franco.

**9C Consider approval of Resolution No. 19-5701 authorizing the execution of contract with Rapid Construction for Cady Springs Pump Station** Mr. Newton provided a background regarding the Cady Springs project, and the effort to complete the project with Prop 84 grant funding. Staff put out two different RFP's however both came in higher than the grant amount of \$1.489 million. Much of the infrastructure for the project is in place, and ultimately the firm of Rapid Construction submitted the most competitive bid. With the addition of funding due to the water bond refinance, and in negotiations with Rapid Construction, an agreement has been reached to complete the project. The project includes a 20 percent contingency due to the unknown condition of the infrastructure, and the bid does not include the cost to sterilize and pressurize the line or the cost to hook up to the SCADA system.

Councilmember Wilson commented that this is a very good use of the additional water fund money, and he asked if the project came in under cost, if the grant would be utilized in its entirety prior to using City money. If so, would any project overage be returned to the water fund budget.

Mr. Newton responded that the Prop 84 grand funding would be expended in building the pump station, and any unused project funds would be returned to the water fund.

Motion by Councilmember Wilson, second by Councilmember Schuster, to approve Resolution No. 19-5701; motion carried unanimously. Ayes: Wilson, Schuster, Moore and Stafford. Absent: Franco.

**9D Consider approval of Resolution No. 19-5702 authorizing execution of change order with Dig It Construction for the replacement of water main across Monrovia Street** Mr. Newton explained that the City is beginning work through the STIP SC4 project in the area of town near the old mill district. There is deteriorated section of water main near Monrovia, and it is the recommendation of staff to replace the section of water main that extends across Monrovia ahead of the pavement operation. City Council approval is required to authorize the contract change order estimated at approximately \$59,000 to complete the installation.

There were no questions or comments.

Motion by Councilmember Moore, second by Councilmember Schuster, to approve Resolution No. 19-5702; motion carried. Ayes: Moore, Schuster, Wilson and Stafford. Absent: Franco.

**9E Consider approval of Resolution No. 19-5694 authorizing execution of Record Management System Contract with Sun Ridge Systems, Inc.** Chief Jones reviewed the effort of the Police Department and Lassen County Sheriff's Office to replacing its outdated record management system which was purchased in 1987. After conducting a parallel RFP, the firm of Sun Ridge Systems, Inc. was selected and negotiations have been finalized. The system will be incorporated with the Susanville PD and the Lassen

County Sheriff and improve dispatch, reporting and communication between the Departments. The cost of the system is \$164,633 over a period of five years to be funded from the General Fund reserves.

Councilmember Wilson asked Ms. Savage why the expense would be funded from the Reserves and not Fund Balance.

Ms. Savage explained that the City could use Reserves and save Fund Balance for routine operating expenses; it was up to the City Council to make the decision.

Motion by Councilmember Moore, second by Councilmember Schuster, to approve Resolution No. 19-5694 with the stipulation that payment would be from Fund Balance; motion carried. Ayes: Moore, Schuster, Wilson and Stafford. Absent: Franco.

**9F Consider Ordinance No. 19-1019 amending Section 12.32 of the Susanville Municipal Code regarding Unlawful Camping: Waive the first reading and introduce** Chief Jones reported that over the past several months, the City has seen a dramatic increase of camping along the Susan River, with a recent survey of the river identifying 20 camps and 40 people who are camping at the river. Due to the current case in Boise which is pending final Federal decision the City must amend its Municipal Code to allow enforcement of the camping ordinance while remaining in compliance with the Federal Court decision. The proposed amended ordinance leaves portions of property not necessarily open to camping, but it is not prohibited, allows enforcement of camping right next to the Susan River, protects the water way by prohibiting camping within 75 feet, and raises the violation to a misdemeanor. Chief Jones presented a video showing an aerial view of the river, noting the location of camps that were identified by the Police Department. If the City Council approves the language and waives the first reading, the ordinance would come back for a second reading and adoption at the October 2<sup>nd</sup> meeting and then take effect in 30 days for a November 2<sup>nd</sup> enforcement date.

Councilmember Wilson stated that the ordinance should be as broad as possible and asked if other waterways could be included.

City Attorney Ryan discussed the issue of proximity to the County, and the current questions being considered by the Courts regarding whether the services provided by the County either within the City limits or adjacent to the City limits could be considered as the City providing services. Crossroads Ministry provides services but is not considered a homeless shelter. It is likely that if the City were to enforce it, then we probably would be sued, but as the issue progresses there will be more court cases and decisions that should answer more of the questions regarding providing services.

Councilmember Schuster added she would like to see the designated no-camping area extend further southwest towards the high school so that the activity is not pushed closer to the campus.

There was a general lengthy discussion regarding the areas established as no-camping and the potential impacts it could have as the homeless population is moved out of the area that is currently used for camping.

Councilmember Moore stated that South Lake Tahoe just passed an ordinance that prohibits camping within 100 or 150 feet from the high-water mark.

Mayor Stafford stated that there are several jurisdictions including Grass Valley, Tahoe, Chico and Nevada City that have passed ordinances to prohibit camping and they use the high-water mark as an indicator of the location to preserve the water ways. The City should include all water ways in the City and not just limit it to the Susan River.

It was the consensus of the Council to amend Item D under sections 12.32.320 and 12.32.330 to read:

*D. Within 100 feet of the waterway's high-water mark within the City of Susanville.*

It was the consensus to amend Section 12.32.320 Penalty to read:

Violation of this section shall constitute a misdemeanor pursuant to Susanville Municipal Code 1.12.010.

Chief Jones concluded by stating that the Department has a clean up day scheduled for September 28<sup>th</sup> to address the excess of debris and garbage that has collected along the river due to the camps. He added that during the time when the survey of encampments was being conducted, everyone they talked to was offered services or assistance, and it was generally declined. The majority of the people are known to be from the local community. Chief Jones summarized the proposed changes to the ordinance language.

**David Teeter**, Lassen County Board of Supervisors, stated that he is concerned with implementation of any ordinance until some type of housing can be offered. While the details in the Boise case are still being worked through, it seems reckless to move forward while legal counsel is stating that the City will be sued. With behavior health and homelessness being interconnected, as a community we should be very careful in moving forward. This is not a new problem, and the area around Hobo Camp has its name for a reason. The issue of homelessness and mental health is a complicated one and moving towards criminalization of being homeless is a serious one.

Councilmember Wilson responded that the City does not have the tax structure to fund or provide social services, and those services are provided by the County.

Councilmember Schuster commented that a multi-prong approach to the problem is necessary, and because a lot of the City and County land is comingled, she hoped to be able to partner with the County to address the challenges.

**Pat Holley**, General Manager, LMUD, thanked the staff for all of the hard work and stated that he supported the ordinance. The drone video footage was a great reminder of the beauty of the area and that the Susan River is a valuable resource to the Community.

**Barbara Longo** Lassen County Health and Social Services expressed her support of Supervisor Teeter's comments, and that the multi-prong approach is critical. People have to have somewhere to go, and she urged the City to move forward in a thoughtful way, provide services that are safe, and recognize that it is a complicated problem that many communities throughout the country are facing.

Chief Jones thanked everyone for their comments.

Motion by Councilmember Moore, second by Councilmember Wilson, to waive the first reading and introduce Ordinance No. 19-1019 with the changes discussed; motion carried. Ayes: Moore, Wilson, Schuster and Stafford. Absent: Franco.

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

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

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

### 13 CITY ADMINISTRATOR'S REPORTS:

**13A General Fund Update: Economic Development Presentation** Mr. Wilson presented a power point regarding the City's General Fund. Due to increasing Calpers obligations expected within the next few years, it is projected that based upon current revenues, the City will deplete its reserves in three years. Staff has explored cost-cutting options including the implementation of furloughs, freezing vacant positions, suspending janitorial services for City Hall and the Police Department. Staff looked at reduced work schedules to allow powering down City Hall for three days per week, although the savings that would result are not significant enough to make an impact. Also included are harder choices to include declaring a fiscal emergency and implementing a mandatory contribution from employees for their own health care costs and paying a portion of the City's costs for Calpers. The options for moving forward include a multi-phased approach over the upcoming few years, or a delayed implementation plan which would likely result in more severe reductions. He discussed additional measures to reduce the costs to the General Fund and opportunities to increase revenues.

Mr. Wilson turned the discussion towards economic development and introduced Heidi Whitlock as the lead of the Economic Development team. Ms. Whitlock introduced her team partners, Quincy McCourt, Project Manager and Anthony Hanner, Building Official. Quincy McCourt presented a power point which highlighted the objectives and areas of focus for the team in moving forward.

Mr. Wilson summarized the options available to the Council and requested direction and comments. Based upon the direction given, he suggested providing a follow up report within the next few months, suggesting the December 18<sup>th</sup> Council meeting.

Mayor Stafford stated that he appreciated the economic development effort and ideas, however the City is in crisis now, and cannot wait for however long it takes for increasing businesses and tourism to result in tax revenue. He supports freezing open positions and wants to see the Department Heads get together and come up with suggested cuts and layoffs, if that is what is needed to get the City back on solid financial footing.

Councilmember Schuster commented that she would support the phased approach for cutting back, and that it was a great presentation.

Councilmember Wilson remarked that he would support a phased approach and is willing to go to December 18<sup>th</sup>, but cuts are coming. He stated that the City should pursue the sale of vacant properties, and as positive as the economic development presentation is, the City has seen a lot of increased growth in the center of town over the past few years but it does not translate into enough revenue to make a difference. Councilmember Wilson stated that the Calpers issue is not just a Susanville problem, and economic development is important but it does take time to work and in many ways, Susanville is better off than many other cities in that there is a large reserve. He would like to see a plan that has checkpoints, so that by a certain date, if the reserve drops below a threshold, then there are other cuts that are planned. At any time, Calpers could increase the bill and what the City thinks is 2 or 3 years' in reserves runs out sooner.

Pat Holley, LMUD General Manager, stated that it was a great discussion, and he applauded staff for the positive actions. He suggested looking at Transient Occupancy Tax rates, and engaging the public as much as possible.

It was the consensus of the City Council to support a phased approach to cuts, with a follow up report to be brought to Council at its December 18, 2019 meeting.

**13B Special Transactions and Use Tax Update** Ms. Ryan provided an update to the City Council regarding the timeline of proposing the Ballot Measure to adopt a one percent public safety sales tax. The requirements include scheduling a public hearing, and there is a discussion regarding the wording in the existing language in the Susanville Municipal Code that is being addressed. Staff has scheduled a public hearing for the October 2, 2019 meeting to consider the proposed ordinance.

**14 COUNCIL ITEMS:**

**14A AB1234 travel reports:**

Councilmember Schuster requested that staff follow up with Mr. Bonham to provide the financial information to him that he requested during Business from the Floor.

Councilmember Moore requested that staff look into the current TOT rates in the City. He also asked staff to look into the parking lot access at McKinley school. The area becomes very congested before and after school, when parents are dropping off and picking up their children. It doesn't leave access for emergency vehicles, if the need should arise.

**15 ADJOURNMENT:**

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

Meeting adjourned at 9:44 p.m.

\_\_\_\_\_  
Kevin Stafford, Mayor

Respectfully submitted by

\_\_\_\_\_  
Gwenna MacDonald, City Council

*Approved on:* \_\_\_\_\_

Reviewed by: DS City Administrator

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

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

**Action Date:** October 16, 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 months of July, August and September 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

July 31, 2019

POOLED CASH FUND	
Tri-Counties Bank - Checking	587,857
LAIF	15,078,372
Total Cash & Investments	<u>15,666,229</u>

### Pooled Cash Allocation:

General	757,672
General Fund Reserves	1,380,758
General Restricted	492,035
Special Revenue	1,802,202
Capital Projects	13,848
Debt Service	372,778
Enterprise	
Airport	(912)
Airport CIP	39,593
Geothermal	272,979
Golf Course	(2,192)
Natural Gas	6,144,003
Water	3,747,378
Internal Service	428,717
Trust & Agency	217,369
Total Cash & Inv. Allocations	<u>15,666,229</u>

## CASH WITH FISCAL AGENTS

July 31, 2019

General	
Special Revenue	
Capital Projects	
Debt Service	0
Enterprise	2,460,477
Internal Service	
Trust & Agency	
Total Cash with Fiscal Agents	<u>2,460,477</u>
GRAND TOTAL	<u>18,126,706</u>

CITY OF SUSANVILLE  
 COMBINED CASH AND INVESTMENTS  
 JULY 31, 2019

COMBINED ACCOUNTS

9999-1011-002	TRI COUNTIES BANK	587,857.23
9999-1030-001	LAIF	15,078,371.72
		15,666,228.95
	TOTAL COMBINED CASH AND INVESTMENTS	15,666,228.95
9999-1000-000	CLAIM ON CASH	( 15,666,228.95)
		.00
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

1001	ALLOCATION TO GF-DEPOSITS PAYABLE	24,605.76
1002	ALLOCATION TO GF-ECONOMIC DEVELOPMENT	3,605.21
1003	ALLOCATION TO FLOOD/EMERGENCY DECLARATIONS	114,558.46
1004	ALLOCATION TO GF-PANCERA	19,132.71
1005	ALLOCATION TO GF-RESERVE ACCOUNT	1,380,758.07
1006	ALLOCATION TO POLICE FACILITIES & EQUIP FUND	117,693.56
1007	ALLOCATION TO FIRE FACILITIES & EQUIP FUND	148,216.51
1008	ALLOCATION TO ADMIN SVCS FACILITIES & EQUIP	64,223.24
2002	ALLOCATION TO STATE COPS	73,160.40
2005	ALLOCATION TO ROAD MAINT AND REHAB SB-1	412,476.32
2006	ALLOCATION TO SNOW REMOVAL	17,472.99
2007	ALLOCATION TO STREETS & HIGHWAYS	62,481.54
2008	ALLOCATION TO TOBACCO GRANT	( 50,979.14)
2010	ALLOCATION TO STREET MITIGATION	52,985.69
2011	ALLOCATION TO POLICE MITIGATION	49,925.29
2012	ALLOCATION TO FIRE MITIGATION	114,337.08
2013	ALLOCATION TO PARK DEDICATION FUND	157,531.29
2016	ALLOCATION TO CDBG REVOLVING LOAN FUND	9,754.11
2018	ALLOCATION TO HOME REVOLVING FUND	465,606.74
2030	ALLOCATION TO TRAFFIC SAFETY	56,471.42
2035	ALLOCATION TO TRAFFIC SIGNALS FUND	82,995.54
2037	ALLOCATION TO SKYLINE BICYCLE LANE	9,474.96
2040	ALLOCATION TO CDBG RIVERSIDE GRANT REHAB	288,507.69
4003	ALLOCATION TO CITY HALL	63,742.11
4004	ALLOCATION TO 2013 CALPERS REFUNDING LOAN	298,969.65
4005	ALLOCATION TO COMMUNITY POOL DEBT SERVICE	10,065.92
7111	ALLOCATION TO WATER RATE STABILIZATION FUND	3,000,000.00
7114	ALLOCATION TO WATER CAPITAL IMPROVEMENTS	700,628.49
7202	ALLOCATION TO AIRPORT CIP FUND	39,592.76
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND	1,807,075.00
7610	ALLOCATION TO OPEB	6,184.13
7630	ALLOCATION TO RISK MANAGEMENT FUND	125,144.95
7650	ALLOCATION TO PAYROLL	231,252.33
8401	ALLOCATION TO HUSA BUSINESS IMPROVE DIST	1,448.68
8402	ALLOCATION TO LAFCO	37,458.91
8403	ALLOCATION TO SEC 125 & AFLAC	2,327.71
8404	ALLOCATION TO AIR POLLUTION	149,298.69
8405	ALLOCATION TO AIR POLLUTION-CARL MOYER	64,398.79
8406	ALLOCATION TO REGIONAL WATER MANAGEMENT GROU	( 47,431.36)

CITY OF SUSANVILLE  
 COMBINED CASH AND INVESTMENTS  
 JULY 31, 2019

8407	ALLOCATION TO AIR POLLUTION- CCI REDUCTION	9,867.65
	ALLOCATIONS TO RESTRICTED FUNDS	10,175,019.85
	 <u>UNRESTRICTED FUNDS</u>	
1000	ALLOCATION TO GENERAL FUND	757,672.16
3015	ALLOCATION TO CITY HALL PARKING LOT PROJECT	13,847.97
7110	ALLOCATION TO WATER SYSTEM	10,369.99
7112	ALLOCATION TO JOHNSTONVILLE WATER SYSTEM	38,379.80
7201	ALLOCATION TO AIRPORT	( 911.87)
7301	ALLOCATION TO GEOTHERMAL UTILITY	272,979.17
7401	ALLOCATION TO NATURAL GAS	4,336,927.76
7530	ALLOCATION TO GOLF COURSE	( 2,191.60)
7620	ALLOCATION TO PW ADMIN & ENGINEERING FUND	66,135.72
	ALLOCATIONS TO UNRESTRICTED FUNDS	5,491,209.10
	TOTAL ALLOCATIONS TO OTHER FUNDS	15,666,228.95
	ALLOCATION FROM COMBINED CASH FUND - 9999-1000-000	( 15,666,228.95)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

TRI-COUNTIES BANK

		\$367,444.38	
7/1/2019		<b>\$26,369.70</b>	\$393,814.08
7/1/2019		<b>\$14,051.93</b>	\$407,866.01
7/2/2019	<b>-\$122,694.86</b>		\$285,171.15
7/2/2019	<b>-\$7,845.88</b>		\$277,325.27
7/2/2019	<b>-\$38,080.58</b>		\$239,244.69
7/2/2019	<b>-\$5,141.41</b>		\$234,103.28
7/2/2019	<b>-\$1,659.11</b>		\$232,444.17
7/2/2019	<b>-\$29,259.47</b>		\$203,184.70
7/2/2019	<b>-\$4,646.17</b>		\$198,538.53
7/2/2019		<b>\$140,960.31</b>	\$339,498.84
7/2/2019		<b>\$9,983.97</b>	\$349,482.81
7/3/2019	<b>-\$56,800.00</b>		\$292,682.81
7/3/2019	<b>-\$766.18</b>		\$291,916.63
7/3/2019	<b>-\$206.67</b>		\$291,709.96
7/3/2019		<b>\$21,255.04</b>	\$312,965.00
7/3/2019		<b>\$7,394.58</b>	\$320,359.58
7/3/2019		<b>\$3,641.39</b>	\$324,000.97
7/5/2019		<b>\$30,394.32</b>	\$354,395.29
7/5/2019		<b>\$6,440.48</b>	\$360,835.77
7/8/2019		<b>\$567.48</b>	\$361,403.25
7/8/2019		<b>\$2,002.94</b>	\$363,406.19
7/8/2019		<b>\$2,104.60</b>	\$365,510.79
7/8/2019		<b>\$2,080.79</b>	\$367,591.58
7/8/2019		<b>\$70,603.39</b>	\$438,194.97
7/8/2019		<b>\$9,510.35</b>	\$447,705.32
7/9/2019		<b>\$5,497.47</b>	\$453,202.79
7/9/2019		<b>\$27,306.95</b>	\$480,509.74
7/9/2019		<b>\$5,841.21</b>	\$486,350.95
7/9/2019		<b>\$5,963.74</b>	\$492,314.69
7/9/2019	<b>-\$302.02</b>		\$492,012.67
7/9/2019	<b>-\$129.55</b>		\$491,883.12
7/10/2019		<b>\$500,000.00</b>	\$991,883.12
7/10/2019		<b>\$467.75</b>	\$992,350.87
7/10/2019		<b>\$356.63</b>	\$992,707.50
7/10/2019		<b>\$46.93</b>	\$992,754.43
7/10/2019		<b>\$526.76</b>	\$993,281.19
7/10/2019		<b>\$942.02</b>	\$994,223.21
7/10/2019		<b>\$751.39</b>	\$994,974.60
7/10/2019	<b>-\$730,585.00</b>		\$264,389.60
7/10/2019	<b>-\$80.42</b>		\$264,309.18
7/10/2019	<b>-\$8,109.89</b>		\$256,199.29
7/10/2019	<b>-\$3,714.28</b>		\$252,485.01
7/10/2019	<b>-\$1,858.64</b>		\$250,626.37
7/10/2019	<b>-\$608.48</b>		\$250,017.89
7/10/2019	<b>-\$400.00</b>		\$249,617.89
7/10/2019	<b>-\$81.36</b>		\$249,536.53
7/10/2019	<b>-\$563.18</b>		\$248,973.35
7/10/2019	<b>-\$29.24</b>		\$248,944.11
7/10/2019	<b>-\$163.20</b>		\$248,780.91
7/10/2019		<b>\$19,930.50</b>	\$268,711.41
7/10/2019		<b>\$6,021.15</b>	\$274,732.56
7/11/2019	<b>-\$117,599.42</b>		\$157,133.14
7/11/2019		<b>\$15,079.62</b>	\$172,212.76
7/11/2019		<b>\$3,873.78</b>	\$176,086.54

TRI-COUNTIES BANK

7/11/2019		<b>\$312.13</b>	\$176,398.67
7/11/2019		<b>\$278.58</b>	\$176,677.25
7/11/2019		<b>\$1,392.35</b>	\$178,069.60
7/11/2019		<b>\$13.42</b>	\$178,083.02
7/12/2019		<b>\$11,447.92</b>	\$189,530.94
7/12/2019		<b>\$4,369.44</b>	\$193,900.38
7/12/2019		<b>\$1,931.46</b>	\$195,831.84
7/12/2019		<b>\$162.37</b>	\$195,994.21
7/12/2019		<b>\$8.92</b>	\$196,003.13
7/12/2019		<b>\$146.58</b>	\$196,149.71
7/12/2019		<b>\$118.07</b>	\$196,267.78
7/15/2019		<b>\$55,973.50</b>	\$252,241.28
7/15/2019		<b>\$5,908.04</b>	\$258,149.32
7/16/2019		<b>\$9,500.87</b>	\$267,650.19
7/16/2019		<b>\$4,127.77</b>	\$271,777.96
7/17/2019		<b>\$250,000.00</b>	\$521,777.96
7/17/2019		<b>\$0.03</b>	\$521,777.99
7/17/2019		<b>\$731.70</b>	\$522,509.69
7/17/2019		<b>\$560.82</b>	\$523,070.51
7/17/2019		<b>\$193.99</b>	\$523,264.50
7/17/2019	<b>-\$446.69</b>		\$522,817.81
7/17/2019	<b>-\$314.60</b>		\$522,503.21
7/17/2019	<b>-\$7.44</b>		\$522,495.77
7/17/2019	<b>-\$722.00</b>		\$521,773.77
7/17/2019	<b>-\$105.00</b>		\$521,668.77
7/17/2019	<b>-\$125,435.07</b>		\$396,233.70
7/17/2019	<b>-\$11,447.50</b>		\$384,786.20
7/17/2019	<b>-\$39,132.74</b>		\$345,653.46
7/17/2019	<b>-\$5,082.52</b>		\$340,570.94
7/17/2019	<b>-\$1,679.84</b>		\$338,891.10
7/17/2019	<b>-\$30,848.80</b>		\$308,042.30
7/17/2019	<b>-\$77,440.00</b>		\$230,602.30
7/17/2019	<b>-\$1,184.45</b>		\$229,417.85
7/17/2019	<b>-\$335.98</b>		\$229,081.87
7/17/2019	<b>-\$548.35</b>		\$228,533.52
7/17/2019	<b>-\$9,903.32</b>		\$218,630.20
7/17/2019		<b>\$18,569.12</b>	\$237,199.32
7/17/2019		<b>\$3,692.03</b>	\$240,891.35
7/17/2019		<b>\$1,781.59</b>	\$242,672.94
7/18/2019	<b>-\$204,455.77</b>		\$38,217.17
7/18/2019		<b>\$22,318.04</b>	\$60,535.21
7/18/2019		<b>\$4,761.19</b>	\$65,296.40
7/19/2019		<b>\$8,771.51</b>	\$74,067.91
7/19/2019		<b>\$5,033.73</b>	\$79,101.64
7/22/2019		<b>\$422.12</b>	\$79,523.76
7/22/2019		<b>\$40.21</b>	\$79,563.97
7/22/2019		<b>\$30,854.55</b>	\$110,418.52
7/22/2019		<b>\$22,015.53</b>	\$132,434.05
7/22/2019		<b>\$4,312.88</b>	\$136,746.93
7/22/2019		<b>\$2,044.98</b>	\$138,791.91
7/23/2019	<b>-\$32,607.98</b>	<b>\$25,715.64</b>	\$131,899.57
7/23/2019		<b>\$5,490.57</b>	\$137,390.14
7/24/2019		<b>\$4,955.43</b>	\$142,345.57
7/24/2019		<b>\$3,672.99</b>	\$146,018.56
7/24/2019		<b>\$219.14</b>	\$146,237.70

TRI-COUNTIES BANK

7/24/2019		<b>\$144,670.92</b>	\$290,908.62
7/24/2019		<b>\$1,626.10</b>	\$292,534.72
7/24/2019	<b>-\$265.00</b>		\$292,269.72
7/24/2019	<b>-\$591.51</b>		\$291,678.21
7/24/2019	<b>-\$591.51</b>		\$291,086.70
7/24/2019	<b>-\$25.00</b>		\$291,061.70
7/24/2019	<b>-\$54.82</b>		\$291,006.88
7/24/2019	<b>-\$27.14</b>		\$290,979.74
7/24/2019	<b>-\$20,594.82</b>	<b>\$29,007.14</b>	\$299,392.06
7/24/2019		<b>\$3,143.59</b>	\$302,535.65
7/24/2019		<b>\$2,679.33</b>	\$305,214.98
7/25/2019		<b>\$440,000.00</b>	\$745,214.98
7/25/2019		<b>\$110.90</b>	\$745,325.88
7/25/2019		<b>\$417.08</b>	\$745,742.96
7/25/2019		<b>\$401.27</b>	\$746,144.23
7/25/2019	<b>-\$458,310.65</b>		\$287,833.58
7/25/2019	<b>-\$803.08</b>		\$287,030.50
7/25/2019			\$287,030.50
7/25/2019		<b>\$29,474.52</b>	\$316,505.02
7/25/2019		<b>\$5,215.89</b>	\$321,720.91
7/26/2019		<b>\$22,498.82</b>	\$344,219.73
7/26/2019		<b>\$4,443.86</b>	\$348,663.59
7/29/2019		<b>\$27,239.13</b>	\$375,902.72
7/29/2019		<b>\$3,134.80</b>	\$379,037.52
7/29/2019		<b>\$2,056.68</b>	\$381,094.20
7/30/2019		<b>\$84.04</b>	\$381,178.24
7/30/2019		<b>\$7.00</b>	\$381,185.24
7/30/2019		<b>\$9.14</b>	\$381,194.38
7/30/2019		<b>\$11.28</b>	\$381,205.66
7/30/2019		<b>\$691.48</b>	\$381,897.14
7/30/2019		<b>\$366.67</b>	\$382,263.81
7/30/2019		<b>\$1,190.21</b>	\$383,454.02
7/30/2019		<b>\$105.94</b>	\$383,559.96
7/30/2019		<b>\$29,517.21</b>	\$413,077.17
7/30/2019		<b>\$140,424.00</b>	\$553,501.17
7/30/2019		<b>\$7,044.96</b>	\$560,546.13
7/31/2019	<b>-\$802.22</b>	<b>\$17,734.24</b>	\$577,478.15
7/31/2019		<b>\$9,963.33</b>	\$587,441.48
7/31/2019		<b>\$3,759.17</b>	\$591,200.65
7/31/2019	<b>-\$4,257.10</b>		\$586,943.55
7/31/2019		<b>\$636.17</b>	\$587,579.72
7/31/2019		<b>\$537.01</b>	\$588,116.73
7/31/2019	<b>-\$5.64</b>		\$588,111.09
7/31/2019	<b>-\$10.00</b>		\$588,101.09
7/31/2019	<b>-\$243.86</b>		\$587,857.23

---

## POOLED CASH & INVESTMENTS

August 31, 2019

POOLED CASH FUND	
Tri-Counties Bank - Checking	195,977
LAIF	14,778,372
Total Cash & Investments	<u>14,974,348</u>

### Pooled Cash Allocation:

General	570,940
General Fund Reserves	1,380,758
General Fund Restricted	195,559
Special Revenue	1,650,800
Capital Projects	13,848
Debt Service	361,999
Enterprise:	
Airport	(6,382)
Airport CIP	40,843
Geothermal	273,195
Golf Course	(6,529)
Natural Gas	6,146,787
Water	3,884,801
Internal Service	268,881
Trust & Agency	198,848
Total Cash & Inv. Allocations	<u>14,974,348</u>

## CASH WITH FISCAL AGENTS

August 31, 2019

General	
Special Revenue	
Capital Projects	
Debt Service	
Enterprise	2,460,477
Internal Service	
Trust & Agency	
Total Cash with Fiscal Agents	<u>2,460,477</u>
GRAND TOTAL	<u>17,434,825</u>

CITY OF SUSANVILLE  
 COMBINED CASH AND INVESTMENTS  
 AUGUST 31, 2019

COMBINED ACCOUNTS

9999-1011-002	TRI COUNTIES BANK	195,976.70
9999-1030-001	LAIF	14,778,371.72
		14,974,348.42
	TOTAL COMBINED CASH AND INVESTMENTS	14,974,348.42
9999-1000-000	CLAIM ON CASH	( 14,974,348.42)
		.00
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

1001	ALLOCATION TO GF-DEPOSITS PAYABLE	13,172.26
1002	ALLOCATION TO GF-ECONOMIC DEVELOPMENT	3,605.21
1003	ALLOCATION TO FLOOD/EMERGENCY DECLARATIONS	114,558.46
1004	ALLOCATION TO GF-PANCERA	19,132.71
1005	ALLOCATION TO GF-RESERVE ACCOUNT	1,380,758.07
1006	ALLOCATION TO POLICE FACILITIES & EQUIP FUND	117,693.56
1007	ALLOCATION TO FIRE FACILITIES & EQUIP FUND	148,216.51
1008	ALLOCATION TO ADMIN SVCS FACILITIES & EQUIP	64,223.24
2002	ALLOCATION TO STATE COPS	65,305.22
2005	ALLOCATION TO ROAD MAINT AND REHAB SB-1	440,359.18
2006	ALLOCATION TO SNOW REMOVAL	17,437.99
2007	ALLOCATION TO STREETS & HIGHWAYS	33,407.34
2008	ALLOCATION TO TOBACCO GRANT	( 59,439.46)
2010	ALLOCATION TO STREET MITIGATION	52,985.69
2011	ALLOCATION TO POLICE MITIGATION	49,925.29
2012	ALLOCATION TO FIRE MITIGATION	114,337.08
2013	ALLOCATION TO PARK DEDICATION FUND	157,033.52
2016	ALLOCATION TO CDBG REVOLVING LOAN FUND	10,088.59
2018	ALLOCATION TO HOME REVOLVING FUND	465,080.17
2030	ALLOCATION TO TRAFFIC SAFETY	57,196.12
2035	ALLOCATION TO TRAFFIC SIGNALS FUND	82,995.54
2037	ALLOCATION TO SKYLINE BICYCLE LANE	9,474.96
2040	ALLOCATION TO CDBG RIVERSIDE GRANT REHAB	( 130,429.36)
4003	ALLOCATION TO CITY HALL	4,832.33
4004	ALLOCATION TO 2013 CALPERS REFUNDING LOAN	338,709.65
4005	ALLOCATION TO COMMUNITY POOL DEBT SERVICE	18,456.92
7111	ALLOCATION TO WATER RATE STABILIZATION FUND	3,000,000.00
7114	ALLOCATION TO WATER CAPITAL IMPROVEMENTS	682,380.01
7202	ALLOCATION TO AIRPORT CIP FUND	40,842.76
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND	1,807,075.00
7610	ALLOCATION TO OPEB	5,506.01
7630	ALLOCATION TO RISK MANAGEMENT FUND	196,231.21
7650	ALLOCATION TO PAYROLL	( 2,092.57)
8401	ALLOCATION TO HUSA BUSINESS IMPROVE DIST	1,861.14
8402	ALLOCATION TO LAFCO	23,693.35
8403	ALLOCATION TO SEC 125 & AFLAC	1,435.56
8404	ALLOCATION TO AIR POLLUTION	152,339.28
8405	ALLOCATION TO AIR POLLUTION-CARL MOYER	64,398.79
8406	ALLOCATION TO REGIONAL WATER MANAGEMENT GROU	( 48,747.66)

CITY OF SUSANVILLE  
 COMBINED CASH AND INVESTMENTS  
 AUGUST 31, 2019

8407	ALLOCATION TO AIR POLLUTION- CCI REDUCTION	3,867.65
		<u>3,867.65</u>
	ALLOCATIONS TO RESTRICTED FUNDS	9,517,907.32
		<u>9,517,907.32</u>
	 <u>UNRESTRICTED FUNDS</u>	
1000	ALLOCATION TO GENERAL FUND	570,939.63
3015	ALLOCATION TO CITY HALL PARKING LOT PROJECT	13,847.97
7110	ALLOCATION TO WATER SYSTEM	163,753.36
7112	ALLOCATION TO JOHNSTONVILLE WATER SYSTEM	38,667.49
7201	ALLOCATION TO AIRPORT	( 6,382.09)
7301	ALLOCATION TO GEOTHERMAL UTILITY	273,195.29
7401	ALLOCATION TO NATURAL GAS	4,339,712.35
7530	ALLOCATION TO GOLF COURSE	( 6,528.75)
7620	ALLOCATION TO PW ADMIN & ENGINEERING FUND	69,235.85
		<u>69,235.85</u>
	ALLOCATIONS TO UNRESTRICTED FUNDS	5,456,441.10
		<u>5,456,441.10</u>
	 TOTAL ALLOCATIONS TO OTHER FUNDS	 14,974,348.42
	ALLOCATION FROM COMBINED CASH FUND - 9999-1000-000	( 14,974,348.42)
		<u>( 14,974,348.42)</u>
	 ZERO PROOF IF ALLOCATIONS BALANCE	 .00
		<u>.00</u>

TRI-COUNTIES BANK

		\$587,857.23
8/1/2019		<b>\$18,904.28</b> \$606,761.51
8/1/2019		<b>\$6,087.70</b> \$612,849.21
8/2/2019	<b>-\$130,745.66</b>	\$482,103.55
8/2/2019	<b>-\$11,811.41</b>	\$470,292.14
8/2/2019	<b>-\$41,699.34</b>	\$428,592.80
8/2/2019	<b>-\$8,261.99</b>	\$420,330.81
8/2/2019	<b>-\$1,850.12</b>	\$418,480.69
8/2/2019	<b>-\$219.90</b>	\$418,260.79
8/2/2019	<b>-\$30,650.47</b>	\$387,610.32
8/2/2019	<b>-\$4,520.82</b>	\$383,089.50
8/2/2019		<b>\$17,369.18</b> \$400,458.68
8/2/2019		<b>\$8,705.96</b> \$409,164.64
8/2/2019	<b>-\$196.12</b>	\$408,968.52
8/5/2019		<b>\$689.27</b> \$409,657.79
8/5/2019		<b>\$1,763.82</b> \$411,421.61
8/5/2019	<b>-\$30.00</b>	\$411,391.61
8/5/2019	<b>-\$101.31</b>	\$411,290.30
8/5/2019	<b>-\$50.00</b>	\$411,240.30
8/5/2019		<b>\$42,751.69</b> \$453,991.99
8/5/2019		<b>\$8,668.41</b> \$462,660.40
8/5/2019		<b>\$4,207.69</b> \$466,868.09
8/6/2019		<b>\$35,396.46</b> \$502,264.55
8/6/2019		<b>\$4,343.32</b> \$506,607.87
8/7/2019		<b>\$186.12</b> \$506,793.99
8/7/2019		<b>\$46.93</b> \$506,840.92
8/7/2019		<b>\$1,969.99</b> \$508,810.91
8/7/2019		<b>\$1,829.83</b> \$510,640.74
8/7/2019	<b>-\$360.52</b>	<b>\$62,693.75</b> \$572,973.97
8/7/2019		<b>\$3,758.29</b> \$576,732.26
8/8/2019	<b>-\$93,685.97</b>	\$483,046.29
8/8/2019		<b>\$12,083.34</b> \$495,129.63
8/8/2019		<b>\$5,894.55</b> \$501,024.18
8/9/2019	<b>-\$14,289.32</b>	\$486,734.86
8/9/2019	<b>-\$591.51</b>	\$486,143.35
8/9/2019	<b>-\$1,855.84</b>	\$484,287.51
8/9/2019	<b>-\$529.52</b>	\$483,757.99
8/9/2019	<b>-\$20.00</b>	\$483,737.99
8/9/2019	<b>-\$69.61</b>	\$483,668.38
8/9/2019	<b>-\$4.00</b>	\$483,664.38
8/9/2019		<b>\$233.59</b> \$483,897.97
8/9/2019		<b>\$11.28</b> \$483,909.25
8/9/2019		<b>\$1,235.17</b> \$485,144.42
8/9/2019		<b>\$483.61</b> \$485,628.03
8/9/2019	<b>-\$545.11</b>	\$485,082.92
8/9/2019	<b>-\$499.10</b>	\$484,583.82
8/9/2019	<b>-\$341.65</b>	\$484,242.17
8/9/2019		<b>\$15,127.69</b> \$499,369.86
8/9/2019		<b>\$5,234.35</b> \$504,604.21
8/9/2019		<b>\$192.13</b> \$504,796.34
8/9/2019	<b>-\$261.63</b>	\$504,534.71
8/12/2019		<b>\$74,870.59</b> \$579,405.30
8/12/2019		<b>\$3,357.51</b> \$582,762.81
8/13/2019		<b>\$31,407.68</b> \$614,170.49
8/13/2019		<b>\$4,389.22</b> \$618,559.71

TRI-COUNTIES BANK

8/13/2019	-\$128,051.23		\$490,508.48
8/13/2019	-\$11,025.12		\$479,483.36
8/13/2019	-\$42,627.99		\$436,855.37
8/13/2019	-\$5,621.64		\$431,233.73
8/13/2019	-\$136.19		\$431,097.54
8/13/2019	-\$1,659.11		\$429,438.43
8/13/2019	-\$31,600.33		\$397,838.10
8/13/2019	-\$82,280.00		\$315,558.10
8/13/2019	-\$2,420.00		\$313,138.10
8/13/2019	-\$1,184.45		\$311,953.65
8/13/2019	-\$314.58		\$311,639.07
8/13/2019	-\$514.45		\$311,124.62
8/13/2019	-\$9,759.32		\$301,365.30
8/13/2019		\$75.00	\$301,440.30
8/14/2019	-\$5,711.58		\$295,728.72
8/14/2019		\$22,027.47	\$317,756.19
8/14/2019		\$7,830.84	\$325,587.03
8/14/2019		\$5,989.67	\$331,576.70
8/15/2019		\$14,976.00	\$346,552.70
8/15/2019		\$2,127.18	\$348,679.88
8/15/2019	-\$209,079.73		\$139,600.15
8/15/2019		\$300.00	\$139,900.15
8/15/2019	-\$300.00		\$139,600.15
8/15/2019		\$300.00	\$139,900.15
8/15/2019	-\$300.00		\$139,600.15
8/16/2019	-\$1,260.70		\$138,339.45
8/16/2019		\$11,317.76	\$149,657.21
8/16/2019		\$5,709.98	\$155,367.19
8/19/2019	-\$1,076.46		\$154,290.73
8/19/2019	-\$232.65		\$154,058.08
8/19/2019		\$333.56	\$154,391.64
8/19/2019		\$214.91	\$154,606.55
8/19/2019		\$355.88	\$154,962.43
8/19/2019		\$823.22	\$155,785.65
8/19/2019		\$201.64	\$155,987.29
8/19/2019		\$297.74	\$156,285.03
8/19/2019		\$100,000.00	\$256,285.03
8/19/2019	-\$105.00		\$256,180.03
8/19/2019	-\$429.39		\$255,750.64
8/19/2019	-\$881.13		\$254,869.51
8/19/2019	-\$13.81		\$254,855.70
8/19/2019	-\$7.89		\$254,847.81
8/19/2019	-\$119.00		\$254,728.81
8/19/2019	-\$3,747.85		\$250,980.96
8/19/2019	-\$462.97		\$250,517.99
8/19/2019	-\$8,125.94		\$242,392.05
8/19/2019		\$21,264.84	\$263,656.89
8/19/2019		\$6,731.20	\$270,388.09
8/19/2019		\$1,750.29	\$272,138.38
8/20/2019		\$108,493.24	\$380,631.62
8/20/2019		\$3,774.12	\$384,405.74
8/20/2019		\$2,025.47	\$386,431.21
8/21/2019	-\$703.43		\$385,727.78
8/21/2019	-\$212.59		\$385,515.19
8/21/2019		\$16,725.13	\$402,240.32

TRI-COUNTIES BANK

8/21/2019		<b>\$4,657.85</b>	\$406,898.17
8/22/2019		<b>\$162.11</b>	\$407,060.28
8/22/2019		<b>\$1,294.39</b>	\$408,354.67
8/22/2019		<b>\$11.28</b>	\$408,365.95
8/22/2019		<b>\$15.56</b>	\$408,381.51
8/22/2019		<b>\$7.00</b>	\$408,388.51
8/22/2019		<b>\$891.97</b>	\$409,280.48
8/22/2019		<b>\$102.17</b>	\$409,382.65
8/22/2019		<b>\$195.98</b>	\$409,578.63
8/22/2019		<b>\$991.34</b>	\$410,569.97
8/22/2019		<b>\$27,882.86</b>	\$438,452.83
8/22/2019	<b>-\$12,332.87</b>		\$426,119.96
8/22/2019	<b>-\$50.00</b>		\$426,069.96
8/22/2019			\$426,069.96
8/22/2019		<b>\$300.00</b>	\$426,369.96
8/22/2019		<b>\$231.00</b>	\$426,600.96
8/22/2019	<b>-\$75,453.39</b>		\$351,147.57
8/22/2019		<b>\$19,828.39</b>	\$370,975.96
8/22/2019		<b>\$3,081.35</b>	\$374,057.31
8/22/2019		<b>\$122.47</b>	\$374,179.78
8/23/2019		<b>\$29,182.15</b>	\$403,361.93
8/23/2019		<b>\$4,550.23</b>	\$407,912.16
8/23/2019		<b>\$2,147.15</b>	\$410,059.31
8/26/2019		<b>\$35,265.92</b>	\$445,325.23
8/26/2019		<b>\$6,872.88</b>	\$452,198.11
8/27/2019	<b>-\$123,967.96</b>		\$328,230.15
8/27/2019	<b>-\$7,663.07</b>		\$320,567.08
8/27/2019	<b>-\$36,817.45</b>		\$283,749.63
8/27/2019	<b>-\$5,324.60</b>		\$278,425.03
8/27/2019	<b>-\$1,635.38</b>		\$276,789.65
8/27/2019	<b>-\$33,259.87</b>		\$243,529.78
8/27/2019	<b>-\$4,443.82</b>		\$239,085.96
8/27/2019		<b>\$11,980.95</b>	\$251,066.91
8/27/2019		<b>\$4,100.18</b>	\$255,167.09
8/28/2019		<b>\$21,712.10</b>	\$276,879.19
8/28/2019		<b>\$3,897.76</b>	\$280,776.95
8/28/2019		<b>\$2,267.04</b>	\$283,043.99
8/29/2019	<b>-\$11.50</b>		\$283,032.49
8/29/2019		<b>\$547.20</b>	\$283,579.69
8/29/2019		<b>\$7.00</b>	\$283,586.69
8/29/2019		<b>\$7.00</b>	\$283,593.69
8/29/2019		<b>\$156,615.18</b>	\$440,208.87
8/29/2019		<b>\$1,460.99</b>	\$441,669.86
8/29/2019		<b>\$247.49</b>	\$441,917.35
8/29/2019		<b>\$841.41</b>	\$442,758.76
8/29/2019		<b>\$175.32</b>	\$442,934.08
8/29/2019		<b>\$200,000.00</b>	\$642,934.08
8/29/2019	<b>-\$167.20</b>		\$642,766.88
8/29/2019	<b>-\$1.27</b>		\$642,765.61
8/29/2019	<b>-\$15.00</b>		\$642,750.61
8/29/2019	<b>-\$43.45</b>		\$642,707.16
8/29/2019	<b>-\$25.81</b>		\$642,681.35
8/29/2019	<b>-\$70,407.78</b>		\$572,273.57
8/29/2019	<b>-\$445,864.78</b>		\$126,408.79
8/29/2019		<b>\$12,978.66</b>	\$139,387.45

TRI-COUNTIES BANK

8/29/2019		<b>\$5,243.65</b>	\$144,631.10
8/30/2019	<b>-\$799.29</b>	<b>\$341.65</b>	\$144,173.46
8/30/2019		<b>\$8,555.38</b>	\$152,728.84
8/30/2019		<b>\$9,713.63</b>	\$162,442.47
8/30/2019		<b>\$32,235.73</b>	\$194,678.20
8/30/2019		<b>\$671.09</b>	\$195,349.29
8/30/2019		<b>\$627.41</b>	\$195,976.70

---

## POOLED CASH & INVESTMENTS

September 30, 2019

POOLED CASH FUND	
Tri-Counties Bank - Checking	178,642
LAIF	14,273,372
Total Cash & Investments	<u>14,452,014</u>

### Pooled Cash Allocation:

General	270,486
General Fund Restricted	1,380,758
Special Revenue	1,303,629
Capital Projects	13,848
Debt Service	335,730
Enterprise:	
Airport	9,921
Airport CIP	42,093
Geothermal	277,106
Golf Course	(12,090)
Natural Gas	6,135,262
Water	3,989,868
Internal Service	342,225
Trust & Agency	363,178
Total Cash & Inv. Allocations	<u>14,452,014</u>

## CASH WITH FISCAL AGENTS

September 30, 2019

General	
Special Revenue	
Capital Projects	
Debt Service	0
Enterprise	2,460,477
Internal Service	
Trust & Agency	
Total Cash with Fiscal Agents	<u>2,460,477</u>
GRAND TOTAL	<u>16,912,491</u>

CITY OF SUSANVILLE  
 COMBINED CASH AND INVESTMENTS  
 SEPTEMBER 30, 2019

COMBINED ACCOUNTS

9999-1011-002	TRI COUNTIES BANK	178,642.41
9999-1030-001	LAIF	14,273,371.72
		<hr/>
	TOTAL COMBINED CASH AND INVESTMENTS	14,452,014.13
9999-1000-000	CLAIM ON CASH	( 14,452,014.13)
		<hr/>
	TOTAL UNALLOCATED CASH	<u>.00</u>

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

1001	ALLOCATION TO GF-DEPOSITS PAYABLE	8,758.26
1002	ALLOCATION TO GF-ECONOMIC DEVELOPMENT	3,605.21
1003	ALLOCATION TO FLOOD/EMERGENCY DECLARATIONS	114,558.46
1004	ALLOCATION TO GF-PANCERA	19,132.71
1005	ALLOCATION TO GF-RESERVE ACCOUNT	1,380,758.07
1006	ALLOCATION TO POLICE FACILITIES & EQUIP FUND	96,693.56
1007	ALLOCATION TO FIRE FACILITIES & EQUIP FUND	150,212.89
1008	ALLOCATION TO ADMIN SVCS FACILITIES & EQUIP	64,223.24
2002	ALLOCATION TO STATE COPS	57,544.87
2005	ALLOCATION TO ROAD MAINT AND REHAB SB-1	468,537.22
2006	ALLOCATION TO SNOW REMOVAL	17,402.99
2007	ALLOCATION TO STREETS & HIGHWAYS	( 291,871.33)
2008	ALLOCATION TO TOBACCO GRANT	( 65,088.40)
2010	ALLOCATION TO STREET MITIGATION	52,985.69
2011	ALLOCATION TO POLICE MITIGATION	52,927.68
2012	ALLOCATION TO FIRE MITIGATION	114,337.08
2013	ALLOCATION TO PARK DEDICATION FUND	156,288.62
2016	ALLOCATION TO CDBG REVOLVING LOAN FUND	10,423.69
2018	ALLOCATION TO HOME REVOLVING FUND	464,436.04
2030	ALLOCATION TO TRAFFIC SAFETY	57,196.12
2035	ALLOCATION TO TRAFFIC SIGNALS FUND	82,995.54
2037	ALLOCATION TO SKYLINE BICYCLE LANE	9,474.96
2040	ALLOCATION TO CDBG RIVERSIDE GRANT REHAB	( 383,660.70)
4003	ALLOCATION TO CITY HALL	16,330.33
4004	ALLOCATION TO 2013 CALPERS REFUNDING LOAN	378,449.65
4005	ALLOCATION TO COMMUNITY POOL DEBT SERVICE	( 59,049.63)
7111	ALLOCATION TO WATER RATE STABILIZATION FUND	3,000,000.00
7114	ALLOCATION TO WATER CAPITAL IMPROVEMENTS	730,374.37
7202	ALLOCATION TO AIRPORT CIP FUND	42,092.76
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND	1,807,075.00
7610	ALLOCATION TO OPEB	5,607.13
7630	ALLOCATION TO RISK MANAGEMENT FUND	254,475.24
7650	ALLOCATION TO PAYROLL	( 3,398.60)
8401	ALLOCATION TO HUSA BUSINESS IMPROVE DIST	1,861.14
8402	ALLOCATION TO LAFCO	23,693.35
8403	ALLOCATION TO SEC 125 & AFLAC	1,724.98
8404	ALLOCATION TO AIR POLLUTION	141,948.89
8405	ALLOCATION TO AIR POLLUTION-CARL MOYER	304,037.44
8406	ALLOCATION TO REGIONAL WATER MANAGEMENT GROU	( 66,568.35)

CITY OF SUSANVILLE  
 COMBINED CASH AND INVESTMENTS  
 SEPTEMBER 30, 2019

8407	ALLOCATION TO AIR POLLUTION- CCI REDUCTION	3,867.65
		<u>3,867.65</u>
	ALLOCATIONS TO RESTRICTED FUNDS	9,224,393.82
		<u>9,224,393.82</u>
	 <u>UNRESTRICTED FUNDS</u>	
1000	ALLOCATION TO GENERAL FUND	270,486.30
3015	ALLOCATION TO CITY HALL PARKING LOT PROJECT	13,847.97
7110	ALLOCATION TO WATER SYSTEM	221,184.93
7112	ALLOCATION TO JOHNSTONVILLE WATER SYSTEM	38,308.22
7201	ALLOCATION TO AIRPORT	5,049.24
7301	ALLOCATION TO GEOTHERMAL UTILITY	277,106.13
7401	ALLOCATION TO NATURAL GAS	4,328,186.92
7530	ALLOCATION TO GOLF COURSE	( 12,090.46)
7620	ALLOCATION TO PW ADMIN & ENGINEERING FUND	85,541.06
		<u>85,541.06</u>
	ALLOCATIONS TO UNRESTRICTED FUNDS	5,227,620.31
		<u>5,227,620.31</u>
	 TOTAL ALLOCATIONS TO OTHER FUNDS	 14,452,014.13
	ALLOCATION FROM COMBINED CASH FUND - 9999-1000-000	( 14,452,014.13)
		<u>( 14,452,014.13)</u>
	 ZERO PROOF IF ALLOCATIONS BALANCE	 .00
		<u>.00</u>

TRI-COUNTIES BANK

		\$195,976.70
9/3/2019	<b>-\$37,396.12</b>	\$158,580.58
9/3/2019	<b>-\$187.73</b>	\$158,392.85
9/3/2019		<b>\$46.36</b> \$158,439.21
9/3/2019		<b>\$821.79</b> \$159,261.00
9/3/2019		<b>\$65,386.72</b> \$224,647.72
9/3/2019		<b>\$8,724.80</b> \$233,372.52
9/3/2019		<b>\$5,270.80</b> \$238,643.32
9/4/2019		<b>\$178.74</b> \$238,822.06
9/4/2019		<b>\$43,663.79</b> \$282,485.85
9/4/2019		<b>\$8,062.22</b> \$290,548.07
9/5/2019	<b>-\$85,897.55</b>	\$204,650.52
9/5/2019	<b>-\$1,946.27</b>	\$202,704.25
9/5/2019	<b>-\$474.86</b>	\$202,229.39
9/5/2019		<b>\$2,555.42</b> \$204,784.81
9/5/2019		<b>\$118.60</b> \$204,903.41
9/5/2019		<b>\$2,275.78</b> \$207,179.19
9/5/2019	<b>-\$28,445.00</b>	\$178,734.19
9/5/2019		<b>\$15,669.74</b> \$194,403.93
9/5/2019		<b>\$9,335.42</b> \$203,739.35
9/6/2019	<b>-\$80.00</b>	\$203,659.35
9/6/2019		<b>\$395.66</b> \$204,055.01
9/6/2019		<b>\$3,308.15</b> \$207,363.16
9/6/2019		<b>\$1,730.67</b> \$209,093.83
9/6/2019		<b>\$16,948.95</b> \$226,042.78
9/6/2019		<b>\$9,484.38</b> \$235,527.16
9/6/2019		<b>\$1,552.86</b> \$237,080.02
9/9/2019		<b>\$55,193.74</b> \$292,273.76
9/9/2019		<b>\$7,001.24</b> \$299,275.00
9/9/2019		<b>\$1,082.00</b> \$300,357.00
9/10/2019	<b>-\$117,421.68</b>	\$182,935.32
9/10/2019	<b>-\$6,291.73</b>	\$176,643.59
9/10/2019	<b>-\$35,940.41</b>	\$140,703.18
9/10/2019	<b>-\$5,048.47</b>	\$135,654.71
9/10/2019	<b>-\$1,560.94</b>	\$134,093.77
9/10/2019	<b>-\$31,860.52</b>	\$102,233.25
9/10/2019	<b>-\$4,545.82</b>	\$97,687.43
9/10/2019		<b>\$1,308.70</b> \$98,996.13
9/10/2019		<b>\$1,784.10</b> \$100,780.23
9/10/2019		<b>\$201.03</b> \$100,981.26
9/10/2019		<b>\$10,639.84</b> \$111,621.10
9/10/2019		<b>\$5,174.48</b> \$116,795.58
9/11/2019		<b>\$8,032.82</b> \$124,828.40
9/11/2019		<b>\$4,812.06</b> \$129,640.46
9/12/2019		<b>\$488.75</b> \$130,129.21
9/12/2019		<b>\$13.42</b> \$130,142.63
9/12/2019		<b>\$589.26</b> \$130,731.89
9/12/2019		<b>\$100,000.00</b> \$230,731.89
9/12/2019		<b>\$255,000.00</b> \$485,731.89
9/12/2019	<b>-\$358,442.50</b>	\$127,289.39
9/12/2019		<b>\$214,524.95</b> \$341,814.34
9/12/2019		<b>\$5,615.22</b> \$347,429.56
9/13/2019		\$347,429.56
9/13/2019		\$347,429.56
9/13/2019		<b>\$15,530.56</b> \$362,960.12

TRI-COUNTIES BANK

9/13/2019		<b>\$196.00</b>	\$363,156.12
9/13/2019		<b>\$4,041.35</b>	\$367,197.47
9/16/2019	<b>-\$41.03</b>		\$367,156.44
9/16/2019	<b>-\$105.00</b>		\$367,051.44
9/16/2019	<b>-\$30.00</b>		\$367,021.44
9/16/2019	<b>-\$10.00</b>		\$367,011.44
9/16/2019	<b>-\$11,357.25</b>		\$355,654.19
9/16/2019		<b>\$15,632.87</b>	\$371,287.06
9/16/2019		<b>\$4,423.62</b>	\$375,710.68
9/17/2019		<b>\$29,387.96</b>	\$405,098.64
9/17/2019		<b>\$1,889.18</b>	\$406,987.82
9/18/2019	<b>-\$1,183.90</b>		\$405,803.92
9/18/2019		<b>\$62,044.56</b>	\$467,848.48
9/18/2019		<b>\$4,408.29</b>	\$472,256.77
9/18/2019		<b>\$2,451.95</b>	\$474,708.72
9/18/2019	<b>-\$278.59</b>		\$474,430.13
9/18/2019	<b>-\$67.49</b>		\$474,362.64
9/19/2019		<b>\$239.07</b>	\$474,601.71
9/19/2019		<b>\$308.59</b>	\$474,910.30
9/19/2019		<b>\$584.01</b>	\$475,494.31
9/19/2019		<b>\$202.45</b>	\$475,696.76
9/19/2019		<b>\$46.93</b>	\$475,743.69
9/19/2019		<b>\$230.55</b>	\$475,974.24
9/19/2019	<b>-\$38.65</b>		\$475,935.59
9/19/2019		<b>\$10.44</b>	\$475,946.03
9/19/2019		<b>\$8.64</b>	\$475,954.67
9/19/2019		<b>\$9.00</b>	\$475,963.67
9/19/2019		<b>\$8.46</b>	\$475,972.13
9/19/2019		<b>\$9.36</b>	\$475,981.49
9/19/2019		<b>\$235.91</b>	\$476,217.40
9/19/2019	<b>-\$98,829.95</b>		\$377,387.45
9/19/2019		<b>\$5,979.87</b>	\$383,367.32
9/19/2019		<b>\$3,135.74</b>	\$386,503.06
9/20/2019	<b>-\$432.46</b>		\$386,070.60
9/20/2019	<b>-\$3,714.28</b>		\$382,356.32
9/20/2019	<b>-\$7,239.15</b>		\$375,117.17
9/20/2019	<b>-\$52.96</b>		\$375,064.21
9/20/2019	<b>-\$88.68</b>		\$374,975.53
9/20/2019		<b>\$269.00</b>	\$375,244.53
9/20/2019		<b>\$28,178.04</b>	\$403,422.57
9/20/2019		<b>\$12,907.15</b>	\$416,329.72
9/20/2019		<b>\$5,150.30</b>	\$421,480.02
9/23/2019		<b>\$25,535.95</b>	\$447,015.97
9/23/2019		<b>\$6,742.12</b>	\$453,758.09
9/23/2019		<b>\$606.50</b>	\$454,364.59
9/23/2019	<b>-\$818.72</b>		\$453,545.87
9/24/2019	<b>-\$125,931.54</b>		\$327,614.33
9/24/2019	<b>-\$8,943.79</b>		\$318,670.54
9/24/2019	<b>-\$39,712.47</b>		\$278,958.07
9/24/2019	<b>-\$5,823.45</b>		\$273,134.62
9/24/2019	<b>-\$1,674.10</b>		\$271,460.52
9/24/2019	<b>-\$31,540.40</b>		\$239,920.12
9/24/2019	<b>-\$1,210.00</b>		\$238,710.12
9/24/2019	<b>-\$82,280.00</b>		\$156,430.12
9/24/2019	<b>-\$1,184.45</b>		\$155,245.67

TRI-COUNTIES BANK

9/24/2019	-\$350.96		\$154,894.71
9/24/2019	-\$548.35		\$154,346.36
9/24/2019	-\$10,307.82		\$144,038.54
9/24/2019		<b>\$7,431.73</b>	\$151,470.27
9/24/2019		<b>\$3,603.01</b>	\$155,073.28
9/24/2019		<b>\$3,127.09</b>	\$158,200.37
9/25/2019		<b>\$22,621.87</b>	\$180,822.24
9/25/2019		<b>\$3,292.34</b>	\$184,114.58
9/25/2019	-\$137.58		\$183,977.00
9/26/2019		<b>\$87.30</b>	\$184,064.30
9/26/2019		<b>\$133,827.61</b>	\$317,891.91
9/26/2019		<b>\$100.12</b>	\$317,992.03
9/26/2019		<b>\$1,291.18</b>	\$319,283.21
9/26/2019		<b>\$1,186.82</b>	\$320,470.03
9/26/2019		<b>\$150,000.00</b>	\$470,470.03
9/26/2019		<b>\$130.78</b>	\$470,600.81
9/26/2019		<b>\$110.01</b>	\$470,710.82
9/26/2019	-\$34,468.75		\$436,242.07
9/26/2019	-\$40.00		\$436,202.07
9/26/2019	-\$23.03		\$436,179.04
9/26/2019	-\$20.00		\$436,159.04
9/26/2019	-\$500.00		\$435,659.04
9/26/2019		<b>\$1,139.00</b>	\$436,798.04
9/26/2019	-\$1,139.00		\$435,659.04
9/26/2019	-\$316,725.76		\$118,933.28
9/26/2019	-\$970.00		\$117,963.28
9/26/2019		<b>\$8,591.28</b>	\$126,554.56
9/26/2019		<b>\$3,285.95</b>	\$129,840.51
9/27/2019	-\$49.74		\$129,790.77
9/27/2019	-\$71.84		\$129,718.93
9/27/2019	-\$20.38		\$129,698.55
9/27/2019		<b>\$9.14</b>	\$129,707.69
9/27/2019		<b>\$11.28</b>	\$129,718.97
9/27/2019		<b>\$7.00</b>	\$129,725.97
9/27/2019		<b>\$7.00</b>	\$129,732.97
9/27/2019		<b>\$800.23</b>	\$130,533.20
9/27/2019		<b>\$7.00</b>	\$130,540.20
9/27/2019		<b>\$563.53</b>	\$131,103.73
9/27/2019		<b>\$7,858.42</b>	\$138,962.15
9/27/2019		<b>\$3,812.33</b>	\$142,774.48
9/30/2019	-\$802.02		\$141,972.46
9/30/2019	-\$849.16	<b>\$29,756.59</b>	\$170,879.89
9/30/2019	-\$320.55	<b>\$6,072.00</b>	\$176,631.34
9/30/2019		<b>\$1,522.57</b>	\$178,153.91
9/30/2019		<b>\$137.58</b>	\$178,291.49
9/30/2019		<b>\$448.95</b>	\$178,740.44
9/30/2019	-\$15.00		\$178,725.44
9/30/2019	-\$40.00		\$178,685.44
9/30/2019	-\$43.03		\$178,642.41

---

<i>s:/Debi/fund Balances Report</i>		Audited	YTD	YTD	Unaudited July
Fund #	Fund Title	6/30/19 Fund Balance	Revenue	Expenditures	Fund Balance 7/30/19
100X	General Fund	3,641,645	102,287	969,252	2,774,680
2002	State COPS	80,821		7,661	73,160
2005	Road Maintenance & Rehab SB-1	440,359	30,855		471,214
2006	Snow Removal	17,508		35	17,473
2007	Streets	(36,030)	40,829	63,279	(58,480)
2008	DOJ Tobacco Grant	3,817		10,881	(7,064)
2010	Street Mitigation	52,986			52,986
2011	Police Mitigation	49,927	(725)		49,203
2012	Fire Mitigation	114,337			114,337
2013	Park Dedication	157,545			157,545
2016	State Comm. Dev. Rev.FD	864,971			864,971
2018	Home Revolving Fund	754,638		1,503	753,134
2030	Traffic Safety	57,198			57,198
2035	Traffic Signals Fund	83,033			83,033
2037	Skyline Bicycle Lane	9,476			9,476
2040	CDBG Riverside Drive Project	292,460		4,138	288,322
3015	City Hall Parking Lot	13,848			13,848
4003	City Hall Debt Service	52,245	11,498		63,743
4004	2013 CalPERS Refunding Loan	259,230	39,740		298,970
4005	Community Pool Debt Service	1,675	8,391		10,066
711X	Water Funds	4,267,497	324,170	205,551	4,386,116
720X	Airport	2,051,036	14,913	21,214	2,044,734
7301	Geothermal	565,446	8,582	6,456	567,572
740X	Natural Gas	1,267,253	133,248	320,587	1,079,914
7530	Golf Course	2,367,799	35,712	26,095	2,377,416
7620	PW Admin/Engineering	82,543	18,620	70,574	30,589
7630	Risk Management	460,602	61,143	373,000	148,745
8402	LAFCO	37,718			37,718
8404	Air Pollution	160,208	40,369	18,542	182,035
8405	Air Pollution - Carl Moyer	121,199		56,800	64,399
8406	IRWM - Management Group	(19,512)		1,423	(20,935)
8407	CCI Woodsmoke Reduction	3,868			3,868
<b>TOTALS</b>		<b>18,277,343</b>	<b>869,632</b>	<b>2,156,992</b>	<b>16,989,984</b>

<i>s:/Debi/fund Balances Report</i>		Audited	YTD	YTD	Unaudited August
Fund #	Fund Title	6/30/19 Fund Balance	Revenue	Expenditures	Fund Balance 8/31/19
100X	General Fund	3,641,645	265,940	1,371,784	2,535,801
2002	State COPS	80,821		15,516	65,305
2005	Road Maintenance & Rehab SB-1	440,359	27,883		468,242
2006	Snow Removal	17,508		70	17,438
2007	Streets	(36,030)	84,377	129,169	(80,822)
2008	DOJ Tobacco Grant	3,817		19,341	(15,525)
2010	Street Mitigation	52,986			52,986
2011	Police Mitigation	49,927			49,927
2012	Fire Mitigation	114,337			114,337
2013	Park Dedication	157,545		498	157,047
2016	State Comm. Dev. Rev.FD	864,971			864,971
2018	Home Revolving Fund	754,638		2,030	752,608
2030	Traffic Safety	57,198			57,198
2035	Traffic Signals Fund	83,033			83,033
2037	Skyline Bicycle Lane	9,476			9,476
2040	CDBG Riverside Drive Project	292,460		422,890	(130,429)
3015	City Hall Parking Lot	13,848			13,848
4003	City Hall Debt Service	52,245	22,996	70,408	4,833
4004	2013 CalPERS Refunding Loan	259,230	79,480		338,710
4005	Community Pool Debt Service	1,675	16,782		18,457
711X	Water Funds	4,267,497	699,580	414,294	4,552,783
720X	Airport	2,051,036	20,526	44,664	2,026,897
7301	Geothermal	565,446	17,152	14,368	568,229
740X	Natural Gas	1,267,253	258,344	604,277	921,321
7530	Golf Course	2,367,799	69,203	63,287	2,373,714
7620	PW Admin/Engineering	82,543	35,182	82,958	34,767
7630	Risk Management	460,602	121,225	375,023	206,805
8402	LAFCO	37,718		8,995	28,723
8404	Air Pollution	160,208	46,551	37,084	169,675
8405	Air Pollution - Carl Moyer	121,199		56,800	64,399
8406	IRWM - Management Group	(19,512)		2,739	(22,251)
8407	CCI Woodsmoke Reduction	3,868			3,868
<b>TOTALS</b>		<b>18,277,343</b>	<b>1,765,220</b>	<b>3,736,194</b>	<b>16,306,369</b>

s:/Debi/fund Balances Report

		Audited	YTD	YTD	Unaudited SEPTEMBER
		6/30/19	Revenue	Expenditures	Fund Balance
Fund #	Fund Title	Fund Balance			9/30/19
100X	General Fund	3,641,645	496,122	1,868,099	2,269,669
2002	State COPS	80,821		23,276	57,544
2005	Road Maintenance & Rehab SB-1	440,359	56,061		496,420
2006	Snow Removal	17,508		105	17,403
2007	Streets	(36,030)	110,596	490,748	(416,182)
2008	DOJ Tobacco Grant	3,817		24,990	(21,174)
2010	Street Mitigation	52,986			52,986
2011	Police Mitigation	49,927	3,002		52,930
2012	Fire Mitigation	114,337			114,337
2013	Park Dedication	157,545		1,243	156,302
2016	State Comm. Dev. Rev.FD	864,971			864,971
2018	Home Revolving Fund	754,638		2,674	751,963
2030	Traffic Safety	57,198			57,198
2035	Traffic Signals Fund	83,033			83,033
2037	Skyline Bicycle Lane	9,476			9,476
2040	CDBG Riverside Drive Project	292,460		676,121	(383,661)
3015	City Hall Parking Lot	13,848			13,848
4003	City Hall Debt Service	52,245	34,494	70,408	16,331
4004	2013 CalPERS Refunding Loan	259,230	119,220		378,450
4005	Community Pool Debt Service	1,675	25,173	85,898	(59,050)
711X	Water Funds	4,267,497	1,040,404	653,644	4,654,257
720X	Airport	2,051,036	57,278	66,802	2,041,512
7301	Geothermal	565,446	25,435	21,077	569,804
740X	Natural Gas	1,267,253	384,563	891,232	760,583
7530	Golf Course	2,367,799	95,340	97,019	2,366,120
7620	PW Admin/Engineering	82,543	52,062	83,445	51,160
7630	Risk Management	460,602	179,469	375,023	265,049
8402	LAFCO	37,718		8,995	28,723
8404	Air Pollution	160,208	54,330	55,626	158,913
8405	Air Pollution - Carl Moyer	121,199	239,639	56,800	304,038
8406	IRWM - Management Group	(19,512)		20,560	(40,072)
8407	CCI Woodsmoke Reduction	3,868			3,868
<b>TOTALS</b>		<b>18,277,343</b>	<b>2,973,188</b>	<b>5,573,785</b>	<b>15,676,747</b>

AGENDA ITEM NO. 6C

Reviewed by: dkw City Administrator  
Dn Public Works Director

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

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

**Action Date:** October 16, 2019

CITY COUNCIL AGENDA ITEM

**SUBJECT:** Resolution Number 19-5703 supporting Lassen County Veterans Association Annual Veterans Day Parade on Monday, November 11, 2019

**PRESENTED BY:** Dan Newton, Public Works Director

**SUMMARY:** The Lassen County Veterans Association requests City Council support for the Annual Veterans Day Parade. The Veterans Association is requesting closure of Main Street (State Route 36) from Fair Drive to the Veterans Memorial Building located at 1205 Main Street and Fair Drive between Russell Avenue and Main Street on Monday, November 11, 2019, from 10:00 am to 12:00 pm.

This event requires three (3) Street Division crewmembers to sweep Main Street (State Route 36) before and after the event and six (6) Public Works Department employees to set up, take down traffic control signs, and assist seven (7) Police Officers with traffic control.

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

**FISCAL IMPACT:**

Veterans Day Parade: November 11, 2019

Public Works Dept. Estimate Costs	\$ 3,719
Police Dept. Estimated Costs	<u>\$ 900</u>
<b>TOTAL ESTIMATED COST</b>	<b>\$ 4,619</b>

**ACTION REQUESTED:**

Motion to approve Resolution Number 19-5703 supporting Lassen County Veterans Association Annual Veterans Day Parade on Monday, November 11, 2019

**ATTACHMENTS:** Resolution Number 19-5703  
Letter of request from Lassen County Veterans Association

**RESOLUTION NUMBER 19-5703**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE SUPPORTING CLOSURE OF MAIN STREET (STATE ROUTE 36) FROM FAIR DRIVE TO THE VETERANS MEMORIAL BUILDING LOCATED AT 1205 MAIN STREET ON MONDAY, NOVEMBER 11, 2019, FROM 10:00 AM TO 12:00 PM; AUTHORIZING CLOSURE OF FAIR DRIVE FROM RUSSELL AVENUE TO MAIN STREET; AND AUTHORIZING PUBLIC WORKS DIRECTOR TO SUBMIT AN APPLICATION FOR A CALTRANS ENCROACHMENT PERMIT FOR THE VETERANS OF FOREIGN WARS VETERANS DAY PARADE**

**WHEREAS**, the Veterans of Foreign Wars has requested City Council support of the Annual Veterans Day Parade to be held on Monday, November 11, 2019, from 10:00 am to 12:00 pm; and

**WHEREAS**, the Veterans of Foreign Wars has requested the closure of Fair Drive from Russell Avenue to Main Street for the duration of the event; and

**WHEREAS**, the Veterans of Foreign Wars has requested the closure of Main Street (State Route 36) from Fair Drive to the Veterans Memorial Building located at 1205 Main Street for the event; and

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

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

- 1) The City of Susanville supports the Veterans of Foreign Wars Annual Veterans Day Parade to be held on Monday, November 11, 2019, from 10:00 am to 12:00 pm; and
- 2) The City supports the closure of Main (State Route 36) from Fair Drive to the Veterans Memorial Building located at 1205 Main Street and authorizes the closure of Fair Drive from Russell Avenue to Main Street from 10:00 am to 12:00 pm on Monday, November 11, 2019, for the event.
- 3) The City Council authorizes the Public Works Director to submit an application for a Caltrans Encroachment Permit for the closure of Main Street (State Route 36) for the event as required.

APPROVED: \_\_\_\_\_  
Kevin Stafford, Mayor

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

The foregoing **Resolution No. 19-5703** was adopted at a regular meeting of the City Council of the City of Susanville, held on the 16th day of October 2019, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

---

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

---

Jessica Ryan, City Attorney



Susanville Public Works

SEP 17 2019

RECEIVED

WILLIAM DAVIDSON POST NO. 2381  
1205 Main Street, Suite 102  
Susanville, California 96130

17 September 2019

City of Susanville Public Works  
720 South Street  
Susanville, California 96130

Subject: Request the Closure of Fair Drive and Highway 36 (Main Street) on Monday, 11 November 2018 for Veterans Day Parade.

Dear Mr. Newton,

The Lassen County Veterans Association which is comprised of Veterans of Foreign Wars, William Davidson, Post 2381 and the American Legion, Thomas Tucker, Post 204 request the closure of Fair Drive and Highway 36 (Main Street) on Monday, 11 November 2018 for our annual Veterans Day parade. The parade will begin at the National Guard Armory parking lot at 11:00 am and proceed down Fair Drive to Main Street and end up in front of the Veterans Memorial Building. It's anticipated that the parade participants will start to gather at 10:15 am.

Thank you for your assistance and if you have any questions please feel free to call the Post Quartermaster Nick Padilla at (530) 310-1528.

Sincerely,

Donald Moose  
Post Commander

**NO ONE DOES MORE FOR VETERANS.**

AGENDA ITEM NO. 6D

Reviewed by: AKW City Administrator  
D Public Works Director

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

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

**Action Date:** October 16, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution Number 19-5704** supporting the 7<sup>th</sup> Annual Thanksgiving Day Turkey Trot on Thursday, November 28, 2019

**PRESENTED BY:** Dan Newton, Public Works Director

**SUMMARY:** The Bizz Running Company request City Council support for the 7th Annual Thanksgiving Day Turkey Trot. The Bizz Running Company has requested the closure of Riverside Drive from Alexander Avenue to River Street on Thursday, November 28, 2019, from 8:00 am to 9:00 am. The street closure will help ensure the safety of participants in the 5k fun run. With over 300 individuals in attendance in the past years this event has made a positive impact in addressing the needs of Lassen Senior Services.

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

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

**ACTION REQUESTED:**  
Motion to adopt Resolution Number 19-5704 supporting the 7<sup>th</sup> Annual Thanksgiving Day Turkey Trot on Thursday, November 28, 2019, from 8:00 am to 9:00 am.

**ATTACHMENTS:** Resolution Number 19-5704  
Letter of request

**RESOLUTION NUMBER 19-5704**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**SUPPORTING THE 7<sup>TH</sup> ANNUAL THANKSGIVING TURKEY TROT ON THURSDAY,**  
**NOVEMBER 28, 2019, AND APPROVING THE CLOSURE OF RIVERSIDE DRIVE**  
**FROM ALEXANDER AVENUE TO RIVER STREET FROM 8:00 AM TO 9:00 AM**

**WHEREAS**, the Bizz Running Company has requested City Council support of the 7<sup>th</sup> Annual Thanksgiving Day Turkey Trot event on Thursday, November 28, 2019, from 8:00 am to 9:30 am; and

**WHEREAS**, the Bizz Running Company has requested the closure of Riverside Drive from Alexander Avenue to River Street on Thursday, November 28, 2019, from 8:00 am to 9:00 am, and

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

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Susanville hereby supports the 7<sup>th</sup> Annual Thanksgiving Turkey Trot event and approves the street closure of Riverside Drive from Alexander Avenue to River Street for Thursday, November 28, 2019, from 8:00 am to 9:00 am for the event.

APPROVED: \_\_\_\_\_  
Kevin Stafford, Mayor

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

The foregoing **Resolution No. 19-5704** was adopted at a regular meeting of the City Council of the City of Susanville, held on the 16th day of October 2019, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

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

Bizz Running Company  
509 Lakewood Way  
Susanville, CA 96130  
(530) 310-5013



Susanville Public Works

SEP 04 2019

RECEIVED

August 29, 2019

CITY OF SUSANVILLE  
66 North Lassen  
Susanville, CA 96130

Dear Susanville City Council members:

With the help of Susanville's running community, Lassen Senior Services and the Bizz Running Company are partnering for the 7<sup>th</sup> Annual Thanksgiving Day Turkey Trot. With over 300 individuals in attendance in past years, this free community event has raised a significant amount of food and monetary donations for Lassen Senior Services. The 5K Run/Walk takes place on Thanksgiving morning, Thursday, November 28, 2019, at 8:30 a.m. at the Lassen Superior Court on Riverside Drive.

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

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

Sincerely,

Linda Powell

LINDA POWELL  
RACE DIRECTOR  
530.310.5013

WWW.BIZZRUNNINGCOMPANY.COM



THE BIZZ RUNNING CO.  
RACE TIMING & EVENT MANAGEMENT

Reviewed by: JD City Administrator  
D Public Works Director

Motion Only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

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

**Action Date:** October 16, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 19-5705**, Approving street closure request for a portion of Sunkist Drive and approving fee waiver request for the use of Riverside Park for the Superhero Fun Run and Walk event.

**PRESENTED BY:** Dan Newton, Public Works Director

**SUMMARY:** The City received a letter from the Lassen Family Services CASA Program Manager requesting that fees be waived for the use of Riverside Park and a section of Sunkist Drive, the one-block section in front of the Senior Center, be closed for the purpose of the Superhero Fun Run and Walk to be held on October 26, 2019. The area of road being requested is the block directly in front of the Senior Center and would not block entry to Laverne Street or Santa Paula Lane from Sunkist Drive.

The CASA program recruits, screens and trains community volunteers to become advocates for children who have been removed from their homes because of abuse or neglect. There are currently 23 CASA volunteers who served 70 children in our community last year.

**FISCAL IMPACT:** Unearned revenue in the amount of \$45  
Approximately \$368 in Public Works funding (employee and equipment costs)

**ACTION**

**REQUESTED:** Motion to approve Resolution No. 19-5705 approving street closure request for a portion of Sunkist Drive and approving fee waiver request for the use of Riverside Park.

**ATTACHMENTS:** Letter of Request  
Resolution No. 19-5705

**RESOLUTION NUMBER 19-5705**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE APPROVING THE SUPERHERO FUN RUN AND WALK EVENT SCHEDULED FOR SATURDAY, October 26, 2019, SPONSORED BY THE LASSEN FAMILY SERVICES CASA PROGRAM; AUTHORIZING A FEE WAIVER TO LASSEN FAMILY SERVICES IN THE AMOUNT OF \$45 FOR THE USE OF THE RIVERSIDE PARK SOCCER FIELDS; AND APPROVING CLOSURE OF SUNKIST STREET FROM LAVERNE STREET TO SANTA PAULA LANE ON SATURDAY, October 26, 2019**

**WHEREAS**, Lassen Family Services is sponsoring their Superhero Fun Run and Walk event scheduled for October 26, 2019; and

**WHEREAS**, the Superhero Fun Run and Walk event is a benefit to the City of Susanville; and

**WHEREAS**, Lassen Family Services has requested a fee waiver in the amount of \$45 for the use of the Riverside Park Soccer Fields for October 26, 2019; and

**WHEREAS**, Lassen Family Services has request closure of Sunkist Drive from Laverne Street to Santa Paula Lane on Saturday, October 26, 2019, to general vehicle traffic except emergency vehicles.

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

- 1) That the Superhero Fun Run and Walk event is approved and supported by the City of Susanville.
- 2) That the fee of \$45 for the use of the Riverside Park Soccer Fields on October 26, 2019, is waived for Lassen Family Services.
- 3) That the closure of Sunkist Drive from Laverne Street to Santa Paula Lane on Saturday, October 26, 2019, to general vehicle traffic except emergency vehicles is authorized.

APPROVED: \_\_\_\_\_  
Kevin Stafford, Mayor

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

The foregoing **Resolution No. 19-5705** was adopted at a regular meeting of the City Council of the City of Susanville, held on the 16th day of October 2019, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

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

<b>CASA</b> Court Appointed Special Advocates for Children •A Program of Lassen Family Services• PO Box 710, 1306 Riverside Drive, Susanville, CA 96130 ☎ (530) 257- 4599 ☎ <a href="mailto:Lfscasa2@lassenfamilyservices.org">Lfscasa2@lassenfamilyservices.org</a>	 <b>CASA</b> Court Appointed Special Advocates <b>FOR CHILDREN</b> LASSEN FAMILY SERVICES CASA
---	---

September 4, 2019

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

Re: Rental of Riverside Soccer Field and Road Closure Request  
Nonprofit request for waiver of fee

Mike Wilson, City Administrator:

Lassen Family Services CASA Program respectfully requests the rental fee be waived for use of the Riverside Park Soccer Field on October 26<sup>th</sup>, 2019. We are requesting permission to block off the one-block area of Sunkist Drive in front of the Senior Center to ensure safety of our participants. The roadblock would be directly in front of the Senior Center only and would not block entry onto Laverne Street or Santa Paula Lane from Sunkist Drive. We are also requesting to have the intersection of Alexander and Riverside Drive and River and Riverside Drive be closed for approximately one hour for the duration of the race. Our agency is planning to hold a Superhero Fun Run and Walk to benefit our CASA Program. Routes for the run and walk have been enclosed in this letter. Susanville City Council will be named as a Partner for this event if the City Council requests.

Our CASA program recruits, screens and trains community volunteers to become advocates for children who have been removed from their homes because of abuse or neglect. They are sworn officers of the court and are specially trained to insure the child or children to whom they are appointed have a voice in court and do not “slip through the cracks” of the dependency court and foster care system. We currently have 23 CASAs who served 70 children in our community this last year.

We expect approximately 150 people for this event. Please contact me at 530-257-4599 with any questions regarding this request and thank you for your consideration.

Sincerely,

  
Jennie A. Hoffman  
CASA Program Manager  
Lassen Family Services

cc: Dan Newton Director, Public Works  
City of Susanville City Council

Google Maps

Cornell St + Alexander



Green = Susan River Trail

Blue = Water Station / First Aid

Red = Road closures (requested) for one hour with the exception of Lawrence + Santa Paula

Pink = Walkers Course

Orange = Runners Course

Google

Map data ©2019 200 ft

Reviewed by: W City Administrator  
D Public Works Director

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

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

**Action Date:** October 16, 2019

**CITY COUNCIL AGENDA ITEM**

**PRESENTED BY:** Dan Newton, Public Works Director

**SUBJECT:** **Resolution Number 19-5723** supporting the Historical Uptown Susanville Association (HUSA), Safe and Sane Halloween event on October 31, 2019, and authorizing the Public Works Director to submit an application for a Caltrans encroachment permit for the event

**SUMMARY:** The Historical Uptown Susanville Association (HUSA) requests City Council support for the Safe and Sane Halloween event. HUSA is requesting closure of Main Street (State Route 36) from Roop Street to Weatherlow Street on Thursday, October 31, 2019, from 3:00 pm to 5:00 pm. In addition, HUSA is requesting the closure of South Gay Street (Pancera Plaza) from Main Street to Cottage Street on Thursday, October 31, 2019, from 12:00 pm to 5:00 pm.

This event requires four Public Works Department employees to set up, take down traffic control signs, and assist seven Police Officers with traffic control.

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

**FISCAL IMPACT:**

Public Works Dept. Estimate Costs	\$1,148
Police Dept. Estimated Costs	\$ 875
<b>TOTAL ESTIMATED COST</b>	<b>\$2,023</b>

**ACTION REQUESTED:** Motion to adopt **Resolution Number 19-5723** supporting the Historical Uptown Susanville Association (HUSA), Safe and Sane Halloween event on October 31, 2019, and authorizing the Public Works Director to submit an application for a Caltrans encroachment permit for the event.

**ATTACHMENTS:** Resolution Number 19-5723

**RESOLUTION NUMBER 19-5723**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE SUPPORTING CLOSURE OF MAIN STREET (STATE ROUTE 36) FROM ROOP STREET TO WEATHERLOW STREET ON THURSDAY, OCTOBER 31, 2019, FROM 3:00 PM TO 5:00 PM; AUTHORIZING CLOSURE OF SOUTH GAY STREET FROM COTTAGE STREET TO MAIN STREET ON TUESDAY, OCTOBER 31, 2019, FROM 12:00 PM TO 5:00 PM; AND AUTHORIZING PUBLIC WORKS DIRECTOR TO SUBMIT AN APPLICATION FOR A CALTRANS ENCROACHMENT PERMIT FOR THE SAFE AND SANE EVENT.**

**WHEREAS**, Historical Uptown Susanville Association (HUSA) is hosting their annual Safe and Sane Halloween event on Thursday, October 31, 2019, from 3:00 pm to 5:00 pm; and

**WHEREAS**, HUSA has requested the closure of South Gay Street (Pancera Plaza) from Main Street to Cottage Street from 12:00 pm to 5:00 pm on Thursday, October 31, 2019, for the event; and

**WHEREAS**, HUSA has requested the closure of Main Street from Roop Street to Weatherlow Street for the duration of the event; and

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

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

- 1) The City of Susanville supports the Historical Uptown Susanville Association (HUSA) Annual Safe and Sane Halloween event to be held on Thursday, October 31, 2019, from 3:00 pm to 5:00 pm; and
- 2) The City supports the closure of Main (State Route 36) from Roop Street to Weatherlow Street from 3:00 pm to 5:00 pm on Thursday, October 31, 2019, for the event; and
- 3) The City authorizes the closure of South Gay Street (Pancera Plaza) from Main Street to Cottage Street from 12:00 pm to 5:00 pm on Thursday, October 31, 2019, for the event; and
- 3) The City Council authorizes the Public Works Director to submit an application for a Caltrans Encroachment Permit for the closure of Main Street (State Route 36) for the event as required.

APPROVED: \_\_\_\_\_  
Kevin Stafford, Mayor

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

The foregoing **Resolution No. 19-5723** was adopted at a regular meeting of the City Council of the City of Susanville, held on the 16th day of October 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

---

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

---

Jessica Ryan, City Attorney

Reviewed by: W City Administrator

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

**Submitted by:** Mike Wilson, City Administrator

**Action Date:** October 16, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Ordinance 19-1017 regulating medical and adult use Cannabis Activities

**PRESENTED BY:** Mike Wilson, City Administrator

**SUMMARY:** At the November 1, 2017 City Council meeting, the City Council directed staff to prepare an Interim-Urgency Ordinance to prohibit cannabis activities within the City limits, to the extent to which the City is allowed to prohibit cannabis activities by State law. The City Council adopted Interim-Urgency Ordinance 17-1042 at its December 6, 2017 meeting. The ordinance was effective immediately and remained in effect for 45 days.

The Interim-Urgency Ordinance allowed the City Council time adopt regulations pertaining to cannabis activities within the City, prior to the changes in State law which took effect January 2, 2018. The urgency ordinance was set to expire on January 20, 2018, was extended for a period of ten months and 15 days by Resolution No. 18-5470, for an expiration date of December 5, 2018. Government Code Section §65858 authorizes one additional extension of Urgency Ordinance 17-1012, up to one year. At its November 7, 2018 meeting, the City Council approved Resolution No. 18-5587 which extended the Interim-Urgency Ordinance to November 6, 2019. The Susanville Planning Commission is scheduled to review the proposed Ordinance at its October 15, 2019 meeting and provide a recommendation to the City Council.

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

**ACTION**

**REQUESTED:** Motion to approve waive the first reading and introduce Ordinance No. 19-1017 regulating medical and adult use Cannabis Activities pending adoption of a permanent ordinance.

**ATTACHMENTS:** Ordinance No. 19-1017  
 Resolution No. 18-5587  
 Resolution No. 18-5470  
 Interim-Urgency Ordinance 17-1012

**ORDINANCE NO. 19-1017**  
**AN ORDINANCE OF THE CITY OF SUSANVILLE REGULATING MEDICAL**  
**AND ADULT USE CANNABIS ACTIVITIES**

**WHEREAS**, California Government Code Section 65800 et seq. authorizes the adoption and administration of zoning laws, ordinances, rules and regulations by cities as a means of implementing the General Plan; and

**WHEREAS**, the City passed Ordinance No. 05-919 on July 20, 2005 prohibiting medical marijuana dispensaries in all zones; and

**WHEREAS**, the City passed Ordinance No. 15-1002 on December 2, 2015, prohibiting the cultivation of medical marijuana in all zones; and

**WHEREAS**, on November 8, 2016, California residents passed the Adult Use of Marijuana Act (AUMA / Proposition 64) with a majority of votes; and

**WHEREAS**, in June 2017 the state legislature approved Senate Bill 94 and AB 110, which repealed the Medical Cannabis Regulation and Safety Act (MCRSA) and incorporated certain provisions of MCRSA into the AUMA creating the Medicinal and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA); and

**WHEREAS**, to regulate commercial use of cannabis, the MAUCRSA modifies Division 10 (Cannabis) of the Business & Professions Code, the purpose and intent of which is to “establish a comprehensive system to control and regulate the cultivation, distribution, transport, storage, manufacturing, processing, and sale of both of the following: 1) Medicinal Cannabis and medicinal cannabis products for patients with valid physician’s recommendations; 2) Adult-use cannabis and adult-use cannabis products for adults 21 years of age and over.”; and

**WHEREAS**, the MAUCRSA renames the Bureau of Medical Cannabis as the Bureau of Cannabis Control and empowers the Bureau of Cannabis Control to adopt regulations consistent with the changes in the law; and

**WHEREAS**, the MAUCRSA states that a local jurisdiction shall not prevent transportation of cannabis or cannabis products on public roads by a licensee transporting cannabis or cannabis products in compliance with Division 10; and

**WHEREAS**, the MAUCRSA authorizes cities to “reasonably regulate” without completely prohibiting personal cultivation of cannabis; and

**WHEREAS**, the MAUCRSA states it shall not be a violation of state and local law for persons 21 years of age or older to possess, process, transport, purchase, obtain, or give away to persons 21 years of age or older without any compensation whatsoever up to 28.5 grams of cannabis not in the form of concentrated cannabis or not more than eight grams of cannabis in the form of concentrated cannabis contained in cannabis products; and

**WHEREAS**, the MAUCRSA states it shall not be a violation of state and local law to possess, plant, cultivate, harvest, dry, or process not more than six living cannabis plants and possess the cannabis produced by the plants.

**WHEREAS**, the MAUCRSA states it shall not be a violation of state and local law for individuals to smoke or ingest cannabis or cannabis products. Ingestion or smoking of Cannabis is prohibited in public within the City; and

**WHEREAS**, the MAUCRSA authorizes cities to completely prohibit the establishment or operation of any cannabis business licensed under Division 10 within its jurisdiction, including cannabis dispensaries, cannabis retailers, and cannabis delivery services; and

**WHEREAS**, the California Attorney General's August 2008 Guidelines for the Security and Non-Diversion of Marijuana Grown for Medical Use recognizes that the cultivation or other concentration of marijuana in any location or premises without adequate security increases the risk that nearby homes or businesses may be negatively impacted by nuisance activity such as loitering or crime; and

**WHEREAS**, under the Federal Controlled Substance Act, the use, possession, and cultivation of any amount of marijuana (i.e., cannabis) are unlawful and subject to federal prosecution without regard to a claimed medical need; and

**WHEREAS**, the indoor and outdoor cultivation of cannabis has potential adverse effects to the health and safety of City residents, visitors, and employees and those in nearby residences or businesses including: structural damage to buildings from unpermitted renovations and alterations to buildings or structures; increased moisture and excessive mold, bacterial, and fungal growth among others; increased risk of fire and electrocution from improper or overburdened electrical circuits and wiring; noxious odors and fumes from plants or pesticides, fertilizers, and other chemicals associated with cannabis cultivation or cannabis activities such as oil extraction or concentration; increased trash and refuse; potential access to cannabis by minors; increased demand for fire and police services; increased sewage treatment expenses from drain disposal of irrigation water or surface stream water quality impacts from runoff and illegal dumping, among others.; and

**WHEREAS**, based on the experiences of other cities, these negative effects on the public health, safety, and welfare are likely to occur, and continue to occur, in the City due to the establishment and operation of cannabis activities in the period before a non-urgency ordinance would become effective; and

**WHEREAS**, based on the findings above the potential establishment of cannabis activities in the City without regulation poses a current and immediate threat to the public health, safety and welfare in the City due to the negative land use and other impacts of such uses as described above; and

**WHEREAS**, it is in the interest of the City, its residents, and its lawfully permitted businesses that City staff consider zoning, zoning ordinance amendments, and/or other measures to locally regulate cannabis activities in the City; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUSANVILLE DOES HEREBY ORDAIN AS FOLLOWS:**

**SECTION 1.** The City Council of the City of Susanville hereby finds and determines that all of the above Recitals are true and correct and incorporates such Recitals into this Ordinance as is fully set forth herein.

## SECTION 2. Definitions.

For purposes of this Title, the following definitions shall apply:

- A. "Cannabis" is to be interpreted broadly to mean all parts of the plant *Cannabis sativa* Linnaeus, *Cannabis indica*, or *Cannabis ruderalis*, whether growing or not; the seeds thereof; the resin, whether crude or purified, extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin. "Cannabis" also means the separated resin, whether crude or purified, obtained from cannabis. "Cannabis" does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted therefrom), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination. For the purpose of this division, "cannabis" does not mean "industrial hemp" as defined by Section 11018.5 of the Health and Safety Code.
- B. "Cannabis accessories" is to be interpreted broadly to mean any equipment, products or materials of any kind which are used, intended for use, or designed for use in planning, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, smoking, vaporizing, or containing cannabis, or for ingesting, inhaling, or otherwise introducing cannabis or cannabis products into the human body.
- C. "Cannabis activities" is to be interpreted broadly to include any one or more of the following: the cultivating, possessing, manufacturing, distribution, processing, storing, laboratory testing, labeling, distributing, delivering or selling of cannabis and cannabis products.
- D. "Cannabis products" is to be interpreted broadly to mean cannabis that has undergone a process whereby the plant material has been transformed into a concentrate, including, but not limited to, concentrated cannabis, or an edible or topical product containing cannabis or concentrated cannabis and other ingredients.
- E. "Cultivation" is to be interpreted broadly to mean any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis.
- F. "Delivery" is to be interpreted broadly to mean the commercial transfer or sale of cannabis or cannabis products to a customer. "Delivery" also includes the use by a retailer of any technology platform owned and controlled by the retailer, or independently licensed under California law, that enables customers to arrange for or facilitate the commercial transfer or sale by a licensed retailer of cannabis or cannabis products.
- G. "Distribution" is to be interpreted broadly to mean the procurement, sale, and transport of cannabis and cannabis products between entities for commercial use purposes.
- H. "Licensee" means the holder of any state issued license related to cannabis activities, including but not limited to licenses issued under Division 10 of the Business & Professions Code.

- I. "Manufacture" is to be interpreted broadly to mean to compound, blend, extract, infuse, or otherwise make or prepare cannabis products.
- J. "Person" includes any individual, firm, co-partnership, joint venture, association, corporation, limited liability company, estate, trust, business trust, receiver, syndicate, or any other group or combination acting as a unit, and the plural as well as the singular.
- K. "Personal Cultivation" means cultivation of cannabis as allowed under paragraph (3) of subdivision (a) of Section 11362.1 of the California Health and Safety Code. Personal Cultivation is subject to the restrictions contained within 11362.2 of the California Health and Safety Code.
- L. "Private residence" means a house, an apartment unit, a mobile home, or other similar residential dwelling with a postal address.
- M. "Sale", "sell", and "to sell" are to be interpreted broadly to include any transaction whereby, for any consideration, title to cannabis or cannabis products are transferred from one person to another, and includes the delivery of cannabis or cannabis products pursuant to an order placed for the purchase of the same and soliciting or receiving an order for the same, but does not include the return of cannabis or cannabis products by a licensee to the licensee from whom such cannabis or cannabis product was purchased.
- N. Any term defined in this Section also includes any meaning given the same term as defined in Section 26001 of the California Business & Professions Code or similar definitional sections of the California Health & Safety Code, unless otherwise specified.

### **SECTION 3. Prohibited Use.**

Cannabis activities, as defined herein, shall be prohibited uses and unlawful in all zoning districts and other parts of the City, with the exception of those non-commercial cannabis activities expressly deemed to be lawful under state and local law such as those listed in Health and Safety Code section 11362.1. However, personal cultivation of up to six cannabis plants outside upon the grounds of a private residence shall also be prohibited as allowed under Health and Safety Code section 11362.2(b)(3). However, notwithstanding any other provision of this ordinance, the personal non-commercial cultivation for personal use of up to six cannabis plants within a private residence as described in Health and Safety Code section 11362.2(a) shall not be prohibited by this ordinance, but the City may develop and enact reasonable regulations to regulate such activity as provided in Health and Safety Code 11362.2(b)(1). No cannabis activities shall be established or continued if previously established, and no use permit, variance, building permit, or any other entitlement or permit, whether administrative, ministerial, or discretionary, shall be approved or issued for Cannabis activities herein in any zoning district or other area within the City, and no person shall otherwise establish such businesses or operations conducting cannabis activities in any zoning district or other area within the City.

### **SECTION 4. Penalty for Violation.**

No person, whether as principal, agent, employee or otherwise, shall violate, cause the violation of, or otherwise fail to comply with any of the requirements of this ordinance.

Every act prohibited or declared unlawful by this ordinance, and every failure to perform an act made mandatory by this ordinance, shall be a misdemeanor. Violations of this ordinance may, but need not be, be prosecuted as a misdemeanor or an infraction, at the discretion of the City Attorney or the District Attorney. The City Attorney or District Attorney shall consider the following factors in exercising his or her discretion to prosecute the violation as an infraction: (a) the severity of the threat of the cannabis activity causing the violation to public safety; (b) whether the violation is a first offense; (c) whether the violation did or did not place minors under the age of 18 at significant risk; and (d) any other factor that the City or District Attorney finds merits a lesser punishment than a misdemeanor. Any violations of this ordinance may be prosecuted criminally and/or civilly. In addition to the penalties provided in this section, any activity, circumstance, or condition caused or permitted to exist in violation of any of the provisions of this ordinance is declared a public nuisance and may be abated as provided in this Municipal Code and/or under state law.

#### **SECTION 5. CEQA.**

The City Council hereby finds this ordinance is not a project within the meaning of Section 15378 of the State of California Environmental Quality Act ("CEQA") Guidelines (Title 14 Cal Code Regs.), because it has no potential for resulting in physical change in the environment, directly or indirectly (See also CEQA Guidelines section 15060(c)(2). The City Council further finds, under CEQA Guidelines Section 15061(b)(3), that this ordinance is also exempt from the requirements of CEQA in that the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have significant effect on the environment, the activity is not subject to CEQA. The City Council, therefore, directs that a Notice of Exemption be filed with the County Clerk of the County of Lassen in accordance with CEQA Guidelines.

#### **SECTION 6 Severability.**

If any section, subsection, subdivision, sentence, clause, phrase, or portion of this ordinance for any reason is held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have adopted this ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

#### **SECTION 7. Custodian of Records.**

The documents and materials that constitute the record of proceedings on which this ordinance is based are located at the City Clerk's office located at 66 North Lassen St., Susanville, CA 96130. The custodian of these records is the City Clerk.

#### **SECTION 8. Restatement of Existing Law.**

Neither the adoption of this ordinance nor the repeal of any other ordinance of this City shall in any manner affect the prosecution for violations of ordinances, which violations were committed prior to the effective date hereof, nor be construed as a waiver of any license or penalty or the penal provisions applicable to any violation thereof. The provisions of this ordinance, insofar as they are substantially the same as ordinance provisions

previously adopted by the City relating to the same subject matter or relating to the enumeration of permitted uses under the City's zoning code, shall be construed as restatements and continuations, and not as new enactments.

**SECTION 13.** The City Clerk shall certify as to the adoption of this ordinance and shall cause it to be published within fifteen (15) days of the adoption and shall post a certified copy of this ordinance, including the vote for and against the same, in the Office of the City Clerk, in accordance with California Government Code Section 36933.

APPROVED: \_\_\_\_\_  
Kevin Stafford, Mayor

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

The foregoing ordinance was adopted at a regular meeting of the City Council of the City of Susanville, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2019 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

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

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

**RESOLUTION NO. 18-5587**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**EXTENDING INTERIM-URGENCY ORDINANCE NO. 17-1012 REGULATING**  
**MEDICAL AND ADULT USE CANNABIS ACTIVITIES PENDING ADOPTION OF A**  
**PERMANENT ORDINANCE**

**WHEREAS**, on December 6, 2017, the City Council adopted Ordinance No. 17-1012, finding that the potential establishment of cannabis activities in the City without regulation would pose a current and immediate threat to the public health, safety and welfare in the City due to the negative land use and other impacts of such uses; and

**WHEREAS**, the City Council ordained that for the period of this interim-urgency ordinance cannabis activities, as defined in the ordinance, shall be prohibited uses and unlawful in all zoning districts and other parts of the City, with the exception of those non-commercial cannabis activities expressly deemed to be lawful under state and local law in the MAUCRSA such as those listed in Health and Safety Code section 11362.1; and

**WHEREAS**, it is in the interest of the City, its residents, and its lawfully permitted businesses that City staff consider zoning, zoning ordinance amendments, and/or other measures to locally regulate cannabis activities in the City; and

**WHEREAS**, without action by the City Council, Ordinance No. 17-1012 would expire 45 days following its adoption on January 20, 2018 and before a permanent ordinance could be adopted; and

**WHEREAS**, the City Council adopted Resolution No. 18-5470 on January 19, 2018, extending Ordinance No. 17-1012 for a period of ten (10) months and fifteen (15) days to expire on December 5, 2018; and

**WHEREAS**, Government Code §65858 provides for a second extension of an urgency-interim ordinance for a period of up to one year by a four-fifths vote of the legislative body.

**NOW, THEREFORE**, be it resolved by the City Council of the City of Susanville as follows:

1. The City requires additional time to adequately develop and adopt a long-term cannabis policy and associated regulation or ordinances, and until such time as those measures are in place, it is necessary for the protection of the public welfare, safety, and health against immediate and ongoing threats and impairment from unregulated cannabis uses within the City that the existing interim-urgency ordinance be extended.

2. Ordinance No. 17-1012 is extended pursuant to Government Code 65858(a) for a period of one year, to then expire November 7, 2019 unless further extended.

3. In accordance with Ordinance 17-1012 during the effective period of this interim-urgency ordinance, no cannabis activities shall be established or continued if previously established, and no use permit, variance, building permit, or any other entitlement or permit, whether administrative, ministerial, or discretionary, shall be approved or issued for cannabis activities herein in any zoning district or other area within the City, and no person shall otherwise establish such businesses or operations conducting cannabis activities in any zoning district or other area within the City.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

Date: November 7, 2018

APPROVED: Kevin Stafford  
Kevin Stafford, Mayor

ATTEST: Gwenna MacDonald  
Gwenna MacDonald, City Clerk

The foregoing **Resolution No. 18-5587** was adopted at a special meeting of the City Council of the City of Susanville held on the 7<sup>th</sup> day of November, 2018 by the following vote:

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

Gwenna MacDonald  
Gwenna MacDonald, City Clerk

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

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

**RESOLUTION NO. 18-5470**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**EXTENDING INTERIM-URGENCY ORDINANCE NO. 17-1012 REGULATING**  
**MEDICAL AND ADULT USE CANNABIS ACTIVITIES PENDING ADOPTION OF A**  
**PERMANENT ORDINANCE**

**WHEREAS**, on December 6, 2017, the City Council adopted Ordinance No. 17-1012, finding that the potential establishment of cannabis activities in the City without regulation would pose a current and immediate threat to the public health, safety and welfare in the City due to the negative land use and other impacts of such uses; and

**WHEREAS**, the City Council ordained that for the period of this interim-urgency ordinance cannabis activities, as defined in the ordinance, shall be prohibited uses and unlawful in all zoning districts and other parts of the City, with the exception of those non-commercial cannabis activities expressly deemed to be lawful under state and local law in the MAUCRSA such as those listed in Health and Safety Code section 11362.1; and

**WHEREAS**, it is in the interest of the City, its residents, and its lawfully permitted businesses that City staff consider zoning, zoning ordinance amendments, and/or other measures to locally regulate cannabis activities in the City; and

**WHEREAS**, without action by the City Council, Ordinance No. 17-1012 expires on 45 days following its adoption; and

**WHEREAS**, without an extension of Ordinance No. 17-1012, it will expire before a permanent ordinance can be adopted.

**NOW, THEREFORE**, be it resolved by the City Council of the City of Susanville as follows:

1. The City requires more time to adequately develop and adopt a long-term cannabis policy and associated regulation or ordinances, and until such time as those measures are in place, it is necessary for the protection of the public welfare, safety, and health against immediate and ongoing threats and impairment from unregulated cannabis uses within the City that the existing interim-urgency ordinance be extended.

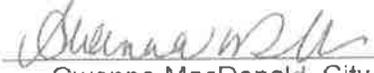
2. Ordinance No. 17-1012 is extended pursuant to Government Code 65858(a) for a period of ten (10) months and fifteen (15) days, to then expire December 5, 2018 unless further extended.

3. In accordance with Ordinance 17-1012 during the effective period of this interim-urgency ordinance, no cannabis activities shall be established or continued if previously established, and no use permit, variance, building permit, or any other entitlement or permit, whether administrative, ministerial, or discretionary, shall be approved or issued for cannabis activities herein in any zoning district or other area within the City, and no person shall otherwise establish such businesses or operations conducting cannabis activities in any zoning district or other area within the City.

Date: January 19, 2018

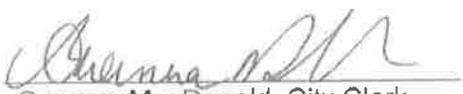
1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

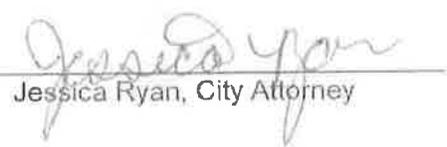
APPROVED:   
Kathie Garnier, Mayor

ATTEST:   
Gwenna MacDonald, City Clerk

The foregoing **Resolution No. 18-5470** was adopted at a special meeting of the City Council of the City of Susanville held on the 19<sup>th</sup> day of January, 2018 by the following vote:

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

  
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:   
Jessica Ryan, City Attorney



1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

**WHEREAS**, the MAUCRSA states it shall not be a violation of state and local law to possess, plant, cultivate, harvest, dry, or process not more than six living cannabis plants and possess the cannabis produced by the plants.

**WHEREAS**, the MAUCRSA states it shall not be a violation of state and local law for individuals to smoke or ingest cannabis or cannabis products; and

**WHEREAS**, the MAUCRSA authorizes cities to completely prohibit the establishment or operation of any cannabis business licensed under Division 10 within its jurisdiction, including cannabis dispensaries, cannabis retailers, and cannabis delivery services; and

**WHEREAS**, absent appropriate local regulation authorized by the MAUCRSA, state regulations will control; and

**WHEREAS**, the California Attorney General's August 2008 Guidelines for the Security and Non-Diversion of Marijuana Grown for Medical Use recognizes that the cultivation or other concentration of marijuana in any location or premises without adequate security increases the risk that nearby homes or businesses may be negatively impacted by nuisance activity such as loitering or crime; and

**WHEREAS**, under the Federal Controlled Substance Act, the use, possession, and cultivation of any amount of marijuana (i.e., cannabis) are unlawful and subject to federal prosecution without regard to a claimed medical need; and

**WHEREAS**, the indoor and outdoor cultivation of cannabis has potential adverse effects to the health and safety of City residents, visitors, and employees and those in nearby residences or businesses including: structural damage to buildings from unpermitted renovations and alterations to buildings or structures; increased moisture and excessive mold, bacterial, and fungal growth among others; increased risk of fire and electrocution from improper or overburdened electrical circuits and wiring; noxious odors and fumes from plants or pesticides, fertilizers, and other chemicals associated with cannabis cultivation or cannabis activities such as oil extraction or concentration; increased trash and refuse; potential access to cannabis by minors; increased demand for fire and police services; increased sewage treatment expenses from drain disposal of irrigation water or surface stream water quality impacts from runoff and illegal dumping, among others.; and

**WHEREAS**, based on the experiences of other cities, these negative effects on the public health, safety, and welfare are likely to occur, and continue to occur, in the City due to the establishment and operation of cannabis activities in the period before a non-urgency ordinance would become effective; and

**WHEREAS**, based on the findings above the potential establishment of cannabis activities in the City without regulation poses a current and immediate threat to the public health, safety and welfare in the City due to the negative land use and other impacts of such uses as described above; and

**WHEREAS**, it is in the interest of the City, its residents, and its lawfully permitted businesses that City staff consider zoning, zoning ordinance amendments, and/or other measures to locally regulate cannabis activities in the City; and

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

**WHEREAS**, California Government Code Section 65858 expressly authorizes the City Council to adopt by four-fifth (4/5) vote, without following the procedures otherwise required for the adoption of a zoning ordinance, an interim-urgency ordinance which is necessary for the immediate protection of the public health, safety, and welfare; and

**WHEREAS**, it is the present intention of the City Council to keep this interim-urgency ordinance in effect only until the adoption of an ordinance establishing regulations regarding cannabis activities.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUSANVILLE DOES HEREBY ORDAIN AS FOLLOWS:**

**SECTION 1.** The City Council of the City of Susanville hereby finds and determines that all of the above Recitals are true and correct and incorporates such Recitals into this Ordinance as is fully set forth herein.

**SECTION 2.** Findings.

The City Council hereby finds, determines and declares that this Urgency Ordinance adopted pursuant to California Government Code Section 65858 is necessary because:

- A. Certain provisions of the MAUCRSA become effective January 1, 2018, which may lead to state licensing of cannabis activities including cultivation, distribution, transport, delivery, storage, manufacturing, processing, and sale of both of the following: 1) Medicinal Cannabis and medicinal cannabis products for patients with valid physician's recommendations; 2) Adult-use cannabis and adult-use cannabis products for adults 21 years of age and over".
- B. To allow time for the City to consider, study, and enact comprehensive and detailed regulations for cannabis activities, it is necessary to adopt an interim-urgency ordinance prohibiting all cannabis activities, especially commercial cannabis activities, to the extent that the City has the authority to prohibit cannabis activities within its jurisdiction under local and state law, in all zones of the City.
- C. An interim-urgency ordinance will provide the City with time to study potential impacts cannabis activities may have on the public health, safety, and welfare.
- D. Without the imposition of an interim-urgency ordinance the City anticipates that one (1) or more cannabis activities (e.g., businesses such as dispensary, commercial cultivation operations, etc.) may locate in the City before a non-urgency ordinance would become effective, and that such uses may pose serious risks to the public health, safety, and welfare.
- E. There is a current and immediate threat to the public health, safety, and welfare of the City and its community, thereby necessitating the immediate enactment of an interim-urgency ordinance in order to ensure

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

that cannabis activities are prohibited in the City. Prohibition of cannabis activities through this interim-urgency ordinance will allow the City sufficient time to research, prepare, and enact a comprehensive ordinance for the regulation of commercial (i.e., involving sales and monetary transactions) and non-commercial (i.e., personal use) cannabis activities.

**SECTION 3. Urgent Need.**

Based on the foregoing recitals and findings, all of which the City Council deems true and correct, this interim-urgency ordinance is needed for the immediate preservation of the public health, safety, and welfare. This interim-urgency ordinance shall take effect immediately upon adoption and shall be of no further force and effect forty-five (45) days following the date of its adoption unless extended in accordance with the provisions set forth in Government Code Section 65858.

**SECTION 4. Definitions.**

For purposes of this Title, the following definitions shall apply:

- A. "Cannabis" is to be interpreted broadly to mean all parts of the plant *Cannabis sativa* Linnaeus, *Cannabis indica*, or *Cannabis ruderalis*, whether growing or not; the seeds thereof; the resin, whether crude or purified, extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin. "Cannabis" also means the separated resin, whether crude or purified, obtained from cannabis. "Cannabis" does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted therefrom), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination. For the purpose of this division, "cannabis" does not mean "industrial hemp" as defined by Section 11018.5 of the Health and Safety Code.
  
- B. "Cannabis accessories" is to be interpreted broadly to mean any equipment, products or materials of any kind which are used, intended for use, or designed for use in planning, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, smoking, vaporizing, or containing cannabis, or for ingesting, inhaling, or otherwise introducing cannabis or cannabis products into the human body.
  
- C. "Cannabis activities" is to be interpreted broadly to include any one or more of the following: the cultivation possession, manufacture, distribution, processing, storing, laboratory testing, labeling, transportation, distribution, delivery or sale of cannabis and cannabis products.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

- D. "Cannabis products" is to be interpreted broadly to mean cannabis that has undergone a process whereby the plant material has been transformed into a concentrate, including, but not limited to, concentrated cannabis, or an edible or topical product containing cannabis or concentrated cannabis and other ingredients.
- E. "Cultivation" is to be interpreted broadly to mean any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis.
- F. "Delivery" is to be interpreted broadly to mean the commercial transfer or sale of cannabis or cannabis products to a customer. "Delivery" also includes the use by a retailer of any technology platform owned and controlled by the retailer, or independently licensed under California law, that enables customers to arrange for or facilitate the commercial transfer or sale by a licensed retailer of cannabis or cannabis products.
- G. "Distribution" is to be interpreted broadly to mean the procurement, sale, and transport of cannabis and cannabis products between entities for commercial use purposes.
- H. "Licensee" means the holder of any state issued license related to cannabis activities, including but not limited to licenses issued under Division 10 of the Business & Professions Code.
- I. "Manufacture" is to be interpreted broadly to mean to compound, blend, extract, infuse, or otherwise make or prepare cannabis products.
- J. "Person" includes any individual, firm, co-partnership, joint venture, association, corporation, limited liability company, estate, trust, business trust, receiver, syndicate, or any other group or combination acting as a unit, and the plural as well as the singular.
- K. "Personal Cultivation" means cultivation of cannabis as allowed under paragraph (3) of subdivision (a) of Section 11362.1 of the California Health and Safety Code. Personal Cultivation is subject to the restrictions contained within 11362.2 of the California Health of Safety Code.
- L. "Private residence" means a house, an apartment unit, a mobile home, or other similar residential dwelling with a postal address.
- M. "Sale", "sell", and "to sell" are to be interpreted broadly to include any transaction whereby, for any consideration, title to cannabis or cannabis products are transferred from one person to another, and includes the delivery of cannabis or cannabis products pursuant to an order placed for the purchase of the same and soliciting or receiving an order for the same, but does not include the return of cannabis or cannabis products by a licensee to the licensee from whom such cannabis or cannabis product was purchased.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

N. Any term defined in this Section also includes any meaning given the same term as defined in Section 26001 of the California Business & Professions Code or similar definitional sections of the California Health & Safety Code, unless otherwise specified.

**SECTION 5. Prohibited Use.**

For the period of this interim-urgency ordinance or any extension thereof cannabis activities, as defined herein, shall be prohibited uses and unlawful in all zoning districts and other parts of the City, with the exception of those non-commercial cannabis activities expressly deemed to be lawful under state and local law in the MAUCRSA such as those listed in Health and Safety Code section 11362.1. However, personal cultivation of up to six cannabis plants outside upon the grounds of a private residence shall also be prohibited as allowed under Health and Safety Code section 11362.2(b)(3). However, notwithstanding any other provision of this ordinance, the personal non-commercial cultivation for personal use of up to six cannabis plants within a private residence as described in Health and Safety Code section 11362.2(a) shall not be prohibited by this ordinance, but the City may develop and enact reasonable regulations to regulate such activity as provided in Health and Safety Code 11362.2(b)(1). During the effective period of this interim-urgency ordinance, no cannabis activities shall be established or continued if previously established, and no use permit, variance, building permit, or any other entitlement or permit, whether administrative, ministerial, or discretionary, shall be approved or issued for cannabis activities herein in any zoning district or other area within the City, and no person shall otherwise establish such businesses or operations conducting cannabis activities in any zoning district or other area within the City.

**SECTION 6. Penalty for Violation.**

No person, whether as principal, agent, employee or otherwise, shall violate, cause the violation of, or otherwise fail to comply with any of the requirements of this ordinance. Every act prohibited or declared unlawful by this ordinance, and every failure to perform an act made mandatory by this ordinance, shall be a misdemeanor. Violations of this ordinance may, but need not be, be prosecuted as a misdemeanor or an infraction, at the discretion of the City Attorney or the District Attorney. The City Attorney or District Attorney shall consider the following factors in exercising his or her discretion to prosecute the violation as an infraction: (a) the severity of the threat of the cannabis activity causing the violation to public safety; (b) whether the violation is a first offense; (c) whether the violation did or did not place minors under the age of 18 at significant risk; and (d) any other factor that the City or District Attorney finds merits a lesser punishment than a misdemeanor. Any violations of this ordinance may be prosecuted criminally and/or civilly. In addition to the penalties provided in this section, any activity, circumstance, or condition caused or permitted to exist in violation of any of the provisions of this ordinance is declared a public nuisance and may be abated as provided in this Municipal Code and/or under state law.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

**SECTION 7. Authority.**

This interim-urgency ordinance is enacted pursuant to the authority conferred upon the City Council of the City of Susanville by Government Code Section 65858, and therefore shall be in full force and effect immediately upon its adoption by a four-fifths (4/5) vote of the City Council. This interim-urgency ordinance shall continue in effect for forty-five days (45) from the date of its adoption and shall thereafter be of no further force and effect unless, after notice pursuant to Government Code 65090 and a public hearing, the City extends the interim-urgency ordinance for an additional period of time pursuant to Government Code 65858. Government Code 65858 further provides that such an urgency measure may be extended for up to an additional twenty-two (22) months and fifteen (15) days beyond the original forty-five (45) day period.

**SECTION 8. Council Direction.**

During the period of this interim-urgency ordinance, and any extension thereof, the City Council hereby directs City staff to: (1) study, consider, and recommend potential regulations and policies regarding cannabis activities within the City; (2) study, consider, and recommend reasonable regulations for personal, non-commercial cultivation of cannabis that may be authorized under Health and Safety Code section 11362.2; (3) issue a written report describing the measures which the City has taken to address the conditions which led to the adoption of this interim-urgency ordinance with the City Council ten (10) days prior to the expiration of this interim-urgency ordinance, or any extension thereof, and make such report available to the public.

**SECTION 9. CEQA.**

The City Council hereby finds this interim-urgency ordinance is not a project within the meaning of Section 15378 of the State of California Environmental Quality Act ("CEQA") Guidelines (Title 14 Cal Code Regs.), because it has no potential for resulting in physical change in the environment, directly or indirectly (See also CEQA Guidelines section 15060(c)(2). The City Council further finds, under CEQA Guidelines Section 15061(b)(3), that this interim-urgency ordinance is also exempt from the requirements of CEQA in that the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have significant effect on the environment, the activity is not subject to CEQA. The City Council, therefore, directs that a Notice of Exemption be filed with the County Clerk of the County of Lassen in accordance with CEQA Guidelines.

**SECTION 10. Severability.**

If any section, subsection, subdivision, sentence, clause, phrase, or portion of this interim-urgency ordinance for any reason is held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this interim-urgency ordinance. The City Council hereby declares that it would have adopted this interim-urgency ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

portion thereof, irrespective of the fact that any one of more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

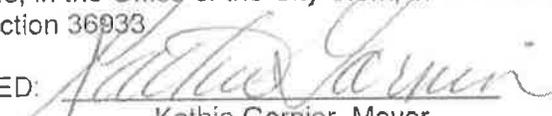
**SECTION 11. Custodian of Records.**

The documents and materials that constitute the record of proceedings on which this interim-urgency ordinance is based are located at the City Clerk's office located at 66 North Lassen St., Susanville, CA 96130. The custodian of these records is the City Clerk.

**SECTION 12. Restatement of Existing Law.**

Neither the adoption of this interim-urgency ordinance nor the repeal of any other ordinance of this City shall in any manner affect the prosecution for violations of ordinances, which violations were committed prior to the effective date hereof, nor be construed as a waiver of any license or penalty or the penal provisions applicable to any violation thereof. The provisions of this interim-urgency ordinance, insofar as they are substantially the same as ordinance provisions previously adopted by the City relating to the same subject matter or relating to the enumeration of permitted uses under the City's zoning code, shall be construed as restatements and continuations, and not as new enactments.

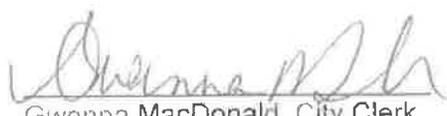
**SECTION 13.** The City Clerk shall certify as to the adoption of this interim-urgency ordinance and shall cause it to be published within fifteen (15) days of the adoption and shall post a certified copy of this interim-urgency ordinance, including the vote for and against the same, in the Office of the City Clerk, in accordance with California Government Code Section 36933

APPROVED:   
Kathie Garnier, Mayor

ATTEST:   
Gwenna MacDonald, City Clerk

The foregoing interim-urgency ordinance was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6<sup>th</sup> day of December, 2017 by the following vote:

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

  
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:   
Jessica Ryan, City Attorney

Reviewed by: DS City Administrator

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

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

**Action Date:** October 16, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Vendor and Payroll Warrants

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

**SUMMARY:** Warrants dated September 21, 2019 through October 4, 2019 numbered 205075 through 205200.

**FISCAL IMPACT:** Accounts Payable vendor warrants totaling \$ 743,901.69 plus \$310,713.82 in payroll warrants, for a total of \$1,054,615.51.

**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
09/19	09/23/2019	205075	9782		TR EX SACRAMENTO 9/24/19-9/	092319	1	1000-422-10-45	TRAVEL	818.72	818.72
Total 092319:										818.72	818.72
Grand Totals:										818.72	818.72

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

GL	Check	Check	Vendor	Description	Invoice	Inv	GL	GL	Seq	Seq	Check
Period	Issue Date	Number	Number	Payee	Number	Seq	Account	Account	Amount	Amount	Amount
09/19	09/25/2019	205103	8668	ADAMS ASHBY GROUP, I	2818	1	2040-463-71-43	TECHNICAL SVCS	2,390.00	2,390.00	2,390.00
Total 2818:											
09/19	09/25/2019	205104	21	AIRGAS USA, LLC	9092565293	1	7110-430-42-46	SUPPLIES-GENERAL	421.64	421.64	421.64
09/19	09/25/2019	205104	21	AIRGAS USA, LLC	9092565293	2	2007-431-20-44	REPAIR AND MAINTENANCE-VE	91.65	91.65	91.65
09/19	09/25/2019	205104	21	AIRGAS USA, LLC	9092565293	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	91.65	91.65	91.65
Total 9092565293:											
09/19	09/25/2019	205104	21	AIRGAS USA, LLC	9964753469	1	7110-430-42-46	SUPPLIES-GENERAL	229.77	229.77	229.77
09/19	09/25/2019	205104	21	AIRGAS USA, LLC	9964753469	2	2007-431-20-44	REPAIR AND MAINTENANCE-VE	93.80	93.80	93.80
09/19	09/25/2019	205104	21	AIRGAS USA, LLC	9964753469	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	144.63	144.63	144.63
Total 9964753469:											
09/19	09/25/2019	205105	44	ARAMARK UNIFORM SER	637003997	1	7620-430-10-46	SUPPLIES-GENERAL	33.53	33.53	33.53
Total 637003997:											
09/19	09/25/2019	205105	44	ARAMARK UNIFORM SER	637003998	1	2007-431-20-44	LINEN SERVICE	55.67	55.67	55.67
Total 637003998:											
09/19	09/25/2019	205105	44	ARAMARK UNIFORM SER	637003999	1	7401-430-62-44	LINEN SERVICES	50.65	50.65	50.65
Total 637003999:											
09/19	09/25/2019	205105	44	ARAMARK UNIFORM SER	637004000	1	7110-430-42-44	LINEN SERVICE	43.05	43.05	43.05
Total 637004000:											
09/19	09/25/2019	205106	9794	AWAXX SYSTEMS, INC.	12440	1	1000-421-10-44	FACILITY - REPAIR & MAINTENA	1,286.00	1,286.00	1,286.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 12440:											
09/19	09/25/2019	205107	76	BILLINGTON ACE HARD	SUPPLIES-WATER	449786	1	7110-430-42-46	SUPPLIES-GENERAL	9.15	9.15
Total 449786:										9.15	9.15
09/19	09/25/2019	205107	76	BILLINGTON ACE HARD	SUPPLIES-GAS	449814	1	7401-430-62-46	SUPPLIES-GENERAL	12.78	12.78
Total 449814:										12.78	12.78
09/19	09/25/2019	205107	76	BILLINGTON ACE HARD	SUPPLIES-WATER	450298	1	7110-430-42-46	SUPPLIES-GENERAL	36.66	36.66
Total 450298:										36.66	36.66
09/19	09/25/2019	205107	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	450339	1	2007-431-20-46	SUPPLIES-GENERAL	.59	.59
Total 450339:										.59	.59
09/19	09/25/2019	205107	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	450406	1	1000-452-20-44	FACILITY - REPAIR & MAINTENANCE	13.38	13.38
Total 450406:										13.38	13.38
09/19	09/25/2019	205107	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	450418	1	1000-452-20-44	MISC - REPAIR & MAINTENANCE	5.78	5.78
Total 450418:										5.78	5.78
09/19	09/25/2019	205107	76	BILLINGTON ACE HARD	SUPPLIES-WATER	450427	1	7110-430-42-46	SUPPLIES-GENERAL	3.85	3.85
Total 450427:										3.85	3.85
09/19	09/25/2019	205107	76	BILLINGTON ACE HARD	SUPPLIES-WATER	450487	1	7110-430-42-46	SUPPLIES-GENERAL	19.21	19.21
Total 450487:										19.21	19.21
09/19	09/25/2019	205108	116	CASHMAN EQUIPMENT C	RPR & MAINT- WATER	INPS3008185	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	49.81	49.81
Total INPS3008185:										49.81	49.81

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
09/19	09/25/2019	205108	116	CASHMAN EQUIPMENT C	RPR & MAINT- WATER	INPS3008862	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	176.79	176.79
Total INPS3008862: 176.79 176.79											
09/19	09/25/2019	205108	116	CASHMAN EQUIPMENT C	RPR & MAINT- WATER	INPS3008863	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	161.51	161.51
Total INPS3008863: 161.51 161.51											
09/19	09/25/2019	205108	116	CASHMAN EQUIPMENT C	CREDIT-STREETS	S45139001	1	2007-431-20-46	SUPPLIES-GENERAL	2,661.19-	2,661.19-
Total S45139001: 2,661.19- 2,661.19-											
09/19	09/25/2019	205108	116	CASHMAN EQUIPMENT C	SUPPLIES-STREETS	S4526001	1	2007-431-20-46	SUPPLIES-GENERAL	2,661.19	2,661.19
Total S4526001: 2,661.19 2,661.19											
09/19	09/25/2019	205109	6546		RETURN EP 19-20 655 S LASSE	092419	1	1001-2228-001	DEPOSITS-CURB, GUTTER, SID	2,550.00	2,550.00
Total 092419: 2,550.00 2,550.00											
09/19	09/25/2019	205110	161	CSK AUTO INC	SUPPLIES-WATER	2740201977	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	4.27	4.27
Total 2740201977: 4.27 4.27											
09/19	09/25/2019	205111	194	DIAMOND SAW SHOP IN	SUPPLIES-PARKS	17327	1	1000-452-20-46	SUPPLIES-GENERAL	799.86	799.86
Total 17327: 799.86 799.86											
09/19	09/25/2019	205111	194	DIAMOND SAW SHOP IN	SUPPLIES-STREETS	17331	1	2007-431-20-46	SUPPLIES-SMALL TOOLS	84.67	84.67
Total 17331: 84.67 84.67											
09/19	09/25/2019	205112	1260	DIRECTV INC	CABLE-GC	36710581453	1	7530-451-52-45	COMMUNICATIONS	192.96	192.96
Total 36710581453: 192.96 192.96											
09/19	09/25/2019	205113	198	DITCH WITCH EQUIPMEN	REPAIR & MAINT- WATER	306272	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	32.18	32.18

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount	
Total 306272:											32.18	32.18
09/19	09/25/2019	205114	9788		DMV/FEES	090519	1	2007-431-20-48	TAXES, FEES, PERMIT AND CH	78.00	78.00	
Total 090619:											78.00	78.00
09/19	09/25/2019	205115	230	ENTENMANN - ROVIN CO	SUPPLIES-PD	0146533	1	1000-421-10-46	SUPPLIES-GENERAL	88.02	88.02	
Total 0146533:											88.02	88.02
09/19	09/25/2019	205116	243	FEDEX	POSTAGE	6-744-24316	1	1000-415-10-46	POSTAGE	183.17	183.17	
Total 6-744-24316:											183.17	183.17
09/19	09/25/2019	205117	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	977437A	1	7110-430-42-43	TECHNICAL SVCS	247.00	247.00	
Total 977437A:											247.00	247.00
09/19	09/25/2019	205117	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	977823A	1	7110-430-42-43	TECHNICAL SVCS	117.00	117.00	
Total 977823A:											117.00	117.00
09/19	09/25/2019	205117	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-JO	977824A	1	7110-430-42-43	TECHNICAL SVCS	28.00	28.00	
Total 977824A:											28.00	28.00
09/19	09/25/2019	205118	265	FRONTIER	257-0315 AWOS AIRPORT	0315 091519	1	7201-430-81-45	COMMUNICATIONS	51.22	51.22	
Total 0315 091519:											51.22	51.22
09/19	09/25/2019	205118	265	FRONTIER	257-1044 PRI	1044 090519	1	7620-430-10-45	COMMUNICATIONS	102.06	102.06	
Total 1044 090519:											102.06	102.06
09/19	09/25/2019	205118	265	FRONTIER	252-1182 SCADA - WATER	1182 091019	1	7110-430-42-45	COMMUNICATIONS	312.03	312.03	
Total 1182 091019:											312.03	312.03

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount	
09/19	09/25/2019	205118	265	FRONTIER	257-4725-FAX	4725 091519	1	1000-419-10-45	COMMUNICATIONS	61.93	61.93	
09/19	09/25/2019	205118	265	FRONTIER	257-4725 CITY HALL FAX	4725 091519	2	1000-417-10-45	COMMUNICATIONS	61.92	61.92	
Total 4725 091519:											123.85	123.85
09/19	09/25/2019	205118	265	FRONTIER	257-5603 POLICE	5603 091019	1	1000-421-10-45	COMMUNICATIONS	781.97	781.97	
Total 5603 091019:											781.97	781.97
09/19	09/25/2019	205118	265	FRONTIER	257-1182 NAT GAS TELEMETRY	7-1182 091019	1	7401-430-62-45	COMMUNICATIONS	43.46	43.46	
Total 7-1182 091019:											43.46	43.46
09/19	09/25/2019	205119	9784		RETURN COMMUNITY CENTER	091319	1	1000-2228-009	DEPOSITS-COMM CENTER RE	50.00	50.00	
Total 091319:											50.00	50.00
09/19	09/25/2019	205120	1073		RIVERSIDE PARK REHAB PROJ	2721	1	2040-463-71-44	CONSTRUCTION SERVICES	248,714.56	248,714.56	
Total 2721:											248,714.56	248,714.56
09/19	09/25/2019	205121	1556	INTERSTATE SALES/T-M	SUPPLIES-STREETS	3605	1	2007-431-20-46	SUPPLIES-GENERAL	993.46	993.46	
Total 3605:											993.46	993.46
09/19	09/25/2019	205122	335	J.W. WOOD CO INC	SUPPLIES-PARKS	S113233	1	1000-452-20-44	FACILITY - REPAIR & MAINTENA	156.02	156.02	
Total S113233:											156.02	156.02
09/19	09/25/2019	205122	335	J.W. WOOD CO INC	SUPPLIES-PARKS	S113334	1	1000-452-21-44	FACILITY - REPAIR & MAINTENA	58.20	58.20	
Total S113334:											58.20	58.20
09/19	09/25/2019	205123	338	JACKSON'S SERVICE CE	RPR & MAINT- WATER	37276	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	1,049.74	1,049.74	
Total 37276:											1,049.74	1,049.74
09/19	09/25/2019	205123	338	JACKSON'S SERVICE CE	RPR & MAINT- PD	41683	1	1000-421-10-44	VEHICLE - REPAIR & MAINTENA	261.86	261.86	

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 41683:											
09/19	09/25/2019	205124	362	KAUFFMAN, BILL	CUSTODIAL SVCS	226368	1	1000-417-10-44	CUSTODIAL	650.00	650.00
Total 226368:											
09/19	09/25/2019	205125	9787		REFUND GAS DEPOSIT	10119510000	1	7401-2228-000	DEPOSITS-CUSTOMER	186.80	186.80
Total 10119510000:											
09/19	09/25/2019	205126	408	LASSEN LAND & TRAILS	PROFESSIONAL SERVICES	091319	1	8406-413-24-41	REGULAR EMPLOYEES	6,520.00	6,520.00
09/19	09/25/2019	205126	408	LASSEN LAND & TRAILS	PROFESSIONAL SERVICES	091319	2	8406-413-24-44	CONSTRUCTION SERVICES	10,938.70	10,938.70
Total 091319:											
09/19	09/25/2019	205127	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	332893	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	9.80	9.80
Total 332893:											
09/19	09/25/2019	205127	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	332900	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	2.47	2.47
Total 332900:											
09/19	09/25/2019	205127	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	332913	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	6.41	6.41
Total 332913:											
09/19	09/25/2019	205127	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	333817	1	7401-430-62-46	SUPPLIES-GENERAL	22.63	22.63
Total 333817:											
09/19	09/25/2019	205128	413	SUSANVILLE TOWING	REPAIR & MAINT-PD	56702	1	1000-421-10-44	VEHICLE - REPAIR & MAINTENA	443.58	443.58
Total 56702:											
09/19	09/25/2019	205129	1443	LEADS ONLINE LLC	SOFTWARE SUPPORT 7/19-6/20	19008	1	1000-421-10-45	DISPATCH CONTRACT	2,520.00	2,520.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 19008:											
09/19	09/25/2019	205130	437	LMUD	STREET LIGHTS	14039 091019	1	2007-431-60-46	ELECTRICITY	193.33	193.33
Total 14039 091019:											
09/19	09/25/2019	205130	437	LMUD	STREET LIGHTS	14041 091019	1	2007-431-60-46	ELECTRICITY	3,607.80	3,607.80
Total 14041 091019:											
09/19	09/25/2019	205130	437	LMUD	S GAY ST-STREETS	24323 091019	1	2007-431-60-46	ELECTRICITY	45.74	45.74
Total 24323 091019:											
09/19	09/25/2019	205130	437	LMUD	STREET LIGHTS	2467 091019	1	2007-431-60-46	ELECTRICITY	1,615.54	1,615.54
Total 2467 091019:											
09/19	09/25/2019	205130	437	LMUD	SKYLINE DR WELL 4-WATER	29931 091019	1	7110-430-42-46	ELECTRICITY	1,216.28	1,216.28
Total 29931 091019:											
09/19	09/25/2019	205130	437	LMUD	HARRIS DR & HWY 36-WATER	30658 091019	1	7110-430-42-46	ELECTRICITY	421.79	421.79
Total 30658 091019:											
09/19	09/25/2019	205130	437	LMUD	472-105 JOHNSTONVILLE WATE	350161 091019	1	7112-430-42-46	ELECTRICITY	88.88	88.88
Total 350161 091019:											
09/19	09/25/2019	205130	437	LMUD	SAN FRANCISCO ST-STREETS	416835 091019	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416835 091019:											
09/19	09/25/2019	205130	437	LMUD	FIRST STREET & ALLEY	416848 091019	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416848 091019:											

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
09/19	09/25/2019	205130	437	LMUD	LONG ALLEY & LOVELL ALLEY	416860 091019	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416860 091019:											
09/19	09/25/2019	205130	437	LMUD	INSPIRATION POINT	416915 091019	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416915 091019:											
09/19	09/25/2019	205130	437	LMUD	CAMPBELL ST- STREETS	416940 091019	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416940 091019:											
09/19	09/25/2019	205130	437	LMUD	WASHO LN- STREETS	416959 091019	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416959 091019:											
09/19	09/25/2019	205130	437	LMUD	130 N LASSEN STREET- STREE	416962 091019	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416962 091019:											
09/19	09/25/2019	205130	437	LMUD	MARTHA & ARNOLD STREET LI	421476 091019	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 421476 091019:											
09/19	09/25/2019	205130	437	LMUD	130 N PINE ST- STREETS	425450 091019	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 425450 091019:											
09/19	09/25/2019	205130	437	LMUD	UPTOWN DECOR LIGHTS-STRE	43511 091019	1	2007-431-60-46	ELECTRICITY	219.89	219.89
Total 43511 091019:											
09/19	09/25/2019	205130	437	LMUD	N PINE & COOK - SCADA-WATE	44153 091019	1	7110-430-42-46	ELECTRICITY	28.31	28.31
Total 44153 091019:											
09/19	09/25/2019	205130	437	LMUD	GLENN & CHERRY TR - SCADA-	44298 091019	1	7110-430-42-46	ELECTRICITY	29.36	29.36

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 44298 091019:											
09/19	09/25/2019	205130	437	LMUD	PAUTE LN SCADA-WATER	44316 091019	1	7110-430-42-46	ELECTRICITY	29.21	29.21
Total 44316 091019:											
09/19	09/25/2019	205130	437	LMUD	BAGWELL SPRINGS - SCADA-W	45542 091019	1	7110-430-42-46	ELECTRICITY	54.46	54.46
Total 45542 091019:											
09/19	09/25/2019	205130	437	LMUD	WELL #3-WATER	4559 091019	1	7110-430-42-46	ELECTRICITY	10,437.52	10,437.52
Total 4559 091019:											
09/19	09/25/2019	205130	437	LMUD	MAIN & FOSS SIGNAL LIGHT-ST	4950 091019	1	2007-431-60-46	ELECTRICITY	158.44	158.44
Total 4950 091019:											
09/19	09/25/2019	205130	437	LMUD	QUARRY ST LIGHTS-STREETS	49500 091019	1	2007-431-60-46	ELECTRICITY	60.05	60.05
Total 49500 091019:											
09/19	09/25/2019	205130	437	LMUD	GEO PUMP #1	9297 091019	1	7301-430-52-46	ELECTRICITY	1,236.44	1,236.44
Total 9297 091019:											
09/19	09/25/2019	205130	437	LMUD	MAIN & PINE CHRISTMAS TREE	94811 091019	1	1000-452-20-46	ELECTRICITY	25.00	25.00
Total 94811 091019:											
09/19	09/25/2019	205131	1508	MAIN STREET LUBE	MAINT-PD	11063	1	1000-421-10-44	VEHICLE - REPAIR & MAINTENA	52.21	52.21
Total 11063:											
09/19	09/25/2019	205132	9781		REFUND GAS DEPOSIT	10402600005	1	7401-2228-000	DEPOSITS-CUSTOMER	195.68	195.68
Total 10402600005:											

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
09/19	09/25/2019	205133	9780		REFUND GAS DEPOSIT	10432320117	1	7401-2228-000	DEPOSITS-CUSTOMER	161.45	161.45
Total 10432320117:											
09/19	09/25/2019	205134	9785		REFUND GAS DEPOSIT	10224750017	1	7401-2228-000	DEPOSITS-CUSTOMER	49.22	49.22
Total 10224750017:											
09/19	09/25/2019	205135	467		METER VALVE & CONTR SUPPLIES- GAS	16458	1	7401-430-62-46	SUPPLIES-GENERAL	714.56	714.56
Total 16458:											
09/19	09/25/2019	205135	467		METER VALVE & CONTR SUPPLIES- GAS	16517	1	7401-430-62-46	SUPPLIES-GENERAL	130.19	130.19
Total 16517:											
09/19	09/25/2019	205136	9493		NATIONAL AUTO PARTS SUPPLIES-STREETS	52-00107117	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	252.78	252.78
Total 52-00107117:											
09/19	09/25/2019	205137	546		PAYLESS BUILDING SUP SUPPLIES	2507859	1	2013-452-10-47	MACHINERY AND EQUIPMENT	378.30	378.30
Total 2507859:											
09/19	09/25/2019	205138	9689		PRENTICE, LONG & EPP PROFESSIONAL SERVICES	3184	1	1000-412-10-43	PROFESSIONAL SVCS	973.50	973.50
Total 3184:											
09/19	09/25/2019	205139	572		QUILL CORPORATION OFFICE SUPPLIES	1231198	1	1000-415-10-46	SUPPLIES-GENERAL	196.22	196.22
Total 1231198:											
09/19	09/25/2019	205139	572		QUILL CORPORATION OFFICE SUPPLIES	1271134	1	1000-415-10-46	SUPPLIES-GENERAL	53.15	53.15
Total 1271134:											
09/19	09/25/2019	205140	1296		RENTAL GUYS MOWER-PARKS	729773-5	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	139.45	139.45

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 729773-5:											
09/19	09/25/2019	205140	1296	RENTAL GUYS	MOWER-PARKS	731168-5	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	139.45	139.45
Total 731168-5:											
09/19	09/25/2019	205141	9783		REFUND GAS DEPOSIT	10527690043	1	7401-2228-000	DEPOSITS-CUSTOMER	174.67	174.67
Total 10527690043:											
09/19	09/25/2019	205142	9789		RETURN DEPOSIT 335 N FAIRFI	092419	1	1001-2228-001	DEPOSITS-CURB, GUTTER, SID	704.00	704.00
Total 092419:											
09/19	09/25/2019	205143	6842		RETURN ELETRIC PANEL DEP	091819	1	1000-2228-009	DEPOSITS-COMM CENTER RE	100.00	100.00
Total 091819:											
09/19	09/25/2019	205144	9295	TAMCO CAPITAL CORP	COMMUNICATTON-PW	5007253115	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	469.76	469.76
Total 5007253115:											
09/19	09/25/2019	205145	638	THATCHER COMPANY	CREDIT-WATER	5052840	1	7110-430-42-46	SUPPLIES-GENERAL	85.80-	85.80-
Total 5052840:											
09/19	09/25/2019	205145	638	THATCHER COMPANY	SUPPLES- WATER	5053112	1	7110-430-42-46	SUPPLIES-GENERAL	722.05	722.05
Total 5053112:											
09/19	09/25/2019	205146	1141	THOMPSON GARAGE DO	REPAIR & MAINT-FD	116669.	1	1000-422-10-44	FACILITY - REPAIR & MAINTENA	5,497.47	5,497.47
Total 116669.:											
09/19	09/25/2019	205147	9717	TIAA COMMERCIAL FINA	COPIER-PW	6635709	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	392.55	392.55
Total 6635709:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
09/19	09/25/2019	205148	9544	TONY'S CLEANING SERV	CUSTODIAL SERVICES-PD	518	1	1000-421-10-44	CUSTODIAL	600.00	600.00
Total 518:											
09/19	09/25/2019	205149	742	UPS STORE, THE	POSTAGE-GAS	19A284389	1	7401-430-62-46	POSTAGE	10.96	10.96
Total 19A284389:											
09/19	09/25/2019	205150	1568	VERIFORCE	TECHNICAL SERVICES-GAS	364316	1	7401-430-62-43	TECHNICAL SVCS	340.00	340.00
Total 364316:											
09/19	09/25/2019	205151	770	WESTERN NEVADA SUP	SUPPLIES- GAS	67969538	1	7401-430-62-46	SUPPLIES-GENERAL	40.45	40.45
Total 67969538:											
09/19	09/25/2019	205151	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67998286	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	10.83	10.83
Total 67998286:											
09/19	09/25/2019	205151	770	WESTERN NEVADA SUP	SUPPLIES-WATER	68004635	1	7110-430-42-46	SUPPLIES-GENERAL	156.43	156.43
Total 68004635:											
09/19	09/25/2019	205151	770	WESTERN NEVADA SUP	SUPPLIES- GAS	68011883	1	7401-430-62-46	SUPPLIES-GENERAL	29.24	29.24
Total 68011883:											
09/19	09/25/2019	205151	770	WESTERN NEVADA SUP	SUPPLIES-PARKS	68023831	1	1000-452-21-44	FACILITY - REPAIR & MAINTENA	42.74	42.74
Total 68023831:											
09/19	09/25/2019	205151	770	WESTERN NEVADA SUP	SUPPLIES-WATER	68026750	1	7110-430-42-46	SUPPLIES-GENERAL	340.77	340.77
Total 68026750:											
09/19	09/25/2019	205151	770	WESTERN NEVADA SUP	SUPPLIES-PARKS	68028098	1	1000-452-21-44	FACILITY - REPAIR & MAINTENA	5.93	5.93

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 68028098:											
09/19	09/25/2019	205152	1198	WESTWOOD SANITATIO	PORTABLE TOILET -STREETS	A-58365	1	2007-431-20-44	RENT & LEASES EQUIP & VEHI	173.74	173.74
Total A-58365:											
Grand Totals:											
										173.74	173.74
										316,725.76	316,725.76

Report Criteria:

Report type: GL detail

Check Voided = False

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
09/19	09/26/2019	205153	486		TR EX REDDING CA 9/14-9/14	091419	1	7401-430-62-45	TRAVEL	82.50	82.50
Total 091419:											
										82.50	82.50
09/19	09/26/2019	205154	9081		TR EX SAN LUIS OBISPO 9/29-1	092619	1	1000-421-10-45	TRAINING	887.50	887.50
Total 092619:											
										887.50	887.50
Grand Totals:											
										970.00	970.00

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
09/19	09/30/2019	205157	728	U S POSTMASTER	UB BILLING GAS	093019	1	7401-430-62-46	POSTAGE	272.69	272.69
09/19	09/30/2019	205157	728	U S POSTMASTER	UB BILLING WATER	093019	2	7110-430-42-46	POSTAGE	529.33	529.33
Total 093019:										802.02	802.02
Grand Totals:										802.02	802.02

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
10/19	10/03/2019	205158	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	908981632	1	7401-430-62-46	SUPPLIES-GENERAL	32.19	32.19
10/19	10/03/2019	205158	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	908981632	2	2007-431-20-46	SUPPLIES-GENERAL	32.18	32.18
10/19	10/03/2019	205158	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	908981632	3	7110-430-42-46	SUPPLIES-GENERAL	32.18	32.18
Total 908981632: 96.55 96.55											
10/19	10/03/2019	205158	21	AIRGAS USA, LLC	CHLORINE- WATER	9093211479	1	7110-430-42-46	SUPPLIES-GENERAL	445.13	445.13
Total 9093211479: 445.13 445.13											
10/19	10/03/2019	205159	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER- GAS	08-291	1	7401-430-62-43	TECHNICAL SVCS	294.50	294.50
10/19	10/03/2019	205159	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER- STR	08-291	2	2007-431-20-43	TECHNICAL SVCS	294.50	294.50
10/19	10/03/2019	205159	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER-WAT	08-291	3	7110-430-42-43	TECHNICAL SVCS	294.50	294.50
10/19	10/03/2019	205159	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER-PW	08-291	4	7620-430-10-43	TECHNICAL SVCS	294.50	294.50
Total 08-291: 1,178.00 1,178.00											
10/19	10/03/2019	205160	44	ARAMARK UNIFORM SER	CUSTODIAL SUPPLIES-PW	637017581	1	7620-430-10-44	LINEN SERVICE	33.53	33.53
Total 637017581: 33.53 33.53											
10/19	10/03/2019	205160	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-STREETS	637017582	1	2007-431-20-44	LINEN SERVICE	55.67	55.67
Total 637017582: 55.67 55.67											
10/19	10/03/2019	205160	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	637017583	1	7401-430-62-44	LINEN SERVICES	49.54	49.54
Total 637017583: 49.54 49.54											
10/19	10/03/2019	205160	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-WATER	637017584	1	7110-430-42-44	LINEN SERVICE	41.92	41.92
Total 637017584: 41.92 41.92											
10/19	10/03/2019	205160	44	ARAMARK UNIFORM SER	CUSTODIAL SUPPLIES-PW	637031254	1	7620-430-10-44	LINEN SERVICE	33.53	33.53

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 637031254:											
10/19	10/03/2019	205160	44	ARAMARK	UNIFORM SER	637031255	1	2007-431-20-44	LINEN SERVICE	55.67	55.67
Total 637031255:											
10/19	10/03/2019	205160	44	ARAMARK	UNIFORM SER	637031256	1	7401-430-62-44	LINEN SERVICES	49.54	49.54
Total 637031256:											
10/19	10/03/2019	205160	44	ARAMARK	UNIFORM SER	637031257	1	7110-430-42-44	LINEN SERVICE	41.92	41.92
Total 637031257:											
10/19	10/03/2019	205161	76	BILLINGTON ACE HARD	SUPPLIES-GC	449264	1	7530-451-55-46	SUPPLIES - GENERAL	17.87	17.87
Total 449264:											
10/19	10/03/2019	205161	76	BILLINGTON ACE HARD	SUPPLIES- FD	450519	1	1000-422-10-46	SUPPLIES-GENERAL	5.30	5.30
Total 450519:											
10/19	10/03/2019	205161	76	BILLINGTON ACE HARD	SUPPLIES-WATER	450777	1	7110-430-42-46	SUPPLIES-GENERAL	6.75	6.75
Total 450777:											
10/19	10/03/2019	205161	76	BILLINGTON ACE HARD	SUPPLIES- FD	450785	1	1000-422-10-44	VEHICLE - REPAIR & MAINTENA	5.78	5.78
Total 450785:											
10/19	10/03/2019	205161	76	BILLINGTON ACE HARD	SUPPLIES-FD	450844	1	1000-422-10-46	SUPPLIES-GENERAL	98.37	98.37
Total 450844:											
10/19	10/03/2019	205161	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	450908	1	2007-431-20-46	SUPPLIES-GENERAL	4.82	4.82
Total 450908:											

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
10/19	10/03/2019	205161	76	BILLINGTON ACE HARD	SUPPLIES- STREETS	451174	1	2007-431-20-46	SUPPLIES-GENERAL	20.23	20.23
Total 451174:											
10/19	10/03/2019	205161	76	BILLINGTON ACE HARD	SUPPLIES- FD	451204	1	1000-422-10-46	SUPPLIES-GENERAL	34.81	34.81
Total 451204:											
10/19	10/03/2019	205162	98	CALIFORNIA ASSOCIATI	ANNUAL LTD PREMIUM 10/19	090519	1	7630-411-40-45	INSUR.FIRE SALARY PROTECTI	2,124.00	2,124.00
Total 090519:											
10/19	10/03/2019	205163	986	CARLSON'S TIRE PROS	REPAIR & MAINT- PW	66949	1	7620-430-10-44	REPAIR AND MAINTENANCE-VE	79.98	79.98
Total 66949:											
10/19	10/03/2019	205164	116	CASHMAN EQUIPMENT C	CREDIT-WATER	INCS0329748	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	116.28-	116.28-
Total INCS0329748:											
10/19	10/03/2019	205164	116	CASHMAN EQUIPMENT C	SUPPLIES- WATER	INPS3012903	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	437.61	437.61
Total INPS3012903:											
10/19	10/03/2019	205164	116	CASHMAN EQUIPMENT C	SUPPLIES- WATER	INPS3016992	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	341.44	341.44
Total INPS3016992:											
10/19	10/03/2019	205165	148	COMPUTER LOGISTICS	TECHNICAL SERVICES-PW	80638	1	7620-430-10-43	TECHNICAL SVCS	1,228.07	1,228.07
Total 80638:											
10/19	10/03/2019	205165	148	COMPUTER LOGISTICS	TECHNICAL SERVICES-PD	80638.	2	1000-421-10-43	TECHNICAL SVCS	1,929.82	1,929.82
Total 80638.:											
10/19	10/03/2019	205165	148	COMPUTER LOGISTICS	TECHNICAL SERVICES-FD	80638..	3	1000-422-10-43	TECHNICAL SVCS	175.44	175.44

M = Manual Check, V = Void Check

Period	GL	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 80638..:												
10/19		10/03/2019	205165	148	COMPUTER LOGISTICS	TECHNICAL SERVICES	80638...	4	1000-417-10-43	TECHNICAL SVCS	1,666.67	1,666.67
Total 80638...:												
10/19		10/03/2019	205165	148	COMPUTER LOGISTICS	TECHNICAL SERVICES-PW	80729	1	7620-430-10-43	TECHNICAL SVCS	1,228.07	1,228.07
Total 80729..:												
10/19		10/03/2019	205165	148	COMPUTER LOGISTICS	TECHNICAL SERVICES	80729.	4	1000-417-10-43	TECHNICAL SVCS	1,666.67	1,666.67
Total 80729...:												
10/19		10/03/2019	205165	148	COMPUTER LOGISTICS	TECHNICAL SERVICES-PD	80729..	2	1000-421-10-43	TECHNICAL SVCS	1,929.82	1,929.82
Total 80729...:												
10/19		10/03/2019	205165	148	COMPUTER LOGISTICS	TECHNICAL SERVICES-FD	80729...	3	1000-422-10-43	TECHNICAL SVCS	175.44	175.44
Total 80729...:												
10/19		10/03/2019	205166	1093	DEPARTMENT OF INDUS	FEES & TAXES	E1668026 SA	1	1000-417-10-48	TAXES, FEES, PERMITS & CHA	225.00	225.00
Total E1668026 SA:												
10/19		10/03/2019	205167	194	DIAMOND SAW SHOP IN	SUPPLIES- STREETS	17349	1	2007-431-20-46	SUPPLIES-SMALL TOOLS	12.43	12.43
Total 17349:												
10/19		10/03/2019	205168	7293	DIG IT CONSTRUCTION	INCREASE 2017 WATER MAIN P	092419	1	7114-430-49-44	CONSTRUCTION SERVICES	19,867.32	19,867.32
Total 092419:												
10/19		10/03/2019	205168	7293	DIG IT CONSTRUCTION	PROGRESS PAYEMENT 5 RETE	092419.	1	7114-2206-000	RETENTION PAYABLE	27,685.85	27,685.85
Total 092419..:												

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
10/19	10/03/2019	205169	7293	DIG IT CONSTRUCTION	2012 STIP PAVEMENT PROJECT	092319	1	2007-431-37-44	CONSTRUCTION SERVICES	6,611.81	6,611.81
Total 092319:											
10/19	10/03/2019	205169	7293	DIG IT CONSTRUCTION	PROGRESS PAYMENT 8 RETEN	092319.	1	2007-2206-000	RETAINAGE PAYABLE	85,020.64	85,020.64
Total 092319.:											
10/19	10/03/2019	205170	219	ED STAUB & SONS PETR	53.70 GAL PROPANE-AIRPORT	115447	1	7201-430-81-46	PROPANE	95.38	95.38
Total 115447:											
10/19	10/03/2019	205170	219	ED STAUB & SONS PETR	137.70 PROPANE-GC	223510	1	7530-451-52-46	PROPANE	205.28	205.28
Total 223510:											
10/19	10/03/2019	205170	219	ED STAUB & SONS PETR	300 GAL PREMIUM-GC	279332	1	7530-451-52-46	GASOLINE	1,135.65	1,135.65
Total 279332:											
10/19	10/03/2019	205170	219	ED STAUB & SONS PETR	199.90 GAL DIESEL-GC	279339	1	7530-451-52-46	GASOLINE	622.49	622.49
Total 279339:											
10/19	10/03/2019	205170	219	ED STAUB & SONS PETR	FINANCE CHARGE-GC	353634	1	7530-451-50-48	TAXES, FEES, PERMITS & CHA	4.46	4.46
Total 353634:											
10/19	10/03/2019	205170	219	ED STAUB & SONS PETR	FINANCE CHARGE-AP	580413	1	7201-430-81-48	TAXES, FEES, PERMITS & CHA	33.91	33.91
Total 580413:											
10/19	10/03/2019	205170	219	ED STAUB & SONS PETR	400 GAL PREMIUM-GC	707120	1	7530-451-52-46	GASOLINE	1,494.00	1,494.00
Total 707120:											
10/19	10/03/2019	205170	219	ED STAUB & SONS PETR	200 GAL DIESEL-GC	707122	1	7530-451-52-46	GASOLINE	609.52	609.52

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 707122:											
10/19	10/03/2019	205170	219	ED STAUB & SONS PETR	107.50 GAL PROPANE-GC	777044	1	7530-451-52-46	PROPANE	142.96	142.96
Total 777044:											
10/19	10/03/2019	205170	219	ED STAUB & SONS PETR	FINANCE CHARGE-GC	806744	1	7530-451-52-46	GASOLINE	33.91	33.91
Total 806744:											
10/19	10/03/2019	205171	8738	FARMER PROGRAM GRANT	FARMER PROGRAM GRANT	100119	1	8404-430-13-48	GRANTS	63,120.00	63,120.00
Total 100119:											
10/19	10/03/2019	205172	8755	FARMER PROGRAM GRANT	FARMER PROGRAM GRANT	100119	1	8404-430-13-48	GRANTS	59,496.20	59,496.20
Total 100119:											
10/19	10/03/2019	205173	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	977593A	1	7110-430-42-43	TECHNICAL SVCS	147.00	147.00
Total 977593A:											
10/19	10/03/2019	205173	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-GC	977622A	1	7530-451-50-43	TECHNICAL SVCS	28.00	28.00
Total 977622A:											
10/19	10/03/2019	205173	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-GC	977623A	1	7530-451-50-43	TECHNICAL SVCS	28.00	28.00
Total 977623A:											
10/19	10/03/2019	205173	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	977624A	1	7110-430-42-43	TECHNICAL SVCS	95.00	95.00
Total 977624A:											
10/19	10/03/2019	205174	257	FOREST OFFICE EQUIPM	KYOCERA COPIER -PW	AR4437	1	7620-430-10-43	TECHNICAL SVCS	265.53	265.53
Total AR4437:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
10/19	10/03/2019	205175	265	FRONTIER	257-2845 U/B ROLL OVER	2845 090519	1	7620-430-10-45	COMMUNICATIONS	71.64	71.64
Total 2845 090519:											
10/19	10/03/2019	205176	1142	GEARY PACIFIC SUPPLY	SUPPLIES-GAS	4114274	1	7401-430-62-46	SUPPLIES-GENERAL	219.24	219.24
Total 4114274:											
10/19	10/03/2019	205177	280	GRANITE CONSTRUCTIO	SUPPLIES-STREETS	1668604	1	2007-431-20-46	SUPPLIES-GENERAL	1,833.86	1,833.86
Total 1668604:											
10/19	10/03/2019	205178	312	HISTORIC USA	HUSA 19/10 BUDGET REQUEST	1273	1	1000-466-33-46	CIVIC CONTRIBUTIONS	14,984.00	14,984.00
Total 1273:											
10/19	10/03/2019	205179	313	HI-TECH EMERGENCY	REPAIR KIT-FD	165233	1	1000-422-50-44	VEHICLE - REPAIR & MAINTENA	154.54	154.54
Total 165233:											
10/19	10/03/2019	205180	335	J.W. WOOD CO INC	SUPPLIES-PARKS	S113321	1	1000-452-21-46	SUPPLIES-GENERAL	315.88	315.88
Total S113321:											
10/19	10/03/2019	205181	338	JACKSON'S SERVICE CE	FUEL-WATER	31792	1	7110-430-42-46	GASOLINE	44.01	44.01
Total 31792:											
10/19	10/03/2019	205181	338	JACKSON'S SERVICE CE	FUEL-STREETS	34706	1	2007-431-20-46	GASOLINE	91.05	91.05
Total 34706:											
10/19	10/03/2019	205181	338	JACKSON'S SERVICE CE	FUEL-WATER	34773	1	7110-430-42-46	GASOLINE	82.86	82.86
Total 34773:											
10/19	10/03/2019	205182	911	JOHNSTONE SUPPLY	SUPPLIES-GAS	415-S2415918.001	1	7401-430-62-46	SUPPLIES-GENERAL	188.27	188.27

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 415-S2415918.001:											
10/19	10/03/2019	205183	1350	JONES & MAYER	PROFESSIONAL SERVICES	93781	1	1000-412-10-43	PROFESSIONAL SVCS	188.27	188.27
Total 93781:											
10/19	10/03/2019	205183	1350	JONES & MAYER	PROFESSIONAL SERVICES	93782	1	1000-412-10-43	PROFESSIONAL SVCS	765.00	765.00
Total 93782:											
10/19	10/03/2019	205184	362	KAUFFMAN, BILL	CUSTODIAL SVCS-PW	226369	1	7620-430-10-44	CUSTODIAL	102.00	102.00
Total 226369:											
10/19	10/03/2019	205185	9796		REFUND GAS DEPOSIT	10408202402	1	7401-2228-000	DEPOSITS-CUSTOMER	250.00	250.00
Total 10408202402:											
10/19	10/03/2019	205186	372	KRONICK, MOSKOVITZ	PROFESSIONAL SERVICES	295524	1	1000-412-10-43	PROFESSIONAL SVCS	177.28	177.28
Total 295524:											
10/19	10/03/2019	205187	411	LASSEN MOTOR PARTS	SUPPLIES-FD	333931	1	1000-422-50-44	VEHICLE - REPAIR & MAINTENA	1,152.00	1,152.00
Total 333931:											
10/19	10/03/2019	205187	411	LASSEN MOTOR PARTS	SUPPLIES-PW	334632	1	7620-430-10-44	REPAIR AND MAINTENANCE-VE	10.39	10.39
Total 334632:											
10/19	10/03/2019	205188	1102	LASSEN PC	BACKUP LICENSE-FIRE	23505	1	1000-422-10-43	TECHNICAL SVCS	76.32	76.32
Total 23505:											
10/19	10/03/2019	205189	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	122314	1	2007-431-20-44	DISPOSAL	53.99	53.99
Total 122314:											

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
10/19	10/03/2019	205189	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	122338	1	2007-431-20-44	DISPOSAL	40.00	40.00
Total 122338:											
10/19	10/03/2019	205189	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	122363	1	2007-431-20-44	DISPOSAL	40.00	40.00
Total 122363:											
10/19	10/03/2019	205189	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	122426	1	2007-431-20-44	DISPOSAL	40.00	40.00
Total 122426:											
10/19	10/03/2019	205189	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	122438	1	2007-431-20-44	DISPOSAL	20.00	20.00
Total 122438:											
10/19	10/03/2019	205189	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	122455	1	2007-431-20-44	DISPOSAL	20.00	20.00
Total 122455:											
10/19	10/03/2019	205189	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	122580	1	2007-431-20-44	DISPOSAL	40.00	40.00
Total 122580:											
10/19	10/03/2019	205189	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	122582	1	2007-431-20-44	DISPOSAL	20.00	20.00
Total 122582:											
10/19	10/03/2019	205189	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	122592	1	2007-431-20-44	DISPOSAL	40.00	40.00
Total 122592:											
10/19	10/03/2019	205189	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	122599	1	2007-431-20-44	DISPOSAL	20.00	20.00
Total 122599:											
10/19	10/03/2019	205189	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	122607	1	2007-431-20-44	DISPOSAL	40.00	40.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 122607:											
10/19	10/03/2019	205190	437	LMUD	AIRPORT VASI LIGHTS	10108 092519	1	7201-430-81-46	ELECTRICITY	136.76	136.76
Total 10108 092519:										136.76	136.76
10/19	10/03/2019	205190	437	LMUD	GOLF COURSE IRR WELL.30 HP	122907 092519	1	7530-451-52-46	ELECTRICITY	1,643.73	1,643.73
Total 122907 092519:										1,643.73	1,643.73
10/19	10/03/2019	205190	437	LMUD	GOLF COURSE PUMP STATION	122910 092519	1	7530-451-52-46	ELECTRICITY	2,477.90	2,477.90
Total 122910 092519:										2,477.90	2,477.90
10/19	10/03/2019	205190	437	LMUD	GOLF COURSE PUMP HOUSE	132052 092519	1	7530-451-52-46	ELECTRICITY	36.12	36.12
Total 132052 092519:										36.12	36.12
10/19	10/03/2019	205190	437	LMUD	470-895 CIRCLE DR-CLUB HOU	144281 092519	1	7530-451-52-46	ELECTRICITY	617.18	617.18
Total 144281 092519:										617.18	617.18
10/19	10/03/2019	205190	437	LMUD	SOUTH ST ROOSEVELT AREA L	1744 092519	1	1000-452-20-46	ELECTRICITY	8.64	8.64
Total 1744 092519:										8.64	8.64
10/19	10/03/2019	205190	437	LMUD	RIVERSIDE DR. PARK	1999 092519	1	1000-452-20-46	ELECTRICITY	39.20	39.20
Total 1999 092519:										39.20	39.20
10/19	10/03/2019	205190	437	LMUD	1505 MAIN ST	2876 092519	1	1000-422-10-46	ELECTRICITY	734.42	734.42
Total 2876 092519:										734.42	734.42
10/19	10/03/2019	205190	437	LMUD	LITTLE LEAGUE PARK AREALL	3522 092519	1	1000-452-20-46	ELECTRICITY	57.37	57.37
Total 3522 092519:										57.37	57.37

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
10/19	10/03/2019	205190	437	LMUD	105 SASH STREET	412864 092519	1	1000-452-20-46	ELECTRICITY	31.22	31.22
Total 412864 092519:											
10/19	10/03/2019	205190	437	LMUD	LITTLE LEAGUE PARK DRIVEW	416851 092519	1	1000-452-20-46	ELECTRICITY	30.03	30.03
Total 416851 092519:											
10/19	10/03/2019	205190	437	LMUD	ORCHARD STREET LIGHTS	418802 092519	1	1000-452-20-46	ELECTRICITY	18.32	18.32
Total 418802 092519:											
10/19	10/03/2019	205190	437	LMUD	AIRPORT LOT 5	51908 092519	1	7201-430-81-46	ELECTRICITY	25.00	25.00
Total 51908 092519:											
10/19	10/03/2019	205190	437	LMUD	AIRPORT HANGER 6	54333 092519	1	7201-430-81-46	ELECTRICITY	34.47	34.47
Total 54333 092519:											
10/19	10/03/2019	205190	437	LMUD	925 SIERRA RD SPORTS CTR	60453 092519	1	1000-452-20-46	ELECTRICITY	25.30	25.30
Total 60453 092519:											
10/19	10/03/2019	205190	437	LMUD	AIRPORT OFFICE	7146 092519	1	7201-430-81-46	ELECTRICITY	457.11	457.11
Total 7146 092519:											
10/19	10/03/2019	205190	437	LMUD	AIRPORT GAS PUMP	7154 092519	1	7201-430-81-46	ELECTRICITY	34.54	34.54
Total 7154 092519:											
10/19	10/03/2019	205190	437	LMUD	GOLF COURSE CLUB HOUSE	7394 092519	1	7530-451-52-46	ELECTRICITY	85.04	85.04
Total 7394 092519:											
10/19	10/03/2019	205190	437	LMUD	GOLF COURSE CART BARN 2	7400 092519	1	7530-451-52-46	ELECTRICITY	43.49	43.49

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 7400 092519:											
10/19	10/03/2019	205190	437	LMUD	GOLF COURSE BARN 1 & 3	9312 092519	1	7530-451-52-46	ELECTRICITY	25.00	25.00
Total 9312 092519:											
10/19	10/03/2019	205190	437	LMUD	RIVERSIDE PARK LIGHTS	9501 092519	1	1000-452-20-46	ELECTRICITY	102.25	102.25
Total 9501 092519:											
10/19	10/03/2019	205191	452	MARTIN SECURITY SYST	720 SOUTH ST SECURITY- PW	034268	1	7620-430-10-43	TECHNICAL SVCS	40.00	40.00
Total 034268:											
10/19	10/03/2019	205191	452	MARTIN SECURITY SYST	720 SOUTH ST SECURITY- PW	0345428	1	7620-430-10-43	TECHNICAL SVCS	40.00	40.00
Total 0345428:											
10/19	10/03/2019	205191	452	MARTIN SECURITY SYST	470-895 CIRCLE DR PROSHOP	034721	1	7530-451-50-43	TECHNICAL SVCS	40.00	40.00
Total 034721:											
10/19	10/03/2019	205191	452	MARTIN SECURITY SYST	CITY HALL SECURITY	034759	1	1000-417-10-43	TECHNICAL SVCS	48.00	48.00
10/19	10/03/2019	205191	452	MARTIN SECURITY SYST	75 WEATHERLOW SECURITY	034759	2	1000-452-20-43	TECHNICAL SVCS	40.00	40.00
Total 034759:											
10/19	10/03/2019	205191	452	MARTIN SECURITY SYST	75 WEATHERLOW SECURITY	034807	1	1000-452-20-43	TECHNICAL SVCS	99.00	99.00
Total 034807:											
10/19	10/03/2019	205192	9493	NATIONAL AUTO PARTS	SUPPLIES-STREETS	52-00107076	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	29.60	29.60
10/19	10/03/2019	205192	9493	NATIONAL AUTO PARTS	SUPPLIES-WATER	52-00107076	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	29.60	29.60
10/19	10/03/2019	205192	9493	NATIONAL AUTO PARTS	SUPPLIES-GAS	52-00107076	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	29.60	29.60
Total 52-00107076:											
10/19	10/03/2019	205192	9493	NATIONAL AUTO PARTS	SUPPLIES-STREETS	52-00107085	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	6.05	6.05

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount	
10/19	10/03/2019	205192	9493	NATIONAL AUTO PARTS	SUPPLIES-WATER	52-00107085	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	6.06	6.06	
10/19	10/03/2019	205192	9493	NATIONAL AUTO PARTS	SUPPLIES-GAS	52-00107085	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	6.06	6.06	
Total 52-00107085:											18.17	18.17
10/19	10/03/2019	205192	9493	NATIONAL AUTO PARTS	SUPPLIES-STREETS	52-00107196	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	165.53	165.53	
Total 52-00107196:											165.53	165.53
10/19	10/03/2019	205192	9493	NATIONAL AUTO PARTS	SUPPLIES-PW	52-00107288	1	7620-430-10-44	REPAIR AND MAINTENANCE-VE	202.56	202.56	
Total 52-00107288:											202.56	202.56
10/19	10/03/2019	205193	931		REIM ENGINEERING LICENSE	070119	1	7620-430-10-48	TAXES, FEES, PERMITS & CHA	116.00	116.00	
Total 070119:											116.00	116.00
10/19	10/03/2019	205194	1296	RENTAL GUYS	BOBCAT LOADER-PARKS	732559-5	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	405.44	405.44	
Total 732559-5:											405.44	405.44
10/19	10/03/2019	205195	1039		CARL MOYER GRANT	100119	1	8405-430-10-48	GRANTS	7,480.00	7,480.00	
Total 100119:											7,480.00	7,480.00
10/19	10/03/2019	205196	628	SCORE	WORKERS COMP 7/19-6/20	SUSQ2WC	1	7630-411-40-42	WORKERS' COMPENSATION	99,092.40	99,092.40	
Total SUSQ2WC:											99,092.40	99,092.40
10/19	10/03/2019	205197	806	SUSANVILLE AVIATION	PAP LIGHT BULBS-AIRPORT	4028	1	7201-430-81-44	REPAIR AND MAINTENANCE-MI	518.55	518.55	
Total 4028:											518.55	518.55
10/19	10/03/2019	205198	1265	SUSANVILLE PAINT CEN	SUPPLIES-FD	10006077	1	1000-422-10-44	FACILITY - REPAIR & MAINTENA	224.08	224.08	
Total 10006077:											224.08	224.08
10/19	10/03/2019	205199	664	YOUR H2O PRO	REPAIR & MAINT-GC	1709	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	2,901.15	2,901.15	

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 1709:											
10/19	10/03/2019	205199	664	YOUR H2O PRO	REPAIR & MAINT-GC	1742	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	2,901.15	2,901.15
Total 1742:											
10/19	10/03/2019	205199	664	YOUR H2O PRO	REPAIR & MAINT-GC	1768	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	2,756.25	2,756.25
Total 1768:											
10/19	10/03/2019	205200	1378	ZITO MEDIA	CABLE-FD	356225062 092719	1	1000-422-10-45	COMMUNICATIONS	26.82	26.82
Total 356225062 092719:											
Grand Totals:										424,585.19	424,585.19

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

Reviewed by: JW City Administrator

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

**Submitted by:** Gwenna MacDonald, City Clerk

**Action Date:** October 16, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** 2020 Municipal Election:

**Resolution No. 19-5721** Adopting regulations for candidates for elective office pertaining to Candidates' Statements submitted to the voters at an election to be held on Tuesday, March 3, 2020 and

**Resolution No. 19-5722** Requesting the Board of Supervisors of the County of Lassen to consolidate a general municipal election to be held on Tuesday, March 3, 2020 with the statewide primary election to be held pursuant to §10403 of the *Elections Code*

**PRESENTED BY:** Gwenna MacDonald, City Clerk

**SUMMARY:** The City has a general municipal election scheduled for Tuesday, March 3, 2020 in which three Councilmembers will be elected to a four-year term of office ending March 2024. The process requires a resolution to request consolidation of the election with Lassen County and a resolution adopting regulations for candidate statements on the ballot. The nomination period for candidates is November 11 through December 6, 2019. In the event one of the incumbents does not run for office the Elections Code provides for a five-day extension of the nomination period to December 11, 2019.

**FISCAL IMPACT:** Estimated total cost of the election to be \$15,000.

**ACTION REQUESTED:** Motion to approve:

**Resolution No. 19-5721** Adopting regulations for candidates for elective office pertaining to Candidates' Statements submitted to the voters at an election to be held on Tuesday, March 3, 2020

**Resolution No. 19-5722** Requesting the Board of Supervisors of the County of Lassen to consolidate a general municipal election to be held on Tuesday, March 3, 2020 with the statewide primary election to be held pursuant to §10403 of the *Elections Code*.

**ATTACHMENTS:** Resolution No. 19-5721  
Resolution No. 19-5722

**RESOLUTION NO. 19-5721**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE,**  
**CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE**  
**OFFICE PERTAINING TO CANDIDATES STATEMENTS SUBMITTED TO THE**  
**VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, MARCH 3, 2020**

WHEREAS, §13307 of the Elections Code of the State of California provides that the governing body of any local agency adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidates statement.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUSANVILLE, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

Section 1: GENERAL PROVISIONS. That pursuant to §13307 of the Elections Code of the State of California, each candidate for elective office to be voted for at an Election to be held in the City of Susanville on March 3, 2020 may prepare a candidate's statement on an appropriate form provided by the City Clerk. The statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in typewritten form in the office of the City Clerk at a time the candidate's nomination papers are filed. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

Section 2: PAYMENT. The candidate shall be required to pay for the cost of printing the candidate's statement in English in the main voter pamphlet.

The County Clerk shall estimate the total cost of printing, handling, translating, and mailing the candidate's statements filed pursuant to this section, including costs incurred as a result of complying with the Voting Rights Act of 1965 (as amended), and require each candidate filing a statement to pay in advance to the local agency his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. In the event the estimated payment is required, the estimate is just and approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the clerk is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. In the event of overpayment, the clerk shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election. The cost of printing the candidate's statement for the 2016 general municipal election is \$220 payable to the County Clerk.

Section 3: MISCELLANEOUS.

A The Clerk shall allow bold type, underlining, capitalization, indentions, bullets, leading hyphens to the same extent and manner as allowed in previous City elections.

B The Clerk shall comply with all recommendations and standards set forth by the California Secretary of State regarding occupational designations and other matters relating to elections.

Section 4: ADDITIONAL MATERIALS. No candidate will be permitted to include additional materials in the voter information guide.

Section 5: That the City Clerk shall provide each candidate or the candidate's representative a copy of this Resolution at the time nominating petitions are issued.

Section 6: That all previous resolutions establishing council policy on payment for candidates' statements are repealed.

Section 7: That this resolution shall apply only to the election to be held on March 3, 2020 and shall then be repealed.

Section 8: That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

APPROVED:

\_\_\_\_\_  
Kevin Stafford, Mayor

ATTEST:

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

The foregoing **Resolution No. 19-5721** was adopted at a regular meeting of the Susanville City Council held on the 16<sup>th</sup> day of October, 2019, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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

APPROVED AS TO FORM:

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

**RESOLUTION NO. 19-5722**  
**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LASSEN TO**  
**CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD WITH THE**  
**STATEWIDE PRIMARY ELECTION TO BE HELD ON TUESDAY, MARCH 3, 2020**

**WHEREAS**, the City Council of the City of Susanville called a general municipal election to be held on March 3, 2020 for the purpose of the election of three Members of the City Council for the term of office in which a vacancy was created;

**WHEREAS**, the three Members of the City Council were elected June 7, 2016 and appointed to a full term of four years ending June 2020 per Resolution No. 16-5305; and

**WHEREAS**, the State enacted legislation to take effect in 2019 to consolidate and move congressional primary elections to the same day in March, with the elections now falling "on the first Tuesday after the first Monday in March," which is three months ahead of when they were held in 2016; and

**WHEREAS**, to ensure a smooth transition for the election of three Members of the City Council, it is recommended to end the existing terms on March 2020; and

**WHEREAS**, it is desirable that the general municipal election be consolidated with the statewide primary election to be held on the same date and that within the city the precincts, polling places and election officers of the two elections be the same, and that the county election department of the County of Lassen canvass the returns of the general municipal election and that the election be held in all respects as if there were only one election.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville, California does declare, determine and order as follows:

Section 1. Pursuant to Elections Code Section 10403.5(b), the three Members of the City Council who were elected June 7, 2016, shall have their term end on March 2020.

Section 2. That pursuant to the requirements of §10403 of the Elections Code, the Board of Supervisors of the County of Lassen is hereby requested to consent and agree to the consolidation of a general municipal election with the statewide primary election on Tuesday, March 3, 2020 for the purpose of the election of three members of the City Council for the term of office in which a vacancy was created and which ends March 2020;

Section 3. That the county election department is authorized to canvass the returns of the general municipal election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used. The election will be held and conducted in accordance with the provisions of law regulating the statewide election.

Section 4. That the Board of Supervisors is requested to issue instructions to the county election department to take any and all steps necessary for the holding of the consolidated election.

Section 5. That the City of Susanville recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any associated costs.

Section 6. That the City Clerk is hereby directed to file a certified copy of this Resolution with the Board of Supervisors and the county election department of the County of Lassen.

Section 7. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

APPROVED: \_\_\_\_\_  
Kevin Stafford, Mayor

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

The foregoing **Resolution No. 19-5722** was adopted at a regular adjourned meeting of the City Council of the City of Susanville held on the 16th day of October, 2019 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

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

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

**RESOLUTION NO. 16-5305**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**RECITING THE FACT OF THE GENERAL MUNICIPAL ELECTION HELD ON**  
**JUNE 7, 2016 AND DECLARING THE RESULT AND SUCH OTHER MATTERS**  
**AS PROVIDED BY LAW**

**WHEREAS,** a general municipal election was held and conducted in the City of Susanville on Tuesday, June 7, 2016 as required by law; and

**WHEREAS,** notice of the election was given in time, form and manner as provided by law; that voting precincts were properly established; that election officers were appointed and that in all respects the election was held and conducted and the votes were cast, received and canvassed and the returns made and declared in time, form and manner as required by the provisions of the Elections Code of the State of California for the holding of elections in general law cities; and

**WHEREAS,** the Lassen County Election Department canvassed the returns of the election and has certified the results to this City Council, the results are received, attached and made a part hereof as Exhibit A;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUSANVILLE DOES RESOLVE, DECLARE AND DETERMINE AND ORDER AS FOLLOWS:**

Section 1: That the whole number of provisional votes and votes cast at the polling place is 2,962;

That the whole number of vote by mail (absentee) cast in the City is 1,359;

That the whole number of votes cast in the City is 4,321.

Section 2: That the names of persons voted for at the election for Member of the City Council are as follows:

- Lino Callegari
- Joseph Franco
- Kevin Stafford
- Brian Wilson

Section 3: That the number of votes given at each precinct and the number of votes given in the City to each of the persons above named for the respective offices for which the persons were candidates are as listed Exhibit A attached hereto. The total votes are as follows:

Candidate	Polling	ABS	TOTAL
<b>Brian Wilson</b>	<b>839</b>	<b>401</b>	<b>1240</b>
<b>Kevin Stafford</b>	<b>803</b>	<b>405</b>	<b>1208</b>
<b>Joseph Franco</b>	<b>727</b>	<b>306</b>	<b>1033</b>
Lino P. Callegari	566	234	800
Write-In Votes	27	13	40
<b>Total:</b>	<b>2,962</b>	<b>1,359</b>	<b>4,321</b>

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

Section 4: The City Council does declare and determine as follows:  
▪ That Brian Wilson was elected as Member of the City Council for the full term of four years.  
▪ That Kevin Stafford was elected as Member of the City Council for the full term of four years.  
▪ That Joseph Franco was elected as Member of the City Council for the full term of four years.

Section 5: That the City Clerk shall enter on the records of the City of Susanville a statement of the result of the election showing the following:  
▪ The whole number of votes cast in the City; and  
▪ The names of the persons voted for; and  
▪ For what office each person was voted for; and  
▪ The number of votes given at each precinct to each person; and  
▪ The total number of votes given to each person.

Section 6: That the City Clerk shall immediately make and deliver to each of the persons so elected a Certificate of Election signed by the City Clerk and authenticated that the City Clerk shall also administer to each person elected the Oath of Office prescribed in the Constitution of the State of California and shall have them subscribe to it and file it in the office of the City Clerk. Each and all of the persons so elected shall then be inducted into the respective office to which they have been elected.

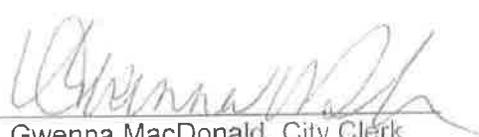
Section 7: That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the Book of Original Resolutions.

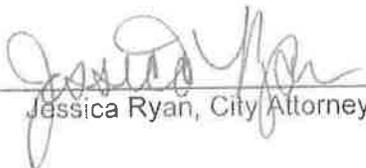
APPROVED:   
Brian R. Wilson, Mayor

ATTEST:   
Gwenna MacDonald, City Clerk

The foregoing Resolution Number 16-5305 was adopted at a special meeting of the City Council of the City of Susanville held on the 22nd day of June, 2016 by the following vote:

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

  
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:   
Jessica Ryan, City Attorney

Reviewed by: AW City Administrator

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

**Submitted By:** Quincy McCourt, Project Manager

**Action Date:** October 16, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Resolution No. 19-5725 LB RWMG – Proposition 1 Implementation Grant Application

**PRESENTED BY:** Quincy McCourt, Project Manager

**SUMMARY:** The City of Susanville has been the lead agency for the LB RWMG administering the recently awarded Proposition 84 implementation grant projects that includes Cady Springs. The next round of funding is available with Proposition 1. The RWMG has selected a dam restoration project to be managed by the sponsor, Lassen Irrigation Company. The available funding will be up to \$1.1 million. The sponsor will prepare the application and the City as the lead agency will submit the application to the Department of Water Resources. The application filing deadline is October 21, 2019.

**FISCAL IMPACT:** Reimbursable budgeted staff time for quarterly grant administration.

**ACTION REQUESTED:** Motion to approve Resolution No.19-5725 authorizing the City Administrator to submit the LB RWMG Proposition 1 Implementation Grant Application.

**ATTACHMENTS:** Resolution No. 19-5725



Reviewed by: JJD City Administrator

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

**Submitted by:** Kevin Jones, Police Chief

**Action Date:** October 16, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Resolution No. 19-5726 approving Youth Services Officer / Full-Time, Interim Grant Funded

**PRESENTED BY:** Kevin Jones, Police Chief

**SUMMARY:** The Lassen County Sheriff's Office was granted full funding for a federal grant (Byrne-JAG), to fund the Lassen County Prevention and Education Program. This program will fund a part-time Youth Services Officer for SPD who will work with LCSO's Youth Officers in the implementation of Life Skills, Safe Date and Green Dot curriculum in High Schools and Middle schools throughout Lassen County.

This is a three-year grant program that will begin in October of 2019 and will operate for three (3) years. Funding received will cover 100% of a full-time benefitted Youth Services Officer.

Lassen Co. Sheriff's Office is the receiver and administrator of this grant, funds would be received through reimbursement.

**FISCAL IMPACT:** \$60,164 (Approximately, depending on benefit option), 100% reimbursed to City

**ACTION**

**REQUESTED:** Motion to approve Resolution No. 19-5726:  
1. Authorizing the creation of a full-time Youth Services Officer and job description, Full-time/Interim, 36-month Grant Funded.  
2. Authorize placement of the position to the Miscellaneous Employees Bargaining Unit.

**ATTACHMENTS:** Resolution No. 19-5726  
Youth Services Officer Job Description

**RESOLUTION NO. 19-5726**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**AUTHORIZING THE CREATION OF A FULL-TIME/INTERIM GRANT FUNDED**  
**YOUTH SERVICES OFFICER**

**WHEREAS**, the Susanville Police Department recognizes the need to have a Youth Services Officer within the City of Susanville and County of Lassen; and

**WHEREAS**, the Lassen Co. Sheriff's Office has received funding from the Byrne-Jag Federally administered grant to hire and pay salary and benefits for a Youth Services Officer at the Susanville Police Department; and

**WHEREAS**, the person hired for this position will be aware this is a grant funded position for three (3) years and unless additional funding is received, the position will be eliminated; and

**WHEREAS**, the City needs to authorize an additional full-time position to the Approved Positions List for the City of Susanville and authorize the position's placement into the Miscellaneous Employees Bargaining Unit.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville approves to create the position of Youth Services Officer under the Byrne-Jag Grant administered by the Lassen Co. Sheriff's Office, for a three (3) year time frame beginning Oct 1, 2019 and continuing for thirty-six (36) months and assigning the position to the Miscellaneous Bargaining Unit.

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 16<sup>th</sup> day of October, 2019 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

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

## YOUTH SERVICES OFFICER

### JOB DESCRIPTION:

The Youth Services Officer (YSO) is classified as a full-time employee as defined by the City of Susanville's Employee Manual. However, the YSO is a Grant Funded position with a 3-year Limited Term. The YSO is part of the Police Department and is compensated at Range 132-134 of the Miscellaneous Unit's Salary Matrix.

### JOB SUMMARY:

Under general supervision of the Police Captain or designee, the YSO provides assistance to the department by performing a variety of youth crime prevention and education activities in a multi-agency, collaborative team environment. Working with the Youth Services Officer from Lassen County Sheriff's Office, the Youth Services Officer's duties include planning, organizing, promoting, monitoring and coordinating youth prevention and intervention programs. Additionally, the YSO maintains effective collaborative relationships and serves as the liaison to program personnel in schools, school districts, county law enforcement agencies, county offices of education, and other local and state agencies and groups.

Frequent public contact will require the exercise of tact, diplomacy, good judgment, and negotiation skills. This position could utilize a nontraditional work schedule, which may include evening and/or weekend work.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide direct prevention education, intervention services, or case management to youth

Plan, organize, and coordinate prevention activities and presentations, including trainings, workshops, conferences, luncheons, assemblies, and fundraising events

Engage and provide technical assistance and training to school personnel, parents, and community members in youth crime prevention programs

Compose a variety of correspondence, reports, and other materials requiring independent judgment as to content, accuracy and completeness

Assist students in accessing community services such as counseling, tutoring, mentoring, vocational training, and other services that may be to their benefit

Gather information and analyze data for the purpose of evaluating and adjusting programs when necessary in accordance with funding program requirements

Perform a variety of routine clerical, secretarial, administrative

Provide presentations to the community and other audiences as needed

Perform other related duties as assigned

Maintain accurate records

Effectively operate the police radio; obtain knowledge of the proper codes and language utilized

QUALIFICATIONS:

Minimum Qualifications:

- Must be 18 years of age at the time of employment
- Possess a High School diploma or equivalent
- No felony convictions or disqualifying criminal history
- Must be able to read and write the English language
- Must be able to obtain CLETS Clearance

Licenses/Certificates:

- Must possess and maintain a valid California Class C Driver's license.

Additional Experience with or Ability to:

- General principles and practices used to establish effective police youth relations
- Basic law enforcement operations, activities, and terminology;
- Youth development research and strategies
- Current youth mentoring program strategies
- Basic office operations and practices
- Contemporary oral presentation techniques
- The theory and provision of youth prevention and intervention services
- Community organizations that provide youth services and support
- Prevention methods and techniques
- Service assessment methods and techniques
- Teamwork and the application of team teaching and mentoring methodologies
- Individual and group peer training principles, methods and techniques
- Basic office equipment including faxes, copiers, computers, printers, projectors, etc
- Windows based office technologies including Word, Excel, PowerPoint, and Adobe
- Safe work methods and safety regulations
- Establish and maintain positive, effective, and collaborative relationships with other City employees, local schools, community and neighborhood groups, and all members of the public
- Maintain a professional, courteous demeanor under adverse, difficult, and confrontational situations
- Work in a multi-agency, collaborative environment
- Organize and work cooperatively and effectively with individuals and groups
- Work with youth in a school environment
- Possess interpersonal skills to build rapport with youth and youthful offenders
- Transmit knowledge and skills to other staff, youth and adults
- Develop measurable goals and objectives
- Set priorities, and evaluate progress
- Write and edit publications for internal and external distribution
- Learn new technology and adapt to change

- Prepare and conduct oral presentations utilizing audio visual equipment and presentation software
- Exercise good judgment in maintaining critical and sensitive information, records, and reports
- Maintain confidentiality of private information
- Understand and follow both oral and written instructions
- Safely drive a motor vehicle
- Quickly learn policies, procedures, and performance standards

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and specialized software; police radio; telephone; fax machine; copier; presentation devices; motor vehicle; OC/Pepper Spray; and first aid equipment.

PHYSICAL REQUIREMENTS:

The physical requirements described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing duties of this job, the employee is frequently required to sit, talk and/or hear. The employee is frequently required to stand; walk; use the hands to handle or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop; kneel; and crouch. The employee must occasionally lift and/or move more than 40 pounds. Specific vision abilities required by this job description include normal corrected close, distance, and color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essentials functions.

While performing the duties of this job, the employee primarily works inside, but at times will be outside, subjected to weather exposure for the geographical location. Noise levels may vary depending on the assignments.

SELECTION GUIDELINES

Formal application, rating of education and experience; selection process which may be any combination of written, oral and/or performance exams; appointment is subject to successfully passing an intensive pre-employment background, criminal history check, pre-employment medical screening and examination, and drug screen.

---

City Administrator

Date

---

Chief of Police

Date

Reviewed by: DS City Administrator

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

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

**Action Date:** October 16, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 19-5727** Approving Cash Transfer to Golf Course and Airport Enterprise Funds for Fiscal Year 2018-2019

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

**SUMMARY:** The City is in the final stages of the audit process to close the books for fiscal year 2018-2019. At the end of June 2019, the Golf Course had a cash balance of (\$14,681) and the Airport (\$5,991) as compared to the 2018 fiscal year when the Golf Course needed \$48,692 and the Airport \$52,780 from the General Fund to remove their negative cash. The City has a policy to transfer cash to each of these funds at the end of the fiscal year to remove any negative cash balances and give the City Council the opportunity to discuss the funds that are struggling and suggest changes to assist them in the coming fiscal year.

To understand the differences between the income financial statement (budget vs. actual) and the corresponding cash balance, we need to understand items that affect cash and not necessarily the income statement:

1. Purchasing inventory and assets
2. Uncollected receivables
3. Prepaid items
4. Payments made to the principal portion of a debt
5. Unearned revenue

When inventory is purchased for the pro-shop, the cash is expended to purchase the inventory but the expense and revenue do not show on the income statement until an item is sold. If an asset such as a vehicle is purchased, the cash is expended and the asset is booked to the balance sheet not the income statement. Items such as hangar leases are billed for the airport. Once billed, these billings show as revenue on the income statement, however cash is not recognized until the billing is paid.

**FISCAL IMPACT:** General Fund operational cash balance at the end of June 2019 before the transfer, \$1,440,114 (\$88,358 less cash than June 2018) ( General Fund transfer of \$14,681 to the Golf Course Fund and \$5,991 to the Airport Fund to remove negative cash)

**ACTION REQUESTED:** Motion to approve Resolution No. 19-5727 Approving Transfer of Cash to Golf Course and Airport Enterprise Funds

**ATTACHMENTS:** Resolution No. 19-5727  
Golf Course Monthly Report

Airport Cash Report and Cash Reconciliation  
Income Statement June 2019 Golf Course  
Income Statement June 2019 Airport

**RESOLUTION NO. 19-5727**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**APPROVING CASH TRANSFER TO GOLF COURSE AND AIRPORT ENTERPRISE**  
**FUNDS FOR FISCAL YEAR 2018-2019**

**WHEREAS**, the City Council of the City of Susanville adopted Resolution 19-5621 Updating Budget Process and Policies to include a review of the Golf Course and Airport Enterprise each fiscal year end; and

**WHEREAS**, the City Council has authorized removing negative cash balances at year end with the approval of a budget amendment; and

**WHEREAS**, the Golf Course and Airport funds have negative cash balances at the end of June 2019, Golf Course (\$14,681) and Airport (\$5,991)

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Susanville that the General Fund will transfer \$14,681 to the Golf Course and \$5,991 to the Airport to remove negative cash.

APPROVED:

\_\_\_\_\_  
Kevin Stafford, Mayor

ATTEST:

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

The foregoing Resolution was adopted at a regular adjourned meeting of the City Council of the City of Susanville held on the 16th day of October, 2019 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

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

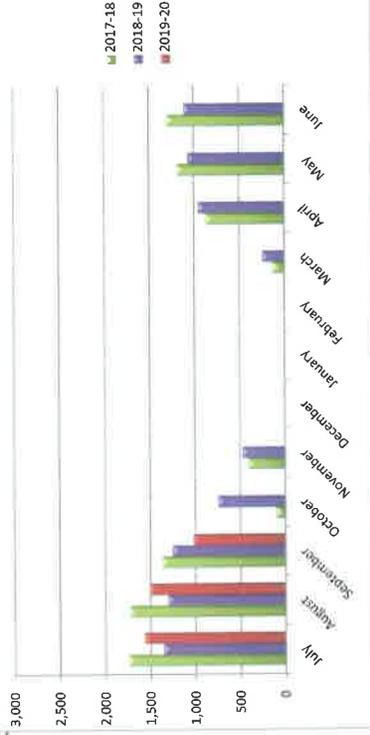
**GOLF COURSE**

Rounds Played	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
July	1,862	1,738	1,888	1,740	1,748	1,359	1,570
August	1,609	1,398	1,880	1,715	1,734	1,308	1,506
September	1,277	1,363	1,886	1,516	1,368	1,255	1,023
October	1,163	965	1,117	1,106	105	748	
November	697	777	0	0	408	477	
December	66	106	15	0	0	0	
January	48	183	20	3	0	0	
February	41	182	134	0	0	5	
March	56	717	349	104	139	249	
April	1,599	1,275	1,138	958	871	956	
May	1,923	1,514	1,295	1,258	1,191	1,069	
June	1,613	1,831	1,714	1,621	1,302	1,113	
	11,954	12,049	11,436	10,021	8,866	8,539	4,099

Winter Play does not include rounds played for annual members.

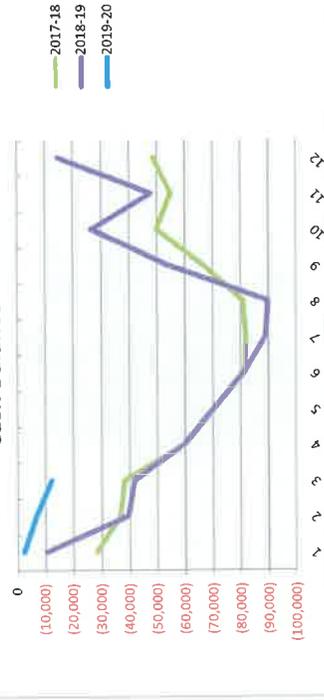
\* Golf Course Manager unable to verify rounds played due to computer software malfunction.

**Rounds Played**



Cash Balance (\$) at month end	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
July	46,316	40,244	10,656	9,468	(28,199)	(10,356)	(2,192)
August	21,223 <sup>2</sup>	3,187	11,290	(2,596)	(36,537)	(39,409)	(6,529)
September	20,658	(16,159)	2,908	(5,031)	(38,173)	(41,816)	(12,090)
October	(1,610)	(39,909)	(16,418)	(20,889)	(60,027)	(59,679)	
November	(15,142)	(52,457)	(33,946)	(35,325)	(70,614)	(70,264)	
December	(22,109)	(58,501)	(45,052)	(41,821)	(81,379)	(81,163)	
January	18,530	(25,397)	(45,959)	(56,650)	(81,869)	(88,963)	
February	31,973	(8,634)	(19,234)	(60,401)	(80,829)	(89,811)	
March	54,233	24,611	6,820	(39,487)	(66,530)	(53,858)	
April	63,514	26,858	22,910	(33,331)	(49,776)	(26,455)	
May	49,830	29,518	20,845	(15,976)	(54,943)	(47,780)	
June	47,143	52,336 <sup>3</sup>	20,526	(23,097)	(48,692)	(14,681)	
June Revised	47,143	52,336	20,526	(23,097)	0 <sup>4</sup>	0 <sup>5</sup>	

**Cash Balance**



- (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)
- (4) City transferred \$48,692 to Golf Course to remove negative cash
- (5) City transferred \$14,680.88 to remove negative cash (Total transfer for year \$45,632.88)

**GOLF COURSE Revenue (\$)**

	2015-16 Revenues	2016-17 Revenues	2017-18 Revenues	2018-19 Revenues	2019-20 Revenues
July	\$87,642 <b>1</b>	\$56,462 <b>1</b>	\$67,065 <b>1</b>	\$53,062	\$35,712
August	\$50,876	\$28,757	\$33,486	\$25,976	\$33,491
September	\$31,187	\$29,301	\$23,244	\$23,555	\$26,137
October	\$17,134	\$12,538	\$16,101	\$15,712	
November	\$7,544	\$7,274	\$5,240	\$9,717	
December	\$5	\$9,569	\$4,865	\$1,893	
January	\$5,290	\$387	\$9,634	\$6,897	
February	\$30,997	\$2,207	\$7,122	\$7,586	
March	\$32,949	\$27,148	\$23,891	\$44,747	
April	\$35,048	\$27,502	\$32,648	\$45,445	
May	\$25,647	\$39,797	\$27,413	\$23,533	
June	\$10,525 <b>2</b>	\$5,740 <b>2</b>	\$8,999 <b>2</b>	\$22,918	
General Fund	\$334,843	\$246,681	\$308,399	\$295,722	\$14,681

**Expenses (\$)**

	2015-16 Expenses	2016-17 Expenses	2017-18 Expenses	2018-19 Expenses	2019-20 Expenses
July	\$37,725	\$22,204	\$21,978	\$27,952	\$26,095
August	\$54,836	\$40,668	\$42,313	\$43,502	\$37,192
September	\$43,223	\$27,251	\$25,149	\$33,420	\$33,732
October	\$38,482	\$30,455	\$40,557	\$34,460	
November	\$27,487	\$24,076	\$18,643	\$22,200	
December	\$15,081	\$17,947	\$15,669	\$15,148	
January	\$7,588	\$17,425	\$12,698	\$16,652	
February	\$6,376	\$11,556	\$7,847	\$10,173	
March	\$8,322	\$8,249	\$10,583	\$10,581	
April	\$21,600	\$20,289	\$17,756	\$20,114	
May	\$28,715	\$31,225	\$34,431	\$47,094	
June	\$64,840	\$63,067	\$51,564	\$16,979	
Net Profit(Loss)	\$354,275	\$314,413	\$299,189	\$298,276	
	-\$19,432	-\$67,732	\$9,210	-\$2,554	

\* Expense higher due to pump maintenance.

(1) Revenue numbers changed for annual amounts due in this fiscal year.

(2) Revenue numbers lower for accruing annual revenues into correct period (\$30,828)

**Annual Memberships received Jan-Mar that are booked in July as revenue**

(Cash received Jan-Mar, revenue recognized in July)

July 2015	\$42,929
July 2016	\$31,704
July 2017	\$42,714
July 2018	\$28,071
July 2019	

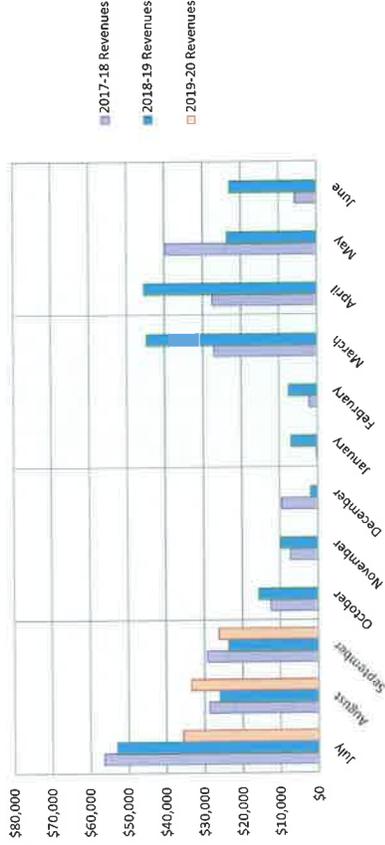
**Annual Memberships Sold**

Year	Memberships Sold
2015	61
2016	49
2017	51
2018	37
2019	42

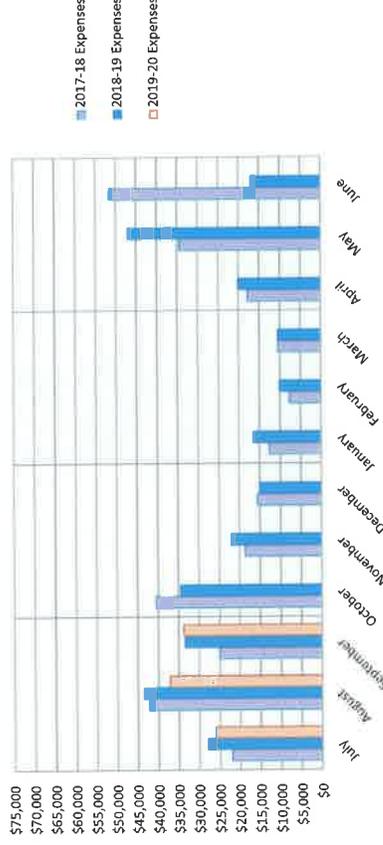
**Punch Cards Sold**

2015	127
2016	153
2017	123
2018	126
2019	67

**Golfing Revenues**



**Golfing Expenses**



**Airport****Cash Balance (\$)**

	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
July	(\$685)	(\$32,749)	\$145,735	(\$17,037)	(\$56,992)	\$6,638	(\$912)
August	(\$2,859)	\$4,290	(\$17,748)	(\$13,167)	(\$44,710)	\$3,967	(\$6,382)
September	(\$2,902)	(\$7,043)	(\$22,520)	(\$16,564)	(\$43,497)	\$9,921	\$5,049
October	(\$4,726)	(\$1,302)	\$267	(\$17,741)	(\$53,374)	\$7,471	
November	(\$12,365)	(\$6,041)	(\$18,759)	(\$18,051)	(\$59,007)	\$27,191	
December	(\$14,700)	(\$5,155)	(\$10,227)	(\$23,696)	(\$77,607)	\$24,400	
January	(\$22,329)	\$12,887	(\$4,633)	(\$29,988)	(\$69,013)	\$19,786	
February	(\$24,166)	\$11,233	\$5,591	(\$38,609)	(\$54,166)	\$35,807	
March	(\$22,435)	\$16,556	\$393	(\$44,760)	(\$62,733)	\$32,310	
April	(\$22,341)	\$30,776	(\$2,891)	(\$59,651)	(\$65,781)	\$11,440	
May	(\$13,899)	(\$161,376)	(\$35,595)	(\$47,236)	(\$70,587)	(\$2,969)	
June	\$1,824	\$58,833	(\$34,256)	(\$53,147)	(\$52,780)	(\$5,991)	
June Revised after transfer from Gen Fund					0	0	

**RESOLUTION NO. 19-5697**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**APPROVING CASH TRANSFER TO GOLF COURSE AND AIRPORT ENTERPRISE**  
**FUNDS FOR FISCAL YEAR 2018-2019**

**WHEREAS**, the City Council of the City of Susanville adopted Resolution 19-5621 Updating Budget Process and Policies to include a review of the Golf Course and Airport Enterprise each fiscal year end; and

**WHEREAS**, the City Council has authorized removing negative cash balances at year end with the approval of a budget amendment; and

**WHEREAS**, the Golf Course and Airport funds have negative cash balances at the end of June 2019, Golf Course (\$14,681) and Airport (\$5,991)

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Susanville that the General Fund will transfer \$14,681 to the Golf Course and \$5,991 to the Airport to remove negative cash.

APPROVED:

\_\_\_\_\_  
Kevin Stafford, Mayor

ATTEST:

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

The foregoing Resolution was adopted at a regular adjourned meeting of the City Council of the City of Susanville held on the 16th day of October, 2019 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

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

CITY OF SUSANVILLE  
 INCOME STATEMENT  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING JUNE 30, 2019

AIRPORT

	BUDGET	YTD ACTUAL	% EARNED	ENCUMBRA	UNEARNED	% UNEARNED
<u>PUBLIC WORKS</u>						
<u>AIRPORT-OPERATIONS</u>						
7201-430-81-3341 STATE OF CA - CALTRANS	10,000.00	10,000.00	100.00	0	.00	.00
7201-430-81-3611 INTEREST REVENUE	.00	565.15	.00	0	( 565.15)	.00
7201-430-81-3613 NET INCREASE(DECREASE) FMV	.00	42.95	.00	0	( 42.95)	.00
7201-430-81-3620 AIRPORT - LEASES	60,000.00	52,590.90	87.65	0	7,409.10	12.35
7201-430-81-3701 AIRPORT - FLOWAGE FEES	12,000.00	11,267.75	93.90	0	732.25	6.10
7201-430-81-3703 COMMERCIAL OPERATOR FEES	32,338.00	24,068.36	74.43	0	8,269.64	25.57
TOTAL AIRPORT-OPERATIONS	114,338.00	98,535.11	86.18	0	15,802.89	13.82
<u>FAA GRANT PAPI PROJECT</u>						
7201-430-85-3970 CAPITAL CONTRIBUTIONS	9,819.00	9,818.10	99.99	0	.90	.01
TOTAL FAA GRANT PAPI PROJECT	9,819.00	9,818.10	99.99	0	.90	.01
TOTAL PUBLIC WORKS	124,157.00	108,353.21	87.27	0	15,803.79	12.73

CITY OF SUSANVILLE  
 INCOME STATEMENT  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING JUNE 30, 2019

AIRPORT

	BUDGET	YTD ACTUAL	% EARNED	ENCUMBRA	UNEARNED	% UNEARNED
7201-490-00-3910 TRN IN 1000 GENERAL FUND	17,000.00	18,744.26	110.26	0	( 1,744.26)	( 10.26)
TOTAL DIVISION 00	17,000.00	18,744.26	110.26	0	( 1,744.26)	( 10.26)
TOTAL DEPARTMENT 490	17,000.00	18,744.26	110.26	0	( 1,744.26)	( 10.26)
TOTAL FUND REVENUE	141,157.00	127,097.47	90.04	0	14,059.53	9.96

CITY OF SUSANVILLE  
 INCOME STATEMENT  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING JUNE 30, 2019

AIRPORT

	BUDGET	YTD ACTUAL	% EXPENDED	ENCUMBRA	UNEXPENDED	% UNEXP.
<u>PUBLIC WORKS</u>						
<u>AIRPORT-OPERATIONS</u>						
7201-430-81-4120	TEMPORARY EMPLOYEES	8,055.00	8,054.50	99.99	0	.50 .01
7201-430-81-4221	SOCIAL SECURITY CONTRIBUTIONS	14.00	499.38	3,567.00	0	( 485.38) ( 3,467.00)
7201-430-81-4222	MEDICARE	4.00	116.79	2,919.75	0	( 112.79) ( 2,819.75)
7201-430-81-4230	PERS	12.00	.00	.00	0	12.00 100.00
7201-430-81-4260	WORKERS' COMPENSATION	4.00	241.64	6,041.00	0	( 237.64) ( 5,941.00)
7201-430-81-4291	HEALTH INSURANCE AND ADMIN	1.00	.00	.00	0	1.00 100.00
7201-430-81-4293	STATE UNEMPLOYMENT	2.00	.00	.00	0	2.00 100.00
7201-430-81-4340	TECHNICAL SVCS	23,014.00	22,946.96	99.71	0	67.04 .29
7201-430-81-4431	REPAIR AND MAINTENANCE-MISC	251.00	.00	.00	0	251.00 100.00
7201-430-81-4434	REPAIR AND MAINTENANCE-FACILIT	2,505.00	1,666.03	66.51	0	838.97 33.49
7201-430-81-4510	INSURANCE AIRPORT HANGARS	3,250.00	3,492.00	107.45	0	( 242.00) ( 7.45)
7201-430-81-4511	INSUR.AIRPORT OWNER OPER. LIAB	4,894.00	4,680.00	95.63	0	214.00 4.37
7201-430-81-4512	INSUR.AIRPORT AIR SHOW LIAB	442.00	436.00	98.64	0	6.00 1.36
7201-430-81-4524	INTERNAL SVCS ADMIN	55,842.00	51,626.00	92.45	0	4,216.00 7.55
7201-430-81-4530	COMMUNICATIONS	929.00	592.98	63.83	0	336.02 36.17
7201-430-81-4622	ELECTRICITY	7,344.00	7,543.03	102.71	0	( 199.03) ( 2.71)
7201-430-81-4623	PROPANE	2,700.00	2,573.50	95.31	0	126.50 4.69
7201-430-81-4641	POSTAGE	81.00	49.15	60.68	0	31.85 39.32
7201-430-81-4770	DEPRECIATION EXPENSE	155,732.00	172,544.87	110.80	0	( 16,812.87) ( 10.80)
7201-430-81-4810	TAXES, FEES, PERMITS & CHARGES	1,966.00	817.84	41.60	0	1,148.16 58.40
7201-430-81-4840	BAD DEBT EXPENSE	.00	( 13,253.81)	.00	0	13,253.81 .00
7201-430-81-4852	INTEREST	132.00	131.45	99.58	0	.55 .42
TOTAL AIRPORT-OPERATIONS		267,174.00	264,758.31	99.10	0	2,415.69 .90
<u>FAA GRANT PAPI PROJECT</u>						
7201-430-85-4450	CONSTRUCTION SERVICE	8,956.00	8,955.75	100.00	0	.25 .00
7201-430-85-4760	CONTRA EXPENSE	.00	( 8,955.75)	.00	0	8,955.75 .00
TOTAL FAA GRANT PAPI PROJECT		8,956.00	.00	.00	0	8,956.00 100.00
TOTAL PUBLIC WORKS		276,130.00	264,758.31	95.88	0	11,371.69 4.12

CITY OF SUSANVILLE  
 INCOME STATEMENT  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING JUNE 30, 2019

AIRPORT

	BUDGET	YTD ACTUAL	% EXPENDED	ENCUMBRA	UNEXPENDED	% UNEXP.
<u>DEPARTMENT 490</u>						
<u>DIVISION 00</u>						
7201-490-00-5040 TRNSFR OUT TO AIRPORT CIP 7202	34,092.00	34,091.76	100.00	0	.24	.00
TOTAL DIVISION 00	34,092.00	34,091.76	100.00	0	.24	.00
TOTAL DEPARTMENT 490	34,092.00	34,091.76	100.00	0	.24	.00
TOTAL FUND EXPENDITURES	310,222.00	298,850.07	96.33	0	11,371.93	3.67
REVENUE OVER (UNDER) EXPENDITURES	( 169,065.00)	( 171,752.60)	( 101.59)	0	2,687.60	1.59

CITY OF SUSANVILLE  
 INCOME STATEMENT  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING JUNE 30, 2019

GOLF COURSE

	BUDGET	YTD ACTUAL	% EARNED	ENCUMBRA	UNEARNED	% UNEARNED
<u>COMMUNITY SERVICES</u>						
<u>GOLF COURSE</u>						
7530-451-50-3432	.00	45.49	.00	0	( 45.49)	.00
7530-451-50-3620	1,500.00	1,612.50	107.50	0	( 112.50)	( 7.50)
7530-451-50-3731	450.00	93.42	20.76	0	356.58	79.24
TOTAL GOLF COURSE	1,950.00	1,751.41	89.82	0	198.59	10.18
<u>GOLFING</u>						
7530-451-52-3480	210,000.00	155,442.98	74.02	0	54,557.02	25.98
7530-451-52-3489	12,000.00	11,453.42	95.45	0	546.58	4.55
7530-451-52-3623	70,000.00	64,952.60	92.79	0	5,047.40	7.21
TOTAL GOLFING	292,000.00	231,849.00	79.40	0	60,151.00	20.60
<u>PRO SHOP</u>						
7530-451-55-3472	15,000.00	15,567.15	103.78	0	( 567.15)	( 3.78)
7530-451-55-3474	7,000.00	921.88	13.17	0	6,078.12	86.83
TOTAL PRO SHOP	22,000.00	16,489.03	74.95	0	5,510.97	25.05
TOTAL COMMUNITY SERVICES	315,950.00	250,089.44	79.15	0	65,860.56	20.85

CITY OF SUSANVILLE  
 INCOME STATEMENT  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING JUNE 30, 2019

GOLF COURSE

	BUDGET	YTD ACTUAL	% EARNED	ENCUMBRA	UNEARNED	% UNEARNED
7530-490-00-3910 TRN IN 1000 GENERAL FUND	30,957.00	45,632.88	147.41	0	( 14,675.88)	( 47.41)
TOTAL DIVISION 00	30,957.00	45,632.88	147.41	0	( 14,675.88)	( 47.41)
TOTAL DEPARTMENT 490	30,957.00	45,632.88	147.41	0	( 14,675.88)	( 47.41)
TOTAL FUND REVENUE	346,907.00	295,722.32	85.25	0	51,184.68	14.75

CITY OF SUSANVILLE  
INCOME STATEMENT  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING JUNE 30, 2019

GOLF COURSE

	BUDGET	YTD ACTUAL	% EXPENDED	ENCUMBRA	UNEXPENDED	% UNEXP.	
<u>COMMUNITY SERVICES</u>							
<u>GOLF COURSE</u>							
7530-451-50-4340	TECHNICAL SVCS	2,071.00	1,645.44	79.45	0	425.56	20.55
7530-451-50-4514	INSURANCE - CRIME BOND	58.00	48.00	82.76	0	10.00	17.24
7530-451-50-4521	INSURANCE - LIABILITY	3,683.00	3,672.00	99.70	0	11.00	.30
7530-451-50-4522	INSURANCE - PROPERTY	741.00	615.00	83.00	0	126.00	17.00
7530-451-50-4524	INTERNAL SVC - ADMIN	30,645.00	29,000.00	94.63	0	1,645.00	5.37
7530-451-50-4770	DEPRECIATION EXPENSE	22,280.00	15,110.52	67.82	0	7,169.48	32.18
7530-451-50-4810	TAXES, FEES, PERMITS & CHARGES	15,315.00	9,750.01	63.66	0	5,564.99	36.34
7530-451-50-4852	INTEREST	1,533.00	1,532.28	99.95	0	.72	.05
	<b>TOTAL GOLF COURSE</b>	<b>76,326.00</b>	<b>61,373.25</b>	<b>80.41</b>	<b>0</b>	<b>14,952.75</b>	<b>19.59</b>
<u>GOLFING</u>							
7530-451-52-4100	REGULAR EMPLOYEES	1,084.00	133.66	12.33	0	950.34	87.67
7530-451-52-4120	TEMPORARY EMPLOYEES	51,203.00	42,069.16	82.16	0	9,133.84	17.84
7530-451-52-4221	SOCIAL SECURITY CONTRIBUTIONS	2,678.00	2,616.64	97.71	0	61.36	2.29
7530-451-52-4222	MEDICARE	626.00	612.00	97.76	0	14.00	2.24
7530-451-52-4230	PERS	16.00	15.79	98.69	0	.21	1.31
7530-451-52-4260	WORKERS' COMPENSATION	6,753.00	121.95	1.81	0	6,631.05	98.19
7530-451-52-4292	STATE DISABILITY	20.00	.90	4.50	0	19.10	95.50
7530-451-52-4293	STATE UNEMPLOYMENT	389.00	( 2,889.52)	( 742.81)	0	3,278.52	842.81
7530-451-52-4340	TECHNICAL SERVICES	1,301.00	.00	.00	0	1,301.00	100.00
7530-451-52-4421	DISPOSAL	2,757.00	2,594.28	94.10	0	162.72	5.90
7530-451-52-4431	REPAIR & MAINTENANCE - MISC	25,597.00	25,596.02	100.00	0	.98	.00
7530-451-52-4434	REPAIR & MAINT - BUILDING	500.00	494.47	98.89	0	5.53	1.11
7530-451-52-4442	RENT & LEASES EQUIP & VEHICLES	2,971.00	2,970.88	100.00	0	.12	.00
7530-451-52-4530	COMMUNICATIONS	6,604.00	6,430.63	97.37	0	173.37	2.63
7530-451-52-4540	ADVERTISING	2,584.00	1,418.01	54.88	0	1,165.99	45.12
7530-451-52-4550	PRINTING & BINDING	400.00	133.55	33.39	0	266.45	66.61
7530-451-52-4594	LOCKSMITHING SERVICES	393.00	.00	.00	0	393.00	100.00
7530-451-52-4610	SUPPLIES-GENERAL	21,988.00	21,590.33	98.19	0	397.67	1.81
7530-451-52-4613	JANITORIAL SUPPLIES	800.00	150.12	18.77	0	649.88	81.24
7530-451-52-4622	ELECTRICITY	31,759.00	31,758.83	100.00	0	.17	.00
7530-451-52-4623	PROPANE	3,860.00	3,859.37	99.98	0	.63	.02
7530-451-52-4626	GASOLINE	6,321.00	5,701.94	90.21	0	619.06	9.79
7530-451-52-4641	POSTAGE	200.00	26.97	13.49	0	173.03	86.52
7530-451-52-4741	MACHINERY AND EQUIPMENT	12,919.00	12,918.63	100.00	0	.37	.00
7530-451-52-4760	CONTRA EXPENSE	.00	( 12,354.13)	.00	0	12,354.13	.00
7530-451-52-4830	DUES & MEMBERSHIPS	14.00	.00	.00	0	14.00	100.00
	<b>TOTAL GOLFING</b>	<b>183,737.00</b>	<b>145,970.48</b>	<b>79.45</b>	<b>0</b>	<b>37,766.52</b>	<b>20.55</b>

CITY OF SUSANVILLE  
 INCOME STATEMENT  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING JUNE 30, 2019

GOLF COURSE

	BUDGET	YTD ACTUAL	% EXPENDED	ENCUMBRA	UNEXPENDED	% UNEXP.	
<u>PRO SHOP</u>							
7530-451-55-4120	TEMPORARY EMPLOYEES	40,381.00	31,558.34	78.15	0	8,822.66	21.85
7530-451-55-4130	OVERTIME	1,796.00	.00	.00	0	1,796.00	100.00
7530-451-55-4221	SOCIAL SECURITY CONTRIBUTIONS	2,565.00	1,956.62	76.28	0	608.38	23.72
7530-451-55-4222	MEDICARE	600.00	457.62	76.27	0	142.38	23.73
7530-451-55-4260	WORKERS' COMPENSATION	1,241.00	991.70	79.91	0	249.30	20.09
7530-451-55-4293	STATE UNEMPLOYMENT	372.00	284.03	76.35	0	87.97	23.65
7530-451-55-4431	REPAIR AND MAINT - MISC	104.00	80.44	77.35	0	23.56	22.65
7530-451-55-4610	SUPPLIES - GENERAL	10,909.00	10,908.39	99.99	0	.61	.01
7530-451-55-4821	CASH OVER/UNDER	141.00	35.81	25.40	0	105.19	74.60
	<b>TOTAL PRO SHOP</b>	<b>58,109.00</b>	<b>46,272.95</b>	<b>79.63</b>	<b>0</b>	<b>11,836.05</b>	<b>20.37</b>
<u>CARTS</u>							
7530-451-56-4120	TEMPORARY EMPLOYEES	18,989.00	18,895.22	99.51	0	93.78	.49
7530-451-56-4221	SOCIAL SECURITY CONTRIBUTIONS	1,172.00	1,171.50	99.96	0	.50	.04
7530-451-56-4222	MEDICARE	274.00	273.97	99.99	0	.03	.01
7530-451-56-4260	WORKERS' COMPENSATION	949.00	948.82	99.98	0	.18	.02
7530-451-56-4293	STATE UNEMPLOYMENT	171.00	170.06	99.45	0	.94	.55
7530-451-56-4431	REPAIR & MAINTENANCE MISC	955.00	234.17	24.52	0	720.83	75.48
7530-451-56-4442	RENTS AND LEASES EQUIPMENT	29,709.00	22,965.64	77.30	0	6,743.36	22.70
	<b>TOTAL CARTS</b>	<b>52,219.00</b>	<b>44,659.38</b>	<b>85.52</b>	<b>0</b>	<b>7,559.62</b>	<b>14.48</b>
	<b>TOTAL COMMUNITY SERVICES</b>	<b>370,391.00</b>	<b>298,276.06</b>	<b>80.53</b>	<b>0</b>	<b>72,114.94</b>	<b>19.47</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>370,391.00</b>	<b>298,276.06</b>	<b>80.53</b>	<b>0</b>	<b>72,114.94</b>	<b>19.47</b>
	<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<b>( 23,484.00)</b>	<b>( 2,553.74)</b>	<b>( 10.87)</b>	<b>0</b>	<b>( 20,930.26)</b>	<b>( 89.13)</b>
	<b>GRAND TOTAL REVENUE</b>	<b>488,064.00</b>	<b>422,819.79</b>	<b>86.63</b>	<b>0</b>	<b>65,244.21</b>	<b>13.37</b>
	<b>GRAND TOTAL EXPENDITURES</b>	<b>( 680,613.00)</b>	<b>( 597,126.13)</b>	<b>( 87.73)</b>	<b>0</b>	<b>( 83,486.87)</b>	<b>( 12.27)</b>
	<b>TOTAL NET REVENUE(EXPENDITURES)</b>	<b>( 192,549.00)</b>	<b>( 174,306.34)</b>	<b>( 90.53)</b>	<b>0</b>	<b>( 18,242.66)</b>	<b>( 9.47)</b>

Reviewed by: DW City Administrator  
R Public Works Director

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

**Submitted by:** Dan Newton, Public Works Director

**Action Date:** October 16, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Receive report on State Transportation Improvement Program (STIP) Projects, motion to approve project requests to be provided to the Lassen County Transportation Commission.

**PRESENTED BY:** Dan Newton, Public Works Director

**SUMMARY:** The City of Susanville has been successful in delivering several road rehabilitation projects throughout the past 10 years. Most of the projects are funded through the STIP, which is programmed by the California Transportation Commission after receiving Regional Transportation Improvement Programs (RTIPs) from the various regional transportation planning agencies throughout the state. The regional transportation planning agency for Susanville and Lassen County is the Lassen County Transportation Commission (LCTC).

The LCTC is currently developing the RTIP and has asked the City for a list of projects for which the City is requesting funding. There is not enough funding projected in the upcoming cycle to accommodate all City and County requests. Staff's approach is to request funds for the construction of Susanville Rehab FD and South East Gate Way projects. Staff is also proposing to move funds already programmed for the Riverside Drive Trail Project between the design and right of way components.

Attached are project descriptions and limits of work for the three projects. In addition, now is the time to discuss future projects for which the City Council would like staff to begin preparing project study reports so that future funding can be obtained. Some projects to consider that are already listed in the Regional Transportation Plan include: 1) Dave Anderson Dr. extension; 2) Johnstonville/Center Road Rehabilitation; 3) Town Hill barrier wall; 4) Johnstonville Road to Main St (near Red Lion Inn); 5) Various rehab projects.

**FISCAL IMPACT:** At the completion of the environmental document the City typically has the option to proceed with the project or adopt a no build alternative, if the City adopts the no build the City is not obligated to repay the environmental funds. For each of the three

projects that currently have funding, i.e. Susanville Rehab FD; South East Gateway; Riverside Drive Trail. A decision to not proceed with project completion would most likely require repayment of federal funds that have already been expended.

**ACTION REQUESTED:** Motion to approve project requests to be provided to the Lassen County Transportation Commission.

**ATTACHMENTS:**

- 1) Project Request Spread Sheet
- 2) STIP Projects 2011 through 2021
- 3) Susanville Rehab FD Project Information
- 4) Riverside Drive Trail Project Information
- 5) South East Gateway Project Information
- 6) Regional Transportation Plan Project List

**SUSANVILLE - 2019 RTIP Project List (1000's of Dollars)**

		Year					COMMENTS
		20/21	21/22	22/23	23/24	24/25	
South East Gateway E&P PS&E R/W CON	PPNO 3492						Programming Per Project Report with additional 50 for R/W and additional 256 (10%) for construction to account for recent experience in contract prices.
		184					
			2810				
Riverside Dr. Trail/Bridge E&P PS&E R/W CON	PPNO 2480						There is currently 50 programmed for design and 400 programmed for R/W in 20/21. Additional funds needed for PS&E have been identified through preliminary engineering. Decreased need for R/W funds has been identified.
				300			
					150		
Susanville Rehab FD 2 E&P PS&E R/W CON	PPNO 2561	1012					LCTC staff requested the City reduce the scope of FD in 2017. This request includes the full scope of the original project. Richmond Rd Main St to City Limits; Bunyan from HWY 139 to Skyline; Spring Ridge HWY 139 to Dave Anderson Dr.
PPM	PPNO 2124						PPM requested for STIP monitoring and misc planning 25 annually. Additional PPM for PSR Dave Anderson Dr. Extension, Town Hill Barrier Wall, etc
	Current Proposed	111	111	34			

Total Request: \$ 4,456  
 Less Current Program: \$ 450  
 Net Request: \$ 4,006

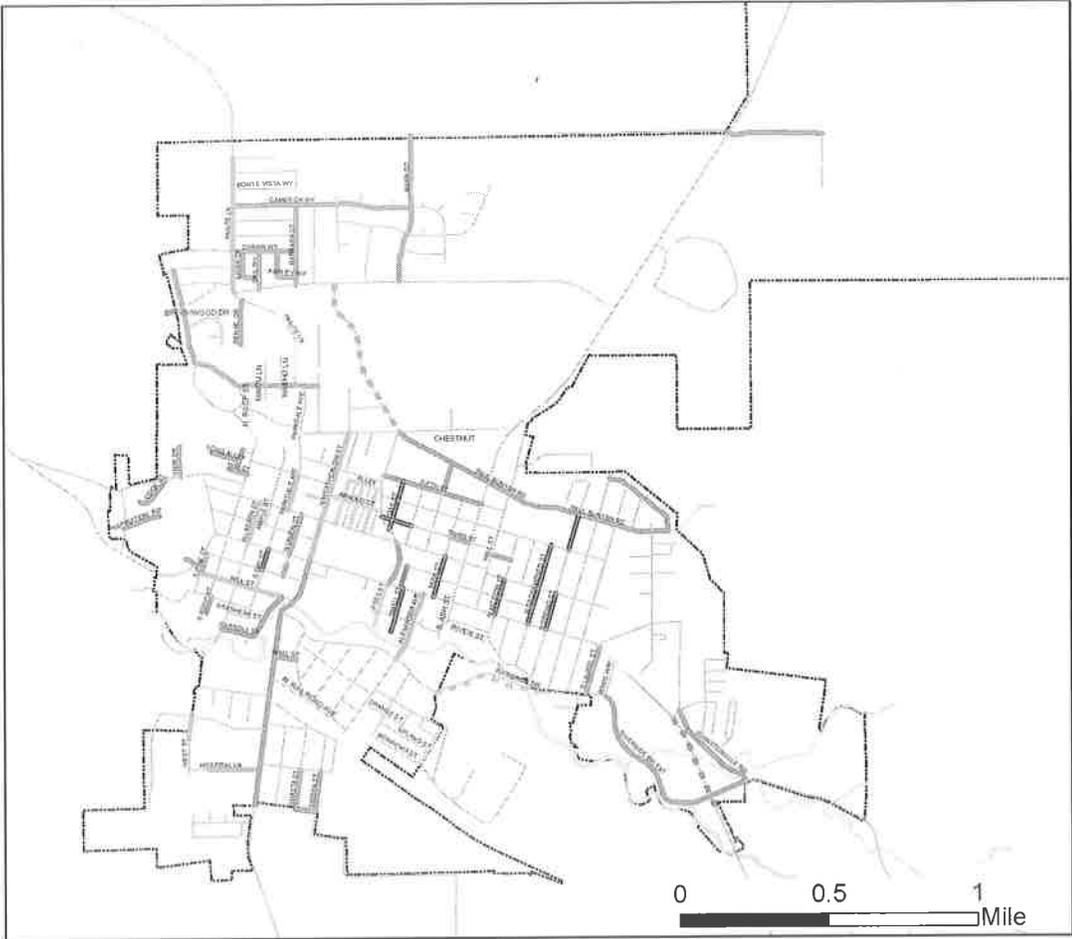
# CITY STREET REHAB PROJECTS 2011 - 2021



**Legend**

**PROJECT GROUP**

- ARRA, 2011
- B, 13/14
- FC, 18/19
- SC, 16/17
- SC1, 16/17
- SC2, 17/18
- SC3, 17/18
- SC4, 19/20
- SC5, 19/20
- FD, 20/21
- FD2, TBD
- GATEWAY, TBD
- RIVERSIDE DRIVE TRAIL, TBD
- City Limits



Susanville Rehab FD/FD 2 Project Information:

**Limits of Work:**

Susanville Rehab FD is a project that includes work on three streets within Susanville. The streets are as follows:

- 1) Richmond Rd. from Main St. south to City Limits
- 2) Paul Bunyan Rd. from SR 139 west to Chestnut St.
- 3) Spring Ridge Road from SR 139 east to Dave Anderson Dr.

Susanville Rehab FD 2 would, if added, would add Paul Bunyan Rd. from Chestnut St. to Skyline Dr.

**Scope of Work:**

The scope of the work includes targeted repair of areas of base failure due to weathering and loading and an asphalt overlay of the road segments. Additionally, concrete work to address draining, and installation of accessible curb ramps at street corners where required. If FD2 is added, then the additional work scope would include the installation of street lighting along Paul Bunyan Rd. between Chestnut St. and Skyline Dr.

**Project Programming History:**

In 2017, the City requested the complete funding for the project which would include the scope of work for both FD and FD2. Due to the amount of funds requested by both the City and County, LCTC staff asked both the City and County to reduce the scope of their projects to fit within the funding available. The City did this and pulled out the scope of the project that included Paul Bunyan Rd. between Chestnut St. and Skyline Dr.

Funds for Environmental and design work were already programmed prior to 2017 and the scope of the CEQA and NEPA documents include the work for both FD and FD2. Therefore the complete project has environmental clearance, and the design component, which is currently underway, will include the scope for both FD and FD2.

**Strategy to deliver the complete project:**

LCTC Staff has stated their intent to reach out to CTC staff to see if the additional FD2 work can be added to the project in the 20/21 fiscal year. If this can be accomplished and the LCTC is willing to program the additional funds, then the full scope of work can be accomplished earlier rather than later, which will save money in the long run.

Riverside Drive Trail Project Information:

**Limits of Work:**

The Riverside Dr. Trail project starts just east of Fruit Grower's Park and continues east bordering the south side of Riverside Dr., to the Susan River Trail.

**Scope of Work:**

The scope of work for the Riverside Drive Trail project includes the paving of the gravel road that sits atop the old mill pond levee. Construction of a pedestrian bridge south of the existing vehicle bridge, and the placement of safety lighting along the paved trail.

**Project Programming History:**

The Riverside Drive Trail project was initially programmed in the 2008 STIP and was set to be constructed primarily with Transportation Enhancement Activity (TEA) funds. The construction funding was programmed, then later, circa 2014, the TEA funds were replaced by the Active Transportation Program (ATP). The ATP consumed unallocated TEA funds and hence the construction funds that were programmed disappeared.

Currently, there is \$50,000 programmed for design and \$400,000 programmed for Right of Way. The need is for \$300,000 to be programmed for design and \$150,000 to be programmed for Right of Way. Construction funds are still predicted to come through an ATP grant and possibly the STIP.

**Strategy to deliver complete project:**

Some uncertainty exists surrounding this project. There is a risk that if the project continues to progress without construction funding programmed, then the City may not be able to secure the funding for the project. The environmental document was approved by the Council in May of 2015, from which time the Council essentially has 20 years to complete the project or payback funds received. This is a situation the County recently experienced with its Skyline project where the 20 year date was near and there was a concern that the County would need to repay funds.

At this point the City has completed the environmental component of the project, at a cost of \$80,000. These funds would be subject to repayment if the City fails to deliver the project within the next 16 years. The current strategy is to continue to develop the project using the programmed STIP funds. This will allow for the design and right of way component to be completed and future funding for construction can continue to be pursued.

In the event the Council wants to abandon the project, then the City will need to be prepared to repay the \$80,000 expended on the environmental funds.

A project funded through construction is the lowest risk scenario to the City and this is not currently what we have. Given the current environment at the LCTC and their uncertainty of future staffing, staff is recommending a lower risk strategy. The recommendation is to request the existing programmed funds (\$450,000) to be moved back to later years in the STIP. This will keep the project viable and the City will have the option at the next STIP Cycle in 2022 to request Construction funding from the LCTC through the RTIP.



## Southeast Gate Way Project Information:

### **Project Limits:**

The Southeast Gateway Project is located on Main St. in Susanville and begins at the intersection of Main St. and Johnstonville Rd. near Jack-n-the-Box and continues east past Riverside Dr. Extension and ends west of the new Skyline Extension Intersection.

### **Project Scope:**

The project includes the construction of sidewalk, installation of landscaping, decorative lighting, furniture, and construction of a "Welcome to Susanville" monument sign.

### **Project Programming History:**

The South East Gateway project has received funds for the environmental component and the design component is currently underway. This project was first programmed in the 2016 STIP and is being delivered under a cooperative agreement with the State. The City is the lead agency and is progressing with Caltrans oversight. Staff is recommending the programming of the right of way and construction funds to complete the project.

### **Strategies to deliver a complete project:**

The cooperative agreement with Caltrans goes only through the design phase. A new cooperative agreement will be needed for right of way and construction. During the development of the new cooperative agreement, Staff anticipates that Caltrans will take a position that a new maintenance agreement between the City and Caltrans will be required. The City will probably be asked to maintain all of the new amenities that are constructed. There are some concerns associated with the city's ability to maintain items such as decorative lighting, benches, and landscaping with street funds and this work may be a cost to the general fund. Recent news from Caltrans is that they may be heading in a direction to participate more holistically in the complete streets concept and Caltrans may be more receptive to providing sharing in the cost of maintenance.

This project has been identified as a community enhancement that would have a positive benefit economically. If necessary, City Staff will work with Caltrans, various business owners, volunteers, and community groups to provide a maintenance plan to address the improvements.



Table 4.1a  
Lassen County Constrained Roadway Projects

Lead Agency	Funding Source	Project Type? (Road, Bike/Ped, Bridge, Transit)	Location	Description	Cost	Construction Year
City of Susanville	STIP	Road	Various Streets	City Street rehab (FC) (L4-S-10)	\$ 1,846,000	2017-2018
City of Susanville	STIP	Road	Various Streets	City Street rehab (SC4)	\$ 955,000	2018-2019
City of Susanville	STIP	Road	Various Streets	City street rehab (SC5)	\$ 956,000	2018-2019
City of Susanville	STIP	Road	Various Streets	City street rehab (FD)	\$ 80,000	2018-2019
City of Susanville	HSIP, RSTP, STIP, LTF	Road	Main Street Johnstonville road	In Susanville between Johnstonville Road and Main Street located approximately at the High Country Inn parking lot. Construct approximately 500 ft long road connection with drainage crossing.	\$ 100,000	2016-19
City of Susanville	HSIP, RSTP, STIP, LTF	Road	North Spring Street	Overlay from Fourth Street to Paul Bunyan Road	\$ 78,000	by 2027
City of Susanville	HSIP, RSTP, STIP, LTF	Road	North Street	Widen bridge/culvert at Palute Creek	\$ 852,800	by 2027
City of Susanville	HSIP, RSTP, STIP, LTF	Road	Chestnut Street	Overlay from west of Parkdale Ave to west of North Weatherlow St	\$ 66,300	by 2027
City of Susanville	HSIP, RSTP, STIP, LTF	Road	Court Street	Overlay from Miller Road to South Pine Street	\$ 22,100	by 2027
City of Susanville	HSIP, RSTP, STIP, LTF	Road	North Mesa Street	Overlay from Main Street to Second Street	\$ 97,500	by 2027
City of Susanville	HSIP, RSTP, STIP, LTF	Road	North Roop Street	Overlay from Glenn Drive to Cherry Terrace	\$ 53,300	by 2027
City of Susanville	HSIP, RSTP, STIP, LTF	Road	Campbell Road	Overlay from North Weatherlow Street to end	\$ 98,800	by 2027
City of Susanville	HSIP, RSTP, STIP, LTF	Road	Court Street	Overlay from east of S Roop Street to S Lassen Street	\$ 62,400	by 2027
City of Susanville	HSIP, RSTP, STIP, LTF	Road	Maidu Lane	Overlay from north end to south end	\$ 91,000	by 2027
City of Susanville	HSIP, RSTP, STIP, LTF	Road	Mill Street	Overlay from South Pine Street to Carroll Street	\$ 189,800	by 2027
City of Susanville	HSIP, RSTP, STIP, LTF	Road	N Weatherlow Street	Overlay from Chestnut Street to north end	\$ 118,300	by 2027
City of Susanville	HSIP, RSTP, STIP, LTF	Road	Orchard Street	Overlay from Richmond Road to South Railroad Avenue	\$ 62,400	by 2027
City of Susanville	HSIP, RSTP, STIP, LTF	Road	Paiute Lane	Overlay from Calvary Baptist Church to Glenn Drive	\$ 137,800	by 2027
City of Susanville	HSIP, RSTP, STIP, LTF	Road	Parkdale Avenue	Widen bridge/culvert at Paiute Creek	\$ 664,300	by 2027
City of Susanville	HSIP, RSTP, STIP, LTF	Road	Plumas Street	Overlay from Modoc Street to south of Modoc Street	\$ 11,700	by 2027
City of Susanville	HSIP, RSTP, STIP, LTF	Road	Riverside Drive	Overlay from Main Street to Riverside Drive Extension	\$ 119,600	by 2027
City of Susanville	HSIP, RSTP, STIP, LTF	Road	Riverside Drive	Overlay from west of Alexander Ave to Richmond Road	\$ 443,300	by 2027
City of Susanville	HSIP, RSTP, STIP, LTF	Road	South Gay Street	Overlay from Main Street to Cottage Street	\$ 72,800	by 2027
City of Susanville	HSIP, RSTP, STIP, LTF	Road	Spring Ridge Road East	Construction from Spring Ridge Road to Skyline Road East and intersection improvements at SR 139	\$ 1,111,500	by 2027
City of Susanville	HSIP, RSTP, STIP, LTF	Road	Alexander Ct	Overlay from Cornell Street to end of right of way	\$ 14,300	by 2027
City of Susanville	HSIP, RSTP, STIP, LTF	Road	Johnstonville Road	Overlay from Riverside Drive to city limits	\$ 482,300	by 2027
City of Susanville	HSIP, RSTP, STIP, LTF	Road	N Fairfield Avenue	Overlay from Fourth Street to Paul Bunyan Road	\$ 72,800	by 2027
City of Susanville	HSIP, RSTP, STIP, LTF	Road	South Street	Construct portion (Lassen County and City of Susanville portions)	\$ 523,900	by 2027
City of Susanville	HSIP, RSTP, STIP, LTF	Road	Wildwood Way	Overlay from Cherry Terrace to west end	\$ 7,800	by 2027
City of Susanville	HSIP, RSTP, STIP, LTF	Road	Hall Street	Overlay from North Street to Fourth Street	\$ 50,700	by 2027
City of Susanville	HSIP, RSTP, STIP, LTF	Road	Miller Road	Overlay from Court Street to end of right of way	\$ 15,600	by 2027
City of Susanville	HSIP, RSTP, STIP, LTF	Road	Modoc Street	Install sidewalk from city limits to Main Street	\$ 325,000	by 2027
<b>Susanville Total</b>					<b>\$ 9,783,100</b>	
<b>TOTAL</b>					<b>\$ 70,224,500</b>	

Reviewed by: AW City Administrator

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

**Submitted By:** Jessica Ryan, City Attorney

**Action Date:** October 16, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Direction to Staff Regarding Municipal Code Section 3.16.050

**Presented By:** Jessica Ryan, City Attorney

**SUMMARY:** In reviewing the current Municipal Code while drafting the proposed sales tax ordinance, City Attorney Ryan found Municipal Code section 3.16.050 which makes it appear that the City of Susanville already has a .95% local sales tax. City Clerk MacDonald searched the City archives for information relevant to the passage of Municipal Code section 3.16.050. City Attorney and Outside Counsel reviewed the documents attached to this staff report and believe that the City of Susanville already has an enforceable local sales tax of .95%. This is based on their reading of Municipal Code section 3.16.050 as it is currently drafted and "Ordinance No. 91-749 AN ORDINANCE AMENDING CHAPTER 18, ARTICLE II, SUSANVILLE MUNICIPAL CODE AMENDING RATE OF SALES AND USE TAX RECEITPS BY THE CITY OF SUSANVILLE."

In speaking to City Staff such as Finance Manager Savage, it appears the intention of "Ordinance No. 91-749 AN ORDINANCE AMENDING CHAPTER 18, ARTICLE II, SUSANVILLE MUNICIPAL CODE AMENDING RATE OF SALES AND USE TAX RECEITPS BY THE CITY OF SUSANVILLE" may not have been to enact a local sales tax but may have been in order to memorialize the "Memorandum of Understanding Between the County of Lassen and the City of Susanville." Outside Counsel informs City Attorney that this ordinance was passed before it was required that a local sales tax be put the voters in an election and believes this is an enforceable local sales tax.

The following is the timeline of events as understood by City Attorney.

1. 04/28/1983 the City of Susanville passed Ordinance No. 83-645 in order to continue receiving the portion of the sales that that is collected by the State and sent back to the City of Susanville. This is also known as the Bradley-Burns Sales Tax. This was done because the law required it.
2. 09/18/1991 Council meeting minutes reflect the desire of the Council to enter into an agreement with the County in order to end legal fights between the two. The agreement the Council supports is: January 1 1992 County gets 1% of the 1% Bradley-Burns sales tax; July 1, 1992 the County gets 3% of the 1% Bradley-Burns sales tax; July 1, 1993 the County gets 5% of the 1% Bradley-Burns sales tax; property tax collected within the City goes to the City; developer fees occurring within the City go to the City, City requests for annexation will not be blocked within the City's Sphere of Influence.

3. 10/07/1991 Council meeting minutes show the revenue and tax sharing Ordinance 91-749 was introduced.
4. 10/23/1991 the City of Susanville and the County of Lassen entered into a Memorandum of Understanding in order to resolve legal fights between the City and the County regarding property taxes and the annexation of County land by the City of Susanville. Related to the Bradley-Burns sales tax, the City and County agreed to a step up system of sharing the local tax in which from July 1, 1993 until on the County of Lassen would receive 5% of the 1% Bradley-Burns sales tax and the City of Susanville would receive 95% of the 1% Bradley-Burns sales tax.
5. 11/04/1991 Council meeting minutes reflect that Ordinance No. 91-749 was intended to resolve the fights between the City and County regarding annexation and property taxes. The minutes give no indication that Ordinance No. 91-749 was intended to be a local sales tax above and beyond the minimum sales tax in effect in California.
6. 11/04/1991 the City of Susanville passed Ordinance No. 91-749 which set forth a local sales tax. The structure of this sales tax reflects the structure of the tax sharing agreement between the City of Susanville and the County of Lassen. However, this ordinance fails to mention that the tax structure relates to a tax sharing agreement. Instead, this ordinance is drafted like a local sales tax ordinance would be drafted.

City Attorney requests direction from Council regarding the way Council wants current Municipal Code section 3.16.050 to be treated. Does Council want to treat section 3.16.050 as memorializing the "Memorandum of Understanding Between the County of Lassen and the City of Susanville" or does the Council want to treat section 3.16.050 as a local sales tax of .95% and have the California Department of Tax and Fee Administration collect and administer the tax? If the second option is chosen, direction is needed regarding how this effects the proposed special sales tax.

**FISCAL IMPACT:** Unknown

**ACTION**

**REQUESTED:** Direction to Staff Regarding Interpretation of Municipal Code

**Attachment:** Municipal Code Section 3.16.050, Ordinance No 83-645 from 04/28/1983, Council Meeting Minutes from 04/28/1983, Council Meeting Minutes from 09/18/1991, Council Meeting Minutes from 10/07/1991, Council Meeting Minutes from 11/04/1991, Memorandum of Understanding Between the County of Lassen and the City of Susanville from 10/23/1991, Ordinance No. 91-749 from 11/04/1991

---

**3.16.050 Imposition of tax—Rate.**

---

For the privilege of selling tangible personal property at retail, a tax is imposed upon all retailers in the city at the following rates of the gross receipts of the retailer for the sale of all tangible personal property sold at retail in the city on and after the operative date of the ordinance codified in this chapter:

- A. A rate of ninety-nine hundredths of one percent for the period from January 1, 1992, through June 30, 1992;
- B. A rate of ninety-seven hundredths of one percent on and after July 1, 1992, through June 30, 1993;
- C. A rate of ninety-five hundredths of one percent on and after July 1, 1993. (Prior code § 18.9)

---

View the [mobile version](#).

AN URGENCY ORDINANCE OF THE CITY OF SUSANVILLE  
AMENDING RATE OF SALES AND USE TAX RECEIPTS  
BY THE CITY OF SUSANVILLE, BY REPEALING  
SECTIONS 18.4(c), 18.9, 18.11 and 18.15 OF  
ARTICLE II, CHAPTER 18 OF THE CODE OF THE CITY  
OF SUSANVILLE, AND ADDING SECTIONS 18.4(c), 18.9,  
18.11 AND 18.15 OF ARTICLE II, CHAPTER 18 OF  
THE CODE OF THE CITY OF SUSANVILLE

PREAMBLE

The City Council of the City of Susanville finds and  
declares:

1. Recently the amount of general fund revenues received  
by the City has been substantially reduced through loss of  
expected increases in sales tax, gasoline tax, and state sub-  
ventions, including but not limited to, ~~cigarette tax, and motor~~  
vehicle in lieu funds.

2. Unless the City is able to replace these lost funds, it  
will be unable to pay for its usual and current expenses, further,  
it will be unable to maintain its present level of police and  
fire service, maintenance of streets, recreation, as well as  
other community services vital to the preservation of the public  
peace, health and safety.

3. The cost of supplies, material, labor, and other  
services required to provide necessary City services, increases  
substantially each year.

4. Presently, the City is receiving ninety-five hundredths  
(.95) of one percent of the sales and use tax revenues drawn from  
the City of Susanville.

5. The law authorizes the City to receive a full one per-  
cent, but in order to receive same, the City must pass an  
ordinance so stating.

6. The ordinance as passed by the City will not take  
effect at the commencement of the next quarter, unless it  
is effective at least sixty (60) days before the next quarter.  
The next quarter commences on July 1, 1983, and in order for the

1 deviation from, the existing statutory and administrative  
2 procedures followed by the State Board of Equalization in  
3 administering and collecting the California State Sales and Use  
4 Taxes.

5 18.9. For the privilege of selling tangible personal prop-  
6 erty at retail, a tax is hereby imposed upon all retailers in  
7 the City at the following rates of the gross receipts of the  
8 retailer from the sale of all tangible personal property sold  
9 at retail in the City on and after the operative date of this  
10 Ordinance:

11 (a). A rate of ninety-five hundredths of one percent for  
12 the period from April 28, 1983, through June, 30, 1983.

13 (b) A rate of one percent on and after July 1, 1983.

14 18.11. Except, as hereinafter provided, and except insofar as  
15 they are inconsistent with the provisions of Part 15 of Division  
16 2 of the Revenue and Taxation Code,<sup>1</sup> all of the provisions of  
17 Part 1 of Division 2 of the Revenue and Taxation Code<sup>2</sup> as amended  
18 and in force and effect on January 1, 1983, applicable to sales  
19 taxes, are hereby adopted and made a part of this Article II of  
20 Chapter 18 as though fully set forth herein.

21 <sup>1</sup>Rev. and Tax. C., §§ 7200 et seq.

22 <sup>2</sup>Rev. and Tax. C., §§ 6001 et seq.

23 18.15. An excise tax is hereby imposed on the storage, use  
24 or other consumption in the City of tangible personal property  
25 purchased from any retailer on or after the operative date of  
26 this ordinance, for storage, use or other consumption in the  
27 City at the following rates of the sales price of the property.  
28 The sale price shall include delivery charges when such charges  
29 are subject to state sales or use tax regardless of the place to  
30 which delivery is made.

31 (a) A rate of ninety-five hundredths of one percent for  
32 the period from April 28, 1983, through June 30, 1983.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32

(b) A rate of one percent on and after July 1, 1983.

III

All references in Article II of Chapter 18 of the Ordinance of the City of Susanville to Part 1.5 of Division 2 of the Revenue and Taxation Code, Sections 7200 to 7207, are hereby amended to state Part 1.5 of Division 2, Section 7200 et seq., as amended and in force and effect on January 1, 1983.

This urgency Ordinance shall become operative on April 29, 1983.

All Ordinances or parts of Ordinances insofar as they conflict with the provisions of this Ordinance are hereby repealed.

*Marion M. Jenkins*  
MAYOR OF THE CITY OF SUSANVILLE

Attest: *Mary A. Ebbel*  
CLERK OF THE CITY OF SUSANVILLE

I hereby certify that the foregoing Ordinance No. 83-645 was duly and regularly adopted by the City Council of the City of Susanville at a Special meeting of said City Council on the 28th day of April, 1983.

AYES: Grayson, Huggins, Jenkins, and Bengtson  
NOES: None  
ABSENT: Leve  
ABSTAINING: None

*Mary A. Ebbel*  
CLERK OF THE CITY OF SUSANVILLE,  
COUNTY OF LASSEN, STATE OF CALIFORNIA

W.R.Hunt

Motion was made by Councilmember Huggins, seconded by Councilmember Bengtson to accept the resignation of W.R. Hunt and to authorize a letter of accomodation. Motion carried.

Accepted

Meeting was adjourned at 8:58 P. M. by Mayor Jenkins.

APPROVED: Marion M. Jenkins  
MARION M. JENKINS, MAYOR

ATTEST: Mary A. Fahlen  
MARY A. FAHLEN, CITY CLERK

SUSANVILLE CITY COUNCIL

Special Meeting

April 28, 1983 - - 4:00 P. M.

Meeting was called to order at 4:00 p. m. by Mayor Jenkins.

Pledge of Allegiance was led by Mayor Jenkins.

Roll call of Councilmembers present: Harold Grayson, Linda Huggins, Marion M. Jenkins and N. C. Bengtson. Absent and excused was Helen Leve.

City staff present: Jeffrey G. Foltz, City Administrator; Kathleen Lanfranco, City Attorney; and Mary A. Fahlen, City Clerk.

Two Memorandum of Understandings, one prepared by Lassen County and one prepared by the City regarding Sale and Use Tax were reviewed.

Two M.O.U.'s  
City & County  
Sales Tax etc  
Mayor author.  
to sign City's  
M.O.U.

Motion was made by Councilmember Bengtson, seconded by Councilmember Grayson to authorize the Mayor to sign the Memorandum of Understanding prepared by The City. Motion carried. Abstaining: Huggins.

ORDINANCE NO. 83-645

AN URGENCY ORDINANCE OF THE CITY OF SUSANVILLE AMENDING RATE OF SALES AND USE TAX RECEIPTS BY THE CITY OF SUSANVILLE, BY REPEALING SECTION 18.4 (c), 18.9, 18.11 and 18.15 OF ARTICLE II, CHAPTER 18 OF THE CODE OF THE CITY OF SUSANVILLE, AND ADDING SECTIONS 18.4 (c), 18.9, 18.11 and 18.15 OF ARTICLE II, CHAPTER 18 OF THE CODE OF THE CITY OF SUSANVILLE

Ord.#83-645  
Urgent Ord.  
Amend. Rate  
of Sales Tax  
Receipt

title was read by the Mayor.

Mr. Foltz read the Preamble justifying adoption of an emergency ordinance.

Foltz-Reads  
Preamble

Motion was made by Councilmember Huggins, seconded by Councilmember Grayson to waive the reading of Ordinance No. 83-645. Motion carried.

Waive Reading  
of Ord.#83-  
645

Motion was made by Councilmember Huggins, seconded by Councilmember Grayson to adopt Ordinance No. 83-645. Polled Vote:

Adopted

COPIES OF THIS  
ORDER TO BE  
MAILED TO THE  
CITY CLERK

PAID

11

9-18-1991

(2 pgs)

It was the consensus of the Council to have Councilmember Middleton draft a letter of support for Paul Simpson.

Councilmember Foster reported on a meeting with Supervisor Chapman on the tax problem and the County and the City. I hate to be the one to suggest giving away any sales tax, but I'm going to suggest doing that tonight and the reason I'm going to suggest that, is like everyone else I'm tired of the fight. I'm ready to move ahead; I'm ready for annexations; I'm ready for Marks/Roos. It is a very difficult situation, because we are broke, but I think what I will present to you tonight is something that is workable; something that the Council can discuss. He gave the partial parameters; the general concepts. Basically what we have agreed on was the City not give away property tax; that we give to the County the five percent that we talked about. The only adjustment that I made that we had talked about was that instead of five years that this be done in three years. This year, 1991/92 would be one-percent; the following two years be two-percent; that would put us at five-percent. The rationale for that is that when everything is coming to a head, including our subvention monies from the prison, the library agreement comes due; everything occurs at that time. At that time, at the end of 1993, that the future agreement would be negotiated depending first on what Sacramento did; if they get their act together and really help the County, then there would be no need for additional tax money. The other agreement was that if prison expansion does not occur, then in 1993 we would not be able to give anything to anyone. Without prison expansion, the deal is off. What the City would get for this agreement, providing that it is approved by the Council and the Board of Supervisors, is number one an agreement to end the wars; to stop fighting; to work together. Basically we would proceed with the north area annexation; we would proceed with annexation of little areas that don't have representation on the Board of Supervisors. The County has spent thousands of dollars on road improvements and they are interested in continuing to do that. He referred to a little strip of Paul Bunyan Road and recommended getting documentation to the County so that they can complete the road. One last thing is the concept of development fees; it was agreed upon that they should be City fees and should stay as such because we will be providing the services. If the Council thinks this is a workable concept, then we should proceed as fast as possible.

Tax/Revenue Agreement

It was the consensus of the Council that it is a workable concept and that a staff report should be prepared for the October 7th, with numbers.

Jim Chapman commented that the Board feels that ten percent of sales tax is really the County's anyway; this would put monies back in our possession that we should have been entitled to all along. The Board is very clear to me, that they want to do that five percent right away. We don't want to impact your budget this year any worse than we can. We will start out with one percent allocation, 1991/92; then the next fiscal year 1992/93 two percent would allocated bringing it to three percent; and by July 1, 1993

would be the remaining two percent bringing the total to five percent. The Board would like to see the five percent right now, but we are willing to work with the City. We don't see the money as anything but buying good faith.

Mayor McCann, Jr. asked Supervisor Chapman how he felt about taking this proposal to his Board.

Supervisor Chapman responded that he felt very strongly about it. I feel that the Board will be amiable to accept the proposal that Councilmember Foster and I have worked out.

Mayor McCann, Jr. thanked Councilmember Foster and Supervisor Chapman for their efforts in the negotiations.

Councilmember Foster commented that if in 1993, the State has not done anything, if there are more negotiations to be made, than we will talk about the other five percent.

Mr. Bysegger clarified the proposal. January 1, 1992 - 1%; July 1, 1992 - 3%; July 1, 1993 - 5%; along July 1994 there be a renegotiation. That the City property tax would be retained by the City; no phase period like we have had in previous agreements; developer fees that occur within the City would be retained by the City; and then the City would not be blocked by requests for annexations, both residential and commercial, with our Sphere of Influence.

Mayor McCann, Jr. directed that the staff report be prepared on those items.

Bob Miller commented that he would like this agreement to go whether the prison expanded or not. The thanked the Council for these negotiations with the County.

Councilmember Callegari asked about the road behind Walmart. He commented that he drove the road and suggested that staff stay on top of things.

Mayor McCann, Jr. commented that he has been contacted by Michael Richardson and will meet with him on the 28th in Reno concerning a presentation to the Council on what is currently going on in the bond market.

Mayor McCann, Jr. asked for a letter to IMUD thanking them for their work on the lights at the Memorial Ball Park Field.

Mayor McCann, Jr. asked that copies of a letter from Bill Underwood concerning a sister city with Japan be made for the Council and brought up at the next Council meeting.

Mayor McCann, Jr. called a recess at 9:45 P.M. and the meeting back to order and into Closed Session at 9:50 P.M. for Pending

Jim Chapman asked if there is sufficient room to back traffic up at the Johnstonville intersection. You have a three-way intersection coming into a four-way intersection.

Mr. Wenham responded that was a primary consideration in the lay-out of the secondary intersection and the ability to store vehicles some place safe. That is why Johnstonville, which has the heaviest movement will have a stop sign. It is a place to store people while they are waiting for their turn to get through. We all recognize that is a less than ideal situation, but as soon as the road down at Riverside Drive East intersection gets punched through from Johnstonville Road, that should dramatically improve that.

Robert Elliott commented that he thought it was part of the plan to have a signal light at the corner of Fairfield. My concern is on today's traffic on Main Street there are times that at the Ash Street signal light, traffic is backed up three blocks, two lanes wide. Now we put in Fairfield and the other ones, I think we are going to see during peak time during the day a complete grid-lock of traffic on Main Street in Susanville. My question is how far along is the planning between the City, the County and Caltrans for the ultimate by-pass that would correct this traffic.

Councilmember Foster responded, thanks to the efforts of Mr. Chapman to get the traffic off of Main Street, that will reduce the traffic significantly, there will be no need for a by-pass road.

Mr. Chapman commented that when Skyline Drive is built all the way from Cherry Terrace area, all the way through, and the people can drive all the way to the church on Richmond Road, people can by-pass all the lights and the traffic on Main Street will be reduced.

Councilmember Tripp thank the representatives from Caltrans for their presentation.

Mayor McCann, Jr. reviewed correction of dates on page 18; those mistakes are also on page 10 of the Agreement with Lassen County Regarding Annexations/Revenue Sharing.

Mr. Bysegger gave an overview of a staff report prepared on the Agreement. He reviewed four recommendations: (1) Adopt Memorandum of Understanding between the County of Lassen and the City of Susanville; (2) Introduce and waive reading of Ordinance amending Chapter 18, Article II, Susanville Municipal Code Amending Rate of Sales and Use Tax Receipts by the City of Susanville; (3) Set public hearing of Ordinance on November 4, 1991 at 7:30 P.M.; and (4) Attend Board of Supervisor's meeting tomorrow, October 8, 1991 at 10:15 a.m. when this MOU will be discussed.

Revenue  
Sharing  
Agreement

Ord. 91-749  
Introduced

ORDINANCE NO. 91-749

AN ORDINANCE AMENDING CHAPTER 18, ARTICLE II, SUSANVILLE MUNICIPAL CODE AMENDING RATE OF SALES AND USE TAX RECEIPTS BY THE CITY OF SUSANVILLE

was reviewed.

Councilmember Foster commented that the agreement is more complicated than I thought it would be. Along with the changes on pages 10, 11 & 18, my understanding wasn't that I was giving away 10%, I was giving away 5% and then at the end of that period of time we would renegotiate if Sacramento had not come to the rescue of the County.

Mayor McCann, Jr. commented that he had that circled on page 10 where it states the City will give another 5% and the negotiation will simply be over the time period.

Mr. Chapman that he concurred with Councilmember Foster that the spirit of the agreement might be embodied in this agreement, but is loss in 16 pages of the agreement. What we agreed to was going to be simplistic in nature, so that he and I and lay-people can understand. There has not been an opportunity for Councilmember Foster, and myself, Mr. Bixbey and Mr. Bysegger to meet and go over this document. There are some items in there that kind of went beyond the boundaries of what Councilmember Foster and I talked about. I think if we are going to include them, I'm not adverse to that consideration, but I think it is imperative that we sit down and discuss this in the context of which it should be done.

Councilmember Foster agreed that there needs to be a meeting to go over the agreement before it is adopted.

Motion was made by Councilmember Tripp, seconded by Ord. 91 749 Councilmember Callegari to waive the reading, to introduce Ordinance Introduced No. 91-749 and to set for public hearing on November 4, 1991 at 7:30 P.M. Motion carried unanimously.

Mr. Bysegger gave an overview of a staff report on Airport reconsideration of Airport Hangar Lease Contracts. He commented that Hangar the Airport Commission requested the Council reconsider several Leases sections in the Airport Hangar Lease. Five specific issues were discussed at the Airport Commission meeting.

It was the consensus of the Council to consider the five points.

1. The Airport Commission desires a ten (10) year contract term. The Commission was told that the City Council is firm on their decision for a five (5) year lease.

It was the consensus of the Council to maintain the five (5) year lease.

2. The Commission would be comfortable with the thirty (30) day term if the contract were to include a ninety (90) day letter of intention by the City should it decide to require removal. It is recommended by our legal counsel that upon termination, or non-renewal of the lease by lessee, removal of a hangar needs to be 30 days. But upon City terminating the lease through

(2 pgs)

Mayor Pro tem Callegari commented that a proclamation has been prepared for Veteran's Day ceremony to be held on November 11th at the Veteran's Memorial Building. Both Mayor Pro tem Callegari and Councilmember Middleton indicated that they would attend the ceremony.

- Mayor Pro tem Callegari reviewed the Consent Calendar Items:
- (a) Set Public Hearing on the appeal of Planning Commission Decision to deny Amendment to Conditional Use Permit of William Klein for November 20, 1991, at 7:30 P.M.
  - (b) Accept Resignation of Karen Zanoff, Finance Office, authorize advertising position.
  - (c) Adopt Resolution No. 91-2268, Renaming N. Spring Street to N. Spring Circle.
  - (d) Adopt Resolution No. 91-2269, Rescinding Resolution No. 89-2108, Deeming Dino Borghi a temporary employee for purposes of Workers Compensation Benefits.
  - (e) Adopt Resolution No. 91-2270, Deeming Karen Wright an Employee of the City of Susanville for the Purpose of Workers Compensation Benefits Only.
  - (f) Adopt Resolution No. 91-2271, Deeming Ralph Fuller an Employee of the City of Susanville for the Purpose of Workers Compensation Benefits Only.
  - (g) Approve Airport Hangar Space Lease Agreements with Shapiro, Craig, Coleman, Espil and Bartholf (former Powell Hangar).

Consent Calendar

Motion was made by Councilmember Tripp, seconded by Councilmember Middleton to adopt the Consent Calendar Items. Motion carried unanimously.

Mayor Pro tem Callegari opened the public hearing at 7:38 P.M. on the adoption of Ordinance No. 91-749, Amending Chapter 18, Article II, Susanville Municipal Code Amending Rate of Sales and Use Tax Receipts by the City of Susanville.

P/H Ord. 91-749 Sales Tax

Mr. Bysegger explained that this ordinance is implementing the Memorandum of Understanding that has been approved by both the Board of Supervisors and the City Council at previous meetings. In effect sale tax revenues gained from purchases within the City of Susanville, where the State will be distributing directly to the County 1% of the .01¢ that we receive. On July, 1992, 3% of that .01¢ and on July 1, 1993, 5% of that .01¢. It will be a maximum of 5% beginning July 1993.

Mayor Pro tem Callegari asked if anyone wished to speak in opposition.

Don Bardella, 903 Cottage Street, asked what brought this about.

Mr. Bysegger explained that the City and the County for several years have been negotiating annexations. The City has taken the position previously that only the distribution of property tax can be negotiated. The Fresno Plan, which has a direct distribution from the State to the County of sales tax was brought up as an alternative

to a distribution from the City to the County, which requires a vote of both County residents and City residents. The MOU that Supervisor Chapman and Councilmember Foster worked out regarding annexation, property tax and sales tax distribution was passed by both boards at previous meetings. This ordinance is implementing what was worked out in the MOU. It will allow the City, through that MOU, to proceed with annexations that are currently filed with LAFCo and other annexations for the next four years.

Shirley Bardella, 903 Cottage Street, asked what property the City is planning to annex, is this the prison.

Mr. Bysegger responded we will be annexing or attempting to annex all the present development or potential development within our Sphere of Influence.

Mrs. Bardella responded, then you will be annexing the County and the City will become the City and County.

Mrs. Lazard advised that the public hearing has been set on a certain issue and that is adoption of Ordinance No. 91-749 that is implementing the MOU. This is not the time for discussion on annexation. It is not a public hearing on annexation. A brief explanation would be appropriate, but anything more than that, you are exceeding the scope of the public hearing.

Mr. Bysegger commented that he did not want any confusion by the public or the Council, but the California Correctional Center has already been annexed to the City.

No one else chose to speak.

Mayor Pro tem Callegari asked if anyone wished to speak in favor.

No one chose to speak.

Councilmember Tripp pointed out some typographical errors to be corrected in the Ordinance.

Mayor Pro tem Callegari closed the public hearing at 7:50 P.M.

Motion was made by Councilmember Middleton, seconded by Councilmember Tripp to adopt Ordinance No. 91-749, with the typographical corrections. Motion carried unanimously.

Presentation  
Mario Vial

Mayor Pro tem Callegari introduced Mario Vial, former Public Works Director for the City, who is here tonight to give a presentation on snow plowing.

Mr. Vial commented that he has talked to a few Councilmembers over the past few years since he has retired and was asked to come and to give some views for the removal of snow. The first thing I want to say is snow removal not snow plowing. Snow plowing is State and County roads, where you shove it to the side and everyone fends

## MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY OF LASSEN AND THE CITY OF SUSANVILLE

- 1) This Memorandum of Understanding (MOU) between the County of Lassen (County) and the City of Susanville (City) is set forth to establish a fair and equitable distribution of local taxes between the County and City.
- 2) The purpose of this MOU is to assure timely economic development and environmentally sound land use planning. It is essential that the County and City share in the growth of the area, as well as share in the problems that are associated with that growth.
- 3) Prior to the passage of Proposition 13 the County and the City had the opportunity to collect sufficient revenues to meet the costs of providing basic services. Since 1978 the State Legislature has passed a series of laws that temporarily rearranged the funding arrangements between Counties, Cities and Schools. The result of these arrangements have been the removal of the County from certain tax pools, and enhancing others share of the County's property tax pool.
- 4) The City recognizes that the primary local funding for the County is from the Property Tax Pool, even though the City is presently receives 3.9825% in the current AB8 formula, which provides them a share of the growth that takes place throughout the County.
- 5) The County recognizes that the primary local funding for the City is from the Sales Tax Pool, which until state legislation after Proposition 13 the County received 10% of the City's pool.
- 6) The City will allow the County to begin to share again in it's Sales Tax Pool, beginning on January 1, 1992 with a 1% allocation. On July 1, 1992 that allocation will increase to 3% and on July 1, 1993 that allocation will be set at 5% and remain permanently in place.
- 7) The City agrees that after July 1, 1993, if the State Legislature has not addressed the local government funding issue, to adequately provide for local government service, then it will honor the County's request to further negotiate the County's share of the Sales Tax revenue to a maximum level of 10%. If the State Legislature resolves the local funding issue, then the County will waive any future claim to the remaining 5% it was receiving prior to Proposition 13.
- 8) The County will agree to support the City in the annexation of territory defined within the Sphere of Influence and its Annexation Plan filed with the Local Agency Formation Commission (LAFCo), if consistent with State Law and LaFCo policy. It is not the intent of the City to encourage leap-frog growth or to create Islands by its annexation program.
- 9) It is the fundamental principle of this MOU that the development fees associated with the growth and development of this area may be collected by either agency, but that the agency that will ultimately be responsible for providing the service in which the development fees are intended will be the recipient of these fees. The County is willing to collect City development fees and pass them on to the City. The City is willing to collect County development fees and pass them on to the County. It is understood that neither the City nor the County should "profit" at the expense of the other agency by assessing administrative charges in the collecting of these fees.
- 10) The County and the City agree to work jointly for state legislation and appropriations that would mutually improve the fiscal condition of the City and County, such as stabilized local financing, prison expansion and economic development. The City and County recognize that the contracting,

EXHIBIT A p 1

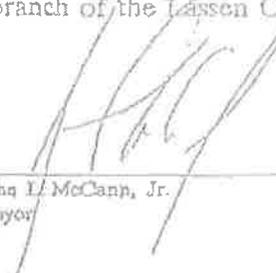
consolidation and/or merger of compatible operations could improve efficiency and effectiveness, providing an overall savings to the taxpayer.

11) The County shall dismiss its appeal of the following legal action: City of Susanville v. County of Lassen, Lassen County No. 21572, Appellate No. 3 Civil 010965 and the City will dismiss said suit.

12) This MOU will remain in effect through the 1993-94 Fiscal Year, ending on June 30, 1994. After July 1, 1993 it is the intent of both parties to revisit the issues set forth in this MOU to coincide with the reconsideration of other agreements, such as the distribution of the prison annexation subvention funding for the Susanville branch of the Lassen County Library system.

Dated: October 23, 1991.

APPROVED:

  
John L. McCann, Jr.  
Mayor

ATTEST:

  
Mary A. Fahlen, CMC  
City Clerk

The foregoing Memorandum of Understanding was adopted at a regular adjourned meeting of the City Council of the City of Susanville, held on the 23rd day of October, 1991, by the following vote:

AYES: Tripp, Middleton, Callegari, Foster and McCann

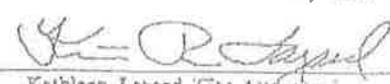
NOES: None

ABSENT: None

ABSTAIN: None

  
Mary A. Fahlen, CMC  
City Clerk

APPROVED AS TO FORM:

  
Kathleen Lazard, City Attorney

The foregoing Memorandum of Understanding was adopted at a regular meeting of the Board of Supervisors, County of Lassen, State of California held on the 22nd day of October, 1991, by the following vote:

AYES: Chapman, Lough, Loubet, deMartimprey and Lemke

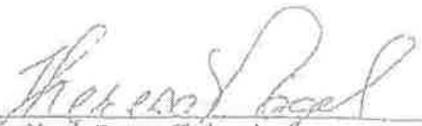
NOES: None

ABSENT: None

ABSTAIN: None

  
GARY H. LEMKE, Chairman  
Board of Supervisors

ATTEST:

  
Theresa Nagel, County Clerk and  
ex-Officio Clerk of the Board of Supervisors

APPROVED AS TO FORM:

  
Dawson Arnold, County Counsel

EXHIBIT A p2

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

ORDINANCE NO. 91- 749

AN ORDINANCE AMENDING CHAPTER 18,  
ARTICLE II, SUSANVILLE MUNICIPAL CODE  
AMENDING RATE OF SALES AND USE TAX RECEIPTS  
BY THE CITY OF SUSANVILLE

The City Council of the City of Susanville does ordain as follows:

**Section 1.** Sections 18.4(c), 18.90, 18.11 and 18.15 of Article II, Chapter 18, of the Susanville Municipal Code are hereby amended to provide as follows:

**18.4 (c):** To adopt a Sales and Use Tax Ordinance which imposes a tax at rates stated in Section 18.9 and 18.15 and provides a measure therfor that can be administered and collected by the State Board of Equalization in a manner that adopts itself as fully as practical to, and requires the least possible deviation from, the existing statutory and administrative procedures followed by the State Board of Equalization in administering and collecting the California State Sales and Use Taxes.

**18.9.** For the privilege of selling tangible personal property at retail, a tax is hereby imposed upon all retailers in the City at the following rates of the gross receipts of the retailer for the sale of all tangible personal property sold at retail in the City on and after the operative date of this Ordinance:

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

(a) A rate of ninety-nine hundredths of one percent for the period January 1, 1992, through June 30, 1992;

(b) A rate of ninety-seven hundredths of one percent for the period July 1, 1992, through June 30, 1993;

(c) A rate of ninety-five hundredths of one percent on and after July 1, 1993.

18.11. Except as hereinafter provided, and except insofar as they are inconsistent with the provisions of Part 1.5 of Division 2 of the Revenue and Taxation Code (Revenue and Taxation Code Section 7200 et seq.), all of the provisions of Part 1 of Division 2 of the Revenue and Taxation Code (Revenue and Taxation Code Section 6001 et seq.) applicable to sales taxes, are hereby adopted and made a part of this Article II of Chapter 18 as though fully set forth herein.

18.15. An excise tax is hereby imposed on the storage, use or other consumption in the City of tangible personal property purchased from any retailer on or after the operative date of this Ordinance, for storage, use or other consumption in the City at the following rates of the sales price of the property. The sales price shall include delivery charges when such charges are subject to state sales or use tax regardless of the place to which delivery is made:

(a) A rate of ninety-nine hundredths of one percent for the period January 1, 1992, through June 30, 1992;

(b) A rate of ninety-seven hundredths of one percent for the period July 1, 1992, through June 30, 1993;

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

(c) A rate of ninety-five hundredths of one percent on and after July 1, 1993.

**Section 2.** All references in Article II of Chapter 18 of the Ordinance of the City of Susnville to Part 1.5 of Division 2 of the Revenue and Taxation Code, Sections 7200 to 7207, are hereby amended to state Part 1.5 of Division 2, Section 7200 et seq., as amended and in force and effect on July 1, 1991.

**Section 3.** The City Clerk shall, within fifteen (15) days after its passage, cause this ordinance to be published at least once in the Lassen County Times, a newspaper of general circulation, printed, published and circulated within the City.

**Section 4.** If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this ordinance, it being expressly declared that this ordinance and each section, subsection, clause and phrase hereof would have been prepared, proposed, adopted, approved and ratified irrespective of the fact that any one or more other sections, subsections, sentences, clauses, or phrases be declared invalid or unconstitutional.

**Section 5.** This Ordinance shall take effect upon the Thirty-First Day after its final passage.

APPROVED:

  
\_\_\_\_\_  
JOHN L. MCCANN, JR., Mayor



Reviewed by: AW City Administrator

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

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

**Action Date:** October 16, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 19-5728** Updating Authorized Signers for the Community Development Block Grant Riverside Park Rehabilitation Project

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

**SUMMARY:** The City has an open grant for rehabilitation to Riverside Park using Community Development Block Grant Funds. On Friday October 11, staff was working with our state representative to complete the project set up reporting and the activity funds request form, when it was discovered that the authorized signer for these activities had not been updated. Staff has attached a resolution authorizing the City Administrator, Assistant to the City Administrator or the Finance Manager to request funding allocations or other reporting forms as needed.

**FISCAL IMPACT:** Grant reimbursement for Riverside Park Project.

**ACTION REQUESTED:** Motion to approve Resolution No. 19-5728 Updating Authorized Signatories for the Community Development Block Grant Riverside Park Rehabilitation Project

**ATTACHMENTS:** Resolution No. 19-5728  
CDBG Authorized Signature Card

**RESOLUTION NO. 19-5728**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**APPROVING THE APPOINTMENT OF A NEW DESIGNATED OFFICIAL**  
**AUTHORIZED TO ACT ON THE CITY'S BEHALF IN MATTERS INVOLVING THE**  
**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

**WHEREAS**, the City has an open grant which currently authorizes a former employee to sign documents on behalf of the City; and

**WHEREAS**, the City has a new City Administrator who is the designated official and the information needs to be updated with the State of California.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Susanville that effective February 25, 2019, Mike Wilson, City Administrator or designees, are authorized to sign any amendments, fund requests or other required reporting forms for all CDBG related programs with the State of California.

APPROVED: \_\_\_\_\_  
Kevin Stafford, Mayor

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

The foregoing Resolution was adopted at a regular adjourned meeting of the City Council of the City of Susanville held on the 16th day of October, 2019 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

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

## COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

<b>Authorized Signature Card for Request for Funds</b>	
CDBG Grant Number:	
Grantee Name: City of Susanville	Issued By: <b>California Dept. of Housing and Community Development</b> 2020 West El Camino Avenue, Suite 500 (95833) <b>P. O. Box 952054</b> <b>Sacramento, CA 94252-2054</b>
(1) Typed Name of Signer, Signature and Title: Mike Wilson, City Administrator	(2) Typed Name of Signer, Signature and Title: Deborah Savage, Finance Manager
(3) Typed Name of Signer, Signature and Title: Heidi Whitlock, Assistant to City Administrator	(4) Typed Name of Signer, Signature and Title:
I certify that the signatures above are of the individuals authorized to request payment of funds under the grant cited above.	
_____ Mike Wilson Typed or Printed Name of Authorizing Official (Grantee)	_____ City Administrator Title
_____ Signature of Authorizing Official (Grantee)*	_____ Date

### Instructions

Funds requests require two signatures--the preparer and any one of the authorized signers listed on the signature card.

The name and/or title of the **authorizing official** must be identified in the resolution passed by the city council or governing body. **The resolution must be submitted along with the signature card.**

The authorizing official is certifying that persons listed on the signature card are authorized to sign the funds request.

A signature card must be completed for each grant. A new signature card must be submitted when there is a change in the name and/or title of the authorizing official. No erasures or corrections may appear on this signature card.

Reviewed by: AW City Administrator

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

**Submitted By:** Jessica Ryan, City Attorney

**Action Date:** October 16, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 19-5720** a Resolution of the City Council of the City of Susanville calling and giving notice of the holding of a General Municipal Election to be held on Tuesday, March 3, 2020 for the election of Certain Officers as required by the provision of the laws of the State of California relating to General Law Cities and for the submission to the Voters a question relating to Public Safety Special Transaction and Use Tax.

**Presented By:** Jessica Ryan, City Attorney

**SUMMARY:** At the 08/21/19 City Council Meeting, Council instructed Staff to prepare the proper paperwork placing a special sales tax measure on the 03/03/2020 ballot. The sales tax measure calls for a 1% sales tax increase with the proceeds from that sales tax going to public safety within the City of Susanville. Being a special tax, a 2/3 (super majority) vote is required to pass the measure. 10/02/19 a public hearing was held in front of Council regarding this sales tax resolution, discussion was had regarding the resolution and sales tax ordinance and instructions were given to Staff regarding changes to be made to the sales tax ordinance. Staff made changes to the sales tax ordinance and brings this resolution calling the March 3, 2020 election and ordinance regarding a proposed sales tax back to Council for approval.

Although there is no way to know for sure how much revenue an increase in sales tax will generate, Staff projects that a 1% sales tax increase will generate \$1,800,000 additional revenue per year.

**FISCAL IMPACT:** Projected \$1.8 Million per year in additional tax revenue

**ACTION**

**REQUESTED:** Motion to approve Resolution No. 19-5720 calling and giving notice of the holding of a General Municipal Election to be held on Tuesday, March 3, 2020 for the election of Certain Officers as required by the provision of the laws of the State of California relating to General Law Cities and for the submission to the Voters a question relating to Public Safety Special Transaction and Use Tax.

**Attachment:** Resolution No. 19-5720 with Ordinance No. 19-1018

**RESOLUTION NO. 19-5720**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE, CALIFORNIA**  
**CALLING AND GIVING NOTICE OF THE HOLDING OF A GENERAL MUNICIPAL**  
**ELECTION TO BE HELD ON TUESDAY, MARCH 3, 2020 FOR THE ELECTION OF**  
**CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE**  
**STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES AND FOR THE**  
**SUBMISSION TO THE VOTERS A QUESTION RELATING TO PUBLIC SAFETY SPECIAL**  
**TRANSACTION AND USE TAX**

**WHEREAS**, under the provisions of the laws relating to general law cities in the State of California a general municipal election shall be held on Tuesday, March 3, 2020 for the election of municipal officers; and

**WHEREAS**, the City Council also desires to submit to the voters at the election a question relating to a one percent Special Transaction and Use Tax.

**NOW, THEREFORE**, the City Council of the City of Susanville, California, does resolve, declare, determine and order as follows:

Section 1. That pursuant to the requirements of the laws of the State of California relating to General Law Cities there is called and ordered to be held in the City of Susanville, California on Tuesday, March 3, 2020, a General Municipal election for the purpose of electing three members of the City Council for the full term of four years.

Section 2. That the City Council, pursuant to its right and authority, does order submitted to the voters at the General Municipal Election the following question:

Shall Ordinance No. 19-1018 of the City of Susanville, authorizing the City of Susanville to impose a special transaction and use tax in the total amount of one percent to be used solely for Public Safety Services.	Yes
	No

Section 3. That the proposed complete text of the measure submitted to the voters is attached hereto as Ordinance No. 19-1018.

Section 4. That the vote requirement for the measure to pass is 2/3 (66.666%) of the votes cast.

Section 5. That the ballots to be used at the election shall be in form and content as required by law.

Section 6. That the polls for the election shall be open at seven o'clock a.m. of the day of the election and shall remain open continuously until eight o'clock p.m. of the same day when the polls shall be closed, pursuant to Election Code 10242, except as provided in §14401 of the Elections Code of the State of California.

Section 7. That in all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

Section 8. That notice of the time and place of holding the election is given and the City Clerk is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

Section 5. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

APPROVED: \_\_\_\_\_  
Kevin Stafford, Mayor

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

The foregoing **Resolution No. 19-5720** was adopted at a regular adjourned meeting of the City Council of the City of Susanville held on the 16th day of October, 2019 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

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

ORDINANCE NO. 19-1018  
AN ORDINANCE OF THE CITY OF SUSANVILLE, CALIFORNIA, IMPOSING A  
TRANSACTIONS AND USE TAX OF 1% TO BE USED FOR PUBLIC SAFETY  
SERVICES AND TO BE ADMINISTERED BY THE CALIFORNIA DEPARTMENT OF  
TAX AND FEE ADMINISTRATION, SUBJECT TO APPROVAL OF A 2/3 MAJORITY OF  
THE ELECTORS VOTING ON THE TAX MEASURE AT THE GENERAL MUNICIPAL  
ELECTION TO BE HELD ON TUESDAY, MARCH 3, 2020

The City Council of the City of Susanville does ordain as follows:

Section 1: Chapter 3.16 of the Susanville Municipal Code is hereby repealed and replaced with the following, to be numbered entitled and to read as follows:

CHAPTER 3.16  
TRANSACTION AND USE TAX

3.16.010 Ordinance Title

This ordinance shall be known as the City of Susanville Transactions and use Tax Ordinance. This ordinance shall be applicable in the incorporated territory of the City of Susanville, which shall be referred to herein as "City."

3.16.020 Operative Date

"Operative Date" means the first day of the first calendar quarter commencing more than 110 days after the adoption of this ordinance, the date of the adoption being as set forth below.

3.16.030 Purpose

This ordinance is adopted to achieve the following, among purposes, and directs that the provisions hereof be interpreted in order to accomplish those purposes:

- A. To impose a retail transactions and use tax in accordance with the provisions of Part 1.6 (commencing with Section 7251) of Division 2 of the Revenue and Taxation Code and Sections 7286.65 of Part 1.7 of Division 2 which authorizes the City to adopt this tax ordinance which shall be operative if a two-thirds majority of the electors voting on the measure vote to approve the imposition of the tax at an election called for that purpose.
- B. To adopt a retain transactions and use tax for the purpose of raising revenue for public safety municipal purposes. All taxes, penalties and interest collected under this Chapter 3.16 shall be deposited in separate accounts and apart from the general fund and shall be designated for the use and used in providing of Public Safety Services.
- C. To adopt a retail transactions and use tax ordinance which incorporates provisions identical to those of the Sale and Use Tax laws of the State of California insofar as those provisions are not inconsistent with the requirements and limitations contained in Part 1.6 of Division 2 of the Revenue and Taxation Code.

- D. To adopt a retail transactions and use tax ordinance which imposes a tax and provides a measure therefore that can be administered and collected by California Department of Tax and Fee Administration in a manner that adopts itself as fully as practicable to, and requires the least possible deviation from the existing statutory and administrative procedures followed by the California Department of Tax and Fee Administration in administering and collecting the California State Sales and Use Taxes.
- E. To adopt a retail transactions and use tax ordinance which can be administered in a manner which will be, to the greatest degree possible, consistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, minimize the cost of collecting the transactions and use taxes, and at the same time, minimize the burden of record keeping upon persons subject to taxation under the provisions of this ordinance.

#### 3.16.040 Contract with State

Prior to the operative date, the City shall contract with the California Department of Tax and Fee Administration to perform all functions incident to the administration and operation of this transactions and use tax ordinance, provided, that if the City shall not have contracted with the California Department of Tax and Fee Administration prior to the operative date, it shall nevertheless so contract and in such a case the operative date shall be on the first day of the first calendar quarter following the execution of such a contract.

#### 3.16.50 Transaction Tax Rate

- A. This section replaces former section 3.16.50 of the City of Susanville Municipal Code in order to clearly state the meaning and intention of former section 3.16.50.
  - a. From January 1, 1992 through June 30, 1992, of the 1% Bradley-Burns tax allocated as follows: the County of Lassen shall receive one percent and the City of Susanville shall receive the remaining ninety-nine percent (99%);
  - b. From July 1, 1992, through June 30, 1993 of the 1% Bradley-Burns tax allocated as follows: the County of Lassen shall receive three percent and the City of Susanville shall receive the remaining ninety-seven percent (97%);
  - c. From July 1, 1993 forward the 1% Bradley-Burns tax allocated as follows: the County of Lassen shall receive five percent and the City of Susanville shall receive the remaining ninety-five percent (95%);. (Prior Code §18.9)
- B. For the privilege of selling tangible personal property at retail a tax is hereby imposed upon all retailers in the incorporated territory of the City at the rate of one percent (1%) of the gross receipts of any retailer for the sale of all tangible personal property sold at retail in said territory on and after the operative date of this ordinance. This amount is in addition to the existing local sales tax or transactions and use tax described below as well as any future authorized state or local sales tax or transactions and use tax.

#### 3.16.060 Accounting for Revenue

All net revenues when received and all interest on said revenues shall be placed in separate accounts and apart from the general fund and shall be designated for use and used in the providing of Public Safety Services as defined herein consistent with California Government Code Section 30052 and the net revenues derived here from shall be used in addition to, and not to supplant, or in any way replace or serve as a substitute for, the level of funding for the City of Susanville Police Department and the City of Susanville Fire Department that was provided from other revenue sources by the City of Susanville for the 2019-2020 fiscal year.

- A. Commending the first Wednesday in April 2020, and then continuing every three months thereafter, a report detailing the use of all funds collected pursuant to this Ordinance shall be presented for review to the City Council.
  - 1. All the reasonable and necessary administrative costs shall be paid for from the funds collected pursuant to this Ordinance;
  - 2. All funds received pursuant to this Ordinance shall be distributed and used as described herein as soon as reasonably possible following every quarterly report as described in Section 6.A. However, under no circumstances shall use and distribution of funds received pursuant to this Ordinance take place earlier than the first Wednesday in April 2020.
- B. The collected tax will be divided between the Susanville Police Department and the Susanville Fire Department as follows: 60% to the Susanville Police Department and 40% to the Susanville Fire Department.
- C. "Public Safety Services" includes the following services administered by the Police Department:
  - 1. For all classifications of Police Department employees:
    - a. Augmentation of the base wages,
    - b. Incentives or stipends pursuant to any bargaining unit agreement(s),
    - c. Any costs of fringe benefits,
    - d. Any cost of retirement, excluding any overtime compensation.
  - 2. Employees throughout the City of Susanville to assist the Police Department to assist in the protection of the community and enforcement of laws.
  - 3. Providing improved equipment for the Police Department and aid in the maintenance of the facility.
- D. "Public Safety Services" includes the following services administered by the Fire Department:
  - 1. For all classifications of Fire Department employees:
    - a. Augmentation of the base wages,
    - b. Incentives or stipends pursuant to any bargaining unit agreement(s),
    - c. Any costs of fringe benefits,

- d. Any cost of retirement, excluding any overtime compensation.
  2. Additional employees throughout the City to assist the Fire Department including but not limited to: 1 full time code enforcement officer; 3 part time (seasonal) firefighters for fire season July 1 to November 1 annually, these three part time (seasonal) positions may be converted to full time positions as delivery of Fire and EMS services warrant; and any additional staffing increases necessary to maintain the current or expected level of Fire and EMS services delivered by the department, provide for employee safety and maintain the current ISO rating.
  3. Providing improved equipment and vehicles for the Fire Department, and aid in the maintenance of the facility.
- E. "Public Safety Services" includes Code Enforcement and dispatch costs administered by any City of Susanville department.
- F. The City, including the Chief of Police and the Fire Chief, will meet and confer in good faith with the City of Susanville Peace Officer Association, Administrative Unit, Management Unit and Professional/Technical Unit and the Operating Engineers Local Union No. 3 Fire Fighters regarding the administration and use of all funds received pursuant to this Ordinance; unless otherwise specified herein. In the event the parties reach an impasse and are unable to reach an agreement, standard labor negotiation laws and procedures apply.
- G. Police Department shall have a dedicated and annually approved budget based on the approved Fiscal 2019/2020 Budget year.
- H. Fire Department shall have a dedicated and annually approved budget based on the approved Fiscal 2019/2020 Budget year.

### 3.16.070 Place of Sale

For the purposes of this ordinance, all retail sales are consummated at the place of business of the retailer unless the tangible personal property sold is delivered by the retailer or the retailer's agent to an out-of-state destination or to a common carrier for delivery to an out-of-state destination. The gross receipts from such sales shall include delivery charges, when such charges are subject to the state sales and use tax, regardless of the place to which delivery is made. In the event a retailer has no permanent place of business in the State of California or has more than one place of business, the place or places at which the retail sales are consummated shall be determined under rules and regulations to be prescribed and adopted by the California Department of Tax and Fee Administration.

### 3.16.080 Use Tax Rate

An excise tax is hereby imposed on the storage, use or other consumption in the City of tangible personal property purchased from any retailer on and after the operative date of this ordinance for storage, use or other consumption in said territory at the rate of one (1%) percent of the sales price of the property. The sales price shall include delivery

charges when such charges are subject to the State sales and use tax regardless of the place to which delivery is made.

### 3.16.090 Adoption of Provisions of State Law

Except as otherwise provided in this ordinance and except insofar as they are inconsistent with the provisions of Par 1.6 of Division 2 of the Revenue and Taxation Code, all of the provisions of Part 1 (commencing with Section 6001) of Division 2 of the Revenue and Taxation Code are hereby adopted and made a part of this ordinance as thought fully set forth herein.

### 3.16.100 Limited on Adoption of State Law and Collection of Use Taxes

In adopting the provisions of Part 1 of Division 2 of the Revenue and Taxation Code:

- A. Wherever the State of California is named or referred to as the taxing agency, the name of the City shall be substituted therefore. However, the substitution shall not be made when:
1. The word "State" is used as a part of the title of the State Controller, State Treasurer, State Board of Control, State Board of Equalization, State Treasury, California Department of Tax and Fee Administration, or the Constitution of the State of California.
  2. The result of that substitution would require action to be taken by or against the City or any agency, officer, or employee thereof rather than by or against the California Department of Tax and Fee Administration in performing the functions incident to and administration or operation of this Ordinance.
  3. In those sections, including, but not necessarily limited to sections referring to the exterior boundaries of the State of California, where the result of the substitution would be to:
    - a. Provide an exemption from this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not otherwise be exempt from this tax while such sales, storage, use or other consumption remain subject to tax by the State under the provision of Part 1 of Division 1 of the Revenue and Taxation Code, or:
    - b. Impose this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not be subject to tax by the State under the said provision of that code.
  4. In Sections 6701, 6702, (except in the last sentence thereof) 6711, 6715, 6737, 6797, or 6828 of the Revenue and Taxation Code.
- B. The word "City" shall be substituted for the word "State" in the phrase "retailer engaged in business in this State" in Section 6203 and in the definition of that phrase in Section 6203.

### 3.16.110 Permit Not Required

If a seller's permit has been issued to a retailer under Section 6067 of the Revenue and Taxation Code, an additional transactor's permit shall not be required by this ordinance.

### 3.16.120 Exemptions and Exclusions

- A. There shall be excluded from the measure of the transactions tax and the use tax the amount of any sales tax or use tax imposed by the State of California or by any city, city and county, or county pursuant to the Bradley-burns Uniform Local Sales and Use Tax law or the amount of any state-administered transactions or use tax.
- B. There are exempted from the computation of the amount of transactions tax the gross receipts from:
1. Sales of tangible personal property, other than fuel or petroleum products, to operators of aircraft to be used or consumed principally outside the county in which the sale is made and directly and exclusively in the use of such aircraft as common carriers of persons or property under the authority of the laws of this State, the United States, or any foreign.
  2. Sales of property to be used outside the City which is shipped to a point outside the City, pursuant to the contract of sale, by delivery to such point by the retailer or the retailer's agent, or by delivery by the retailer to a carrier for shipment to a consignee at such point. For the purposes of this paragraph, delivery to a point outside the City shall be satisfied:
    - a. With respect to vehicles (other than commercial vehicles) subject to registration pursuant to chapter 1 (commencing with Section 4000) of Division 3 of Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, and undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code by registration to an out-of-City address and by a declaration under penalty of perjury, signed by the buyer, stating that such address is, in fact, his or her principal place of residence; and
    - b. With respect to commercial vehicles, by registration to a place of business out-of-City and declaration under penalty of perjury, signed by the buyer, that the vehicle will be operated from that address.
  3. The sale of tangible personal property if the seller is obligated to furnish the property for a fixed price pursuant to a contract entered into prior to the operative date of this ordinance.
  4. A lease of tangible personal property which is a continuing sale of such property, for any period of time for which the lessor is obligated to lease the property for an amount fixed by the lease prior to the operative date of this ordinance.
  5. For the purposes of subparagraphs (3) and (4) of this Section, the sale or lease of tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

C. There are exempted from the use tax imposed by this ordinance, the storage, use or other consumption in this City of tangible personal property:

1. The gross receipts from the sale of which have been subject to a transactions tax under any state-administered transactions and use tax ordinance.

2. Other than fuel or petroleum products purchased by operators of aircraft and used or consumed by such operators directly and exclusively in the use of such aircraft as common carriers of persons or property for hire or compensation under a certificate of public convenience and necessity issued pursuant to the laws of this State, the United States, or any foreign government. This exemption is in addition to the exemptions provided in Section 6366 and 6366.1 of the Revenue and Taxation code of the State of California.

3. If the purchaser is obligated to purchase the property for a fixed price pursuant to a contract entered into prior to the operative date of this ordinance.

4. If the possession of, or the exercise of any right or power over, the tangible personal property arises under a lease which is a continuing purchase of such property for any period of time for which the lessee is obligated to lease the property for an amount fixed by a lease prior to the operative date of this ordinance.

5. For the purposes of subparagraphs (3) and (4) of this Section, storage, use, or other consumption, or possession of, or exercise of any right or power over, tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

6. Except as provided in subparagraph (7), a retailer engaged in business in the City shall not be required to collect use tax from the purchaser of tangible personal property, unless the retailer ships or delivers the property into the City or participates within the City in making the sale of the property, including, but not limited to, soliciting or receiving the order, either directly or indirectly, at a place of business of the retailer in the City or through any representative, agent, canvasser, solicitor, subsidiary, or person in the City under the authority of the retailer.

7. "A retailer engaged in business in the City" shall also include any retailer of any of the following: vehicles subject to registration pursuant to chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, or undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code. That retailer shall be required to collect use tax from any purchaser who registers or licenses the vehicle, vessel, or aircraft at an address in the City.

D. Any person subject to use tax under this ordinance may credit against that tax any transactions tax or reimbursement for transactions tax paid to a district imposing, or

retailer liable for a transactions tax pursuant to Part 1.6 of Division 2 of the Revenue and Taxation code with respect to the sale to the person of the property the storage, use or other consumption of which is subject to the use tax.

### 3.16.130 Amendments

A. All amendments subsequent to the effective date of this ordinance to Part 1 of Division 2 of the Revenue and Taxation Code relating to sales and use taxes and which are not inconsistent with Part 1.6 and Part 1.7 of Division 2 of the revenue and Taxation Code, and all amendments to Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation code, shall automatically become a part of this ordinance, provided however, that no such amendment shall operate so as to affect the rate of tax imposed by this ordinance.

B. The foregoing amendments shall not require voter approval.

C. The following amendments to this ordinance must be approved by the voters of the City: increasing the tax rate or revising the methodology for calculating the tax such that a tax increase would result; imposing the tax on transactions and uses not previously subject to the tax (unless such amendment occurs automatically by operation of the preceding paragraph.)

### 3.16.140 Enjoining Collection Forbidden

No injunction or writ of mandate or other legal or equitable process shall issue in any suit, action or proceeding in any court against the State or the City, or against any officer of the State or the City, to prevent or enjoin the collection under this ordinance, or Part 1.6 of division 2 of the Revenue and Taxation code, of any tax or any amount of tax required to be collected.

### 3.16.150 Implementing Policies

Upon approval of this ordinance by a two thirds majority of the voter, the City shall meet and confer regarding the necessary provisions of a Memorandum of Understanding between the City of Susanville Peace Officer Association, Administrative Unit, Management Unit and Professional/Technical Unit and the Operating Engineers Local Union No. 3 Fire Fighters, and shall adopt policies and take such other action as may be necessary for the immediate implementation of the transactions and use tax authorized by this ordinance.

### 3.16.160 Annual Audit

Pursuant to Section 1215 of the City's Charter, as may be amended, the revenues from the tax imposed by this Chapter shall be subject to the annual audit performed by the City's independent auditor of the City's municipal books, records, accounts and fiscal procedures and which is reported in the City's Comprehensive Annual Financial Report.

### 3.16.170 Citizen Oversight Committee

An Independent Citizens Oversight Committee appointed by the City Council shall review the expenditures of revenues generated by the tax imposed by this Chapter.

3.16.180 Severability

If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the ordinance and the application of such provision to other persons or circumstances shall not be affected thereby.

3.16.190 Penalty for Violation

Any person violating any of the provisions of this ordinance shall be guilty of an infraction and upon conviction thereof shall be punished as provide in the government code of the state of California.

3.16.200 Effective Date and Operative Date

This ordinance relates to the levying and collection of the City's transactions and use taxes and shall become effective immediately and shall become operative only if approved by a 2/3 majority of the voters voting on the measure in at the March 3, 2020 General Municipal Election.

INTRODUCED at a regular meeting of the City Council of the City of Susanville, California, on the \_\_\_\_ day of \_\_\_\_\_, 2019, and adopted at a regular meeting of the City Council of the City of Susanville, California, on the \_\_\_\_ day of \_\_\_\_\_, 2019.

APPROVED: \_\_\_\_\_  
Kevin Stafford, Mayor

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

The foregoing Ordinance No. 19-1018 was adopted at a regular meeting of the City Council of the City of Susanville, held on the \_\_\_\_ day of \_\_\_\_\_, 2019 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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

APPROVED AS TO FORM:

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

Reviewed by: JWR City Administrator

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

**Submitted By:** Jessica Ryan, City Attorney

**Action Date:** October 16, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Ordinance No. 19-1018 An Ordinance Of The City Of Susanville Imposing A Transactions And Use Tax Of 1 Percent To Be Used For Public Safety Services And To Be Administered By The California Department Of Tax And Fee Administration, Subject To Approval Of A 2/3 Majority Of The Electors Voting On The Tax Measure At The General Municipal Election To Be Held On Tuesday, March 3, 2020

**Presented By:** Jessica Ryan, City Attorney

**SUMMARY:** At the 08/21/19 City Council Meeting, Council instructed Staff to prepare the proper paperwork placing a special sales tax measure on the 03/03/2020 ballot. The sales tax measure calls for a 1% sales tax increase with the proceeds from that sales tax going to public safety within the City of Susanville. Being a special tax, a 2/3 (super majority) vote is required to pass the measure. 10/02/19 a public hearing was held in front of Council regarding this sales tax resolution, discussion was had regarding the resolution and sales tax ordinance and instructions were given to Staff regarding changes to be made to the sales tax ordinance. Staff made changes to the sales tax ordinance and brings this resolution calling the March 3, 2020 election and ordinance regarding a proposed sales tax back to Council for approval.

Ordinance No. 19-1018 is the sales tax measure that will be placed on the March 3, 2020 ballot if it is approved by Council. The deadline to pass this ordinance is October 24, 2019. There need not be a second reading of this ordinance because this ordinance is being introduced by Resolution No. 19-5720 and the ordinance will be put to a vote and either passed or failed by the voters at the March 3, 2020 election.

**FISCAL IMPACT:** Projected \$1.8 Million per year in additional tax revenue

**ACTION**

**REQUESTED:** Motion to approve Ordinance No. 19-1018 An Ordinance Of The City Of Susanville Imposing A Transactions And Use Tax Of 1 Percent To Be Used For Public Safety Services And To Be Administered By The California Department Of Tax And Fee Administration, Subject To Approval Of A 2/3 Majority Of The Electors Voting On The Tax Measure At The General Municipal Election To Be Held On Tuesday, March 3, 2020

**Attachment:** Ordinance No. 19-1018

ORDINANCE NO. 19-1018

AN ORDINANCE OF THE CITY OF SUSANVILLE, CALIFORNIA, IMPOSING A TRANSACTIONS AND USE TAX OF 1% TO BE USED FOR PUBLIC SAFETY SERVICES AND TO BE ADMINISTERED BY THE CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION, SUBJECT TO APPROVAL OF A 2/3 MAJORITY OF THE ELECTORS VOTING ON THE TAX MEASURE AT THE GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, MARCH 3, 2020

The City Council of the City of Susanville does ordain as follows:

Section 1: Chapter 3.16 of the Susanville Municipal Code is hereby repealed and replaced with the following, to be numbered entitled and to read as follows:

CHAPTER 3.16  
TRANSACTION AND USE TAX

3.16.010 Ordinance Title

This ordinance shall be known as the City of Susanville Transactions and use Tax Ordinance. This ordinance shall be applicable in the incorporated territory of the City of Susanville, which shall be referred to herein as "City."

3.16.020 Operative Date

"Operative Date" means the first day of the first calendar quarter commencing more than 110 days after the adoption of this ordinance, the date of the adoption being as set forth below.

3.16.030 Purpose

This ordinance is adopted to achieve the following, among purposes, and directs that the provisions hereof be interpreted in order to accomplish those purposes:

- A. To impose a retail transactions and use tax in accordance with the provisions of Part 1.6 (commencing with Section 7251) of Division 2 of the Revenue and Taxation Code and Sections 7286.65 of Part 1.7 of Division 2 which authorizes the City to adopt this tax ordinance which shall be operative if a two-thirds majority of the electors voting on the measure vote to approve the imposition of the tax at an election called for that purpose.
- B. To adopt a retain transactions and use tax for the purpose of raising revenue for public safety municipal purposes. All taxes, penalties and interest collected under this Chapter 3.16 shall be deposited in separate accounts and apart from the general fund and shall be designated for the use and used in providing of Public Safety Services.
- C. To adopt a retail transactions and use tax ordinance which incorporates provisions identical to those of the Sale and Use Tax laws of the State of California insofar as those provisions are not inconsistent with the requirements and limitations contained in Part 1.6 of Division 2 of the Revenue and Taxation Code.

- D. To adopt a retail transactions and use tax ordinance which imposes a tax and provides a measure therefore that can be administered and collected by California Department of Tax and Fee Administration in a manner that adopts itself as fully as practicable to, and requires the least possible deviation from the existing statutory and administrative procedures followed by the California Department of Tax and Fee Administration in administering and collecting the California State Sales and Use Taxes.
- E. To adopt a retail transactions and use tax ordinance which can be administered in a manner which will be, to the greatest degree possible, consistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, minimize the cost of collecting the transactions and use taxes, and at the same time, minimize the burden of record keeping upon persons subject to taxation under the provisions of this ordinance.

#### 3.16.040 Contract with State

Prior to the operative date, the City shall contract with the California Department of Tax and Fee Administration to perform all functions incident to the administration and operation of this transactions and use tax ordinance, provided, that if the City shall not have contracted with the California Department of Tax and Fee Administration prior to the operative date, it shall nevertheless so contract and in such a case the operative date shall be on the first day of the first calendar quarter following the execution of such a contract.

#### 3.16.50 Transaction Tax Rate

- A. This section replaces former section 3.16.50 of the City of Susanville Municipal Code in order to clearly state the meaning and intention of former section 3.16.50.
  - a. From January 1, 1992 through June 30, 1992, of the 1% Bradley-Burns tax allocated as follows: the County of Lassen shall receive one percent and the City of Susanville shall receive the remaining ninety-nine percent (99%);
  - b. From July 1, 1992, through June 30, 1993 of the 1% Bradley-Burns tax allocated as follows: the County of Lassen shall receive three percent and the City of Susanville shall receive the remaining ninety-seven percent (97%);
  - c. From July 1, 1993 forward the 1% Bradley-Burns tax allocated as follows: the County of Lassen shall receive five percent and the City of Susanville shall receive the remaining ninety-five percent (95%);. (Prior Code §18.9)
- B. For the privilege of selling tangible personal property at retail a tax is hereby imposed upon all retailers in the incorporated territory of the City at the rate of one percent (1%) of the gross receipts of any retailer for the sale of all tangible personal property sold at retail in said territory on and after the operative date of this ordinance. This amount is in addition to the existing local sales tax or transactions and use tax described below as well as any future authorized state or local sales tax or transactions and use tax.

#### 3.16.060 Accounting for Revenue

All net revenues when received and all interest on said revenues shall be placed in separate accounts and apart from the general fund and shall be designated for use and used in the providing of Public Safety Services as defined herein consistent with California Government Code Section 30052 and the net revenues derived here from shall be used in addition to, and not to supplant, or in any way replace or serve as a substitute for, the level of funding for the City of Susanville Police Department and the City of Susanville Fire Department that was provided from other revenue sources by the City of Susanville for the 2019-2020 fiscal year.

- A. Commending the first Wednesday in April 2020, and then continuing every three months thereafter, a report detailing the use of all funds collected pursuant to this Ordinance shall be presented for review to the City Council.
  - 1. All the reasonable and necessary administrative costs shall be paid for from the funds collected pursuant to this Ordinance;
  - 2. All funds received pursuant to this Ordinance shall be distributed and used as described herein as soon as reasonably possible following every quarterly report as described in Section 6.A. However, under no circumstances shall use and distribution of funds received pursuant to this Ordinance take place earlier than the first Wednesday in April 2020.
- B. The collected tax will be divided between the Susanville Police Department and the Susanville Fire Department as follows: 60% to the Susanville Police Department and 40% to the Susanville Fire Department.
- C. "Public Safety Services" includes the following services administered by the Police Department:
  - 1. For all classifications of Police Department employees:
    - a. Augmentation of the base wages,
    - b. Incentives or stipends pursuant to any bargaining unit agreement(s),
    - c. Any costs of fringe benefits,
    - d. Any cost of retirement, excluding any overtime compensation.
  - 2. Employees throughout the City of Susanville to assist the Police Department to assist in the protection of the community and enforcement of laws.
  - 3. Providing improved equipment for the Police Department and aid in the maintenance of the facility.
- D. "Public Safety Services" includes the following services administered by the Fire Department:
  - 1. For all classifications of Fire Department employees:
    - a. Augmentation of the base wages,
    - b. Incentives or stipends pursuant to any bargaining unit agreement(s),
    - c. Any costs of fringe benefits,

- d. Any cost of retirement, excluding any overtime compensation.
  2. Additional employees throughout the City to assist the Fire Department including but not limited to: 1 full time code enforcement officer; 3 part time (seasonal) firefighters for fire season July 1 to November 1 annually, these three part time (seasonal) positions may be converted to full time positions as delivery of Fire and EMS services warrant; and any additional staffing increases necessary to maintain the current or expected level of Fire and EMS services delivered by the department, provide for employee safety and maintain the current ISO rating.
  3. Providing improved equipment and vehicles for the Fire Department, and aid in the maintenance of the facility.
- E. "Public Safety Services" includes Code Enforcement and dispatch costs administered by any City of Susanville department.
- F. The City, including the Chief of Police and the Fire Chief, will meet and confer in good faith with the City of Susanville Peace Officer Association, Administrative Unit, Management Unit and Professional/Technical Unit and the Operating Engineers Local Union No. 3 Fire Fighters regarding the administration and use of all funds received pursuant to this Ordinance; unless otherwise specified herein. In the event the parties reach an impasse and are unable to reach an agreement, standard labor negotiation laws and procedures apply.
- G. Police Department shall have a dedicated and annually approved budget based on the approved Fiscal 2019/2020 Budget year.
- H. Fire Department shall have a dedicated and annually approved budget based on the approved Fiscal 2019/2020 Budget year.

#### 3.16.070 Place of Sale

For the purposes of this ordinance, all retail sales are consummated at the place of business of the retailer unless the tangible personal property sold is delivered by the retailer or the retailer's agent to an out-of-state destination or to a common carrier for delivery to an out-of-state destination. The gross receipts from such sales shall include delivery charges, when such charges are subject to the state sales and use tax, regardless of the place to which delivery is made. In the event a retailer has no permanent place of business in the State of California or has more than one place of business, the place or places at which the retail sales are consummated shall be determined under rules and regulations to be prescribed and adopted by the California Department of Tax and Fee Administration.

#### 3.16.080 Use Tax Rate

An excise tax is hereby imposed on the storage, use or other consumption in the City of tangible personal property purchased from any retailer on and after the operative date of this ordinance for storage, use or other consumption in said territory at the rate of one (1%) percent of the sales price of the property. The sales price shall include delivery

charges when such charges are subject to the State sales and use tax regardless of the place to which delivery is made.

### 3.16.090 Adoption of Provisions of State Law

Except as otherwise provided in this ordinance and except insofar as they are inconsistent with the provisions of Par 1.6 of Division 2 of the Revenue and Taxation Code, all of the provisions of Part 1 (commencing with Section 6001) of Division 2 of the Revenue and Taxation Code are hereby adopted and made a part of this ordinance as thought fully set forth herein.

### 3.16.100 Limited on Adoption of State Law and Collection of Use Taxes

In adopting the provisions of Part 1 of Division 2 of the Revenue and Taxation Code:

- A. Wherever the State of California is named or referred to as the taxing agency, the name of the City shall be substituted therefore. However, the substitution shall not be made when:
1. The word "State" is used as a part of the title of the State Controller, State Treasurer, State Board of Control, State Board of Equalization, State Treasury, California Department of Tax and Fee Administration, or the Constitution of the State of California.
  2. The result of that substitution would require action to be taken by or against the City or any agency, officer, or employee thereof rather than by or against the California Department of Tax and Fee Administration in performing the functions incident to and administration or operation of this Ordinance.
  3. In those sections, including, but not necessarily limited to sections referring to the exterior boundaries of the State of California, where the result of the substitution would be to:
    - a. Provide an exemption from this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not otherwise be exempt from this tax while such sales, storage, use or other consumption remain subject to tax by the State under the provision of Part 1 of Division 1 of the Revenue and Taxation Code, or:
    - b. Impose this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not be subject to tax by the State under the said provision of that code.
  4. In Sections 6701, 6702, (except in the last sentence thereof) 6711, 6715, 6737, 6797, or 6828 of the Revenue and Taxation Code.
- B. The word "City" shall be substituted for the word "State" in the phrase "retailer engaged in business in this State" in Section 6203 and in the definition of that phrase in Section 6203.

### 3.16.110 Permit Not Required

If a seller's permit has been issued to a retailer under Section 6067 of the Revenue and Taxation Code, an additional transactor's permit shall not be required by this ordinance.

### 3.16.120 Exemptions and Exclusions

- A. There shall be excluded from the measure of the transactions tax and the use tax the amount of any sales tax or use tax imposed by the State of California or by any city, city and county, or county pursuant to the Bradley-burns Uniform Local Sales and Use Tax law or the amount of any state-administered transactions or use tax.
- B. There are exempted from the computation of the amount of transactions tax the gross receipts from:
1. Sales of tangible personal property, other than fuel or petroleum products, to operators of aircraft to be used or consumed principally outside the county in which the sale is made and directly and exclusively in the use of such aircraft as common carriers of persons or property under the authority of the laws of this State, the United States, or any foreign.
  2. Sales of property to be used outside the City which is shipped to a point outside the City, pursuant to the contract of sale, by delivery to such point by the retailer or the retailer's agent, or by delivery by the retailer to a carrier for shipment to a consignee at such point. For the purposes of this paragraph, delivery to a point outside the City shall be satisfied:
    - a. With respect to vehicles (other than commercial vehicles) subject to registration pursuant to chapter 1 (commencing with Section 4000) of Division 3 of Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, and undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code by registration to an out-of-City address and by a declaration under penalty of perjury, signed by the buyer, stating that such address is, in fact, his or her principal place of residence; and
    - b. With respect to commercial vehicles, by registration to a place of business out-of-City and declaration under penalty of perjury, signed by the buyer, that the vehicle will be operated from that address.
  3. The sale of tangible personal property if the seller is obligated to furnish the property for a fixed price pursuant to a contract entered into prior to the operative date of this ordinance.
  4. A lease of tangible personal property which is a continuing sale of such property, for any period of time for which the lessor is obligated to lease the property for an amount fixed by the lease prior to the operative date of this ordinance.
  5. For the purposes of subparagraphs (3) and (4) of this Section, the sale or lease of tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

C. There are exempted from the use tax imposed by this ordinance, the storage, use or other consumption in this City of tangible personal property:

1. The gross receipts from the sale of which have been subject to a transactions tax under any state-administered transactions and use tax ordinance.
2. Other than fuel or petroleum products purchased by operators of aircraft and used or consumed by such operators directly and exclusively in the use of such aircraft as common carriers of persons or property for hire or compensation under a certificate of public convenience and necessity issued pursuant to the laws of this State, the United States, or any foreign government. This exemption is in addition to the exemptions provided in Section 6366 and 6366.1 of the Revenue and Taxation code of the State of California.
3. If the purchaser is obligated to purchase the property for a fixed price pursuant to a contract entered into prior to the operative date of this ordinance.
4. If the possession of, or the exercise of any right or power over, the tangible personal property arises under a lease which is a continuing purchase of such property for any period of time for which the lessee is obligated to lease the property for an amount fixed by a lease prior to the operative date of this ordinance.
5. For the purposes of subparagraphs (3) and (4) of this Section, storage, use, or other consumption, or possession of, or exercise of any right or power over, tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.
6. Except as provided in subparagraph (7), a retailer engaged in business in the City shall not be required to collect use tax from the purchaser of tangible personal property, unless the retailer ships or delivers the property into the City or participates within the City in making the sale of the property, including, but not limited to, soliciting or receiving the order, either directly or indirectly, at a place of business of the retailer in the City or through any representative, agent, canvasser, solicitor, subsidiary, or person in the City under the authority of the retailer.
7. "A retailer engaged in business in the City" shall also include any retailer of any of the following: vehicles subject to registration pursuant to chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, or undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code. That retailer shall be required to collect use tax from any purchaser who registers or licenses the vehicle, vessel, or aircraft at an address in the City.

D. Any person subject to use tax under this ordinance may credit against that tax any transactions tax or reimbursement for transactions tax paid to a district imposing, or

retailer liable for a transactions tax pursuant to Part 1.6 of Division 2 of the Revenue and Taxation code with respect to the sale to the person of the property the storage, use or other consumption of which is subject to the use tax.

### 3.16.130 Amendments

A. All amendments subsequent to the effective date of this ordinance to Part 1 of Division 2 of the Revenue and Taxation Code relating to sales and use taxes and which are not inconsistent with Part 1.6 and Part 1.7 of Division 2 of the revenue and Taxation Code, and all amendments to Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation code, shall automatically become a part of this ordinance, provided however, that no such amendment shall operate so as to affect the rate of tax imposed by this ordinance.

B. The foregoing amendments shall not require voter approval.

C. The following amendments to this ordinance must be approved by the voters of the City: increasing the tax rate or revising the methodology for calculating the tax such that a tax increase would result; imposing the tax on transactions and uses not previously subject to the tax (unless such amendment occurs automatically by operation of the preceding paragraph.)

### 3.16.140 Enjoining Collection Forbidden

No injunction or writ of mandate or other legal or equitable process shall issue in any suit, action or proceeding in any court against the State or the City, or against any officer of the State or the City, to prevent or enjoin the collection under this ordinance, or Part 1.6 of division 2 of the Revenue and Taxation code, of any tax or any amount of tax required to be collected.

### 3.16.150 Implementing Policies

Upon approval of this ordinance by a two thirds majority of the voter, the City shall meet and confer regarding the necessary provisions of a Memorandum of Understanding between the City of Susanville Peace Officer Association, Administrative Unit, Management Unit and Professional/Technical Unit and the Operating Engineers Local Union No. 3 Fire Fighters, and shall adopt policies and take such other action as may be necessary for the immediate implementation of the transactions and use tax authorized by this ordinance.

### 3.16.160 Annual Audit

Pursuant to Section 1215 of the City's Charter, as may be amended, the revenues from the tax imposed by this Chapter shall be subject to the annual audit performed by the City's independent auditor of the City's municipal books, records, accounts and fiscal procedures and which is reported in the City's Comprehensive Annual Financial Report.

### 3.16.170 Citizen Oversight Committee

An Independent Citizens Oversight Committee appointed by the City Council shall review the expenditures of revenues generated by the tax imposed by this Chapter.

3.16.180 Severability

If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the ordinance and the application of such provision to other persons or circumstances shall not be affected thereby.

3.16.190 Penalty for Violation

Any person violating any of the provisions of this ordinance shall be guilty of an infraction and upon conviction thereof shall be punished as provide in the government code of the state of California.

3.16.200 Effective Date and Operative Date

This ordinance relates to the levying and collection of the City's transactions and use taxes and shall become effective immediately and shall become operative only if approved by a 2/3 majority of the voters voting on the measure in at the March 3, 2020 General Municipal Election.

INTRODUCED at a regular meeting of the City Council of the City of Susanville, California, on the \_\_\_\_\_ day of \_\_\_\_\_, 2019, and adopted at a regular meeting of the City Council of the City of Susanville, California, on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

APPROVED: \_\_\_\_\_  
Kevin Stafford, Mayor

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

The foregoing Ordinance No. 19-1018 was adopted at a regular meeting of the City Council of the City of Susanville, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2019 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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

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

Reviewed by: D. Gibbs City Administrator  
D. Gibbs Public Work Director

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

**Submitted by:** Daniel Gibbs, City Engineer

**Action Date:** October 16, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Update on the Southeast Gateway Design Progress

**PRESENTED BY:** Daniel Gibbs, City Engineer

Public Works will provide a power point presentation regarding progress made for the Southeast Gateway project. The project is in the design phase and the consultant is requesting confirmation of the design components regarding the Monument Sign southeast of town, the landscaping design and related street furniture such as lighting, benches and trash receptacles.

Staff is requesting direction on these elements and seeking approval to invite the public to offer their opinions and recommendations regarding these. Once approved by Council, the monument sign concept and other elements will be shared through the Lassen Times, social media and City's website for comment.

The design is scheduled for completion for some time in 2020 once these elements are clearly determined satisfactory to the City. Construction funding is yet to be programmed and presently estimated at approximately \$2.7M with construction tentatively scheduled in FY 21/22.

**FISCAL IMPACT:** None as the project is funded entirely with State and Federal Funds, no local funds are required. Construction funding remains to be acquired through the STIP programming efforts by the City.

**ACTION REQUESTED:** Motion directing staff to release design elements for public comment

**ATTACHMENTS:** Exhibits from the Southeast Gateway Update Presentation



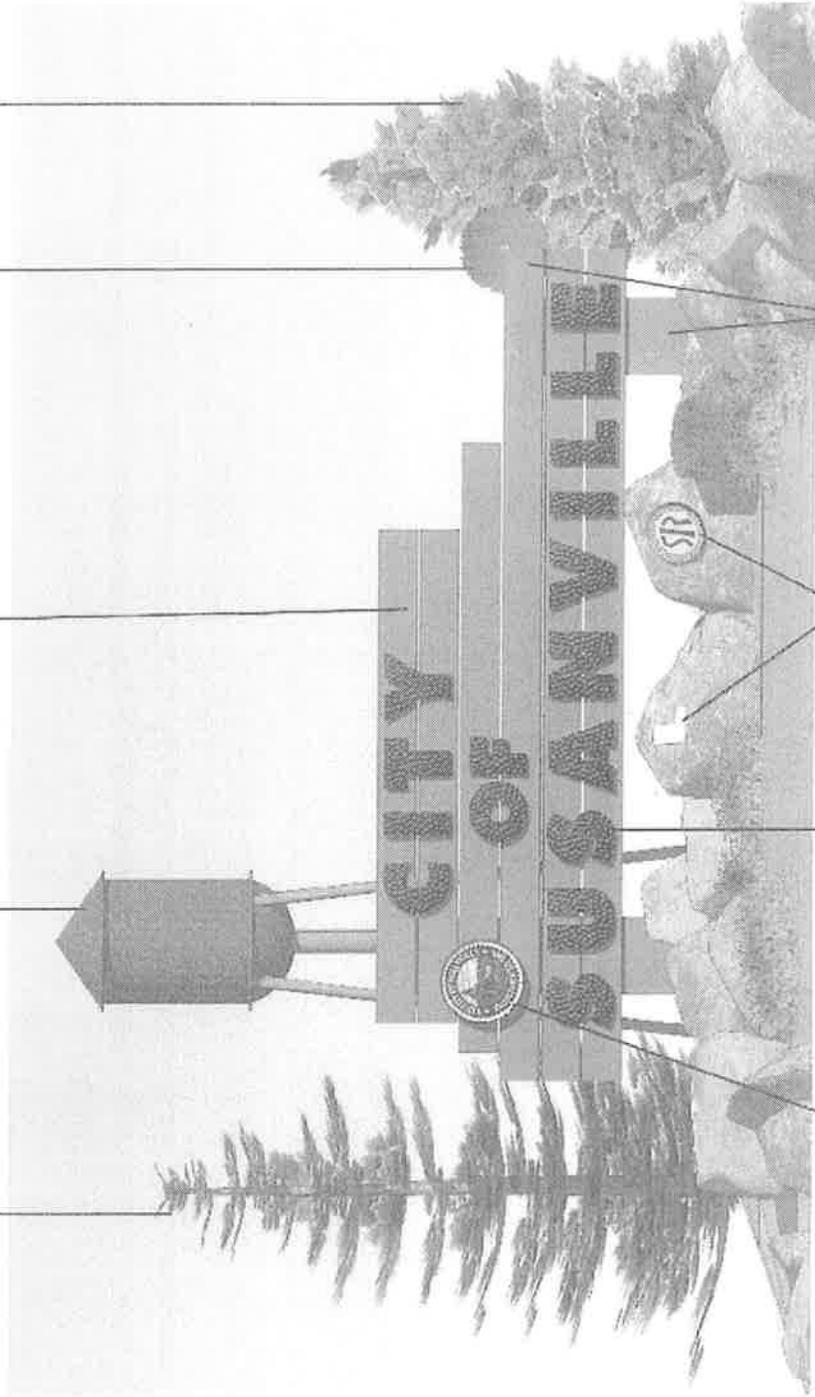
JUNIPER

SAW BLADE AT  
MONUMENT BOARD

8-10" TALL  
GATEWAY MONUMENT

18' TALL WATER TOWER

JEFFERY PINE



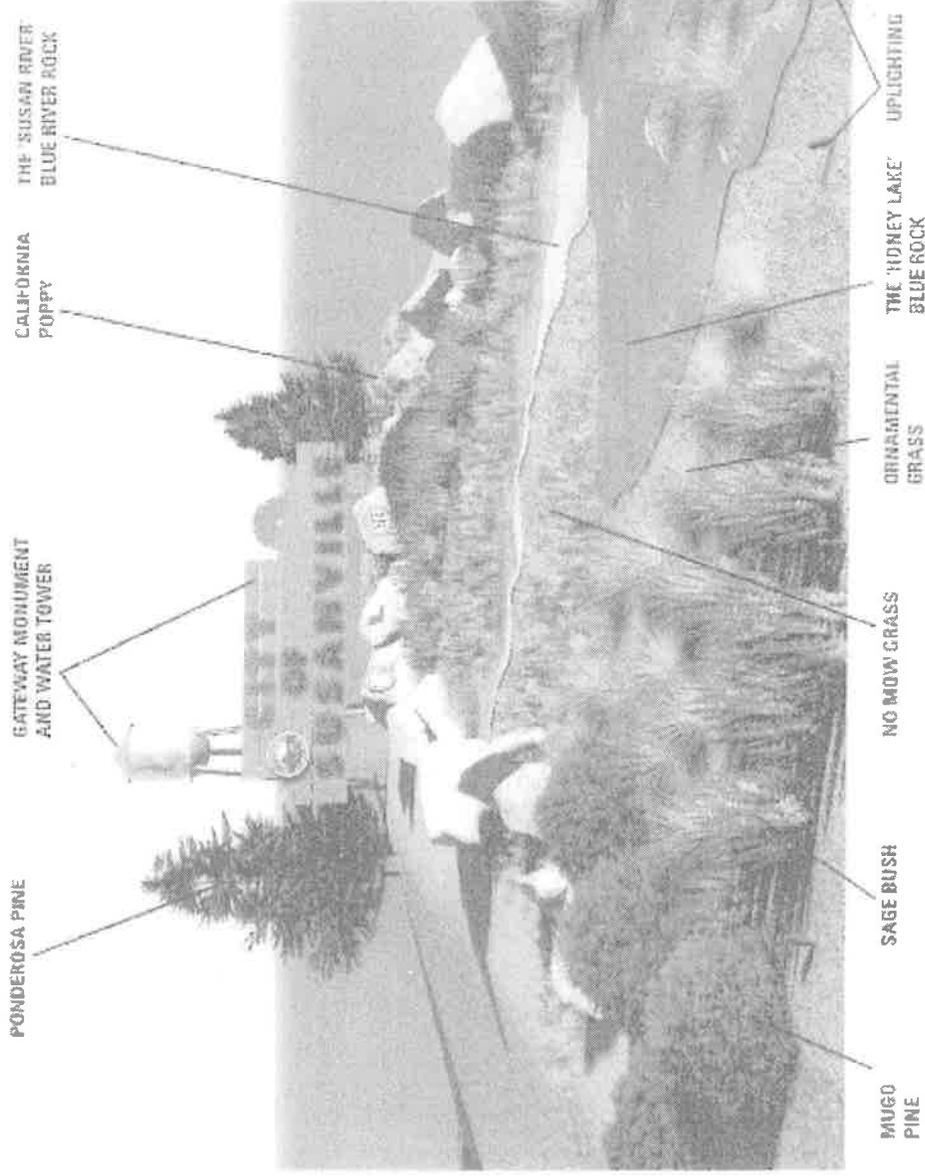
2" x 12" WOOD BOARD  
WITH 4" x 24" WOOD POST

LASSEN COUNTY  
& SUSANVILLE  
INDIAN RANCHERIA LOGO

20" TALL SIGN LETTER  
WITH BUSH HAMMERED FINISH

SUSANVILLE CITY  
SEAL

**SUSANVILLE GATEWAY MONUMENT**  
SUSANVILLE, CALIFORNIA • THE CITY OF SUSANVILLE



**NOTE:**

- 6' TALL RAMPED EARTH AT 1:1 SLOPE
- SIGN SITS ON TOP OF SLOPE
- EXACT PLACEMENT OF BUILDERS AND PLANT MATERIALS TBD AT TIME OF CONSTRUCTION
- SLOW GROWING AND LOW HEIGHT PLANT MATERIALS SHALL BE SELECTED
- EXACT LOCATION AND SIZE OF WATER TOWER TO BE DETERMINED DURING FINAL DESIGN
- LIGHTING STUDY TO BE PERFORMED DURING PS&E TO DETERMINE EXACT NUMBER AND LOCATION OF UPLIGHTING

**SUSANVILLE GATEWAY MONUMENT**  
 A 1960s Landmark - 8000 sq. ft.

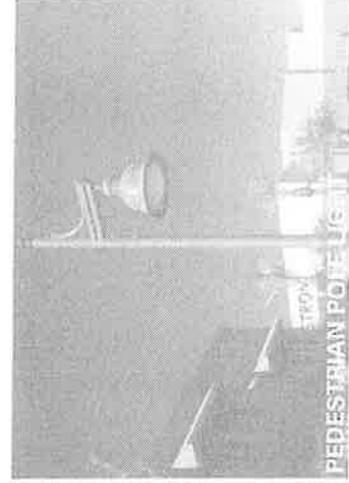
MATERIALS AND SITE FURNISHINGS IMAGERY



PEDESTRIAN PATHWAY PAVING



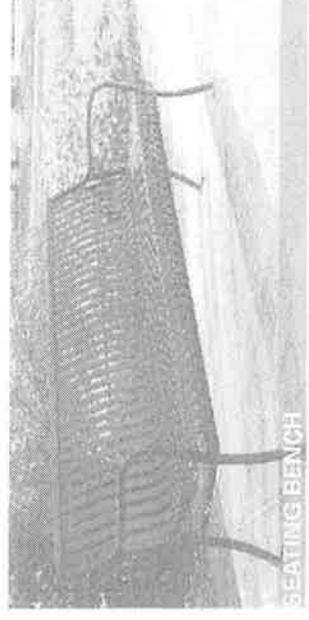
BICYCLE PATHWAY



PEDESTRIAN POLE LIGHT



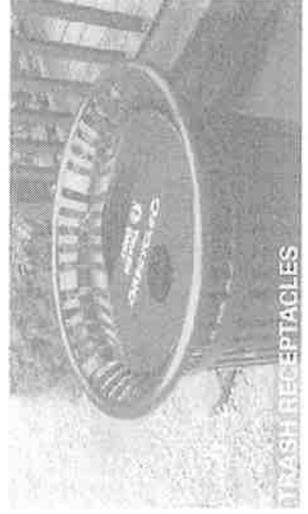
SEATING BENCH



SEATING BENCH



PEDESTRIAN POLE LIGHT



WASTEBASKET RECEPTACLES



BOLLARDS



BIKE RACK

SUSANVILLE GATEWAY PROJECT  
SUSANVILLE, CA • THE CITY OF SUSANVILLE

DESIGNWORKSHOP  
JULY 2012

AGENDA ITEM NO. 13A

Reviewed by:  City Administrator  
Public Works Director

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

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

**Action Date:** October 16, 2019

**CITY COUNCIL AGENDA ITEM**

**PRESENTED BY:** Dan Newton, Public Works Director

**SUBJECT:** Annual Leaf Collection Program

**SUMMARY:** The City has established and continues to facilitate the Annual Fall Leaf Collection Program. California Correctional Center (CCC) once again has offered their assistance by accepting green waste from C&S Waste Solutions. For the length of the program, C&S Waste Solutions will have green waste dumpster at Intersection of Numa Road and Skyline Drive, where residents can take their bagged leaves.

City staff loads the leaves into the green waste dumpster with a front-end loader which allows C&S staff to transport the filled green waste dumpsters to CCC for composting. The bagged leaves are transported to the California Correctional Center (CCC), opened, and spread out in agricultural fields by inmates. Bags that contain items other than leaves create a security risk for the CCC. This free leaf program is in jeopardy if citizens continue to drop bags that contain items other than leaves. It is important for citizens to make sure that only leaves are delivered to the drop off site.

City Public Works staff offers to arrange pickup of already bagged leaves for citizens that may be handicapped and/or elderly and are unable to drop off the leaves at the designated location.

Public Works Department notifies the public through flyers, an advertisement in the paper, and a public service announcement on the radio. The event will also be posted on our website [www.susanvillepublicworks.org](http://www.susanvillepublicworks.org).

The program is scheduled to begin Monday, October 28, 2019, and continue through Friday, December 12, 2019, and may be extended if necessary.

**FISCAL IMPACT:** City employee time on regular workdays to fill the green waste dumpsters using a front end loader.

**ACTION REQUESTED:** Information only

**ATTACHMENTS:** NONE