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

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

**Susanville City Council**  
**Regular Meeting • City Council Chambers**  
**May 1, 2019 – 7:00 p.m.**

*Call meeting to order*

*Roll call of Councilmembers present*

*Next Resolution No. 19-5651*

*Next Ordinance No. 19-1016*

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

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

**3     CLOSED SESSION:** No business.

**4     RETURN TO OPEN SESSION:** (recess if necessary)

- *Reconvene in open session at 7:00 p.m.*
- *Pledge of allegiance*
- *Report any changes to agenda*
- *Report any action out of Closed Session*
- *Moment of Silence or Thought for the Day: Mike Wilson*
- *Proclamations, awards or presentations by the City Council:*

1. Susanville Police Department selected to receive the 2018-19 Community Star Award Elizabeth Darley, Soroptimist International
2. Certificate of Appreciation to Officer Avilla for her work on the Girls Leadership Camp
3. Lassen County Public Health Department's Tobacco Use and Reduction Program

**5     BUSINESS FROM THE FLOOR:**

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

**6     CONSENT CALENDAR:**

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

A     Approve minutes from the City Council's April 3, 2019 meeting

B     Receive and file Monthly Finance Reports: March 2019

- C Approve **Resolution No. 19-5638** approving City Council Committee appointments
- D Approve **Resolution No. 19-5650** approving ground lease with Brandon and Jolene Phillips for Hangar #2 at the Susanville Municipal Airport
- E Consider **Resolution No. 19-5646** authorizing the Mayor to execute a quitclaim deed for the transfer of ownership for properties to the City of Susanville

**7** **PUBLIC HEARINGS:** No business.

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

Commission/Committee Reports:

**9** **NEW BUSINESS:**

- A Consider approval of vendor warrants numbered 203616 through 203674 for a total of \$421,714.05 including \$184,785.27 in payroll warrants
- B Consider approval of Temporary Summer employees for the Public Works Department
- C Consider **Ordinance No. 19-1015** repealing and replacing Section 15.040.090 F. of the Susanville Municipal Code
- D Consider **Resolution No. 19-5647** authorizing support of SB 230 Police Use of Force and Consider **Resolution No. 19-5648** authorizing opposition to AB 392, Police Use of Force
- E Consider **Resolution No. 19-5649** authorizing amendment to Personnel Regulations regarding sick leave donation

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

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

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

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

- A Weed Abatement Deadline
- B Police Department Update
- C Police Records Management System Update

**14** **COUNCIL ITEMS:**

- A AB1234 travel reports:

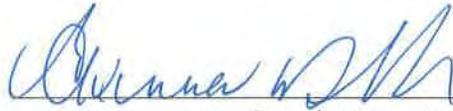
**15** **ADJOURNMENT:**

- *The next regular meeting of the Susanville City Council will be held on **May 15, 2019 at 6:00 p.m.***

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

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

I, Gwenna MacDonald, certify that I caused to be posted notice of the regular meeting scheduled for May 1, 2019 in the areas designated on April 26, 2019.

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

Reviewed by:  City Administrator

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

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

**Action Date:** May 1, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Minutes of the City Council's April 3, 2019 meeting.

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

**SUMMARY:** Attached for the Council's review are the minutes of the City Council's April 3, 2019 meeting.

**FISCAL IMPACT:** None

**ACTION REQUESTED:** Motion to waive oral reading and approve minutes of City Council's April 3, 2019 meeting.

**ATTACHMENTS:** Minutes: April 3, 2019

**SUSANVILLE CITY COUNCIL**  
**Regular Meeting Minutes**  
**April 3, 2019– 6:00 p.m.**

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

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

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

**1      APPROVAL OF AGENDA:**

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

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

**3      CLOSED SESSION: At 6:01 p.m. the Council entered into Closed Session to discuss the following:**

- A      CONFERENCE WITH LEGAL COUNSEL - Anticipated Litigation Pursuant to Government Code Section §54956.9: one (1) case
- B      CONFERENCE WITH LEGAL COUNSEL – SIGNIFICANT EXPOSURE TO LITIGATION – pursuant to Government Code section §54956.9(b): one (1) potential case
- C      PUBLIC EMPLOYMENT – Pursuant to Government Code Section §54957
  - 1      Police Chief – Performance Evaluation

**4      RETURN TO OPEN SESSION:**

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

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

Mr. Wilson reported that prior to Closed Session, the agenda was approved as submitted. The City Council met in Closed Session, provided direction to staff on Item 3A and 3C and there was no action taken on Item 3B.

Ms. Savage provided the Thought of the Day.

Mayor Stafford read a proclamation observing Volunteer Recognition Week.

Chief Jones spoke in support of the numerous volunteers throughout the community who dedicate their time to organizations, events, neighborhood watch groups and many other instances in order to make the community better for everyone.

**5      BUSINESS FROM THE FLOOR:**

**Glen Yonan**, Lassen Community College, invited those present to the ribbon cutting ceremony for the dedication of the Frank Ernaga Ball Field at Memorial Park. The ceremony was scheduled for noon on Saturday, April 6<sup>th</sup>, rain or shine.

**John Ripley** discussed the proposed location of the dog park at Skyline Park, and talked about the reasons why the Mesa Street property would be a better place to build the park.

**6**      **CONSENT CALENDAR:**

- A      Approve minutes from the City Council's March 6, 2019 meeting
- B      Receive and file Golf Course Report
- C      Receive and file Public Affairs Update
- D      Approve **Resolution No. 19-5632** authorizing fire department employees to pay under CFAA agreement

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

**7**      **PUBLIC HEARINGS:** No business.

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

**9**      **NEW BUSINESS:**

**9A**      **Consider proposal to refinance Water and Natural Gas Bonds Presentation** Ms. Savage explained that the City issued \$36 million in debt to refinance the natural gas and water systems. When the bonds were issued, it was a blend of Series A for the water fund and Series B for natural gas. The utilities were combined during the issuance in order to secure a better rating for the natural gas system which was new and unrated. The City is considering refinancing the debt and removing the cross-collateralization that was set in place when the bonds were issued. She introduced Mark Holmstedt of Westhoff, Cone & Holmstedt to provide information regarding refinance options.

Mr. Holmstedt presented a power point to the City Council, and explained the refinancing options. The first option would be a base refunding using the current bond structure, which would result in an estimated annual savings of \$407,409 between the two utilities. This represents an overall savings of \$6.9 million over the life of the bond. Scenario two would be to separate the utilities to remove any encumbrance on the water system by the natural gas system. The annual savings to the City would be nearly the same, at \$408,525. He explained an additional scenario utilizing a direct purchase note. Mr. Holmstedt explained that the primary focus on refinance would be looking at scenario one and two. The overall savings to the customers would be an annual savings of approximately \$120 per customer for gas and water.

Councilmember Wilson asked if the refinance would free up the rate stabilization fund. Mr. Holmstedt responded that it would not make it more restrictive, and it would be the goal to maintain as much flexibility as possible in the rate stabilization accounts.

It was the consensus of the City Council to move forward with pursuing options to refinance the Series 2010 Revenue bonds for the natural gas and water systems.

**9B**      **Consider approval of request to co-sponsor Lassen Sportsmen's Club 30<sup>th</sup> Annual Jr. Fishing Derby** Mr. Wilson reported that the City has received a request to sponsor the 30<sup>th</sup> annual Jr. Fishing Derby by authorizing a waiver of the Park Use Fees and providing a cash contribution of \$1,000 from the Civic Contribution fund. Staff time in support of the event is estimated to be about \$1,500.

Mayor pro tem Franco asked with the recent weather and river conditions, if it was safe to hold the event or if there was consideration to postpone it as it had been the year before.

Mr. Wilson responded that senior staff members had scheduled an April 10<sup>th</sup> walk along the corridor to assess the condition of the river and identify areas in need of clean up prior to allowing children access to the river for the event. The Fire Department has a swift water rescue team that would be on stand-by during the event.

Motion by Councilmember Wilson, second by Mayor pro tem Franco to approve the co-sponsorship of the 30<sup>th</sup> Annual Jr. Fishing Derby as requested; motion carried unanimously. Ayes: Wilson, Franco, Schuster, Moore and Stafford.

**9C Consider Ordinance No. 19-1014 amending Chapter 8.28 Weed and Rubbish Abatement, Section 8.28.040 Abatement Procedure, of the Susanville Municipal Code; waive first reading and introduce** Chief Moore explained that in an effort to be efficient and consistent with the enforcement of regulations that pertain to Weed and Rubbish abatement per the Susanville Municipal Code Chapter 8.28. The section that pertains to the abatement process will more accurately reflect current practices and be consistent with the Property Maintenance section of the Code.

Motion by Councilmember Schuster, second by Councilmember Moore to waive the first reading and introduce Ordinance No. 19-1014; motion carried unanimously. Ayes: Schuster, Moore, Franco, Wilson and Stafford.

**9D Consider approval of Settlement Agreement with the Internal Revenue Service** Mr. Wilson reported that the City was audited in 2015 for tax quarters in the 2012/2013 and 2013/2014 fiscal years. It was determined that the City owed back taxes for those years, and an agreement has been reached with the IRS, and reviewed and approved by City Council. The fiscal impact is \$2,056 and the City is working to mitigate any future situations with an employee/contractor worker classification scenario which resulted in the underpayment of taxes.

There were no questions or comments.

Motion by Mayor pro tem Franco, second by Councilmember Schuster to approve the agreement with the Internal Revenue Service; motion carried unanimously. Franco, Schuster, Moore, Wilson and Stafford.

**9E Consider approval of Resolution 19-5629, approving Agreement for use of Conservation Camp Program with the State of California** Chief Moore reported that the City utilizes the services of work crews for many recurring maintenance tasks that are required at many City properties. These projects include weed clean up on vacant properties, Susanville River trail maintenance, Skyline Park maintenance and many others. Use of these crews is at a cost of \$200 per day plus a 12.5 percent administrative fee and is regulated by a two-year Memorandum of Understanding. The current MOU must be updated for the City to continue using these work crews.

Councilmember Wilson commented that this is a great program for the City.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 19-5629; motion carried unanimously. Ayes: Franco, Schuster, Moore, Wilson and Stafford.

**9F Consider approval of Resolution No. 19-5630 establishing meeting time for Susanville Airport Commission** Mr. McCourt reported that the Airport Commission is proposing to modify their regular meeting schedule to once per month to discuss issues related to identifying additional funding sources to assist with the City's project match requirements.

Motion by Councilmember Schuster, second by Mayor pro tem Franco, to approve Resolution No. 19-5630; motion carried unanimously. Ayes: Franco, Schuster, Moore, Wilson and Stafford.

**9G Consider approval of Federal Surplus Property Reutilization Program agreement** Chief Moore explained that the California Federal Surplus Personal Property Program (CFSP) oversees the reuse of State and Federal surplus property. While someone cumbersome to use, it provides the opportunity for the City to secure surplus property from the Sierra Army Depot. City staff must be authorized by CFSP resolution to be an authorized buyer for the program, suggesting that Department Heads, City Administrator and Finance Manager be added by title as authorized buyers. There was a general discussion regarding the merits of the program, including the option to obtain equipment for nine percent of property acquisition cost.

Motion by Mayor pro tem Franco, second by Councilmember Moore, to approve the agreement with the designation of City Administrator, Fire Chief, Police Chief, Public Works Director and Finance Manager as authorized buyers; motion carried unanimously. Ayes: Franco, Moore, Schuster, Wilson and Stafford.

Councilmember Schuster asked if Item 12A could be moved up for discussion since many members of the audience were in attendance for that item. It was the consensus to do so.

**12A Consider approval of Skyline Multi-use Park Design and authorize the purchase of disc golf baskets and related equipment** Mr. McCourt reviewed the proposed design for the improvements to Skyline Park with the location of the pump track and disc golf course. There has been discussion regarding the location of the dog park at that site or at the Mesa Street property currently owned by the County. A tentative grand opening is scheduled for July 2019, and staff is requesting the approval of the design and authorization to purchase the equipment needed for the disc golf baskets.

Mayor pro tem Franco commented that the City does not have the money to purchase the land on North Mesa Street, and he would like to stick with the design at Skyline Park and focus spending at that location.

Mayor Stafford stated that he did not see that as a good location for a dog park.

Mr. McCourt explained that approving the design as presented does not mean that the City has to move forward with the dog park, but it means that staff will have the ability to move forward with the pump track and disc golf, and take advantage of the momentum for the project that has been generated among the volunteers.

There was a general discussion regarding the availability of water at Skyline Park, the opportunity to utilize volunteer forces to explore the option of building a dog park at Mesa Street, the potential of building a dog park at both locations, the private donor who is prepared to pay a good portion of the cost of the dog park, and the need to have the design approved in order to proceed with the disc golf course.

Mr. McCourt stated that the Council authorized the expenditure of \$15,000 on the Skyline Park improvements, with the requirement to bring the design back to Council before proceeding.

Motion by Mayor pro tem Franco, second by Councilmember Wilson to approve the park design with the exception of the dog park area, and authorize the purchase of disc golf equipment; motion carried unanimously. Ayes: Franco, Wilson, Schuster, Moore and Stafford.

**9H Consider selection of Auditing Firm and authorize staff to draft agreement for services** Ms. Savage reported that staff has circulated a Request for Proposals for professional auditing services. The City has received two proposals; one from Badawai & Associates and one from Van Lant & Fankhanel, LLP. Both firms are qualified to provide professional auditing services, however the City has utilized Badawai & Associates for the past several years and it is a good practice to change firms in order to have a fresh perspective on the City's financials. Staff would bring back an agreement at the next meeting for approval.

Motion by Councilmember Wilson, second by Mayor pro tem Franco, to select the firm of Van Lant & Fankhanel, LLP; motion carried unanimously. Ayes: Wilson, Franco, Moore, Schuster and Stafford.

**9I Approve Resolution No. 19-5631 appointing loan committee members and authorizing loan committee chairperson to execute loan documents and rescinding Resolution No. 13-4921** Mr. McCourt reported that the City's CDBG program requires that applications for housing rehabilitation and home buyer assistance loans be reviewed by a committee made up of staff members, city council representatives and a member of the public. The resolution granting authority to the loan committee has not been updated for several years, and staff recommends updating the resolution to reflect current staffing and grant programs, and suggests that the Council appoint a second representative to serve on the Committee.

Councilmember Wilson commented that having a six-member committee may not be a good idea, and that if another councilmember was interested in serving he would be fine with stepping down.

Mayor pro tem Franco stated that he appreciated having Councilmember Wilson's experience on the Committee.

Councilmember Schuster suggested adding a second public member in order to have a 7 person Board.

It was the consensus of the City Council to appoint Councilmember Schuster to serve as the second council representative, and modify the language of the resolution to include a Loan Committee comprised of two council representatives, two public representatives, the City Administrator, Finance Manager, and City Planner.

Motion by Mayor pro tem Franco, second by Councilmember Moore to approve Resolution No. 19-5631 as amended; motion carried unanimously. Ayes: Franco, Moore, Schuster, Wilson and Stafford.

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

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

**12 CONTINUING BUSINESS:**

*12A Consider approval of Skyline Multi-use Park Design and authorize the purchase of disc golf baskets and related equipment*

**12B Consider approval of Resolution No. 19-5628 accepting funds from the Susanville Police Officers Association (SPOA) to be used solely for the purpose of the SPD Canine program** Chief Jones explained that the Susanville Police Officers Association is a non-profit organization and they have been dedicating effort to fund raising for the establishment of a Canine Program at the Susanville Police Department. In order to expend these funds for the program, SPOA must gift the money raised to the City, to be used exclusively for the purpose of the program.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 19-5628; motion carried unanimously. Ayes: Franco, Schuster, Moore, Wilson and Stafford.

**12C Consider Police Officer Trainee Update and provide direction** Chief Jones reviewed the costs associated with sending a police officer trainee candidate to academies at the College of Redwoods and Butte Community College. The cost options are approximately \$29,200 to \$32,700 per trainee, with the variation dependent upon lodging. Chief Jones requested direction from the Council regarding sending one trainee, or two. There was a general discussion regarding deadlines for admission to the academy, cost savings on health benefits for the six-month duration of the training, and the constraints related to the housing shortage in Butte County.

Motion by Councilmember Moore, second by Councilmember Wilson, to proceed with two candidates; motion carried unanimously. Ayes: Moore, Wilson, Schuster, Franco and Stafford.

**13 CITY ADMINISTRATOR'S REPORTS:**

**13A City of Susanville Theme Discussion** Mr. McCourt proposed the concept of developing a unified theme for Susanville by soliciting feedback from the community. Development of a theme would allow the citizens to participate in the process of improving the appearance and presentation of the city to visitors and residents. Susanville is known for its quality of life, beauty of the surrounding outdoor recreation opportunities, and incorporating that into future development and upgrades to buildings would allow the community to present a unified, positive theme. The proposed concept would include making an announcement at the Lassen County Fair regarding the chosen theme.

There was a general discussion regarding the various aspects of the community that is appealing to visitors and residents. It was suggested to include the Chamber of Commerce in the discussion, and refer to the Lassen County CEDS document that had been developed in 2012, and updated in 2016. It was the consensus of the City Council to move forward with the development of a community theme.

**14 COUNCIL ITEMS:**

**14A AB1234 travel reports:**

**15 ADJOURNMENT:**

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

Meeting adjourned at 8:46 p.m.

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

Respectfully submitted by

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

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

Reviewed by:  City Administrator

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

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

**Action Date:** May 1, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Monthly Finance Reports

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

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

**FISCAL IMPACT:** None

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

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

## POOLED CASH & INVESTMENTS

March 31, 2019

POOLED CASH FUND	
Tri-Counties Bank	635,263
LAIF	15,238,757
Total Cash & Investments	<u>15,874,020</u>

### Pooled Cash Allocation:

General	1,391,347
General - Restricted	1,680,888
Special Revenue	1,472,024
Capital Projects	13,848
Debt Service	367,018
Enterprise	
Airport	32,310
Geothermal	255,612
Golf Course	(53,858)
Natural Gas	6,129,778
Water	3,768,891
Internal Service	697,631
Trust & Agency	118,529
Total Cash & Inv. Allocations	<u>15,874,020</u>

## CASH WITH FISCAL AGENTS

March 31, 2019

General	
Special Revenue	
Capital Projects	
Debt Service	0
Enterprise	2,458,496
Internal Service	
Trust & Agency	
Total Cash with Fiscal Agents	<u>2,458,496</u>

GRAND TOTAL	<u><u>18,332,516</u></u>
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CITY OF SUSANVILLE  
 COMBINED CASH AND INVESTMENTS  
 MARCH 31, 2019

COMBINED ACCOUNTS

9999-1011-002	TRI COUNTIES BANK	635,263.13
9999-1030-001	LAIF	15,238,756.53
	TOTAL COMBINED CASH AND INVESTMENTS	15,874,019.66
9999-1000-000	CLAIM ON CASH	( 15,874,019.66)
	TOTAL UNALLOCATED CASH	<u>00</u>

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

1001	ALLOCATION TO GF-DEPOSITS PAYABLE	7,741.66
1002	ALLOCATION TO GF-ECONOMIC DEVELOPMENT	3,554.64
1003	ALLOCATION TO FLOOD/EMERGENCY DECLARATIONS	140,000.91
1004	ALLOCATION TO GF-PANCERA	18,864.34
1005	ALLOCATION TO GF-RESERVE ACCOUNT	1,361,390.79
1006	ALLOCATION TO POLICE FACILITIES & EQUIP FUND	2,405.95
1007	ALLOCATION TO FIRE FACILITIES & EQUIP FUND	100,517.90
1008	ALLOCATION TO ADMIN SVCS FACILITIES & EQUIP	46,411.60
2002	ALLOCATION TO STATE COPS	91,385.41
2005	ALLOCATION TO ROAD MAINT AND REHAB SB-1	295,727.51
2006	ALLOCATION TO SNOW REMOVAL	18,509.20
2007	ALLOCATION TO STREETS & HIGHWAYS	( 210,285.81)
2008	ALLOCATION TO TOBACCO GRANT	( 4,523.55)
2010	ALLOCATION TO STREET MITIGATION	46,656.46
2011	ALLOCATION TO POLICE MITIGATION	13,144.00
2012	ALLOCATION TO FIRE MITIGATION	106,774.97
2013	ALLOCATION TO PARK DEDICATION FUND	163,043.92
2016	ALLOCATION TO CDBG REVOLVING LOAN FUND	3,389.40
2018	ALLOCATION TO HOME REVOLVING FUND	466,574.11
2030	ALLOCATION TO TRAFFIC SAFETY	54,325.09
2035	ALLOCATION TO TRAFFIC SIGNALS FUND	81,630.27
2037	ALLOCATION TO SKYLINE BICYCLE LANE	8,925.98
2040	ALLOCATION TO CDBG RIVERSIDE GRANT REHAB	336,747.10
4003	ALLOCATION TO CITY HALL	17,648.11
4004	ALLOCATION TO 2013 CALPERS REFUNDING LOAN	357,010.15
4005	ALLOCATION TO COMMUNITY POOL DEBT SERVICE	( 7,639.83)
7111	ALLOCATION TO WATER RATE STABILIZATION FUND	3,000,000.00
7114	ALLOCATION TO WATER CAPITAL IMPROVEMENTS	637,116.69
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND	1,807,075.00
7610	ALLOCATION TO OPEB	13,061.94
7630	ALLOCATION TO RISK MANAGEMENT FUND	364,369.51
7650	ALLOCATION TO PAYROLL	01
8401	ALLOCATION TO HUSA BUSINESS IMPROVE DIST	11,429.59
8402	ALLOCATION TO LAFCO	53,437.83
8403	ALLOCATION TO SEC 125 & AFLAC	1,956.25
8404	ALLOCATION TO AIR POLLUTION	131,210.46
8405	ALLOCATION TO AIR POLLUTION-CARL MOYER	119,160.24
8406	ALLOCATION TO REGIONAL WATER MANAGEMENT GROU	( 214,190.24)
8407	ALLOCATION TO AIR POLLUTION- CCI REDUCTION	<u>15,525.05</u>

CITY OF SUSANVILLE  
 COMBINED CASH AND INVESTMENTS  
 MARCH 31, 2019

	ALLOCATIONS TO RESTRICTED FUNDS	9,460,082.61
<u>UNRESTRICTED FUNDS</u>		
1000	ALLOCATION TO GENERAL FUND	1,391,347.16
3015	ALLOCATION TO CITY HALL PARKING LOT PROJECT	13,847.97
7110	ALLOCATION TO WATER SYSTEM	98,690.28
7112	ALLOCATION TO JOHNSTONVILLE WATER SYSTEM	33,084.44
7201	ALLOCATION TO AIRPORT	32,310.46
7301	ALLOCATION TO GEOTHERMAL UTILITY	255,612.12
7401	ALLOCATION TO NATURAL GAS	4,322,702.88
7530	ALLOCATION TO GOLF COURSE	( 53,657.74)
7620	ALLOCATION TO PW ADMIN & ENGINEERING FUND	320,199.48
	ALLOCATIONS TO UNRESTRICTED FUNDS	6,413,937.05
	TOTAL ALLOCATIONS TO OTHER FUNDS	15,874,019.66
	ALLOCATION FROM COMBINED CASH FUND - 9999-1000-000	( 15,874,019.66)
	ZERO PROOF IF ALLOCATIONS BALANCE	00

TRI-COUNTIES BANK

		\$536,360.78
3/1/2019	<b>-\$108,111.37</b>	\$428,249.41
3/1/2019	<b>-\$2,231.75</b>	\$426,017.66
3/1/2019		<b>\$34,225.29</b> \$460,242.95
3/1/2019		<b>\$18,204.09</b> \$478,447.04
3/1/2019		<b>\$42.10</b> \$478,489.14
3/1/2019		<b>\$144.19</b> \$478,633.33
3/4/2019		<b>\$90,189.82</b> \$568,823.15
3/4/2019		<b>\$21,549.31</b> \$590,372.46
3/5/2019		<b>\$104,106.82</b> \$694,479.28
3/5/2019		<b>\$9,883.24</b> \$704,362.52
3/5/2019		<b>\$9,032.60</b> \$713,395.12
3/6/2019		<b>\$1,684.27</b> \$715,079.39
3/6/2019		<b>\$3,933.26</b> \$719,012.65
3/6/2019		<b>\$3,389.53</b> \$722,402.18
3/6/2019		<b>\$36,040.16</b> \$758,442.34
3/6/2019		<b>\$1,400.65</b> \$759,842.99
3/6/2019	<b>-\$20.00</b>	\$759,822.99
3/6/2019	<b>-\$68.43</b>	\$759,754.56
3/6/2019	<b>-\$31.93</b>	\$759,722.63
3/6/2019	<b>-\$10.00</b>	\$759,712.63
3/6/2019	<b>-\$19.61</b>	\$759,693.02
3/6/2019		<b>\$12,584.24</b> \$772,277.26
3/6/2019		<b>\$9,985.77</b> \$782,263.03
3/7/2019	<b>-\$596.00</b>	\$781,667.03
3/7/2019		<b>\$16,457.21</b> \$798,124.24
3/7/2019		<b>\$9,376.17</b> \$807,500.41
3/8/2019		<b>\$42,996.60</b> \$850,497.01
3/8/2019		<b>\$10,012.02</b> \$860,509.03
3/8/2019	<b>-\$73,824.14</b>	\$786,684.89
3/11/2019	<b>-\$44.18</b>	\$786,640.71
3/11/2019		<b>\$70,374.73</b> \$857,015.44
3/11/2019		<b>\$15,715.24</b> \$872,730.68
3/12/2019		\$872,730.68
3/12/2019		\$872,730.68
3/12/2019		\$872,730.68
3/12/2019	<b>-\$110,237.66</b>	\$762,493.02
3/12/2019	<b>-\$2,730.98</b>	\$759,762.04
3/12/2019	<b>-\$33,611.49</b>	\$726,150.55
3/12/2019	<b>-\$4,722.33</b>	\$721,428.22
3/12/2019	<b>-\$1,437.04</b>	\$719,991.18
3/12/2019	<b>-\$29,556.70</b>	\$690,434.48
3/12/2019	<b>-\$76,230.00</b>	\$614,204.48
3/12/2019	<b>-\$1,184.45</b>	\$613,020.03
3/12/2019	<b>-\$331.70</b>	\$612,688.33
3/12/2019	<b>-\$582.25</b>	\$612,106.08
3/12/2019	<b>-\$9,804.95</b>	\$602,301.13
3/12/2019		<b>\$30,761.49</b> \$633,062.62
3/12/2019		<b>\$12,800.29</b> \$645,862.91
3/13/2019	<b>-\$29,883.93</b>	\$615,978.98
3/13/2019		<b>\$9,601.16</b> \$625,580.14
3/13/2019		<b>\$7,118.81</b> \$632,698.95
3/14/2019		<b>\$1,818.66</b> \$634,517.61
3/14/2019		<b>\$2,251.70</b> \$636,769.31
3/14/2019		<b>\$845.09</b> \$637,614.40

TRI-COUNTIES BANK

3/14/2019		\$0.01	\$637,614.41
3/14/2019		\$0.01	\$637,614.42
3/14/2019		\$786.67	\$638,401.09
3/14/2019		\$1,360.91	\$639,762.00
3/14/2019		\$333.25	\$640,095.25
3/14/2019		\$1,863.71	\$641,958.96
3/14/2019		\$46.93	\$642,005.89
3/14/2019	-	\$8,062.20	\$633,943.69
3/14/2019	-	\$440,000.00	\$193,943.69
3/14/2019	-	\$591.51	\$193,352.18
3/14/2019	-	\$591.51	\$192,760.67
3/14/2019	-	\$30.00	\$192,730.67
3/14/2019	-	\$236.96	\$192,493.71
3/14/2019	-	\$50.67	\$192,443.04
3/14/2019		\$29,149.24	\$221,592.28
3/14/2019		\$5,813.61	\$227,405.89
3/15/2019		\$28,942.22	\$256,348.11
3/15/2019		\$4,206.32	\$260,554.43
3/15/2019	-	\$335.50	\$260,218.93
3/18/2019	-	\$1,194.42	\$259,024.51
3/18/2019		\$145,128.18	\$404,152.69
3/18/2019		\$15,790.15	\$419,942.84
3/19/2019		\$7,233.05	\$427,175.89
3/19/2019		\$5,023.99	\$432,199.88
3/20/2019		\$17,018.08	\$449,217.96
3/20/2019		\$6,429.52	\$455,647.48
3/20/2019		\$4,598.71	\$460,246.19
3/21/2019		\$365.31	\$460,611.50
3/21/2019		\$320.71	\$460,932.21
3/21/2019		\$145.00	\$461,077.21
3/21/2019	-	\$105,118.40	\$355,958.81
3/21/2019	-	\$354.19	\$355,604.62
3/21/2019	-	\$105.00	\$355,499.62
3/21/2019	-	\$51.30	\$355,448.32
3/21/2019	-	\$38.41	\$355,409.91
3/21/2019	-	\$35.47	\$355,374.44
3/21/2019	-	\$59,240.98	\$296,133.46
3/21/2019		\$165.00	\$296,298.46
3/21/2019		\$75.00	\$296,373.46
3/21/2019		\$168.50	\$296,541.96
3/21/2019		\$33,096.15	\$329,638.11
3/21/2019		\$7,488.97	\$337,127.08
3/22/2019		\$22,710.37	\$359,837.45
3/22/2019		\$957.33	\$360,794.78
3/22/2019		\$182.08	\$360,976.86
3/22/2019	-	\$2,604.81	\$358,372.05
3/22/2019		\$18,402.41	\$376,774.46
3/22/2019		\$9,017.71	\$385,792.17
3/25/2019		\$122,074.36	\$507,866.53
3/25/2019		\$2,905.92	\$510,772.45
3/25/2019		\$86,165.60	\$596,938.05
3/25/2019		\$8,857.99	\$605,796.04
3/26/2019	-	\$115,795.14	\$490,000.90
3/26/2019	-	\$2,543.05	\$487,457.85
3/26/2019	-	\$33,636.17	\$453,821.68

TRI-COUNTIES BANK

3/26/2019	<b>-\$4,647.45</b>	\$449,174.23
3/26/2019	<b>-\$1,469.91</b>	\$447,704.32
3/26/2019	<b>-\$28,505.83</b>	\$419,198.49
3/26/2019	<b>-\$4,408.82</b>	\$414,789.67
3/26/2019		<b>\$1,292.60</b> \$416,082.27
3/26/2019		<b>\$82.61</b> \$416,164.88
3/26/2019		<b>\$1,465.97</b> \$417,630.85
3/26/2019		<b>\$371.99</b> \$418,002.84
3/26/2019		<b>\$17,747.51</b> \$435,750.35
3/26/2019		<b>\$2,454.28</b> \$438,204.63
3/26/2019		<b>\$772.84</b> \$438,977.47
3/26/2019		<b>\$55.27</b> \$439,032.74
3/27/2019		<b>\$1,456.16</b> \$440,488.90
3/27/2019		<b>\$9.14</b> \$440,498.04
3/27/2019		<b>\$1,480.88</b> \$441,978.92
3/27/2019		<b>\$711.06</b> \$442,689.98
3/27/2019		<b>\$865.14</b> \$443,555.12
3/27/2019		<b>\$1,955.59</b> \$445,510.71
3/27/2019	<b>-\$16,468.75</b>	\$429,041.96
3/27/2019	<b>-\$150.00</b>	\$428,891.96
3/27/2019	<b>-\$113.29</b>	\$428,778.67
3/27/2019		<b>\$14,596.96</b> \$443,375.63
3/27/2019		<b>\$4,672.17</b> \$448,047.80
3/28/2019		<b>\$115,408.61</b> \$563,456.41
3/28/2019		<b>\$7,155.15</b> \$570,611.56
3/28/2019	<b>-\$363.00</b>	<b>\$3.00</b> \$570,251.56
3/29/2019		<b>\$52,213.51</b> \$622,465.07
3/29/2019		<b>\$11,522.91</b> \$633,987.98
3/29/2019		<b>\$1,419.97</b> \$635,407.95
3/29/2019		<b>\$281.87</b> \$635,689.82
3/29/2019		<b>\$408.19</b> \$636,098.01
3/29/2019	<b>-\$804.88</b>	\$635,293.13
3/29/2019	<b>-\$30.00</b>	\$635,263.13

<i>s:/Debi/fund Balances Report</i>		Audited			Unaudited
		6/30/18	YTD	YTD	<b>MARCH</b>
Fund #	Fund Title	Fund Balance	Revenue	Expenditures	Fund Balance
					3/31/19
100X	General Fund	3,558,023	4,075,043	4,371,408	3,261,658
2002	State COPS	60,263	119,654	88,533	91,385
2005	Road Maintenance & Rehab SB-1	105,158	190,569		295,728
2006	Snow Removal	46,024	13,931	41,446	18,509
2007	Streets	(211,421)	1,875,654	1,842,744	(178,511)
2008	DOJ Tobacco Grant	0	0	4,524	(4,524)
2010	Street Mitigation	43,537	3,120		46,657
2011	Police Mitigation	9,620	3,526		13,146
2012	Fire Mitigation	141,188	4,892	39,305	106,775
2013	Park Dedication	160,335	2,723		163,057
2016	State Comm. Dev. Rev.FD	956,930	9,281	104,875	861,336
2018	Home Revolving Fund	752,150	12,152	10,200	754,102
2030	Traffic Safety	51,521	2,806		54,327
2035	Traffic Signals Fund	80,544	1,084		81,627
2037	Skyline Bicycle Lane	8,813	114		8,927
2040	CDBG Riverside Drive Project	306,285	102,514	72,052	336,747
3015	City Hall Parking Lot	13,848			13,848
4003	City Hall Debt Service	52,259	103,788	138,399	17,649
4004	2013 CalPERS Refunding Loan	481,503	346,014	470,507	357,010
4005	Community Pool Debt Service	630	75,690	83,960	(7,640)
711X	Water Funds	3,624,084	1,890,783	2,253,926	3,260,941
7201	Airport	2,184,445	100,161	201,690	2,082,917
7301	Geothermal	551,215	75,709	75,566	551,358
740X	Natural Gas	494,649	3,670,279	3,182,782	982,146
7530	Golf Course	2,370,352	189,145	214,088	2,345,409
7620	PW Admin/Engineering	168,599	142,388	14,283	296,704
7630	Risk Management	472,721	564,511	672,840	364,391
8402	LAFCO	33,348	57,245	32,125	58,468
8404	Air Pollution	198,502	139,610	174,378	163,734
8405	Air Pollution - Carl Moyer	319,563	3,432	203,835	119,160
8406	IRWM - Management Group	(59,541)		128,154	(187,694)
8407	CCI Woodsmoke Reduction	0	135,485	119,960	15,525
<b>TOTALS</b>		<b>16,975,149</b>	<b>13,911,301</b>	<b>14,541,577</b>	<b>16,344,873</b>

Reviewed by  City Administrator

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

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

**Action Date:** May 1, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Resolution No. 19-5638 approving the appointment of representatives to various Boards and Commissions

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

**SUMMARY:** Susanville City Council members, as part of their official elected duties, serve on various boards, commissions and committees. At its April 3, 2019 the Council voted to appoint Councilmember Schuster to serve as the second Council representative to the CDBG Loan Committee. The Susanville City Council Committee List has been updated to reflect that appointment.

**FISCAL IMPACT:** None

**ACTION REQUESTED:** Motion approving Resolution No. 19-5638 approving the appointment of representatives to various Boards and Commissions

**ATTACHMENTS:** Resolution No. 19-5638  
Susanville City Council Committee List

**RESOLUTION NO. 19-5638**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**AMENDING THE SUSANVILLE CITY COUNCIL COMMITTEE LIST**

**WHEREAS**, the members of the City Council of the City of Susanville have the responsibility, as part of their official duties, to participate in the activities of various boards, commissions and committees within the jurisdiction of the City of Susanville, County of Lassen and State of California; and

**WHEREAS**, the Mayor of the City of Susanville makes recommendations appointing individuals to serve on various boards, commissions and committees, and to sit on new committees, boards or commissions; and

**WHEREAS**, the Mayor of the City of Susanville makes the appointment amendment as described in Exhibit A for representation on the CDBG Loan Committee; and

**WHEREAS**, the term of appointment shall continue until amended.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville approves the Susanville City Council Committee List, attached hereto as Exhibit A, as recommended by the Mayor of the City of Susanville.

Dated: May 1, 2019

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

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

The foregoing Resolution No. 19-5638 was adopted at a regular meeting of the City Council of the City of Susanville held on the 1st day of May, 2019 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING

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

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

## SUSANVILLE CITY COUNCIL COMMITTEE LIST

May 1, 2019 \* Resolution No. 19-5638

<u>Committee</u>	<u>Representative</u>	<u>Meetings</u>
Abandoned Vehicle JPA	Kevin Stafford Brian Moore (alt)	Annual. No current meeting schedule.
Airport Land Use Commission	Joe Franco Mendy Schuster Kevin Stafford (alt)	No current frequency. Thursday at 1:30 pm as needed
Association of California Cities Allied with Public Safety (ACCAPS)	Kevin Stafford Brian Wilson (alt)	Annual
CDBG Loan Committee	Brian Wilson <b>Mendy Schuster</b> (alt)	As Needed During Business Hours.
Citizens Advisory Committee (CAC)	Kevin Stafford	Bi-monthly, fourth Monday, at 12:00 pm
Historic Building Preservation	Tim Purdy Will Thorn	As Needed, evening meetings.
Honey Lake Valley Recreation Authority	Brian Wilson Brian Moore Joe Franco (alt)	Monthly/ third Tuesday, 3:00pm
Indian Gaming Committee	Mendy Schuster Kevin Stafford	No current schedule available.
Local Agency Formation Commission (LAFCO)	Joe Franco Brian Wilson Kevin Stafford (alt)	Every other month, second Monday – 3:00 pm
Lassen County Air Pollution Control District	Mendy Schuster Joe Franco Kevin Stafford Brian Wilson (alt)	Monthly, second Tuesday – 3:00 pm
Lassen County Coordination Council	Mendy Schuster Kevin Stafford	Monthly, third Monday-6:30 pm
Lassen County Transportation Commission (LCTC) Lassen Transit Authority	Brian Moore Brian Wilson Joe Franco Mendy Schuster (alt)	Monthly, second Monday-1:00 pm

Lassen Regional Solid Waste

Brian Moore  
Kevin Stafford  
Joe Franco (alt)

Monthly, fourth Tuesday  
3:00 p.m.

League of California Cities

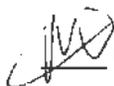
Brian Wilson

Quarterly, No Current Schedule

Regional Water Management  
Group

Dan Newton  
Public Works Director

As Needed, During Business  
Hours

Reviewed by:  City Administrator

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

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

**Action Date:** May 1, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Resolution No. 19-5650 terminating Airport Hangar Land Lease Agreement, Lot #2 with David Burr, and authorizing Mayor to execute an Airport Ground Lease Agreement for Hangar #2 with Brandon and Jolene Phillips.

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

**SUMMARY:** On March 6, 2019, the City Council was presented with the option of purchasing Hangar #2, owned by David Burr, for the amount of \$35,000.00. City Council declined the purchase of the hangar. Brandon and Jolene Phillips have, as of March 16, 2019, taken possession of the Hangar and are required to execute a new Airport Ground Lease Agreement for Hangar #2.

**FISCAL IMPACT:** Annual revenue of \$943.92 (\$0.38 sq/ft @ 2,484 sq ft).

**ACTION**

**REQUESTED:** Motion approving Resolution No. 19-5650 terminating Airport Hangar Land Lease Agreement, Lot #2 with David Burr and authorizing Mayor to execute an Airport Ground Lease Agreement, Lot #2 with Brandon and Jolene Phillips.

**ATTACHMENTS:** Resolution No. 19-5650  
Airport Ground Lease Agreement Hangar Owned by Lessee, Lot #2 executed by Brandon and Jolene Phillips

**RESOLUTION NUMBER 19-5650**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**TERMINATING AIRPORT HANGAR LAND LEASE AGREEMENT, LOT #2 WITH**  
**DAVID BURR AND AUTHORIZING MAYOR TO EXECUTE AN AIRPORT GROUND**  
**LEASE AGREEMENT, LOT #2 WITH BRANDON AND JOLENE PHILLIPS**

**WHEREAS**, Page 2, Paragraph 3 of the Airport Hangar Land Lease Agreement, Lot #2 requires the Lessee to first submit an offer in writing to the City to sell said Leased Premises and improvements to the City for the same amount as any bona fide offer received by Lessee or for the fair market value, as the case may be; and

**WHEREAS**, on February 15, 2019, David Burr offered to sell his interest in the hangar on Lot #2 to the City for \$35,000.00; and

**WHEREAS**, at its March 6, 2019 meeting, the City Council of the City of Susanville rejected purchase of the hangar on Lot #2 owned by David Burr; and

**WHEREAS**, on March 16, 2019 David Burr sold his interest in the hangar on Lot #2 to Brandon and Jolene Phillips for \$35,000.00; and

**WHEREAS**, the Airport Hangar Land Lease Agreement, Lot #2 held by David Burr needs to be terminated and a new Airport Ground Lease Agreement, Lot #2 needs to be executed by Brandon and Jolene Phillips as the new owners.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Susanville authorizes the following:

1. That the Airport Hangar Land Lease Agreement, Lot #2 held by David Burr is hereby terminated; and
2. That Brandon and Jolene Phillips are the new owners of the hangar on Lot #2 and has executed an Airport Ground Lease Agreement, Lot #2 as required.

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 1st day of May, 2019, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING.

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

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

**AIRPORT HANGAR GROUND LEASE AGREEMENT  
HANGAR OWNED BY LESSEE**

THIS LEASE, made this \_\_\_\_ day of \_\_\_\_\_, between the CITY OF SUSANVILLE, a municipal corporation, organized and existing under the laws of the State of California, hereinafter referred to as "Lessor", and Brandon and Jolene Phillips address: 1155 mark Street, Susanville, CA 96130, County of Lassen, State of California, hereinafter referred to as "Lessee", on the following terms and conditions:

1. Lessor docs hereby lease to Lessee, for a term of \_\_\_\_ (five (5), ten (10), or twenty (20)) years from the date hereof, unless sooner terminated as set forth herein, a certain parcel of land described as Hangar Lot #2, hereinafter referred to as the "Leased Premises", located at the Susanville Municipal Airport and legally described as follows:

SEE EXHIBIT "A" ATTACHED HERETO

(a) Lessor shall provide a hangar building plan for approval prior to any Lease execution for use as an airplane hangar. Completion of said hangar shall be no more than eighteen (18) months from the date of execution of lease. The rent shall be \$.38 per square foot per year, for the area including the space occupied by the hangar only which rent is payable in 12 equal installments monthly in advance on the first day of each and every month. Said rent shall be increased on an annual basis as set forth below.

(b) Commencing on July 1st following the commencement date of this lease agreement, and continuing each year thereafter ("the Rent Adjustment Date") the rent set forth in Section 1(a) above shall be subject to adjustment as follows: The Consumer Price Index for All Urban Consumers, West Region, for West City Classes B/C, published by the Bureau of Labor Statistics, United States Department of Labor for all items ("index") in effect on January 1, 2005 shall be the Base Index. For each Rent Adjustment Date, the Index in effect immediately before that Rent Adjustment Date ("the Adjustment Index"), shall be used for purposes of calculating the amount of adjustment, if any. If the Adjustment Index has increased over the Base Index, the rent payable for the following year and until the next Rent Adjustment Date shall be increased by the same percentage as the Adjustment Index bears to the Base Index.

(c) In no event shall the monthly rent be decreased below the amount specified under Section 1(a).

(d) If the Consumer Price Index, as now constituted, compiled, and published, shall cease to be compiled and published during the term of this lease, or is calculated on a significantly different basis following the date of this lease, the most comprehensive official Index published that most closely approximates the rate of inflation shall be used for purposes of computing adjustments under this lease. City's determination as to which official Index to then use shall be final and binding on Lessee.

(e) Any rent due for the portion of the month this Lease commences shall be prorated for that month. Lessee is granted the unlimited lawful right of ingress and egress from the Leased Premises. Lessor hereby reserves a utility easement, including but not limited to, the right to construct, install, place and maintain utility lines for all customary utility services under, over, across, and through the Leased Premises at such locations as Lessor shall require.

(f) In the event Lessee chooses to conduct business from hangar, Lessee will also be subject to Exhibit "C" Operator Agreement and "C1" Minimum Standards for Commercial Operator. If Lessee enters into a sublease with sublessee, and sublessee conducts business from hangar, sublessee is subject to Exhibit "C" Operator Agreement and "C1" Minimum Standards for Commercial Operator.

2. Lessee shall use the hangar for the storage of aircraft(s) owned or leased by Lessee and shall be in compliance with current FAA Policies including Policies on Non-aeronautical Use of Airport Hangars. In the event Lessee desires to sublease the hangar, then Lessee must obtain the written permission of Lessor, must provide a copy of a written sublease agreement to Lessor within thirty (30) days of execution and said sublessee will be required to provide insurance as specified herein. In the event of such sublease, the sublessee shall also be in compliance with current FAA Policies including Policies on Non-aeronautical Use of Airport Hangars; Lessee shall pay to Lessor as additional rent an amount equal to twenty percent (20%) of the amount charged by Lessee to Lessee's sublessee, as stated in the sublease agreement, or \$20.00, whichever is greater. If any provisions of this paragraph 2 is violated, Lessee shall forfeit this Lease. Lessor shall be notified in writing requesting Lessor's approval in the event Lessee desires to enter into a sublease.

3. The primary purpose of a hangar shall be for the storage of aircraft and the aircrafts' aeronautical related items. If the hangar is serving its primary purpose, non-aeronautical items can be permitted, at the discretion of the Lessor, if those items do not affect the hangars' primary use. Storage of household items that could be stored in commercial storage facilities is not permissible per FAA guidelines. Residential developments, including living quarters for permanent or long-term use, is incompatible with airport operations and conflicts with grant assurance requirements as well as current zoning laws.

4. Lessee hereby agrees that should Lessee desire to sell or transfer Lessee's interest hereunder and the improvements on said Leased Premises, Lessee shall first submit an offer in writing to Lessor to sell said Leased Premises and improvements to Lessor for the same amount as any bona fide offer received by Lessee in connection therewith, or for the fair market value, as the case may be. Lessee's written offer to Lessor shall be submitted to the City Clerk of the City of Susanville, at least fifteen (15) days prior to a regularly scheduled meeting of the City Council of the City of Susanville, and the City Council shall have thirty (30) days after said meeting within which to accept or reject the offer. In the event that the City Council does not act within that period of time, the offer will be deemed rejected. Should Lessor reject the offer, Lessee may sell the hangar and assign Lessee's rights under this Lease, at the same price as offered to the Lessor, and shall, within fifteen (15) days prior to sale, notify Lessor in writing requesting City approval.

5. This Lease does not confer upon the Lessee the right to infringe on any of the commercial rights granted to any other person by the City of Susanville. This Lease is not a Fixed Base Operator or Commercial Operator Agreement.

6. Upon expiration of this Lease, Lessee shall have the right to remove said airplane hangar from said airport within ninety (90) days. Lessee shall continue to pay the rent then in effect during said ninety-day period. In the event the hangar is not moved off the airport within the ninety (90) days, said hangar shall become the property of the City of Susanville. Any holding over by Lessee past the term of this Lease shall not be deemed a renewal or extension of the term of this Lease.

7. In the event the Master Plan for the Susanville Municipal Airport, or any amendments thereto, requires the Leased Premises for other use or uses, Lessor will furnish to said Lessee at another site on the same airport, an equivalent amount of land for hangar relocation. Any relocation of Lessee's hangar shall be at Lessee's sole cost and expense.

8. Should the Master Plan for the Susanville Municipal Airport, or any amendments thereto, require moving of Lessee's hangar, such relocation shall not be required until the City of Susanville places the Master Plan into effect, and only when the City Council has agreed that the Master Plan is feasible

and should be placed into operation. Any relocation of said hangar, however, shall be made so as not to interfere with any construction or other work occurring under the Master Plan. All cost of hangar relocation shall be the responsibility of Lessee.

9. Any hangar constructed on the Leased Premises shall meet the California Building Standards Code, California Fire Code, National Fire Protection Agency (NFPA) Codes and City Airport Standards as adopted by the City of Susanville and shall have the exterior walls and roof of metal or other fire resistant material to be approved by the Building Official of the City; Lessee shall keep Lessee's hangar in a state of good repair, operable doors and windows and able to be properly secured with damage promptly repaired and in such a condition as to not create a fire hazard or a public nuisance. Lessee's hangar may be inspected by the City of Susanville, designated agent, at all reasonable times, and Lessee shall, within fifteen (15) days of being notified that a condition exists in the hangar which in the opinion of the City is a fire hazard or danger to the public health and safety, remedy such condition; if Lessee fails to do so, Lessor may do so at the expense of the Lessee.

10. Lessee shall keep the Leased Premise free and clear of inflammable or combustible vegetation or other materials.

11. If Lessee has not yet constructed a hangar on the premises, Lessee shall commence construction of a hangar within six (6) months from the date the Lease is executed or from the date of such demolition or removal, and finish construction within twelve (12) months from the date the Lease is executed. Failure to comply with the provisions of this paragraph shall result in the immediate termination of this Lease.

12. Lessee shall pave a concrete or asphalt apron at the airplane entrance door from the hangar building to the existing taxiway/runway.

13. Standards, rules, and regulations of City of Susanville Ordinance 87-697, as shown in Exhibit "D", or any amendments thereto, are incorporated herein by reference and shall also govern Lessee's use of the Leased Premises.

14. Lessee covenants and agrees that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this Lease, for a purpose for which a Federal Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, Lessee shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, DOT, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

15. Lessee further agrees and covenants that (1) no person on the grounds of race, color, gender or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such premises and the furnishing of services thereon, no person on the grounds of race, color, gender or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subject to discrimination, (3) that the Lessee shall use the premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

16. That in the event of breach of the above nondiscrimination covenants, Lessor shall have the right to terminate the Lease and to reenter and repossess said Leased Premises and the facilities thereon, and hold the same as if said Lease had never been made or issued. This paragraph does not become effective until the procedures of 49 CFR Part 21 are followed and completed including expiration of appeal rights.

17. Lessor reserves the right to further develop or improve the landing area of the airport as it sees fit, regardless of the desires or view of the Lessee and without interference or hindrance.

18. Lessor reserves the right, but shall not be obligated to the Lessee, to maintain and keep in repair the landing area of the airport and all publicly-owned facilities of the airport, together with the right to direct and control all activities of the Lessee in this regard.

19. This Lease shall be subordinate to the provisions and requirements of any existing or further agreements between the Lessor and the United States, relative to the development, operation or maintenance of the airport.

20. There is hereby reserved to the Lessor, for the use and benefit of the public, a right of flight for the passage of aircraft in the airspace above the surface of the premises herein leased. This public right of flight shall include the right to cause in said airspace any noise inherent in the operation of any aircraft used for navigation or flight through the said airspace or landing at, taking off from or operation on the Susanville Municipal Airport.

21. The lessee agrees to comply with the notification and review requirements covered in Part 77 of the Federal Aviation Regulations in the event future construction of a building is planned for the (leased, licensed, permitted) premises or in the event of any planned modification or alteration of any present or future building or structure situated on the leased premises. This requires the submission of FAA Form 7460-1, Notice of Construction or Alteration to the FAA.

The lessee by accepting this lease agreement expressly agrees for itself, its successors and assigns that it will not erect nor permit the erection of any structure or building nor permit object of natural growth or other obstruction on the land leased hereunder above a height as determined by the application of the requirements of Title 14 CFR Part 77. In the event the aforesaid covenants are breached, the owner reserves the right to enter upon the land hereunder and to remove the offending structure or object or cut the offending natural growth, all of which shall be at the expense of the lessee.

It is understood and agreed that nothing herein contained shall be construed to grant or authorize the granting of an exclusive right within the meaning of U.S. Code 40103 (e) and 47107(a)(4).

The lessee will furnish services on a reasonable and not unjustly discriminatory basis to all users, and charge reasonable and not unjustly discriminatory prices for each unit or service, provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers. **(In accordance with Grant Assurance #22.b, this provision must be included in any agreement, contract, lease, license, permit to engage in any aeronautical activity at the airport.)**

The lessee will conform to airport and Federal Aviation Administration safety and security rules and regulations regarding use of the airport operations area including runways, taxiways, aircraft aprons by vehicles, employees, customers, visitors, etc. in order to prevent security breaches and avoid aircraft incursions and vehicle/pedestrian deviations; will complete and pass airfield safe driving instruction

program when offered or required by the airport; and will be subject to penalties as prescribed by the airport for violations of the airport safety and security requirements.

22. Lessee agrees not to make use of the Leased Premises in any manner which might interfere with the landing and taking off of aircraft from the Susanville Municipal Airport, or that would otherwise constitute a hazard.

23. Lessee shall not use, or store, any petroleum products except small quantities for Lessee's personal use. Lessee shall not dispose on the Leased Premises any petroleum products, or any material or substances now or hereafter classified as hazardous or toxic under any federal, state, or local law, ordinance, regulation, rule, or order which is now or at any time during the term of this Lease applicable to the Leased Premises or Lessee's use and occupation thereof. Notwithstanding the foregoing, Lessor acknowledges and agrees that the presence of fuel, oil and grease located within the proper receptacles of any aircraft properly stored on the Leased Premises shall not be considered a violation of this section.

24. Lessee hereby agrees to indemnify and hold harmless Lessor from any and all claims, demands, and causes of action, including costs and attorneys' fees, including any litigation in connection with the defense of any claim, demand, or cause of action arising out of or resulting from any hazardous, toxic, or petroleum substance, material, or waste, unless caused by the intentional or otherwise tortious act or omissions of the Lessor. Upon receiving notice of any such claim, demand, or cause of action, Lessee shall, at Lessee's sole cost and expense, immediately cure or commence to cure the problem by taking all action prescribed by applicable federal, state, and local laws, regulations, ordinances, and orders. Lessee's obligation to indemnify Lessor set forth in this paragraph shall survive the expiration or earlier termination of this Lease.

25. This Lease and all the provisions hereof shall be subject to whatever right the United States Government now has or in the future may have or acquire, affecting the control, operation, regulation and taking over of said airport or the exclusive or non-exclusive use of the airport by the United States during the time of war or national emergency.

26. Upon the date of this Lease, Lessee shall procure and maintain liability insurance of at least \$150,000.00 for one (1) person, \$250,000.00 per occurrence, and property damage insurance of \$100,000.00; provided, however, Lessor may impose additional coverage requirements in amounts to be determined by resolution of the Susanville City Council, and upon adoption of said resolution, Lessee shall have thirty (30) days from written notice thereof to comply with the additional requirements. A Certificate of Insurance evidencing such coverage and naming Lessor, its officers, agents, and employees as additional insureds, shall be filed with the Susanville City Clerk. Said Certificate of Insurance shall guarantee at least ten (10) days advance notice to Lessor, in writing, of any cancellation or reduction of such insurance.

27. A breach by Lessee of any of the terms of this Agreement constitutes a default. In the event of a default, Lessor may at its option terminate Lessee's right to possession of the Leased Premises at any time by any lawful means, including, but not limited to, rights pursuant to Civil Code Section 1159 et seq., as the same may be amended from time to time. No act of Lessor other than by giving written notice to Lessee shall terminate this Lease. In the event of termination of this Lease by Lessor, Lessee shall immediately surrender possession of the Leased Premises to Lessor. In the event of termination of this Lease, Lessor shall be entitled to recover the following amounts from Lessee:

- (a) The amount of the unpaid rent accrued through the date of termination of this Lease;

(b) The excess of the amount of rent which accrues between the date of termination of this Lease and the date of the award over the amount of the loss of rent that Lessee proves could have reasonably been avoided;

(c) The present value, on the date of the award, of the excess amount of rent which accrues between the date of the award and the expiration of the term of this Lease over the amount of the loss of rent that Lessee proves could reasonably be avoided, with the present value computed by using an interest rate equal to that which comparable properties earn on the date of the award; and

(d) Any other amount, including court costs, reasonable attorneys' fees, and costs of taking possession of and reletting the Leased Premises necessary to compensate Lessor for all detriment proximately caused by Lessee's default.

In addition to the foregoing rights, Lessor shall have all other rights set forth in this Lease, including but not limited to the right to possession and ownership of the hangar if it is not removed ninety (90) days after the date of termination of this Lease.

28. FAA Grant Assurances: Lessee acknowledges and agrees that Lessor has entered into certain Grant Agreements with the FAA, conditions of which require that all parties leasing property from Lessor agree to be bound by certain sponsor's assurances given by Lessor to the United States Government under the Airport and Airway Improvement Act of 1982, as the same may be amended from time to time. Accordingly, Lessee on behalf of itself, its heirs, personal representatives, successors, and assigns, as additional consideration for the lease of the Leased Premises from Lessor, does hereby covenant and agree for the term of this Lease to be bound by the provisions set forth in Exhibit "B" (Sponsors Assurances) attached hereto and incorporated herein by reference.

This Lease shall be subordinate to the provisions and requirements of any existing or future agreement between Lessor and the United States Government or any authorized agency thereof, by which Lessor obtains federally-owned surplus property or federal aid for the development, operation, and/or maintenance of the Susanville Municipal Airport. In the event that the FAA or any other federal agency requires modifications or changes in this Lease as a condition for the granting of funds for the improvement of lands and improvements covered by its laws, rules, or regulations, Lessee agrees to consent to the amendments, modifications, revisions, supplements, or deletions of any of the terms, conditions, or requirements of this Lease, as may be required to obtain such funds except, however, that in no event will Lessee be required, pursuant to this section, to agree to any increase in the rents or fees provided for in this Lease. In the event Lessee refuses or fails to consent to the amendments, modifications, revisions, supplements, or deletions submitted to Lessee by Lessor pursuant to the provisions of this Section within thirty (30) days after receipt of the documents evidencing the changes, then this Lease shall be deemed to be amended and/or modified to comply with said changes as though the documents had been signed by all parties.

29. In the event any action, suit or proceeding is brought to collect the rent, fees, charges, or billings due or to become due hereunder, or any portion thereof, to take possession of the Leased Premises, and/or to enforce compliance with this Lease, the prevailing party shall be entitled to reasonable attorneys' fees and court costs.

30. Lessee shall occupy and use the Leased Premises only for the uses and purposes authorized herein. Lessor's grant of the privileges hereunder are not exclusive and Lessor reserves the right to lease other airport property to other individuals and entities for the same uses and privileges granted hereby, or for other uses and purposes.

31. The property interest herein granted to Lessee may be subject to property taxation of the possessory interest created thereby, and, if created, Lessor, by reason of said possessory interest, may be subject to the payment of property taxes levied on said interest. In the event said taxes are so levied, Lessee shall be responsible for payment thereof. Lessee shall pay promptly all lawful taxes and assessments which may be levied by any federal, state, county, city or other tax levying body of any taxable interest of Lessee hereunder, whether on real or personal property of Lessee.

32. This (lease, license, permit, etc.) shall be subordinate to the provisions and requirements of any existing or future agreement between the airport owner/sponsor and the United States, relative to the development, operation, or maintenance of the airport. Failure of the (lessee, licensee, permittee) or any occupant to comply with the requirements of any existing or future agreement between the lessor and the United States, which failure shall continue after reasonable notice to make appropriate corrections, shall be cause for immediate termination of (lessee's, licensee, permittee's) rights hereunder.

33. The terms hereof shall be binding on the heirs, successors and assigns of the parties hereto. This Lease cannot be transferred or assigned without Lessor's prior written approval.

IN WITNESS WHEREOF, the said Lessor by **Resolution No. \_\_\_\_\_** of the City Council of the City of Susanville, has caused this Lease to be executed by the Mayor and the Clerk, and the said Lessee has executed this Lease the day and year first above written.

CITY OF SUSANVILLE  
LESSOR:

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

Attest:

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

LESSEE:

\_\_\_\_\_  
Type Name:

\_\_\_\_\_  
Type Name:

(If a corporation, a corporate resolution authorizing signature must be attached).

Approved as to Form:

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

**EXHIBIT "A"**

A certain parcel of land situated on the NE  $\frac{1}{4}$  of the NW  $\frac{1}{4}$  of the NE  $\frac{1}{4}$  of Section 13, Township 29 North, Range 12 East, M.D.B. & M., and more particularly described as follows:

All of lot numbered 2 as said lot is shown upon that certain map entitled "Record of Survey for City of Susanville of Susanville Municipal Airport Hangar Lots 1 thru 8," recorded in the Office of the County Recorder of the County of Lassen on April 7, 1969 in Book 7 at Page 1.

## EXHIBIT "B"

### Airport Sponsors Assurances

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#### A. General.

1. These assurances shall be complied with in the performance of grant agreements for airport development, airport planning, and noise compatibility program grants for airport sponsors.
2. These assurances are required to be submitted as part of the project application by sponsors requesting funds under the provisions of Title 49, U.S.C., subtitle VII, as amended. As used herein, the term "public agency sponsor" means a public agency with control of a public-use airport; the term "private sponsor" means a private owner of a public-use airport; and the term "sponsor" includes both public agency sponsors and private sponsors.
3. Upon acceptance of the grant offer by the sponsor, these assurances are incorporated in and become part of the grant agreement.

#### B. Duration and Applicability.

1. **Airport Development or Noise Compatibility Program Projects Undertaken by a Public Agency Sponsor.** The terms, conditions and assurances of the grant agreement shall remain in full force and effect throughout the useful life of the facilities developed or equipment acquired for an airport development or noise compatibility program project, or throughout the useful life of the project items installed within a facility under a noise compatibility program project, but in any event not to exceed twenty (20) years from the date of acceptance of a grant offer of Federal funds for the project. However, there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport. There shall be no limit on the duration of the terms, conditions, and assurances with respect to real property acquired with federal funds. Furthermore, the duration of the Civil Rights assurance shall be specified in the assurances.
2. **Airport Development or Noise Compability Program Projects Undertaken by a Private Sponsor.** The preceding paragraph 1 also applies to a private sponsor except that the useful life of project items installed within a facility or the useful life of the facilities developed or equipment acquired under an airport development or noise compatibility program project shall be no less than ten (10) years from the date of acceptance of Federal aid for the project.
3. **Airport Planning Undertaken by a Sponsor.** Unless otherwise specified in the grant agreement, only Assurances 1, 2, 3, 5, 6, 13, 18, 30, 32, 33, and 34 in Section C apply to planning projects. The terms, conditions and assurances of the grant agreement shall remain in full force and effect during the life of the project.

#### C. Sponsor Certification. The sponsor hereby assures and certifies, with respect to this grant that:

1. **General Federal Requirements.** It will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines and requirements as they relate to the application, acceptance and use of Federal funds for this project including but not limited to the following:

##### **Federal Legislation**

- a. Title 49, U.S.C., subtitle VII, as amended.
- b. Davis-Bacon Act - 40 U.S.C. 276(a), et seq.<sup>1</sup>
- c. Federal Fair Labor Standards Act - 29 U.S.C. 201, et seq.
- d. Hatch Act - 5 U.S.C. 1501, et seq.<sup>2</sup>
- e. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Title 42 U.S.C. 4601, et seq.<sup>1,2</sup>
- f. National Historic Preservation Act of 1966-Section 106-16 U.S.C. 470(f).<sup>1</sup>
- g. Archeological and Historic Preservation Act of 1974 - 16 U.S.C. 469 through 469c.<sup>1</sup>
- h. Native Americans Grave Repatriation Act - 25 U.S.C. Section 3001, et seq.
- i. Clean Air Act, P.L. 90-148, as amended.
- j. Coastal Zone Management Act, P.L. 93-205, as amended.
- k. Flood Disaster Protection Act of 1973 - Section 102(a) - 42 U.S.C. 4012a.<sup>1</sup>
- l. Title 49, U.S.C., Section 303, (formerly known as Section 4(f)).
- m. Rehabilitation Act of 1973 - 29 U.S.C. 794.
- n. Civil Rights Act of 1964 - Title VI - 42 U.S.C. 2000d through d-4.
- o. Age Discrimination Act of 1975 - 42 U.S.C. 6101, et seq.
- p. American Indian Religious Freedom Act, P.L. 95-341, as amended.
- q. Architectural Barriers Act of 1968 - 42 U.S.C. 4151, et seq.<sup>1</sup>
- r. Power plant and Industrial Fuel Use Act of 1978 - Section 403 - 2 U.S.C. 8373.<sup>1</sup>
- s. Contract Work Hours and Safety Standards Act - 40 U.S.C. 327, et seq.<sup>1</sup>
- t. Copeland Anti kickback Act - 18 U.S.C. 874.<sup>1</sup>
- u. National Environmental Policy Act of 1969 - 42 U.S.C. 4321, et seq.<sup>1</sup>
- v. Wild and Scenic Rivers Act, P.L. 90-542, as amended.
- w. Single Audit Act of 1984 - 31 U.S.C. 7501, et seq.<sup>2</sup>
- x. Drug-Free Workplace Act of 1988 - 41 U.S.C. 702 through 706.

#### **Executive Orders**

- Executive Order 11246 - Equal Employment Opportunity<sup>1</sup>
- Executive Order 11990 - Protection of Wetlands
- Executive Order 11998 - Flood Plain Management
- Executive Order 12372 - Intergovernmental Review of Federal Programs
- Executive Order 12699 - Seismic Safety of Federal And Federally Assisted New Building Construction<sup>1</sup>
- Executive Order 12898 - Environmental Justice

#### **Federal Regulations**

- a. 14 CFR Part 13 - Investigative and Enforcement Procedures.
- b. 14 CFR Part 16 - Rules of Practice For Federally Assisted Airport Enforcement Proceedings.
- c. 14 CFR Part 150 - Airport noise compatibility planning.
- d. 29 CFR Part 1 - Procedures for predetermination of wage rates.<sup>1</sup>
- e. 29 CFR Part 3 - Contractors and subcontractors on public building or public work financed in whole or part by loans or grants from the United States.<sup>1</sup>
- f. 29 CFR Part 5 - Labor standards provisions applicable to contracts covering federally financed and assisted construction (also labor

- standards provisions applicable to non-construction contracts subject to the Contract Work Hours and Safety Standards Act).<sup>1</sup>
- g. 41 CFR Part 60 - Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and federally assisted contracting requirements).<sup>1</sup>
  - h. 49 CFR Part 18 - Uniform administrative requirements for grants and cooperative agreements to state and local governments.<sup>3</sup>
  - i. 49 CFR Part 20 - New restrictions on lobbying.
  - j. 49 CFR Part 21 - Nondiscrimination in federally-assisted programs of the Department of Transportation - effectuation of Title VI of the Civil Rights Act of 1964.
  - k. 49 CFR Part 23 - Participation by Disadvantaged Business Enterprise in Airport Concessions.
  - l. 49 CFR Part 24 - Uniform relocation assistance and real property acquisition for Federal and federally assisted programs.<sup>12</sup>
  - m. 49 CFR Part 26 - Participation by Disadvantaged Business Enterprises in Department of Transportation Programs.
  - n. 49 CFR Part 27 - Nondiscrimination on the basis of handicap in programs and activities receiving or benefitting from Federal financial assistance.<sup>1</sup>
  - o. 49 CFR Part 29 - Government wide debarment and suspension (non-procurement) and government wide requirements for drug-free workplace (grants).
  - p. 49 CFR Part 30 - Denial of public works contracts to suppliers of goods and services of countries that deny procurement market access to U.S. contractors.
  - q. 49 CFR Part 41 - Seismic safety of Federal and federally assisted or regulated new building construction.<sup>1</sup>

**Office of Management and Budget Circulars**

- a. A-87 - Cost Principles Applicable to Grants and Contracts with State and Local Governments.
- b. A-133 - Audits of States, Local Governments, and Non-profit Organizations.

<sup>1</sup> These laws do not apply to airport planning sponsors.

<sup>2</sup> These laws do not apply to private sponsors.

<sup>3</sup> 49 CFR Part 18 and OMB Circular A-87 contain requirements for State and Local Governments receiving Federal assistance. Any requirement levied upon State and Local Governments by this regulation and circular shall also be applicable to private sponsors receiving Federal assistance under Title 49, United States Code.

Specific assurances required to be included in grant agreements by any of the above laws, regulations or circulars are incorporated by reference in the grant agreement.

**2. Responsibility and Authority of the Sponsor.**

- a. **Public Agency Sponsor:** It has legal authority to apply for the grant, and to finance and carry out the proposed project; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained



- c. For all noise compatibility program projects which are to be carried out by another unit of local government or are on property owned by a unit of local government other than the sponsor, it will enter into an agreement with that government. Except as otherwise specified by the Secretary, that agreement shall obligate that government to the same terms, conditions, and assurances that would be applicable to it if it applied directly to the FAA for a grant to undertake the noise program implementation project. That agreement and changes thereto must be satisfactory to the Secretary. It will take steps to enforce this agreement against the local government if there is substantial non-compliance with the terms of the agreement.
  - d. For noise program implementation projects to be carried out on privately owned property, it will enter into an agreement with the owner of that property which includes provisions specified by the Secretary. It will take steps to enforce this agreement against the property owner whenever there is substantial non-compliance with the terms of the agreement.
  - e. If the sponsor is a private sponsor, it will take steps satisfactory to the Secretary to ensure that the airport will continue to function as a public-use airport in accordance with these assurances for the duration of these assurances.
  - f. If an arrangement is made for management and operation of the airport by any agency or person other than the sponsor or an employee of the sponsor, the sponsor will reserve sufficient rights and authority to insure that the airport will be operated and maintained in accordance with Title 49, United States Code, the regulations and the terms, conditions and assurances in the grant agreement and shall insure that such arrangement also requires compliance therewith.
6. **Consistency with Local Plans.** The project is reasonably consistent with plans (existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.
7. **Consideration of Local Interest.** It has given fair consideration to the interest of communities in or near which the project may be located.
8. **Consultation with Users.** In making a decision to undertake any airport development project under Title 49, United States Code, it has undertaken reasonable consultations with affected parties using the airport at which project is proposed.
9. **Public Hearings.** In projects involving the location of an airport, an airport runway, or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community. It shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the

project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

10. **Air and Water Quality Standards.** In projects involving airport location, a major runway extension, or runway location it will provide for the Governor of the state in which the project is located to certify in writing to the Secretary that the project will be located, designed, constructed, and operated so as to comply with applicable air and water quality standards. In any case where such standards have not been approved and where applicable air and water quality standards have been promulgated by the Administrator of the Environmental Protection Agency, certification shall be obtained from such Administrator. Notice of certification or refusal to certify shall be provided within sixty (60) days after the project application has been received by the Secretary.
11. **Pavement Preventive Maintenance.** With respect to a project approved after January 1, 1995, for the replacement or reconstruction of pavement at the airport, it assures or certifies that it has implemented an effective airport pavement maintenance-management program and it assures that it will use such program for the useful life of any pavement constructed, reconstructed or repaired with Federal financial assistance at the airport. It will provide such reports on pavement condition and pavement management programs as the Secretary determines may be useful.
12. **Terminal Development Prerequisites.** For projects which include terminal development at a public use airport, as defined in Title 49, it has, on the date of submittal of the project grant application, all the safety equipment required for certification of such airport under Section 44706 of Title 49, United States Code, and all the security equipment required by rule or regulation, and has provided for access to the passenger enplaning and deplaning area of such airport to passengers enplaning or deplaning from aircraft other than air carrier aircraft.
13. **Accounting System, Audit, and Record Keeping Requirements.**
  - a. It shall keep all project accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of the grant, the total cost of the project in connection with which the grant is given or used, and the amount and nature of that portion of the cost of the project supplied by other sources, and such other financial records pertinent to the project. The accounts and records shall be kept in accordance with an accounting system that will facilitate an effective audit in accordance with the Single Audit Act of 1984.
  - b. It shall make available to the Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to the grant. The Secretary may require that an appropriate audit be conducted by a recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a grant or relating to the project in connection with which the grant was given or used, it shall file a certified copy of such audit with the Comptroller General of the United States not later than six (6) months following the close of the fiscal year for which the audit was made.

14. **Minimum Wage Rates.** It shall include, in all contracts in excess of \$2,000 for work on any projects funded under the grant agreement which involve labor, provisions establishing minimum rates of wages, to be predetermined by the Secretary of Labor, in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a - 276a-5), which contractors shall pay to skilled and unskilled labor, and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work.
15. **Veteran's Preference.** It shall include, in all contracts for work on any projects funded under the grant agreement which involve labor, such provisions as are necessary to insure that, in the employment of labor (except in executive, administrative, and supervisory positions), preference shall be given to Veterans of the Vietnam era and disabled veterans as defined in Section 47112 of Title 49, United States Code. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.
16. **Conformity to Plans and Specifications.** It will execute the project subject to plans, specifications, and schedules approved by the Secretary. Such plans, specifications, and schedules shall be submitted to the Secretary prior to commencement of site preparation, construction, or other performance under this grant agreement, and upon approval by the Secretary, shall be incorporated into this grant agreement. Any modifications to the approved plans, specifications, and schedules shall also be subject to approval by the Secretary and incorporated into the grant agreement.
17. **Construction Inspection and Approval.** It will provide and maintain competent technical supervision at the construction site throughout the project to assure that the work conforms to the plans, specifications, and schedules approved by the Secretary for the project. It shall subject the construction work on any project contained in an approved project application to inspection and approval by the Secretary and such work shall be in accordance with regulations and procedures prescribed by the Secretary. Such regulations and procedures shall require such cost and progress reporting by the sponsor or sponsors of such project as the Secretary shall deem necessary.
18. **Planning Projects.** In carrying out planning projects:
  - a. It will execute the project in accordance with the approved program narrative contained in the project application or with the modifications similarly approved.
  - b. It will furnish the Secretary with such periodic reports as required pertaining to the planning project and planning work activities.
  - c. It will include in all published material prepared in connection with the planning project a notice that the material was prepared under a grant provided by the United States.
  - d. It will make such material available for examination by the public, and agrees that no material prepared with funds under this project shall be subject to copyright in the United States or any other country.
  - e. It will give the Secretary unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this grant.

- f. It will grant the Secretary the right to disapprove the sponsor's employment of specific consultants and their subcontractors to do all or any part of this project as well as the right to disapprove the proposed scope and cost of professional services.
- g. It will grant the Secretary the right to disapprove the use of the sponsor's employees to do all or any part of the project.
- h. It understands and agrees that the Secretary's approval of this project grant or the Secretary's approval of any planning material developed as part of this grant does not constitute or imply any assurance or commitment on the part of the Secretary to approve any pending or future application for a Federal airport grant.

**19. Operation and Maintenance.**

- a. The airport and all facilities which are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable Federal, state and local agencies for maintenance and operation. It will not cause or permit any activity or action thereon which would interfere with its use for airport purposes. It will suitably operate and maintain the airport and all facilities thereon or connected therewith, with due regard to climatic and flood conditions. Any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Secretary.

In furtherance of this assurance, the sponsor will have in effect arrangements for:

- (1) Operating the airport's aeronautical facilities whenever required; and
- (2) Promptly marking and lighting hazards resulting from airport conditions, including temporary conditions; and
- (3) Promptly notifying airmen of any condition affecting aeronautical use of this airport.

Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when snow, flood or other climatic conditions interfere with such operation and maintenance. Further, nothing herein shall be construed as requiring the maintenance, repair, restoration, or replacement of any structure or facility which is substantially damaged or destroyed due to an act of God or other condition or circumstance beyond the control of the sponsor.

- b. It will suitably operate and maintain noise program implementation items that it owns or controls upon which Federal funds have been expended.

20. **Hazard Removal and Mitigation.** It will take appropriate action to assure that such terminal airspace as is required to protect instrument and visual operations to the airport (including established minimum flight altitudes) will be adequately cleared and protected by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.
21. **Compatible Land Use.** It will take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft. In addition, if the project is for noise compatibility program implementation, it will not cause or permit any change in land use, within its jurisdiction, that will reduce the compatibility, with respect to the airport, of the noise compatibility program measures upon which Federal funds have been expended.
22. **Economic Nondiscrimination.**
- a. It will make the airport available as an airport for public use on reasonable terms and without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public at the airport.
  - b. In any agreement, contract, lease or other arrangement under which a right or privilege at the airport is granted to any person, firm, or corporation to conduct or engage in any aeronautical activity for furnishing services to the public at the airport, the sponsor will insert and enforce provisions requiring the contractor to:
    - (1) furnish said services on a reasonable, and not unjustly discriminatory, basis to all users thereof, and
    - (2) charge reasonable, and not unjustly discriminatory, prices for each unit or service, provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.
  - c. Each fixed-based operator at the airport shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other fixed-based operators making the same or similar uses of such airport and utilizing the same or similar facilities.
  - d. Each air carrier using such airport shall have the right to service itself or to use any fixed-based operator that is authorized or permitted by the airport to serve any air carrier at such airport.
  - e. Each air carrier using such airport (whether as a tenant, non-tenant, or subtenant of another air carrier tenant) shall be subject to such nondiscriminatory and substantially comparable rules, regulations, conditions, rates, fees, rentals, and other charges with respect to facilities directly and substantially related to providing air transportation as are applicable to all such air carriers which make similar use of such airport

and utilize similar facilities, subject to reasonable classifications such as tenants or non-tenants and signatory carriers and non-signatory carriers. Classification or status as tenant or signatory shall not be unreasonably withheld by any airport provided an air carrier assumes obligations substantially similar to those already imposed on air carriers in such classifications or status.

- f. It will not exercise or grant any right or privilege which operates to prevent any person, firm, or corporation operating aircraft on the airport from performing any services on its own aircraft with its own employees (including, but not limited to maintenance, repair, and fueling) that it may choose to perform.
- g. In the event the sponsor itself exercises any of the rights and privileges referred to in this assurance, the services involved will be provided on the same conditions as would apply to the furnishing of such services by commercial aeronautical service providers authorized by the sponsor under these provisions.
- h. The sponsor may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.
- i. The sponsor may prohibit or limit any given type, kind, or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.

**23. Exclusive Rights.** It will permit no exclusive right for the use of the airport by any person providing, or intending to provide, aeronautical services to the public. For purposes of this paragraph, the providing of services at an airport by a single fixed-based operator shall not be construed as an exclusive right if both of the following apply:

- a. It would be unreasonably costly, burdensome, or impractical for more than one fixed-based operator to provide such services; and
- b. If allowing more than one fixed-based operator to provide such services would require the reduction of space leased pursuant to an existing agreement between such single fixed-based operator and such airport.

It further agrees that it will not, either directly or indirectly, grant or permit any person, firm or corporation the exclusive right at the airport to conduct any aeronautical activities, including, but not limited to charter flights, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not conducted in conjunction with other aeronautical activity, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which because of their direct relationship to the operation of aircraft can be regarded as an aeronautical activity, and that it will terminate any exclusive right to conduct an aeronautical activity now existing at such an airport before the grant of any assistance under Title 49, United States Code.

- 24. Fee and Rental Structure.** It will maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the particular airport, taking into account such factors as the volume of traffic and economy of collection. No part of the Federal share of an airport development, airport planning or noise compatibility project for which a grant is made under Title 49, United States Code, the Airport and Airway Development Act of 1982, the Federal Airport Act or the Airport and Airway Development Act of 1970 shall be included in the rate base in establishing fees, rates, and charges for users of that airport.
- 25. Airport Revenues.**
- a. All revenues generated by the airport and any local taxes on aviation fuel established after December 30, 1987, will be expended by it for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the actual air transportation of passengers or property; or for noise mitigation purposes on or off the airport. Provided, however, that if covenants or assurances in debt obligations issued before September 3, 1982, by the owner or operator of the airport, or provisions enacted before September 3, 1982 in governing statutes controlling the owner or operator's financing, provide for the use of the revenues from any of the airport owner or operator's facilities, including the airport, to support not only the airport but also the airport owner or operator's general debt obligations or other facilities, then this limitation on the use of all revenues generated by the airport (and, in the case of a public airport, local taxes on aviation fuel) shall not apply.
  - b. As part of the annual audit required under the Single Audit Act of 1984, the sponsor will direct that the audit will review, and the resulting audit report will provide an opinion concerning, the use of airport revenue and taxes in paragraph (a), and indicating whether funds paid or transferred to the owner or operator are paid or transferred in a manner consistent with Title 49, United States Code and any other applicable provision of law, including any regulation promulgated by the Secretary or Administrator.
  - c. Any civil penalties or other sanctions will be imposed for violation of this assurance in accordance with the provisions of Section 47107 of Title 49, United States Code.
- 26. Reports and Inspections.** It will:
- a. submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request and make such reports available to the public; make available to the public at reasonable times and places a report of the airport budget in a format prescribed by the Secretary;
  - b. for airport development projects, make the airport and all airport records and documents affecting the airport, including deeds, leases, operations

and use agreements, regulations and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request;

- c. for noise compatibility program projects, make records and documents relating to the project and continued compliance with the terms, conditions, and assurances of the grant agreement including deeds, leases, agreements, regulations, and other instruments, available for inspection by an duly authorized agent of the Secretary upon reasonable request; and
- d. in a format and time prescribed by the Secretary, provide to the Secretary and make available to the public following each of its fiscal years, an annual report listing in detail:
  - (i) all amounts paid by the airport to any other unit of government and the purposes for which each such payment was made; and
  - (ii) all services and property provided by the airport to other units of government and the amount of compensation received for provision of each such service and property.

**27. Use by Government Aircraft.** It will make available all of the facilities of the airport developed with Federal financial assistance and all those useable for landing and takeoff of aircraft to the United States for use by government aircraft in common with other aircraft at all times without charge, except, if the use by government aircraft is substantial, charge may be made for a reasonable share, proportional to such use, for the cost of operating and maintaining the facilities used. Unless otherwise determined by the Secretary, or otherwise agreed to by the sponsor and the using agency, substantial use of an airport by government aircraft will be considered to exist when operations of such aircraft are in excess of those which, in the opinion of the Secretary, would unduly interfere with use of the landing areas by other authorized aircraft, or during any calendar month that:

- a. Five (5) or more Governmental aircraft are regularly based at the airport or on land adjacent thereto; or
- b. The total number of movements (counting each landing as a movement) of Government aircraft is 300 or more, or the gross accumulative weight of Government aircraft using the airport (the total movements of Government aircraft multiplied by gross weights of such aircraft) is in excess of five million pounds.

**28. Land for Federal Facilities.** It will furnish without cost to the Federal Government for use in connection with any air traffic control or air navigation activities, or weather-reporting and communication activities related to air traffic control, any areas of land or water, or estate therein, or rights in buildings of the sponsor as the Secretary considers necessary or desirable for construction, operation, and maintenance at Federal expense of space or facilities for such purposes. Such areas or any portion thereof will be made available as provided herein within four months after receipt of a written request from the Secretary.

**29. Airport Layout Plan.**

- a. It will keep up to date at all times an airport layout plan of the airport showing (1) boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the sponsor for airport purposes and proposed additions thereto; (2) the location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars and roads), including all proposed extensions and reductions of existing airport facilities; and (3) the location of all existing and proposed non-aviation areas and of all existing improvements thereon. Such airport layout plan and each amendment, revision, or modification thereof, shall be subject to the approval of the Secretary which approval shall be evidenced by the signature of a duly authorized representative of the Secretary on the face of the airport layout plan. The Sponsor will not make or permit any changes or alteration in the airport or in any of its facilities which are not in conformity with the airport layout plan as approved by the Secretary and which might, in the opinion of the Secretary, adversely affect the safety, utility, or efficiency of the airport.
- b. If a change or alteration in the airport or its facilities is made which the Secretary determines adversely affects the safety, utility, or efficiency of any federally owned, leased, or funded property on or off the airport and which is not in conformity with the airport layout plan as approved by the Secretary, the owner or operator will, if requested by the Secretary (1) eliminate such adverse effect in a manner approved by the Secretary; or (2) bear all costs of relocating such property (or replacement thereof) to a site acceptable to the Secretary and all costs of restoring such property (or replacement thereof) to the level of safety, utility, efficiency, and cost of operation existing before the unapproved change in the airport or its facilities.

**30. Civil Rights.** It will comply with such rules as are promulgated to assure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefitting from funds received from this grant. This assurance obligates the sponsor for the period during which Federal financial assistance is extended to the program, except where Federal financial assistance is to provide, or is in the form of personal property or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the sponsor or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits or (b) the period during which the sponsor retains ownership or possession of the property.

**31. Disposal of Land.**

- a. For land purchased under grant for airport noise compatibility purposes, it will dispose of the land, when the land is no longer needed for such purposes, at fair market value at the earliest practicable time. That portion of the proceeds of such disposition which is proportionate to the United States' share of acquisition of such land will, at the discretion of

the Secretary, (1) be paid to the Secretary for deposit in the Trust Fund or (2) be reinvested in an approved noise compatibility project as prescribed by the Secretary, including the purchase of nonresidential buildings or property in the vicinity of residential buildings or property previously purchased by the airport as part of a noise compatibility program.

- b. For land purchased under a grant for airport development purposes (other than noise compatibility), it will, when the land is no longer needed for airport purposes, dispose of such land at fair market value or make available to the Secretary an amount equal to the United States' share of the cost of acquisition of such land will, (1) upon application to the Secretary, be reinvested in another eligible airport improvement project or projects approved by the Secretary at that airport or within the national airport system, or (2) be paid to the Secretary for deposit in the Trust Fund if no eligible project exists.
  - c. Land shall be considered to be needed for airport purposes under this assurance if (1) it may be needed for aeronautical purposes (including runway protection zones) or serve as noise buffer land, and (2) the revenue from interim uses of such land contributes to the financial self-sufficiency of the airport. Further, land purchased with a grant received by an airport operator or owner before December 31, 1987, will be considered to be needed for airport purposes if the Secretary or Federal agency making such grant before December 31, 1987, was notified by the operator or owner of the uses of such land, did not object to such use, and the land continues to be used for that purpose, such use having commenced no later than December 15, 1989.
  - d. Disposition of such land under (a) (b) or (c) will be subject to the retention or reservation on any interest or right therein necessary to ensure that such land will only be used for purposes which are compatible with noise levels associated with the operation of the airport.
32. **Engineering and Design Services.** It will award each contract, or subcontract for program management, construction management, planning studies, feasibility studies, architectural services, preliminary engineering, design, engineering, surveying, mapping, or related services with respect to the project in the same manner as a contract for architectural and engineering services is negotiated under Title IX of the Federal Property and Administrative Services Act of 1949 or an equivalent qualifications-based requirement prescribed for or by the sponsor of the airport.
33. **Foreign Market Restrictions.** It will not allow funds provided under this grant to be used to fund any project which uses any product or service of a foreign country during the period in which such foreign country is listed by the United States Trade Representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction.
34. **Policies, Standards, and Specifications.** It will carry out the project in accordance with policies, standards, and specifications approved by the Secretary including but not limited to the advisory circulars listed in the current FAA Advisory Circulars for AIP project,

dated \_\_\_\_\_ and included in this grant, and in accordance with applicable state policies, standards, and specifications approved by the Secretary.

35. **Relocation and Real Property Acquisition.** (1) It will be guided in acquiring real property, to the greatest extent practicable under State law, by the land acquisition policies in Subpart B of 49 CFR Part 24 and will pay or reimburse property owners for necessary expenses as specified in Subpart B. (2) It will provide a relocation assistance program offering the services described in Subpart C and fair and reasonable relocation payments and assistance to displaced persons as required in Subpart D and E of 49 CFR Part 24. (3) It will make available within a reasonable period of time prior to displacement, comparable replacement dwellings to displaced persons in accordance with Subpart E of 49 CFR Part 24.
36. **Access by Intercity Buses.** The airport owner or operator will permit, to the maximum extent practicable, intercity buses or other modes of transportation to have access to the airport, however, it has no obligation to fund special facilities for intercity buses or for other modes of transportation.
37. **Disadvantaged Business Enterprises.** The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure non-discrimination in the award and administration of DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR Part 26, and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801).
38. **Hangar Construction.** If the airport owner or operator and a person who owns an aircraft agree that a hangar is to be constructed at the airport for the aircraft at the aircraft owner's expense, the airport owner or operator will grant to the aircraft owner for the hangar a long term lease that is subject to such terms and conditions on the hangar as the airport owner or operator may impose.
39. **Competitive Access.**
  - a. If the airport owner or operator of a medium or large hub airport (as defined in Section 47102 of Title 49, U.S.C.) has been unable to accommodate one or more requests by an air carrier for access to gates or other facilities at that airport in order to allow the air carrier to provide service to the airport or to expand service at the airport, the airport owner or operator shall transmit a report to the Secretary that:
    - (1) Describes the requests;
    - (2) Provides an explanation as to why the requests could not be accommodated; and

- (3) Provides a time frame within which, if any, the airport will be able to accommodate the requests.
- b. Such report shall be due on either February 1, or August 1 of each year if the airport has been unable to accommodate the request(s) in the six month period prior to the applicable due date.

**EXHIBIT "C"**

**COMMERCIAL OPERATOR'S LICENSE AGREEMENT**

THIS AGREEMENT, made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the CITY OF SUSANVILLE, a municipal corporation and political subdivision of the State of California, hereinafter referred to as "Owner", and \_\_\_\_\_ address: hereinafter referred to as "Commercial Operator";

1. Commercial Operator, by this Agreement, is hereby authorized to perform the following activities at the airport:

**LIST AUTHORIZED ACTIVITIES**

2. The term of this Agreement is for a period of \_\_\_\_ years (minimum of 3), from \_\_\_\_\_, 20\_\_ to \_\_\_\_\_, 20\_\_ and including \_\_\_\_\_.
3. This Agreement includes the provisions of those certain "Minimum Standards for Commercial Operators" adopted by the City of Susanville by Resolution, for general aviation at said Airport, a copy of which is attached hereto as Exhibit "C1", and any amendments, deletions, or additions thereto. These minimum standards and requirements for fixed base operations shall be required of and shall apply equally to all such commercial operators at said Airport. Owner specifically covenants and agrees that all such services defined in the above referenced minimum standards shall be confined to commercial operators meeting said standards. Said minimum standards stipulate the nature and amount of aeronautical activities and services required of all commercial operators at said airport, insurance requirements, financial investment required, and the specific licenses required.
4. Commercial Operator agrees to operate all activities authorized by this Agreement for the use and benefit of the public and to make available to the public on fair and reasonable terms all services on a fair, equal and not unjustly discriminatory basis to all users thereof and to charge fair, reasonable and not unjustly discriminatory prices for each unit of service, provided, Commercial Operator may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers. Commercial Operator agrees that rates and charges for such activities and services shall be fixed by Commercial Operator subject to the City Council's concurrence and approval. In the event of disputes as to reasonableness, it is expressly understood by Commercial Operator that final determination will be reserved to the City of Susanville. All services offered by Commercial Operator will be performed with promptness and courtesy. It is expressly understood that nothing herein shall be construed to grant or authorized the granting of exclusive rights within the meaning of Section 308 (a) of the Federal Aviation Act of 1958, as amended. Commercial Operator shall be responsible for the actions of all its employees and shall render Owner safe and harmless from responsibility for any actions of negligence of Commercial Operator's employees engaged in these aeronautical activities and service. Commercial Operator will obtain at its own expense public liability insurance with limits of \$1,000,000.00 as to personal injury or death, and \$1,000,000.00 as to property damages to protect Owner from actions resulting from the Commercial Operator's activities at the Airport. Commercial Operator further agrees to keep the area where Commercial Operator performs the activities in a neat and orderly manner, free of offensive or dangerous materials or conditions.

5. Commercial Operator agrees to pay to Owner for the privilege of doing business at the Airport the following sums and amounts:
  - A. Commercial Operator shall pay to City the sum of **\$8,463.56** per year in advance, which sum is due on July 1st, and on the first day of July in each subsequent year.
  - B. The base rate will be increased by **5 percent** annually throughout the term.
6. This Agreement is not assignable.
7. It is expressly agreed by Commercial Operator and Owner that all rights, privileges and liabilities imposed on both parties by this Agreement are subject and subordinate to any conditions, restrictions, limitations, rules or regulations of any agreement or any contract pertaining to said Airport between the United States Government or any Department or Agency thereof having jurisdiction over said Airport and the Owner, and to rules and regulations of the State of California.
8. Commercial Operator does hereby agree that (a) no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefit of, or be otherwise subjected to discrimination in the use of said services, (b) that Commercial Operator shall render such services and activities reflected herein in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended. It is further agreed that in the event of breach of any of this nondiscrimination clause, Owner shall have the right to terminate this Commercial Operator Agreement.
9. The property interest herein of Commercial Operator may be subject to property taxation of the possessory interest created thereby, and, if created, Commercial Operator, by reason of said possessory interest, may be subject to the payment of property taxes levied on said interest. In the event said taxes are so levied, Commercial Operator shall be responsible for payment thereof.
10. Commercial Operator shall not permit dumping of hazardous waste at the Airport premises.
11. This Agreement will be governed by and construed in accordance with the laws of the State of California.

CITY OF SUSANVILLE

COMMERCIAL OPERATOR

\_\_\_\_\_  
Kathie Garnier, Mayor

\_\_\_\_\_  
Name: \_\_\_\_\_

(Approved by City Council on \_\_\_\_\_)

ATTEST:

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

APPROVED AS TO FORM:

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

EXHIBIT "C1"

**MINIMUM STANDARDS FOR COMMERCIAL OPERATORS AT THE SUSANVILLE MUNICIPAL AIRPORT, SUSANVILLE, CALIFORNIA**

The following minimum standards for commercial activities have been established in the public interest for the safe and efficient operation of the Susanville Municipal Airport; to enhance its orderly growth; to preclude the granting of an exclusive right to conduct an aeronautical activity in violation of Section 308(a) of the Federal Aviation Act of 1958; to conform to Title VI of the Civil Rights Act of 1964 and Part 21 of the Department of Transportation Regulations; and to assure to all users the availability of Airport property on fair and reasonable terms and without unjust discrimination.

1. No person, firm, or corporation shall engage in any commercial activity at the Susanville Municipal Airport unless a Susanville Airport Commercial Agreement (Exhibit "C") is entered into with the City of Susanville, and unless the commercial activity is done in full compliance with the minimum standards herein set forth.

2. A COMMERCIAL OPERATOR is defined as any person, firm, or corporation who is not otherwise the Airport Operator/Manager, but who is performing any of the functions or furnishing any of the services as hereinafter set forth for COMMERCIAL OPERATORS at the Susanville Municipal Airport.

3. All COMMERCIAL OPERATORS shall protect the public generally, the customers or clients of COMMERCIAL OPERATORS and the City of Susanville from any and all lawful damages, claims, or liability and shall carry comprehensive general liability insurance issued by an insurance company authorized to do business in the State of California. The City of Susanville shall be named as an additional insured. Policies must be approved by the City Administrator and a certificate of insurance thereof furnished to the City. It is further understood that as circumstances in the future dictate, the City may require an increase in bodily injury and property damage insurance. City shall increase the limits of insurance coverage only after a hearing before the City Council following input from the Airport Commission.

4. Any person, firm, or corporation capable of meeting the minimum standards set forth herein for any of the stated COMMERCIAL OPERATOR Categories A through I is eligible to become a COMMERCIAL OPERATOR at the Airport, provided there is space available, subject to the execution of a written lease for not less than five (5) years containing such terms and conditions as may be determined by the City. A COMMERCIAL OPERATOR shall not engage in any business or activity on the Airport other than that authorized under his particular Category or Categories. Any COMMERCIAL OPERATOR desiring to extend his operation into more than one (1) Category or to discontinue operations in a Category, shall first apply in writing to the City for permission to do so, setting forth in detail the reasons and conditions for the request. The City shall then grant or deny the request, in writing, on such terms and conditions as the City deems to be prudent and proper under the circumstances and issue a new COMMERCIAL OPERATOR's Agreement. Each COMMERCIAL OPERATOR shall provide his own buildings, personnel and equipment, and other requirements as herein stated upon land leased from the City of Susanville and obtain a signed Airport Hangar Land Lease Agreement.

5. All construction required of such COMMERCIAL OPERATORS shall be in accordance with design and construction standards required or established by the City for the facility or activity involved. Title to any and all buildings and appurtenances, which may be built on City property, shall be

as follows: when and if subject COMMERCIAL OPERATOR vacates its lease for any reason, COMMERCIAL OPERATOR may either remove said buildings COMMERCIAL OPERATOR owns at COMMERCIAL OPERATOR'S expense within ninety (90) days or building shall revert to non-commercial status.

6. All COMMERCIAL OPERATORS shall, at their own expense, pay all taxes and assessments against any buildings or other structures placed on the premises by them, as well as all taxes and assessments against the personal property used by them in their operations.

7. All COMMERCIAL OPERATORS shall abide by and comply with all state, county and city laws and ordinances, the rules and regulations of the City and the rules and regulations of the State and Federal Aviation Administration.

8. All COMMERCIAL OPERATORS shall provide and pay for all lights, gas, electric current, water, sewer charges and garbage collection charges used or incurred anywhere in or about their subject premises, and shall pay the charges made therefore by the suppliers thereof promptly when due.

9. All agreements and leases between such COMMERCIAL OPERATORS and the City shall be subordinate to the provisions of any existing or future agreement between the City of Susanville and the United States, relative to the operation or maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the expenditure of Federal funds for the development of the Airport properties.

10. No COMMERCIAL OPERATOR shall sublease or sublet any premises leased by such COMMERCIAL OPERATOR from the City, or assign any such lease, without the prior written approval of the City, and any such subletting or assignment shall be subject to all of the minimum standards herein set forth.

11. In the event the COMMERCIAL OPERATOR sublets any portion of his lease, the sublessee must agree to assume the full obligations of the lease as set out herein and must agree to fully cooperate with the City in seeing that these minimum standards are complied with. The sublessee shall immediately comply with any reasonable request or direction of the City as it relates to the enforcement of these standards.

12. In the event that the COMMERCIAL OPERATOR or sublessee fails to comply fully with these minimum standards or fails to comply with the reasonable request or direction of the City as it relates to these minimum standards, said COMMERCIAL OPERATOR or sublessee shall be in default. If said default continues for more than ten (10) days after notice of said default, the City may terminate the lease. Said COMMERCIAL OPERATOR is responsible for the performance of the sublessee.

13. COMMERCIAL OPERATORS shall have the right to use common areas of the Airport, including runways, taxiways, aprons, roadways, floodlights, landing lights, signals and other conveniences for the takeoff, flying and landing of aircraft of COMMERCIAL OPERATOR.

14. COMMERCIAL OPERATORS will, at all times during the continuance of the term of their agreements and/or leases and any renewal or extension thereof, conduct, operate and maintain for the benefit of the public, the commercial operation provided for and described therein, and all aspects and parts and services thereof as defined and set forth, and will make all such services available to the public and that it will devote its best efforts for the accomplishment of such purposes and that it will at all times

make charges to patrons and customers for all merchandise or materials and services furnished or rendered, but that it will refrain from imposing or levying excessive or otherwise unreasonable charges or fees for any facilities or services. Notwithstanding anything contained in a lease that may be or appear to the contrary it is expressly understood and agreed that the rights granted thereunder are nonexclusive and the lessor reserves the right to grant similar privileges to another COMMERCIAL OPERATOR upon formal application by that COMMERCIAL OPERATOR, and upon demonstration of compliance with Paragraphs 3 and 4 herein.

15. The City reserves the right to take any actions it considers necessary to protect the aerial approaches to the Airport against obstructions, together with the right to prevent any commercial operator from erecting, or permitting to be erected, any building, sign, or other structure on the Airport which, in the opinion of the City, would limit the usefulness of the Airport or constitute a hazard to aircraft.

16. All contracts and leases between such COMMERCIAL OPERATORS and the City shall be subordinate to the right of the City during time of war or national emergency to lease the landing area or any part thereof to the United States Government for military or naval use, and, if any such lease is so made, the provisions of any contracts or leases between such with the provisions of the lease to the Government, shall be suspended.

17. The provisions of these standards shall in no way negate or cause to be null or void existing leases with COMMERCIAL OPERATORS at the Susanville Municipal Airport. Upon the adoption of these standards, any new leases and/or agreements entered into and any amendments to existing leases and/or agreements shall be in accordance with the standards.

18. The COMMERCIAL OPERATOR shall remove from the Airport or otherwise dispose of in a manner approved by the City all garbage, debris, and other waste material (whether solid or liquid) arising out of its occupancy of the premises or out of its operations. Said COMMERCIAL OPERATOR shall keep and maintain his premises in a neat and orderly manner. Any garbage debris waste which may be temporarily stored in the open shall be kept in suitable garbage or waste receptacles, the same to be made of metal and equipped with tight fitting covers and to be of a design safely and properly to contain whatever may be placed therein. The COMMERCIAL OPERATOR shall use extreme care when effecting removal of all such waste. No COMMERCIAL OPERATOR shall permit any dumping of hazardous waste on City property or on property leased or rented by COMMERCIAL OPERATOR.

19. The City reserves the right to further develop or improve all areas of the Airport as it sees fit, regardless of the desires or views of any COMMERCIAL OPERATORS, and without interference or hindrance from any such COMMERCIAL OPERATORS.

20. The City reserves the right to enter upon any premises leased to COMMERCIAL OPERATORS at reasonable times for the purpose of making such inspections as it may deem expedient, to the proper enforcement of any covenant or condition of any COMMERCIAL OPERATOR'S contract or lease agreement.

21. The City recognizes the rights of any person, firm or corporation operating aircraft on the Airport with its own employees (including, but not limited to maintenance and repair) that it may choose to perform. However, said persons, firms or corporations may not hire any vendors of service, aircraft parts, or fuel from off-airport premises to perform services on the Airport.

22. Aircraft fueling shall be in strict accordance with any safety regulations.

## COMMERCIAL OPERATOR CATEGORIES

### CATEGORY A. FLIGHT INSTRUCTION AND AIRCRAFT RENTAL:

A COMMERCIAL OPERATOR in this Category shall:

1. Have available an instructor pilot with appropriate and current Federal Aviation Administration pilot and medical certificates.
2. Provide and maintain a minimum of one (1) aircraft owned or leased or rented by and under the exclusive control of this COMMERCIAL OPERATOR which are properly equipped and Federal Aviation Administration certificated for flight instruction and rental.
3. Demonstrate the continuing ability to meet requirements for certification of flight instructor personnel and aircraft by the Federal Aviation Administration.
4. Assure that personnel operating rental equipment obtained from the subject COMMERCIAL OPERATOR have appropriate and current Federal Aviation Administration pilot and approved medical certificates.
5. Independent individual flight instructors not performing said services on a reoccurring basis shall be exempt.

### CATEGORY B. AIRCRAFT CHARTER AND TAXI:

A COMMERCIAL OPERATOR in this Category shall:

1. Conduct all aircraft charter and taxi service in compliance with Federal Aviation Regulations, particularly Regulation Part 135.
2. Lease from the City sufficient land on which to locate all improvements required by specific operations of the COMMERCIAL OPERATOR.

### CATEGORY C. CROP DUSTING AND SPRAYING:

A COMMERCIAL OPERATOR in this Category shall:

1. Furnish suitable arrangements for the safe loading, unloading, storage and containment of noxious chemical materials.
2. Furnish a minimum of one (1) aircraft with pilot. The aircraft will be suitably equipped for agricultural operations with adequate safeguard against spillage of chemical spray mixtures or materials on runways and taxiways or dispersal by wind force to other operational areas of the Airport. The pilot will have appropriate and current Federal Aviation Administration pilot and approved medical certificates. The COMMERCIAL OPERATOR in this Category shall comply with all Federal Environmental Protective Agency and State requirements pertaining to handling, storage and disposal of chemicals.
3. Lease from the City sufficient land on which to locate all improvements required by the specific operations of the COMMERCIAL OPERATOR.

CATEGORY D. AIRCRAFT SALES:

A COMMERCIAL OPERATOR in this Category shall:

1. Have a minimum of one (1) fully qualified demonstrator pilot with current and appropriate Federal Aviation Administration pilot and approved medical certificates.
2. Lease from the City sufficient land on which to locate all improvements required by the specific operations of the COMMERCIAL OPERATOR.

CATEGORY E. AIRCRAFT, ENGINE, PROPELLER, AND ACCESSORY MAINTENANCE:

A COMMERCIAL OPERATOR in this Category shall:

1. Furnish facilities and equipment for airframe and power plant repairs with at least one (1) duly Federal Aviation Administration certified A & P Mechanic and such other personnel as may be necessary. Such airframe and power plant repair shall include facilities for repair of aircraft and engines used in aviation in this area.
2. Lease from the City sufficient land on which to locate all required improvements.

CATEGORY F. RADIO AND INSTRUMENT:

A COMMERCIAL OPERATOR in this Category shall:

1. Lease from the City sufficient land on which to locate all required improvements.
2. Have available a Federal Aviation Administration certificated technician in the field of aircraft electronics and/or aircraft instruments with proper Federal Communications Commission license to conduct complete aircraft transmitter, receiver and antennae repair.
3. Provide satisfactory arrangements for access to and storage of aircraft being worked on.

CATEGORY G. SALE OF AVIATION PETROLEUM PRODUCTS AND RAMP SERVICE:

A COMMERCIAL OPERATOR in this Category shall:

1. Lease from the City sufficient land on which to locate intended storage and dispensing equipment, and buildings.
2. Have personnel on full-time duty during normal business hours of not less than eight (8) hours a day, seven (7) days a week, adequately trained to operate fuel dispensing equipment in accordance with all applicable local, state, and Federal laws. (Additional requirement: On-call service may be required during all hours of darkness.
3. Demonstrate capability to efficiently and safely conduct or move aircraft to such areas and park them. Compliance with FAA and EPA standards shall be adhered to at all times.
4. Comply with the following criteria regarding fuel storage and dispensing facilities:
  - a. Purchase from City fuel tanks such fuel as is needed by COMMERCIAL OPERATOR for sale to COMMERCIAL OPERATOR'S customers;

- b. Maintain separate trucking equipment for each grade of fuel, meeting all applicable safety requirements with reliable metering devices subject to independent inspection, and with a pumping efficiency capable of servicing all aircraft normally using the Airport.
- c. Provide adequate fire extinguishers in all fuel dispensing areas and on all mobile dispensing trucks.

#### CATEGORY H. FLYING CLUBS:

In an effort to foster and promote flying for pleasure, develop skills in aeronautics, including pilotage, navigation, and an awareness and appreciation of aviation requirements and techniques the Category of Flying Clubs is added to the Rules, Regulations and Minimum Standards of the Susanville Municipal Airport.

All flying clubs desiring to base their aircraft and operate on the Airport must comply with the applicable provisions of these Standards and Requirements. However, they shall be exempt from regular COMMERCIAL OPERATOR requirements upon satisfactory fulfillment of the conditions contained herein.

1. The club shall be a non-profit entity (corporation, association or partnership) organized for the express purpose of providing its members with an aircraft(s), for their personal use and enjoyment only. The ownership of the aircraft(s), must be vested in the name of the flying club (or owned ratably by all of its members). The property rights of the members of the club shall be equal and no part of the net earnings of the club will inure to the benefit of any member in any form (salaries, bonuses, etc.). The club may not derive greater revenue from the use of its aircraft than the amount necessary for the operations, maintenance and replacement of its aircraft.
2. Flying clubs may not offer or conduct charter or air taxi. They may not conduct aircraft rental or flight instruction except for regular members. Any qualified mechanic who is a registered member and part owner of the aircraft owned and operated by a flying club shall not be restricted from doing maintenance work on aircraft owned by the club and the club does not become obligated to pay for such maintenance work except that such mechanics may be compensated by credit against payment of dues or flight time.
3. The flying club, with its permit request, shall furnish the Airport Management a copy of its charter and by-laws, articles of association, partnership agreement or other documentation supporting its existence; a roster, or list of members, including names of officers and directors, to be revised on a semi-annual basis; evidence of insurance in the form of a certificate of insurance in force withhold harmless clause in favor of the Airport, its officers and employees (ten (10) days prior notice of cancellation shall be filed with Airport management); number and type of aircraft; evidence that aircraft are properly certificated; evidence that ownership is vested in the club; and operating rules of the club. The books and other records of the club shall be available for review at any reasonable time by Airport management or his/her authorized agent.
4. A flying club, at any airport controlled by this same Airport management shall abide by and comply with all Federal, State and local laws, ordinances, regulations and the Rules and Regulations of this Airport management.

5. A flying club which violates any of the foregoing, or permits one (1) or more members to do so after ten (10) days' notice of such violation by the City of Susanville, may be required to terminate all operations at all Airports controlled by the City.

**CATEGORY I. OTHER:**

**A COMMERCIAL OPERATOR** in this Category shall:

1. Be any non-aviation related business located at the Susanville Municipal Airport and not covered in Categories A through H.
2. Lease from the City sufficient land on which to locate all required improvements.

EXHIBIT "D"

ORDINANCE NO. 87-697

AN ORDINANCE REPEALING CHAPTER 3 OF THE CODE OF THE CITY OF SUSANVILLE, CALIFORNIA, 1957, CONSISTING OF SECTION 3.1 TO SECTION 3.10 INCLUSIVE, AND ADDING A NEW CHAPTER 3, CONSISTING OF SECTION 3.1 TO 3.14 INCLUSIVE, TO THE CODE OF SUSANVILLE, CALIFORNIA, 1957

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

SECTION 1. Chapter 3, consisting of Section 3.1 to 3.10 inclusive, of the Code of the City of Susanville, California, 1957 is hereby repealed.

SECTION 2. There is hereby added to the Code of the City of Susanville, California, 1957, Chapter 3, consisting of Section 3.1 to 3.14 inclusive, to read as follows:

CHAPTER 3

AIRPORTS AND AIRPLANES.<sup>6</sup>

6. For state law as to airports generally,  
see Gov. C., §26020 et seq.

- |      |   |
|------|---|
| Sec. | 3.1. Generally  |
|      | 3.2. Purpose  |
|      | 3.3. Definitions  |
|      | 3.4. Application and Authority                                |
|      | 3.5. Pilot Qualifications and Aircraft Certification          |
|      | 3.6. Airport Operations                                       |
|      | 3.7. Vehicle Regulations                                      |
|      | 3.8. Commercial and Business Activities                       |
|      | 3.9. Liability of the City                                    |
|      | 3.10. Comprehensive Insurance Requirements                    |
|      | 3.11. Penalties   |
|      | 3.12. Enforcement   |
|      | 3.13. Airport Safety Rules and Regulations                    |
|      | 3.14. Charge for Private Airplanes Based at Municipal Airport |

SEC. 3.1. Generally

- (a) The Susanville Municipal Airport is operated by the City for the use and benefit of the public under the authority granted under the laws of the

State of California and under the terms of the City's assurance agreements with the federal government.

- (b) The airport shall be open for public use subject to such restrictions as may be necessary due to inclement weather, the conditions of the landing area, the presentation of aviation-related events and such other events as may be determined by the City Administrator, and subject to such fees and charges as may be established without discrimination for each class of user.

- (c) The use of the airport or any of its facilities in any manner shall create the obligation and the implied consent of the user to obey all of the regulations presented in this chapter.

SEC 3.2      Purpose

It is declared that the purpose of this chapter is to further the public interest, welfare and safety by providing for the protection and promotion of safety in the operation of aircraft over and on the Susanville Municipal Airport.

SEC. 3.3.      Definitions

- (a) "Aircraft" means a device that is used, or intended to be used for flight in the air, under the control of a pilot. It includes airplanes, helicopters, gliders and lighter-than-air devices, such as blimps and balloons.
- (b) "Aircraft parking/tie-down area" means a hard surfaced area that is equipped with devices to secure aircraft to the ground.
- (c) "Airport Manager" means the city employee person designated by the City Council to manage the airport or a designee.
- (d) "Airport Operator" means the person under a contract with the City to operate the airport pursuant to the terms of that contract.
- (e) "Apron" mean a hard surfaced area adjacent to hangars, repair shops, taxiways, runways or the like, used to load, unload, service or handle aircraft.
- (f) "Designated fuel pump area" means that area surrounding the fuel pumps, as marked on the asphalted surface.
- (g) "Pilot" shall mean an individual solely responsible for the control and operation of an aircraft.
- (h) "Terminal operations/passenger area" means that area immediately north

of the terminal building and south of the primary taxiway.

- (i) "Ultra light aircraft" means a powered or unpowered vehicle as described in Part 103 of the Federal Aviation Administration (FAA) Regulations.

SEC. 3.4      Application and Authority

- (a) The airport manager shall have the authority and the duty to prescribe reasonable regulations relating to the use of the Susanville Municipal Airport. Any such regulations shall first be submitted to the Susanville Airport Commission for its recommendations and thereafter, such regulations shall be submitted to the City Council for approval before taking effect. All regulations so prescribed and approved shall be filed in the office of the airport manager, made available for public inspection and publicly posted at the airport. During an emergency, the airport manager may grant a variation to these rules for the duration of the emergency.
- (b) Application. The provisions of this chapter shall be applicable to all aircraft operating on or over the Susanville Municipal Airport.
- (c) Authority. The provisions of this chapter shall be construed to supplement federal and state laws when not expressly inconsistent therewith concerning the conduct of aircraft on or over the airport and the regulations provided in Federal Aviation Administration regulations are adopted a part of this chapter.

SEC. 3.5.      Pilot Qualifications and Aircraft Certification

No person not properly certified by the Federal Aviation Administration, and no aircraft not similarly certified, except ultra light aircraft unless ultra lights require Federal Aviation Administration certification, shall operate on or over the airport; provided, that this restriction shall not apply to public aircraft belonging to the government of the United States or to a state, territory, possession or any political subdivision, nor to any aircraft of a foreign country operated under permission of the federal government.

SEC. 3.6      Airport Operations

- (a) The rules and regulations promulgated by the Federal Aviation Administration and the California Aeronautics Commission, presently in effect and all additions or amendments thereto, are referred to, adopted and made a part of these regulations in every respect as if they were fully set forth in this chapter.
- (b) The operation of the Susanville Municipal Airport shall be under the

direction of the airport manager, who shall be responsible to the City Administrator of the City. The airport manager shall enforce all regulations of the airport including, but not limited to, the storage and movement of all aircraft and surface vehicles.

- (c) The airport operator shall be in charge of all fuel dispensed from City-owned fueling facilities and shall be responsible for reporting to the fire department any violation of fire and safety regulations governing the transportation, storage and use of fuel, and other inflammable substances brought on the airport that may be in violation of the Uniform Fire Code and related codes adopted by the City.
- (d) Persons shall fuel aircraft on the airport in areas approved for such operation by the City fire department according to the rules established by the City Fire Chief as issued from time to time and posted in a conspicuous place at the airport.
- (e) The airport operator shall be responsible for renting City-owned vacant hangars, shall oversee the manner in which the hangar space is utilized and in accordance with the hangar/storage license, shall manage the aircraft tie downs for most efficient and safe utilization of available areas, and shall assume managerial responsibility for the collection of all City hangar and tie down rents.
- (f) Any aircraft awaiting takeoff from the Susanville Municipal Airport shall be parked in such a position as to have a direct view of aircraft approaching for landing, and takeoff shall not commence until the pilot has ascertained that no aircraft is on final approach for landing on the runway, and that the runway to be used for takeoff is itself clear of landing or taxiing aircraft.
- (g) No persons operating an aircraft shall land or takeoff from Susanville Municipal Airport except on the runway designated for takeoff and landing.
- (h) No aircraft after take off shall deviate from a straight course until after passing the boundaries of the airport and reaching an altitude of four thousand six hundred (4,600) feet mean sea level (MSL).
- (i) The aprons at the Susanville Municipal Airport shall be used only for loading, unloading, servicing, and authorized refueling of aircraft.
- (j) Unattended aircraft shall be parked only in areas designated as tie down areas, or in hangars; provided further, no aircraft shall be parked in a tie down area unless it is positioned over and attached to a tie down facility.

- (k) Emergencies requiring police, fire, or medical air shall be reported by calling the Emergency Service No. 911.
- (l) The terminal operations/passenger area shall remain clear except for the registration, loading, and unloading of aircraft.
- (m) All accidents involving personal injury or property damage in excess of five hundred (500) dollars occurring on the Susanville Municipal Airport shall be reported in writing to the office of the airport manager within twenty-four (24) hours.
- (n) Failure to pay duly established fees incurred for the parking of aircraft on the airport shall constitute a lien upon the aircraft. The City may hold such aircraft until the fees are paid or may dispose of the aircraft, as provided by law, in the event the fees are not paid.
- (o) The registered owners/operators of all aircraft permanently based on the airport and parked in the City-owned hangars, tie down areas, or private hangars on City property, shall register their full names and mailing addresses with the airport manager or a designated representative on the aircraft registration form provided by the City.
- (p) The owner/manager of each privately owned hangar or tie down facility on the airport shall, no later than the tenth (10) of each month, furnish the airport manager with a roster of aircraft and their registered owners/operators current as of the last day of the preceding month. Included with the roster of aircraft shall be a fee in an amount set by the City Council for each aircraft except one aircraft owned by the owner/manager. The report shall be submitted on a form provided by the City.
- (q) The registered owner/operator of each aircraft parked on the airport shall be responsible for properly securing the aircraft to protect the aircraft from wind damage.
- (r) Traffic Patterns. All aircraft, except in an emergency, shall conform to the following traffic patterns:
  - (1) The established traffic patterns are at an altitude of five thousand (5,000) feet MSL as published in the airport/facility directory, and are depicted in the segmented circle located on the south side of runway 11-29.
  - (2) Straight-in approaches shall not be made without prior notification to local air traffic on Susanville Unicom (122.8); or in case of

- emergency, on Susanville Unicom (122.8).
- (3) Aircraft entering or leaving the traffic pattern shall exercise extreme caution and shall not cause other aircraft already in the pattern to deviate from their courses;
  - (4) Such charts and visual diagrams as are necessary to display the authorized traffic patterns shall be adopted by resolution and by reference made a part of this chapter.
- (s) Communication with Susanville UNICOM. Pilots of aircraft equipped with a communication radio shall observe the following procedures:
- (1) All traffic inbound to the airport shall continuously monitor 122.8 Megahertz and, when approximately ten (10) miles from the airport, call Susanville UNICOM for airport advisory on surface weather conditions and airfield conditions;
  - (2) In the event Susanville UNICOM does not reply, the inbound pilot shall broadcast "in the blind" to the Susanville TRAFFIC, stating position and intentions;
  - (3) Departing pilots shall monitor 122.8 Megahertz, broadcasting their positions and intentions to Susanville TRAFFIC.
- (t) Annual report of airport operator. Subject to the express or implied terms of any contract between the City and any person for the operation of the municipal airport which is in effect upon the effective date of this Ordinance, the operator of the airport shall annually, on the first day of July of each year, render to the City Council an activity report which report shall show:
- The number of aircraft tie downs available at the airport;
  - The number of aircraft based upon the airport;
  - The number of hangars situated in and upon the airport;
  - The number of gallons of aviation fuel sold at the airport during the preceding twelve (12) month period; and
  - The number of takeoffs and landings made at the airport during the preceding twelve (12) month period.

SEC. 3.,7

Vehicle Regulations

- (a) No person shall operate any surface vehicle upon the runways, taxiways, terminal operations, passenger area, designated fuel pump area or area between the fuel pumps and the Airport Operator's office and residence, without the authorization of the airport manager or a designee, provided that owners/drivers of surface vehicles may drive to their parked aircraft keeping clear of and yielding right-of-way to all aircraft.
- (b) Drivers shall close the gates, if operational, behind themselves upon entering or leaving the airport, between the hours of five (5) P.M. and eight (8) A.M./

SEC 3.8

Commercial and Business Activities

No person shall use the airport for commercial activities without a written contractual arrangement with the City. Commercial activities shall include, but are not limited to, carrying passengers for hire, flight instruction, aircraft rental, sales of goods and services, agricultural operations, and aircraft maintenance and repairs.

Any person using the airport as a base for agricultural and aerial application which involves the loading, the unloading, and the storage of chemicals shall first obtain a permit from the City. The permit shall specify the areas which may be used, applicable restrictions, the amount of such operating fees that may be required and the time period for which the permit is valid.

SEC. 3.9      Liability of the City

The privilege of using the airport and its facilities shall be conditioned upon the assumption of full responsibility and risk by the user. Users shall release, hold harmless and indemnify the City, its officers, and employees from any liability or loss resulting from such use, as well as against claims of third persons so using the airport. The exercise of the privilege shall constitute an acknowledgment that the City maintains the airport in a governmental capacity.

SEC. 3.10      Comprehensive Insurance Requirements

Any person operating an aircraft on the Susanville Municipal Airport shall maintain comprehensive public liability and property damage insurance on the aircraft in such amounts as may be determined by resolution of the City Council.

SEC. 3.11.      Penalties

Any person who violates any provision of this chapter shall be guilty of an infraction, pursuant to the provisions of Government Code Section 36900 and the penalties provided in the Government Code, and upon conviction thereof shall be punishable by a fine as provided in Section 36900 of the Government Code.

Cumulative Remedy. The remedies prescribed in this chapter are intended to be in addition to any other procedures or penalties prescribed by law.

SEC. 3.12 Enforcement

It shall be the duty of the airport manager, or the City Administrator or a representative, of the City to enforce the provisions of this chapter and all other state and federal laws and regulations applicable to the Susanville Municipal Airport.

SEC. 3.13. Airport Safety Rules and Regulations

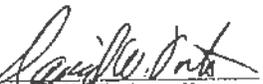
Safety rules and regulations, as established by the appropriate federal and state entities, are referred to and made a part of this chapter. Such additional safety rules and regulations as may be required by the City shall be adopted by resolution and by reference made a part of this chapter.

SEC. 3.14. Charge for Private Airplanes Based on Municipal Airport

The City Council shall, by resolution, set fees for airplanes based at the Municipal Airport. These fees shall be posted at the Airport.

SECTION 3. This ordinance shall be in full force and effect upon the 31<sup>st</sup> day following its passage.

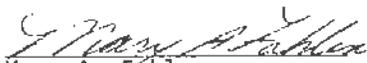
SECTION 4. The City Clerk shall cause this ordinance to be published at least once within 15 days after its passage in the Lassen Advocate, a newspaper of general circulation, printed, published and circulated within the City.

APPROVED:   
David W. Foster, Mayor

ATTEST:   
Mary A. Fahlen, CMC/City Clerk

The foregoing Ordinance was adopted at a regular adjourned meeting of the City Council of the City of Susanville held on the 19<sup>th</sup> day of August, 1987, by the following vote:

AYES: Leve, Jackson, and Foster  
NOES: None  
ABSENT: McCann, Jr. and Cady  
ABSTAINING: None

  
Mary A. Fahlen

Reviewed by:  City Administrator

- Motion only
- Resolution
- Ordinance
- Information

**Submitted by:** Daniel Gibbs, City Engineer

**Action Date:** May 1, 2019

**CITY OF SUSANVILLE AGENDA ITEM**

**SUBJECT:** **Resolution No. 19-5646** authorizing the Mayor to execute a quitclaim deed for the transfer of ownership for properties to the City of Susanville

**PRESENTED BY:** Daniel Gibbs, City Engineer

**SUMMARY:** The City of Susanville owns three parcels with titles inconsistent with the City's Lassen County overall tax rolls. These parcels, identified below are titled as either "Town of Susanville" or "Susanville Community Development Agency". In the interest of consistency, staff is proposing changing the titles of these three parcels to the "City of Susanville".

By virtue of preparing, executing and recording proposed quitclaim deeds attached, the title to each of these City owned parcels will be consistent with all other properties the City has interest in.

<u>TITLE</u>	<u>APN</u>	<u>ADDRESS</u>	<u>DESCRIPTION</u>
"Town of	103-260-14	None	Inspiration Point park
"Town of	103-280-21	None	Inspiration Point park
"Community Development"	103-294-12	600 Nevada St.	Nevada & N. Roop St.

**FISCAL IMPACT:** There is no fiscal impact to the City. All preparation of documents has been performed by the City. Recording fees, if any, will be provided by the City.

**ACTION REQUESTED:** Motion to approve Resolution No. 19-5646 authorizing the Mayor to execute quitclaim deeds for the transfer of parcels to the City of Susanville and directing the City Clerk to record the quitclaim deeds once executed with the Lassen County Recorder.

**ATTACHMENTS:** Resolution 19-5646 Transfer Ownership of Property  
Proposed Quitclaim Deeds  
Exhibit 'A' & 'B'

**RESOLUTION NO 19-5646**  
**A RESOLUTION OF THE CITY OF SUSANVILLE TRANSFERRING OWNERSHIP OF**  
**ALL PROPERTIES OWNED BY THE CITY OF SUSANVILLE AND AUTHORIZING**  
**THE MAYOR TO SIGN AND HAVE QUIT CLAIM DEEDS RECORDED**

**WHEREAS**, the City of Susanville owns certain properties in and around the City of Susanville, a copy of which is attached hereto as Exhibit 'A'; and

**WHEREAS**, the City desires to transfer ownership of said properties and their facilities into the ownership of the City of Susanville for purpose of keeping title to all properties owned under the same legal recording title; and

**WHEREAS**, it is the best interest of the City to transfer ownership of said properties for the purpose of protecting and maintaining said properties containing publicly owned lands and facilities.

**NOW, THEREFORE, BE IT RESOLVED** by the City of Susanville, that:

1. The City of Susanville hereby agrees to the transfer of the aforesaid properties through means of quitclaim and further agrees to the terms set forth in it;
2. The Mayor is hereby authorized and directed to execute the documents transferring these properties to the ownership of the City;
3. The City Clerk is directed and authorized to cause a certified copy of this Resolution to be recorded with the Lassen County Recorder.

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

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

The foregoing Resolution No. 19-5646 was adopted at a regular meeting of the Susanville Municipal Energy Corporation held on the 1<sup>st</sup> day of May in 2019 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

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

WHEN RECORDED MAIL THIS DEED AND, UNLESS SHOWN BELOW, MAIL TAX STATEMENT TO:

Name City of Susanville  
Street Address 66 Lassen Street  
City & State Susanville, California  
Zip 96130

SPACE ABOVE THIS LINE FOR RECORDER'S USE

## Quitclaim Deed

The undersigned grantor declares that there is no Documentary Transfer Tax due. R&T 11911

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, TOWN OF SUSANVILLE,  
AS GRANTOR:

hereby **GRANT(S)** to: THE CITY OF SUSANVILLE, A MUNICIPAL CORPORATION, AS GRANTEE

**the following described real properties in the incorporated area of the City of Susanville and in the unincorporated area of the County of Lassen, State of California:**

See Exhibit "A" & "B" attached

Dated \_\_\_\_\_

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

ATTACH NOTARY WHERE REQUIRED

**EXHIBIT 'A'**

ALL THAT CERTAIN REAL PROPERTY SITUATE, LYING AND BEING IN THE CITY OF SUSANVILLE AND THE COUNTY OF LASSEN, STATE OF CALIFORNIA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

APN 103-260-14 (INSPIRATION POINT - NORTH)  
(Book 25 at Page 376 excepting Book 35 at Page 413)

BEGINNING AT THE QUARTER-QUARTER CORNER IN THE CENTER OF THE NE $\frac{1}{4}$  OF SECTION 31, TOWNSHIP 30 NORTH, RANGE 12 EAST, M.D.M., AND RUNNING THENCE NORTH 510.5 FEET ON THE QUARTER-QUARTER LINE; THENCE SOUTH 71 $^{\circ}$  30' EAST 810.3 FEET, TO THE NORTHWEST CORNER OF CADY LAND; THENCE SOUTH 254.1 FEET, MORE OR LESS, TO A POINT DUE EAST OF THE PLACE OF BEGINNING; THENCE WEST 771.6 FEET, MORE OR LESS, TO THE PLACE OF BEGINNING AND CONTAINING 6.77 ACRES, MORE OR LESS.

Excepting therefrom the following lands:

BEGINNING AT A POINT LOCATED IN THE WESTERLY BOUNDARY LINE OF THE NE $\frac{1}{4}$  OF NE $\frac{1}{4}$  OF SECTION 31 TOWNSHIP 30 NORTH, RANGE 12 EAST, M.D.M. AND DISTANT 279.55 FEET NORTH FROM THE SOUTHWEST CORNER OF SAID NE $\frac{1}{4}$  OF NE $\frac{1}{4}$  AND RUNNING THENCE NORTH 34 $^{\circ}$  26' EAST A DISTANCE OF 226.35 FEET; THENCE SOUTH 71 $^{\circ}$  04' EAST A DISTANCE OF 155.64 FEET; THENCE SOUTH 34 $^{\circ}$  26' EAST A DISTANCE OF 267.95 FEET; THENCE NORTH 55 $^{\circ}$  34' WEST A DISTANCE OF 150 FEET TO THE PLACE OF BEGINNING, AND CONTAINING 0.85 ACRES, MORE OR LESS.

END OF LEGAL DESCRIPTION FOR APN 103-260-14

**EXHIBIT 'B'**

APN 103-280-21 (INSPIRATION POINT - EAST)  
(Book 26 at Page 67 excepting Book 26 at Page 91)

COMMENCING AT A POINT WHICH IS SITUATED ON THE WESTERLY BOUNDARY LINE OF THE TOWN OF SUSANVILLE A DISTANCE OF 646 FEET SOUTHERLY FROM THE CENTER OF THE NORTHEAST QUARTER OF SECTION 31, TOWNSHIP 30 NORTH, RANGE 12 EAST, M.D.M., RUNNING THENCE FROM SAID POINT OF BEGINNING EASTERLY 320 FEET ALONG THE CENTER LINE OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 31; THENCE IN A SOUTHWESTERLY DIRECTION 520 FEET MORE OR LESS TO A CONCRETE POST AT THE NORTHERLY BOUNDARY LINE OF THE CALIFORNIA STATE HIGHWAY AT STATION 310+74.28, DIVISION 2, ROUTE 29 (36), SECTION B, OF SAID HIGHWAY; THENCE IN A NORTHWESTERLY DIRECTION ALONG THE NORTHERLY BOUNDARY LINE OF SAID HIGHWAY A DISTANCE OF 215.05 FEET TO THE WESTERLY BOUNDARY LINE OF THE TOWN OF SUSANVILLE; THENCE NORTHERLY ALONG THE WESTERLY BOUNDARY LINE OF THE TOWN OF SUSANVILLE , 375 FEET, MORE OR LESS, TO THE POINT OF BEGINNING; CONSTITUTING APPROXIMATELY TWO AND ONE-HALF ACRES.

Excepting therefrom the following parcel of land:

COMMENCING AT A POINT WHICH IS SITUATED ON THE WESTERLY BOUNDARY LINE OF THE TOWN OF SUSANVILLE, LASSEN COUNTY, CALIFORNIA, 1051 FEET SOUTHERLY FROM THE CENTER OF THE NE¼ OF SECTION 31, TOWNSHIP 30 NORTH, RANGE 12 EAST, M.D.M., AND ON THE NORTHERLY BOUNDARY LINE OF THE RIGHT OF WAY OF THE CALIFORNIA STATE HIGHWAY; RUNNING THENCE SOUTHERLY FROM SAID POINT OF BEGINNING ALONG THE NORTHERLY BOUNDARY LINE OF THE SAID STATE HIGHWAY 215.05 FEET, TO A CONCRETE POST WHICH POST IS AT STATION 310+74.28, ROUTE 29 (36) OF THE SAID STATE HIGHWAY SEC. B IN DIVISION 2 OF THE CALIFORNIA STATE HIGHWAY; THENCE TO THE LEFT AT AN ANGLE OF 108<sup>0</sup> 42' IN A NORTHERLY DIRECTION 198 FEET; THENCE TO THE LEFT AT AN ANGLE OF 112<sup>0</sup> 17' IN A WESTERLY DIRECTION 230 FEET, TO THE WESTERLY BOUNDARY LINE OF THE TOWN OF SUSANVILLE; THENCE SOUTHERLY ALONG THE WESTERLY BOUNDARY LINE OF THE TOWN OF SUSANVILLE 122 FEET, MORE OR LESS, TO THE POINT OF BEGINNING; CONSTITUTING APPROXIMATELY 0.76 ACRES.

END OF LEGAL DESCRIPTION FOR APN 103-280-21

**END OF EXHIBITS**

WHEN RECORDED MAIL THIS DEED AND, UNLESS SHOWN BELOW, MAIL TAX STATEMENT TO:

Name City of Susanville  
Street Address 66 Lassen Street  
City & State Susanville, California  
Zip 96130

SPACE ABOVE THIS LINE FOR RECORDER'S USE

## Quitclaim Deed

The undersigned grantor declares that there is no Documentary Transfer Tax due. R&T 11911

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, SUSANVILLE COMMUNITY DEVELOPMENT AGENCY, AS GRANTOR:

hereby **GRANT(S) to:** THE CITY OF SUSANVILLE, A MUNICIPAL CORPORATION, AS GRANTEE

**the following described real properties in the incorporated area of the City of Susanville and in the unincorporated area of the County of Lassen, State of California:**

See Exhibit "A" attached

Dated \_\_\_\_\_

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

ATTACH NOTARY WHERE REQUIRED

**EXHIBIT 'A'**

ALL THAT CERTAIN REAL PROPERTY SITUATE, LYING AND BEING IN THE CITY OF SUSANVILLE AND THE COUNTY OF LASSEN, STATE OF CALIFORNIA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

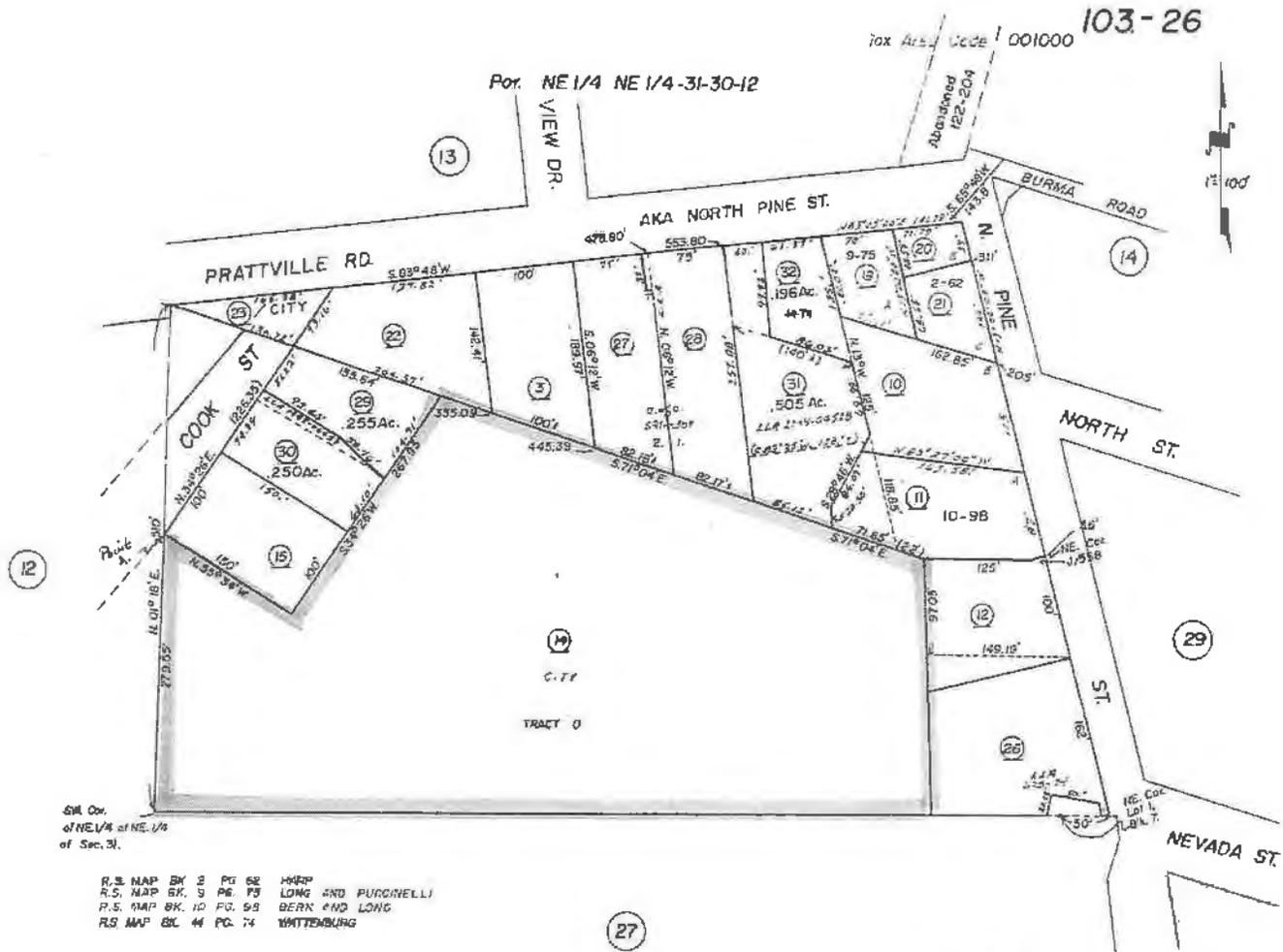
APN 103-294-12 (600 NEVADA STREET)

PARCEL 'A' AS SHOWN ON THAT CERTAIN MAP ENTITLED, "NO. A-34-6-75 PARCEL MAP FOR WILLIAM C. KELLER" FILED JULY 2, 1974, IN THE OFFICE OF THE LASSEN COUNTY RECORDER AT BOOK 10 OF MAPS, AT PAGE 174.

±

END OF EXHIBIT

Acreage Listed is prepared and checked  
 with available information and is for  
 Assessor's Office use only.



R.S. MAP BK 3 PG 62 HARP  
 R.S. MAP BK 9 PG 75 LONG AND PUDOMELLI  
 P.S. MAP BK 10 PG 98 BERN AND LONG  
 R.S. MAP BK 44 PG 74 WHITTEMBERG

NOTE - Assessor's Block Numbers Shown in Ellipses.  
 Assessor's Parcel Numbers Shown in Circles.

Assessor's Map Bk. 103, Pg. 26  
 County of Lassen, Calif.

### Ownership

County: **LASSEN, CA**  
 Assessor: **NICK CEAGLIO, ASSESSOR**  
 Parcel # (APN): **103-260-14-11**  
 Parcel Status: **ACTIVE**  
 Owner Name: **SUSANVILLE TOWN OF**  
 Mailing Address:  
 Legal Description:

### Assessment

Total Value:	Use Code:	<b>ZXXX</b>	Use Type:	<b>MISCELLANEOUS</b>
Land Value:	Tax Rate Area:	<b>001-000</b>	Zoning:	
Impr Value:	Year Assd:	<b>2018</b>	Census Tract:	<b>403.05/3</b>
Other Value:	Property Tax:		Price/SqFt:	
% Improved:	<b>0%</b>	Delinquent Yr:		
Exempt Amt:	HO Exempt:	<b>N</b>		

### Sale History

	Sale 1	Sale 2	Sale 3	Transfer
Document Date:				
Document Number:				
Document Type:				
Transfer Amount:				
Seller (Grantor):				

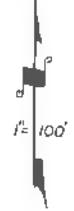
### Property Characteristics

Bedrooms:	Fireplace:	Units:
Baths (Full):	A/C:	Stories:
Baths (Half):	Heating:	Quality:
Total Rooms:	Pool:	Building Class:
Bldg/Liv Area:	Park Type:	Condition:
Lot Acres: <b>5.553</b>	Spaces:	Site Influence:
Lot SqFt: <b>241,922</b>	Garage SqFt:	Timber Preserve:
Year Built:		Ag Preserve:
Effective Year:		

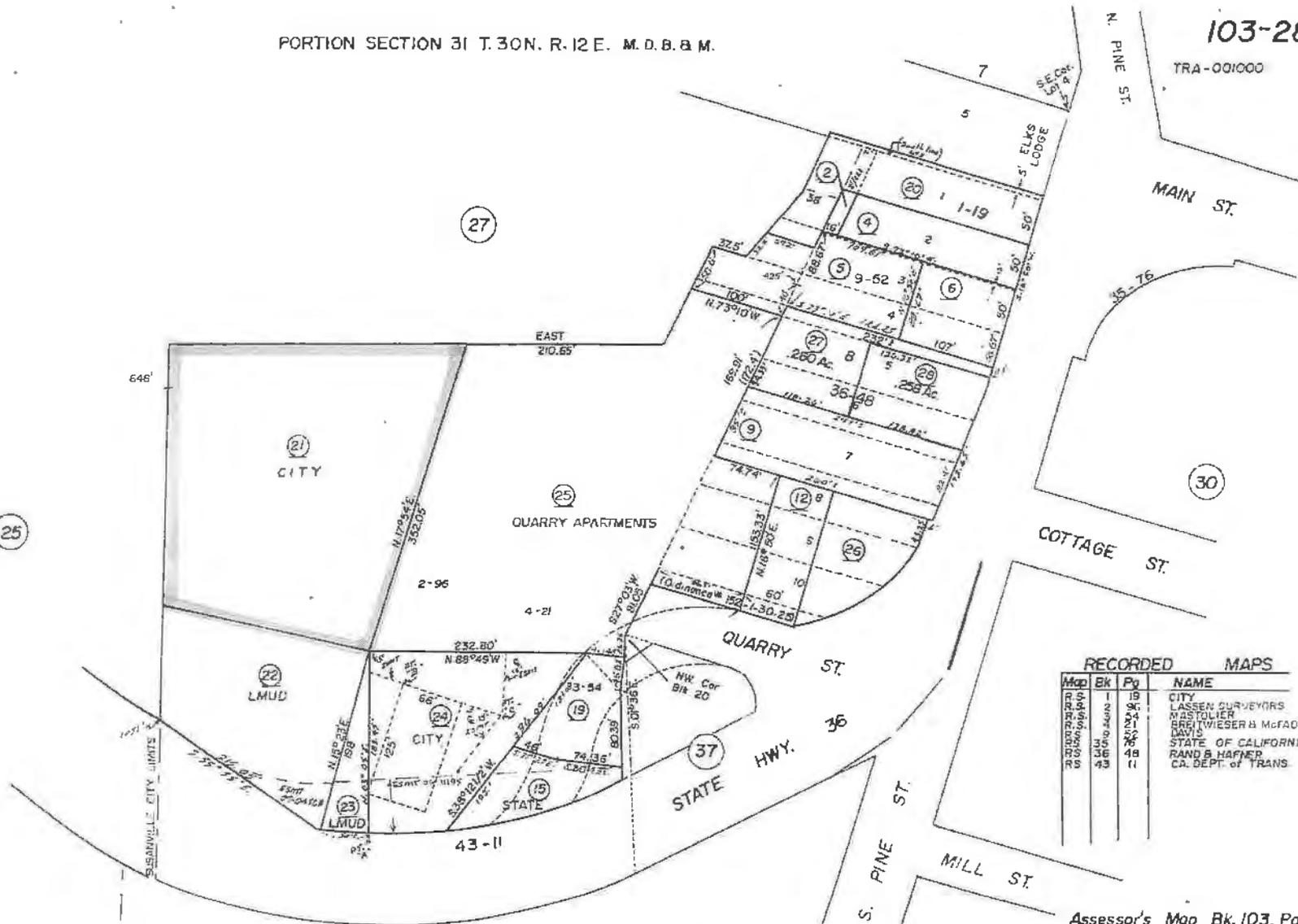
PORTION SECTION 31 T. 30N. R. 12E. M.D.B. & M.

103-28

TRA-001000



Acreage listed is prepared and checked  
 with available information and is for  
 Assessor's Office use only.



RECORDED MAPS			
Map	Bk	Pg	NAME
103-28	103	28	CITY
103-28	103	28	LASSEN SURVEYORS
103-28	103	28	METTLER
103-28	103	28	BREITWIESER & McFADDEN
103-28	103	28	DAVIS
103-28	103	28	STATE OF CALIFORNIA
103-28	103	28	FRANK B. HAFNER
103-28	103	28	CA. DEPT. of TRANS.

Block 8, City of Susanville

NOTE - Assessor's Block Numbers Shown in Ellipses.  
 Assessor's Parcel Numbers Shown in Circles.

Assessor's Map Bk. 103, Pg. 28.

County of Lassen, Calif.

 55 Property Address:

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**Ownership**

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County: **LASSEN, CA**  
 Assessor: **NICK CEAGLIO, ASSESSOR**  
 Parcel # (APN): **T03-280-21-111**  
 Parcel Status: **ACTIVE**  
 Owner Name: **SUSANVILLE TOWN OF**  
 Mailing Address:  
 Legal Description:

**Assessment**

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Total Value:	Use Code:	<b>ZXXX</b>	Use Type:	<b>MISCELLANEOUS</b>
Land Value:	Tax Rate Area:	<b>001-000</b>	Zoning:	
Impr Value:	Year Assd:	<b>2018</b>	Census Tract:	
Other Value:	Property Tax:		Price/SqFt:	
% Improved:	<b>0%</b>	Delinquent Yr:		
Exempt Amt:	HO Exempt:	<b>N</b>		

**Sale History**

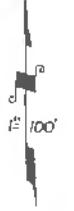
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	Sale 1	Sale 2	Sale 3	Transfer
Document Date:				
Document Number:	<b>0026-091</b>			<b>0026-091</b>
Document Type:				
Transfer Amount:				
Seller (Grantor):				

**Property Characteristics**

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Bedrooms:	Fireplace:	Units:
Baths (Full):	A/C:	Stories:
Baths (Half):	Heating:	Quality:
Total Rooms:	Pool:	Building Class:
Bldg/Liv Area:	Park Type:	Condition:
Lot Acres:	Spaces:	Site Influence:
Lot SqFt:	Garage SqFt:	Timber Preserve:
Year Built:		Ag Preserve:
Effective Year:		



RECORDED MAPS			
MAP	BK.	PG.	NAME
R.S.	1	19	CITY OF SUSANVILLE
R.S.	2	53	MALIM B ZIRKE
R.S.	10	173	KELLER
R.S.	25	70	DOYLE MOTOR CO

Acresage listed is prepared and checked with available information and is for Assessor's Office use only.

NOTE-Assessor's Block Numbers Shown in Ellipses.  
Assessor's Parcel Numbers Shown in Circles.

1 Property Address: 600 NEVADA ST

### Ownership

County: **LASSEN, CA**  
 Assessor: **NICK CEAGLIO, ASSESSOR**  
 Parcel # (APN): **103-294-12-11**  
 Parcel Status: **ACTIVE**  
 Owner Name: **SUSANVILLE COMMUNITY DEVELOPMENT AGENCY**  
 Mailing Address: **66 N LASSEN ST SUSANVILLE CA 96130**  
 Legal Description:

### Assessment

Total Value:	Use Code:	<b>ZVXX</b>	Use Type:	<b>VACANT</b>
Land Value:	Tax Rate Area:	<b>001-033</b>	Zoning:	
Impr Value:	Year Assd:	<b>2018</b>	Census Tract:	
Other Value:	Property Tax:		Price/SqFt:	
% Improved:	<b>0%</b>	Delinquent Yr:		
Exempt Amt:	HO Exempt:	<b>N</b>		

### Sale History

	Sale 1	Sale 2	Sale 3	Transfer
Document Date:	<b>01/25/2006</b>	<b>06/11/2002</b>	<b>10/06/1997</b>	<b>01/25/2006</b>
Document Number:	<b>2006-00648</b>	<b>2002-04325</b>	<b>0675-859</b>	<b>2006-00648</b>
Document Type:				
Transfer Amount:				
Seller (Grantor):				

### Property Characteristics

Bedrooms:	<b>4</b>	Fireplace:	Units:	<b>3</b>
Baths (Full):	<b>3</b>	A/C:	Stories:	<b>2.0</b>
Baths (Half):		Heating:	Quality:	
Total Rooms:		Pool:	Building Class:	
Bldg/Liv Area:	<b>1,968</b>	Park Type:	Condition:	
Lot Acres:	<b>0.195</b>	Spaces:	Site Influence:	
Lot SqFt:	<b>8,535</b>	Garage SqFt:	Timber Preserve:	
Year Built:			Ag Preserve:	
Effective Year:	<b>1930</b>			

Reviewed by:  City Administrator

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

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

**Action Date:** May 1, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Vendor and Payroll Warrants

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

**SUMMARY:** Warrants dated March 23, 2019 through April 5, 2019 numbered 203616 through 203674.

**FISCAL IMPACT:** Accounts Payable vendor warrants totaling \$ 236,928.78 plus \$184,785.27 in payroll warrants, for a total of \$ 421,714.05.

**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
04/19	04/09/2019	203675	728	U S POSTMASTER	UB BILLING GAS	040919	1	7401-430-62-46	POSTAGE	89.74	89.74
04/19	04/09/2019	203675	728	U S POSTMASTER	UB BILLING WATER	040919	2	7110-430-42-46	POSTAGE	174.19	174.19
Total 040919:										263.93	263.93
Grand Totals:										263.93	263.93

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
04/19	04/11/2019	203685	696	ANSORGE, INC DBA TEC	MONTHLY MAINT. FEE TO ASS	1804		1 7201-430-81-43	TECHNICAL SVCS	575.00	575.00
Total 1804:										575.00	575.00
04/19	04/11/2019	203686	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	636689587		1 7620-430-10-44	LINEN SERVICE	33.53	33.53
Total 636689587:										33.53	33.53
04/19	04/11/2019	203686	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	636689589		1 7401-430-62-44	LINEN SERVICES	49.54	49.54
Total 636689589:										49.54	49.54
04/19	04/11/2019	203686	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	636689590		1 7110-430-42-44	LINEN SERVICE	41.92	41.92
Total 636689590:										41.92	41.92
04/19	04/11/2019	203687	884	BANK OF AMERICA	TRAVEL EXPENSE-WATER	1113 032519		1 7110-430-42-45	TRAVEL	307.80	307.80
04/19	04/11/2019	203687	884	BANK OF AMERICA	SUPPLIES-WATER	1113 032519		2 7110-430-42-46	SUPPLIES-GENERAL	268.55	268.55
04/19	04/11/2019	203687	884	BANK OF AMERICA	SUPPLIES- WATER	1113 032519		3 7110-430-42-46	SUPPLIES - SAFETY ITEMS	382.47	382.47
04/19	04/11/2019	203687	884	BANK OF AMERICA	TRAVEL EXPENSE-PW	1113 032519		4 7620-430-10-45	TRAVEL	1,090.00	1,090.00
Total 1113 032519:										2,048.82	2,048.82
04/19	04/11/2019	203687	884	BANK OF AMERICA	TRAVEL EXPENSE-PD	1159 032519		1 1000-421-10-45	TRAINING	410.28	410.28
04/19	04/11/2019	203687	884	BANK OF AMERICA	POSTAGE-PD	1159 032519		2 1000-421-10-46	POSTAGE	7.70	7.70
04/19	04/11/2019	203687	884	BANK OF AMERICA	FUEL-PD	1159 032519		3 1000-421-10-46	GASOLINE	273.08	273.08
04/19	04/11/2019	203687	884	BANK OF AMERICA	REPAIR & MAINT-PD	1159 032519		4 1000-421-10-44	VEHICLE - REPAIR & MAINTEN	13.93	13.93
Total 1159 032519:										704.99	704.99
04/19	04/11/2019	203687	884	BANK OF AMERICA	SOFTWARE SUPPORT	2064 032519		1 1000-413-20-47	SOFTWARE	14.99	14.99
Total 2064 032519:										14.99	14.99
04/19	04/11/2019	203687	884	BANK OF AMERICA	FUEL-PD	2754 032519		1 1000-421-10-46	GASOLINE	342.14	342.14

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
04/19	04/11/2019	203687	884	BANK OF AMERICA	SUPPLIES-PD	2754 032519	2	1000-421-10-46	SUPPLIES-GENERAL	50.94	50.94
04/19	04/11/2019	203687	884	BANK OF AMERICA	TRAVEL EXPENSE-PD	2754 032519	3	1000-421-10-45	TRAINING	763.57	763.57
04/19	04/11/2019	203687	884	BANK OF AMERICA	SUPPLIES-PD	2754 032519	4	1000-421-10-47	MACHINERY AND EQUIPMENT	1,067.44	1,067.44
Total 2754 032519:										2,224.09	2,224.09
04/19	04/11/2019	203687	884	BANK OF AMERICA	SUPPLIES-PD	2896 032519	1	1000-421-10-47	MACHINERY AND EQUIPMENT	552.63	552.63
04/19	04/11/2019	203687	884	BANK OF AMERICA	FUEL-PD	2896 032519	2	1000-421-10-46	GASOLINE	50.82	50.82
04/19	04/11/2019	203687	884	BANK OF AMERICA	TRAVEL EXPENSE-PD	2896 032519	3	1000-421-10-45	TRAINING	164.96	164.96
Total 2896 032519:										768.41	768.41
04/19	04/11/2019	203687	884	BANK OF AMERICA	FUEL-PD	3110 032519	1	1000-421-10-46	GASOLINE	43.89	43.89
Total 3110 032519:										43.89	43.89
04/19	04/11/2019	203687	884	BANK OF AMERICA	SOFTWARE SUPPORT-PW	5203 032519	1	7620-430-10-47	SOFTWARE	14.99	14.99
04/19	04/11/2019	203687	884	BANK OF AMERICA	DUES & MEMBERSHIP- AP	5203 032519	2	7620-430-11-48	DUES AND MEMBERSHIPS	22.95	22.95
Total 5203 032519:										37.94	37.94
04/19	04/11/2019	203687	884	BANK OF AMERICA	PROFESSIONAL SERVICES- ST	6583 032519	1	2007-431-20-43	PROFESSIONAL SVCS	175.00	175.00
04/19	04/11/2019	203687	884	BANK OF AMERICA	REPAIR & MAINT-STREETS	6583 032519	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	402.62	402.62
Total 6583 032519:										577.62	577.62
04/19	04/11/2019	203687	884	BANK OF AMERICA	POSTAGE-PW	6624 032519	1	7620-430-10-46	POSTAGE	18.26	18.26
Total 6624 032519:										18.26	18.26
04/19	04/11/2019	203687	884	BANK OF AMERICA	REPAIR & MAINT-FD	6670 032519	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	54.78	54.78
04/19	04/11/2019	203687	884	BANK OF AMERICA	FUEL-FIRE	6670 032519	2	1000-422-10-46	GASOLINE	123.43	123.43
Total 6670 032519:										178.21	178.21
04/19	04/11/2019	203687	884	BANK OF AMERICA	SUPPLIES-BUILDING	6679 032519	1	1000-424-20-46	SUPPLIES-GENERAL	47.29	47.29
04/19	04/11/2019	203687	884	BANK OF AMERICA	SUPPLIES	6679 032519	2	1000-419-10-46	SUPPLIES-GENERAL	90.51	90.51
04/19	04/11/2019	203687	884	BANK OF AMERICA	SUPPLIES	6679 032519	3	1000-415-10-46	SUPPLIES-GENERAL	7.26	7.26
04/19	04/11/2019	203687	884	BANK OF AMERICA	REPAIR & MAINT- PARKS	6679 032519	4	1000-452-20-44	MISC - REPAIR & MAINTENANC	85.54	85.54

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/19	04/11/2019	203687	884	BANK OF AMERICA	CITY HALL PHONES	6679 032519	5	1000-417-10-45	COMMUNICATIONS	545.30	545.30
04/19	04/11/2019	203687	884	BANK OF AMERICA	SUPPLIES	6679 032519	6	1000-417-10-46	SUPPLIES-GENERAL	27.38	27.38
04/19	04/11/2019	203687	884	BANK OF AMERICA	TECHNICAL SERVICES	6679 032519	7	1000-417-10-43	TECHNICAL SVCS	401.80	401.80
04/19	04/11/2019	203687	884	BANK OF AMERICA	SUPPLIES	6679 032519	8	1000-411-40-46	SUPPLIES-GENERAL	14.99	14.99
Total 6679 032519:										1,125.49	1,125.49
04/19	04/11/2019	203687	884	BANK OF AMERICA	SUPPLIES-PW	7045 032519	1	7620-430-10-46	SUPPLIES-GENERAL	367.43	367.43
04/19	04/11/2019	203687	884	BANK OF AMERICA	DUES & MEMBERSHIP-PW	7045 032519	2	7620-430-10-48	DUES AND MEMBERSHIPS	22.95	22.95
04/19	04/11/2019	203687	884	BANK OF AMERICA	SOFTWARE SUPPORT-PW	7045 032519	3	7620-430-10-47	SOFTWARE	352.99	352.99
04/19	04/11/2019	203687	884	BANK OF AMERICA	PROFESSIONAL SERVICES- ST	7045 032519	4	2007-431-20-43	PROFESSIONAL SVCS	175.00	175.00
04/19	04/11/2019	203687	884	BANK OF AMERICA	TAXES & FEES- STREETS	7045 032519	5	2007-431-20-48	TAXES, FEES, PERMIT AND CH	53.30	53.30
Total 7045 032519:										971.67	971.67
04/19	04/11/2019	203687	884	BANK OF AMERICA	TRAVEL EXPENSE-PD	7121 032519	1	1000-421-10-45	TRAINING	566.14	566.14
04/19	04/11/2019	203687	884	BANK OF AMERICA	FUEL-PD	7121 032519	2	1000-421-10-46	GASOLINE	20.50	20.50
04/19	04/11/2019	203687	884	BANK OF AMERICA	REPAIR & MAINT-PD	7121 032519	3	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	50.61	50.61
Total 7121 032519:										637.25	637.25
04/19	04/11/2019	203687	884	BANK OF AMERICA	TAXES & FEES- GAS	7575 032519	1	7401-430-62-48	TAXES, FEES, PERMITS & CHA	127.63	127.63
04/19	04/11/2019	203687	884	BANK OF AMERICA	SUPPLIES- GAS	7575 032519	2	7401-430-62-46	SUPPLIES-GENERAL	266.76	266.76
Total 7575 032519:										394.39	394.39
04/19	04/11/2019	203687	884	BANK OF AMERICA	FUEL-PD	7888 032519	1	1000-421-10-46	GASOLINE	42.87	42.87
Total 7888 032519:										42.87	42.87
04/19	04/11/2019	203687	884	BANK OF AMERICA	FUEL-PD	8088 032519	1	1000-421-10-46	GASOLINE	37.00	37.00
Total 8088 032519:										37.00	37.00
04/19	04/11/2019	203687	884	BANK OF AMERICA	INVEST. SUPPLIES-PD	8955 032519	1	1000-421-10-45	INVESTIGATIVE FUNDS	86.90	86.90
04/19	04/11/2019	203687	884	BANK OF AMERICA	TRAVEL EXPENSE-PD	8955 032519	2	1000-421-10-45	TRAINING	242.79	242.79
04/19	04/11/2019	203687	884	BANK OF AMERICA	FUEL-PD	8955 032519	3	1000-421-10-46	GASOLINE	57.25	57.25

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 8955 032519:										386.94	386.94
04/19	04/11/2019	203687	884	BANK OF AMERICA	PROSHOP SUPPLIES- GC	9430 032519		1 7530-451-55-46	SUPPLIES - GENERAL	438.16	438.16
Total 9430 032519:										438.16	438.16
04/19	04/11/2019	203687	884	BANK OF AMERICA	FUEL-PD	9536 032519		1 1000-421-10-46	GASOLINE	206.30	206.30
04/19	04/11/2019	203687	884	BANK OF AMERICA	TRAVEL EXPENSE-PD	9536 032519		2 1000-421-10-45	TRAINING	166.32	166.32
Total 9536 032519:										372.62	372.62
04/19	04/11/2019	203688	76	BILLINGTON ACE HARD	SUPPLIES-FD	436634		1 1000-422-10-44	VEHICLE - REPAIR & MAINTEN	9.63	9.63
Total 436634:										9.63	9.63
04/19	04/11/2019	203688	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	436700		1 1000-452-20-47	MACHINERY AND EQUIPMENT	249.98	249.98
Total 436700:										249.98	249.98
04/19	04/11/2019	203688	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	436773		1 1000-452-20-44	FACILITY - REPAIR & MAINTEN	13.67	13.67
Total 436773:										13.67	13.67
04/19	04/11/2019	203688	76	BILLINGTON ACE HARD	SUPPLIES- PARKS	436785		1 1000-452-20-47	MACHINERY AND EQUIPMENT	21.21	21.21
Total 436785:										21.21	21.21
04/19	04/11/2019	203688	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	436831		1 1000-452-20-47	MACHINERY AND EQUIPMENT	21.10	21.10
Total 436831:										21.10	21.10
04/19	04/11/2019	203688	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	436873		1 1000-452-20-47	MACHINERY AND EQUIPMENT	11.56	11.56
Total 436873:										11.56	11.56
04/19	04/11/2019	203688	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	436894		1 1000-452-20-47	MACHINERY AND EQUIPMENT	31.49	31.49

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Total 436894:										31.49	31.49
04/19	04/11/2019	203688	76	BILLINGTON ACE HARD	SUPPLIES- PARKS	436914	1	1000-452-20-46	SUPPLIES-GENERAL	11.55	11.55
Total 436914:										11.55	11.55
04/19	04/11/2019	203688	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	436944	1	1000-452-20-47	MACHINERY AND EQUIPMENT	1.93	1.93
Total 436944:										1.93	1.93
04/19	04/11/2019	203688	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	436955	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	27.72	27.72
Total 436955:										27.72	27.72
04/19	04/11/2019	203688	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	437190	1	1000-452-20-47	MACHINERY AND EQUIPMENT	26.05	26.05
Total 437190:										26.05	26.05
04/19	04/11/2019	203688	76	BILLINGTON ACE HARD	SUPPLIES- GAS	437270	1	7401-430-62-46	SUPPLIES-GENERAL	6.35	6.35
Total 437270:										6.35	6.35
04/19	04/11/2019	203688	76	BILLINGTON ACE HARD	SUPPLIES-GAS	437448	1	7401-430-62-46	SUPPLIES-GENERAL	149.59	149.59
Total 437448:										149.59	149.59
04/19	04/11/2019	203688	76	BILLINGTON ACE HARD	SUPPLIES-WATER	437511	1	7110-430-42-46	SUPPLIES-GENERAL	13	.13
Total 437511:										13	.13
04/19	04/11/2019	203689	1307	C&S WASTE SQLUTIONS	110 NORTH ST	SVL110NORTHST 040119	1	1000-452-20-44	DISPOSAL	264.90	264.90
Total SVL110NORTHST 040119:										264.90	264.90
04/19	04/11/2019	203689	1307	C&S WASTE SOLUTIONS	66 N LASSEN ST	SVL2 040119	1	1000-417-10-44	DISPOSAL	184.05	184.05
Total SVL2 040119:										184.05	184.05

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/19	04/11/2019	203689	1307	C&S WASTE SOLUTIONS	470-895 CIRCLE DR	SVL4708985CIR 040119	1	7530-451-52-44	DISPOSAL	220.91	220.91
Total SVL4708985CIR 040119:										220.91	220.91
04/19	04/11/2019	203689	1307	C&S WASTE SOLUTIONS	95 N WEATHERLOW ST	SVL5 040119	1	1000-452-20-44	DISPOSAL	217.96	217.96
Total SVL5 040119:										217.96	217.96
04/19	04/11/2019	203690	161	CSK AUTO INC	CREDIT- WATER	2740-169544	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	12.51-	12.51-
04/19	04/11/2019	203690	161	CSK AUTO INC	CREDIT-GAS	2740-169544	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	12.51-	12.51-
04/19	04/11/2019	203690	161	CSK AUTO INC	CREDIT-STREETS	2740-169544	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	12.51-	12.51-
Total 2740-169544:										37.53-	37.53-
04/19	04/11/2019	203690	161	CSK AUTO INC	SUPPLIES-STREETS	2740174004	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	46.11	46.11
Total 2740174004:										46.11	46.11
04/19	04/11/2019	203691	173	DATCO SERVICES	SUBSTANCE TEST	145300	1	1000-416-10-43	TECHNICAL SVCS	462.00	462.00
Total 145300:										462.00	462.00
04/19	04/11/2019	203691	173	DATCO SERVICES	SUBSTANCE TEST	36623694	1	1000-416-10-43	TECHNICAL SVCS	728.00	728.00
Total 36623694:										728.00	728.00
04/19	04/11/2019	203692	194	DIAMOND SAW SHOP IN	SUPPLIES -PARKS	16879	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	12.82	12.82
Total 16879:										12.82	12.82
04/19	04/11/2019	203692	194	DIAMOND SAW SHOP IN	SUPPLIES- STREETS	16893	1	2007-431-20-46	SUPPLIES-SMALL TOOLS	23.17	23.17
Total 16893:										23.17	23.17
04/19	04/11/2019	203693	7293	DIG IT CONSTRUCTION	2017 WATER MAIN PROJECT	040319	1	7114-430-49-44	CONSTRUCTION SERVICES	13,232.62	13,232.62
04/19	04/11/2019	203693	7293	DIG IT CONSTRUCTION	INCREASE 2017 WATER MAIN P	040319	2	7114-430-49-44	CONSTRUCTION SERVICES	82,948.18	82,948.18
Total 040319:										96,180.80	96,180.80

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04/19	04/11/2019	203694	9599	DISCOUNT MUGS	TOBACCO GRANT PROMOTION	040519		1 2008-421-10-46	SUPPLIES GENERAL	4,300.60	4,300.60
Total 040519:										4,300.60	4,300.60
04/19	04/11/2019	203695	219	ED STAUB & SONS PETR	TANK RENTAL-GC	1291332		1 7530-451-52-46	GASOLINE	1.00	1.00
Total 1291332:										1.00	1.00
04/19	04/11/2019	203695	219	ED STAUB & SONS PETR	TANK RENTAL-GC	1291333		1 7530-451-52-46	GASOLINE	1.00	1.00
Total 1291333:										1.00	1.00
04/19	04/11/2019	203696	9609	ENERGY PROJECT SOLU	RES# 18-5591	2019.50		1 7401-430-62-43	PROFESSIONAL SVCS	12,579.73	12,579.73
Total 2019.50:										12,579.73	12,579.73
04/19	04/11/2019	203697	238	FASTENAL COMPANY	SUPPLIES- FD	CASUS795858		1 1000-422-10-44	MISC - REPAIR & MAINTENANC	71.56	71.56
Total CASUS795858:										71.56	71.56
04/19	04/11/2019	203698	241	FEATHER PUBLISHING C	ADVERTISEMENT-POOL	1527022		1 1000-416-10-45	ADVERTISING	70.50	70.50
Total 1527022:										70.50	70.50
04/19	04/11/2019	203698	241	FEATHER PUBLISHING C	BUSINESS CARDS	45298		1 1000-416-10-46	SUPPLIES-GENERAL	133.53	133.53
Total 45298:										133.53	133.53
04/19	04/11/2019	203698	241	FEATHER PUBLISHING C	LETTER HEAD	45353		1 1000-417-10-46	SUPPLIES-GENERAL	117.57	117.57
Total 45353:										117.57	117.57
04/19	04/11/2019	203698	241	FEATHER PUBLISHING C	ENVELOPES- WATER	45369		1 7110-430-42-46	SUPPLIES-GENERAL	84.87	84.87
04/19	04/11/2019	203698	241	FEATHER PUBLISHING C	ENVELOPES- GAS	45369		2 7401-430-62-46	SUPPLIES-GENERAL	84.86	84.86
Total 45369:										169.73	169.73
04/19	04/11/2019	203699	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-G	971742A		1 7530-451-50-43	TECHNICAL SVCS	28.00	28.00

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 971742A:										28.00	28.00
04/19	04/11/2019	203699	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-G	971743A		1 7530-451-50-43	TECHNICAL SVCS	28.00	28.00
Total 971743A:										28.00	28.00
04/19	04/11/2019	203699	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	971744A		1 7110-430-42-43	TECHNICAL SVCS	117.00	117.00
Total 971744A:										117.00	117.00
04/19	04/11/2019	203700	265	FRONTIER	257-2520 GOLF COURSE	2520 040119		1 7530-451-52-45	COMMUNICATIONS	325.46	325.46
Total 2520 040119:										325.46	325.46
04/19	04/11/2019	203701	9566	GUESS, JEFFREY-SCOT	REPAIRS- PARK	2615		1 1000-452-20-43	TECHNICAL SVCS	155.00	155.00
Total 2615:										155.00	155.00
04/19	04/11/2019	203702	7966		REFUND CLUB HOUSE DEPOSI	040819		1 1000-452-20-36	RENT-COMMUNITY CENTER	100.00	100.00
Total 040819:										100.00	100.00
04/19	04/11/2019	203703	1019	HONEY LAKE VALLEY RE	SUSAN RIVER 2018-2019-WATE	040918		1 7110-430-42-48	TAXES, FEES, PERMITS & CHA	636.00	636.00
Total 040918:										636.00	636.00
04/19	04/11/2019	203704	1075	INDEPENDENT ELECTRI	SUPPLIES-GAS	S104197339.001		1 7401-430-62-46	SUPPLIES-GENERAL	181.51	181.51
Total S104197339.001:										181.51	181.51
04/19	04/11/2019	203705	1362	IRON MOUNTAIN INFO. M	SHREDDING-PD	ANGL612		1 1000-421-10-43	PROFESSIONAL SVCS	64.31	64.31
Total ANGL612:										64.31	64.31
04/19	04/11/2019	203706	335	J.W. WOOD CO INC	SUPPLIES- PARKS	S109821		1 1000-452-20-44	FACILITY - REPAIR & MAINTEN	17.34	17.34
Total S109821:										17.34	17.34

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04/19	04/11/2019	203707	338	JACKSON'S SERVICE CE	FUEL- PARKS	29605	1	1000-452-20-46	GASOLINE	70.67	70.67
Total 29605:										70.67	70.67
04/19	04/11/2019	203707	338	JACKSON'S SERVICE CE	FUEL-WATER	29627	1	7110-430-42-46	GASOLINE	101.26	101.26
Total 29627:										101.26	101.26
04/19	04/11/2019	203707	338	JACKSON'S SERVICE CE	FUEL- PARKS	31597	1	1000-452-20-46	GASOLINE	18.22	18.22
Total 31597:										18.22	18.22
04/19	04/11/2019	203707	338	JACKSON'S SERVICE CE	FUEL- PARKS	31608	1	1000-452-20-46	GASOLINE	17.91	17.91
Total 31608:										17.91	17.91
04/19	04/11/2019	203707	338	JACKSON'S SERVICE CE	FUEL-FD	31757	1	1000-422-10-46	GASOLINE	59.56	59.56
Total 31757:										59.56	59.56
04/19	04/11/2019	203707	338	JACKSON'S SERVICE CE	FUEL-FD	31768	1	1000-422-10-46	GASOLINE	31.04	31.04
Total 31768:										31.04	31.04
04/19	04/11/2019	203707	338	JACKSON'S SERVICE CE	FUEL- PARKS	34721	1	1000-452-20-46	GASOLINE	18.03	18.03
Total 34721:										18.03	18.03
04/19	04/11/2019	203707	338	JACKSON'S SERVICE CE	FUEL- PARKS	34727	1	1000-452-20-46	GASOLINE	31.26	31.26
Total 34727:										31.26	31.26
04/19	04/11/2019	203707	338	JACKSON'S SERVICE CE	FUEL- PARKS	34771	1	1000-452-20-46	GASOLINE	94.30	94.30
Total 34771:										94.30	94.30
04/19	04/11/2019	203708	237	JOHN DEERE FINANCIAL	REPAIRS-G.C	529668	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	537.31	537.31

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Total 529668:										537.31	537.31
04/19	04/11/2019	203709	372	KRONICK, MOSKOVITZ	PROFESSIONAL SERVICES 2/2	293851	1	1000-412-10-43	PROFESSIONAL SVCS	672.00	672.00
Total 293851:										672.00	672.00
04/19	04/11/2019	203710	374	L N CURTIS & SONS	SUPPLIES- FIRE	265974	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	85.80	85.80
Total 265974:										85.80	85.80
04/19	04/11/2019	203710	374	L N CURTIS & SONS	SUPPLIES- FIRE	267522	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	256.01	256.01
Total 267522:										256.01	256.01
04/19	04/11/2019	203711	383	LASCO	SUPPLIES-FIRE	3057	1	2012-465-32-47	VEHICLES	980.27	980.27
Total 3057:										980.27	980.27
04/19	04/11/2019	203711	383	LASCO	SUPPLIES	3061	1	1000-417-10-46	SUPPLIES-JANITORIAL	45.05	45.05
Total 3061:										45.05	45.05
04/19	04/11/2019	203711	383	LASCO	SUPPLIES-FIRE	3073	1	1000-422-10-43	TECHNICAL SVCS	171.60	171.60
Total 3073:										171.60	171.60
04/19	04/11/2019	203712	404		REFUND COMMUNITY CENTER	040819	1	1000-2228-009	DEPOSITS-COMM CENTER RE	100.00	100.00
Total 040819:										100.00	100.00
04/19	04/11/2019	203713	411	LASSEN MOTOR PARTS	SUPPLIES-FD	317667	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	60.04	60.04
Total 317667:										60.04	60.04
04/19	04/11/2019	203713	411	LASSEN MOTOR PARTS	CREDIT-FD	317709	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	60.04-	60.04-
Total 317709:										60.04-	60.04-

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
04/19	04/11/2019	203713	411	LASSEN MOTOR PARTS	CREDIT-FD	317742	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	13.12-	13.12-
Total 317742:										13.12-	13.12-
04/19	04/11/2019	203713	411	LASSEN MOTOR PARTS	SUPPLIES-FD	317787	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	50.39	50.39
Total 317787:										50.39	50.39
04/19	04/11/2019	203713	411	LASSEN MOTOR PARTS	CREDIT-FD	317818	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	33.23-	33.23-
Total 317818:										33.23-	33.23-
04/19	04/11/2019	203713	411	LASSEN MOTOR PARTS	SUPPLIES-PARKS	319251	1	1000-452-20-47	MACHINERY AND EQUIPMENT	1,076.98	1,076.98
Total 319251:										1,076.98	1,076.98
04/19	04/11/2019	203713	411	LASSEN MOTOR PARTS	SUPPLIES-PARKS	319364	1	1000-452-20-47	MACHINERY AND EQUIPMENT	440.54	440.54
Total 319364:										440.54	440.54
04/19	04/11/2019	203713	411	LASSEN MOTOR PARTS	SUPPLIES-PARKS	319409	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	7.39	7.39
Total 319409:										7.39	7.39
04/19	04/11/2019	203714	1102	LASSEN PC	REPLACEMENT TOWERS-FD	22540	1	1000-422-10-47	MACHINERY AND EQUIPMENT	1,696.28	1,696.28
Total 22540:										1,696.28	1,696.28
04/19	04/11/2019	203714	1102	LASSEN PC	BACKUP LICENSE-FIRE	22541	1	1000-422-10-43	TECHNICAL SVCS	53.99	53.99
Total 22541:										53.99	53.99
04/19	04/11/2019	203715	1236	LASSEN SPORTMEN'S C	CITY CONTRIBUTION FISHING	640519	1	1000-2228-007	DEPOSITS-ROUND-UP	411.34	411.34
04/19	04/11/2019	203715	1236	LASSEN SPORTMEN'S C	CITY CONTRIBUTION FISHING	040519	2	1000-466-33-45	CONTRIBUTIONS-JR FISHING D	588.66	588.66
Total 040519:										1,000.00	1,000.00
04/19	04/11/2019	203716	1321	LAW OFFICES OF GREG	PROFESSIONAL SERVICES-AP	13732	1	7620-430-11-43	PROFESSIONAL SERVICES	340.00	340.00

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Total 13732:										340.00	340.00
04/19	04/11/2019	203717	432	LEXIS NEXIS	CONTRACT 03/19	3091954320	1	1000-412-10-48	DUES AND MEMBERSHIPS	221.00	221.00
Total 3091954320:										221.00	221.00
04/19	04/11/2019	203718	437	LMUD	1505 MAIN ST	2876 032219	1	1000-422-10-46	ELECTRICITY	1,795.51	1,795.51
Total 2876 032219:										1,795.51	1,795.51
04/19	04/11/2019	203719	452	MARTIN SECURITY SYST	720 SOUTH ST SECURITY- PW	33016	1	7620-430-10-43	TECHNICAL SVCS	40.00	40.00
Total 33016:										40.00	40.00
04/19	04/11/2019	203720	6959		TR EX LAKE TAHOE 9/12/18-9/1	040819	1	1000-413-20-45	TRAVEL	612.56	612.56
Total 040819:										612.56	612.56
04/19	04/11/2019	203720	6959		TR EX SACRAMENTO 12/14/18-	121418	1	1000-413-20-45	TRAVEL	79.80	79.80
04/19	04/11/2019	203720	6959		TR EX MARYSVILLE 11/4/18-11/	121418	2	1000-413-20-45	TRAVEL	336.36	336.36
04/19	04/11/2019	203720	6959		TR EX REDDING 1/15/19-1/15/19	121418	3	1000-413-20-45	TRAVEL	42.94	42.94
Total 121418:										459.10	459.10
04/19	04/11/2019	203721	8933	METROPOLITAN TRANS	STREETSAVER ANNUAL SUBS	4926-AR11110	1	7620-430-10-47	SOFTWARE	500.00	500.00
04/19	04/11/2019	203721	8933	METROPOLITAN TRANS	STREETSAVE ANNUAL SUBSC	4926-AR11110	2	7620-1430-105	PRE-PAID OTHER	1,000.00	1,000.00
Total 4926-AR11110:										1,500.00	1,500.00
04/19	04/11/2019	203722	9150		REFUND CLUBHOUSE DEPOSI	040819	1	1000-2228-009	DEPOSITS-COMM CENTER RE	100.00	100.00
Total 040819:										100.00	100.00
04/19	04/11/2019	203723	9493	NATIONAL AUTO PARTS	SUPPLIES-STREETS	52-00103901	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	16.69	16.69
Total 52-00103901:										16.69	16.69
04/19	04/11/2019	203723	9493	NATIONAL AUTO PARTS	SUPPLIES- STREETS	52-00103902	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	8.15	8.15

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Total 52-00103902:										8.15	8.15
04/19	04/11/2019	203723	9493	NATIONAL AUTO PARTS	SUPPLIES-STREETS	52-00103908	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	7.08	7.08
Total 52-00103908:										7.08	7.08
04/19	04/11/2019	203723	9493	NATIONAL AUTO PARTS	SUPPLIES-FD	52-101475	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	28.59	28.59
Total 52-101475:										28.59	28.59
04/19	04/11/2019	203723	9493	NATIONAL AUTO PARTS	SUPPLIES-FD	52-101476	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	24.77	24.77
Total 52-101476:										24.77	24.77
04/19	04/11/2019	203723	9493	NATIONAL AUTO PARTS	CREDIT-FD	52-102970	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	82.96-	82.96-
Total 52-102970:										82.96-	82.96-
04/19	04/11/2019	203723	9493	NATIONAL AUTO PARTS	SUPPLIES- FD	52-103265	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	10.09	10.09
Total 52-103265:										10.09	10.09
04/19	04/11/2019	203724	824	OFFICE DEPOT	OFFICE SUPPLIES-GC	298085574001	1	7530-451-52-46	SUPPLIES-GENERAL	58.30	58.30
Total 298085574001:										58.30	58.30
04/19	04/11/2019	203725	546	PAYLESS BUILDING SUP	SUPPLIES-WATER	2503822	1	7110-430-42-46	SUPPLIES-GENERAL	13.64	13.64
Total 2503822:										13.64	13.64
04/19	04/11/2019	203726	556	PITNEY BOWES	INK CARTRIDGES	1011648065	1	1000-417-10-46	SUPPLIES-GENERAL	242.47	242.47
Total 1011648065:										242.47	242.47
04/19	04/11/2019	203726	556	PITNEY BOWES	MONTHLY MAINT POSTAGE MA	3103009770	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	1,116.49	1,116.49
Total 3103009770:										1,116.49	1,116.49

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
04/19	04/11/2019	203727	572	QUILL CORPORATION	OFFICE SUPPLIES-FD	5973210	1	1000-422-10-46	SUPPLIES-GENERAL	115.80	115.80
Total 5973210:										115.80	115.80
04/19	04/11/2019	203728	1040	R & R PRODUCTS INC	MAINT & RPR- GC	CD2325067	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	246.44	246.44
Total CD2325067:										246.44	246.44
04/19	04/11/2019	203729	582	RAY MORGAN CO INC	BASE RATE CHARGE	2436624	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	322.47	322.47
04/19	04/11/2019	203729	582	RAY MORGAN CO INC	BASE RATE CHARGE-PD	2436624	2	1000-421-10-44	RENT & LEASES EQUIP & VEHI	155.49	155.49
Total 2436624:										477.96	477.96
04/19	04/11/2019	203729	582	RAY MORGAN CO INC	BASE RATE CHARGE-FD	2462653	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	36.92	36.92
Total 2462653:										36.92	36.92
04/19	04/11/2019	203729	582	RAY MORGAN CO INC	DOWN & UPSTAIRS COPIER	2476975	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	1,226.00	1,226.00
04/19	04/11/2019	203729	582	RAY MORGAN CO INC	COPIER-PD	2476975	2	1000-421-10-44	RENT & LEASES EQUIP & VEHI	674.35	674.35
Total 2476975:										1,900.35	1,900.35
04/19	04/11/2019	203730	9613		TR EX OCCIDENTAL CA 4/14/19	041019	1	1000-413-20-45	TRAVEL	916.14	916.14
Total 041019:										916.14	916.14
04/19	04/11/2019	203731	9611	ROOPTOWN BICYCLES &	SUPPLIES	1157	1	2013-452-10-47	MACHINERY AND EQUIPMENT	7,799.25	7,799.25
Total 1157:										7,799.25	7,799.25
04/19	04/11/2019	203732	1076	SIERRA COFFEE AND BE	BOTTLED WATER	51315	1	1000-417-10-46	SUPPLIES-GENERAL	14.50	14.50
Total 51315:										14.50	14.50
04/19	04/11/2019	203733	9295	TAMCO CAPITAL CORP	COMMUNICATION-PD	5006077201	1	1000-421-10-45	COMMUNICATIONS	312.10	312.10
Total 5006077201:										312.10	312.10
04/19	04/11/2019	203734	9612		TR EX OCCIDENTAL CA 4/14/19	041019	1	1000-413-20-45	TRAVEL	319.50	319.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 041019:										319.50	319.50
04/19	04/11/2019	203735	763		TR EX ANDERSON 4/9/19-4/11/1	040819	1	1000-422-10-45	TRAVEL	325.50	325.50
Total 040819:										325.50	325.50
04/19	04/11/2019	203736	770	WESTERN NEVADA SUP	SUPPLIES-FD	67774052	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	138.16	138.16
Total 67774052:										138.16	138.16
04/19	04/11/2019	203736	770	WESTERN NEVADA SUP	SUPPLIES- GAS	67801620	1	7401-430-82-46	SUPPLIES-GENERAL	13.16	13.16
Total 67801620:										13.16	13.16
04/19	04/11/2019	203737	1198	WESTWOOD SANITATIO	PORTABLE TOILET - MEMORIA	A-56785	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	93.30	93.30
Total A-56785:										93.30	93.30
04/19	04/11/2019	203737	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COU	A-56790	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A-56790:										98.66	98.66
04/19	04/11/2019	203737	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE	A-56798	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A-56798:										98.66	98.66
04/19	04/11/2019	203737	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COU	A-56804	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A-56804:										98.66	98.66
04/19	04/11/2019	203737	1198	WESTWOOD SANITATIO	PORTABLE TOILET - RIVERSID	A-56807	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	93.30	93.30
Total A-56807:										93.30	93.30
04/19	04/11/2019	203738	1353	WHEELS WEST	NEW VEHICLE- PW	040919	1	7620-430-10-47	VEHICLES	23,805.00	23,805.00
04/19	04/11/2019	203738	1353	WHEELS WEST	NEW VEHICLE- PW	040919	2	7620-430-10-47	VEHICLES	200.00	200.00
04/19	04/11/2019	203738	1353	WHEELS WEST	NEW VEHICLE-PW	040919	3	7620-430-10-47	VEHICLES	1,737.59	1,737.59

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 040919:										25,742.59	25,742.59
04/19	04/11/2019	203739	8945	WILSON SPORTING GOO	RANGE BALLS- GC	4527669065	1	7530-451-55-46	SUPPLIES - GENERAL	297.28	297.28
Total 4527669065:										297.28	297.28
04/19	04/11/2019	203740	1378	ZITO MEDIA	CABLE-FD	356-225062 032719	1	1000-422-10-45	COMMUNICATIONS	20.71	20.71
Total 356-225062 032719:										20.71	20.71
Grand Totals:										182,946.52	182,946.52

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
04/19	04/18/2019	203741	9600	34TH STREET, INC	PROFESSIONAL SERVICES	2019-021	1	1000-416-10-43	PROFESSIONAL SVCS	3,600.00	3,600.00
Total 2019-021:										3,600.00	3,600.00
04/19	04/18/2019	203742	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER-GC	04-093	1	7530-451-50-43	TECHNICAL SVCS	280.54	280.54
Total 04-093:										280.54	280.54
04/19	04/18/2019	203743	9601		REFUND GAS DEPOSIT	10219450235	1	7401-2228-000	DEPOSITS-CUSTOMER	162.37	162.37
Total 10219450235:										162.37	162.37
04/19	04/18/2019	203744	9432		WOODSTOVE REBATE	041719	1	8407-430-10-48	GRANTS	1,500.00	1,500.00
04/19	04/18/2019	203744	9432		WOODSTOVE REBATE	041719	2	8407-430-10-48	GRANTS	1,500.00	1,500.00
Total 041719:										3,000.00	3,000.00
04/19	04/18/2019	203745	76	BILLINGTON ACE HARD	SUPPLIES- GAS	437718	1	7401-430-62-46	SUPPLIES-GENERAL	30.09	30.09
Total 437718:										30.09	30.09
04/19	04/18/2019	203745	76	BILLINGTON ACE HARD	SUPPLIES- PW	437815	1	7620-430-10-46	SUPPLIES-GENERAL	22.75	22.75
Total 437815:										22.75	22.75
04/19	04/18/2019	203745	76	BILLINGTON ACE HARD	SUPPLIES- STREETS	437875	1	2007-431-20-46	SUPPLIES-SMALL TOOLS	13.85	13.85
Total 437875:										13.85	13.85
04/19	04/18/2019	203745	76	BILLINGTON ACE HARD	SUPPLIES- GAS	437882	1	7401-430-62-46	SUPPLIES-GENERAL	19.21	19.21
Total 437882:										19.21	19.21
04/19	04/18/2019	203745	76	BILLINGTON ACE HARD	SUPPLIES-WATER	437917	1	7110-430-42-46	SUPPLIES - SAFETY ITEMS	14.47	14.47

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 437917:										14.47	14.47
04/19	04/18/2019	203746	1553	BRIDGESTONE GOLF, IN	SUPPIES-GC	1002807739	1	7530-451-55-46	SUPPLIES - GENERAL	1,759.17	1,759.17
Total 1002807739:										1,759.17	1,759.17
04/19	04/18/2019	203747	85		TR EX LAKE TAHOE 4/22/19-4/2	040819	1	7301-430-52-45	TRAVEL AND TRAINING	88.50	88.50
Total 040819:										88.50	88.50
04/19	04/18/2019	203748	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - 600 MAI	PLC600MAINST 040119	1	2007-431-20-44	DISPOSAL	42.70	42.70
Total PLC600MAINST 040119:										42.70	42.70
04/19	04/18/2019	203748	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - B OF A	PLCBOFA 040119	1	2007-431-20-44	DISPOSAL	21.43	21.43
Total PLCBOFA 040119:										21.43	21.43
04/19	04/18/2019	203748	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - BUEHL	PLCBUEHLERDNT 04011	1	2007-431-20-44	DISPOSAL	42.70	42.70
Total PLCBUEHLERDNT 040119:										42.70	42.70
04/19	04/18/2019	203748	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - DIAMO	PLCDIAMONDMTN 04011	1	2007-431-20-44	DISPOSAL	42.70	42.70
Total PLCDIAMONDMTN 040119:										42.70	42.70
04/19	04/18/2019	203748	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - ELKS L	PLCELKSLODGE 040119	1	2007-431-20-44	DISPOSAL	42.70	42.70
Total PLCELKSLODGE 040119:										42.70	42.70
04/19	04/18/2019	203748	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - GROCE	PLCGROCERYOUT 04011	1	2007-431-20-44	DISPOSAL	42.70	42.70
Total PLCGROCERYOUT 040119:										42.70	42.70
04/19	04/18/2019	203748	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HAIR H	PLCHAIRHUNTER 040119	1	2007-431-20-44	DISPOSAL	42.70	42.70
Total PLCHAIRHUNTER 040119:										42.70	42.70

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
04/19	04/18/2019	203748	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HAIR H	PLCHOTLELSN1 040119	1	2007-431-20-44	DISPOSAL	42.70	42.70
Total PLCHOTLELSN1 040119:										42.70	42.70
04/19	04/18/2019	203748	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - KNOCH	PLCKNOCHBUILD 040119	1	2007-431-20-44	DISPOSAL	42.70	42.70
Total PLCKNOCHBUILD 040119:										42.70	42.70
04/19	04/18/2019	203748	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LV CHA	PLCLVCHARTR 040119	1	2007-431-20-44	DISPOSAL	42.70	42.70
Total PLCLVCHARTR 040119:										42.70	42.70
04/19	04/18/2019	203748	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - PANCE	PLCPANCERAPL 040119	1	2007-431-20-44	DISPOSAL	85.40	85.40
Total PLCPANCERAPL 040119:										85.40	85.40
04/19	04/18/2019	203748	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - PANCE	PLCPANCERPL 040119	1	2007-431-20-44	DISPOSAL	42.70	42.70
Total PLCPANCERPL 040119:										42.70	42.70
04/19	04/18/2019	203748	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRAJWLR 040119	1	2007-431-20-44	DISPOSAL	42.70	42.70
Total PLCSIERRAJWLR 040119:										42.70	42.70
04/19	04/18/2019	203748	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRATHTR 040119	1	2007-431-20-44	DISPOSAL	42.70	42.70
Total PLCSIERRATHTR 040119:										42.70	42.70
04/19	04/18/2019	203748	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SVILLE	PLCSVILLEREAL 040119	1	2007-431-20-44	DISPOSAL	42.70	42.70
Total PLCSVILLEREAL 040119:										42.70	42.70
04/19	04/18/2019	203748	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - UPTOW	PLCUPTOWNPARK 040119	1	2007-431-20-44	DISPOSAL	42.70	42.70
Total PLCUPTOWNPARK 040119:										42.70	42.70
04/19	04/18/2019	203748	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - U S PO	PLCUSPOSTAL 040119	1	2007-431-20-44	DISPOSAL	42.70	42.70

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 PLCUSPOSTAL 040119:										42.70	42.70
04/19	04/18/2019	203748	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - VETS M	PLCVETSMEMOR 040119	1	2007-431-20-44	DISPOSAL	45.65	45.65
Total PLCVETSMEMOR 040119:										45.65	45.65
04/19	04/18/2019	203748	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - WALMA	PLCWALMARTBUS 04011	1	2007-431-20-44	DISPOSAL	42.70	42.70
Total PLCWALMARTBUS 040119:										42.70	42.70
04/19	04/18/2019	203748	1307	C&S WASTE SOLUTIONS	1801 MAIN ST-PD	SVL7 040119	1	1000-421-10-44	DISPOSAL	108.99	108.99
Total SVL7 040119:										108.99	108.99
04/19	04/18/2019	203749	1116	CALIFORNIA BUILDING S	1ST QTR SPEC REV FUND SB 1	041119	1	1000-2205-006	DEPOSIT PAYABLE-SB 1473	117.00	117.00
Total 041119:										117.00	117.00
04/19	04/18/2019	203750	9603		REFUND GAS DEPOSIT	10214350229	1	7401-2228-000	DEPOSITS-CUSTOMER	119.80	119.80
Total 10214350229:										119.80	119.80
04/19	04/18/2019	203751	6445		REFUND WATER OVERPAYME	10220650013	1	9999-1001-001	CASH CLEARING - UTILITIES	44.56	44.56
Total 10220650013:										44.56	44.56
04/19	04/18/2019	203752	148	COMPUTER LOGISTICS	ANTI-VIRUS BARRACUDA-PW	80315	1	7620-430-10-43	TECHNICAL SVCS	200.00	200.00
Total 80315:										200.00	200.00
04/19	04/18/2019	203753	9616		REFUND WATER OVERPAYME	10115800000	1	9999-1001-001	CASH CLEARING - UTILITIES	58.00	58.00
Total 10115800000:										58.00	58.00
04/19	04/18/2019	203754	161	CSK AUTO INC	SUPPLIES-GAS	2740175380	1	7401-430-62-46	SUPPLIES-GENERAL	21.44	21.44
Total 2740175380:										21.44	21.44

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/19	04/18/2019	203755	182	DEPARTMENT OF CONS	1ST QTR SMIP FEE REPORT 20	041019	1	1000-2205-003	DEPOSITS-STRONG MOTION P	366.82	366.82
Total 041019:										366.82	366.82
04/19	04/18/2019	203756	184	DEPARTMENT OF JUSTI	FINGERPRINT - APS	366113	1	1000-416-10-43	TECHNICAL SVCS	320.00	320.00
Total 366113:										320.00	320.00
04/19	04/18/2019	203757	9602		REFUND WATER DEPOSIT	10230000001	1	7110-2228-000	DEPOSITS-CUSTOMER	25.67	25.67
Total 10230000001:										25.67	25.67
04/19	04/18/2019	203758	1261	DIAMOND TRUCK AND A	REPAIR & MAINT- PD	4758	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	128.04	128.04
Total 4758:										128.04	128.04
04/19	04/18/2019	203759	198	DITCH WITCH EQUIPMEN	SUPPLIES- WATER	286955	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	19.51	19.51
Total 286955:										19.51	19.51
04/19	04/18/2019	203760	219	ED STAUB & SONS PETR	95.10 GAL PROPANE-GC	101883T	1	7530-451-52-46	PROPANE	150.95	150.95
Total 101883T:										150.95	150.95
04/19	04/18/2019	203760	219	ED STAUB & SONS PETR	212.30 GAL PROPANE- GC	104504T	1	7530-451-52-46	PROPANE	336.98	336.98
Total 104504T:										336.98	336.98
04/19	04/18/2019	203760	219	ED STAUB & SONS PETR	134.30 GAL PROPANE-GC	113023T	1	7530-451-52-46	PROPANE	213.17	213.17
Total 113023T:										213.17	213.17
04/19	04/18/2019	203760	219	ED STAUB & SONS PETR	226.60 GAL PROPANE- GC	133213T	1	7530-451-52-46	PROPANE	337.81	337.81
Total 133213T:										337.81	337.81
04/19	04/18/2019	203760	219	ED STAUB & SONS PETR	2510 GAL FUEL	1483387	1	1000-1410-001	INVENTORIES-GASOLINE	7,685.47	7,685.47

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 1483387:										7,685.47	7,685.47
04/19	04/18/2019	203760	219	ED STAUB & SONS PETR	5818 GAL FUEL	1483751	1	1000-1410-001	INVENTORIES-GASOLINE	16,125.70	16,125.70
Total 1483751:										16,125.70	16,125.70
04/19	04/18/2019	203761	9615		REFUND GAS DEPOSIT	10306903623	1	7401-2228-000	DEPOSITS-CUSTOMER	91.38	91.38
Total 10306903623:										91.38	91.38
04/19	04/18/2019	203762	257	FOREST OFFICE EQUIP	KYOCERA COPIER -PW	AR3555	1	7620-430-10-43	TECHNICAL SVCS	783.47	783.47
Total AR3555:										783.47	783.47
04/19	04/18/2019	203762	257	FOREST OFFICE EQUIP	MAINT.CONTRACT FOLD MACH	AR3556	1	7110-430-42-44	REPAIR AND MAINTENANCE-MI	84.00	84.00
Total AR3556:										84.00	84.00
04/19	04/18/2019	203763	265	FRONTIER	257-1000 DSL SERVICE	1000 040519	1	1000-417-10-45	COMMUNICATIONS	145.00	145.00
04/19	04/18/2019	203763	265	FRONTIER	257-1000 GAS - DEBIT MACHIN	1000 040519	2	7401-430-62-45	COMMUNICATIONS	24.15	24.15
04/19	04/18/2019	203763	265	FRONTIER	257-1000 WATER - DEBIT MACH	1000 040519	3	7110-430-42-45	COMMUNICATIONS	24.15	24.15
04/19	04/18/2019	203763	265	FRONTIER	257-1000 ADMIN FAX	1000 040519	4	1000-413-20-45	COMMUNICATIONS	1.10	1.10
04/19	04/18/2019	203763	265	FRONTIER	257-1000 CITY CLERK FAX	1000 040519	5	1000-411-40-45	COMMUNICATIONS	1.10	1.10
04/19	04/18/2019	203763	265	FRONTIER	257-1000 ADMIN	1000 040519	6	1000-413-20-45	COMMUNICATIONS	3.90	3.90
04/19	04/18/2019	203763	265	FRONTIER	257-1000 CITY CLERK	1000 040519	7	1000-411-40-45	COMMUNICATIONS	2.96	2.96
04/19	04/18/2019	203763	265	FRONTIER	257-1000 FINANCE	1000 040519	8	1000-415-10-45	COMMUNICATIONS	2.96	2.96
04/19	04/18/2019	203763	265	FRONTIER	257-1000 COMM DEVELOPMEN	1000 040519	9	1000-419-10-45	COMMUNICATIONS	2.96	2.96
04/19	04/18/2019	203763	265	FRONTIER	257-1000 CITY HALL	1000 040519	10	1000-417-10-45	COMMUNICATIONS	257.47	257.47
Total 1000 040519:										465.75	465.75
04/19	04/18/2019	203763	265	FRONTIER	257-1033-PARKS	1033 040519	1	1000-452-20-45	COMMUNICATIONS	245.68	245.68
Total 1033 040519:										245.68	245.68
04/19	04/18/2019	203763	265	FRONTIER	257-2960 HVAC/ELEVATOR LIN	2960 040519	1	1000-417-10-45	COMMUNICATIONS	70.06	70.06

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 2960 040519:										70.06	70.06
04/19	04/18/2019	203763	265	FRONTIER	257-3292 MUSEUM	3292 041019	1	1000-451-80-45	COMMUNICATION	121.59	121.59
Total 3292 041019:										121.59	121.59
04/19	04/18/2019	203763	265	FRONTIER	257-7098 NATURAL GAS	7098 040119	1	7401-430-62-45	COMMUNICATIONS	85.98	85.98
Total 7098 040119:										85.98	85.98
04/19	04/18/2019	203764	1187		TR EX LAKE TAHOE 4/22/19-4/2	040819	1	7301-430-52-45	TRAVEL AND TRAINING	88.50	88.50
Total 040819:										88.50	88.50
04/19	04/18/2019	203765	9605		REFUND GAS DEPOSIT	10219450325	1	7401-2228-000	DEPOSITS-CUSTOMER	29.34	29.34
Total 10219450325:										29.34	29.34
04/19	04/18/2019	203766	9617		REFUND WATER OVERPAYME	10520250006	1	9999-1001-001	CASH CLEARING - UTILITIES	38.65	38.65
04/19	04/18/2019	203766	9617		REFUND GAS OVERPAYMENT	10520250006	2	9999-1001-001	CASH CLEARING - UTILITIES	17.70	17.70
Total 10520250006:										56.35	56.35
04/19	04/18/2019	203767	312	HISTORIC USA	1/19 COLLECTIONS, NET	041519	1	8401-2228-000	DEPOSITS PAYABLE	315.88	315.88
04/19	04/18/2019	203767	312	HISTORIC USA	5%FEE 1/19 COLLECTIONS	041519	2	8401-2228-000	DEPOSITS PAYABLE	16.62	16.62
04/19	04/18/2019	203767	312	HISTORIC USA	5%FEE 1/19 COLLECTIONS	041519	3	1000-415-10-34	REIMBURSEMENTS (HUSA/LAF	16.62-	16.62-
Total 041519:										315.88	315.88
04/19	04/18/2019	203767	312	HISTORIC USA	3/19 COLLECTIONS, NET	041519.	1	8401-2228-000	DEPOSITS PAYABLE	76.78	76.78
04/19	04/18/2019	203767	312	HISTORIC USA	5%FEE 3/19 COLLECTIONS	041519.	2	8401-2228-000	DEPOSITS PAYABLE	4.04	4.04
04/19	04/18/2019	203767	312	HISTORIC USA	5%FEE 3/19 COLLECTIONS	041519.	3	1000-415-10-34	REIMBURSEMENTS (HUSA/LAF	4.04-	4.04-
Total 041519.:										76.78	76.78
04/19	04/18/2019	203768	9607		REFUND WATER DEPOSIT	10310850013	1	7110-2228-000	DEPOSITS-CUSTOMER	28.72	28.72

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 10310850013:										28.72	28.72
04/19	04/18/2019	203769	9608		REFUND WATER DEPOSIT	10227550004	1	7110-2228-000	DEPOSITS-CUSTOMER	28.88	28.88
Total 10227550004:										28.88	28.88
04/19	04/18/2019	203770	413	LASSEN TIRE	4 TIRE MOUNTS-PD	50671	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	827.67	827.67
Total 50671:										827.67	827.67
04/19	04/18/2019	203771	413	SUSANVILLE TOWING	TOWING-STREETS	65090	1	2007-431-20-43	TECHNICAL SVCS	125.00	125.00
Total 65090:										125.00	125.00
04/19	04/18/2019	203772	1548	LC ACTION POLICE SUP	RETURNED MAG POUCH-PD	345939-1	1	1000-421-10-47	EQUIPMENT - SAFETY	225.75-	225.75-
Total 345939-1:										225.75-	225.75-
04/19	04/18/2019	203772	1548	LC ACTION POLICE SUP	SUPPLIES- PD	394469	1	1000-421-10-47	MACHINERY AND EQUIPMENT	2,063.35	2,063.35
Total 394469:										2,063.35	2,063.35
04/19	04/18/2019	203773	9595		REFUND WATER OVERPAYME	10314000011.	1	9999-1001-001	CASH CLEARING - UTILITIES	37.78	37.78
Total 10314000011.:										37.78	37.78
04/19	04/18/2019	203774	438	LOCAL GOVERNMENT P	CALIFORNIA LAND USE 2019 U	19-690	1	1000-419-10-46	BOOKS AND PERIODICALS	143.56	143.56
Total 19-690:										143.56	143.56
04/19	04/18/2019	203775	1508	MAIN STREET LUBE	REPAIR & MAINT- PD	19024	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	75.84	75.84
Total 19024:										75.84	75.84
04/19	04/18/2019	203775	1508	MAIN STREET LUBE	REPAIR & MAINT- PD	19073	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	52.21	52.21
Total 19073:										52.21	52.21

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
04/19	04/18/2019	203776	6959		TR EX REDDING 2/12/19-2/13/19	041719	1	1000-413-20-45	TRAVEL	110.30	110.30
Total 041719:										110.30	110.30
04/19	04/18/2019	203776	6959		TR EX SACRAMENTO 10/5/18-1	041719.	1	1000-413-20-45	TRAVEL	83.60	83.60
Total 041719.:										83.60	83.60
04/19	04/18/2019	203776	6959		TR EX REDDING 2/22/19-2/22/19	041719..	1	1000-413-20-45	TRAVEL	42.94	42.94
Total 041719.:										42.94	42.94
04/19	04/18/2019	203777	9610		REFUND GAS DEPOSIT	10530100531	1	7401-2228-000	DEPOSITS-CUSTOMER	42.03	42.03
Total 10530100531:										42.03	42.03
04/19	04/18/2019	203778	9493	NATIONAL AUTO PARTS	SUPPLIES- STREETS	5200103847	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	22.57	22.57
04/19	04/18/2019	203778	9493	NATIONAL AUTO PARTS	SUPPLIES- WATER	5200103847	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	22.56	22.56
04/19	04/18/2019	203778	9493	NATIONAL AUTO PARTS	SUPPLIES- GAS	5200103847	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	22.57	22.57
Total 5200103847:										67.70	67.70
04/19	04/18/2019	203778	9493	NATIONAL AUTO PARTS	SUPPLIES- WATER	5200103900	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	2.84	2.84
04/19	04/18/2019	203778	9493	NATIONAL AUTO PARTS	SUPPLIES-STREETS	5200103900	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	2.84	2.84
04/19	04/18/2019	203778	9493	NATIONAL AUTO PARTS	SUPPLIES-GAS	5200103900	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	2.84	2.84
Total 5200103900:										8.52	8.52
04/19	04/18/2019	203778	9493	NATIONAL AUTO PARTS	SUPPLIES- STREETS	5200103906	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	16.43	16.43
04/19	04/18/2019	203778	9493	NATIONAL AUTO PARTS	SUPPLIES-WATER	5200103906	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	16.43	16.43
04/19	04/18/2019	203778	9493	NATIONAL AUTO PARTS	SUPPLIES- GAS	5200103906	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	16.43	16.43
Total 5200103906:										49.29	49.29
04/19	04/18/2019	203778	9493	NATIONAL AUTO PARTS	SUPPLIES- WATER	5200103915	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	3.97	3.97
04/19	04/18/2019	203778	9493	NATIONAL AUTO PARTS	SUPPLIES- STREETS	5200103915	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	3.96	3.96
04/19	04/18/2019	203778	9493	NATIONAL AUTO PARTS	SUPPLIES-GAS	5200103915	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	3.97	3.97

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 5200103915:										11.90	11.90
04/19	04/18/2019	203778	9493	NATIONAL AUTO PARTS	SUPPLIES- STREETS	5200103961	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	17.07	17.07
04/19	04/18/2019	203778	9493	NATIONAL AUTO PARTS	SUPPLIES- GAS	5200103961	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	17.07	17.07
04/19	04/18/2019	203778	9493	NATIONAL AUTO PARTS	SUPPLIES- WATER	5200103961	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	17.08	17.08
Total 5200103961:										51.22	51.22
04/19	04/18/2019	203778	9493	NATIONAL AUTO PARTS	SUPPLIES- STREETS	5200103964	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	185.42	185.42
Total 5200103964:										185.42	185.42
04/19	04/18/2019	203778	9493	NATIONAL AUTO PARTS	SUPPLIES- STREETS	5200103976	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	11.03	11.03
Total 5200103976:										11.03	11.03
04/19	04/18/2019	203778	9493	NATIONAL AUTO PARTS	SUPPLIES- STREETS	5200103987	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	53.34	53.34
Total 5200103987:										53.34	53.34
04/19	04/18/2019	203778	9493	NATIONAL AUTO PARTS	SUPPLIES- STREETS	5200103996	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	31.40	31.40
Total 5200103996:										31.40	31.40
04/19	04/18/2019	203778	9493	NATIONAL AUTO PARTS	SUPPLIES- STREETS	5200104020	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	21.87	21.87
Total 5200104020:										21.87	21.87
04/19	04/18/2019	203778	9493	NATIONAL AUTO PARTS	SUPPLIES- STREETS	5200104021	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	2.68	2.68
04/19	04/18/2019	203778	9493	NATIONAL AUTO PARTS	SUPPLIES- WATER	5200104021	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	2.68	2.68
04/19	04/18/2019	203778	9493	NATIONAL AUTO PARTS	SUPPLIES- GAS	5200104021	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	2.68	2.68
Total 5200104021:										8.04	8.04
04/19	04/18/2019	203778	9493	NATIONAL AUTO PARTS	SUPPLIES- WATER	5200104077	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	4.08	4.08
Total 5200104077:										4.08	4.08

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
04/19	04/18/2019	203779	9618		REFUND WATER OVERPAYME	10514750038	1	9999-1001-001	CASH CLEARING - UTILITIES	54.36	54.36
04/19	04/18/2019	203779	9618		REFUND GAS OVERPAYMENT	10514750038	2	9999-1001-001	CASH CLEARING - UTILITIES	26.15	26.15
Total 10514750038:										80.51	80.51
04/19	04/18/2019	203780	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE R	921384	1	7401-430-62-43	TECHNICAL SVCS	46.82	46.82
04/19	04/18/2019	203780	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE R	921384	2	7110-430-42-43	TECHNICAL SVCS	46.83	46.83
Total 921384:										93.65	93.65
04/19	04/18/2019	203781	7044		TR EX LAKE TAHOE 4/22/19-4/2	040819	1	7301-430-52-45	TRAVEL AND TRAINING	88.50	88.50
Total 040819:										88.50	88.50
04/19	04/18/2019	203782	9606		REFUND GAS OVERPAYMENT	10203172604	1	9999-1001-001	CASH CLEARING - UTILITIES	203.64	203.64
Total 10203172604:										203.64	203.64
04/19	04/18/2019	203783	9614	RYLAND MANUFACTURI	REPAIR & MAINT- STREETS	014767	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	861.00	861.00
Total 014767:										861.00	861.00
04/19	04/18/2019	203784	9619		REFUND WATER OVERPAYME	10437700031	1	9999-1001-001	CASH CLEARING - UTILITIES	6.00	6.00
04/19	04/18/2019	203784	9619		REFUND GAS OVERPAYMENT	10437700031	2	9999-1001-001	CASH CLEARING - UTILITIES	41.69	41.69
Total 10437700031:										47.69	47.69
04/19	04/18/2019	203785	1076	SIERRA COFFEE AND BE	BOTTLED WATER-PW	51423	1	7620-430-10-46	SUPPLIES-GENERAL	27.40	27.40
Total 51423:										27.40	27.40
04/19	04/18/2019	203785	1076	SIERRA COFFEE AND BE	BOTTLED WATER	51432	1	1000-417-10-46	SUPPLIES-GENERAL	27.40	27.40
Total 51432:										27.40	27.40
04/19	04/18/2019	203786	1382	SONSRAY MACHINERY L	REPAIR & MAINT- STREETS	P17622-07	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	463.98	463.98
Total P17622-07:										463.98	463.98

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
04/19	04/18/2019	203787	9544	STURNIOLO, ANTONIO	JANITORIAL SERVICES-PD	469	1	1000-421-10-44	CUSTODIAL	600.00	600.00
Total 469:										600.00	600.00
04/19	04/18/2019	203788	873	SUSANVILLE FORD INC	REPAIR & MAINT- PD	616073/5	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	2,705.73	2,705.73
Total 616073/5:										2,705.73	2,705.73
04/19	04/18/2019	203789	728	U S POSTMASTER	UB BILLING GAS	041819	1	7401-430-62-46	POSTAGE	405.96	405.96
04/19	04/18/2019	203789	728	U S POSTMASTER	UB BILLING WATER	041819	2	7110-430-42-46	POSTAGE	788.04	788.04
Total 041819:										1,194.00	1,194.00
04/19	04/18/2019	203790	744	UPTOWN UNIFORMS	UNIFORMS-PD	98307	1	1000-421-10-42	UNIFORM ALLOWANCE	54.53	54.53
Total 98307:										54.53	54.53
04/19	04/18/2019	203791	749	VERIZON WIRELESS	CELLULAR PHONES - AIR POLL	9827239892	1	7620-430-11-45	COMMUNICATIONS	94.28	94.28
04/19	04/18/2019	203791	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	9827239892	2	7620-430-10-45	COMMUNICATIONS	451.70	451.70
04/19	04/18/2019	203791	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	9827239892	3	1000-452-20-45	COMMUNICATIONS	65.87	65.87
04/19	04/18/2019	203791	749	VERIZON WIRELESS	CELLULAR PHONES - BUILDIN	9827239892	4	1000-424-20-45	COMMUNICATIONS	30.11	30.11
Total 9827239892:										641.96	641.96
04/19	04/18/2019	203792	9597	VISUAL LABS, INC.	BODY CAMERA SOFTWARE- P	19110	1	2008-421-10-43	TECHNICAL SERVICES	3,572.00	3,572.00
Total 19110:										3,572.00	3,572.00
04/19	04/18/2019	203793	770	WESTERN NEVADA SUP	SUPPLIES- GAS	67805611	1	7401-430-62-46	SUPPLIES-GENERAL	205.72	205.72
Total 67805611:										205.72	205.72
04/19	04/18/2019	203793	770	WESTERN NEVADA SUP	SUPPLIES- GAS	67809980	1	7401-430-62-46	SUPPLIES-GENERAL	174.00	174.00
Total 67809980:										174.00	174.00
04/19	04/18/2019	203794	9604		REFUND GAS DEPOSIT	10217500007	1	7401-2228-000	DEPOSITS-CUSTOMER	15.38	15.38

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 10217500007:										15.38	15.38
Grand Totals:										53,718.33	53,718.33

Report Criteria:

Report type: GL detail  
Check.Voided = False

Reviewed by:  City Administrator

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

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

**Action Date:** May 1, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Consider approval of Temporary Summer Employees.

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

**SUMMARY:** During the summer months there is an increase in work load experienced within several city departments. For the upcoming summer season, staff is interested in hiring four (4) extra summer helpers between the dates of June 10<sup>th</sup> through August 14<sup>th</sup>. These employees will be assigned to work within the Public Works Department to perform work for the Fire Department, and Public Works Water and Streets Divisions. Local high school and college students will be targeted as potential hires. The extra help will be utilized as follows:

Water division: Work within the water division will include meter box cleanout, valve exercising assisting with leak repairs, and other routine maintenance on the water system.

Streets division: Work within the streets division will include roadway markings, vegetation maintenance, and assist street crews as need.

Fire Department: Work within the Fire Department will include timely response to private property weed abatement necessary for fire safety within the community.

Additionally, staff is requesting approval to hire a summer intern to assist with updating the city's pavement management system. This expense will be covered under the city's planning, programming and monitoring budget and the estimated engagement for this work is approximately between the dates of May 20, 2019 and September 9, 2019. A civil engineering student from a regional college will be targeted for this hire.

**FISCAL IMPACT:** Workers will be compensated at minimum wage. Fiscal Impact to the Water Division and Streets Division this fiscal year (18/19) is estimated to be \$3500 from each division with the same estimated fiscal impact for next fiscal year (19/20). Impact to the Code Enforcement budget for next fiscal year is estimated to be \$4500 for weed abatement, which is consistent with prior year expenses. Summer Intern will be compensated at approved intern wages with an estimated cost of \$12,000.

**ACTION REQUESTED:** Motion to authorize staff to create and fill four (4) Temporary Maintenance Worker Summer Employee Positions and fill a paid Summer Intern position.

**ATTACHMENTS:** None

Reviewed by:  City Administrator

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

**Submitted by:** James M. Moore, Fire Chief

**Action Date:** May 1, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Ordinance No. 19-1015** repealing and replacing Section 15.040.090 F. of the Susanville Municipal Code

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

**SUMMARY:** Currently the Fire Department is task with inspecting all businesses within the City of Susanville on an annual basis, the purpose of the inspection is for Fire and Life safety compliance with the California Fire Code and Susanville Municipal Code. To date, the businesses requiring annual inspection is 700. With our current staffing levels and an increase to calls for service it has become increasingly difficult to meet this requirement. The Fire Department researched options that would increase our efficiency providing business inspections. The solution we have chosen to present is the business self-inspection program. The business self-inspection program places the inspection requirement on identified low risk business owners, using fire department forms and guidance, every two years, at no cost. Non-Compliance with the self-inspection program will result in a fee. This program will reduce the number of businesses we need to inspect annually by 200-250 occupancies. In order to implement this program it is also necessary to modify section 15.04.090 F of the Susanville Municipal Code of the City of Susanville.

**FISCAL IMPACT:** Possible revenue from non-compliant businesses

**ACTION REQUESTED:** Motion to waive the first reading and introduce Ordinance No. 19-1015 repealing and replacing Section 15.040.090 F. of the Susanville Municipal Code

**ATTACHMENTS:** Ordinance No. 19-1015

**ORDINANCE NO. 19-1015**  
**AN ORDINANCE REPEALING AND REPLACING SECTION 15.040.090. F.**  
**OF THE SUSANVILLE MUNICIPAL CODE**

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

**WHEREAS**, Pursuant to the authority of Government Code section 50022.2 and Health and Safety Code section 18941.5, the Susanville City Council previously established Chapter 15.04.090.F. of the Municipal Code of the City of Susanville regarding the Bureau of Fire Prevention—Appointment of Inspectors; and

**WHEREAS**, The City of Susanville Fire Chief desires to allow certain low risk businesses to perform a self-inspection of fire hazards within and around the premises of the business; and

**WHEREAS**, Other cities and counties within the State of California allow certain low risk businesses to perform a self-inspection of fire hazards within and around the premises of the business; and

**WHEREAS**, The existing Chapter 15.04.090. F. of the Municipal Code of the City of Susanville needs modification to allow certain low risk businesses to perform a self-inspection of fire hazards within and around the premises of the business; and

**WHEREAS**, The City of Susanville proposes amending Municipal Code Chapter 15.04.090. F. as set forth below.

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

**Section 1.** Chapter 15.04.090. F. is hereby repealed and replaced to read as follows:

F. Fire Prevention and Self Inspection.

a. Bureau of Fire Prevention—Appointment of Inspectors. The Chief of the Fire Department may designate such members of the Fire Department as inspectors, as shall from time to time be necessary. The Chief of the Fire Department shall recommend to the City Council the employment of technical inspectors, who, when such authorization is made, shall be selected through an examination to determine their fitness for the position. The examination shall be open to members and nonmembers of the Fire Department, and appointments made after examination shall be for an indefinite term with removal only for cause.

b. Self-Inspection for Certain Low Risk Businesses. For the purpose of providing and maintaining functions necessary for the prevention of fire and for the protection of life and property from fire and panic, the Chief of the Fire Department does establish a self-inspection program assuring certain occupancies within the City are inspected on a periodic basis for fire safety or at the discretion of the Chief of the Fire Department or his/her designee. The Chief of the Fire Department will maintain the policy, forms and documents to administer this self-inspection program. Failure to comply with this self-inspection program will result in Treble inspection fees as outlined in the current "City of Susanville Fees for Services."

**Section 2.** The City Clerk shall, within fifteen days after passage of this Ordinance, cause this Ordinance to be published at least once in the Lassen County Times, an adjudicated newspaper of general circulation, published and circulated within the City.

**Section 3.** If any section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this Ordinance, it being expressly declared that this Ordinance and each section, subsection, clause and phrase hereof would have been prepared, proposed, adopted, approved and ratified irrespective of the fact that any one or more other sections, subsections, sentences, clause or phrases be declared invalid or unconstitutional.

**Section 4.** This Ordinance shall take effect upon the thirty-first day after its final passage.

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

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

The foregoing Ordinance No. 19-1015 was adopted at a regular meeting of the City Council of the City of Susanville, held on the \_\_\_\_\_th day of \_\_\_\_\_, 2019 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

\_\_\_\_\_  
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:** Kevin Jones, Police Chief

**Action Date:** May 1, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Police Use of Force Legislation: Support SB 230 and Oppose AB 392

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

**SUMMARY:** Senate Bill 230 (SB 230) is a comprehensive measure implementing evidence-based, precedent- setting consistent statewide policies to minimize use of force and ensure that law enforcement officers can continue to keep Californians safe. SB 230 is a comprehensive approach to minimizing police use of force. SB 230 will mandate consistent and uniform police use of force policies throughout California, with the main objective of preserving the sanctity of life and reducing use of force incidents.

In tense, life-threatening situations; peace officers fall back on their training to make critical, split-second decisions. Rigorous training programs and clear guidelines have effectively and significantly reduced uses of force in cities throughout California and across the nation. Authors of SB 230 surveyed best practices from around the country and incorporated them into one piece of legislation that will modernize and update California’s use of force policies.

SB 230 will position California to lead the nation in use of force policing standards, policies, practices, training, and reporting. Specifically, SB 230:

- Sets a clear and enforceable standard for authorizing the use of force;
- Provides every law enforcement officer with uniform training and resources proven to minimize the use of force; and
- Mandates that every department adopt comprehensive use of force policies and sets a minimum standard that those policies must meet or exceed.

The California Law Enforcement Code of Ethics begins with, “As a law enforcement officer, my fundamental duty is to serve mankind.” In support of this promise, SB 230 would mandate sweeping reform across every California community by setting minimum, mandatory standards for officer training and department policies proven to effectively reduce use of force incidents. SB 230 is an effective approach based on collaboration, science, and reason that will protect the safety of our families, our communities, and all Californians.

Contrary to SB 230, an opposing Assembly Bill 392 (AB 392) seeks to change and raise the legal standard codified by the U.S. Supreme Court in *Graham v. Conner*, 490 U.S. 386 (1989), which set a long established, objectionably reasonable standard on use of force in the United States. AB 392 would undermine the U.S. Supreme Court standing decision by removing the objectionably reasonable standard and requiring force be restricted to only that which was later deemed necessary after the fact, introducing a dangerous hindsight judgment of police use of force. AB 392 creates an untenable circumstance whereby police officers would second-guess split-second decisions that are often life-saving reactions to safeguard the officer or community members. AB 392 would make criminal an officer's use of force if deemed unnecessary and makes the already dangerous job of a police officer much more dangerous, and threatens the security of communities throughout California.

Your support and opposition would be shared with California Police Chiefs Association in their efforts towards both Bills.

**FISCAL IMPACT:** None.

**ACTION**

**REQUESTED:** Approve Resolution to oppose Assembly Bill 392 and Resolution to support Senate Bill 230.

**ATTACHMENTS:** Resolution No. 19-5647 Supporting California Senate Bill 230.  
Resolution No. 19-5648 Opposing Assembly Bill 392.

**RESOLUTION NO. 19-5647**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE,  
SUPPORTING CALIFORNIA SENATE BILL 230 ON POLICE USE OF FORCE**

**WHEREAS**, California's law enforcement is charged with a vital role in protecting our communities and keeping people safe;

**WHEREAS**, we expect our law enforcement officers to engage with the public in a safe and respectful manner at all times;

**WHEREAS**, peace officers rely on their training to guide interactions with the public and split-second decisions in often tense and life-threatening situations;

**WHEREAS**, California's policies with regard to the use of force should be updated;

**WHEREAS**, California's use of force training policies should be standardized across all 500 law enforcement agencies;

**WHEREAS**, there are evidence-based best practices based on sound research and community input that are proven methods to effectively reduce the use of force;

**WHEREAS**, the U.S. Supreme Court has established case law and reaffirmed a reasonable and enforceable threshold for the use of force as well as strict and objective criteria upon which to judge use of force interactions;

**WHEREAS**, SB 230 surveyed best-practices from around the country and incorporated them into a single piece of legislation that will modernize and update California's use of force policies, and align the standards with the U.S. Supreme Court decisions;

**WHEREAS**, SB 230 would mandate that all California law enforcement agencies adopt comprehensive training requirements based on best practices;

**WHEREAS**, SB 230 would provide California's law enforcement communities with the tools and resources needed to minimize the use of force through rigorous training and education;

**WHEREAS**, SB 230 would ensure that California's peace officers will be able to continue to serve their communities and keep them safe;

**WHEREAS**, SB 230 would establish the most comprehensive use of force policies and guidelines in the nation;

**WHEREAS**, it is in the state's best interest for all California law enforcement officers to undergo the best use of force training possible;

**WHEREAS**, SB 230 goes further than any other policy anywhere in the country;

**WHEREAS**, SB 230 sets a new national precedent in establishing statewide use of force policy requirements for all departments, and mandates robust training for all California public safety officers on use of force scenarios, including de-escalation, intervention and medical aid; and

**WHEREAS**, SB 230 would tangibly minimize the use of force in California.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of Susanville does hereby support Senate Bill 230.

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 1<sup>st</sup> day of May, 2019 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

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

**RESOLUTION NO. 19-5648**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY SUSANVILLE,  
OPPOSING CALIFORNIA ASSEMBLY BILL 392 ON POLICE USE OF  
FORCE**

**WHEREAS**, California's law enforcement is charged with a vital role in protecting our communities and keeping people safe;

**WHEREAS**, we expect our law enforcement officers to engage with the public in a safe and respectful manner at all times;

**WHEREAS**, peace officers rely on their training to guide interactions with the public and split-second decisions in often tense and life-threatening situations;

**WHEREAS**, there are evidence-based best practices based on sound research and community input that are proven methods to effectively reduce the use of force;

**WHEREAS**, the U.S. Supreme Court has well established case law and reaffirmed a reasonable and enforceable threshold for the use of force as well as strict and objective criteria upon which to judge use of force interactions;

**WHEREAS**, AB 392 seeks to change and raise the legal standard codified by the U.S. Supreme Court *Graham v. Conner*, 490 U.S. 386 (1989);

**WHEREAS**, AB 392 requires force be restricted to only that which was later deemed necessary after the fact, introducing a dangerous hindsight judgment of police use of force;

**WHEREAS**, AB 392 creates untenable circumstances whereby police officers would have to second-guess split-second decisions that are often life-saving reactions to safeguard the officer or our community members; and

**WHEREAS**, AB 392 would make criminal an officer's use of force if deemed unnecessary, and makes the already dangerous job of a police officer much more dangerous, and threatens the security of communities throughout California.

**NOW THEREFORE BE IT RESOLVED AND ORDERED** that the City Council of Susanville does hereby opposes Assembly Bill 392.

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 1<sup>st</sup> day of May, 2019 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

**Action Date:** May 1, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Resolution No. 19-5649 amending personnel sick leave regulations

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

**SUMMARY:** The City has a policy that was established in 1990 which allows employees to donate accrued sick leave to a fellow employee who has suffered a severe illness or off-the-job injury and has exhausted all of their sick leave. The City Administrator must authorize this donation of sick leave, and an employee may not donate more than half of their leave. Any unused leave time reverts back to the employee who donated the sick leave. The current policy has been utilized from time to time, and is limited to the donation of sick to employees within the same department. Due to diminished staffing levels, and a fairly new work force within many of the City’s Departments, it is the recommendation to amend the policy so that any employee within the City could donate to a fellow employee who is suffering from a severe illness. The approval of the respective Department Head and City Administrator would be required.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Motion to approve Resolution No. 19-5649 amending personnel sick leave regulations

**ATTACHMENTS:** Resolution No. 19-5649  
Resolution No. 90-2123

**RESOLUTION NO. 19-5649**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**AMENDING PERSONNEL REGULATIONS REGARDING THE DONATION OF SICK**  
**LEAVE**

**WHEREAS**, the City Council of the City of Susanville having been advised that from time to time employees suffer such severe illness or off the job injury that they utilize their entire paid leave bank; and

**WHEREAS**, other employees have historically been willing to donate unused sick leave to their fellow employees; and

**WHEREAS**, the donation of sick leave has previously been limited to the employees within the department; and

**WHEREAS**, the diminished work force within certain City Departments has limited the ability of employees to donate and assist their coworkers in times of severe need; and

**WHEREAS**, the personnel regulations Section 307 Sick Leave Benefits will be amended as provided in Exhibit A as attached.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville authorizes amendment of the personnel regulation regarding the donation of sick leave as amended in Exhibit A.

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

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

The foregoing Resolution No. 19-5649 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 1st day of May 2019 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

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

## EXHIBIT A

### Section 307 - Sick Leave Benefits

In the event that an employee uses up the entirety of his sick leave and vacation leave because of some illness or injury (other than an on the job injury) that is deemed in writing by the City Administrator to be catastrophic in nature, then, and in that event only, shall other employees ~~in that ill or injured employee's department~~ be permitted to donate to said employee up to one-half of their accumulated sick leave time. In no event shall the ill or injured employee be permitted to retain any unused sick leave so donated by another employee when said ill or injured returns to work. In such case, the unused sick leave shall be returned to the employee so donating it. Any donated sick leave will be donated on an hour-for-hour basis, without an adjustment in the time donated based on the hourly pay rate of the donating or receiving employee.

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RESOLUTION NO. 90-2123

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE  
AMENDING PERSONNEL REGULATIONS  
TO PROVIDE FOR A SICK LEAVE POLICY.

WHEREAS, the City Council of the City of Susanville having been advised that from time to time employees suffer such severe illness or off the job injury that they use up their entire sick leave; and

WHEREAS, the City Council having been advised that other employees are desirous of donating their sick leave to the ill or injured employee; and

WHEREAS, there not being any regulation within the City structure allowing for other employees to donate their sick leave to the ill or injured employee; and

WHEREAS, the City Council also being concerned that the donating employee(s) shall not jeopardize their own sick leave coverage;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The City Council does hereby adopt the Amendment to Personnel Regulations attached hereto as Exhibit A;

2. In so doing, the City Council determines that it is in the best interests of the City and the donating employee(s) that only up to one-half of the donating employee(s)' sick leave shall be used for such a purpose.

APPROVED:  
  
\_\_\_\_\_  
DAVID W. FOSTER, Mayor

Attestation follows:

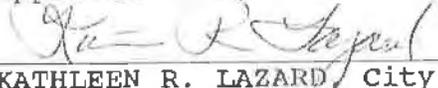
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The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 5th day of March, 1990, by the following vote:

AYES : Tripp, Jackson, Callegari, McCann, Jr. and Foster  
NOES : None  
ABSENT : None  
ABSTAINING: None

  
\_\_\_\_\_  
MARY EAHLEN, City Clerk, CMC

Approved as to Form:

  
\_\_\_\_\_  
KATHLEEN R. LAZARD, City Attorney.

CITY OF SUSANVILLE PERSONNEL REGULATIONS: AMENDMENT TO CHAPTER 9,  
Section 3, "Sick Leave", adding subparagraph (e):

Add new subparagraph "e" to Section 3 as follows:

(e) In the event that an employee uses up the entirety of their sick leave because of some illness or injury (other than an on the job injury) that is deemed in writing by the City Administrator to be catastrophic in nature, then, and in that event only, shall other employees in that ill or injured employee's department be permitted to donate to said employee up to one-half of their accumulated sick leave time; in no event shall the ill or injured employee be permitted to retain any unused sick leave so donated by another employee when said ill or injured employee returns to work. In such a case, the unused sick leave shall be returned to the employee so donating it. Any donated sick leave will be donated on an hour for hour basis, without any adjustment in the time donated based on the hourly pay rate of the donating or receiving employee; said donating employee shall, prior to donating sick leave, sign a written release of his or her donated sick leave on a form approved by the City Administrator.

Reviewed by:  City Administrator

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

**Submitted by:** Rebecca Sanchez, Administrative Assistant

**Action Date:** May 1, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** 2019 Weed Abatement Program

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

**SUMMARY:** In preparation for wildland fire season and Independence Day, the Fire Department has determined Monday, June 24, 2019, to be the deadline for weed/fire hazard abatement. After this date, any conditions which pose a hazard will be mitigated following Susanville Municipal Code Section 8.28 – Weed and Rubbish Abatement. Occupants or property owners may be cited for failure to comply and may be charged for any fire suppression cost after this date.

**FISCAL IMPACT:** Staff time, postage, fuel – accounted for in Code Enforcement budget

**ACTION REQUESTED:** Information only

**ATTACHMENTS:** City of Susanville Weed Abatement Notice Including Susanville Municipal Code Section 8.28

## **CITY OF SUSANVILLE WEED ABATEMENT STANDARDS**

The following Weed Abatement Standards are designed to assist firefighting efforts by slowing the spread of fire. They are not designed for City beautification. The SFD has the final decision in determining whether an area is "safe from the spread of fire" and conforms to the "intent of the code".

Weeds, grass, or other combustible growth may be abated by mowing, disking, or scraping. If mowed the combustible growth must be cut and maintained to a maximum height of 4 inches.

**ABATEMENT BY OPEN BURNING IS NOT PERMITTED.**

### **REMOVAL OF WEEDS, GRASS, AND COMBUSTIBLE GROWTH**

#### **1. All Properties:**

- a) Mow or disk space around all buildings 30 feet wide at minimum.
- b) Mow or disk space 50 feet wide minimum completely around the perimeter of the property to the street or sidewalk. Mow or disk 30 feet wide minimum cross-breaks every 50 feet maximum, (property can be completely mowed or disked in lieu of cross-breaking)
- c) Mow or disk space extending 30 feet minimum beyond the foliage of any group of trees.
- d) All rubbish, trash, trimmings, rubble or litter shall be removed from the property.
- e) All woods, fuel, or lumber shall be neatly stacked or removed from the property.
- f) All weeds, grass, or other combustible growth shall be cleared at least 10 feet from around any combustible storage.
- g) Greenbelt, pastures, and environmentally-sensitive areas shall be assessed on an individual basis. Contact the fire department if you believe that this applies to your property.
- h) Mow or disk space may be required to be larger if a potential fire hazard exists.
- i) Remove down branches from trees and trim lower branches up to 6 feet from the ground or 1/3 the height for smaller trees.

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[Chapter 8.28 WEED AND RUBBISH ABATEMENT](#)

## **Article I. Abatement of Weeds and Rubbish**

### **8.28.010 Intent and purpose.**

Pursuant to the authority of Government Code Section 39501 et seq., the city council finds and declares that it is necessary to establish a procedure for the requiring of and providing for the removal of weeds and rubbish from sidewalks, parking areas or streets, and from private property, and to provide for the cost of removal as a lien upon the subject property and for the enforcement of the lien by sale of the property. (Prior code § 9.1)

### **8.28.020 Definitions.**

As used in this chapter:

“Rubbish” means and includes all putrescible or nonputrescible solid and semisolid waste, whether combustible or noncombustible, including both garbage and rubbish.

“Weeds” means and includes, but is not limited to, weeds, with mature wingy or downy seeds, which will attain growth as to become a fire menace when dry, or which are otherwise noxious or dangerous. (Prior code § 9.2)

### **8.28.030 Weeds and rubbish prohibited.**

It is unlawful for the owner, agent, lessee or other person having charge or control of any piece or parcel of land within the city to allow weeds or rubbish to grow or to remain thereon, or upon the street or sidewalk in front of such piece or parcel of land. (Prior code § 9.3)

### **8.28.040 Abatement procedure.**

In the event of a violation of Section 8.28.030, the fire chief of the city or his or her designated representative shall proceed as follows:

A. **Notice to Remove.** The fire chief is authorized to give notice to the owner, agent, lessee or other person having charge or control of private property, to order the removal of weeds or rubbish from the property or abutting public property within ten (10) days. Such notice shall be by certified mail, return receipt requested (hereinafter referred to as “certified written notice” addressed to such owner, agent, lessee or other person having charge or control, at his or her last known address. In the event the notice by certified mail is directed to one other than the owner of the property, a courtesy copy of the notice shall be sent by regular first class mail to the owner at his or her last known address on file with the Lassen County assessor’s office.

B. **Action Upon Noncompliance.** Upon the failure, neglect or refusal of any owner, agent, lessee, or other person having charge or control, to properly destroy weeds or remove rubbish within ten (10) days after receipt of the written certified notice, the fire chief is authorized to pay from the city code enforcement abatement budget for the destruction or removal of such weeds or rubbish. In the event that the written certified notice is returned to the post office because of inability to make delivery, the fire chief shall cause a written notice to be posted on the property, allowing ten (10) days, from the date of posting, for compliance with the order. Failure, neglect or refusal to take compliance action shall empower the fire chief to pay for the destruction or removal of such weeds or rubbish.

C. If the owner, agent, lessee or other person having control of the private real property in the city fails to remove or destroy weeds and rubbish in accordance with the notice given, within ten (10) days after the mailing of such notice, or within ten (10) days after the posting of such notice where that is the case, it shall be the duty of the fire chief to destroy or cause to be destroyed, or remove or cause to be removed, such weeds or rubbish, and the fire chief and/or contracting agents of the city are expressly authorized to enter upon private property for such purpose, and it is unlawful for any person to interfere, hinder, or refuse to allow them to enter upon private property for such purpose and to destroy

or remove weeds or rubbish in accordance with the provisions of this chapter. Any person owning, occupying, renting, managing, leasing, or controlling real property in the city shall have the right to destroy or remove weeds or rubbish or have the same destroyed or removed at his or her own expense at any time prior to the arrival of the fire chief or authorized representatives for such purpose.

D. The city finance director shall keep an account of the cost to the city to destroy or remove weeds or rubbish as aforesaid for each separate lot or parcel of land and the portions of streets adjoining the same, and shall embody such account in a report and assessment list to the city administrator, who will present such report and assessment list to the city council. Such report shall refer to each separate lot or parcel of land by description sufficiently reasonable to identify the same, together with the expense proposed to be assessed against it. The cost of abatement may include incidental expenses, including, but not limited to, the expenses and costs to the city in the inspection of lots, preparations of notices, specifications and contracts, and in inspecting work, the cost of printing and mailing required under this article in an amount to be set by resolution of the city council, per each occurrence of abatement.

E. The city administrator shall post a copy of such report and assessment list on a bulletin board near the entrance to the city hall, together with the notice of the filing thereof, and the time and place where and when it will be submitted to the city council for hearing and confirmation. The finance director shall mail to the persons in the manner prescribed in Section 8.28.040 a notice in the format substantially as follows:

**ASSESSMENT FOR DESTRUCTION OR REMOVAL OF WEEDS AND RUBBISH AND NOTICE OF HEARING THEREON.**

NOTICE IS HEREBY GIVEN that pursuant to the provisions of Susanville Municipal Code, Title 8, Chapter 8.28, the Fire Chief has destroyed or removed weeds or rubbish from the real property owner, occupied, rented, managed or controlled by you and from the portions of streets, alleys and sidewalks adjoining the same, which real property is described as follows:

(here insert description of real property sufficient for reasonable and ready identification)

The cost of said destruction or removal proposed to be assessed against the said real property is

\$ \_\_\_\_\_.

FURTHER NOTICE IS HERBY GIVEN that on \_\_\_\_\_, the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at the hour of \_\_\_\_ p.m. in the Council chambers of City Hall, of the City of Susanville, located at 66 North Lassen Street, Susanville, Lassen County, California, the report of the Finance Director on the cost of destruction or removal of weeds or rubbish and the assessment list thereof will be presented to the City Council for consideration, correction and confirmation and that at said time and place any and all persons interested in or having any objections to said report or list of proposed assessments, or to any matter or thing contained therein may appear and be heard. The failure to make any objection to said report and list shall be deemed a waiver of the same.

Upon confirmation of said assessment by the City Council, the amount thereof will be payable. In the event the same is not paid said assessment will be added to the tax bill for said property and thereafter shall become a lien on said property.

Dated: \_\_\_\_\_

\_\_\_\_\_  
City Administrator of City of Susanville

F. At the time and place fixed for receiving and considering the report, the city council shall hear the same together with any protests or objections which may be raised by any interested person. Upon such hearing, the city council shall make such corrections or modifications in any proposed assessment which it may deem to be excessive or otherwise incorrect, after which such assessment shall be confirmed by resolution of the city council and the amount thereof shall constitute a lien on the subject real property assessed until paid. The confirmation and assessment by the city council shall be final and conclusive.

G. **Assessment Payment.** Any person may pay the amount of such assessment for destruction or removal of weeds or rubbish on or before the fifteenth day of July following the date the confirmation of said assessment was made by the city council. If said assessment is not paid on or before said date, the total amount therefore shall be entered on the next county fiscal tax roll as a lien against the property and shall be subject to the same penalties and interest as are provided for other delinquent taxes or assessments of the city. (Ord. 06-928 § 1, 2006; prior code § 9.4)

#### **8.28.050 Penalty for violation.**

Any person violating any of the provisions of this chapter shall be guilty of an infraction. (Ord. 06-928 § 1, 2006; prior code § 9.5)

#### **8.28.060 Removal method.**

The methods of removing weeds, vines, shrubs, brush and/or debris from property as provided in this chapter shall not be an exclusive method, but shall be an alternative method, and such weeds, vines, shrubs, brush and/or debris may be removed from such property pursuant to the provisions of any law of the state or of any ordinance of the city applicable thereto. (Prior code § 9.6)

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AGENDA ITEM NO. 13B

Reviewed by: AKJ City Administrator

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

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

**Action Date:** May 1, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Police Department Update Report

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

**SUMMARY:** The Police Chief will be providing a quarterly department report, including, but not limited to; staffing, IT improvement needs/IT provider, vehicle fleet status, SRO contract, found property/bikes, dispatch contract, neighborhood watch, community forums, SIR meetings, facility, budget/overtime.

**FISCAL IMPACT:** None

**ACTION  
REQUESTED:** Information only.

**ATTACHMENTS:** N/A

Reviewed by:  City Administrator

AGENDA ITEM NO. 13C

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

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

**Action Date:** May 1, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Police Record Management System RFP Update

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

**SUMMARY:** Proposals have been received from three (3) vendors for the Police Record Management System that was issues in parallel with the Lassen County Sheriff's Office. Chief Jones will be providing an informational update on the proposals, screening/selection process and cost estimates.

Any request to enter into contract negotiations with a vendor will be presented at the May 15<sup>th</sup> City Council meeting.

**FISCAL IMPACT:** N/A

**ACTION REQUESTED:** None, information only.

**ATTACHMENTS:** None