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

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

Susanville City Council
Regular Meeting ♦ City Council Chambers
March 18, 2020 – 6:00 p.m.

Call meeting to order

Roll call of Councilmembers present

Next Resolution No. 20-5756

Next Ordinance No. 20-1024

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

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

3 CLOSED SESSION:

A PUBLIC EMPLOYMENT – pursuant to Government Code Section §54957:

1. City Administrator

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

Property: Roops Fort Complex – Museum

Agency Negotiator: Michael Wilson, City Administrator

Negotiating Parties: Susanville Historical Society

Under Negotiation: MOU Terms/Conditions

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

5 BUSINESS FROM THE FLOOR:

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

6 CONSENT CALENDAR:

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

the City Council may request removal of an item from the Consent Calendar to be considered separately.

A Consider Fee Waiver Request for Lassen County Chamber of Commerce Annual Main Cruise Classic Car Show N' Shine on Saturday, June 27, 2020 and authorization for the Chamber to serve alcohol during the event.

B Consider Fee Waiver Request for Lassen Family Services' 7th annual Walk-a-Mile Event to be held on April 25, 2020.

C Consider Appointment of Executive Officer for the Honey Lake Valley Recreation Authority

D Consider Appointment of Air Pollution Control Officer for the Air Pollution Control District

E Consider **Resolution No. 20-5754**, accepting the City of Susanville's Single Audit Report for Fiscal Year ending June 30, 2019.

7 **PUBLIC HEARINGS:** No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

9 **NEW BUSINESS:**

A Consider approval of vendor warrants numbered 206137 through 206196 for a total of \$402,046.72 including \$281,956.40 in payroll warrants

B Consider **Resolution No. 20-5752**, adopting the City of Susanville 2019-2020 Mid-year Budget and Revised Budget Policies

C Consider **Resolution No. 20-5753** authorizing the execution of Cooperative Agreement for the Federal Excess Personal Property (FEPP) Program

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

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

12 **CONTINUING BUSINESS:**

A Discussion regarding Community Garden

B Discussion regarding Homelessness

13 **CITY ADMINISTRATOR'S REPORTS:**

A Update on the Status of the Public Works Department

B Update on Coronavirus

14 **COUNCIL ITEMS:**

A AB1234 travel reports:

15 **ADJOURNMENT:**

▪ ***The next regular meeting of the Susanville City Council will be held on April 1, 2020 at 6:00 p.m.***

Reports and documents relating to each agenda item are on file in the Office of the City Clerk and are available for public inspection during normal business hours and at the meeting. These reports and

documents are also available at the City's website www.cityofsusanville.org, unless there were systems problems posting to the website.

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

I, Heidi Whitlock, certify that I caused to be posted notice of the regular meeting scheduled for March 18, 2020 in the areas designated on March 13, 2020.


Heidi Whitlock, Deputy City Clerk

Reviewed by:  City Administrator

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

Submitted By: Heidi Whitlock, Assistant to the City Administrator

Action Date: March 18, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Consider waiver of fees for Lassen County Chamber of Commerce Annual Main Cruise Classic Car Show N' Shine on Saturday, June 27, 2020 and authorization for the Chamber to serve alcohol during the event.

PRESENTED BY: Michael Wilson, City Administrator

SUMMARY: The Lassen County Chamber of Commerce (LCCC) hosts an annual Main Street Cruise that has traditionally been located on Main Street in Uptown Susanville. The LCCC requested that the event be held at Memorial Park the past four years and it proved to be successful.

The cars would, again, be showcased in Memorial Park, and the Chamber will work with City staff to mark and flag the areas of the park that will need to be avoided when parking the cars for display.

The LCCC will be selling alcoholic beverages as part of the event and will obtain a permit to sell alcoholic beverages from the Department of Alcoholic Beverage Control (ABC). A letter of authorization from the City is required as part of the application process through the ABC. The Chamber will be responsible for obtaining the license.

In addition, the Chamber has requested a fee waiver for use of Memorial Park, the ball field and bandstand area for the event.

FISCAL IMPACT: Unrealized revenue in the amount of \$151.00

ACTION REQUESTED: Motion to approve the waiving of park fees (\$151.00) and selling of alcoholic beverages.

ATTACHMENTS: Chamber of Commerce Letter of Request



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

February 24, 2020

Alicia Cordova
Accounting Technician I
66 North Lassen Street
Susanville, CA 96130

Dear Ms. Cordova,

The Lassen County Chamber of Commerce will be coordinating the Annual Main Cruise Classic Car Show n' Shine on Saturday, June 27, 2020. As we have done in past years, we would like to hold the car show in Memorial Park and request the use of the entire park from 8am to 8pm.

We respectfully also request the fees be waived for use of the park and for permission to serve alcoholic beverages during the event.

Should you have any questions please don't hesitate to contact me at 257-4323.

Respectfully Submitted,

Patricia Hagata
Executive Director

Reviewed by:  City Administrator

AGENDA ITEM NO. 6B

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

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: March 18, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Consider Fee Waiver Request for Lassen Family Services' 7th annual Walk-a-Mile Event to be held on April 25, 2020.

PRESENTED BY: Michael Wilson, City Administrator

SUMMARY: Lassen Family Services (LFS) is sponsoring their Annual Walk-a-Mile event scheduled for Saturday, April 25, 2020. This will be the 7th year for the event to commemorate April being both child abuse and sexual assault awareness month. Opening ceremonies will be held on the Community Center lawn at 10:00 a.m. and, after the walk, the public is invited to visit informational booths and participate in the activities available in Memorial Park.

Lassen Family Services has requested a fee waiver for the use of Memorial Park (\$59), event stage (\$47) and the use fee and deposit on the electrical panel (\$20 for use and \$100 deposit) on April 25, 2020, totaling a fee waiver of \$226.

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

ACTION

REQUESTED: Motion to approve fee waiver request of \$226.00 in support of the Lassen Family Services' 7th annual Walk-a-Mile event.

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

Lassen family services

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

February 21, 2020

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

Re: Request for Fee Waiver for Lassen Family Services

Dear City of Susanville,

On April 25, 2020 Lassen Family Services, Inc. will be hosting their 7th annual "Walk a Mile in Their Shoes" event. The event is centered on outreach and fundraising. Lassen Family Services hosts this awareness walk to commemorate April being both child abuse and sexual assault awareness month. Opening ceremonies will be held at the lawn of the Community Center at 10:00 am. After the awareness walk, the public is invited to visit informational booths and participate in the activities available in Memorial Park.

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

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

Respectfully,



Carla Dollar
Executive Assistant
Lassen Family Services, Inc.
lfsadmin@lassenfamilyservices.org
(530) 257-5459

Reviewed by:  City Administrator

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

Submitted By: Heidi Whitlock, Assistant to the City Administrator

Action Date: March 18, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Consider Appointment of Executive Officer for the Honey Lake Valley Recreation Authority.

PRESENTED BY: Mike Wilson, City Administrator

SUMMARY: The City Council, on March 4, 2020, was presented with the need to appoint a new Executive Officer to the Honey Lake Valley Recreation Authority (HLVRA) in closed session due to the current Executive Officer resigning his position.

The Council agreed to appoint Heidi Whitlock to the Executive Officer position pending the approval/acceptance of the HLVRA Board. The HLVRA Board met in a special meeting on March 11, 2020 and accepted the appointment.

The City provides Managerial, Administrative and Operational staff for the Authority as outlined in the agreement with the Authority.

FISCAL IMPACT: Costs to perform duties directly billed and reimbursed by HLVRA.

ACTION REQUESTED: Motion to appoint Heidi Whitlock to the Executive Officer position for the HLVRA.

ATTACHMENTS: None.

Reviewed by:  City Administrator

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

Submitted By: Daniel Gibbs, Acting Public Works Director

Action Date: March 18, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Consider Appointment of Air Pollution control Officer for the Lassen County Air Pollution Control District.

PRESENTED BY: Mike Wilson, City Administrator

SUMMARY: The City Council, on March 4, 2020, was presented with the need to appoint a new Air Pollution Control Officer (APCO) to the Lassen County Air Pollution Control District (LCAPCD) in closed session due to the current Executive Officer resigning his position.

The Council agreed to appoint Erik Edholm to the APCO position pending the approval/acceptance of the LCAPCD Board. The LCAPCD Board met in a special meeting on March 10, 2020 and accepted the appointment.

Responsibilities and tasks are provided for the District through staffing provided by the City's Public Works Department under an agreement with the District.

FISCAL IMPACT: Costs to perform duties directly billed and reimbursed by LCAPCD.

ACTION REQUESTED: Motion to appoint Erik Edholm to the Air Pollution Control Officer position for the LCAPCD.

ATTACHMENTS: None.

AGENDA ITEM NO. 6E

Reviewed by:



City Administrator
Finance

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Deborah Savage, Finance Manager

Action Date: March 18, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 20-5754** Accepting the City of Susanville's Single Audit Report for Fiscal Year Ending June 30, 2019

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: As a recipient of federal funding, the City of Susanville is required to have a Single Audit performed if our federal expenditures reach \$750,000 or more in a fiscal year. The City was audited for compliance requirements described in the OMB Circular A-133 in the areas of internal controls, compliance with requirements of laws, regulations, contracts and grants applicable to its federal programs.

The firm of Van Lant and Fankhanel has completed the single audit and I am pleased to report that we have received an unmodified opinion on this audit.

FISCAL IMPACT: As a recipient of federal funds, the City is required to have a single audit performed by an independent certified public accountant. Without this special audit, the City would be ineligible for federal funding.

ACTION REQUESTED: Consider **Resolution No. 20-5754**, Accepting the City of Susanville's Single Audit for the fiscal year ended June 30, 2019

ATTACHMENTS: City of Susanville Single Audit for fiscal year ended June 30, 2019
Resolution No. 20-5754

RESOLUTION NO. 20-5754
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
ACCEPTING THE SINGLE AUDIT REPORT FOR THE CITY OF SUSANVILLE
FOR THE FISCAL YEAR ENDED
JUNE 30, 2019

WHEREAS, the City of Susanville is required to have a single audit performed when federal expenditures exceed \$750,000 in a fiscal year; and

WHEREAS, Van Lant and Fankhanel, CPAs, have performed the audit and submitted a Single Audit Report for the City of Susanville for the Fiscal Year Ended June 30, 2019, incorporated herein by reference;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville that the Single Audit Report for the fiscal year ended June 30, 2019 is hereby accepted for the City of Susanville.

Dated: March 18, 2020

APPROVED: _____
Kevin Stafford, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 20-5754 was adopted at a regular meeting of the City Council of the City of Susanville held on the 18th day of March, 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

CITY OF SUSANVILLE

**Single Audit Report on
Federal Award Programs**

June 30, 2019

CITY OF SUSANVILLE
SINGLE AUDIT REPORT ON FEDERAL AWARD PROGRAMS
Year Ended June 30, 2019

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**Independent Auditor's Report on Internal Control over Financial Reporting and
on Compliance and Other Matters Based on an Audit of Financial Statements
Performed in Accordance with *Government Auditing Standards***

City Council
City of Susanville
Susanville, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, business-type activities, each major fund and the aggregate remaining fund information of the City of Susanville (City), as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated December 19, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be

material weaknesses or significant deficiencies and therefore, material weaknesses may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Van Lant + Fankhaed, LLP

December 19, 2019



**Independent Auditor's Report on Compliance for Each Major Federal Program;
Report on Internal Control Over Compliance; and Report on the Schedule
of Expenditures of Federal Awards Required by Uniform Guidance**

City Council
City of Susanville
Susanville, California

Report on Compliance for Each Major Federal Program

We have audited the City of Susanville's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended June 30, 2019. The City's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the City's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the City's compliance.

Van Lant & Fankhanel, LLP
25901 Kellogg Street
Loma Linda, CA 92354

909.856.6879

Opinion on Each Major Federal Program

In our opinion, the City of Susanville complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2019.

Report on Internal Control Over Compliance

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information, of the City of Susanville, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the

City's basic financial statements. We issued our report thereon dated December 19, 2019, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Van Lant + Fankhaed, LLP

March 10, 2020

CITY OF SUSANVILLE
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended June 30, 2019

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Program Identification Number	Program Expenditures
<i>Department of Housing and Urban Development</i>			
<i>Passed through the California Department of Housing and Community Development:</i>			
CDBG - Entitlement Grants Cluster			
Community Development Block Grant	14.218	16-CDBG-11146	\$ 118,700
HOME Investment Partnership Program	14.239	98-HOME-0291;01-HOME-0531	16,734
<i>Total Department of Housing and Urban Development</i>			<u>135,434</u>
<i>Department of Justice</i>			
<i>Passed through the California Department of Justice</i>			
Recovery Act - State and Local Law Enforcement Assistance Program	16.809	PA-CAE-0516	14,865
<i>Total Department of Justice</i>			<u>14,865</u>
<i>Department of Transportation</i>			
<i>Direct Assistance</i>			
Airport Improvement Program	20.106	03-06-0251-016-2016	8,956
<i>Passed through the California Department of Transportation:</i>			
Transportation Infrastructure Finance and Innovation Act	20.223	RPSTPL-5116(016)	1,585,535
Transportation Infrastructure Finance and Innovation Act	20.223	RPSTPL-5116(022)	188
<i>Subtotal</i>			<u>1,585,723</u> *
<i>Total Department of Transportation Programs</i>			<u>1,594,679</u>
<i>Total Federal Financial Assistance</i>			<u>\$ 1,744,978</u>

* = Major Program

CITY OF SUSANVILLE
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended June 30, 2019

1) Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) includes the federal award activity of the City of Susanville (the City) under programs of the federal government as well as federal financial assistance passed through other government agencies for the year ended June 30, 2019. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the City, it is not intended to and does not present the financial statements of the City. The City's reporting entity is defined in Note 1 of the notes to the City's financial statements.

2) Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported using the modified accrual basis of accounting for governmental funds and the accrual basis for proprietary funds, which is described in Note 1 of the notes to the City's financial statements. Such expenditures are recognized following the cost principles contained in the Uniform Guidance and OMB Circular A-87, *Cost Principles for State, Local, and Indian Tribal Governments*, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

3) Indirect Cost Rate

The City has elected not to use the 10% de minimis indirect cost rate as allowed under the Uniform Guidance.

4) Relationship to Annual Financial Report

Amounts reported in the accompanying Schedule agree to the amounts reported within the City's Annual Financial Report.

5) Relationship to Federal Financial Report

Amounts reported in the accompanying Schedule agree with amounts reported in Federal Financial Report.

6) Contingencies

Under the terms of federal and state grants, additional audits may be requested by the grantor agencies, and certain costs may be questioned as not being appropriate expenditures under the terms of the grants. Such audits could lead to a request for reimbursement to the grantor agencies.

7) Subrecipient Expenditures

During the fiscal year ended June 30, 2019, the City made no payments to subrecipients.

CITY OF SUSANVILLE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended June 30, 2019

SECTION I – SUMMARY OF AUDITOR’S RESULTS

Financial Statements

Type of Auditor's Report Issued:	Unmodified
Internal Control Over Financial Reporting:	
Material Weakness(es) Identified?	No
Significant Deficiencies Identified not Considered to be Material Weaknesses?	No
Noncompliance Material to Financial Statements Noted?	No

Federal Awards

Internal Control Over Major Programs:	
Material Weakness(es) Identified?	No
Significant Deficiencies Identified not Considered to be Material Weaknesses?	No
Type of Auditor's Report Issued on Compliance for Major Programs:	Unmodified
Any Audit Findings Disclosed that are Required to be Reported in Accordance With Uniform Guidance?	No

Identification of Major Programs:

<u>CFDA Numbers</u>	<u>Name of Federal Program or Cluster</u>
<u>20.223</u>	<u>Transportation Infrastructure Finance and Innovation Act</u>

Dollar Threshold used to Distinguish Between Type A And Type B Programs:	\$ <u>750,000</u>
-----------------------------------------------------------------------------	-------------------

Auditee Qualified as Low-Risk Auditee?	No
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CITY OF SUSANVILLE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended June 30, 2019

SECTION II – FINANCIAL STATEMENT FINDINGS

There were no auditor's findings to be reported in accordance with *Government Auditing Standards*.

CITY OF SUSANVILLE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended June 30, 2019

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

There were no auditor's findings to be reported in accordance with *Uniform Guidance*.

CITY OF SUSANVILLE
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
Year Ended June 30, 2019

SECTION II – FINANCIAL STATEMENT FINDINGS

There were no auditor's findings to be reported in accordance with *Government Auditing Standards*.

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

There were no auditor's findings to be reported in accordance with the *Uniform Guidance*.

Reviewed by:  City Administrator
 Finance Manager

AGENDA ITEM NO. 9A

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Deborah Savage, Finance Manager

Action Date: March 18, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Vendor and Payroll Warrants

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Warrants dated February 22, 2020 through March 6, 2020 numbered 206137 through 206196.

FISCAL IMPACT: Accounts Payable vendor warrants totaling \$120,090.32 plus \$281,956.40 in payroll warrants, for a total of \$402,046.72

ACTION REQUESTED: Motion to receive and file.

ATTACHMENTS: Payments by vendor and transmittal check registers.

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
02/20	02/27/2020	206151	2	A-1 CHEMICAL INC	CUSTODIAL SUPPLIES-PARKS	6557959	1	1000-452-20-46	SUPPLIES-JANITORIAL	400.00	400.00
02/20	02/27/2020	206151	2	A-1 CHEMICAL INC	SUPPLIES-PARK	6557959	2	1000-452-21-46	SUPPLIES-GENERAL	463.25	463.25
Total 6557959:											
02/20	02/27/2020	206152	991		REFUND GAS OVERPAYMENT	10226800000	1	9999-1001-001	CASH CLEARING - UTILITIES	25.54	25.54
Total 10226800000:											
02/20	02/27/2020	206153	44	ARAMARK UNIFORM SER	CUSTODIAL SUPPLIES-PW	637300722	1	7620-430-10-44	LINEN SERVICE	37.82	37.82
Total 637300722:											
02/20	02/27/2020	206153	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-STREETS	637300723	1	2007-431-20-44	LINEN SERVICE	55.67	55.67
Total 637300723:											
02/20	02/27/2020	206153	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	637300724	1	7401-430-62-44	LINEN SERVICES	52.17	52.17
Total 637300724:											
02/20	02/27/2020	206153	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-WATER	637300725	1	7110-430-42-44	LINEN SERVICE	41.92	41.92
Total 637300725:											
02/20	02/27/2020	206154	76	BILLINGTON ACE HARD	SUPPLIES- PW	459108	1	7620-430-10-46	SUPPLIES-GENERAL	24.11	24.11
Total 459108:											
02/20	02/27/2020	206154	76	BILLINGTON ACE HARD	SUPPLIES	459507	1	1000-417-10-44	FACILITY - REPAIR & MAINTENA	9.60	9.60
Total 459507:											
02/20	02/27/2020	206154	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	460023	1	1000-452-21-46	SUPPLIES-GENERAL	27.97	27.97

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Total 460023:											
02/20	02/27/2020	206154	76	BILLINGTON ACE HARD	SUPPLIES-WATER	460448	1	7110-430-42-46	SUPPLIES-GENERAL	23.14	23.14
Total 460448:											
02/20	02/27/2020	206154	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	460522	1	2007-431-20-46	SUPPLIES-GENERAL	4.82	4.82
Total 460522:											
02/20	02/27/2020	206155	148	COMPUTER LOGISTICS	REPAIRS-PD	81210	1	1009-421-10-44	FACILITY-REPAIR & MAINTENA	1,233.38	1,233.38
Total 81210:											
02/20	02/27/2020	206156	161	CSK AUTO INC	SUPPLIES-STREETS	2740224068	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	18.21	18.21
02/20	02/27/2020	206156	161	CSK AUTO INC	SUPPLIES-WATER	2740224068	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	18.21	18.21
02/20	02/27/2020	206156	161	CSK AUTO INC	SUPPLIES-GAS	2740224068	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	18.21	18.21
Total 2740224068:											
02/20	02/27/2020	206156	161	CSK AUTO INC	SUPPLIES-GAS	2740224462	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	257.75	257.75
Total 2740224462:											
02/20	02/27/2020	206157	9911		REFUND GAS OVERPAYMENT	10515510002	1	9999-1001-001	CASH CLEARING - UTILITIES	117.96	117.96
Total 10515510002:											
02/20	02/27/2020	206158	184	DEPARTMENT OF JUSTI	FINGERPRINTS - APPS	432203	1	1000-2205-005	LIVE SCAN STATE OF CALIFOR	64.00	64.00
Total 432203:											
02/20	02/27/2020	206159	194	DIAMOND SAW SHOP IN	SUPPLIES-PARKS	17570	1	1000-452-20-47	MACHINERY AND EQUIPMENT	62.15	62.15
Total 17570:											
02/20	02/27/2020	206159	194	DIAMOND SAW SHOP IN	SUPPLIES-PARKS	17572	1	1000-452-20-47	MACHINERY AND EQUIPMENT	52.54	52.54

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Total 17572:											
02/20	02/27/2020	206159	194	DIAMOND SAW SHOP IN	SUPPLIES -PARKS	17576	1	1000-452-20-47	MACHINERY AND EQUIPMENT	64.29	64.29
Total 17576:											
02/20	02/27/2020	206160	1260	DIRECTV INC	CABLE-GC	37187018233	1	7530-451-52-45	COMMUNICATIONS	199.97	199.97
Total 37187018233:											
02/20	02/27/2020	206161	198	DITCH WITCH EQUIPMEN	REPAIR & MAINT- WATER	319855	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	62.47	62.47
Total 319855:											
02/20	02/27/2020	206162	219	ED STAUB & SONS PETR	93.50 GAL PROPANE-GC	1821892	1	7530-451-52-46	PROPANE	152.42	152.42
Total 1821892:											
02/20	02/27/2020	206163	241	FEATHER PUBLISHING C	PUBLIC HEARING- BUILDING	7909	1	1000-424-20-45	PRINTING AND BINDING	121.20	121.20
Total 7909:											
02/20	02/27/2020	206163	241	FEATHER PUBLISHING C	ADVERTISEMENT	7911	1	1000-417-10-45	ADVERTISING	104.00	104.00
Total 7911:											
02/20	02/27/2020	206164	257	FOREST OFFICE EQUIPM	MAINT.CONTRACT FOLD MACHI	SV000275	1	7110-430-42-44	REPAIR AND MAINTENANCE-MI	43.89	43.89
02/20	02/27/2020	206164	257	FOREST OFFICE EQUIPM	MAINT.CONTRACT FOLD MACHI	SV000275	2	7401-430-62-44	REPAIR AND MAINTENANCE-MI	43.89	43.89
Total SV000275:											
02/20	02/27/2020	206164	257	FOREST OFFICE EQUIPM	KYOCERA COPIER -PW	SV000380	1	7620-430-10-43	TECHNICAL SVCS	214.63	214.63
Total SV000380:											
02/20	02/27/2020	206165	265	FRONTIER	257-0315 AWOS AIRPORT	0315 021520	1	7201-430-81-45	COMMUNICATIONS	50.97	50.97

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Total 0315 021520:											
02/20	02/27/2020	206165	265	FRONTIER	257-1000 DSL SERVICE	1000 020520	1	1000-417-10-45	COMMUNICATIONS	50.97	50.97
02/20	02/27/2020	206165	265	FRONTIER	257-1000 GAS - DEBIT MACHIN	1000 020520	2	7401-430-62-45	COMMUNICATIONS	145.00	145.00
02/20	02/27/2020	206165	265	FRONTIER	257-1000 WATER - DEBIT MACH	1000 020520	3	7110-430-42-45	COMMUNICATIONS	24.15	24.15
02/20	02/27/2020	206165	265	FRONTIER	257-1000 ADMIN FAX	1000 020520	4	1000-413-20-45	COMMUNICATIONS	24.15	24.15
02/20	02/27/2020	206165	265	FRONTIER	257-1000 CITY CLERK FAX	1000 020520	5	1000-411-40-45	COMMUNICATIONS	1.10	1.10
02/20	02/27/2020	206165	265	FRONTIER	257-1000 ADMIN	1000 020520	6	1000-413-20-45	COMMUNICATIONS	1.10	1.10
02/20	02/27/2020	206165	265	FRONTIER	257-1000 CITY CLERK	1000 020520	7	1000-411-40-45	COMMUNICATIONS	4.34	4.34
02/20	02/27/2020	206165	265	FRONTIER	257-1000 FINANCE	1000 020520	8	1000-415-10-45	COMMUNICATIONS	3.26	3.26
02/20	02/27/2020	206165	265	FRONTIER	257-1000 COMM DEVELOPMEN	1000 020520	9	1000-419-10-45	COMMUNICATIONS	3.26	3.26
02/20	02/27/2020	206165	265	FRONTIER	257-1000 CITY HALL	1000 020520	10	1000-417-10-45	COMMUNICATIONS	261.08	261.08
Total 1000 020520:											
02/20	02/27/2020	206165	265	FRONTIER	257-1033-PARKS	1033 020520	1	1000-452-20-45	COMMUNICATIONS	470.70	470.70
Total 1033 020520:											
02/20	02/27/2020	206165	265	FRONTIER	257-1041 ADMIN-PW	1041 020520	1	7620-430-10-45	COMMUNICATIONS	250.38	250.38
Total 1041 020520:											
02/20	02/27/2020	206165	265	FRONTIER	257-1044 PRI	1044 020520	1	7620-430-10-45	COMMUNICATIONS	660.45	660.45
Total 1044 020520:											
02/20	02/27/2020	206165	265	FRONTIER	252-1182 SCADA - WATER	1182 021020	1	7110-430-42-45	COMMUNICATIONS	92.40	92.40
Total 1182 021020:											
02/20	02/27/2020	206165	265	FRONTIER	257-2520 GOLF COURSE	2520 020120	1	7530-451-52-45	COMMUNICATIONS	308.20	308.20
Total 2520 020120:											
02/20	02/27/2020	206165	265	FRONTIER	257-3292 MUSEUM	3292 021020	1	1000-451-80-45	COMMUNICATION	493.33	493.33
Total 3292 021020:											
02/20	02/27/2020	206165	265	FRONTIER						123.98	123.98

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 3292 021020:											
02/20	02/27/2020	206165	265	FRONTIER	257-4725-FAX	4725 021520	1	1000-419-10-45	COMMUNICATIONS	61.73	61.73
02/20	02/27/2020	206165	265	FRONTIER	257-4725 CITY HALL FAX	4725 021520	2	1000-417-10-45	COMMUNICATIONS	61.73	61.73
Total 4725 021520:											
02/20	02/27/2020	206165	265	FRONTIER	257-1182 NAT GAS TELEMETRY	7-1182 021020	1	7401-430-62-45	COMMUNICATIONS	43.21	43.21
Total 7-1182 021020:											
02/20	02/27/2020	206166	9854	GAFCON INC.	CADY SPRING PROJECT	37848	1	7110-430-44-44	CONSTRUCTION SERVICES	874.50	874.50
Total 37848:											
02/20	02/27/2020	206167	9909		REFUND WATER DEPOSIT	10326100009	1	7110-2228-000	DEPOSITS-CUSTOMER	62.03	62.03
Total 10326100009:											
02/20	02/27/2020	206168	335	J.W. WOOD CO INC	SUPPLIES-GAS	S114976	1	7401-430-62-46	SUPPLIES-GENERAL	21.15	21.15
Total S114976:											
02/20	02/27/2020	206168	335	J.W. WOOD CO INC	SUPPLIES-GAS	S115152	1	7401-430-62-46	SUPPLIES-GENERAL	19.68	19.68
Total S115152:											
02/20	02/27/2020	206168	335	J.W. WOOD CO INC	SUPPLIES-GAS	S115155	1	7401-430-62-46	SUPPLIES-GENERAL	7.86	7.86
Total S115155:											
02/20	02/27/2020	206168	335	J.W. WOOD CO INC	SUPPLIES- PARKS	S115211	1	1000-452-20-44	FACILITY - REPAIR & MAINTENA	5.19	5.19
Total S115211:											
02/20	02/27/2020	206169	1350	JONES & MAYER	PROFESSIONAL SERVICES	96061	1	1000-412-10-43	PROFESSIONAL SVCS	229.50	229.50

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Total 96061:											
02/20	02/27/2020	206170	391	LASSEN CO CHAMBER O	2020 DUES STRUCTURE	022620	1	1000-417-10-48	TAXES, FEES, PERMITS & CHA	125.00	125.00
02/20	02/27/2020	206170	391	LASSEN CO CHAMBER O	2020 DUES STRUCTURE	022620	2	1000-1430-105	PREPAID - OTHER	125.00	125.00
Total 022620:											
02/20	02/27/2020	206171	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	345638	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	9.63	9.63
Total 345638:											
02/20	02/27/2020	206171	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	345649	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	3.69	3.69
02/20	02/27/2020	206171	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	345649	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	3.70	3.70
02/20	02/27/2020	206171	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	345649	3	7110-430-42-44	REPAIR AND MAINTENANCE-VE	3.70	3.70
Total 345649:											
02/20	02/27/2020	206171	411	LASSEN MOTOR PARTS	SUPPLIES- STREETS	345751	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	7.15	7.15
02/20	02/27/2020	206171	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	345751	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	7.14	7.14
02/20	02/27/2020	206171	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	345751	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	7.15	7.15
Total 345751:											
02/20	02/27/2020	206171	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	345756	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	173.72	173.72
Total 345756:											
02/20	02/27/2020	206171	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	345898	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	52.66	52.66
Total 345898:											
02/20	02/27/2020	206171	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	345911	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	14.59	14.59
Total 345911:											
02/20	02/27/2020	206171	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	345951	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	33.88	33.88

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 345951:											
02/20	02/27/2020	206171	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	346478	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	36.25	36.25
Total 346478:											
02/20	02/27/2020	206172	412	LASSEN REGIONAL SOLI	DUMP FEES-PARKS	135447	1	1000-452-20-44	DISPOSAL	11.48	11.48
Total 135447:											
02/20	02/27/2020	206172	412	LASSEN REGIONAL SOLI	DUMP FEES-PARKS	135628	1	1000-452-20-44	DISPOSAL	7.65	7.65
Total 135628:											
02/20	02/27/2020	206173	9793	LEA AID ACQUISITION C	DOJ GRANT	1108634	1	1009-421-11-47	MACHINERY AND EQUIPMENT	6,040.00	6,040.00
Total 1108634:											
02/20	02/27/2020	206174	437	LMUD	JOHNSTONVILLE RD SPRINKLE	10262 021020	1	1000-452-20-46	ELECTRICITY	32.82	32.82
Total 10262 021020:											
02/20	02/27/2020	206174	437	LMUD	STREET LIGHTS	14039 021020	1	2007-431-60-46	ELECTRICITY	193.33	193.33
Total 14039 021020:											
02/20	02/27/2020	206174	437	LMUD	STREET LIGHTS	14041 021020	1	2007-431-60-46	ELECTRICITY	3,607.80	3,607.80
Total 14041 021020:											
02/20	02/27/2020	206174	437	LMUD	S GAY ST-STREETS	24323 021020	1	2007-431-60-46	ELECTRICITY	47.24	47.24
Total 24323 021020:											
02/20	02/27/2020	206174	437	LMUD	66 N LASSEN ST	2466 021020	1	1000-417-10-46	ELECTRICITY	766.35	766.35
Total 2466 021020:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
02/20	02/27/2020	206174	437	LMUD	N WEATHERLOW ST-TENNIS S	24661 021020	1	1000-452-20-46	ELECTRICITY	25.00	25.00
Total 24661 021020:											
02/20	02/27/2020	206174	437	LMUD	STREET LIGHTS	2467 021020	1	2007-431-60-46	ELECTRICITY	1,615.54	1,615.54
Total 2467 021020:											
02/20	02/27/2020	206174	437	LMUD	65 N WEATHERLOW ST-PARK O	2865 021020	1	1000-452-20-46	ELECTRICITY	50.25	50.25
Total 2865 021020:											
02/20	02/27/2020	206174	437	LMUD	65 N WEATHERLOW ST-MUSEU	2866 021020	1	1000-451-80-46	ELECTRICITY	26.50	26.50
Total 2866 021020:											
02/20	02/27/2020	206174	437	LMUD	65 N WEATHERLOW ST-COMM	2867 021020	1	1000-452-20-46	ELECTRICITY	54.31	54.31
Total 2867 021020:											
02/20	02/27/2020	206174	437	LMUD	N WEATHERLOW ST-TENNIS C	2870 021020	1	1000-452-20-46	ELECTRICITY	25.15	25.15
Total 2870 021020:											
02/20	02/27/2020	206174	437	LMUD	NORTH ST BALL PARK-MEM FIE	2873 021020	1	1000-452-20-46	ELECTRICITY	31.61	31.61
Total 2873 021020:											
02/20	02/27/2020	206174	437	LMUD	SKYLINE DR WELL 4-WATER	29931 021020	1	7110-430-42-46	ELECTRICITY	41.98	41.98
Total 29931 021020:											
02/20	02/27/2020	206174	437	LMUD	HARRIS DR & HWY 36-WATER	30658 021020	1	7110-430-42-46	ELECTRICITY	337.62	337.62
Total 30658 021020:											
02/20	02/27/2020	206174	437	LMUD	472-105 JOHNSTONVILLE WATE	350161 021020	1	7112-430-42-46	ELECTRICITY	207.46	207.46

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Total 350161 021020:											
02/20	02/27/2020	206174	437	LMUD	SAN FRANCISCO ST- STREETS	416835 021020	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416835 021020:											
02/20	02/27/2020	206174	437	LMUD	FIRST STREET & ALLEY STREE	416848 021020	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416848 021020:											
02/20	02/27/2020	206174	437	LMUD	LONG ALLEY & LOVELL ALLEY-	416860 021020	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416860 021020:											
02/20	02/27/2020	206174	437	LMUD	INSPIRATION POINT- STREETS	416915 021020	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416915 021020:											
02/20	02/27/2020	206174	437	LMUD	CAMPBELL ST	416940 021020	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416940 021020:											
02/20	02/27/2020	206174	437	LMUD	WASHO LN- STREETS	416959 021020	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416959 021020:											
02/20	02/27/2020	206174	437	LMUD	130 N LASSEN STREET- STREE	416962 021020	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416962 021020:											
02/20	02/27/2020	206174	437	LMUD	MARTHA & ARNOLD STREET LI	421476 021020	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 421476 021020:											
02/20	02/27/2020	206174	437	LMUD	130 N PINE ST- STREETS	425450 021020	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 425450 021020:											

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02/20	02/27/2020	206174	437	LMUD	UPTOWN DECOR LIGHTS-STRE	43511 021020	1	2007-431-60-46	ELECTRICITY	219.89	219.89
Total 43511 021020:											
02/20	02/27/2020	206174	437	LMUD	115 N WEATHERLOW ST-MUSE	43866 021020	1	1000-451-80-46	ELECTRICITY	56.86	56.86
Total 43866 021020:											
02/20	02/27/2020	206174	437	LMUD	N PINE & COOK - SCADA-WATE	44153 021020	1	7110-430-42-46	ELECTRICITY	31.31	31.31
Total 44153 021020:											
02/20	02/27/2020	206174	437	LMUD	GLENN & CHERRY TR - SCADA-	44298 021020	1	7110-430-42-46	ELECTRICITY	31.91	31.91
Total 44298 021020:											
02/20	02/27/2020	206174	437	LMUD	PAIUTE LN SCADA-WATER	44316 021020	1	7110-430-42-46	ELECTRICITY	31.61	31.61
Total 44316 021020:											
02/20	02/27/2020	206174	437	LMUD	BAGWELL SPRINGS - SCADA-W	45542 021020	1	7110-430-42-46	ELECTRICITY	58.07	58.07
Total 45542 021020:											
02/20	02/27/2020	206174	437	LMUD	WELL #3-WATER	4559 021020	1	7110-430-42-46	ELECTRICITY	565.49	565.49
Total 4559 021020:											
02/20	02/27/2020	206174	437	LMUD	QUARRY ST LIGHTS-STREETS	49500 021020	1	2007-431-60-46	ELECTRICITY	60.05	60.05
Total 49500 021020:											
02/20	02/27/2020	206174	437	LMUD	MAIN & FOSS SIGNAL LIGHT-ST	49501 021020	1	2007-431-60-46	ELECTRICITY	165.05	165.05
Total 49501 021020:											
02/20	02/27/2020	206174	437	LMUD	606 1/2 NEVADA ST	58211 021020	1	1000-417-10-46	ELECTRICITY	25.00	25.00

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Total 58211 021020:											
02/20	02/27/2020	206174	437	LMUD	NORTH ST PARK LIGHTS-MEM	9283 021020	1	1000-452-20-46	ELECTRICITY	25.00	25.00
Total 9283 021020:											
02/20	02/27/2020	206174	437	LMUD	MAIN & PINE ST	94811 021020	1	1000-452-20-46	ELECTRICITY	43.04	43.04
Total 94811 021020:											
02/20	02/27/2020	206175	467	METER VALVE & CONTR	PURCHASE GAS METERS	17296	1	7401-430-63-47	MACHINERY & EQUIPMENT	6,952.71	6,952.71
Total 17296:											
02/20	02/27/2020	206175	467	METER VALVE & CONTR	PURCHASE GAS METERS	17296	1	7401-430-63-47	MACHINERY & EQUIPMENT	132.50	132.50
Total 17296.:											
02/20	02/27/2020	206176	9908		REFUND GAS DEPOSIT	10203174206	1	7401-2228-000	DEPOSITS-CUSTOMER	33.24	33.24
Total 10203174206:											
02/20	02/27/2020	206177	824	OFFICE DEPOT, INC	OFFICE SUPPLIES	441851029001	1	1000-419-10-46	SUPPLIES-GENERAL	19.29	19.29
Total 441851029001:											
02/20	02/27/2020	206177	824	OFFICE DEPOT, INC	OFFICE SUPPLIES	441853264001	1	1000-417-10-46	SUPPLIES-GENERAL	25.73	25.73
Total 441853264001:											
02/20	02/27/2020	206177	824	OFFICE DEPOT, INC	OFFICE SUPPLIES	443527694001	1	1000-417-10-46	SUPPLIES-GENERAL	8.77	8.77
Total 443527694001:											
02/20	02/27/2020	206178	546	PAYLESS BUILDING SUP	SUPPLIES-PARKS	2511604	1	1000-452-20-46	SUPPLIES-GENERAL	33.62	33.62
Total 2511604:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
02/20	02/27/2020	206179	9907		REFUND GAS DEPOSIT	101.2065.04.26	1	7401-2228-000	DEPOSITS-CUSTOMER	112.94	112.94
Total 101.2065.04.26:											
02/20	02/27/2020	206180	1040	R & R PRODUCTS INC	SUPPLIES- GC	CD2413383	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	109.75	109.75
Total CD2413383:											
02/20	02/27/2020	206180	1040	R & R PRODUCTS INC	SUPPLIES- GC	CD2415155	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	751.82	751.82
Total CD2415155:											
02/20	02/27/2020	206181	1561	RAPID CONSTRUCTION I	2019 CADY SPRINGS PUMP STA	2/20/20	2	8406-413-22-44	CONSTRUCTION SERVICES	83,427.53	83,427.53
Total 2/20/20:											
02/20	02/27/2020	206181	1561	RAPID CONSTRUCTION I	5% RETENTION	2/20/20.	1	8406-2206-000	RETENTION PAYABLE	4,171.38-	4,171.38-
Total 2/20/20.:											
02/20	02/27/2020	206182	582	RAY MORGAN CO INC	BASE RATE CHARGE	2858273	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	525.76	525.76
Total 2858273:											
02/20	02/27/2020	206182	582	RAY MORGAN CO INC	DOWN & UPSTAIRS COPIER	2858274	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	437.78	437.78
02/20	02/27/2020	206182	582	RAY MORGAN CO INC	COPIER-PD	2858274	2	1009-421-10-44	RENT & LEASES EQUIP & VEHI	222.05	222.05
Total 2858274:											
02/20	02/27/2020	206183	9855	SHAW ENGINEERING, LT	PROFESSIONAL ENGINEERING	181572	1	7110-430-44-44	CONSTRUCTION SERVICES	2,062.50	2,062.50
Total 181572:											
02/20	02/27/2020	206184	1076	SIERRA COFFEE AND BE	BOTTLED WATER-CITY HALL	70649	1	1000-415-10-46	SUPPLIES-GENERAL	28.70	28.70
Total 70649:											
02/20	02/27/2020	206185	689	SWRCB	WATER FEES- WATER	2/18/20	1	7112-430-42-48	TAXES FEES PERMITS & CHAR	502.00	502.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 2/18/20:											
02/20	02/27/2020	206186	9480	TAMCO CAPITAL CORPO	COMMUNICATIONS-PW	5009224962	1	7620-430-10-45	COMMUNICATIONS	469.76	469.76
Total 5009224962:											
02/20	02/27/2020	206187	9717	TIAA COMMERCIAL FINA	RENT & LEASE EQUIPMENT	6958547	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	342.15	342.15
Total 6958547:											
02/20	02/27/2020	206188	712	TNS TRUCKING CO	SUPPLIES	4009	1	2007-431-20-46	SUPPLIES-GENERAL	351.12	351.12
Total 4009:											
02/20	02/27/2020	206189	9544	TONY'S CLEANING SERV	JANITORIAL SERVICE	563	1	1009-421-10-44	CUSTODIAL	600.00	600.00
Total 563:											
02/20	02/27/2020	206190	770	WESTERN NEVADA SUP	SUPPLIES	67918286	1	7110-430-42-46	SUPPLIES-GENERAL	971.42	971.42
Total 67918286:											
02/20	02/27/2020	206190	770	WESTERN NEVADA SUP	SUPPLIES	67929361	1	7110-430-42-46	SUPPLIES-GENERAL	65.28	65.28
Total 67929361:											
02/20	02/27/2020	206190	770	WESTERN NEVADA SUP	SUPPLIES	68146902-1	1	7401-430-62-46	SUPPLIES-GENERAL	31.46	31.46
Total 68146902-1:											
02/20	02/27/2020	206190	770	WESTERN NEVADA SUP	SUPPLIES	68154192	1	7401-430-62-46	SUPPLIES-GENERAL	92.10	92.10
Total 68154192:											
02/20	02/27/2020	206190	770	WESTERN NEVADA SUP	SUPPLIES	68186893	1	7110-430-42-46	SUPPLIES-GENERAL	573.05	573.05
Total 68186893:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
02/20	02/27/2020	206190	770	WESTERN NEVADA SUP	SUPPLIES	68195448	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	9.74	9.74
Total 68195448:											
02/20	02/27/2020	206190	770	WESTERN NEVADA SUP	SUPPLIES	68200131	1	7401-430-62-46	SUPPLIES-GENERAL	72.38	72.38
Total 68200131:											
02/20	02/27/2020	206191	1198	WESTWOOD SANITATIO	PORTABLE TOILET - MEMORIAL	A-59787	1	1000-452-21-46	SUPPLIES-GENERAL	330.47	330.47
Total A-59787:											
02/20	02/27/2020	206192	1539	WIN-911 SOFTWARE	DUES & MEMBERSHIP	204XT260-2020122	1	7620-430-10-48	DUES AND MEMBERSHIPS	495.00	495.00
Total 204XT260-2020122:											
Grand Totals:										118,812.93	118,812.93

Report Criteria:

Report type: GL detail

Check Voided = False

Report Criteria:

Report type: GL detail
 Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
02/20	02/28/2020	206193	728	U S POSTMASTER	UB BILLING GAS	022820	1	7401-430-62-46	POSTAGE	275.89	275.89
02/20	02/28/2020	206193	728	U S POSTMASTER	UB BILLING WATER	022820	2	7110-430-42-46	POSTAGE	535.56	535.56
Total 022820:										811.45	811.45
Grand Totals:										811.45	811.45

Report Criteria:

Report type: GL detail
 Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/20	03/05/2020	206194	1356		TR EX REDDING 2/24/20-2/27/2	2/28/20	1	7620-430-10-45	TRAVEL	231.00	231.00
Total 2/28/20:											
03/20	03/05/2020	206195	7432		refund gas deposit	2/28/20	1	7401-2228-000	DEPOSITS-CUSTOMER	97.44	97.44
Total 2/26/20:											
03/20	03/05/2020	206196	9255		TR EX REDDING 3/10/20	2/28/20	1	7110-430-42-45	TRAVEL	137.50	137.50
Total 2/28/20:											
Grand Totals:										465.94	465.94

AGENDA ITEM NO. 9B

Reviewed by:  City Administrator
Finance

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Deborah Savage, Finance Manager

Action Date: March 18, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution No. 20-5752 - Adopting the City of Susanville 2019-2020 Mid-year Budget And Revised Budget Policies

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Each year, the City adopts a budget in June that sets the appropriations for the coming fiscal year. Revenues are based on projections that are received from Lassen County and the State of California and expenses are projected to fund critical operations, meeting with Department Heads and the City Council and establishing the priorities for the upcoming year. The City again reviews the budget at mid-year and adjusts these projections based on more up-to-date revenue allocations from the County and State, and any expense changes that were not predicted or occurred during the first six months.

This mid-year budget reflects current projections for Property Tax In-Lieu of VLF, decreasing projected sales tax revenue and increases to various revenue accounts. Attached for review are the changes to the budget from the original budget adoption on June 19, 2019. Also attached are the budget policies that were adopted by Resolution No. 19-5621. Staff is requesting that reference to the out of area fire accounts be removed from the policy, allowing these revenues to remain in the fire departments budget.

FISCAL IMPACT: General Fund expenditures budget of \$5,879,547, all other funds budget \$20,651,420 for a total City budget of \$26,530,967.

ACTION REQUESTED: Motion to approve Resolution No. 20-5752 Adopting the City of Susanville 2019-2020 Mid-year Budget.

ATTACHMENTS: Resolution No. 20-5752
Exhibit "A"
Mid-Year Budget Summary
City of Susanville Budget Process and Policies

RESOLUTION NO. 20-5752
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AMENDING THE FISCAL YEAR 2019-2020 CITY OF SUSANVILLE BUDGET AND
ADOPTING UPDATED BUDGET POLICIES

WHEREAS, the City Council of the City of Susanville has formally adopted the budget process and policies for the City; and

WHEREAS, the City Council of the City of Susanville has set forth in these policies that the budget will be reviewed at Mid-year or more frequently; and

WHEREAS, the City Council has received, reviewed and approved the proposed FY 2019-2020 Mid-year changes and reviewed and approved changes to these budget policies;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby adopts the Fiscal Year 2019-2020 Mid-year budget and Updated Budget Policies as set forth in Exhibit A, attached hereto and made a part hereof.

APPROVED: _____
Kevin Stafford, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 20-5752 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 18th day of March 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

EXHIBIT A

FY 2019-20 Mid-Year Budget

S:\Finance\2016-17 Budget\Exhibit A

3/10/2020 15:32

Fund #	Fund Title	<i>Audited 6/30/19 Fund Balance</i>	Adopted Budget Revenues	Adopted Budget Expenses	Projected Rev. Over (Under) Exp
1000	GF- General Fund Operations	1,934,824	5,765,400	5,879,547	(114,147)
1001-1008	GF-General Fund Restricted	1,879,589	114,860	610,089	(495,229)
1009	GF-Public Safety Police		2,991,837	3,410,994	(419,157)
1010	GF-Public Safety Fire	0	1,780,894	1,904,705	(123,811)
2002	State COPS	80,821	119,000	119,000	0
2005	Road Maintenance and Rehab Acct	440,359	305,052	297,052	8,000
2006	Snow	17,463	37,682	30,396	7,286
2007	Streets	(101,387)	3,209,020	3,161,836	47,184
2008	DOJ Tobacco Grant	(44,774)	182,786	182,786	0
2010	Street Mitigation	52,986	10,100	0	10,100
2011	Police Mitigation	49,927	16,400	38,663	(22,263)
2012	Fire Mitigation	114,337	13,100	0	13,100
2013	Park Dedication	157,545	3,600	155,070	(151,470)
2016	CDBG Revolving	864,971	500	10,424	(9,924)
2018	Home Revolving	754,638	5,800	10,000	(4,200)
2030	Traffic Safety Fund	57,198	10,158	0	10,158
2035	Traffic Signals Fund	83,033	500	0	500
2037	Skyline Bike Lane	9,476	100	0	100
2040	Riverside Park Rehab Project - CDBG	292,460	475,424	757,459	(282,035)
3015	City Hall Parking Lot Project	13,848	0	13,846	(13,846)
4003	City Hall Debt Service	52,245	137,981	137,981	0
4004	Calpers Refunding Loan	259,230	476,879	476,879	0
4005	Community Pool Debt Service	1,675	100,686	100,686	0
711X	Water Funds	4,267,499	3,193,582	3,121,472	72,110
7201	Airport	2,051,035	151,180	293,682	(142,502)
7301	Geothermal	565,445	96,500	146,644	(50,144)
7401	Natural Gas	1,267,259	4,805,839	4,023,246	782,593
7530	Golf Course	2,367,796	315,950	315,950	0
7620	PW Admin/Engineering	82,543	200,537	615,175	(414,638)
7630	Risk Management	460,602	709,385	717,385	(8,000)
TOTALS		18,032,643	25,230,732	26,530,967	(1,300,235)

GENERAL FUND 1000

General Fund

	Beginning Budget	Revenues	Expenses
2nd Year Buxton contract		6,324	25,000
Resolution 19-5735 SCORE Flooring Grant			6,324
Decrease custodial			-7,050
Decrease dues and memberships			-2,200
Increase civic promotions for HUSA			8,984
Increase property tax in-lieu of vehicle license fees		33,061	
Increase property tax		14,000	
Decrease home owners property tax relief (HOPTR)		-5,000	
Decrease sales tax		-50,000	
Decrease public safety sales tax		-2,500	
Decrease franchise taxes		-4,100	
Increase transient occupancy taxes		14,000	
Increase vehicle license fees		4,704	
Decrease timber tax		-2,000	
Increase business licenses		5,000	
Increase building permits		20,000	
Increase various small revenues		10,806	
Decrease contract services LCAPCD		-19,304	
Decrease health insurance administration and council			-15,452
	Ending Budget	-114,147	

FEMA Fund 1003

	Revenues	Expenses
Beginning Budget	0	
Ending Budget	313,030	
Load carry over project budgets	-313,030	

General Fund Reserve Fund 1005

	Beginning Budget	Revenues	Expenses
Increase interest revenue		20,000	
	Ending Budget	22,000	

Police Facility and Equipment Reserve Fund 1006

	Beginning Budget	Revenues	Expenses
Resolution 19-5671 Police Vehicle Purchases		69,000	69,000
Resolution 19-5685 Police Vehicle Purchase			27,000
Resolution 19-5736 Police Vehicle Equipment			9,600
Increase interest revenue		1,100	
	Ending Budget	-35,400	

Fire Facility and Equipment Reserve Fund 1007

	Beginning Budget	Revenues	Expenses
Resolution 19-5692 Fire reserve fund purchases		100	69,500
Increase interest revenue		2,400	

Ending Budget -67,000

Admin Facility and Equipment Reserve Fund 1008

	Revenues	Expenses
Beginning Budget	100	36,729
Resolution 19-5676 Server upgrade	20,000	85,230
Resolution 19-5737 City Hall roofing project		
Ending Budget	-101,859	

Public Safety Police 1009
Beginning Deficit Budget

	Revenues	Expenses
Beginning Budget	-287,869	
Resolution 19-5693 OCEDEFT Grant	36,310	36,310
Resolution 19-5694 Purchase of RIMS system		138,443
Resolution 19-5726 Youth Services Officer	40,670	40,670
River clean up budget donation		-1,255
Decrease custodial services		-5,900
Ending Budget	-419,157	

Public Safety Fire 1010
Beginning Deficit Budget

	Revenues	Expenses
Beginning Budget	-126,298	
Resolution 19-5689 Federal OTS Fire Grant	105,000	105,000
Resolution 19-5690 VFA Fire Grant	6,181	6,181
Resolution 19-5741 CalOES Grant Amendment	190,000	190,000
River clean-up budget donation		-2,487
Ending Budget	-123,811	

Snow Removal Fund 2006

	Revenues	Expenses
Beginning Budget	0	
Increase revenue for updated State Controller report	7,286	
Ending Budget	7,286	

Streets Fund 2007

	Revenues	Expenses
Beginning Budget	0	
Load carry over Stip SC4 budget	961,697	953,152
Load carry over Stip SC5 budget	962,439	953,534
Load carry over Stip FC budget	43,918	14,184
Load carry over Stip FD budget	116,417	116,417
Resolution 19-5672 Southeast Gateway Project	179,804	179,804
Ending Budget	47,184	

Tobacco Grant 2008

	Revenues	Expenses
Beginning Budget	0	

Increase for 2019/20 portion of three year grant

182,786 182,786

Ending Budget 0

Police Mitigation Fund 2011

	Revenues	Expenses
Beginning Budget	13,400	27,663
Resolution 19-5622 Police Vehicle Purchases		4,000
Resolution 19-5736 Police Vehicle Equipment		7,000
Resolution 19-5622 Police Vehicle Purchases		
Increase revenue for sale of capital asset	3,000	
Ending Budget	-22,263	

Park Dedication Fund 2013

	Revenues	Expenses
Beginning Budget	500	155,070
Load Carry Over Skyline Park Project		
Increase impact fees	1,100	
Increase interest revenue	2,000	
Ending Budget	-151,470	

CDBG Revolving Loan Fund 2016

	Revenues	Expenses
Beginning Budget	500	
Increase transfers out to Riverside Park Rehab Fund 2040		10,424
Ending Budget	-9,924	

HOME Revolving Loan Fund 2018

	Revenues	Expenses
Beginning Budget	-9,500	
Increase interest revenue	5,300	
Ending Budget	-4,200	

CDBG Riverside Park Rehab Project 2040

	Revenues	Expenses
Beginning Budget	0	
Load Carry Over Project Budget	450,000	757,459
Increase transfer in from CDBG Fund 2016	10,424	
Increase revenue for LMUD Rebate Grant	15,000	
Ending Budget	-282,035	

Water 711X

	Revenues	Expenses
Beginning Budget	351,080	
Resolution 19-5702 Water Main Project		
Load carry over water main project budget	1,223,815	1,223,815
Increase interest revenue		595,145
Increase revenue for sale of capital asset	29,309	
Decrease principal and interest for refinancing	2,057	
Ending Budget	72,110	-284,809

NATURAL GAS 7401

	Revenues	Expenses
Beginning Budget	0	

Decrease principal and interest for refinancing -782,593

782,593

Ending Budget

Airport 720X

	Revenues	Expenses
Beginning Budget	-140,442	
Resolution 19-5678 Airport maintenance	5,000	5,000
Resolution 19-5744 Airport fencing project	20,000	20,000
Decrease hangar leases	-2,060	
Increase for emergency repair of City owned hangar	7,120	7,120
Ending Budget	-142,502	

RISK MANAGEMENT 7630

	Revenues	Expenses
Beginning Budget	0	8,000
Resolution 19-5678 Airport maintenance and claim		
Ending Budget		-8,000

CITY OF SUSANVILLE
BUDGET PROCESS AND POLICIES
Amending Prior Policies Adopted By Resolution 19-5621

Budget Process

The budget process begins with the development of the budget calendar which provides those involved with a time frame for planning and preparing their budgets. There are two major components to the budget process: one is to forecast revenues and one is to project expenditures. The Finance Manager prepares the revenue forecast and the Department Heads, with Council direction in mind, prepare their expenditure requests. After all this information is compiled into one document, the City Administrator and the Finance Manager meet with all the Department Heads to discuss issues and needs to be addressed by the budget. After the City Administrator has made his final review and approval, the Finance Manager presents the projected budget to the City Council. This is done in a workshop format where the public is involved and further comments and recommendations are received from the Council and the public.

Upon completion of the hearings, and after all recommendations have been made, Council revises the Budget and then adopts it with a formal resolution. The Council also adopts by resolution the City's appropriations limit in conformance with California Constitution Article XIIB.

Budget Amendment Process

The adopted budget can be amended at any regular Council Meeting.

During the course of the fiscal year, there may be occasion when the budget will need additional funds for a specific department or for a project (grant projects, etc.) that was unforeseen when the budget was prepared. The City Administrator must submit a request for a budget amendment to the City Council before the Finance Division can amend the budget and authorize additional expenditures.

In addition to specific departmental requested changes, the City Administrator and the Finance Manager normally review the budget at mid-year and ask Council to approve a revised mid-year budget. After review by the City Council, the amended budget is adopted in its entirety by resolution.

Even though only the City Council can adopt a budget and increase total appropriations, Department Heads are given some discretion to move budget amounts among line items, as long as the changes do not increase the total budget approved for a specific fund. Department Heads send in writing their budget changes to the Finance Manager for approval. These budget changes will only be allowed for certain operating expenses but not for salaries, benefits and other fixed expenses. If necessary, the City Administrator is also given the discretion to move budget between departments within the General Fund.

Current Budget Policies

- Adopt a balanced budget by June 30 of each year.
- Approve operating expenditures not to exceed operating revenues.
- Approve and adopt the budget at the fund level.
- Review all fees and charges annually.
- Whenever possible, fees and charges are set for each utility at a level that fully support direct and indirect costs.
- All active funds, with the exception of agency funds (LAFCO, LCAPCD, etc.) are included in the budget due to the pooled cash system.
- Fund balances, in excess of the reserve requirement, may be used as a source of funds for non-recurring expenditures (one-time).
- Provide adequate maintenance and replacement to equipment and buildings.
- Mid-year or more frequent reviews shall be done to take action to bring the budget into balance if adjustments are need in the course of a fiscal period.
- Create and maintain reserves for all major funds (Natural Gas, Water, General Fund, etc.)
- The City will strive to maintain General Fund reserve equal to twenty percent (20%) of annual operating revenues.
- A cash amount equivalent to the reserve will be kept in a separate fund and the fund balance will be restricted. Use of this reserve will require City Council approval.
- Phase 1 – Each budget year the City will use 50% of the prior year audited actual General Fund surplus (when a surplus is available) towards funding the General Fund Reserve equal to 20% of General Fund annual operating revenue. 30% of net departmental savings (excluding payroll) for the Administrative Services, Police and Fire departments will be deposited into their respective facility and equipment funds to accrue year over year. The remaining surplus (when available) will remain in the General Fund Fund Balance.
- Phase 2 – Upon fully funding the General Fund Reserve Account, 50% of the net departmental savings (excluding payroll) for the Administrative Services, Police and Fire departments will be deposited into their respective facility and equipment funds to accrue year over year. 30% of the audited actual General Fund surplus (when available) will be used to pay down short and long term General Fund debt approved by the City Council and the remaining surplus (when available) will remain in the General Fund Fund Balance.
- Phase 3 – Upon repayment of all short and long term General Fund debt, 70% of net departmental savings (excluding payroll) for the Administrative Services, Police and Fire departments will be deposited into their respective facility and equipment funds to accrue year after year, and the remaining audited actual surplus (when a surplus is available) will remain in General Fund Fund Balance.
- At fiscal year-end, a review of the enterprise funds (Golf Course and Airport) will be performed and a budget amendment brought to the City Council to authorize a transfer of cash from the General Fund to remove any negative cash balances before the year is closed out.
- ~~At fiscal year end, a reconciliation of the out of area fires division will be performed to ensure that all expected revenues and expenses have been processed and any surplus revenues remaining after all expenses are paid, will be divided equally and transferred to the facility and equipment reserve funds for Administrative Services, Police and Fire.~~

Amended 3/18/2020

- Maintain fiscal solvency (address cash flow concerns).
- City Administrator has discretion to move budget between departments within the General Fund.
- Department Heads may move budget among line items within a specific fund/department (with some restrictions).
- **A 4/5 vote of the City Council is required to bypass or amend any of the budget policies.**

Capital Improvement Budget

The capital improvement budget is approved and adopted at the beginning of a project for the length of the project and not for the fiscal year. Projects may have one or more funding sources. The Finance Manager will carry forward the budget available (original adopted budget less expenditures for the year) year after year, until the project is completed. It is not necessary to resubmit the budget request each fiscal year to the City Council because the project (resources and uses) has already been approved in its entirety. However, if there is a need for change orders (i.e. expenditure budget increase), departments must submit a request for a budget increase to the City Administrator who will prepare a budget amendment for City Council approval before the change orders are issued and commitments are made with vendors and contractors with the exception for projects where the City Administrator or Department Head has been given signing authority for change orders not to exceed an amount that will not require a budget increase. Department employees are also required to follow purchasing procedures established for the City. Under these procedures, the City requires that contracts with vendors be reviewed and approved by the City Attorney and signed by the Mayor (Government Code Section 40602). Ongoing maintenance or replacements of capital equipment are considered operating items (not capital improvements).

Primary Responsibilities

- City Council is responsible for approving and adopting an operating and capital improvements budget at the Fund Level.
- Department Heads or their designees are responsible for approving expenditures within their respective fund allocations.
- The Finance Division is responsible for collecting revenues and making payments for expenditures according to the adopted budget. Neither Finance nor the Department Heads are permitted to overspend their allocated budgets at the fund level.
- Finance staff monitors and controls expenditures through the use of the computerized accounting system.
- Departments have the responsibility for ascertaining the sufficiency of funds prior to making a purchase or entering into a contract or agreement.
- All contracts must be reviewed and approved by the City Attorney prior to execution.
- All contracts must be signed by the Mayor (Government Code Section 40602).
- Contracts cannot be signed until they are approved by the City Council.

AGENDA ITEM NO. 9C

Reviewed by  City Administrator

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Rebecca Sanchez, Administrative Assistant

Action Date: March 18, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Consider **Resolution No. 20-5753**, approving cooperative agreement for Federal Excess Personal Property (FEPP) Program.

PRESENTED BY: James M. Moore, Fire Chief

SUMMARY: The City Council approved Cooperative Agreement #992244 with the State of California Forestry and Fire Protection for the Federal Excess Personal Property Program to be used by the Susanville Fire Department. The five-year agreement was approved in 2013, and CalFire has requested that the City update the agreement. All other terms and conditions of the agreement remain the same.

FISCAL IMPACT: None

ACTION

REQUESTED: Motion to approve Resolution No. 20-5753, authorizing Fire Chief to sign Cooperative Agreement with CalFire for the loan of Federal Excess Personal Property (FEPP) Program.

ATTACHMENTS: Resolution No. 20-5753
Cooperative Agreement #992244 for the loan of Federal Excess Personal Property

RESOLUTION NO. 20-5753
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING COOPERATIVE AGREEMENT FOR FEDERAL EXCESS
PERSONAL PROPERTY (FEPP) PROGRAM

WHEREAS, there is a need for Federal Excess Personal Property to help fight wild land, rural, structure or other fires in the City of Susanville; and

WHEREAS, James Moore is the Fire Chief of the City of Susanville.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville accepts Cooperative Agreement #992244 between the State of California Department of Forestry and Fire Protection and City of Susanville Fire Department for the loan of Federal Excess Personal Property, and, authorizes Fire Chief Moore to sign said agreement on behalf of the City of Susanville.

APPROVED: _____
Kevin Stafford, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 20-5753 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 18TH day of March, 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

STATE OF CALIFORNIA
THE NATURAL RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)

COOPERATIVE AGREEMENT FOR THE
USDA FOREST SERVICE
FEDERAL EXCESS PERSONAL PROPERTY (FEPP) PROGRAM
Under the United States Forest Service Cooperative Forestry Assistance Act (CFAA) of 1978

This agreement is entered into by and between

THE STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)

AND

SUSANVILLE CITY FIRE DEPARTMENT

This agreement made and entered into this day of , 20 , by and between the State of California acting by and through the Director of the Department of Forestry and Fire Protection (CAL FIRE), hereinafter referred to as the STATE and the Susanville City Fire Department, hereinafter referred to as the COOPERATOR, covenants as follows:

I. PURPOSE

The STATE has been approved as an agent of the United States Department of Agriculture (USDA) Forest Service for administering Federal Excess Personal Property (FEPP) as part of the Cooperative Fire Protection Program, which allows the COOPERATOR to take custody and use FEPP property for wildland and rural community fire protection services.

II. MUTUAL INTEREST OF PARTIES

Both the STATE and the COOPERATOR have a mutual interest in the prevention, protection and suppression of all wildland and rural community fires near and adjacent to the property and the people of California.

III. AUTHORITIES

The Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. § 483) and the Cooperative Forestry Assistance Act of 1978 (16 U.S.C. § 2106(c)) authorizes the FEPP Program as an element of the Cooperative Fire Protection Program (16 U.S.C. § 2106(b)). Under these authorities, the USDA Forest Service may lend FEPP property needed for wildland and rural community fire protection to the STATE and to local paid or unpaid fire departments for their use.

IV. RESPONSIBILITIES
THE COOPERATOR AGREES:

1. Primary use of FEPP property must be 90 percent for activities directly related to wildland and rural community fire protection; however, situations may occur that make this exclusive use impractical. Non-fire emergency use of FEPP property is authorized and limited to no more than 10 percent total usage. Abuse of the 10 percent non-fire use standard could result in recall of the property on loan, suspension from the program, or other sanctions.

2. FEPP property acquired by the COOPERATOR is not permitted to be rented, leased, loaned, or traded to another party; no exceptions. FEPP property is not permitted to be transferred or sold without prior approval from the STATE or the USDA Forest Service. FEPP property is for official use only; personal use of FEPP property is prohibited, violates the law, and this Cooperative agreement. Any personal use violations found, subjects the COOPERATOR to penalties and FEPP property recall as determined by the STATE and the USDA Forest Service.
3. To immediately notify the STATE of receipt of FEPP property during the acquisition process.
4. To bear the entire cost of transportation, retrofit, modification, maintenance, repairs, and operation of acquired FEPP property while in the COOPERATOR's possession.
5. The COOPERATOR must paint any FEPP rolling stock acquired directly from the USDA Forest Service that has the distinct Forest Service green color. If the FEPP property is acquired from the Department of Defense (DoD) and has military colors or markings, it must be painted. This is mandatory per the STATE and the USDA Forest Service. The painting of the FEPP vehicle must be accomplished within one (1) calendar year of the acquisition.
6. To register all FEPP rolling stock with the California Department of Motor Vehicles (DMV) within 60 days of receipt of property. Lien Holder will remain as the USDA Forest Service. This is mandatory as ownership remains with the USDA Forest Service. Registered Owner will be the COOPERATOR.
7. To obtain prior to operation of any FEPP property the minimum liability insurance in the amount required by State law to cover the operation of FEPP rolling stock. The COOPERATOR must maintain adequate insurance to cover damages or injuries to cover persons or property relating to the use of the property. Proof of insurance coverage must be provided to the STATE in the form of an insurance policy or a self-insured statement on an official letterhead.
8. Drivers of FEPP property must take the necessary equipment training and have a valid California operator license to operate the loaned vehicle(s).
9. To make FEPP property operable and ready to be placed into service for wildland and rural community fire protection, including fire suppression and prevention. Operational condition of the property will be achieved within one (1) year to the date of property pick up/receipt.
10. FEPP property cannot be modified or cannibalized without prior authorization from the STATE and the USDA Forest Service. The COOPERATOR shall contact the STATE with a request and justification to modify or cannibalize any FEPP property. The request must be submitted for approval before any modification or cannibalization to FEPP property takes place.
11. The COOPERATOR is responsible for the proper care, maintenance, security and storage of all acquired FEPP property.
12. All FEPP property must be identified as property belonging to the USDA Forest Service and for fire use only. The STATE will provide USDA Forest Service property tags along with a property number assigned to accountable FEPP property.

13. To promptly report any FEPP property when it is no longer needed by the COOPERATOR to the STATE and the USDA Forest Service for disposal authority. The COOPERATOR is not to release FEPP property to anyone unless the STATE and the USDA Forest Service have provided the proper authorization and documentation needed. The COOPERATOR is to provide reasonable access to authorized personnel for inspection and removal of FEPP property.
14. Ownership of all accessories, tools, light bars, sirens and equipment which is added to the loaned FEPP property remains with the COOPERATOR and must be removed prior to the disposal process.
15. Accidents involving FEPP property must be reported directly to the STATE within 10 days of the situation. This includes accidents that result in death, injury, illness, or property damage (more than \$350). Depending on the type of accident, the STATE will provide direction to the COOPERATOR on the information required to be submitted to the USDA Forest Service.
16. Lost, stolen, damaged or destroyed FEPP property shall be reported to the STATE for proper documentation and handling.
17. When FEPP property is lost, damaged, destroyed or stolen, a determination is required whether there was negligence on the part of the COOPERATOR. The STATE shall make a recommendation to the USDA Forest Service Property Management Officer (PMO) whether there was negligence or gross negligence.
 - a. Negligence: The failure to abide by Federal rules and regulations.
 - i. Repeated instances of negligent damage to FEPP property by staff of the COOPERATOR may be cause for the STATE to suspend further acquisitions by the COOPERATOR until the reasons for the negligence are identified and steps taken to prevent further instances.
 - b. Gross negligence: The intentional, willful, or wanton failure to exercise a reasonable degree of care to protect FEPP property in one's custody in reckless disregard of the consequences of the actions.
 - i. If the STATE determines that there is apparent gross negligence on the part of the COOPERATOR staff, the findings plus all supporting documentation shall be forwarded by the STATE to the USDA Forest Service PMO for a final determination.
 - ii. Should the USDA Forest Service submit the final determination is one of gross negligence and sends the STATE a Bill of Collection for FEPP property under the COOPERATOR's care, the COOPERATOR will reimburse the STATE for all the costs listed on the Bill of Collection.
 - iii. The COOPERATOR shall be suspended from acquiring any additional FEPP property for a set time as determined by the STATE.
 - iv. A second case of gross negligence will cause the COOPERATOR to lose all privileges of participation in the FEPP program as determined by the STATE.
18. To perform/participate in the physical inventory process on FEPP property in the COOPERATOR's possession every two (2) years.
19. The STATE and the USDA Forest Service will periodically conduct joint reviews of the FEPP program to ensure compliance with the USDA Forest Service and other applicable statutes, regulations and policies are being followed. The COOPERATOR must participate and provide access to all physical FEPP property along with access to all FEPP documentation during the review. The STATE is authorized to perform audits and reviews by STATE personnel, in between joint reviews, to provide the USDA Forest Service information for FEPP program improvements.

20. To retain all documentation on all inventoried FEPP property for six (6) years and three (3) months after the year designated for the disposal of the property. The STATE will send all mandatory documentation required for acquisition, management and disposal of FEPP property to the COOPERATOR as these processes occur.
21. The COOPERATOR must provide access to and the right to examine all records, books, papers or documents relating to the FEPP program to the USDA Forest Service, the USDA Office of the Inspector General (OIG), the Comptroller General of the United States, the STATE and their authorized representatives.
22. To comply with Title VI of the Civil Rights Act of 1964 (P. L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color, or natural origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination, under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. To comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d) prohibiting discrimination where discriminatory practices will result in unequal treatment of persons who are or should be benefiting from the activity.

V. OTHER AGREEMENT TERMS
IT IS MUTUALLY AGREED THAT:

1. Title to all FEPP property shall remain vested in the United States federal government.
2. The COOPERATOR shall complete a resolution, or a statement from their governing board/council, approving participation in the FEPP program. The resolution must be received with this Cooperative agreement as a requirement of the Terms and Conditions before the STATE will prepare or continue (in the case of a renewal agreement) the COOPERATOR's access to screen and manage FEPP property.
3. All FEPP property loaned to the COOPERATOR shall be for an indefinite period of time, unless the COOPERATOR is negligent of program requirements as detailed in the Terms and Conditions of this Cooperative agreement as well as any Federal regulations that govern the FEPP program. The agreement may be terminated by either party after giving notice 60 days in advance of such termination to the other party.
4. The STATE will not be responsible for furnishing spare parts for FEPP property and the COOPERATOR accepts all FEPP property "as is" without any warranties of any kind, either expressed or implied.
5. Amendments to this Cooperative agreement covering acquisitions and disposals of FEPP property will be submitted by the STATE to the COOPERATOR for review and signature. These Amendments will be sent upon completion of the action taken and must be returned signed and dated by the COOPERATOR to the STATE to maintain accurate record keeping as required by the USDA Forest Service.
6. COOPERATORS with any FEPP property will cooperate with regulatory agencies to ensure compliance with Federal and State regulations, program and property management requirements.
7. In the event of any dispute over FEPP loaned equipment or any terms or conditions contained herein, the dispute shall be decided by the STATE and its decision shall be binding and final.

8. The parties hereto agree that the COOPERATOR, their officers, employees, agents, servants, contractors, volunteers, paid firefighters, and all others acting on behalf of the COOPERATOR, performing under the terms of this Cooperative agreement, are not acting as officers, employees or agents of the State or the Federal government.
9. The COOPERATOR agrees to defend, indemnify, save and hold harmless the STATE as defined herein, and the Department of Forestry and Fire Protection (CAL FIRE), their officers, agents and employees against all claims, demands, causes of action or liability of any kind whatsoever arising out of the acts of the COOPERATOR, its agents or employees in the performance of any function provided for under the terms of this agreement or the use of property transferred.
10. The period of this agreement is for five (5) years from the date of last signature on page six (6) and entered on page one (1), if no violations or signatory changes occur. Thereafter, the agreement shall be reviewed every other year for compliance by the STATE during the agreement review process and extended if no violations or changes have occurred, not to exceed a five (5) year term renewal. This Cooperative agreement supersedes all prior agreements related to the FEPP program.
11. Either party may terminate this agreement by providing written notice to the other party 60 days prior to the termination date. If the agreement is terminated, the COOPERATOR shall be ineligible to continue participation in the FEPP program. Upon termination of this Cooperative agreement, all FEPP property assigned to the COOPERATOR shall be returned to the STATE. Prior to terminating a COOPERATOR's eligibility for cause, the STATE shall attempt alternative resolutions.
12. Any information provided to the STATE under this Cooperative agreement is subject to the Freedom of Information Act (5 U.S.C. §§ 551 *et seq.*).
13. The primary contact information of the parties hereto, for all notices, payments, repayments, or any other activity required or contemplated under the terms of this Cooperative agreement are:

Cooperator Name: Susanville City Fire Department	Department of Forestry and Fire Protection (CAL FIRE) Federal Property Programs
Contact Name: James Moore	
Title: Fire Chief	
Street Address: 1505 Main Street	Street Address: 1300 U Street, Sacramento, CA 95818
Mailing Address:	Mailing Address: P.O. Box 944246
City: Susanville	City: Sacramento
Zip: 96130	Zip: 94244-2460
Phone Number: (530) 257-5152 Ext.	Phone Number: (916) 322-0687
Cell Phone Number: (530) 310-1130	Fax Phone Number: (916) 323-1888
Email: jmoore@cityofsusanville.org	Email: FederalProperty@fire.ca.gov

14. Local CAL FIRE Unit contact information:

CAL FIRE Unit: Lassen-Modoc Unit (LMU)		Point of Contact: LMU Forestry Logistics Officer	
Physical Address: 697-345 Highway 36			
City: Susanville		Zip Code: 96130	
Phone Number: (530) 257-4171 Ext.			

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year of the last signature below.

COOPERATOR	
NAME OF COOPERATOR: Susanville City Fire Department	
BY (Authorized Signature): <i>[Signature]</i>	DATE SIGNED:
PRINTED NAME AND TITLE OF PERSON SIGNING: James Moore, Fire Chief	
STATE OF CALIFORNIA Department of Forestry and Fire Protection (CAL FIRE)	
BY (CAL FIRE Unit Chief): <i>[Signature]</i>	DATE SIGNED:
PRINTED NAME AND TITLE OF PERSON SIGNING: Scott Packwood, Unit Chief, Lassen-Modoc Unit (LMU)	
BY (CAL FIRE Property and Local Services Manager): <i>[Signature]</i>	DATE SIGNED:
PRINTED NAME AND TITLE OF PERSON SIGNING: Nicole Harner, Property and Local Services Manager	

STATE OF CALIFORNIA
THE NATURAL RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)

COOPERATIVE AGREEMENT FOR THE
USDA FOREST SERVICE
FEDERAL EXCESS PERSONAL PROPERTY (FEPP) PROGRAM
Under the United States Forest Service Cooperative Forestry Assistance Act (CFAA) of 1978

ATTACHMENT A

SUSANVILLE CITY FIRE DEPARTMENT

	ITEM:	SERIAL #:	PROPERTY #
1.	Generator, 1988 Libby, Mdl-MEP007B	RZ02920	AG0001485566
2.	Portable Pump, 2012 Hale Mdl-HPW200YD9	12F0223	CA2012014
3.			
4.			
5.			
6.			
7.			

Rev. January 2020

RESOLUTION AUTHORIZING APPLICATION
FOR FEDERAL EXCESS PERSONAL PROPERTY (FEPP) PROGRAM
IN ACCORDANCE WITH
United States Forest Service Cooperative Forestry Assistance Act (CFAA) of 1978

_____ Date

The City Council of the _____ Fire Department has resolved:

WHEREAS, there is a need for Federal Excess Personal Property to help fight wildland,

rural, structure or other fires in the City of _____, and

WHEREAS, _____ is the Chief of the _____ Fire Department,

THEREFORE, be it resolved that the City Council of the _____ Fire

Department accepts the agreement between the State of California, Department of Forestry and

Fire Protection (CAL FIRE) and the _____ Fire Department,

_____ for the loan of Federal Excess Personal Property, and, authorizes
Dated

Fire Chief _____ to sign the agreement for the City Council.

City Clerk

City Council of the _____ Fire Department

Reviewed by:  City Administrator

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

SUBMITTED BY: Heidi Whitlock, Assistant to the City Administrator

MEETING DATE: March 18, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Discussion Regarding Community Garden

PRESENTED BY: Mike Wilson, City Administrator

SUMMARY The City of Susanville, on February 20, 2019, entered into an agreement with the Lassen Aurora Network (LAN) to lease a .83 acre piece of property located at 105 South Ash Street for the purpose of creating and operating a community garden. LAN, pursuant to the attached lease, was responsible for the management and operation of the garden as well as procuring and maintaining insurance. It has been brought to the attention of staff that LAN is no longer operating and will no longer be able to perform the duties as stated in said lease.

Staff has been in contact with a member of the public, who is interested in keeping the community garden operating, and requests direction from the Council on whether or not a new agreement should be considered.

FISCAL IMPACT: None.

ACTION REQUESTED: Direction to staff.

ATTACHMENTS: LAN Lease Agreement.

**LEASE AGREEMENT
FOR USE OF LAND FOR THE PURPOSE OF
CREATING AND OPERATING A COMMUNITY VEGETABLE GARDEN**

This AGREEMENT made and entered into the 20th day of February 2019, between the CITY OF SUSANVILLE ("CITY"), 66 North Lassen St. Susanville, California 96130 and Lassen Aurora Network ("LAN"), 815 Cottage Street, Susanville, California 96130, is for allowing LAN to use CITY owned land to utilize the community garden ("GARDEN") for citizens as described below.

PURPOSE OF AGREEMENT

The purpose of this AGREEMENT is to state the terms and conditions under which the CITY will lease the 0.83 acre property located at 105 South Ash Street to LAN for the purpose of creating and operating a community garden.

RECITALS

WHEREAS, CITY owns the parcel located at 105 South Ash Street that is suitable for cultivation. This parcel will require on-going maintenance in the form of litter and weed control and additional police and fire protection; and

WHEREAS, local production of food can improve nutrition for Susanville's families and citizens, especially those Susanville community members who do not live in homes with access to adequate or any gardening space, while enhancing household food budgets; and

WHEREAS, gardening is a healthy and wholesome activity suitable for people of all ages including seniors and children and can add to the social fabric of Susanville; and

WHEREAS, local gardening would be a beneficial use near households without adequate land for gardening; and

WHEREAS, LAN is an existing Susanville-based non-profit organization with years of experience in community engagement and operates all current programs within the City Limits, showing proven results in aiding citizens;

WHEREAS, LAN has the capacity to manage and will manage the operation of the Susanville Community Garden;

NOW THEREFORE, in consideration of the mutual promises set forth in this agreement, the parties agree as follows:

1. Identification of City Property for Community Garden

CITY designates LAN as the entity to create and manage the operation of community garden on CITY property each calendar year at \$1.00 (ONE DOLLAR) per annum to LAN made payable annually to CITY on or before February 1st. This arrangement shall continue until either party moves to terminate with a 30-day notice of termination. CITY and LAN agree the property located at 105 South Ash Street in Susanville is suitable for a community garden.

2. Facility Access

LAN will have access to all exterior areas located at 105 South Ash street for the purposes of operating the community Garden. LAN will not have access to the building structures located at 105 South Ash unless accompanied by a City Employee to set-up, maintain, irrigation timers or control equipment or make improvements the structure with the City permission.

3. CITY Responsibilities

- a. Pay for power at the site up to a reasonable cost as determined by City.
- b. Pay for water at the site up to a reasonable cost as determined by City.

4. LAN Responsibilities

- a. Convene a review committee ("Garden Committee") which will include staff representatives from LAN, and other community members as appropriate and as determined by LAN. The Garden Committee will create a MANAGEMENT PLAN for the garden that will be submitted to the City as information annually prior to January 1 of each year. The MANAGEMENT PLAN shall address access, fencing, utilities, structures, maintenance, irrigation, and approved list of pesticides, herbicides and fertilizers.
- b. Prepare an annual GARDEN PROGRAM for the garden that will be submitted to the City as information annually prior to January 1 of each year. GARDEN PROGRAM will outline planned events and volunteer opportunities such as classes, workshops and work days and identify key participants and stake holders associated with the community garden.
- c. Provide reasonable access to the garden to community members, develop policies and procedures for operation of the community garden to ensure fair and equitable treatment of those in the community wishing to participate in elements of the GARDEN PROGRAM.
- d. Operate and maintain the community garden in accordance with MANAGEMENT PLAN, GARDEN PROGRAM, policies and procedures, and applicable local, state, and federal laws and regulations.
- e. Dedicate all proceeds from community garden and grant funds awarded to LAN, for the community garden, toward the operation, maintenance, or improvements of the community garden.
- f. Provide two updates to Susanville City Council. One update will be in January and the other will be in October.
- g. Maintain the exterior areas at the garden site to be:
 - i. Free from debris (trash and green waste)
 - ii. Groomed and orderly, free from clutter
 - iii. Safely accessible

5. Modification of Agreement

Notwithstanding any other provision in this Agreement, the parties may mutually modify this Agreement in writing, and they shall agree in such written modification to their respective rights and obligations upon modification. The modification must be signed by both parties.

6. Compliance with Statutes, Ordinances and Regulations

In performing the services required under this Agreement, LAN and CITY shall comply will all applicable Federal, State, County, and CITY statutes, ordinances and regulations.

7. Insurance

LAN shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property with may arise from or in connection with the Lessee's operation and use of the leased premises. LAN to provide City certificate of insurance with policy endorsements in the scope and amount indicated in 7.a. The cost of such insurance shall be borne by LAN.

a. Minimum Scope and Limit of Insurance

- i. Commercial General Liability (CGL): \$2,000,000 per occurrence for property damage, bodily injury, and personal and advertising injury. General aggregate shall apply separately to this location in the amount of \$4,000,000

8. Release and Hold Harmless Agreement

LAN, its successors and assigns, hereby release CITY from any and all liability for personal injury or property damages arising out of LAN's use of GARDEN due to any intentional or negligent acts, errors, or omissions on the part of LAN, its officers, officials, employees and volunteers; AND agree to hold CITY free, clear and harmless from any and all claims and demands whatsoever for personal injury or property damage due to any intentional or negligent acts, errors or omissions on the part of CITY, its officers, officials, employees and volunteers.

9. Assignment

This Agreement shall not be assignable by either party without the prior written consent of the other party.

10. Term of Agreement

The term of this Agreement shall commence upon approval of both parties, and shall continue in full force and effect and be automatically renewed each year thereafter until terminated by either party with thirty (30) days written notice.

11. Entire Agreement

This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes any and all other agreements, understandings, statements or representations, either oral or in writing.

IN WITNESS WHEREOF, LAN and CITY have caused this instrument to be executed on the 20th day of February 2019.

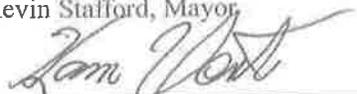
ATTEST:



CITY OF SUSANVILLE
Kevin Stafford, Mayor



Gwenna MacDonald, City Clerk



LASSEN AURORA NETWORK



Jessica Ryan, City Attorney

RESOLUTION NO. 19-5614

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING THE MAYOR TO EXECUTE LEASE AGREEMENT BETWEEN
LASSEN AURORA NETWORK (LAN) AND THE CITY OF SUSANVILLE FOR
THE SUSANVILLE COMMUNITY GARDEN

WHEREAS, at its February 7, 2018 meeting, the City Council authorized the use of city property located at 105 South Ash Street for the purpose of establishing and operating a community garden; and

WHEREAS, local production of food can improve nutrition for Susanville's families and citizens, especially those Susanville community members who do not live in homes with access to adequate or any gardening space, while enhancing household food budgets; and

WHEREAS, gardening is a healthy and wholesome activity suitable for people of all ages including seniors and children and can add to the social fabric of Susanville; and

WHEREAS, local gardening would be a beneficial use near households without adequate land for gardening; and

WHEREAS, LAN is an existing Susanville-based non-profit organization with years of experience in community engagement and operates all current programs within the City Limits, showing proven results in aiding citizens;

WHEREAS, LAN has the capacity to manage and will manage the operation of the Susanville Community Garden;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville that the Mayor is authorized to execute the Lease Agreement between the Lassen Aurora Network and the City of Susanville for the Susanville Community Garden.

APPROVED:


Kevin Stafford, Mayor

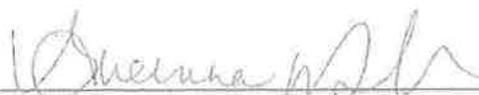
ATTEST:


Gwenna MacDonald, City Clerk

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

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

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Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:


Jessica Ryan, City Attorney

Reviewed by:  City Administrator

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

SUBMITTED BY: Mike Wilson, City Administrator

MEETING DATE: March 18, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Discussion Regarding Homelessness

PRESENTED BY: Mike Wilson, City Administrator

SUMMARY During the January 15, 2020 City Council Meeting, several members of the public spoke up regarding the homeless situation in Susanville. City Council Members asked to aginize the topic for discussion at future City Council meetings.

FISCAL IMPACT: None.

ACTION REQUESTED: Direction to staff.

ATTACHMENTS: None

Reviewed by  City Administrator

AGENDA ITEM NO. 13A

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Daniel Gibbs, Acting Public Works Director

Action Date: March 18, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Public Works Department Update

PRESENTED BY: Daniel Gibbs, Acting Public Works Director 

SUMMARY: Staff will provide updates for progress on projects and staffing/operations of the Public Works Department which includes the Administration/Engineering, Natural Gas, Streets and Water/Geothermal Divisions.

FISCAL IMPACT: None

ACTION REQUESTED: Information Only

ATTACHMENTS: To Be Determined

AGENDA ITEM NO. 13B

Reviewed by:  City Administrator

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

SUBMITTED BY: Kevin Jones, Chief of Police

MEETING DATE: March 18, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Update on Coronavirus

PRESENTED BY: Kevin Jones, Chief of Police

SUMMARY The Police Chief will provide an update on the Coronavirus.

FISCAL IMPACT: None.

ACTION REQUESTED: Information Only.

ATTACHMENTS: None