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

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

Susanville City Council
Regular Meeting ♦ City Council Chambers
April 5, 2017 * 6:00 p.m.

Call meeting to order

Next Resolution No. 17-5374

Roll call of Councilmembers present

Next Ordinance No. 17-1012

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

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

- 3 CLOSED SESSION:**
 - A CONFERENCE WITH LABOR NEGOTIATOR – pursuant to Government Code §54957.6
 - 1 Agency Negotiator: Jared G. Hancock
 Bargaining Unit: All Units

 - B CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code §54956.8:
 - 1 Property: APN: 116-180-04
 Agency Negotiator: Jared G. Hancock
 Negotiating Parties: City of Susanville/Various Ground Leases
 Under Negotiation: Lease terms
 - 2 Property: APN: 2610 Riverside
 Agency Negotiator: Jared G. Hancock
 Negotiating Parties: City of Susanville/Judicial Council of California
 Under Negotiation: Non-Exclusive License for the Use of Real Property

- 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: Kevin Stafford*
 - *Proclamations, awards or presentations by the City Council:*

5 **BUSINESS FROM THE FLOOR:**

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

6 **CONSENT CALENDAR:**

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

- A Approve minutes from the City Council's March 1, 2017 meeting
- B Approve vendor warrants numbered 99885 through 100033 for a total of \$499,303.33 including \$99,526.33 in payroll warrants
- C Receive and file Finance Reports: February 2017

7 **PUBLIC HEARINGS:** No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

9 **NEW BUSINESS:**

- A Consider approval of **Resolution No. 17-5364** authorizing closure of South Gay Street for the Lassen Land and Trails Trust Farmer's Market in Pancera Plaza
- B Consider approval of **Resolution No. 17-5367** authorizing closure of North Street and waiving usage fees for Memorial Park for annual Third Grade Day
- C Consider fee waiver request for Memorial Park for the Lassen County Health and Social Services Department Public Health Week on April 5 and 7, 2017
- D Consider request to co-sponsor the 28th Annual Junior Fishing Derby on April 22, 2017 and waive reservation fees for Memorial Park
- E Consider appointment of City Council representative and alternate to the Lassen County Control Air Pollution Board

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

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

12 **CONTINUING BUSINESS:**

- A Consider approval of **Resolution No. 17-5358** authorizing City Administrator to execute contract with Kobo for the installation of the PAPI Runway lighting project
- B Consider approval of **Resolution No. 17-5371** authorizing agreement with FAA for PAPI project monitoring
- C Consider approval of fee waiver request for the use of the Community Center for the Main Cruise event June 23-24, 2017

- D Consider approval of **Resolution No. 17-5373** approving updated Ground Lease for both Private and Commercial Owners and establishing a Base Rate of \$0.38 cents per square foot annually
- E Consider approval of purchase of Susanville Municipal Airport Hangar #28

13 CITY ADMINISTRATOR'S REPORTS:

- A Police K-9 Program Update
- B Traffic Unit
- C Golf Course Update
- D Public Works Update

14 COUNCIL ITEMS:

- A AB1234 travel reports:

15 ADJOURNMENT:

- *The next regular City Council meeting will be held on April 19, 2017 at 6:00 p.m.*

Reports and documents relating to each agenda item are on file in the Office of the City Clerk and are available for public inspection during normal business hours and at the meeting. These reports and documents are also available at the City's website www.cityofsusanville.org, 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 April 5, 2017 in the areas designated on March 31, 2017.



Gwenna MacDonald, City Clerk

Reviewed by: GH City Administrator
 City Attorney

 X Motion Only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Gwenna MacDonald, City Clerk

Action Date: April 5, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Minutes of the City Council's March 1, 2017 meeting

PRESENTED BY: Gwenna MacDonald, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's March 1, 2017 meeting.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of City Council's March 1, 2017 meeting.

ATTACHMENTS: Minutes: March 1, 2017

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
March 1, 2017– 6:00 p.m.

Meeting was called to order at 6 p.m. by Mayor Garnier

Roll call of Councilmembers present: Brian Wilson, Kevin Stafford, Joe Franco, and Kathie Garnier. Absent: Rod De Boer

Staff present: Jared G. Hancock, City Administrator; Jessica Ryan, City Attorney and Ruth Ellis, Administrative Staff Assistant

1 APPROVAL OF AGENDA:

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to approve the Agenda as submitted; motion carried. Ayes: Wilson, Stafford, Franco, and Garnier. Absent: De Boer

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No business.

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

- A PUBLIC EMPLOYMENT – pursuant to Government Code §54957:
 - 1. Employee Status Report
- B CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code 54956.8:
 - 1. Property: APN: 101-110-33 and a portion of 101-060-18
Agency negotiator: Jared G. Hancock
Negotiating parties: City of Susanville/Bureau of Land Management
Under negotiation: Property Acquisition
 - 2. Property: APN: 103-340-01
APN: 103-270-06
APN: 103-260-14
Agency negotiator: Jared G. Hancock
Negotiating parties: City of Susanville/Uniti Towers
Under negotiation: Lease Terms
 - 3. Property: APN: 101-270-10
Agency negotiator: Jared G. Hancock
Negotiating parties: City of Susanville/Lassen Community College
Under negotiation: Price/Condition/Terms of Lease
 - 4. Property: APN: 116-180-04
Agency negotiator: Jared G. Hancock
Negotiating parties: City of Susanville/United Parcel Service
Under negotiation: Lease Terms
 - 5. Property: APN: 116-180-04
Agency negotiator: Jared G. Hancock
Negotiating parties: City of Susanville/Various Ground Leases
Under negotiation: Lease Terms

4 **RETURN TO OPEN SESSION:** At 7:09 p.m. the City Council adjourned Closed Session and reconvened in Open Session

Staff present: Jared G. Hancock, City Administrator; Jessica Ryan, City Attorney; John King, Police Chief; James Moore, Fire Chief; Dan Newton, Public Works Director; Deborah Savage, Finance Manager; Craig Sanders, City Planner and Ruth Ellis, Administrative Staff Assistant

Mr. Hancock reported that prior to Closed Session, the City Council approved the Agenda as submitted. He also said that during Closed Session, the Council gave direction but there was no reportable action.

Mayor pro tem Franco offered the Thought of the Day.

5 **BUSINESS FROM THE FLOOR:**

Bill McCabe, Lassen Union High School District Superintendent, presented a Certificate of Appreciation to the City of Susanville and its employees for their dedicated service during the recent flood. Mr. McCabe explained the school district had several buses that were unable to be removed from harm's way and they could have potentially floated down stream. City employees responded, towed the buses out and ensured they were safely stored. Mr. McCabe said they felt the City's dedication to the community and especially to Lassen High School went above and beyond the call of duty.

Mayor Garnier accepted the award on the City's behalf and said she was really proud of the First Responders and everyone who responded to the people in need.

6 **CONSENT CALENDAR:** Mayor Garnier reviewed the items on the Consent Calendar:

- A Approve minutes from the City Council's February 4, 2017 meeting
- B Approve vendor warrants numbered 99626 through 99780 for a total of \$373,678.50
Including \$105,018.70 in payroll warrants
- C Approve Resolution No. 17-5354 approving contract for services with Mark Siemens, Inc.

9 **NEW BUSINESS**

9A **Consider approval of Resolution No. 17-5352 accepting the 2017 Nor-Cal EMS Grant, and authorizing Finance division to increase the Fire Department budget accordingly for the purchase of electronic devices** Chief Moore explained that in January 2017, Nor Cal EMS contacted the Fire Department in a last minute email about available grant money. Chief Moore said he researched it, found it was a zero match grant and made the decision to apply for it. Nor Cal EMS emailed staff on February 6, 2017 to inform them all applications were approved for the amounts requested.

Chief Moore stated it was a good grant and that Nor Cal EMS followed up with all agencies who applied stating that there was an additional \$50,000 available. Chief Moore stated it would be difficult for the Susanville Fire Department to justify the need for any additional funding in addition to the grant funding already approved.

The grant is a reimbursement and the money will be used to purchase five Panasonic Toughbook computers in the amount of \$28,945.

Motion by Councilmember Stafford, second by Mayor pro tem Franco to approve Resolution No. 17-5352; Motion carried. Ayes. Stafford, Franco, Wilson, Garnier. Absent: De Boer

9B Consider approval of Resolution No. 17-5355 approving the Lassen Land and Trails Trust Agreement and Authorizing the City Administrator to execute the Agreement Mr. Hancock explained that the matter before Council is related to the Regional Water Management Group and the Regional Water Management Plan. The Lahontan Basins Region Group for Lassen County includes the City of Susanville, the Susanville Indian Rancheria, Lassen Irrigation Company and the Honey Lake Valley Resource Conservation District.

Mr. Hancock stated the group has been successful in creating a plan with some grant funding, getting the plan approved and getting projects funded through Prop 84 during the 2015 cycle.

The three projects approved for the grant funding are getting the City's Cady Springs tanks online and working on the water main infrastructure. The Lassen Land and Trails Trust inadvertently picked up two water systems when it acquired some old railroad line in Wendel and the Spalding Community Services District's sewer pond closure project.

Mr. Hancock explained the Spalding project received other money to fund its project, but the LLTT is still needing to utilize the grant funds to do some feasibility studies of the water system so they can hopefully turn them over to the communities or another agency.

The state approved \$62,000 for the LLTT project and staff was seeking Council's approval to enter into an Agreement with Lassen Land and Trails Trust for use of those funds and staff would move forward with administering the project.

Motion by Councilmember Wilson, second by Mayor pro tem Franco to approve Resolution NO. 17-5355. Motion carried. Ayes. Wilson, Franco, Stafford, Garnier. Absent: De Boer

9C Consider approval of Resolution No. 17-5353 authorizing the emergency repair of Susan 1 Geothermal Well Dan Newton, Public Works Director, said the flood on February 9, 2017 caused water to infiltrate the geothermal well on South Lassen Street. There was about four feet of water in the building where there is a floor to ceiling wall of electrical panels, controls, different types of instrumentation, measuring devices to monitor the system and a variable frequency drive. The water damaged the frequency inverter, which is part of the variable frequency drive system. A local electrician was called out and he went through each component to see if it was working. There was also a lot of mud inside the electrical panel that had to be cleaned out and it took quite a number of days to diagnose the problem. The solution to correct the issue is to replace the frequency inverter.

Director Newton said staff is asking for Council's consideration to increase the geothermal budget to make the repairs and to consider the matter an emergency. He added all of the geothermal customers have an alternate heat source, but they are paying higher energy costs at this time.

He further explained the City's purchasing policy normally requires three quotes whenever possible, however all bidding may be dispensed with if it is an emergency situation. Staff was trying to eliminate additional delays in getting the repairs done.

Mayor pro tem Franco said it sounded like it could have been a whole lot worse. Mayor Garnier added that the City should consider itself lucky.

Motion by Mayor pro tem Franco; second by Councilmember Stafford to approve Resolution No. 17-5353; motion carried. Ayes, Franco, Stafford, Wilson, Garnier: Absent: De Boer.

Mayor pro tem Franco asked if the City could be reimbursed. Mr. Newton responded yes they can and explained that the facility was included as damaged in the Emergency Disaster Relief report. Depending on how it all unfolds, the City may only have to pay 6.5 percent of the repair costs.

Councilmember Wilson asked about the status of getting the number of private properties damaged during the flood.

Chief Moore answered that Eric Ewing, Office of Emergency Services Chief, submitted the paperwork to OES. The OES representative said floods are very hard thresholds to hit and there's not a good answer as to whether we hit those numbers or not. OES was going to be here Monday of next week and FEMA probably by that Wednesday to assess the damage of the second storm.

Mayor Pro-Tem Franco asked about the Presidential Proclamation.

Chief Moore responded that the Governor has to sign first. He further explained that OES will make the assessment, then it will go to the Governor with their blessing. Once the Governor signs, FEMA will step in, do the same thing and take it to the President. With the last storm, it took two to three weeks to get through the process.

Mayor Garnier clarified that there had to be a certain amount of both commercial and residential properties that were damaged.

Chief Moore confirmed her statement. He added that Chief Ewing found it was difficult to qualify for SBA Assistance and that a rental may qualify as both a residential and commercial property. Chief Moore stated the operation area needed to qualify either 5 commercial or 25 residential sites with 40% or greater uninsured loss-to-value ratio, or those who are completely uninsured. Chief Ewing believed that we would be close for qualifying.

Mr. Hancock asked if that was for private property. Chief Moore confirmed it was. Mr. Hancock asked if it would impact the ability to have the Governor or President declare the other disaster. Chief Moore responded it was different funding and a different office in OES.

Mr. Hancock stated that was his understanding and he didn't want people thinking there was a chance the City didn't hit a threshold for the State or President to declare a disaster for the City's projects.

There was more discussion about the process of assessing the damage in the area. Mayor Garnier asked if the assessment would occur in both the City and County.

Chief Moore answered that it would be both.

Mr. Hancock said his only concern with the state declaration for the second storm is that when the first incident happened in January, there was a lot of focus on Susanville. With the second flood, the spotlight shifted to Lake Oroville and the levies and dams. Now the Governor is putting a lot of his focus on getting infrastructure funding approved. The recent flooding was significantly larger than the one declared a month

earlier, but hopefully, the City can stay on the Governor's radar and not get left out when the State is focusing on those other areas.

13 CITY ADMINISTRATOR'S REPORTS

13A Sphere of influence update

*Minutes for this item require additional review and will be brought forward at the next regularly scheduled meeting.

13B Administrative Services Update Mr. Hancock highlighted the projects from the last quarter and noted there were quite a few recruitments in addition to four new hires. There were no significant changes to the equipment or properties the City manages.

Staff has been working extensively with the Airport Commission on the commercial and ground leases at the airport and is hoping to complete that soon. The Precision Pathway Indicators project is set to begin in the spring and the Airport Improvement Plan 15-16 has been completed.

He stated staff received a lot of positive comments regarding the repainting of City Hall, but some detail work needs to be completed in the spring and summer. A lot of patching had to be done and the older window frames deteriorated quite a bit. A Bondo material was used to reform them and they were now solid. Mr. Hancock said he believed a quality job had been done and it was going to last. He added there has been some concern that the facility is made of block and they were cracking. He explained that most of the walls are cast in place and there is stucco coating on top where the brick lines were drawn in and then painted.

A lot of progress is being made on the Southeast Gateway Project and a field surveyor from Caltrans was recently here performing a site inspection at the Jack in the Box corner. The work the surveyor performs will provide the information the City needs for moving forward with the project and going to the California Transportation Commission for additional time to finish the planning and environmental work that was put on hold.

Mayor pro tem Franco asked if the project was going to change the width of the road.

Mr. Hancock responded that yes it will in some areas, but the number of lanes and right of ways will stay consistent. There may be some modifications across the bridge where it narrows and pedestrian facilities will be added.

Mayor pro tem Franco inquired about the chain up area near High Country Inn.

Mr. Hancock explained that the Lassen Economic Development Council came up with a list of priorities for Main Street and making improvements to create a welcoming entrance into town. The project had to be packaged in a way that would be palatable to Caltrans for this type of funding source and the main issues staff was trying to address is aesthetics and truck parking. There are a lot of big rigs that stop at McDonalds and in front of High Country Inn and Caltrans doesn't want truck parking there. Staff was able to call it an improvement to the existing chain up area allowing it to serve the same function and providing a safe place to park while still meeting the Caltrans objectives.

Mayor pro tem Franco stated that once a person hits Townhill, there isn't a safe place to chain up and good safety area needs to be provided to get up the hill. Susanville is an alternate to Interstate 80 and we could see more traffic.

There was general discussion about big rigs needing to chain up through town due to the snow this year and traffic hazards that were created when the drivers did not follow the warnings.

Continuing with the report, Mr. Hancock stated the Regional Water Management grant and plan is significant. Currently there is \$1.9 million in Proposition 1 funds that will provide a strong revenue stream and more funding cycles are in the works for additional projects. Being the lead agency requires a lot of work on the City's part, but out of the \$1.9 million, there is approximately \$92,000 that will cover administrative costs for managing those projects. The primary one is the City project.

Councilmember Wilson asked if the City project is planned for this year.

Director Newton explained staff is hoping to get a lot of the design work done and it's potentially something that can be looked at late in the construction season.

Mr. Hancock continued the report and said the City received grant funding and the agreement from the State for the Sustainable Communities Grant for the roadway assessment in the north part of town. Staff is updating and re-establishing the HOME program for affordable housing and down payment assistance for low income home owners, getting the swimming pool over the finish line, preparing a Request for Proposal for administrative services for the Riverside Park Project and working on getting the designs completed.

In addition, staff is coordinating with the consultant on the Cameron Park Project to make the modifications Council requested and to refine the budget estimates to bring it down and utilize some prison labor and other labor to keep it within the funds that are available.

Staff is looking at options for a shooting range to address the Police Department's need to have a qualifying area and is also working on getting the compliance verifications needed for the Community Development Block Grant.

Moving onto the Finance Department, Mr. Hancock noted administrative services provides a lot of services to other departments and outside agencies and he appreciates Finance for managing a lot of that. In addition, there are a lot of new reporting requirements for payroll that the City is having to meet.

Mr. Hancock said the Planning and Building Department has been staying busy and Mr. Sanders has begun updating the conservation and open space elements of the General Plan. Those were the next two areas staff was looking to complete in-house while looking at some of the larger ones such as traffic, transportation and land use. In addition, a lot work has gone into the property maintenance draft ordinance.

Mr. Hancock noted the Hazard Mitigation Plan is a significant joint effort between the City, County OES and the Rancheria. It is supposed to be updated every five years and Community Development has been working closely with the Fire Department on it. Mr. Hancock explained that the benefit is that the plan is identifying the hazards and hazard mitigation options, once completed it will provide access for mitigation funding to address some of the needs. He said it is in the forefront of people's minds right now and he was just approached by the high school about flood walls and controlling those flows. Sometimes the cost for them

is much more significant than it is for the City to purchase some homes by the river and create a space for the river to flood.

Mr. Hancock explained the TOT audit is underway and staff is working with the finance consultant and will be speaking with hotel owners within the next several weeks. He said the Municipal Code is fairly general and allows the City access to their business financial information for the audit and he expects further discussion to arise from those requests.

Mr. Hancock closed the report and said he appreciates staff and a lot of work gets done behind the scenes and on stage, too.

Mayor pro tem Franco commented that the floods could delay the Golf Course and Little League seasons, but he hoped the City could get them up to speed.

Mr. Hancock explained the damage at the Golf Course has been assessed and the Golf Course Manager has been coordinating volunteers who want to come out and lend assistance. A lot of the more expensive repairs were included in the funding request after the first disaster and staff is hoping to get feedback on what funding was approved. A lot of the larger items will need to wait until then, but there are smaller items that need to be taken care of now and plans are being put together.

Referring to Agenda Item 13D, Little League Field Update, Mr. Hancock stated he has had several meetings with members from the Susanville Little League. They were also on the radio and have been very positive and complimentary toward the City.

Mr. Hancock complimented the Susanville Little League adding a lot of people are volunteering time, labor and materials. The City has offered its support for things they may not be able to cover and is making materials available to them. There is a good plan in place for a lot of the damage although it wasn't as bad as they had anticipated. Some of the fields, such as the Farm Field have a lot of silt and sediment on them. Staff looked at options and hosing off some test areas worked quite well. In addition, the City is working on coordinating a prison crew to come help with the clean-up and the Susanville Little League is working on getting bids for parking lot repairs. The organization is also looking at the availability of some other fields like Riverside Park, but they are hoping to use the Little League fields in the next several weeks.

Mr. Hancock explained that as cost estimates are being received, staff is finalizing the mid-year budget and is looking to have estimates for funding to put toward those types of projects, especially to match with the federal and state funds.

Councilmember Wilson commented that the City owns the Little League Fields and has turned it over to the Little League as far as volunteering.

Mr. Hancock responded that there is an Agreement with them.

Councilmember Wilson asked if, as part of the Agreement, the Susanville Little League was responsible for the damages and fixing all of it.

Mr. Hancock responded that the type of flood damage isn't contemplated in the Agreement. If the Susanville Little League wants to add things, they have to get the City's permission and the appropriate permits. There have been some changes on the Little League board in the last few years and they reached

out to the City about what they can do and how they can work together. They recently reviewed the Agreement and felt no changes were needed at this time.

Councilmember Wilson asked if the Susanville Little League felt like they were getting what they needed from the City. He stated they are having to go out and find funding and started a GoFund Me account. He said he felt the City should be providing them with a check.

Mr. Hancock responded that when he first met with the Little League members, he let them know that when they were going out looking for funding, the City was receiving negative feedback about why it wasn't taking responsibility for its own property. The Little League representatives were not aware that it was being interpreted that way and they felt like there was a good relationship with the City.

Mr. Hancock continued that since that first meeting, the Susanville Little League has been going out of its way to share there has been a positive working relationship with the City and is part of the solution. City staff did the damage assessments and repaired some leaking water and sewer lines and the Susanville Little League was pretty pleased with the resources the City was sending their way.

Councilmember Wilson inquired about the damages at Memorial Park.

Mr. Hancock said it was quoted as part of the damage assessment but nothing that would stop the park from being used. The snack bar took in quite a bit of water and the City is working with Lassen Community College on that.

Mayor pro tem Franco said it was his understanding the fences were in disrepair and hopefully that was being taken care of.

Mr. Hancock confirmed his statement and reviewed the revised Agreement between the City and the College, which put more responsibility on the City for maintenance and day to day activities. He explained there was a provision of projects the College wanted to do to improve the facility that were beyond maintenance and they would come up with the labor. One of the projects was upgrading some of the fencing. The materials had been purchased and the project approved and the City has also offered to provide someone who is familiar with that type of project to help coordinate the replacement.

Mayor pro tem Franco commented that he drives by the facility all the time and the amount of spectators that show up for the games is truly amazing to him and it is one of the largest draws in the City. It gets a lot of use and to keep it in the best shape possible makes a whole lot of sense. He disagreed with comments that it didn't warrant the investment needed to keep it a first rate field. He said it can be an example of what the City can provide.

Mayor Garnier commended the Parks and Recreation Department for keeping the park pristine.

David Teeter, District 2 Supervisor, asked how many people are staffed in the Parks and Recreation Department.

Mr. Hancock responded there is one benefitted position and seasonal help. Due to the amount of projects, one seasonal employee was kept on this winter.

Mayor pro tem Franco commented about the lack of available fields in the City during baseball or soccer season. He said the City needs another sports park and if there's an opportunity and it's done right, he would support it.

Mayor Garnier moved to Item 13C as Item 13B had already been discussed.

13C Chief Moore stated wildland fire season is approaching on July 1 and historically, the weed abatement deadline has been set for the last Monday in June. The deadline is late enough in the year so weeds aren't having to be cut three times, but before fireworks sales begin.

This year's deadline is June 26 and after that date, the Fire Department can abate or cite if there is a fire hazard or violation of Susanville Municipal Code 8.28. Chief Moore directed the Council's attention to the attached weed abatement standards and said it will be sent out as a reminder in all of the residents' water bills along with information about what needs to be done to be compliant. The document is also sent to contractors when they go out and abate.

Mayor Garnier commented that hopefully the property maintenance provision will help with the weed abatement because they won't be that high and be an issue.

Mr. Hancock stated staff has been bringing the item to Council to set the date, but the code doesn't actually require that.

Chief Moore responded that setting the date has been brought to Council for motion, but as he read through Code 8.28 he couldn't find that requirement anywhere, rather the process is set and approved by the Council, which it has done and is in the City Code.

Mr. Hancock asked if the Council felt the need to set the date every year or can it be handled on a routine basis.

Councilmember Wilson said he didn't have a problem with it, he just thought it was important the matter be brought forward at a time when people are going to be thinking about it and for it to be advertised in the press.

Chief Moore responded that the process requires a notice to be posted in a public circulation for two weeks.

Mr. Hancock said he felt it would be better for staff to set the date and send notices out. As the date approaches staff will bring it as a reminder so it's fresher in people's minds.

The Council agreed with that approach.

14 Council Items Mayor pro tem Franco stated that due to the wet weather there are a lot of potholes. He asked what the time frame is to fix them. He added he knew staff has been working on them in between storms, which he appreciates.

Mr. Newton said there are quite a few and staff is working on them as they can. Public Works has some good material that can be put down as a temporary basis and then they will follow up more permanent material in the summer.

Mayor pro tem Franco said it's a good thing the City hasn't experienced anything like Highway 50, which experienced a road failure.

15 Adjournment

Motion by Mayor pro tem Franco, second by Councilmember Stafford to adjourn. Motion carried; Franco,, Stafford, Wilson, Garnier. Absent: De Boer.

Meeting adjourned at 8:50 p.m.

Reviewed by: City Administrator
 City Attorney

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Deborah Savage, Finance Manager

Action Date: April 5, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Vendor and Payroll Warrants

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Warrants dated March 6, 2017 through March 23, 2017 numbered 99885 through 100033.

FISCAL IMPACT: Accounts Payable vendor warrants totaling \$ 399,777.00 plus \$ 99,526.33 in payroll warrants, for a total of \$ 499,303.33.

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	
03/17	03/09/2017	99885	728	U S POSTMASTER	UB BILLING GAS	030917	1	7401-430-62-46	POSTAGE	96.35	96.35	
03/17	03/09/2017	99885	728	U S POSTMASTER	UB BILLING WATER	030917	2	7110-430-42-46	POSTAGE	187.01	187.01	
Total 030917:											283.36	283.36
Grand Totals:											283.36	283.36

Report Criteria:

Report type: GL detail
Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/17	03/16/2017	99887	1264	AC&S MATERIALS TESTI	MATERIAL TESTING FOR SC	0241	1	2007-431-30-43	TECHNICAL SERVICES	836.40	836.40
Total 0241:											
03/17	03/16/2017	99888	21	AIRGAS USA, LLC	CHLORINE- WATER	90586635031	1	7110-430-42-46	SUPPLIES-GENERAL	426.93	426.93
Total 90586635031:											
03/17	03/16/2017	99888	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9941926005	1	7401-430-62-46	SUPPLIES-GENERAL	42.78	42.78
03/17	03/16/2017	99888	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9941926005	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	86.82	86.82
03/17	03/16/2017	99888	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9941926005	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	67.40	67.40
03/17	03/16/2017	99888	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9941926005	4	7110-430-42-46	SUPPLIES-GENERAL	51.46	51.46
03/17	03/16/2017	99888	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9941926005	5	7110-430-42-44	REPAIR AND MAINTENANCE-V	115.39	115.39
Total 9941926005:											
03/17	03/16/2017	99888	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9943379311	1	7401-430-62-46	SUPPLIES-GENERAL	40.88	40.88
03/17	03/16/2017	99888	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9943379311	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	79.87	79.87
03/17	03/16/2017	99888	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9943379311	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	61.99	61.99
03/17	03/16/2017	99888	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9943379311	4	7110-430-42-46	SUPPLIES-GENERAL	47.60	47.60
03/17	03/16/2017	99888	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9943379311	5	7110-430-42-44	REPAIR AND MAINTENANCE-V	106.13	106.13
Total 9943379311:											
03/17	03/16/2017	99889	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	635035571	1	7620-430-10-44	LINEN SERVICE	27.75	27.75
Total 635035571:											
03/17	03/16/2017	99889	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	635035572	1	7401-430-62-44	LINEN SERVICES	51.73	51.73
Total 635035572:											
03/17	03/16/2017	99889	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	635035573	1	2007-431-20-44	LINEN SERVICE	50.26	50.26

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Total 635035573:											
03/17	03/16/2017	99889	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	635035574	1	7110-430-42-44	LINEN SERVICE	40.80	40.80
Total 635035574:											
03/17	03/16/2017	99889	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	635154300	1	7620-430-10-44	LINEN SERVICE	30.41	30.41
Total 635154300:											
03/17	03/16/2017	99889	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	635154301	1	7401-430-62-44	LINEN SERVICES	51.84	51.84
Total 635154301:											
03/17	03/16/2017	99889	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	635154302	1	2007-431-20-44	LINEN SERVICE	50.26	50.26
Total 635154302:											
03/17	03/16/2017	99889	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	635154303	1	7110-430-42-44	LINEN SERVICE	60.78	60.78
Total 635154303:											
03/17	03/16/2017	99890	1070	AT&T MOBILITY	WIRELESS PHONES-PD	83956037X03012017	1	1000-421-10-45	COMMUNICATIONS	111.59	111.59
Total 83956037X03012017:											
03/17	03/16/2017	99891	1485		REFUND B/L OVERPAYMENT	030317	1	9999-1001-004	CASH CLEARING - BUSINESS LI	60.00	60.00
Total 030317:											
03/17	03/16/2017	99891	1485		REFUND WATER DEPOSIT	10403900003	1	7110-2228-000	DEPOSITS-CUSTOMER	18.81	18.81
Total 10403900003:											
03/17	03/16/2017	99892	884	BANK OF AMERICA	INVEST. SUPPLIES-PD	0057 022517	1	1000-421-10-45	INVESTIGATIVE FUNDS	52.95	52.95
Total 0057 022517:											

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/17	03/16/2017	99892	884	BANK OF AMERICA	TR EX	2064 022517	1	1000-413-20-45	TRAVEL	903.83	903.83
Total 2064 022517:											
03/17	03/16/2017	99892	884	BANK OF AMERICA	FUEL-FD	3647 022517	1	1000-422-10-46	GASOLINE	131.78	131.78
Total 3647 022517:											
03/17	03/16/2017	99892	884	BANK OF AMERICA	POSTAGE	4028 022517	1	1000-417-10-46	POSTAGE	7.50	7.50
03/17	03/16/2017	99892	884	BANK OF AMERICA	CITY HALL PHONES	4028 022517	2	1000-417-10-45	COMMUNICATIONS	537.89	537.89
Total 4028 022517:											
03/17	03/16/2017	99892	884	BANK OF AMERICA	SUPPLIES	4093 022517	1	1000-417-10-46	SUPPLIES-GENERAL	302.59	302.59
03/17	03/16/2017	99892	884	BANK OF AMERICA	BOOKS	4093 022517	2	1000-411-40-46	SUPPLIES-GENERAL	249.00	249.00
03/17	03/16/2017	99892	884	BANK OF AMERICA	TR EX	4093 022517	3	1000-452-20-45	TRAVEL	427.62	427.62
03/17	03/16/2017	99892	884	BANK OF AMERICA	FUEL-PARKS	4093 022517	4	1000-452-20-46	GASOLINE	78.31	78.31
Total 4093 022517:											
03/17	03/16/2017	99892	884	BANK OF AMERICA	TR EX	4259 022517	1	1000-421-10-45	TRAINING	495.24	495.24
Total 4259 022517:											
03/17	03/16/2017	99892	884	BANK OF AMERICA	FUEL-PD	4275 022517	1	1000-421-10-46	GASOLINE	118.49	118.49
Total 4275 022517:											
03/17	03/16/2017	99892	884	BANK OF AMERICA	POSTAGE-PD	4333 022517	1	1000-421-10-46	POSTAGE	11.92	11.92
03/17	03/16/2017	99892	884	BANK OF AMERICA	SUPPLIES-PD	4333 022517	2	1000-421-10-46	SUPPLIES-GENERAL	157.96	157.96
03/17	03/16/2017	99892	884	BANK OF AMERICA	FUEL-PD	4333 022517	3	1000-421-10-46	GASOLINE	196.19	196.19
Total 4333 022517:											
03/17	03/16/2017	99892	884	BANK OF AMERICA	SUPPLIES-STREETS	4342 022517	1	2007-431-20-46	SUPPLIES-GENERAL	28.39	28.39
Total 4342 022517:											
03/17	03/16/2017	99892	884	BANK OF AMERICA	FLOOD RESTRICTED PAPER-B	4725 022517	1	1000-424-20-46	SUPPLIES-GENERAL	24.66	24.66

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 4725 022517:											
03/17	03/16/2017	99892	884	BANK OF AMERICA	INVEST. SUPPLIES-PD	4822 022517	1	1000-421-10-45	INVESTIGATIVE FUNDS	24.66	24.66
03/17	03/16/2017	99892	884	BANK OF AMERICA	SUPPLIES-PD	4822 022517	2	1000-421-10-46	SUPPLIES-GENERAL	41.90	41.90
Total 4822 022517:											
03/17	03/16/2017	99892	884	BANK OF AMERICA	MEMBERSHIP DUES-AP	5203 022517	1	7620-430-11-48	DUES AND MEMBERSHIPS	24.90	24.90
03/17	03/16/2017	99892	884	BANK OF AMERICA	TR EX REDDING	5203 022517	2	7620-430-10-45	TRAVEL	302.40	302.40
Total 5203 022517:											
03/17	03/16/2017	99892	884	BANK OF AMERICA	MEMBERSHIP DUES-WATER	5442 022517	1	7110-430-42-48	DUES AND MEMBERSHIPS	327.30	327.30
Total 5442 022517:											
03/17	03/16/2017	99892	884	BANK OF AMERICA	MEMBERSHIP DUES-PW	6460 022517	1	7620-430-10-48	DUES AND MEMBERSHIPS	111.89	111.89
03/17	03/16/2017	99892	884	BANK OF AMERICA	POSTAGE-STREETS	6460 022517	2	2007-431-20-46	POSTAGE	22.18	22.18
03/17	03/16/2017	99892	884	BANK OF AMERICA	FUEL-PW	6460 022517	3	7620-430-10-46	GASOLINE	79.51	79.51
Total 6460 022517:											
03/17	03/16/2017	99892	884	BANK OF AMERICA	REPAIR & MAINT-GAS	6624 022517	1	7620-430-10-44	REPAIR AND MAINTENANCE-MI	213.58	213.58
Total 6624 022517:											
03/17	03/16/2017	99892	884	BANK OF AMERICA	TRAINING-PD	6933 022517	1	1000-421-10-45	TRAINING	132.96	132.96
03/17	03/16/2017	99892	884	BANK OF AMERICA	FUEL-PD	6933 022517	2	1000-421-10-46	GASOLINE	595.00	595.00
03/17	03/16/2017	99892	884	BANK OF AMERICA	SUPPLIES-PD	6933 022517	3	1000-421-10-46	SUPPLIES-GENERAL	113.82	113.82
03/17	03/16/2017	99892	884	BANK OF AMERICA	UNIFORM ALLOWANCE-PD	6933 022517	4	1000-421-10-42	UNIFORM ALLOWANCE	32.15	32.15
Total 6933 022517:											
03/17	03/16/2017	99892	884	BANK OF AMERICA	SUPPLIES-GAS	7575 022517	1	7401-430-62-46	SUPPLIES-GENERAL	134.92	134.92
Total 7575 022517:											
03/17	03/16/2017	99892	884	BANK OF AMERICA	FUEL-FD	7979 022517	1	1000-422-10-46	GASOLINE	875.89	875.89
Total 7979 022517:											
03/17	03/16/2017	99892	884	BANK OF AMERICA	FUEL-FD	7979 022517	1	1000-422-10-46	GASOLINE	396.45	396.45
Total 7979 022517:											
03/17	03/16/2017	99892	884	BANK OF AMERICA	FUEL-FD	7979 022517	1	1000-422-10-46	GASOLINE	396.45	396.45
Total 7979 022517:											
03/17	03/16/2017	99892	884	BANK OF AMERICA	FUEL-FD	7979 022517	1	1000-422-10-46	GASOLINE	808.78	808.78
Total 808.78											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount	
03/17	03/16/2017	99892	884	BANK OF AMERICA	OFFICE SUPPLIES-FD	7979 022517	2	1000-422-10-46	SUPPLIES-GENERAL	220.71	220.71	
03/17	03/16/2017	99892	884	BANK OF AMERICA	REPAIR & MAINT-FD	7979 022517	3	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	1,944.62	1,944.62	
03/17	03/16/2017	99892	884	BANK OF AMERICA	SUPPLIES-FD	7979 022517	4	1000-422-10-44	MISC - REPAIR & MAINTENANC	21.44	21.44	
03/17	03/16/2017	99892	884	BANK OF AMERICA	WATER PUMP-FD	7979 022517	5	1000-422-10-47	MACHINERY AND EQUIPMENT	240.75	240.75	
03/17	03/16/2017	99892	884	BANK OF AMERICA	MEALS-FD	7979 022517	6	1000-422-10-43	VOLUNTEERS	184.97	184.97	
03/17	03/16/2017	99892	884	BANK OF AMERICA	WEB SUPPORT-FD	7979 022517	7	1000-422-10-47	SOFTWARE	23.88	23.88	
Total 7979 022517:											3,445.15	3,445.15
03/17	03/16/2017	99892	884	BANK OF AMERICA	SUPPLIES-GC	9430 022517	1	7530-451-52-46	SUPPLIES-GENERAL	8.91	8.91	
Total 9430 022517:											8.91	8.91
03/17	03/16/2017	99893	927	BAXTER AUTO PARTS IN	SUPPLIES-SNOW	00320177800	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	97.60	97.60	
Total 00320177800:											97.60	97.60
03/17	03/16/2017	99894	76	BILLINGTON ACE HARD	SUPPLIES-GAS	378105	1	7401-430-62-46	SUPPLIES-GENERAL	11.08	11.08	
Total 378105:											11.08	11.08
03/17	03/16/2017	99894	76	BILLINGTON ACE HARD	SUPPLIES-FD	378206	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	6.62	6.62	
Total 378206:											6.62	6.62
03/17	03/16/2017	99894	76	BILLINGTON ACE HARD	SUPPLIES-GAS	378259	1	7401-430-62-46	SUPPLIES-GENERAL	18.23	18.23	
Total 378259:											18.23	18.23
03/17	03/16/2017	99894	76	BILLINGTON ACE HARD	SUPPLIES-GAS	378356	1	7401-430-62-46	SUPPLIES-GENERAL	30.85	30.85	
Total 378356:											30.85	30.85
03/17	03/16/2017	99894	76	BILLINGTON ACE HARD	SUPPLIES-GAS	378452	1	7401-430-62-46	SUPPLIES-GENERAL	17.57	17.57	
Total 378452:											17.57	17.57
03/17	03/16/2017	99894	76	BILLINGTON ACE HARD	SUPPLIES-FD	378456	1	1000-422-10-46	SUPPLIES-GENERAL	43.43	43.43	

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 378456:											
03/17	03/16/2017	99894	76	BILLINGTON ACE HARD	SUPPLIES- FD	378459	1	1000-422-10-46	SUPPLIES-GENERAL	43.43	43.43
Total 378459:											
03/17	03/16/2017	99894	76	BILLINGTON ACE HARD	SUPPLIES- FD	378577	1	1000-422-10-44	MISC - REPAIR & MAINTENANC	.70	.70
Total 378577:											
03/17	03/16/2017	99894	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	378687	1	2007-431-20-46	SUPPLIES-GENERAL	3.26	3.26
Total 378687:											
03/17	03/16/2017	99894	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	378695	1	2007-431-20-46	SUPPLIES-GENERAL	5.30	5.30
Total 378695:											
03/17	03/16/2017	99894	76	BILLINGTON ACE HARD	SUPPLIES-GAS	378750	1	7401-430-62-46	SUPPLIES-GENERAL	17.28	17.28
Total 378750:											
03/17	03/16/2017	99894	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	378834	1	1000-452-20-46	SUPPLIES-GENERAL	40.66	40.66
Total 378834:											
03/17	03/16/2017	99894	76	BILLINGTON ACE HARD	SUPPLIES- GAS	378861	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	3.72	3.72
03/17	03/16/2017	99894	76	BILLINGTON ACE HARD	SUPPLIES-WATER	378861	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	4.94	4.94
03/17	03/16/2017	99894	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	378861	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	2.88	2.88
Total 378861:											
03/17	03/16/2017	99894	76	BILLINGTON ACE HARD	SUPPLIES- FD	378902	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	15.42	15.42
Total 378902:											
03/17	03/16/2017	99894	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	378930	1	2007-431-20-46	SUPPLIES-GENERAL	43.74	43.74

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 378930:											
03/17	03/16/2017	98894	76	BILLINGTON ACE HARD	SUPPLIES-WATER	378982	1	7110-430-42-46	SUPPLIES-GENERAL	43.74	43.74
Total 378982:											
03/17	03/16/2017	98894	76	BILLINGTON ACE HARD	SUPPLIES-WATER	379052	1	7110-430-42-46	SUPPLIES-GENERAL	26.52	26.52
Total 379052:											
03/17	03/16/2017	98894	76	BILLINGTON ACE HARD	SUPPLIES-WATER	379237	1	7110-430-42-46	SUPPLIES-GENERAL	26.52	26.52
Total 379237:											
03/17	03/16/2017	98895	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - 600 MAI	PLC600MAINST 030317	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLC600MAINST 030317:											
03/17	03/16/2017	98895	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - B OF A	PLCBOFA 030317	1	2007-431-20-44	DISPOSAL	19.51	19.51
Total PLCBOFA 030317:											
03/17	03/16/2017	98895	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - BUEHL	PLCBUEHLERDNT 030317	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCBUEHLERDNT 030317:											
03/17	03/16/2017	98895	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - DIAMO	PLCDIAMOND 030317	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCDIAMOND 030317:											
03/17	03/16/2017	98895	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - ELKS L	PLCELKSLODGE 030317	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCELKSLODGE 030317:											
03/17	03/16/2017	98895	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - FROST	PLCFROSTYMILL 030317	1	2007-431-20-44	DISPOSAL	19.51	19.51
Total PLCFROSTYMILL 030317:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/17	03/16/2017	99895	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - GROCE	PLCGROCERYOUT 030317	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCGROCERYOUT 030317:											
03/17	03/16/2017	99895	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HAIR H	PLCHAIRHUNTER 030317	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCHAIRHUNTER 030317:											
03/17	03/16/2017	99895	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HOTEL	PLCHTLLSN1 030317	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCHTLLSN1 030317:											
03/17	03/16/2017	99895	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - KNOCH	PLCKNOCHBLD 030317	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCKNOCHBLD 030317:											
03/17	03/16/2017	99895	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LITTLE I	PLCLITTLE ITA 030317	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCLITTLE ITA 030317:											
03/17	03/16/2017	99895	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LV CHA	PLCLVCHARTR 030317	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCLVCHARTR 030317:											
03/17	03/16/2017	99895	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - MT LAS	PLCMTLASSPROP 030317	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCMTLASSPROP 030317:											
03/17	03/16/2017	99895	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - PANCE	PLCPANCERAPL 30317	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCPANCERAPL 30317:											
03/17	03/16/2017	99895	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRAJWLR 030317	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCSIERRAJWLR 030317:											
03/17	03/16/2017	99895	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRATHTR 030317	1	2007-431-20-44	DISPOSAL	38.88	38.88

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total PLCSIERRATHR 030317:											
03/17	03/16/2017	99895	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SVILLE	PLCSVILLEREAL 030317	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCSVILLEREAL 030317:											
03/17	03/16/2017	99895	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - UPTOW	PLCUPTOWNPARK 03031	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCUPTOWNPARK 030317:											
03/17	03/16/2017	99895	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - U S PO	PLCUSPOSTAL 030317	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCUSPOSTAL 030317:											
03/17	03/16/2017	99895	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - VETS M	PLCVETSMEMOR 030317	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCVETSMEMOR 030317:											
03/17	03/16/2017	99895	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - WALMA	PLCWALMARTBUS 03031	1	2007-431-20-44	DISPOSAL	39.45	39.45
Total PLCWALMARTBUS 030317:											
03/17	03/16/2017	99895	1307	C&S WASTE SOLUTIONS	925 SIERRA ST-PW	SVL15 030317	1	7620-430-10-44	DISPOSAL	168.01	168.01
Total SVL15 030317:											
03/17	03/16/2017	99895	1307	C&S WASTE SOLUTIONS	66 N LASSEN ST	SVL2 030317	1	1000-417-10-44	DISPOSAL	164.88	164.88
Total SVL2 030317:											
03/17	03/16/2017	99895	1307	C&S WASTE SOLUTIONS	95 N WEATHERLOW ST	SVL5 030317	1	1000-452-20-44	DISPOSAL	198.44	198.44
Total SVL5 030317:											
03/17	03/16/2017	99895	1307	C&S WASTE SOLUTIONS	1801 MAIN ST-PD	SVL7 030317	1	1000-421-10-44	DISPOSAL	99.23	99.23
Total SVL7 030317:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/17	03/16/2017	99895	1307	C&S WASTE SOLUTIONS	720 SOUTH ST SHOP-PW	SVL8 030317	1	7620-430-10-44	DISPOSAL	164.88	164.88
Total SVL8 030317:											
03/17	03/16/2017	99895	1307	C&S WASTE SOLUTIONS	470-895 CIRCLE DR	SVLCIRCLEDR 030317	1	7530-451-52-44	DISPOSAL	198.44	198.44
Total SVLCIRCLEDR 030317:											
03/17	03/16/2017	99895	1307	C&S WASTE SOLUTIONS	1505 MAIN ST	SVLFD 030317	1	1000-422-10-44	DISPOSAL	164.88	164.88
Total SVLFD 030317:											
03/17	03/16/2017	99895	1307	C&S WASTE SOLUTIONS	110 NORTH ST	SVLNORTHST 030317	1	1000-452-20-44	DISPOSAL	241.17	241.17
Total SVLNORTHST 030317:											
03/17	03/16/2017	99896	115	CASELLE INC.	SOFTWARE SUPPORT 4/17	79122	1	1000-417-10-43	TECHNICAL SVCS	1,258.00	1,258.00
Total 79122:											
03/17	03/16/2017	99897	116	CASHMAN EQUIPMENT	SUPPLIES-WATER	INPS2563760	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	260.37	260.37
Total INPS2563760:											
03/17	03/16/2017	99897	116	CASHMAN EQUIPMENT	SUPPLIES-STREETS	INPS2564343	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	372.30	372.30
Total INPS2564343:											
03/17	03/16/2017	99897	116	CASHMAN EQUIPMENT	SUPPLIES-STREETS	INPS2564909	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	526.34	526.34
Total INPS2564909:											
03/17	03/16/2017	99898	1354	CENTRAL JANITOR'S SU	JANITORIAL SUPPLIES-FD	773100	1	1000-422-10-46	SUPPLIES-JANITORIAL	56.48	56.48
Total 773100:											
03/17	03/16/2017	99899	147	TR EX FOLSOM 3/5/17-3/8/17 SE	030317	030317	1	1000-421-10-45	TRAINING	105.50	105.50

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 030317:											
03/17	03/16/2017	99900	148	COMPUTER LOGISTICS	TECHNICAL SERVICES-PD	67894	1	1000-421-10-47	MACHINERY AND EQUIPMENT	105.50	105.50
Total 67894:											
03/17	03/16/2017	99900	148	COMPUTER LOGISTICS	12V BATTERIES-PD	69278	1	1000-421-10-46	SUPPLIES-GENERAL	193.05	193.05
Total 69278:											
03/17	03/16/2017	99900	148	COMPUTER LOGISTICS	100 HR SER CONTRACT RENE	69285	1	1000-1430-106	PREPAID COMPUTER HOURS	8,500.00	8,500.00
Total 69285:											
03/17	03/16/2017	99900	148	COMPUTER LOGISTICS	MONTHLY SER 2HRS	69407	1	1000-417-10-44	MISC - REPAIR & MAINTENANC	220.00	220.00
Total 69407:											
03/17	03/16/2017	99900	148	COMPUTER LOGISTICS	ANTI VIRUS-BARRACUDA 200G	69416	1	1000-421-10-43	PROFESSIONAL SVCS	50.00	50.00
Total 69416:											
03/17	03/16/2017	99900	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT	69458	1	1000-417-10-43	TECHNICAL SVCS	595.40	595.40
Total 69458:											
03/17	03/16/2017	99901	161	CSK AUTO INC	PARTS-GAS	2740459462	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	38.73	38.73
Total 2740459462:											
03/17	03/16/2017	99901	161	CSK AUTO INC	PARTS-GAS	2740462123	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	8.72	8.72
03/17	03/16/2017	99901	161	CSK AUTO INC	PARTS-STREETS	2740462123	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	5.09	5.09
03/17	03/16/2017	99901	161	CSK AUTO INC	PARTS-WATER	2740462123	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	6.56	6.56
Total 2740462123:											
03/17	03/16/2017	99901	161	CSK AUTO INC	PARTS-STREETS	2740462125	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	3.88	3.88
03/17	03/16/2017	99901	161	CSK AUTO INC	PARTS-WATER	2740462125	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	6.65	6.65

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/17	03/16/2017	99901	161	CSK AUTO INC	PARTS-GAS	2740462125	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	5.01	5.01
Total 2740462125:											
03/17	03/16/2017	99902	1462	DAVID L. PURVIS	INTERM BUILDING OFFICAL 1/1	013117	1	1000-424-20-43	TECHNICAL SVCS	2,770.00	2,770.00
Total 013117:											
03/17	03/16/2017	99902	1462	DAVID L. PURVIS	INTERIM BUILD OFFICAL 2/17	022817	1	1000-424-20-43	TECHNICAL SVCS	4,040.00	4,040.00
Total 022817:											
03/17	03/16/2017	99903	1484	EDGES ELECTRICAL GR	REPAIR OUTSIDE CITY HALL LI	S3926652.001	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	169.85	169.85
Total S3926652.001:											
03/17	03/16/2017	99903	1484	EDGES ELECTRICAL GR	REPAIR OUTSIDE CITY HALL LI	S3926652.002	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	16.67	16.67
Total S3926652.002:											
03/17	03/16/2017	99904	8885		REFUND GAS OVERPAYMENT	10412250021	1	9999-1001-001	CASH CLEARING - UTILITIES	203.23	203.23
Total 10412250021:											
03/17	03/16/2017	99905	238	FASTENAL COMPANY	SUPPLIES-PARKS	74372	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	2.93	2.93
Total 74372:											
03/17	03/16/2017	99905	238	FASTENAL COMPANY	SUPPLIES-PARKS	74376	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	31.75	31.75
Total 74376:											
03/17	03/16/2017	99905	238	FASTENAL COMPANY	SUPPLIES-PARKS	74404	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	8.18	8.18
Total 74404:											
03/17	03/16/2017	99906	241	FEATHER PUBLISHING C	EMPLOYMENT AD- MAINTENAN	1295214	1	7110-430-42-45	ADVERTISING	103.20	103.20

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 1295214:											
03/17	03/16/2017	99906	241	FEATHER PUBLISHING C	EMPLOYMENT AD- MAINTENAN	1296833	1	7110-430-42-45	ADVERTISING	103.20	103.20
Total 1296833:											
03/17	03/16/2017	99906	241	FEATHER PUBLISHING C	BUS. CARD POLICE CHIEF-PD	13071	1	1000-421-10-45	PRINTING AND BINDING	91.16	91.16
Total 13071:											
03/17	03/16/2017	99907	8879		REFUND GAS OVERPAYMENT	10306904108	1	9999-1001-001	CASH CLEARING - UTILITIES	93.27	93.27
Total 10306904108:											
03/17	03/16/2017	99908	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	770634A	1	7112-430-42-43	TECHNICAL SERVICES	27.00	27.00
Total 770634A:											
03/17	03/16/2017	99908	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-W	770864A	1	7110-430-42-43	TECHNICAL SVCS	109.00	109.00
Total 770864A:											
03/17	03/16/2017	99908	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	771145A	1	7110-430-42-43	TECHNICAL SVCS	109.00	109.00
Total 771145A:											
03/17	03/16/2017	99908	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	771210A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00
Total 771210A:											
03/17	03/16/2017	99909	8884		REFUND GAS DEPOSIT	10227350004	1	7401-2228-000	DEPOSITS-CUSTOMER	46.37	46.37
Total 10227350004:											
03/17	03/16/2017	99910	265	FRONTIER	257-1000 DSL SERVICE	1000 030517	1	1000-417-10-45	COMMUNICATIONS	145.00	145.00
03/17	03/16/2017	99910	265	FRONTIER	257-1000 ADMIN FAX	1000 030517	2	1000-413-20-45	COMMUNICATIONS	1.10	1.10
03/17	03/16/2017	99910	265	FRONTIER	257-1000 CITY CLERK FAX	1000 030517	3	1000-411-40-45	COMMUNICATIONS	1.10	1.10
03/17	03/16/2017	99910	265	FRONTIER	257-1000 ADMIN	1000 030517	4	1000-413-20-45	COMMUNICATIONS	3.65	3.65

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/17	03/16/2017	99910	265	FRONTIER	257-1000 CITY CLERK	1000 030517	5	1000-411-40-45	COMMUNICATIONS	6.20	6.20
03/17	03/16/2017	99910	265	FRONTIER	257-1000 FINANCE	1000 030517	6	1000-415-10-45	COMMUNICATIONS	6.20	6.20
03/17	03/16/2017	99910	265	FRONTIER	257-1000 COMM DEVELOPMEN	1000 030517	7	1000-419-10-45	COMMUNICATIONS	6.20	6.20
03/17	03/16/2017	99910	265	FRONTIER	257-1000 GAS - DEBIT MACHIN	1000 030517	8	7401-430-62-45	COMMUNICATIONS	24.15	24.15
03/17	03/16/2017	99910	265	FRONTIER	257-1000 WATER - DEBIT MACH	1000 030517	9	7110-430-42-45	COMMUNICATIONS	24.15	24.15
03/17	03/16/2017	99910	265	FRONTIER	257-1000 CITY HALL	1000 030517	10	1000-417-10-45	COMMUNICATIONS	223.14	223.14
Total 1000 030517: 440.89 440.89											
03/17	03/16/2017	99910	265	FRONTIER	257-1033 PARKS	1033 030517	1	1000-452-20-45	COMMUNICATIONS	226.89	226.89
Total 1033 030517: 226.89 226.89											
03/17	03/16/2017	99910	265	FRONTIER	257-1056 P/W SHOP	1056 022017	1	7620-430-10-45	COMMUNICATIONS	48.29	48.29
Total 1056 022017: 48.29 48.29											
03/17	03/16/2017	99910	265	FRONTIER	257-1057 FAX-PW	1057 022017	1	7620-430-10-45	COMMUNICATIONS	184.28	184.28
Total 1057 022017: 184.28 184.28											
03/17	03/16/2017	99910	265	FRONTIER	257-2520 GOLF COURSE	2520 030117	1	7530-451-52-45	COMMUNICATIONS	312.76	312.76
Total 2520 030117: 312.76 312.76											
03/17	03/16/2017	99910	265	FRONTIER	257-2960 HVAC/ELEVATOR LIN	2960 030517	1	1000-417-10-45	COMMUNICATIONS	63.85	63.85
Total 2960 030517: 63.85 63.85											
03/17	03/16/2017	99910	265	FRONTIER	257-7236 NAT GAS	7236 022017	1	7620-430-10-45	COMMUNICATIONS	196.85	196.85
Total 7236 022017: 196.85 196.85											
03/17	03/16/2017	99910	265	FRONTIER	257-7237 NAT GAS	7237 022017	1	7620-430-10-45	COMMUNICATIONS	49.98	49.98
Total 7237 022017: 49.98 49.98											
03/17	03/16/2017	99911	1148	GREATAMERICA FINANC	COPIER LEASE 3/17-PW	20240407	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	363.93	363.93

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 20240407:											
03/17	03/16/2017	99912	288		REIMBURSE HEALTH INS	030717	1	7610-2239-006	RETIREE SICK LEAVE BANK PA	72.93	72.93
Total 030717:											
03/17	03/16/2017	99913	8883		REFUND GAS DEPOSIT	10114030008	1	7401-2228-000	DEPOSITS-CUSTOMER	182.02	182.02
Total 10114030008:											
03/17	03/16/2017	99914	312	HISTORIC USA	2/17 COLLECTIONS, NET	030817	1	8401-2228-000	DEPOSITS PAYABLE	45.13	45.13
03/17	03/16/2017	99914	312	HISTORIC USA	5%FEE 2/17 COLLECTIONS	030817	2	8401-2228-000	DEPOSITS PAYABLE	2.37	2.37
03/17	03/16/2017	99914	312	HISTORIC USA	5%FEE 2/17 COLLECTIONS	030817	3	8401-2228-000	DEPOSITS PAYABLE	2.37	2.37
Total 030817:											
03/17	03/16/2017	99915	1362	IRON MOUNTAIN INFO. M	SHREDDING-PD	NMJ0384	1	1000-421-10-43	PROFESSIONAL SVCS	56.51	56.51
Total NMJ0384:											
03/17	03/16/2017	99916	335	J.W. WOOD CO INC	SUPPLIES-FD	A095205	1	1000-422-10-47	MACHINERY AND EQUIPMENT	54.28	54.28
Total A095205:											
03/17	03/16/2017	99916	335	J.W. WOOD CO INC	SUPPLIES- GEO	S094635	1	7301-430-52-46	SUPPLIES-GENERAL	44.97	44.97
Total S094635:											
03/17	03/16/2017	99916	335	J.W. WOOD CO INC	SUPPLIES-GAS	S095046	1	7401-430-62-46	SUPPLIES-GENERAL	38.27	38.27
Total S095046:											
03/17	03/16/2017	99916	335	J.W. WOOD CO INC	SUPPLIES-PW	S095118	1	7620-430-10-44	REPAIR AND MAINTENANCE-MI	8.23	8.23
Total S095118:											
03/17	03/16/2017	99916	335	J.W. WOOD CO INC	SUPPLIES- FLOOD	S095301	1	1003-417-10-44	REPAIR AND MAINTENANCE-F	48.07	48.07

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 S095301:											
03/17	03/16/2017	99916	335	J.W. WOOD CO INC	SUPPLIES- FLOOD	S095489	1	1003-417-10-44	REPAIR AND MAINTENANCE-F	48.07	48.07
Total S095489:											
03/17	03/16/2017	99917	1292		24 HR SLEEPOVER FLOOD REL	022317	1	1000-422-10-43	VOLUNTEERS	192.72	192.72
Total 022317:											
03/17	03/16/2017	99918	911	JOHNSTONE SUPPLY	SUPPLIES-GAS	415-S2181248.001	1	7401-430-62-46	SUPPLIES-GENERAL	34.14	34.14
Total 415-S2181248.001:											
03/17	03/16/2017	99918	911	JOHNSTONE SUPPLY	SUPPLIES-GAS	415-S2181495.001	1	7401-430-62-46	SUPPLIES-GENERAL	351.65	351.65
Total 415-S2181495.001:											
03/17	03/16/2017	99919	1550		TR EX FAIRFIELD 3/19-3/23	030117	1	1000-421-10-45	TRAINING	229.50	229.50
Total 030117:											
03/17	03/16/2017	99920	374	L N CURTIS & SONS	FACEMASK-FD	81897	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	233.81	233.81
Total 81897:											
03/17	03/16/2017	99921	1074	LASSEN AUTO BODY	REPAIR #79-PD	8444	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	2,006.30	2,006.30
Total 8444:											
03/17	03/16/2017	99921	1074	LASSEN AUTO BODY	REPAIR #79-PD	8829	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	1,202.38	1,202.38
Total 8829:											
03/17	03/16/2017	99921	1074	LASSEN AUTO BODY	REPAIR T-1- FD	8879	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	432.00	432.00
Total 8879:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/17	03/16/2017	99922	389	LASSEN CO AUDITOR	ANIMAL CONTROL THRU 7/16-1	011717	1	1000-421-10-45	ANIMAL CONTROL CONTRACT	23,048.28	23,048.28
03/17	03/16/2017	99922	389	LASSEN CO AUDITOR	DISPATCH SERVICES 7/16-12/1	011717	2	1000-421-10-45	DISPATCH CONTRACT	101,598.76	101,598.76
Total 011717:											
03/17	03/16/2017	99923	391	LASSEN CO CHAMBER O	HOME & GARDEN SHOW 2017	030217	1	7110-430-42-45	ADVERTISING	75.00	75.00
Total 030217:											
03/17	03/16/2017	99924	411	LASSEN MOTOR PARTS	SUPPLIES-PARKS	273484	1	1000-452-20-44	VEHICLE - REPAIR & MAINTEN	71.31	71.31
Total 273484:											
03/17	03/16/2017	99924	411	LASSEN MOTOR PARTS	SUPPLIES-PARKS	273507	1	1000-452-20-44	VEHICLE - REPAIR & MAINTEN	21.71	21.71
Total 273507:											
03/17	03/16/2017	99924	411	LASSEN MOTOR PARTS	SUPPLIES- SNOW	273707	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	234.75	234.75
Total 273707:											
03/17	03/16/2017	99924	411	LASSEN MOTOR PARTS	SUPPLIES-FD	273860	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	20.05	20.05
Total 273860:											
03/17	03/16/2017	99925	1102	LASSEN PC	BACKUP LICENSE-FIRE	19045-	1	1000-422-10-43	TECHNICAL SVCS	50.99	50.99
Total 19045-:											
03/17	03/16/2017	99926	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	23660	1	2007-431-20-44	DISPOSAL	9.18	9.18
Total 23660:											
03/17	03/16/2017	99926	412	LASSEN REGIONAL SOLI	DUMP FEES-FLOOD	23669	1	1003-417-10-44	REPAIR AND MAINTENANCE-F	77.26	77.26
Total 23669:											
03/17	03/16/2017	99927	413	LASSEN TIRE	TIRE TUBE-GC	46370	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	22.74	22.74

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 48370:											
03/17	03/16/2017	99928	8880		REFUND GAS DEPOSIT	10116850005	1	7401-2228-000	DEPOSITS-CUSTOMER	108.56	108.56
Total 10116850005:											
03/17	03/16/2017	99929	431	LEXIPOL LLC	3/17 - 2/18 MANUAL UPDATE SU	19458	1	1000-422-10-48	DUES AND MEMBERSHIPS	1,350.00	1,350.00
03/17	03/16/2017	99929	431	LEXIPOL LLC	3/17 - 2/18 MANUAL UPDATE SU	19458	2	1000-1430-105	PREPAID - OTHER	2,700.00	2,700.00
Total 19458:											
03/17	03/16/2017	99930	432	LEXIS NEXIS	CONTRACT 2/17	1702203566	1	1000-412-10-48	DUES AND MEMBERSHIPS	158.10	158.10
Total 1702203566:											
03/17	03/16/2017	99931	433	LEXIS NEXIS MATTHEW	AIR POLLUTION CONTROL EBO	91716071	1	7620-430-11-46	BOOKS AND PERIODICALS	44.45	44.45
Total 91716071:											
03/17	03/16/2017	99932	437	LMUD	AIRPORT VASI LIGHTS	10108 022217	1	7201-430-81-46	ELECTRICITY	20.00	20.00
Total 10108 022217:											
03/17	03/16/2017	99932	437	LMUD	LASSEN COLLEGE WELL #5-W	120270	1	7110-430-42-46	ELECTRICITY	72.30	72.30
Total 120270:											
03/17	03/16/2017	99932	437	LMUD	GOLF COURSE IRR WELL30 HP	122907 022217	1	7530-451-52-46	ELECTRICITY	33.95	33.95
Total 122907 022217:											
03/17	03/16/2017	99932	437	LMUD	GOLF COURSE PUMP STATION	122910 022217	1	7530-451-52-46	ELECTRICITY	46.15	46.15
Total 122910 022217:											
03/17	03/16/2017	99932	437	LMUD	GOLF COURSE IRR PUMP/8TH	122929 022217	1	7530-451-52-46	ELECTRICITY	21.02	21.02

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 122929 022217:											
03/17	03/16/2017	99932	437	LMUD	GOLF COURSE PUMP HOUSE	132052 022217	1	7530-451-52-46	ELECTRICITY	21.02	21.02
Total 132052 022217:											
03/17	03/16/2017	99932	437	LMUD	470-895 CIRCLE DR-CLUB HOU	144281 022217	1	7530-451-52-46	ELECTRICITY	252.46	252.46
Total 144281 022217:											
03/17	03/16/2017	99932	437	LMUD	SOUTH ST - PW OFFICE	14590 022817	1	7620-430-10-46	ELECTRICITY	594.79	594.79
Total 14590 022817:											
03/17	03/16/2017	99932	437	LMUD	SOUTH ST ROOSEVELT AREA	1744 022817	1	1000-452-20-46	ELECTRICITY	8.44	8.44
Total 1744 022817:											
03/17	03/16/2017	99932	437	LMUD	RIVERSIDE PARK	1999 022817	1	1000-452-20-46	ELECTRICITY	38.32	38.32
Total 1999 022817:											
03/17	03/16/2017	99932	437	LMUD	66 N LASSEN ST	2466 030617	1	1000-452-20-46	ELECTRICITY	550.93	550.93
Total 2466 030617:											
03/17	03/16/2017	99932	437	LMUD	N WEATHERLOW ST TENNIS S	24661 030617	1	1000-452-20-46	ELECTRICITY	20.00	20.00
Total 24661 030617:											
03/17	03/16/2017	99932	437	LMUD	CADY SPRINGS	26784 022817	1	7110-430-42-46	ELECTRICITY	34.82	34.82
Total 26784 022817:											
03/17	03/16/2017	99932	437	LMUD	65 N WEATHERLOW ST PARK	2865 030617	1	1000-452-20-46	ELECTRICITY	69.69	69.69
Total 2865 030617:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/17	03/16/2017	99932	437	LMUD	65 N WEATHERLOW ST MUSEU	2866 030617	1	1000-451-80-46	ELECTRICITY	21.31	21.31
Total 2866 030617:											
03/17	03/16/2017	99932	437	LMUD	65 N WEATHERLOW ST COMM	2867 030617	1	1000-452-20-46	ELECTRICITY	53.13	53.13
Total 2867 030617:											
03/17	03/16/2017	99932	437	LMUD	N WEATHERLOW ST TENNIS C	2870 030617	1	1000-452-20-46	ELECTRICITY	20.00	20.00
Total 2870 030617:											
03/17	03/16/2017	99932	437	LMUD	NORTH ST BASEBALL PARK M	2873 030617	1	1000-452-20-46	ELECTRICITY	27.71	27.71
Total 2873 030617:											
03/17	03/16/2017	99932	437	LMUD	1505 MAIN ST	2876 022217	1	1000-422-10-46	ELECTRICITY	914.99	914.99
Total 2876 022217:											
03/17	03/16/2017	99932	437	LMUD	RICHMOND RD BRIDGE	35094 022817	1	2007-431-60-46	ELECTRICITY	244.23	244.23
Total 35094 022817:											
03/17	03/16/2017	99932	437	LMUD	LITTLE LEAGUE PARK AREA LI	3522 022217	1	1000-452-20-46	ELECTRICITY	33.77	33.77
Total 3522 022217:											
03/17	03/16/2017	99932	437	LMUD	N WEATHERLOW ST SIGNALS-	3651 022217	1	2007-431-60-46	ELECTRICITY	137.88	137.88
Total 3651 022217:											
03/17	03/16/2017	99932	437	LMUD	720 SOUTH EMULSION TANK-P	38646 022817	1	7620-430-10-46	ELECTRICITY	96.28	96.28
Total 38646 022817:											
03/17	03/16/2017	99932	437	LMUD	115 N WEATHERLOW ST MUSE	43866 030617	1	1000-452-20-46	ELECTRICITY	53.71	53.71

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 43866 030617:											
03/17	03/16/2017	99932	437	LMUD	MAIN & ALEXANDER SIGNALS-	49496 022217	1	2007-431-60-46	ELECTRICITY	114.87	114.87
Total 49496 022217:											
03/17	03/16/2017	99932	437	LMUD	MAIN & FAIRFIELD SIGNALS-ST	49497 022217	1	2007-431-60-46	ELECTRICITY	110.02	110.02
Total 49497 022217:											
03/17	03/16/2017	99932	437	LMUD	MAIN & JOHNSTNVLE SIGNALS	49498 022217	1	2007-431-60-46	ELECTRICITY	136.95	136.95
Total 49498 022217:											
03/17	03/16/2017	99932	437	LMUD	RIVERSIDE & MAIN LIGHTS-ST	49499	1	2007-431-60-46	ELECTRICITY	222.31	222.31
Total 49499:											
03/17	03/16/2017	99932	437	LMUD	AIRPORT LOT 5	51908 022217	1	7201-430-81-46	ELECTRICITY	24.80	24.80
Total 51908 022217:											
03/17	03/16/2017	99932	437	LMUD	AIRPORT HANGER 6	54333 022217	1	7201-430-81-46	ELECTRICITY	20.00	20.00
Total 54333 022217:											
03/17	03/16/2017	99932	437	LMUD	SPRING RIDGE BOOSTER-WAT	55754 022817	1	7110-430-42-46	ELECTRICITY	271.93	271.93
Total 55754 022817:											
03/17	03/16/2017	99932	437	LMUD	925 SIERRA RD SPORTS CTR	60453 022217	1	1000-452-20-46	ELECTRICITY	20.00	20.00
Total 60453 022217:											
03/17	03/16/2017	99932	437	LMUD	AIRPORT OFFICE	7146 022217	1	7201-430-81-46	ELECTRICITY	546.53	546.53
Total 7146 022217:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/17	03/16/2017	99932	437	LMUD	AIRPORT GAS PUMP	7154 022217	1	7201-430-81-46	ELECTRICITY	28.73	28.73
Total 7154 022217:											
03/17	03/16/2017	99932	437	LMUD	GOLF COURSE CLUB HOUSE	7394 022217	1	7530-451-52-46	ELECTRICITY	54.04	54.04
Total 7394 022217:											
03/17	03/16/2017	99932	437	LMUD	GOLF COURSE CART BARN 2	7400 022217	1	7530-451-52-46	ELECTRICITY	22.18	22.18
Total 7400 022217:											
03/17	03/16/2017	99932	437	LMUD	WELL 1-WATER	7714 022217	1	7110-430-42-46	ELECTRICITY	179.24	179.24
Total 7714 022217:											
03/17	03/16/2017	99932	437	LMUD	1801 MAIN ST	8314 022217	1	1000-421-10-46	ELECTRICITY	874.31	874.31
Total 8314 022217:											
03/17	03/16/2017	99932	437	LMUD	NORTH ST PARK LITES MEM FI	9283 030617	1	1000-452-20-46	ELECTRICITY	142.04	142.04
Total 9283 030617:											
03/17	03/16/2017	99932	437	LMUD	GOLF COURSE BARN 1 & 3	9312 022217	1	7530-451-52-46	ELECTRICITY	22.47	22.47
Total 9312 022217:											
03/17	03/16/2017	99932	437	LMUD	MAIN & PINE CHRISTMAS TREE	94811 030617	1	1000-452-20-46	ELECTRICITY	20.00	20.00
Total 94811 030617:											
03/17	03/16/2017	99932	437	LMUD	RIVERSIDE PARK LIGHT	9501 022817	1	1000-452-20-46	ELECTRICITY	172.12	172.12
Total 9501 022817:											
03/17	03/16/2017	99932	437	LMUD	GEOHERMAL PUMP #2	9503 022817	1	7301-430-52-46	ELECTRICITY	133.77	133.77

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 9503 022817:											
03/17	03/16/2017	99932	437	LMUD	HOSPITAL LN-GEO	9963 022817	1	7301-430-52-46	ELECTRICITY	133.77	133.77
Total 9963 022817:											
03/17	03/16/2017	99933	1508	MAIN STREET LUBE	OIL & FILTER UNIT #92-PD	10157	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	52.21	52.21
Total 10157:											
03/17	03/16/2017	99934	452	MARTIN SECURITY SYST	720 SOUTH ST SECURITY 3/17-	033135	1	7620-430-10-43	TECHNICAL SVCS	135.00	135.00
Total 033135:											
03/17	03/16/2017	99935	1293		24 HR SLEEPOVER FLOOD REL	022317	1	1000-422-10-43	VOLUNTEERS	50.00	50.00
Total 022317:											
03/17	03/16/2017	99936	8881		REFUND WATER DEPOSIT	10402350002	1	7110-2228-000	DEPOSITS-CUSTOMER	30.06	30.06
Total 10402350002:											
03/17	03/16/2017	99937	1463	MILLER CLEANING SERV	CUSTODIAL SERVICES-PD	022817	1	1000-421-10-44	CUSTODIAL	360.00	360.00
Total 022817:											
03/17	03/16/2017	99938	516	NFPA	SUBSCRIPTION 1YR	AK3-AAEX-1FF	1	1000-422-10-48	DUES AND MEMBERSHIPS	336.30	336.30
03/17	03/16/2017	99938	516	NFPA	SUBSCRIPTION 1YR	AK3-AAEX-1FF	2	1000-1430-105	PREPAID - OTHER	1,008.70	1,008.70
Total AK3-AAEX-1FF:											
03/17	03/16/2017	99939	516	NFPA	MEMBERSHIP 2 MONTHS	352620	1	1000-422-10-48	DUES AND MEMBERSHIPS	29.18	29.18
Total 352620:											
03/17	03/16/2017	99940	8876		REFUND WATER OVERPAYME	10101200004	1	9999-1001-001	CASH CLEARING - UTILITIES	59.26	59.26

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 10101200004:											
03/17	03/16/2017	99941	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE R	769517	1	7110-430-42-43	TECHNICAL SVCS	33.90	33.90
03/17	03/16/2017	99941	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE R	769517	2	7401-430-62-43	TECHNICAL SVCS	33.90	33.90
Total 769517:											
03/17	03/16/2017	99942	546	PAYLESS BUILDING SUP	SUPPLIES-PARKS	2485532	1	1000-452-20-47	IMPROVEMENT OTHER THAN B	60.32	60.32
Total 2485532:											
03/17	03/16/2017	99942	546	PAYLESS BUILDING SUP	CONCRETE-STREETS	2485534	1	2007-431-20-46	SUPPLIES-GENERAL	4.24	4.24
Total 2485534:											
03/17	03/16/2017	99942	546	PAYLESS BUILDING SUP	SUPPLIES-STREETS	2485570	1	2007-431-20-46	SUPPLIES-GENERAL	58.88	58.88
Total 2485570:											
03/17	03/16/2017	99942	546	PAYLESS BUILDING SUP	SUPPLIES-PARKS	2485943 022717	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	2.50	2.50
Total 2485943 022717:											
03/17	03/16/2017	99942	546	PAYLESS BUILDING SUP	CONCRETE-STREETS	2485944	1	2007-431-20-46	SUPPLIES-SMALL TOOLS	4.24	4.24
Total 2485944:											
03/17	03/16/2017	99942	546	PAYLESS BUILDING SUP	SUPPLIES-PARKS	2486003	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	111.54	111.54
Total 2486003:											
03/17	03/16/2017	99943	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT	58020 030117	1	1000-417-10-45	COMMUNICATIONS	840.00	840.00
Total 58020 030117:											
03/17	03/16/2017	99944	572	QUILL CORPORATION	OFFICE SUPPLIES-PW	4622156	1	7620-430-10-46	SUPPLIES-GENERAL	7.06	7.06

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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 4622156:											
03/17	03/16/2017	99944	572	QUILL CORPORATION	OFFICE SUPPLIES-PW	4622487	1	7620-430-10-46	SUPPLIES-GENERAL	70.73	70.73
Total 4622487:											
03/17	03/16/2017	99944	572	QUILL CORPORATION	OFFICE SUPPLIES	4663085	1	1000-417-10-46	SUPPLIES-GENERAL	345.83	345.83
Total 4663085:											
03/17	03/16/2017	99944	572	QUILL CORPORATION	OFFICE SUPPLIES-PW	4774821	1	7620-430-10-46	SUPPLIES-GENERAL	150.13	150.13
Total 4774821:											
03/17	03/16/2017	99944	572	QUILL CORPORATION	OFFICE SUPPLIES	5012691	1	1000-424-20-46	SUPPLIES-GENERAL	45.57	45.57
03/17	03/16/2017	99944	572	QUILL CORPORATION	OFFICE SUPPLIES	5012691	2	1000-419-10-46	SUPPLIES-GENERAL	45.58	45.58
Total 5012691:											
03/17	03/16/2017	99945	582	RAY MORGAN CO INC	FIRE COPIER 3/26/17-4/25/17	1512972	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	32.09	32.09
Total 1512972:											
03/17	03/16/2017	99945	582	RAY MORGAN CO INC	COPIER 4/17-PD	1521640	1	1000-421-10-44	RENT & LEASES EQUIP & VEHI	197.50	197.50
03/17	03/16/2017	99945	582	RAY MORGAN CO INC	DOWN & UPSTAIRS COPIER-4/1	1521640	2	1000-417-10-44	RENT & LEASES EQUIP & VEHI	197.50	197.50
Total 1521640:											
03/17	03/16/2017	99946	8882		REFUND GAS DEPOSIT	102143000196	1	7401-2228-000	DEPOSITS-CUSTOMER	133.10	133.10
Total 102143000196:											
03/17	03/16/2017	99947	1296	RENTAL GUYS	SUPPLIES-FLOOD	614543-5	1	1003-417-10-44	REPAIR AND MAINTENANCE-F	360.54	360.54
Total 614543-5:											
03/17	03/16/2017	99948	8887		REFUND COMMUNITY CENTER	030717	1	1000-2228-009	DEPOSITS-COMM CENTER RE	50.00	50.00

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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 030717:											
03/17	03/16/2017	99949	8886		REFUND GAS DEPOSIT	10102950417	1	7401-2228-000	DEPOSITS-CUSTOMER	175.85	175.85
Total 10102950417:											
03/17	03/16/2017	99950	1076	SIERRA COFFEE AND BE	BOTTLED WATER	47457	1	1000-417-10-46	SUPPLIES-GENERAL	27.40	27.40
Total 47457:											
03/17	03/16/2017	99951	1270	SILVER STATE BARRICA	SIGNS-STREETS	90968	1	2007-431-20-46	SUPPLIES-GENERAL	154.70	154.70
Total 90968:											
03/17	03/16/2017	99952	872	SLAKEY BROTHERS INC.	INDUCER KIT-GAS	11198084-00	1	7401-430-62-46	SUPPLIES-GENERAL	251.30	251.30
Total 11198084-00:											
03/17	03/16/2017	99953	8868		REFUND WATER DEPOSIT	10419950015	1	7110-2228-000	DEPOSITS-CUSTOMER	12.50	12.50
03/17	03/16/2017	99953	8868		REFUND GAS DEPOSIT	10419950015	2	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
Total 10419950015:											
03/17	03/16/2017	99954	1449	STI INVESTIGATIONS	EMPLOYEE BACKGROUND CH	01484	1	1000-416-10-43	PROFESSIONAL SVCS	2,818.31	2,818.31
Total 01484:											
03/17	03/16/2017	99955	677	SUSANVILLE SANITARY	606 NEVADA	1274 030117	1	1000-417-10-44	SEWER	47.00	47.00
Total 1274 030117:											
03/17	03/16/2017	99955	677	SUSANVILLE SANITARY	66 N LASSEN	1276 030117	1	1000-417-10-44	SEWER	104.00	104.00
Total 1276 030117:											
03/17	03/16/2017	99955	677	SUSANVILLE SANITARY	115 N WEATHERLOW	1448 030117	1	1000-451-80-44	SEWER	52.00	52.00

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 1448 030117:											
03/17	03/16/2017	99955	677	SUSANVILLE SANITARY	65 N WEATHERLOW ST	1449 030117	1	1000-452-20-44	SEWER	52.00	52.00
Total 1449 030117:											
03/17	03/16/2017	99955	677	SUSANVILLE SANITARY	1505 MAIN	2064 030117	1	1000-422-10-44	SEWER	52.00	52.00
Total 2064 030117:											
03/17	03/16/2017	99955	677	SUSANVILLE SANITARY	720 SOUTH ST	3203 030117	1	7620-430-10-44	SEWER	52.00	52.00
Total 3203 030117:											
03/17	03/16/2017	99955	677	SUSANVILLE SANITARY	1850 RIVER ST	3667 030117	1	1000-452-20-44	SEWER	52.00	52.00
Total 3667 030117:											
03/17	03/16/2017	99955	677	SUSANVILLE SANITARY	1600 RIVERSIDE DR	3668 030117	1	1000-452-20-44	SEWER	52.00	52.00
Total 3668 030117:											
03/17	03/16/2017	99955	677	SUSANVILLE SANITARY	1200 NORTH ST	3669 030117	1	1000-452-20-44	SEWER	52.00	52.00
Total 3669 030117:											
03/17	03/16/2017	99956	696	TECH SERVICES	MONTHLY MAINT. FEE TO ASS	1685	1	7201-430-81-43	TECHNICAL SVCS	575.00	575.00
Total 1685:											
03/17	03/16/2017	99957	1121	TNS READY MIX INC	TRANSFER SAND FOR SAND B	2679	1	7401-430-62-46	SUPPLIES-GENERAL	462.79	462.79
03/17	03/16/2017	99957	1121	TNS READY MIX INC	TRANSFER SAND FOR SAND B	2679	2	7110-430-42-46	SUPPLIES-GENERAL	462.78	462.78
Total 2679:											
03/17	03/16/2017	99958	530	U.S. BANK EQUIPMENT F	COPIER - CITY HALL 2/17	325424372	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	290.52	290.52
03/17	03/16/2017	99958	530	U.S. BANK EQUIPMENT F	COPIER 2/17-PD	325424372	2	1000-421-10-44	RENT & LEASES EQUIP & VEHI	581.04	581.04

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
Total 325424372:											
03/17	03/16/2017	99959	744	UPTOWN UNIFORMS	REFUND OVERPAYMENT ON B/	030317	1	9999-1001-005	CASH CLEARING - BUSINESS T	4.43	4.43
Total 030317:											
03/17	03/16/2017	99960	749	VERIZON WIRELESS	CELLULAR PHONES - FIRE	9781238057	1	1000-422-10-45	COMMUNICATIONS	76.02	76.02
Total 9781238057:											
03/17	03/16/2017	99961	770	WESTERN NEVADA SUP	SUPPLIES- GAS	66904546	1	7401-430-62-46	SUPPLIES-GENERAL	170.33	170.33
Total 66904546:											
03/17	03/16/2017	99961	770	WESTERN NEVADA SUP	FREIGHT CHARGES-PW	66911329F	1	7620-430-10-46	SUPPLIES-GENERAL	15.94	15.94
Total 66911329F:											
03/17	03/16/2017	99961	770	WESTERN NEVADA SUP	SUPPLIES- WATER	66913945	1	7110-430-42-46	SUPPLIES-GENERAL	113.18	113.18
Total 66913945:											
03/17	03/16/2017	99961	770	WESTERN NEVADA SUP	SUPPLIES-PW	66920605	1	7620-430-10-46	SUPPLIES-GENERAL	33.25	33.25
Total 66920605:											
03/17	03/16/2017	99961	770	WESTERN NEVADA SUP	SUPPLIES- GAS	669230099	1	7401-430-62-46	SUPPLIES-GENERAL	86.85	86.85
Total 669230099:											
03/17	03/16/2017	99961	770	WESTERN NEVADA SUP	SUPPLIES-GAS	66923104	1	7401-430-62-46	SUPPLIES-GENERAL	347.40	347.40
Total 66923104:											
03/17	03/16/2017	99961	770	WESTERN NEVADA SUP	SUPPLIES- GAS	66923110	1	7401-430-62-46	SUPPLIES-GENERAL	98.65	98.65
Total 66923110:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/17	03/16/2017	99962	775	WHITE CAP	SUPPLIES-GAS	50005797197	1	7401-430-62-46	SUPPLIES-GENERAL	735.88	735.88
03/17	03/16/2017	99962	775	WHITE CAP	SUPPLIES-WATER	50005797197	2	7110-430-42-46	SUPPLIES-GENERAL	735.88	735.88
03/17	03/16/2017	99962	775	WHITE CAP	SUPPLIES-STREET	50005797197	3	2007-431-20-46	SUPPLIES-GENERAL	735.87	735.87
Total 50005797197:											
03/17	03/16/2017	99962	775	WHITE CAP	SUPPLIES-STREET	5005760689	1	2007-431-20-46	SUPPLIES-GENERAL	184.78	184.78
03/17	03/16/2017	99962	775	WHITE CAP	SUPPLIES-WATER	5005760689	2	7110-430-42-46	SUPPLIES-GENERAL	184.78	184.78
03/17	03/16/2017	99962	775	WHITE CAP	SUPPLIES-GAS	5005760689	3	7401-430-62-46	SUPPLIES-GENERAL	184.79	184.79
Total 5005760689:											
03/17	03/16/2017	99963	8878	WOOD RODGERS, INC.	DOCUMENTS STIP SC4	030817	1	2007-431-36-43	TECHNICAL SERVICES	1,355.97	1,355.97
03/17	03/16/2017	99963	8878	WOOD RODGERS, INC.	DOCUMENTS STIP SC4	030817	2	2007-431-36-43	TECHNICAL SERVICES	128.33	128.33
03/17	03/16/2017	99963	8878	WOOD RODGERS, INC.	DOCUMENTS STIP SC4	030817	3	2007-431-36-43	TECHNICAL SERVICES	597.72	597.72
Total 030817:											
03/17	03/16/2017	99963	8878	WOOD RODGERS, INC.	DOCUMENTS FOR STIP SC 5	030817-	2	2007-431-37-43	TECHNICAL SERVICES	128.33	128.33
03/17	03/16/2017	99963	8878	WOOD RODGERS, INC.	DOCUMENTS FOR STIP SC 5	030817-	3	2007-431-37-43	TECHNICAL SERVICES	597.72	597.72
Total 030817-:											
03/17	03/16/2017	99964	8878	WOOD RODGERS, INC.	DOCUMENTS FOR STIP SC 5	030817-	1	2007-431-37-43	TECHNICAL SERVICES	1,355.97	1,355.97
Total 030817-:											
03/17	03/16/2017	99965	1378	ZITO MEDIA	CABLE-FD	356225062 030817	1	1000-422-10-45	COMMUNICATIONS	78.98	78.98
Total 356225062 030817:											
Grand Totals:										204,838.12	204,838.12

Report Criteria:

Report type: GL detail
Check Voided = False

Report Criteria:

Report type: GL detail

Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/17	03/17/2017	99985	728	U S POSTMASTER	UB BILLING GAS	031717	1	7401-430-62-46	POSTAGE	403.16	403.16
03/17	03/17/2017	99985	728	U S POSTMASTER	UB BILLING WATER	031717	2	7110-430-42-46	POSTAGE	782.58	782.58
Total 031717:										1,185.74	1,185.74
Grand Totals:										1,185.74	1,185.74

Report Criteria:

Report type: GL detail
 Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/17	03/23/2017	99987	4	ABB INC.	TRAVEL LABOR, GAS METER R	7103299868	1	7401-430-62-43	TECHNICAL SVCS	2,413.89	2,413.89
Total 7103299868:											
03/17	03/23/2017	99988	21	AIRGAS USA, LLC	CHLORINE- WATER	9061162785	1	7110-430-42-46	SUPPLIES-GENERAL	787.12	787.12
Total 9061162785:											
03/17	03/23/2017	99989	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	635168424	1	7620-430-10-44	LINEN SERVICE	27.75	27.75
Total 635168424:											
03/17	03/23/2017	99989	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	635168425	1	7401-430-62-44	LINEN SERVICES	51.84	51.84
Total 635168425:											
03/17	03/23/2017	99989	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	635168426	1	2007-431-20-44	LINEN SERVICE	50.26	50.26
Total 635168426:											
03/17	03/23/2017	99989	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	635168427	1	7110-430-42-44	LINEN SERVICE	40.80	40.80
Total 635168427:											
03/17	03/23/2017	99989	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	635182658	1	7620-430-10-44	LINEN SERVICE	27.75	27.75
Total 635182658:											
03/17	03/23/2017	99989	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	635182659	1	7401-430-62-44	LINEN SERVICES	51.84	51.84
Total 635182659:											
03/17	03/23/2017	99989	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	635182660	1	2007-431-20-44	LINEN SERVICE	50.26	50.26

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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 635182660:											
03/17	03/23/2017	99989	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	635182661	1	7110-430-42-44	LINEN SERVICE	50.26	50.26
Total 635182661:											
03/17	03/23/2017	99989	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	934991495	1	7620-430-10-44	LINEN SERVICE	40.00	40.00
Total 934991495:											
03/17	03/23/2017	99990	76	BILLINGTON ACE HARD	SUPPLIES- FD	377622	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	6.81	6.81
Total 377622:											
03/17	03/23/2017	99990	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	379421	1	2007-431-20-46	SUPPLIES-GENERAL	10.73	10.73
Total 379421:											
03/17	03/23/2017	99990	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	379456	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	43.41	43.41
Total 379456:											
03/17	03/23/2017	99990	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	379464	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	21.58	21.58
Total 379464:											
03/17	03/23/2017	99990	76	BILLINGTON ACE HARD	SUPPLIES-GAS	379493	1	7401-430-62-46	SUPPLIES-GENERAL	26.84	26.84
Total 379493:											
03/17	03/23/2017	99990	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	379732	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	5.78	5.78
Total 379732:											
03/17	03/23/2017	99990	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	379751	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	5.78	5.78
Total 379751:											

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/17	03/23/2017	99990	76	BILLINGTON ACE HARD	SUPPLIES-FLOOD	379818	1	1003-417-10-44	REPAIR AND MAINTENANCE-F	233.70	233.70
Total 379818:											
03/17	03/23/2017	99990	76	BILLINGTON ACE HARD	SUPPLIES-FLOOD	379827	1	1003-417-10-44	REPAIR AND MAINTENANCE-F	16.13	16.13
Total 379827:											
03/17	03/23/2017	99990	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	379830	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	3.26	3.26
Total 379830:											
03/17	03/23/2017	99990	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	379844	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	23.60	23.60
Total 379844:											
03/17	03/23/2017	99990	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	379854	1	2007-431-20-46	SUPPLIES-GENERAL	8.09	8.09
Total 379854:											
03/17	03/23/2017	99990	76	BILLINGTON ACE HARD	SUPPLIES-GAS	379886	1	7401-430-62-46	SUPPLIES-GENERAL	7.33	7.33
Total 379886:											
03/17	03/23/2017	99990	76	BILLINGTON ACE HARD	SUPPLIES-FLOOD	379942	1	1003-417-10-44	REPAIR AND MAINTENANCE-F	187.22	187.22
Total 379942:											
03/17	03/23/2017	99990	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	379964	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	5.21	5.21
Total 379964:											
03/17	03/23/2017	99990	76	BILLINGTON ACE HARD	SUPPLIES-SNOW	380072	1	2006-431-25-46	SUPPLIE - GENERAL	2.69	2.69
Total 380072:											
03/17	03/23/2017	99990	76	BILLINGTON ACE HARD	SUPPLIES-GAS	380133	1	7401-430-62-46	SUPPLIES-GENERAL	27.41	27.41

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 380133:											
03/17	03/23/2017	99990	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	380229	1	2007-431-20-46	SUPPLIES-SMALL TOOLS	27.41	27.41
Total 380229:											
03/17	03/23/2017	99990	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	380234	1	2007-431-20-46	SUPPLIES-GENERAL	7.70	7.70
Total 380234:											
03/17	03/23/2017	99990	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	380297	1	2007-431-20-46	SUPPLIES-GENERAL	7.70	7.70
Total 380297:											
03/17	03/23/2017	99990	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	3870131	1	2007-431-20-46	SUPPLIES-SMALL TOOLS	12.54	12.54
Total 3870131:											
03/17	03/23/2017	99991	986	CARLSON'S TIRE PROS	ALIGNMENT #39-STREETS	51497	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	958.36	958.36
Total 51497:											
03/17	03/23/2017	99992	6546		SIDEWALK DEPOSIT 485 N MES	032017	1	1001-2228-001	DEPOSITS-CURB, GUTTER, SID	1,184.00	1,184.00
Total 032017:											
03/17	03/23/2017	99993	161	CSK AUTO INC	PARTS-STREETS	2740461339	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	427.46	427.46
Total 2740461339:											
03/17	03/23/2017	99993	161	CSK AUTO INC	PARTS-STREETS	2740461372	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	144.96	144.96
Total 2740461372:											
03/17	03/23/2017	99993	161	CSK AUTO INC	PARTS-STREETS	2740461413	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	210.04	210.04
Total 2740461413:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/17	03/23/2017	99993	161	CSK AUTO INC	PARTS-STREETS	2740461420	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	75.88	75.88
Total 2740461420:											
03/17	03/23/2017	99993	161	CSK AUTO INC	PARTS-STREETS	2740461536	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	36.55	36.55
Total 2740461536:											
03/17	03/23/2017	99993	161	CSK AUTO INC	PARTS-STREETS	2740462470	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	48.25	48.25
Total 2740462470:											
03/17	03/23/2017	99993	161	CSK AUTO INC	PARTS-WATER	2740462538	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	25.46	25.46
Total 2740462538:											
03/17	03/23/2017	99994	8856		REIMBURSE PESTICIDE LICEN	032317	1	1000-452-20-48	TAXES, FEES, PERMITS & CHA	60.00	60.00
Total 032317:											
03/17	03/23/2017	99995	1261	DIAMOND TRUCK AND A	REPAIRS #42-STREETS	3776	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	367.44	367.44
Total 3776:											
03/17	03/23/2017	99995	1261	DIAMOND TRUCK AND A	REPAIRS #63-PD	3794	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	428.42	428.42
Total 3794:											
03/17	03/23/2017	99996	8890		24 HR SLEEPOVER FLOOD REL	022317	1	1000-422-10-43	VOLUNTEERS	25.00	25.00
Total 022317:											
03/17	03/23/2017	99997	219	ED STAUB & SONS PETR	OIL-FD	1363887	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	603.45	603.45
Total 1363887:											
03/17	03/23/2017	99998	1484	EDGES ELECTRICAL GR	REPAIRS-GAS	S4014243.001	1	7401-430-62-46	SUPPLIES-GENERAL	19.61	19.61

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 S4014243.001:											
03/17	03/23/2017	99999	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	771400A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00
Total 771400A:											
03/17	03/23/2017	99999	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING JO	771401A	1	7112-430-42-43	TECHNICAL SERVICES	28.00	28.00
Total 771401A:											
03/17	03/23/2017	99999	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	771509A	1	7110-430-42-43	TECHNICAL SVCS	133.00	133.00
Total 771509A:											
03/17	03/23/2017	100000	257	FOREST OFFICE EQUIP	MAINT.CONTRACT FOLD MACH	CC8443	1	7401-430-62-44	REPAIR AND MAINTENANCE-MI	42.00	42.00
03/17	03/23/2017	100000	257	FOREST OFFICE EQUIP	MAINT.CONTRACT FOLD MACH	CC8443	2	7110-430-42-44	REPAIR AND MAINTENANCE-MI	42.00	42.00
Total CC8443:											
03/17	03/23/2017	100000	257	FOREST OFFICE EQUIP	KYOCERA COPIER 2/17-PW	CC8444	1	7620-430-10-43	TECHNICAL SVCS	1,221.82	1,221.82
03/17	03/23/2017	100000	257	FOREST OFFICE EQUIP	KYOCERA COPIER 2/17-BD	CC8444	2	1000-419-10-45	ADVERTISING	227.50	227.50
Total CC8444:											
03/17	03/23/2017	100001	265	FRONTIER	257-0315 AWOS AIRPORT	0315 031517	1	7201-430-81-45	COMMUNICATIONS	42.20	42.20
Total 0315 031517:											
03/17	03/23/2017	100001	265	FRONTIER	257-1041 ADMIN-PW	1041 030517	1	7620-430-10-45	COMMUNICATIONS	289.07	289.07
Total 1041 030517:											
03/17	03/23/2017	100001	265	FRONTIER	257-1051 P/W STREETS	1051 030517	1	7620-430-10-45	COMMUNICATIONS	38.20	38.20
Total 1051 030517:											
03/17	03/23/2017	100001	265	FRONTIER	257-1182 NAT GAS TELEMETRY	1182 031017	1	7401-430-62-45	COMMUNICATIONS	34.91	34.91

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 1182 031017:											
03/17	03/23/2017	100001	265	FRONTIER	252-1182 WATER SCADA	2-1182 031017	1	7110-430-42-45	COMMUNICATIONS	321.76	321.76
Total 2-1182 031017:											
03/17	03/23/2017	100001	265	FRONTIER	257-3292 MUSEUM	3292 031017	1	1000-451-80-45	COMMUNICATION	112.76	112.76
Total 3292 031017:											
03/17	03/23/2017	100001	265	FRONTIER	252-4247 LASSEN CO AIR POLL	4247 031017	1	7620-430-11-45	COMMUNICATIONS	167.81	167.81
Total 4247 031017:											
03/17	03/23/2017	100001	265	FRONTIER	257-4725 CITY HALL FAX	4725 031517	1	1000-417-10-45	COMMUNICATIONS	36.35	36.35
03/17	03/23/2017	100001	265	FRONTIER	257-4725 CITY HALL FAX	4725 031517	2	1000-417-10-45	COMMUNICATIONS	36.35	36.35
Total 4725 031517:											
03/17	03/23/2017	100001	265	FRONTIER	257-5152 FIRE	5152 031017	1	1000-422-10-45	COMMUNICATIONS	491.25	491.25
Total 5152 031017:											
03/17	03/23/2017	100002	8838		REFUND GAS OVERPAYMENT	10435850007	1	9999-1001-001	CASH CLEARING - UTILITIES	126.95	126.95
Total 10435850007:											
03/17	03/23/2017	100003	7076		REFUND GAS OVERPAYMENT	10531800127	1	9999-1001-001	CASH CLEARING - UTILITIES	116.53	116.53
Total 10531800127:											
03/17	03/23/2017	100004	5392		REFUND WATER OVERPAYME	10532350009	1	9999-1001-001	CASH CLEARING - UTILITIES	19.57	19.57
Total 10532350009:											
03/17	03/23/2017	100005	1405	HARPER CPA, KEVIN W	PROFESSIONAL SERVICES	031717	1	1000-415-10-43	PROFESSIONAL SVCS	1,620.00	1,620.00

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 031717:											
03/17	03/23/2017	100006	335	J.W. WOOD CO INC	SUPPLIES- FLOOD	S095557	1	1003-417-10-44	REPAIR AND MAINTENANCE-F	99.47	99.47
Total S095557:											
03/17	03/23/2017	100007	336	JACK STRICKLAND CO.	SUPPLIES-STREETS	315533	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	5.69	5.69
03/17	03/23/2017	100007	336	JACK STRICKLAND CO.	SUPPLIES-WATER	315533	2	7110-430-42-44	REPAIR AND MAINTENANCE-MI	5.69	5.69
03/17	03/23/2017	100007	336	JACK STRICKLAND CO.	SUPPLIES-GAS	315533	3	7401-430-62-44	REPAIR AND MAINTENANCE-MI	5.71	5.71
Total 315533:											
03/17	03/23/2017	100008	911	JOHNSTONE SUPPLY	IGNITION KIT-GAS	415-S2181682.001	1	7401-430-62-46	SUPPLIES-GENERAL	410.27	410.27
Total 415-S2181682.001:											
03/17	03/23/2017	100009	374	L N CURTIS & SONS	EQUIPMENT-FD	84673	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	588.80	588.80
Total 84673:											
03/17	03/23/2017	100010	1074	LASSEN AUTO BODY	REPAIR #81-PD	8623	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	3,049.54	3,049.54
Total 8623:											
03/17	03/23/2017	100011	391	LASSEN CO CHAMBER O	HOME & GARDEN SHOW 2017	032117	1	1000-417-10-48	TAXES, FEES, PERMITS & CHA	75.00	75.00
Total 032117:											
03/17	03/23/2017	100012	392	LASSEN CO CLERKS OF	NOTICE OF EXEMPTION STIP R	031617	1	2007-431-20-48	TAXES, FEES, PERMIT AND CH	50.00	50.00
Total 031617:											
03/17	03/23/2017	100013	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	273606	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	51.15	51.15
Total 273606:											
03/17	03/23/2017	100013	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	273856	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	17.45	17.45

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 273856:											
03/17	03/23/2017	100013	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	273966	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	17.45	17.45
Total 273966:											
03/17	03/23/2017	100013	411	LASSEN MOTOR PARTS	SUPPLIES-GC	274447	1	7530-451-52-46	SUPPLIES-GENERAL	11.25	11.25
Total 274447:											
03/17	03/23/2017	100013	411	LASSEN MOTOR PARTS	SUPPLIES- WATER	274930	1	7110-430-42-46	SUPPLIES-GENERAL	2.70	2.70
Total 274930:											
03/17	03/23/2017	100013	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	275042	1	2007-431-20-46	SUPPLIES-GENERAL	6.75	6.75
Total 275042:											
03/17	03/23/2017	100014	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	25057	1	2007-431-20-44	DISPOSAL	28.30	28.30
Total 25057:											
03/17	03/23/2017	100014	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	25076	1	2007-431-20-44	DISPOSAL	28.30	28.30
Total 25076:											
03/17	03/23/2017	100015	413	SUSANVILLE TOWING	OIL & FILTER #91-PD	54412	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	1,421.04	1,421.04
Total 54412:											
03/17	03/23/2017	100016	421	LEAGUE OF CALIFORNIA	2017 LOCAL STREET ASSESSM	103926	1	1000-417-10-48	TAXES, FEES, PERMITS & CHA	200.00	200.00
Total 103926:											
03/17	03/23/2017	100017	437	LMUD	JOHNSTONVILLE RD SPRINKLE	10262 031617	1	1000-452-30-46	ELECTRICITY	41.36	41.36
Total 10262 031617:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/17	03/23/2017	100017	437	LMUD	STREET LIGHTS	14039 030617	1	2007-431-60-46	ELECTRICITY	190.13	190.13
Total 14039 030617:											
03/17	03/23/2017	100017	437	LMUD	STREET LIGHTS	14041 030617	1	2007-431-60-46	ELECTRICITY	3,528.33	3,528.33
Total 14041 030617:											
03/17	03/23/2017	100017	437	LMUD	S GAY ST LIGHTS-STREETS	24323 030617	1	2007-431-60-46	ELECTRICITY	61.70	61.70
Total 24323 030617:											
03/17	03/23/2017	100017	437	LMUD	STREET LIGHTS	2467 030617	1	2007-431-60-46	ELECTRICITY	1,556.57	1,556.57
Total 2467 030617:											
03/17	03/23/2017	100017	437	LMUD	SKYLINE DR WELL 4-WATER	29931 031017	1	7110-430-42-46	ELECTRICITY	31.48	31.48
Total 29931 031017:											
03/17	03/23/2017	100017	437	LMUD	HARRIS DR & HWY 36-WATER	30658 030617	1	7110-430-42-46	ELECTRICITY	246.65	246.65
Total 30658 030617:											
03/17	03/23/2017	100017	437	LMUD	472-105 JOHNSTONVILLE WAT	350161 031617	1	7112-430-42-46	ELECTRICITY	165.15	165.15
Total 350161 031617:											
03/17	03/23/2017	100017	437	LMUD	UPTOWN DECOR LIGHTS-STRE	43511 030617	1	2007-431-60-46	ELECTRICITY	215.07	215.07
Total 43511 030617:											
03/17	03/23/2017	100017	437	LMUD	N PINE & COOK - SCADA-WATE	44153 030617	1	7110-430-42-46	ELECTRICITY	25.96	25.96
Total 44153 030617:											
03/17	03/23/2017	100017	437	LMUD	GLENN & CHERRY TR - SCADA-	44298 031017	1	7110-430-42-46	ELECTRICITY	27.41	27.41

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 44298 031017:											
03/17	03/23/2017	100017	437	LMUD	PAIUTE LN SCADA-WATER	44316 031017	1	7110-430-42-46	ELECTRICITY	27.41	27.41
Total 44316 031017:											
03/17	03/23/2017	100017	437	LMUD	BAGWELL SPRINGS - SCADA-W	45542 031017	1	7110-430-42-46	ELECTRICITY	53.13	53.13
Total 45542 031017:											
03/17	03/23/2017	100017	437	LMUD	WELL #3-WATER	4559 031617	1	7110-430-42-46	ELECTRICITY	61.15	61.15
Total 4559 031617:											
03/17	03/23/2017	100017	437	LMUD	MAIN & FOSS SIGNAL LIGHTS-	49501 030617	1	2007-431-60-46	ELECTRICITY	181.56	181.56
Total 49501 030617:											
03/17	03/23/2017	100017	437	LMUD	QUARRY ST LIGHTS-STREETS	59500 030617	1	2007-431-60-46	ELECTRICITY	58.49	58.49
Total 59500 030617:											
03/17	03/23/2017	100017	437	LMUD	GEO PUMP #1	9297 030617	1	7301-430-52-46	ELECTRICITY	831.48	831.48
Total 9297 030617:											
03/17	03/23/2017	100018	467	METER VALVE & CONTR	1 7" GAS METER	11875	1	7401-430-63-47	MACHINERY & EQUIPMENT	6,956.87	6,956.87
Total 11875:											
03/17	03/23/2017	100018	467	METER VALVE & CONTR	GAS METERS/COVERSON KIT-	11877	1	7401-430-62-46	SUPPLIES-GENERAL	677.76	677.76
Total 11877:											
03/17	03/23/2017	100019	8889		REFUND GAS DEPOSIT	10514550008	1	7401-2228-000	DEPOSITS-CUSTOMER	160.19	160.19
Total 10514550008:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/17	03/23/2017	100020	546	PAYLESS BUILDING SUP	SUPPLIES-FLOOD	1420838	1	1003-417-10-44	REPAIR AND MAINTENANCE-F	28.64	28.64
Total 1420838:											
03/17	03/23/2017	100020	546	PAYLESS BUILDING SUP	SUPPLIES-PARKS	2485498	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	428.81	428.81
Total 2485498:											
03/17	03/23/2017	100020	546	PAYLESS BUILDING SUP	SUPPLIES-FLOOD	2486115	1	1003-417-10-44	REPAIR AND MAINTENANCE-F	14.60	14.60
Total 2486115:											
03/17	03/23/2017	100020	546	PAYLESS BUILDING SUP	SUPPLIES-FLOOD	2486303	1	1003-417-10-44	REPAIR AND MAINTENANCE-F	81.11	81.11
Total 2486303:											
03/17	03/23/2017	100021	8888		REFUND WATER DEPOSIT	10430650016	1	7110-2228-000	DEPOSITS-CUSTOMER	2.02	2.02
Total 10430650016:											
03/17	03/23/2017	100022	8760		REFUND GAS DEPOSIT	10520230012.	1	7401-2228-000	DEPOSITS-CUSTOMER	9.19	9.19
Total 10520230012.:											
03/17	03/23/2017	100023	572	QUILL CORPORATION	OFFICE SUPPLIES	4891731	1	1000-417-10-46	SUPPLIES-GENERAL	54.09	54.09
Total 4891731:											
03/17	03/23/2017	100024	1076	SIERRA COFFEE AND BE	BOTTLED WATER-PW	47445	1	7620-430-10-46	SUPPLIES-GENERAL	27.40	27.40
Total 47445:											
03/17	03/23/2017	100024	1076	SIERRA COFFEE AND BE	BOTTLED WATER-PW	47479	1	7620-430-10-46	SUPPLIES-GENERAL	13.80	13.80
Total 47479:											
03/17	03/23/2017	100025	640	SIERRA ELECTRONICS	EMERGENCY EQUIP/INSTALL -	221916	1	2030-421-10-47	VEHICLES	3,224.05	3,224.05
03/17	03/23/2017	100025	640	SIERRA ELECTRONICS	EMERGENCY EQUIP/INSTALL -	221916	2	2011-465-31-47	VEHICLES	6,080.08	6,080.08

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
Total 221916:											
03/17	03/23/2017	100026	1270	SILVER STATE BARRICA	SPEED LIMIT SIGNS-STREETS	91042	1	2007-431-20-46	SUPPLIES-GENERAL	9,304.13	9,304.13
Total 91042:											
03/17	03/23/2017	100027	8892		REFUND GAS OVERPAYMENT	10214800009	1	9999-1001-001	CASH CLEARING - UTILITIES	235.11	235.11
Total 10214800009:											
03/17	03/23/2017	100028	677	SUSANVILLE SANITARY	1801 MAIN	2121 030117	1	1000-421-10-44	SEWER	52.00	52.00
Total 2121 030117:											
03/17	03/23/2017	100029	530	U.S. BANK EQUIPMENT F	COPIER - FIRE	325689248	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	162.57	162.57
Total 325689248:											
03/17	03/23/2017	100030	738	UNITED STATES POSTAL	POSTAGE FOR POSTAGE MET	032217	1	1000-1410-002	INVENTORIES-POSTAGE	2,000.00	2,000.00
Total 032217:											
03/17	03/23/2017	100031	749	VERIZON WIRELESS	CELLULAR PHONES - AIR POLL	9781237699	1	7620-430-11-45	COMMUNICATIONS	53.70	53.70
03/17	03/23/2017	100031	749	VERIZON WIRELESS	CELLULAR PHONES - BUILDIN	9781237699	2	1000-424-20-45	COMMUNICATIONS	283.81	283.81
03/17	03/23/2017	100031	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	9781237699	3	1000-452-20-45	COMMUNICATIONS	30.23	30.23
03/17	03/23/2017	100031	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	9781237699	4	7620-430-10-45	COMMUNICATIONS	433.54	433.54
Total 9781237699:											
03/17	03/23/2017	100032	770	WESTERN NEVADA SUP	SUPPLIES- GAS	66934894	1	7401-430-62-46	SUPPLIES-GENERAL	122.18	122.18
Total 66934894:											
03/17	03/23/2017	100032	770	WESTERN NEVADA SUP	SUPPLIES- GAS	66938909	1	7401-430-62-46	SUPPLIES-GENERAL	80.06	80.06
Total 66938909:											
03/17	03/23/2017	100032	770	WESTERN NEVADA SUP	SUPPLIES- GAS	66943289	1	7401-430-62-46	SUPPLIES-GENERAL	226.64	226.64

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 66943289:											
03/17	03/23/2017	100033	1198	WESTWOOD SANITATIO	PORTABLE TOILET - MEMORIA	A50185	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	197.32	197.32
Total A50185:											
03/17	03/23/2017	100033	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COU	A50191	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A50191:											
03/17	03/23/2017	100033	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE 2	A50199	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A50199:											
03/17	03/23/2017	100033	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GC OLD CL	A50205	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A50205:											
03/17	03/23/2017	100033	1198	WESTWOOD SANITATIO	PORTABLE TOILET - RIVERSID	A50208	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	197.32	197.32
Total A50208:											
Grand Totals:										49,762.80	49,762.80

Report Criteria:

Report type: GL detail
Check Voided = False

Report Criteria:

Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
02/24/2017	CDPT	03/16/2017	607	AFLAC	14	8403-2239-0	411.60-
02/24/2017	CDPT	03/16/2017	607	AFLAC	14	7650-2203-0	132.05-
03/10/2017	CDPT	03/16/2017	607	AFLAC	14	7650-2203-0	.05
03/10/2017	CDPT	03/16/2017	607	AFLAC	14	8403-2239-0	411.60-
03/10/2017	CDPT	03/16/2017	607	AFLAC	14	7650-2203-0	132.05-
02/24/2017	CDPT	03/16/2017	608	BLUE SHIELD OF CALIFO	38	7650-2203-1	149.74-
03/10/2017	CDPT	03/16/2017	608	BLUE SHIELD OF CALIFO	38	7650-2203-1	149.74-
03/10/2017	CDPT	03/16/2017	608	BLUE SHIELD OF CALIFO	38	7650-2203-1	635.67-
03/10/2017	CDPT	03/16/2017	609	VANTAGEPOINT TRANS.	3	7650-2203-0	62.00-
03/10/2017	CDPT	03/16/2017	610	P.E.R.S.	8	2002-421-10-	1.99
03/10/2017	CDPT	03/16/2017	610	P.E.R.S.	8	7650-2203-1	3,090.92-
03/10/2017	CDPT	03/16/2017	610	P.E.R.S.	8	7650-2203-1	3,072.91-
03/10/2017	CDPT	03/16/2017	610	P.E.R.S.	8	7650-2203-1	2,209.06-
03/10/2017	CDPT	03/16/2017	610	P.E.R.S.	8	7650-2203-1	2,586.07-
03/10/2017	CDPT	03/16/2017	610	P.E.R.S.	8	7650-2203-1	596.25-
03/10/2017	CDPT	03/16/2017	610	P.E.R.S.	8	7650-2203-1	1,376.02-
03/10/2017	CDPT	03/16/2017	610	P.E.R.S.	8	7650-2203-1	132.62-
03/10/2017	CDPT	03/16/2017	610	P.E.R.S.	8	7650-2203-1	87.57-
03/10/2017	CDPT	03/16/2017	610	P.E.R.S.	8	7650-2203-1	84.89-
03/10/2017	CDPT	03/16/2017	610	P.E.R.S.	8	7650-2203-1	1,136.63-
03/10/2017	CDPT	03/16/2017	610	P.E.R.S.	8	7650-2203-1	1,192.09-
03/10/2017	CDPT	03/16/2017	610	P.E.R.S.	8	7650-2203-1	1,516.81-
03/10/2017	CDPT	03/16/2017	610	P.E.R.S.	8	7650-2203-1	1,593.60-
03/10/2017	CDPT	03/16/2017	610	P.E.R.S.	8	7650-2203-1	847.39-
03/10/2017	CDPT	03/16/2017	610	P.E.R.S.	8	7650-2203-1	890.29-
03/10/2017	CDPT	03/16/2017	610	P.E.R.S.	8	7650-2203-1	15.00-
03/10/2017	CDPT	03/16/2017	610	P.E.R.S.	8	7650-2203-1	3,774.31-
03/10/2017	CDPT	03/16/2017	610	P.E.R.S.	8	7650-2203-1	886.64-
03/10/2017	CDPT	03/16/2017	610	P.E.R.S.	8	7650-2203-1	2,209.06-
03/10/2017	CDPT	03/16/2017	610	P.E.R.S.	8	7650-2203-1	16.00-
03/10/2017	CDPT	03/16/2017	611	CITY OF SUSANVILLE PA	1	7650-2203-1	6,234.42-
03/10/2017	CDPT	03/16/2017	611	CITY OF SUSANVILLE PA	1	7650-2203-1	6,234.42-
03/10/2017	CDPT	03/16/2017	611	CITY OF SUSANVILLE PA	1	7650-2203-1	2,058.61-
03/10/2017	CDPT	03/16/2017	611	CITY OF SUSANVILLE PA	1	7650-2203-1	2,058.61-
03/10/2017	CDPT	03/16/2017	611	CITY OF SUSANVILLE PA	1	7650-2203-1	14,149.27-
02/24/2017	CDPT	03/17/2017	612	LABORERS TRUST FUND	9	7650-2203-1	970.50-
03/10/2017	CDPT	03/17/2017	612	LABORERS TRUST FUND	9	7650-2203-1	91.00
03/10/2017	CDPT	03/17/2017	612	LABORERS TRUST FUND	9	7650-2203-1	1,065.50-
03/10/2017	CDPT	03/17/2017	612	LABORERS TRUST FUND	9	7650-2203-1	67,717.00-
03/10/2017	CDPT	03/17/2017	613	EMPLOYMENT DEV. DEP	6	7650-2203-1	3,750.20-
03/10/2017	CDPT	03/17/2017	614	EMPLOYMENT DEV DEP	7	7650-2203-1	1,142.29-
03/10/2017	CDPT	03/17/2017	615	LINCOLN FINANCIAL LIF	22	7650-2203-1	137.35-
03/10/2017	CDPT	03/17/2017	615	LINCOLN FINANCIAL LIF	22	7650-2203-1	174.25-
03/10/2017	CDPT	03/16/2017	99974	CA STATE DISBURSEME	37	7650-2203-0	69.23-
03/10/2017	CDPT	03/16/2017	99975	NATIONWIDE RETIREME	5	7650-2203-0	965.00-
03/10/2017	CDPT	03/16/2017	99976	STATE FRANCHISE TAX	26	7650-2203-0	80.13-
03/10/2017	CDPT	03/16/2017	99977	STATE OF CALIF FRAN T	27	7650-2203-0	498.83-
03/10/2017	CDPT	03/16/2017	99978	STATE OF CALIF FRAN T	41	7650-2203-0	25.00-
03/10/2017	CDPT	03/16/2017	99979	VALIC	4	7650-2203-0	1,813.08-
02/24/2017	CDPT	03/16/2017	99980	GOLDEN ONE CREDIT U	12	7650-2203-0	553.00-
03/10/2017	CDPT	03/16/2017	99980	GOLDEN ONE CREDIT U	12	7650-2203-0	553.00-
02/24/2017	CDPT	03/16/2017	99981	NEW IMAGE RACQUETB	30	7650-2203-0	115.00-
03/10/2017	CDPT	03/16/2017	99981	NEW IMAGE RACQUETB	30	7650-2203-0	115.00-
02/24/2017	CDPT	03/16/2017	99982	OPERATING ENGINEERS	11	7650-2203-0	831.50-

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
03/10/2017	CDPT	03/16/2017	99982	OPERATING ENGINEERS	11	7650-2203-0	354.00
03/10/2017	CDPT	03/16/2017	99982	OPERATING ENGINEERS	11	7650-2203-0	806.50-
02/24/2017	CDPT	03/16/2017	99983	PRE-PAID LEGAL SERVI	13	7650-2203-0	301.61-
03/10/2017	CDPT	03/16/2017	99983	PRE-PAID LEGAL SERVI	13	7620-430-10-	.02
03/10/2017	CDPT	03/16/2017	99983	PRE-PAID LEGAL SERVI	13	7650-2203-0	288.66-
03/10/2017	CDPT	03/16/2017	99984	UPEC, LOCAL 792	10	7650-2203-1	2,047.50-
Grand Totals:			60				143,706.98-

Report Criteria:
 Transmittal checks included

Reviewed by: City Administrator
 City Attorney

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Deborah Savage, Finance Manager

Action Date: April 5, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Monthly Finance Reports

PRESENTED BY: Deborah Savage, Finance Manager

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

FISCAL IMPACT: None

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

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

POOLED CASH & INVESTMENTS

February 28, 2017

POOLED CASH FUND	
Bank of America - Checking	610,839
LAIF	12,314,256
Total Cash & Investments	<u>12,925,095</u>

Pooled Cash Allocation:

General	1,756,055
General - Restricted	1,253,106
Special Revenue	306,760
Capital Projects	13,848
Debt Service	373,624
Enterprise	
Airport	(38,609)
Geothermal	286,951
Golf Course	(60,401)
Natural Gas	4,245,344
Water	3,595,573
Internal Service	735,904
Trust & Agency	456,939
Total Cash & Inv. Allocations	<u>12,925,095</u>

CASH WITH FISCAL AGENTS

February 28, 2017

General	
Special Revenue	
Capital Projects	
Debt Service	151,382
Enterprise	2,446,372
Internal Service	
Trust & Agency	
Total Cash with Fiscal Agents	<u>2,597,753</u>

GRAND TOTAL	<u><u>15,522,849</u></u>
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CITY OF SUSANVILLE
 COMBINED CASH AND INVESTMENTS
 FEBRUARY 28, 2017

COMBINED ACCOUNTS

9999-1011-001	B OF A # 08038-80200	610,839.24
9999-1030-001	LAIF	12,314,256.20
		<hr/>
	TOTAL COMBINED CASH AND INVESTMENTS	12,925,095.44
9999-1000-000	CLAIM ON CASH	(12,925,095.44)
		<hr/>
	TOTAL UNALLOCATED CASH	.00
		<hr/> <hr/>

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

1001	ALLOCATION TO GF-DEPOSITS PAYABLE	53,189.84
1002	ALLOCATION TO GF-ECONOMIC DEVELOPMENT	3,452.53
1004	ALLOCATION TO GF-PANCERA	18,321.66
1005	ALLOCATION TO GF-RESERVE ACCOUNT	1,074,991.63
1006	ALLOCATION TO POLICE FACILITIES & EQUIP FUND	15,805.98
1007	ALLOCATION TO FIRE FACILITIES & EQUIP FUND	53,898.35
1008	ALLOCATION TO ADMIN SVCS FACILITIES & EQUIP	33,445.99
2002	ALLOCATION TO STATE COPS	23,742.00
2006	ALLOCATION TO SNOW REMOVAL	(8,083.55)
2007	ALLOCATION TO STREETS & HIGHWAYS	(693,309.75)
2010	ALLOCATION TO STREET MITIGATION	23,903.03
2011	ALLOCATION TO POLICE MITIGATION	11,064.83
2012	ALLOCATION TO FIRE MITIGATION	113,886.19
2013	ALLOCATION TO PARK DEDICATION FUND	162,674.74
2014	ALLOCATION TO STATE OF CA - PROP 30/AB 109	31,892.00
2016	ALLOCATION TO CDBG REVOLVING LOAN FUND	102,350.27
2018	ALLOCATION TO HOME REVOLVING FUND	369,139.76
2030	ALLOCATION TO TRAFFIC SAFETY	64,874.20
2035	ALLOCATION TO TRAFFIC SIGNALS FUND	97,072.81
2037	ALLOCATION TO SKYLINE BICYCLE LANE	7,553.81
4001	ALLOCATION TO MARK ROOS SERIES B/92	23,465.31
4003	ALLOCATION TO CITY HALL	7,232.25
4004	ALLOCATION TO 2013 CALPERS REFUNDING LOAN	364,311.65
4005	ALLOCATION TO COMMUNITY POOL DEBT SERVICE	(21,385.08)
7111	ALLOCATION TO WATER RATE STABILIZATION FUND	3,000,000.00
7114	ALLOCATION TO WATER CAPITAL IMPROVEMENTS	263,447.67
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND	1,807,075.00
7610	ALLOCATION TO OPEB	41,428.25
7630	ALLOCATION TO RISK MANAGEMENT FUND	335,879.91
7650	ALLOCATION TO PAYROLL	172,725.15
8401	ALLOCATION TO HUSA BUSINESS IMPROVE DIST	7,339.38
8402	ALLOCATION TO LAFCO	37,969.96
8403	ALLOCATION TO SEC 125 & AFLAC	2,529.13
8404	ALLOCATION TO AIR POLLUTION	215,500.28
8405	ALLOCATION TO AIR POLLUTION-CARL MOYER	204,563.98
8406	ALLOCATION TO REGIONAL WATER MANAGEMENT GROU	(10,963.62)
		<hr/>
	ALLOCATIONS TO RESTRICTED FUNDS	8,010,985.54
		<hr/> <hr/>

CITY OF SUSANVILLE
 COMBINED CASH AND INVESTMENTS
 FEBRUARY 28, 2017

UNRESTRICTED FUNDS

1000	ALLOCATION TO GENERAL FUND	1,756,055.39
3015	ALLOCATION TO CITY HALL PARKING LOT PROJECT	13,847.97
7110	ALLOCATION TO WATER SYSTEM	321,254.35
7112	ALLOCATION TO JOHNSTONVILLE WATER SYSTEM	10,870.92
7201	ALLOCATION TO AIRPORT	(38,608.92)
7301	ALLOCATION TO GEOTHERMAL UTILITY	286,951.41
7401	ALLOCATION TO NATURAL GAS	2,438,268.83
7530	ALLOCATION TO GOLF COURSE	(60,400.96)
7620	ALLOCATION TO PW ADMIN & ENGINEERING FUND	185,870.91
		<hr/>
	ALLOCATIONS TO UNRESTRICTED FUNDS	4,914,109.90
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	12,925,095.44
	ALLOCATION FROM COMBINED CASH FUND - 9999-1000-000	(12,925,095.44)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	<hr/> <hr/> .00

RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance
				\$1,867,167.62
2/1/2017		-436.20	\$135,771.57	\$2,002,502.99
2/1/2017			\$10,139.67	\$2,012,642.66
2/1/2017			\$620.18	\$2,013,262.84
2/2/2017			\$2,250.52	\$2,015,513.36
2/2/2017		-930.00	\$23,975.54	\$2,038,558.90
2/2/2017			\$37,674.25	\$2,076,233.15
2/2/2017		-1,550,000.00		\$526,233.15
2/2/2017		-89,744.38		\$436,488.77
2/2/2017		-95,682.67		\$340,806.10
2/2/2017		-3,887.96		\$336,918.14
2/2/2017		-31,395.56		\$305,522.58
2/2/2017		-4,061.13		\$301,461.45
2/2/2017		-1,166.05		\$300,295.40
2/2/2017		-27,141.78		\$273,153.62
2/2/2017		-3,122.82		\$270,030.80
2/3/2017		-521.32	\$28,476.48	\$297,985.96
2/3/2017			\$9,904.20	\$307,890.16
2/3/2017			\$2,762.51	\$310,652.67
2/6/2017			\$117,152.06	\$427,804.73
2/6/2017			\$9,701.09	\$437,505.82
2/6/2017			\$2,196.87	\$439,702.69
2/7/2017			\$49,123.79	\$488,826.48
2/7/2017			\$6,405.84	\$495,232.32
2/8/2017				\$495,232.32
2/8/2017			\$149.54	\$495,381.86
2/8/2017			\$29,778.29	\$525,160.15
2/8/2017			\$5,711.05	\$530,871.20
2/9/2017			\$25,848.81	\$556,720.01
2/9/2017			\$6,548.41	\$563,268.42
2/10/2017		-220.40		\$563,048.02
2/10/2017		-40.00		\$563,008.02
2/10/2017		-90.00		\$562,918.02
2/10/2017		-183.00		\$562,735.02
2/10/2017		-267.00		\$562,468.02
2/10/2017		-4,616.54		\$557,851.48
2/10/2017		-8,249.20		\$549,602.28
2/10/2017		-2,502.65		\$547,099.63
2/10/2017		-66.69		\$547,032.94
2/10/2017			\$9.14	\$547,042.08
2/10/2017			\$1,287.24	\$548,329.32
2/10/2017			\$1,202.78	\$549,532.10
2/10/2017			\$1,017.38	\$550,549.48
2/10/2017			\$760.28	\$551,309.76
2/10/2017			\$221.41	\$551,531.17
2/10/2017			\$1,671.79	\$553,202.96
2/10/2017			\$941.89	\$554,144.85
2/10/2017			\$501.00	\$554,645.85
2/10/2017		-67,909.43	\$28,823.61	\$515,560.03
2/10/2017			\$2,919.11	\$518,479.14
2/10/2017		-1,111.00		\$517,368.14
2/10/2017			\$214.80	\$517,582.94
2/13/2017		-4.85	\$70,045.34	\$587,623.43
2/13/2017			\$6,600.63	\$594,224.06
2/13/2017			\$51.68	\$594,275.74
2/13/2017				\$594,275.74
2/13/2017			\$26,409.31	\$620,685.05
2/14/2017		-7.89		\$620,677.16
2/14/2017			\$6,563.49	\$627,240.65
2/14/2017			\$303.82	\$627,544.47
2/15/2017			\$2,146.96	\$629,691.43
2/15/2017			\$11.28	\$629,702.71
2/15/2017			\$31.93	\$629,734.64
2/15/2017			\$158,200.00	\$787,934.64
2/15/2017			\$542.22	\$788,476.86

RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance
2/15/2017			\$8,526.52	\$797,003.38
2/15/2017			\$64,101.46	\$861,104.84
2/15/2017			\$160.38	\$861,265.22
2/15/2017			\$5,750.70	\$867,015.92
2/15/2017		-\$24.55		\$866,991.37
2/15/2017		-\$1,244.19		\$865,747.18
2/16/2017		-\$499.00		\$865,248.18
2/16/2017		-\$49,085.89		\$816,162.29
2/16/2017		-\$1,193.20	\$19,829.99	\$834,799.08
2/16/2017			\$3,999.31	\$838,798.39
2/17/2017			\$397.18	\$839,195.57
2/17/2017		-\$150,971.95		\$688,223.62
2/17/2017		-\$67,722.78		\$620,500.84
2/17/2017		-\$98,121.39		\$522,379.45
2/17/2017		-\$9,045.34		\$513,334.11
2/17/2017		-\$33,976.13		\$479,357.98
2/17/2017		-\$4,692.71		\$474,665.27
2/17/2017		-\$1,214.01		\$473,451.26
2/17/2017		-\$27,784.02		\$445,667.24
2/17/2017		-\$71,946.00		\$373,721.24
2/17/2017		-\$1,142.00		\$372,579.24
2/17/2017		-\$1,120.15		\$371,459.09
2/17/2017		-\$935.15		\$370,523.94
2/17/2017		-\$308.93		\$370,215.01
2/17/2017		-\$8,494.18		\$361,720.83
2/17/2017		-\$150.00	\$19,192.69	\$380,763.52
2/17/2017			\$6,501.19	\$387,264.71
2/17/2017				\$387,264.71
2/17/2017			\$400.00	\$387,664.71
2/17/2017			\$34,853.00	\$422,517.71
2/21/2017			\$46,761.82	\$469,279.53
2/21/2017			\$10,211.02	\$479,490.55
2/22/2017		-\$94.07		\$479,396.48
2/22/2017		-\$17.74		\$479,378.74
2/22/2017		-\$500.00	\$21,924.68	\$500,803.42
2/22/2017			\$10,777.43	\$511,580.85
2/22/2017			\$3,121.05	\$514,701.90
2/23/2017		-\$24,352.31	\$14,048.19	\$504,397.78
2/23/2017			\$6,767.02	\$511,164.80
2/23/2017			\$10.00	\$511,174.80
2/24/2017			\$758.54	\$511,933.34
2/24/2017				\$511,933.34
2/24/2017				\$511,933.34
2/24/2017			\$30,534.04	\$542,467.38
2/24/2017			\$8,502.63	\$550,970.01
2/24/2017			\$326.29	\$551,296.30
2/24/2017			\$7.00	\$551,303.30
2/24/2017			\$223.13	\$551,526.43
2/24/2017			\$986.48	\$552,512.91
2/24/2017			\$1,140.98	\$553,653.89
2/24/2017			\$1,612.72	\$555,266.61
2/27/2017			\$918.64	\$556,185.25
2/27/2017			\$79.56	\$556,264.81
2/27/2017			\$1,579.27	\$557,844.08
2/27/2017			\$33,703.50	\$591,547.58
2/27/2017			\$5,210.11	\$596,757.69
2/27/2017			\$232.46	\$596,990.15
2/28/2017		-\$930.00		\$596,060.15
2/28/2017		-\$17,989.75		\$578,070.40
2/28/2017		-\$847.18		\$577,223.22
2/28/2017		-\$279.50		\$576,943.72
2/28/2017			\$24,878.24	\$601,821.96
2/28/2017			\$8,056.40	\$609,878.36
2/28/2017			\$960.88	\$610,839.24

Fund #	Fund Title	Audited			Unaudited
		6/30/16	YTD	YTD	February
		Fund Balance	Revenue	Expenditures	Fund Balance
					2/28/17
100X	General Fund	2,704,355	3,624,590	3,499,968	2,828,976
2002	State COPS	54,963	50,055	81,278	23,739
2006	Snow Removal	58,003	121	66,207	(8,083)
2007	Streets	123,356	1,495,769	2,413,767	(794,643)
2010	Street Mitigation	21,329	2,575	0	23,904
2011	Police Mitigation	24,056	3,311	16,302	11,065
2012	Fire Mitigation	108,456	5,431	0	113,887
2013	Park Dedication	164,276	490	2,079	162,686
2014	State of CA - Prop 30/AB 109	34,615	13,725	16,448	31,892
2016	State Comm. Dev. Rev.FD	1,313,557	(17)	222,441	1,091,099
2017	State Economic Rev. FD	Combined 2017 with 2016 for First Time Homebuyers			
2018	Home Revolving Fund	706,318	13,441	200	719,560
2030	Traffic Safety	76,442	4,737	16,302	64,877
2035	Traffic Signals Fund	96,717	354	0	97,072
2037	Skyline Bicycle Lane	7,535	19	0	7,554
3015	City Hall Parking Lot	13,848	0	0	13,848
4001	Miller Fletcher	592,779	(129,146)	148,019	315,614
4003	City Hall Debt Service	52,245	90,016	135,028	7,233
4004	2013 CalPERS Refunding Loan	359,218	223,736	218,640	364,314
4005	Community Pool Debt Service	35,959	44,032	101,376	(21,385)
711X	Water Funds	2,607,824	1,676,929	1,500,233	2,784,519
7201	Airport	2,283,374	86,384	177,253	2,192,505
7301	Geothermal	572,623	55,309	84,122	543,810
740X	Natural Gas	(570,739)	2,885,876	2,714,588	(399,451)
7530	Golf Course	2,428,874	153,350	191,582	2,390,642
7620	PW Admin/Engineering	87,848	160,765	93,297	155,316
7630	Risk Management	381,562	468,335	513,871	336,026
8402	LAFCO	34,817	51,991	22,881	63,927
8404	Air Pollution	270,773	142,394	189,754	223,413
8405	Air Pollution - Carl Moyer	263,958	180,686	240,000	204,645
8406	IRWM - Management Group	0	37,334	48,298	(10,964)
TOTALS		14,908,939	11,342,591	12,713,932	13,548,562

Reviewed by: GH City Administrator
_____ City Attorney

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

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: April 5, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 17-5364** Authorizing the closure of South Gay Street for the Farmer’s Market in the Uptown Susanville District, Pancera Plaza.

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: City staff were notified by the Lassen Land and Trails Trust (LLTT) that they have been working with the Historic Uptown Susanville Association (HUSA) to facilitate the 2017 Farmers’ Market. Last year, the LLTT and HUSA changed the location of the Farmer’s Market from the Railroad Depot to Pancera Plaza, in the Historic uptown.

The LLTT and HUSA are requesting the closure of Pancera Plaza 6 hours prior to each event or 12:00 a.m. through approximately 1:00 p.m. on the dates as follows:

- June 3rd, 10th, 17th and 24th
- July 1st, 8th, 15th, 22nd and 29th
- August 5th, 12th, 19th and 26th
- September 2nd, 9th, 16th, 23rd and 30th
- October 7th

The City will provide “A” frame construction barriers and HUSA will be responsible for signage, placement and removal of construction barriers. LLTT will provide event layout information, emergency contact information during the event and all parking lot event requirements.

FISCAL IMPACT: \$505.39 in staff time

ACTION REQUESTED: Motion to approve Resolution No. 17-5364, authorizing the closure of South Gay Street for Farmer’s Market in the Uptown Susanville District, Pancera Plaza.

ATTACHMENTS: Lassen Land and Trails Trust Letter of Request
Resolution No. 17-5364



SUSANVILLE FARMERS' MARKET
PO BOX 1461
SUSANVILLE, CA 96130
www.lassenlandandtrailstrust.org

March 15, 2017

City of Susanville
Jarred Hancock- Administrator
66 North Lassen St.
Susanville, CA 96130

Dear Jared,

The Lassen Land and Trails Trust (LLTT) submits this letter as notification of the address location for the 2017 Farmers' Market. LLTT and the Historic Uptown Susanville Association (HUSA) will be working together this year to facilitate the 2017 Farmers' Market.

As part of the Farmers' Market event planning we would like to request the use of the Pancera Plaza on the following dates:

- June 3rd, 10th, 17th and 24th
- July 1st, 8th, 15th, 22nd and 29th
- August 5th, 12th, 19th and 26th
- September 2nd, 9th, 16th, 23rd and 30th
- October 7th

Hours of operation to the public of the Farmers' Market will be 8am-12pm

Hours of operation to the vendors will be 6am-1pm

We will be requesting the closure of the Pancera Plaza to public users as of 6 hours prior to each date listed. This means a street closure of Pancera Plaza (South Gay Street area) will be necessary Saturday morning starting at 0001 hours.

A big thank you to all City of Susanville staff who helped make the 2016 Farmers' Market season a success. We look forward to working with you again this Farmers' Market season

A handwritten signature in cursive script, appearing to read "Laura Medvin".

Laura Medvin

2017 Farmers' Market Manager

Please contact me at LLTT (257-3252) or Melanie Westbrook at HUSA with any questions.

RESOLUTION NUMBER 17-5364

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING THE CLOSURE OF PANCERA PLAZA (SOUTH GAY STREET) FROM COTTAGE TO MAIN STREET ON JUNE 3RD, 10TH, 17TH AND 24TH, JULY 1ST, 8TH, 15TH 22ND AND 29TH, AUGUST 5TH, 12TH, 19TH AND 26TH, SEPTEMBER 2ND, 9TH, 16TH 23RD AND 30TH, AND OCTOBER 7TH FROM 12:00 A.M. TO 1:00 P.M.

WHEREAS, Lassen Lands and Trails Trust (LLTT) and the Historic Uptown Susanville Association (HUSA) have requested the closure of Pancera Plaza (South Gay Street) from Cottage Street to Main Street to hold their Farmer's Market; and

WHEREAS, LLTT and HUSA have requested closure dates of June 3rd, 10th, 17th and 24th, July 1st, 8th, 15th 22nd and 29th, August 5th, 12th, 19th and 26th, September 2nd, 9th, 16th 23rd and 30th, and October 7th from 12:00 a.m. to 1:00 p.m.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville approving closure of Pancera Plaza (South Gay Street) from Cottage Street to Main Street for the Farmer's Market on the following dates and times:

1. June 3rd, 10th, 17th and 24th from 12:00 a.m. to 1:00 p.m.
2. July 1st, 8th, 15th 22nd and 29th from 12:00 a.m. to 1:00 p.m.
3. August 5th, 12th, 19th and 26th from 12:00 a.m. to 1:00 p.m.
4. September 2nd, 9th, 16th 23rd and 30th from 12:00 a.m. to 1:00 p.m.
5. October 7th from 12:00 a.m. to 1:00 p.m.

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 17-5364 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 5th day of April, 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

Reviewed by: JA City Administrator
 City Attorney

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

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: April 5, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution No. 17-5367 authorizing the closure of North Street from Weatherlow to Grand Avenue on May 12, 2017 for the 3rd Grade Lassen County History/Isaac Roop Day event.

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: Lassen County Office of Education is sponsoring 3rd Grade Lassen County History/Isaac Roop Day, scheduled for Friday, May 12, 2017. During the event, nearly 300 students will be guided around historic buildings, murals, and sites uptown and participate in hands-on pioneering activities.

Due to the number of students and volunteers attending the event and the nature of the activities to take place, Lassen County Office of Education has requested the closure of North Street from Weatherlow to Grand Avenue on Friday, May 12, 2017, to general vehicle traffic except emergency vehicles. The closure will increase safety for the attendees and ease congestion caused by the buses dropping off picking up students in the area.

FISCAL IMPACT: \$348.71 in staff time

ACTION

REQUESTED: Motion to approve Resolution No. 17-5367, authorizing the closure of North Street from Weatherlow to Grand Avenue on Friday, May 12, 2017, for the Third Grade Lassen County History/Isaac Roop Day event.

ATTACHMENTS: Resolution No. 17-5367
Lassen County Office of Education Letter of Request

RESOLUTION NUMBER 17-5367
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING THE CLOSURE OF NORTH STREET FROM WEATHERLOW TO
GRAND ON FRIDAY, MAY 12, 2017 FOR 3RD GRADE
LASSEN COUNTY HISTORY DAY

WHEREAS, Lassen County Office of Education will be sponsoring the annual 3rd Grade Lassen County History Day event on Friday, May 12, 2017; and

WHEREAS, the 3rd Grade Lassen County History Day event is designed to provide historic education to the children of Lassen County through hands on participation in activities and guided tours to historical sites in the uptown area; and

WHEREAS, to ensure the safety of all participants and provide a safe location for transporting the children to and from Memorial Park, Lassen County Office of Education requests closure of North Street from Weatherlow Street to Grand Avenue on Friday, May 12, 2017, to general vehicle traffic except emergency vehicles.

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

- 1) That the Annual 3rd Grade Lassen County History Day event, to be held on May 12, 2017 at Memorial Park and the Community Center, is approved and supported by the City of Susanville.
- 2) That the closure of North Street from North Weatherlow Street to Grand Avenue on Friday, May 12, 2017, to general vehicle traffic except emergency vehicles is authorized.

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 17-5367 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 5th day of April, 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk



Lassen County Office of Education

472-013 Johnstonville Road North • Susanville, CA 96130-8752
530.257.2196 Fax 530.257.2518

Patricia Gunderson, Superintendent

For the Future

January 30, 2017

Dan Newton
720 South Street
Susanville, CA 96130

Sent to City Hall

FEB 19 2017

From: Public Works

Dear Dan:

Plans for the upcoming Third Grade Lassen County History/Isaac Roop Day event are under way. You have been an invaluable part of making this meaningful yearly event a success, and we hope that you will again be able to participate.

The event will take place on **Friday, May 12, 2017**. In the previous years, you have helped us by providing Fee waivers for the City of Susanville areas used for the event (Memorial Park, Community Center, stage sound and electricity box for the bandstand in the park, etc...).

For your convenience, enclosed is a postage-paid response card that needs to be returned to our office by **Friday, February 17, 2017**, if you are able to help again this year.

If you have questions or suggestions, please give me a call at 530-251-8711 or e-mail me at jdhall@lcoe.org.

Sincerely,

James Hall, Program Manager
Expanded Student Learning

Reviewed by: JA City Administrator
 City Attorney

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

Submitted By: Heidi Whitlock, Assistant to the City Administrator

Action Date: April 5, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Authorization to waive fees for Memorial Park (picnic and stage area) for the Lassen County Health and Social Services Department Public Health Week Event to be held on Wednesday, April 5th and Friday, April 7th.

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: Staff received a request from Lassen County Health and Social Services on March 17, 2017, requesting the use of Memorial Park’s picnic and stage areas and to waive fees of \$106 daily.

FISCAL IMPACT: Unearned revenue in the amount of \$212.00.

ACTION REQUESTED: Motion to authorize the City Administrator to waive park fees in the amount of \$212.00 for Memorial Park areas

ATTACHMENTS: Lassen County Health and Social Services Letter of Request



LASSEN COUNTY

Health and Social Services Department

- **HSS Administration**
1445 Paul Bunyan Road
Susanville, CA 96130
(530) 251-8128
- **Behavioral Health**
555 Hospital Lane
Susanville, CA 96130
(530) 251-8108 / 8112
Chestnut Annex
1400-A & B Chestnut Street
Susanville, CA 96130
(530) 251-8112
- **Patients' Rights Advocate**
1616 Chestnut Street
Susanville, CA 96130
(530) 251-8322
- **Public Health**
1445 Paul Bunyan Road
Susanville, CA 96130
(530) 251-8183
- **Environmental Health**
1445 Paul Bunyan Road
Susanville, CA 96130
(530) 251-8183
- **Public Guardian**
720-A Richmond Road
Susanville, CA 96130
(530) 251-8337
- **Community Social Services**
Lassen WORKS
P. O. Box 1359
720 Richmond Road
Susanville, CA 96130
(530) 251-8152
Business & Career Network
1616 Chestnut Street
Susanville, CA 96130
(530) 257-5057
Child & Family Services
1445 Paul Bunyan Road
Susanville, CA 96130
(530) 251-8277
Adult Services
720 Richmond Road
Susanville, CA 96130
(530-251-8158
- **HSS Fiscal**
P. O. Box 1180
Susanville, CA 96130

City of Susanville
66 N. Lassen St.
Susanville, CA 96130

Attn: Alicia Cordova

I am requesting the fees waived for reserving the Memorial Park Wednesday, April 5th and Friday April 7th for the use by the public for activities relating to Lassen County Public Health Week.

Thank you very much for your support.

Michelle Godman
Program Coordinator
Lassen County Public Health
1445 Paul Bunyan Rd.
mgodman@co.lassen.ca.us
530-251-2608

Reviewed by: YH City Administrator
 City Attorney

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

Submitted by: Ruth Ellis, Administrative Staff Assistant

Action Date: April 5, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: 28th Annual Susan River Junior Fishing Derby: April 22, 2017

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The Lassen Sportsmen’s Club is hosting the 28th Annual Junior Fishing Derby at Memorial Park on April 22, 2017. The event can draw 500 to 700 youth ages 2 to 15 each year.

The Lassen Sportsmen’s Club is once again requesting the City of Susanville co-sponsor the Derby. As part of that sponsorship, they are asking that the City waive the use fees for Memorial Park, the deposits for the sound system and electrical panel, provide insurance coverage and allocate \$1,000 for the event. Parks Superintendent Dow Davis will be working with the Sportsmen’s Club to set up for the event and staff will be printing participant numbers and maps.

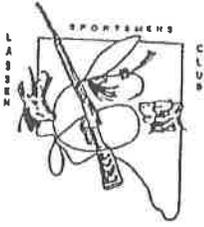
The Derby’s budget is approximately \$5,000 each year with more than \$3,750 of that amount going toward the purchase of 1,000 pounds of fish, which is planted by the Department of Fish and Wildlife and a private company out of Oregon.

In previous years the City Council has designated the Junior Fishing Derby as the recipient of the “Recreation Round-up” funds. As of March 28, 2017, the balance in the fund is \$289.93. Staff recommends using the remaining \$500.00 from Civic Contributions, \$289.93 from Recreation Round Up and \$210.07 from Fund Balance.

FISCAL IMPACT: Approximately \$1,500.00 in staff time in support of the event and unearned revenue of \$212.00 in park rental fees.

ACTION REQUESTED: Motion to co-sponsor the 28th Annual Susan River Junior Fishing Derby on April 22, 2017 waive park reservation fees and to distribute Recreation Round-up funds upon request.

ATTACHMENTS: Letter of request from Lassen Sportsmen’s Club.



Lassen Sportsmens Club

PO Box 270773 • Susanville, CA 96127

February 10, 2017

Susanville City Council
Attn: Mayor Kathie Garnier
66 N Lassen St
Susanville, CA 96130

Dear Mayor Garnier and Council Members:

The Lassen Sportsmens Club will once again be holding the 28th Annual Junior Fishing Derby on Saturday, April 22nd, 2017 at Memorial Park. We would like to again invite you and the County of Lassen to officially co-Sponsor this event. As part of that sponsorship we would request that the City waive the use fee at Memorial Park for the staging of the event, provide insurance coverage for the event, as well as allocate \$1,000 for the event. Our annual budget is \$5,000, with the purchase of one thousand pounds of fish accounting for \$3,750 of that amount.

Each year we have between 500 and 700 youngsters, ages 2 to 15, that participate in this event. In the past 27 years we have had more than 15,000 young people locally and from Northern California develop the love of fishing. We are starting to see the grand children of some of our earliest participants now taking part in the Junior Fishing Derby.

For tax purposes, the Taxpayer ID Number (TIN) for the club is 81-1970187. If you any further questions, please contact our club president Don Spalding (530/339-2153) or our club secretary Jim Chapman (530/251-6828).

Thank you for long term support the city has given this event the past 27 years and for your consideration.

Sincerely,


DON SPALDING, President
Lassen Sportsmens Club

Reviewed by: JGH City Administrator
 City Attorney

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

Submitted By: Gwenna MacDonald, City Clerk

Action Date: April 5, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Lassen County Air Pollution Control District Board appointment

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: Susanville City Council members, as part of their official elected duties, serve on various boards, commissions and committees. The Lassen County Air Pollution Control District has three Councilmembers serving as representatives on the Board with no current alternate. Due to the recent resignation of Councilmember De Boer, it has become necessary to appoint an alternate representative for the Board and the recommendation has been made to appoint Councilmember Brian Wilson.

FISCAL IMPACT: None

ACTION

REQUESTED: Motion to appoint Councilmember Brian Wilson as an alternate City Council representative to the Lassen County Air Pollution Control Board and amend City Council Committee List

ATTACHMENTS: None.

Reviewed by: JA City Administrator
 City Attorney

 Motion only
 Public Hearing
 X Resolution
 Ordinance
 Information

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: April 5, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 17-5358**, approving contract with Kobo Utility Construction Corp. in the Amount of \$176,977.50 for the Installation of a Precision Approach Path Indicators (PAPI) Project.

PRESENTED BY: Jared G. Hancock, City Administrator

ANALYSIS: Staff provided information to Council at the June 22 and August 3, 2016 meetings regarding the effort in awarding the Precision Approach Path Indicators (PAPI) project to single bidder. This project will upgrade and replace the Visual Approach System Indicators (VASI). The PAPI project was listed on the 2013 Airport Capital Improvement Plan (ACIP) and was scheduled for construction for the 2017 program year

The PAPI Project was advertised in April 2016 with only one bid received from Kobo Utility Construction Corp. in the amount of \$176,977.50. This exceeded the Engineer's project estimate of \$154,587 by approximately 14 percent. The bid from Kobo Utility increases the project cost to \$229,226 and staff had considered rebidding the project to garner additional bids but no other bidders were anticipated.

FISCAL IMPACT: Estimated Funding:

Federal Funds Requested	\$ 206,303
Local Match	<u>\$ 22,923</u>
Total Project Cost	\$ 229,226

ACTION

REQUESTED: Adopt Resolution No. 17-5358, authorizing the City Administrator to execute a contract with Kobo Utility Construction Corp. in the amount of \$176,977.50 for the installation and completion of a new PAPI system at the Susanville Airport.

ATTACHMENTS: Resolution No. 17-5358
 Proposal
 Kobo Agreement

RESOLUTION NUMBER 17-5358
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AWARDING TO KOBO UTILITY CONSTRUCTION CORP. THE PRECISION
APPROACH PATH INDICATORS (PAPI) PROJECT FOR THE SUSANVILLE
MUNICIPAL AIRPORT, FAA PROJECT 03-06-0251-016-2016 AND AUTHORIZING
THE CITY ADMINISTRATOR TO EXECUTE THE CONTRACT

WHEREAS, the City has been allocated funding to improve facilities associated with the safe and effective use of the Susanville Municipal Airport in compliance with approved improvement plans, in an amount not to exceed \$176,977.50 and for any change orders up to 10%, and

WHEREAS, the City advertised bids and opened those bids in accordance with California Public Contract Code §4100 et seq; and

WHEREAS, only one bid was found to be in good order and meeting the intent of above said referenced codes and of a reasonable price to provide such that award could be considered; and

WHEREAS, the City of Susanville has determined that Kobo Utility Construction Corp. Inc. has been determined as the lowest responsible bidder and should be given consideration for award in the amount approved in their bid including contingencies; and

WHEREAS, the City will receive all necessary and required bonds and insurance to authorize the commencement of construction activities for a period not exceeding thirty (30) working days as defined by the State of California prior to execution of a contract; and

WHEREAS, said bonds to be received shall be in good order and satisfactory in order to further pursue execution of a contract between the City and Kobo Utility Construction Corp. for said project; and

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

- 1) FAA Project 03-06-0251-016-2016 in the City of Susanville is awarded to Kobo Utility Construction Corp. of Sandwich, MA, determined to be the lowest responsible bidder;
- 2) The City Administrator is authorized to execute a contract in the amount of \$176,977.50 and for any change orders up to 10% in contingencies, over and above the base bid amount.

Dated: April 5, 2017

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 17-5358 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 5th day of April, 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

City Attorney

PROPOSAL
FOR CONSTRUCTION OF THE
PAPI INSTALLATION PROJECT
AT
SUSANVILLE MUNICIPAL AIRPORT
SUSANVILLE, CALIFORNIA

TO: Jared Hancock, City Administrator
City of Susanville
66 North Lassen Street
Susanville, CA 96130

The undersigned, as bidder, hereby declares that he/she has examined the site of the work and informed himself/herself fully in regard to all conditions pertaining to the place where the work is to be done; that he/she has examined and read the Contract Documents and Contract Drawings for the work and all addenda relative thereto furnished prior to the opening of bids; that he/she has satisfied himself/herself relative to the work to be performed.

The bidder understands that the advertisement, located in the front of these Contract Documents, contains the location and a description of the proposed construction, as well as indicates the place, date, and time of the proposal opening; information about a Pre-Bid conference, if scheduled, is contained in the advertisement; the time in which the work must be completed shall be in accordance with the subsection titled FAILURE TO COMPLETE ON TIME of Section 80. If the bidder considers that the time to complete the work is inadequate, they should not submit a bid.

The bidder understands the quantities for bid items listed on the proposal sheets are estimated quantities only for the purpose of comparing bids; any difference between these estimated quantities and actual quantities required for construction shall not be taken as a basis for claims by the Contractor for extra compensation; compensation will be based upon the unit prices and actual construction quantities.

The bidder understands that the description under each item, being briefly stated, implies, although it does not mention, all incidentals and that the prices stated are intended to cover all such work, materials and incidentals as constitute bidder's obligations as described in the specifications and any details not specifically mentioned, but evidently included in the Contract shall be compensated for in the item which most logically includes it.

The bidder understands that proposal guaranty shall be in the form of a bid bond in the amount of ten percent (10%) of this bid in accordance with the subsection titled BID GUARANTEE of Section 20; the proposal guaranty shall become the property of the Owner in the event the Contract and bond(s) are not executed within the time above set forth, as liquidated damages for the delay and additional expense to the Owner caused thereby.

The bidder agrees that upon receipt of written notice of the acceptance of this proposal, bidder will execute the Contract attached within 15 days and deliver a Surety Bond or Bonds as required by the subsection titled REQUIREMENTS OF CONTRACT BONDS OF Section 30. The bidder further agrees to commence construction with an adequate work force, plant and equipment on the date stated in the written notice to proceed and will progress therewith to its completion within the time stated, and in accordance with this Contract and Specification.

The bidder states that this proposal is based upon prevailing wages in and in no case are wages considered less than those predetermined by the State and Federal Departments of Labor, schedules of which are contained in the Contract Documents.

The bidder proposes and agrees, if this Proposal is accepted, to contract in the form of contract specified with the (Owner), to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary to complete the construction of the project in full and complete accordance with the shown, noted, described and reasonably intended requirements of the Contract Documents and Contract Drawings, to the full and entire satisfaction of the above said Owner, with a definite understanding that no money will be allowed for extra work except as set forth in the attached Contract Documents, for the unit prices listed for each item.

BIDDER, IF AN INDIVIDUAL:

BY: _____
(Printed Name)

(Signature)

COMPANY NAME: _____

ADDRESS: _____

PHONE NO: _____

DATE: _____

ATTACHMENT 'B'
 SUSANVILLE MUNICIPAL AIRPORT
 SUSANVILLE, CALIFORNIA
 PAPI INSTALLATION PROJECT

ITEM NO.	FAA SPEC. NO.	QUANTITY	ITEM LIST		UNIT PRICE IN FIGURES		TOTAL AMOUNT	
			ITEM DESCRIPTION (PRICE WRITTEN IN WORD)		DOLLARS	CENTS	DOLLARS	CENTS
1	L-108	9,750 LF	NO. 8 AWG TYPE THWN-2 CABLE		\$1.85		\$18,037	50
			AT One Dollar and Eighty Five Cents PER LINEAR FOOT					
2	L-108	225 LF	COUNTERPOISE WIRE		\$1.40		\$315.	00
			AT One Dollar and Forty Cents PER LINEAR FOOT					
3	L-109	1 LS	METER & PANEL IMPROVEMENTS		\$4,500.00		\$4,500.00	00
			AT For Thousand Five Hundred Dollars and Zero Cents PER LUMP SUM					
4	L-110	2,900 LF	2" DIA. PVC CONDUIT IN TURF		\$11.00		\$31,900.00	00
			AT Eleven Dollars and Zero Cents PER LINEAR FOOT					
5	L-113	225 LF	2-WAY 2" HDPE DIRECTIONAL BORE		\$55.00		\$12,375.00	00
			AT Fifty Five Dollars and Zero Cents PER LINEAR FOOT					
6	L-115	3 EACH	ELECTRICAL PULL BOX		\$5,650.00		\$16,950.00	00
			AT Five Thousand Six Hundred Fifty Dollars and Zero Cents PER EACH					
7	L-115	10 EACH	L-167 ELECTRICAL JUNCTION CAN, CLASS 1A, SIZE B		\$1,200.00		\$12,000.00	00
			AT One Thousand Two Hundred Dollars and Zero Cents PER EACH					
8	L-125	1 LS	PRECISION APPROACH PATH INDICATOR (PAPI) SYSTEM - RUNWAY 11		\$24,500.00		\$24,500.00	00
			AT Twenty Four Thousand Five Hundred Dollars and Zero Cents PER LUMP SUM					
9	L-125	1 LS	PRECISION APPROACH PATH INDICATOR (PAPI) SYSTEM - RUNWAY 29		\$24,500.00		\$24,500.00	00
			AT Twenty Four Thousand Five Hundred Dollars and Zero Cents PER LUMP SUM					
10	SP-4	1 LS	MISCELLANEOUS REMOVALS AND OTHER WORK		\$12,000.00		\$12,000.00	00
			AT Twelve Thousand Dollars and Zero Cents PER LUMP SUM					

ATTACHMENT 'B'
 SUSANVILLE MUNICIPAL AIRPORT
 SUSANVILLE, CALIFORNIA
 PAPI INSTALLATION PROJECT

ITEM NO.	FAA SPEC NO.	QUANTITY	ITEM LIST ITEM DESCRIPTION (PRICE WRITTEN IN WORD)	UNIT PRICE IN FIGURES		TOTAL AMOUNT	
				DOLLARS	CENTS	DOLLARS	CENTS
11	M-100	1 LS	MAINTENANCE AND PROTECTION OF TRAFFIC	\$5,400.00		\$5,400.00	
			AT Five Thousand Four Hundred Dollars and Zero Cents PER LUMP SUM				
12	M-150	1 LS	PROJECT SURVEY & STAKEOUT	\$5,500.00		\$5,500.00	
			AT Five Thousand Five Hundred Dollars and Zero Cents PER LUMP SUM				
13	GP-105	1 LS	MOBILIZATION (6% MAXIMUM)	\$9,000.00		\$9,000.00	
			AT Nine Thousand Dollars and Zero Cents PER LUMP SUM				
TOTAL PRICE (WRITTEN IN WORD)						DOLLARS	CENTS
One Hundred Seventy Eight Thousand Four Hundred Twenty Seven Dollars						\$178,427.00	

~~and Fifty Cents~~

One Hundred Seventy Six Thousand Nine Hundred Seventy Seven Dollars and Fifty Cents \$176,977.50

AGREEMENT

THIS AGREEMENT is dated as of the _____ day of _____ in the year 2017 by and between City of Susanville, California, Administrative Services Department, having an address at 66 North Lassen Street, Susanville, CA, 96130 (hereinafter called Owner) and Kobo Utility Construction Corp. having an address at 4 Victory Drive, Sandwich, MA 02563 (hereinafter called Contractor).

Owner and Contractor, in consideration of the mutual covenants hereinafter set forth, agree as follows:

ARTICLE 1 - WORK

Contractor shall perform, construct and complete all Work as specified and indicated in the PAPI Installation Project Contract.

The Contractor and City agree that the Advertisement (Notice to Bidders), the wage scale (prevailing wage), the specifications (including special provisions), plans, addendums (if any), and proposal together with this agreement make up the whole and entire contract for delivery of this project, complete and in place, fully functioning in a safe, clean and reasonable condition.

The State general prevailing wage rates determined by the Director of Industrial Relations are hereby made a part of this contract. It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this instrument and the bid or bid of said Contractor, then this instrument shall control and nothing herein shall be considered as an acceptance of the said terms of said bid conflicting herewith.

All portions of the City of Susanville Standard Drawings remain in full force, whether specified or not and an applicable Standard Specifications as published by Caltrans and dated 2010 except as indicated in the project documents, which are not in conflict with this contract shall be deemed a part of the specifications as though fully set forth. No part of said special provisions which is in conflict with any portion of this agreement, or which is not actually descriptive of the work to be done thereunder, or in a manner in which said work is to be executed shall be considered as part of this agreement but shall be utterly null and void.

ARTICLE 2 - CONTRACT TIMES

2.1 **Contract Time.** The Work shall be substantially complete within the Contract Time as stated in General Provisions Section 80-08 "Failure to Complete on Time", and accepted in accordance with General Provisions Section 50-15 "Final Acceptance". In addition, intermediate stages or sequences of the Work shall be substantially completed and accepted as in accordance with General Provisions Section 80-08.

Work Area A	15 WORKING DAYS
Work Area B	15 WORKING DAYS

2.2 **Damages for Delay in Completion.** If the Work is uncompleted after the Contract Time, including all extensions and adjustments in accordance with General Provisions Section 80-07 "Determination and Extension of Contract Time", the sum stipulated in General Provisions Section 80-08 "Failure to Complete on Time" will be deducted from any money due or to become due the Contractor or their surety. Such deducted sums shall not be deducted as a penalty but shall be considered as liquidation of a reasonable portion of damages including but not limited to additional engineering services that will be incurred by the Owner should the Contractor fail to complete the work in the Contract Time provided in this Contract.

ARTICLE 3 - CONTRACT PRICE

- 3.1 The City hereby promises and agrees with the said Contractor to pay in current funds for the performance of the contract the sum amount of **\$176,977.50** in United States currency dollars and cents for an understood price based upon materials set forth in the proposal as indicated in the accepted bid documents and any agreed to revisions or addendums. Material quantities are estimated quantities and, except where provisions allow in the specifications, are considered final contract price, unless revised by common agreement under a contract change order, where necessary to reflect true quantities, either more or less than those estimated.
- 3.2 The Contractor agrees to provide the materials and to do the work, complete and in place, according to the terms and conditions herein contained and referred to, for the prices hereinafter set forth, and hereby contracts to pay the same at the time, in the manner and upon the conditions herein set forth; and the said parties for themselves, their heirs, executors, administrators, successors and assigns, do hereby agree to the full performance of the covenants herein contained.
- 3.3 When unit bid price items are included in the Contract Price, the quantities of various units contained in the Proposal are estimated and payment to the Contractor will be made only for the actual quantities of units that are incorporated in the Work or materials furnished in accordance with the plans and specifications, as determined by the Engineer in accordance with General Provisions Section 90, "Measurement and Payment".

ARTICLE 4 - PAYMENT PROCEDURES

- 4.1 **Partial Payments.** Partial payments will be made at least once per month based on the Engineer's estimate in accordance with General Provisions Section 90, "Measurement and Payment". Progress payments will be made in accordance with General Provision Section 90-06, "Partial Payments".
- 4.2 **Retainage.** From the total of the amount determined to be payable on a partial payment, the amount specified in General Provisions Section 90-06, "Partial Payments", will be deducted and retained by the Owner until the final payment is made.
- 4.3 **Final Payment:** Final payment will be made in accordance with General Provisions Section 90-09, "Acceptance and Final Payment".
- 4.4 As Contractor I agree to receive and accept the following prices as full compensation for furnishing all materials and for doing all the work contemplated and embraced in this agreement; also for all loss or damage, arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen difficulties or obstructions which may arise or be encountered in the prosecution of the work until its acceptance by the CITY OF SUSANVILLE, , and for all risks of every description connected with the work; also for all expenses incurred by or in consequence of the suspension or discontinuance of work and for well and faithfully completing the work, and the whole thereof, in the manner and according to the plans and specifications, and the requirements of the City Engineer under them, to wit:

ARTICLE 5 - CONTRACTOR'S REPRESENTATIONS

In executing this Agreement, Contractor makes the following representations:

- 5.1 Contractor has examined and carefully studied the Contract including Addenda.
- 5.2 Contractor has visited the site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress, performance or furnishing of the Work.
- 5.3 Contractor is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress, performance and furnishing of the Work.
- 5.4 Contractor has carefully studied all reports of explorations and tests of subsurface conditions at or contiguous to the site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the site (except Underground Facilities) which have been identified in the Contract. Contractor acknowledges that such reports and drawings are not part of the Contract and may not be complete for Contractor's purposes. Contractor acknowledges that Owner and Engineer do not assume responsibility for the accuracy or completeness of information and data shown or indicated in the Contract with respect to Underground Facilities at or contiguous to the site. Contractor does not consider that any additional examinations, investigations, explorations, tests, studies or data are necessary for the performance and furnishing of the Work at the Contract Price, within the Contract Times and in accordance with the other terms and conditions of the Contract.
- 5.5 Contractor is aware of the general nature of work to be performed by Owner and others at the site that relates to the Work as indicated in the Contract.
- 5.6 Contractor has correlated the information known to Contractor, information and observations obtained from visits to the site, reports and drawings identified in the Contract and all additional examinations, investigations, explorations, tests, studies and data with the Contract.
- 5.7 Contractor has given Design Engineer written notice of all conflicts, errors, ambiguities or discrepancies that Contractor has discovered in the Contract and the written resolution thereof by the Design Engineer is acceptable to Contractor, and the Contract is generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
- 5.8 If this Project utilizes multiple prime contracts, the Contractor has examined the Contract for all prime contracts and has acquired sufficient knowledge of the required work of the other prime contractors to the extent that Contractor clearly understands his own obligations and responsibilities relative to the other prime contracts.

ARTICLE 6 - CONTRACT

The Contract which comprises the entire Agreement between Owner and Contractor concerning the Work consists of the following:

- 6.1 The Proposal with discrepancies corrected.
- 6.2 This Agreement.
- 6.3 The Contractor's Performance Bond and Payment Bond.

-
- 6.4 The Contractor's Certificates of Insurance.
 - 6.5 The Notice of Award and Notice to Proceed.
 - 6.6 The General Provisions and the Technical Specifications, which are a part of the Contract.
 - 6.7 The Contract Drawings as listed in the Table of Contents.
 - 6.8 Addenda listed below:

<u>Addendum No.</u>	<u>Date</u>
<u>1</u>	<u>05/10/2016</u>
<u>2</u>	<u>05/18/2016</u>
<u> </u>	<u> </u>

- 6.9 There are no documents other than those listed above in this Article 6. The Contract may only be modified by Supplement Agreement.

ARTICLE 7 - TERMINATION.

If the Contractor should be adjudged a bankrupt or if he should make a general assignment for the benefit of creditors or if a receiver be appointed on account of any insolvency or if he or his subcontractors should violate any provisions of this contract or refuse, or fail to supply proper skilled workman or materials or should he fail to make prompt payment to subcontractors for material or labor or disregard laws, ordinances or the instructions of the City, the City may cause to justify action, serve written notice to the Contractor and his surety of the intention to terminate unless the contractor, within five (5) days after serving such notice and such violations shall cease and satisfactory arrangements for corrections are made the contract shall expire after five days and be considered ceased and terminated.

Upon such unfortunate termination, the City shall serve notice to the surety and Contractor with the surety have the right to take over all terms and conditions entered into and perform (complete) the contract to the satisfaction of the City. However, if within ten (10) days of written notice , the surety does not elect to take over said contract, the City has the right to take over the contract and complete the project or under any other means it deems advisable including but not limited to retaining other contractors to complete the project. All additional costs incurred by the City in the effort to complete the original contract shall be the responsibility of the Contractor and his surety and the City shall not be liable for any additional costs over the original agreed to amount as contracted . This includes any and all materials delivered to the project site but not placed or ordered specifically for the project yet remain outside the City's possession. All work paid for yet having failed to be completed shall be deemed at the expense of the original contractor or his surety regardless that in the event a substitute contractor completes the work.

ARTICLE 8 – BONDS.

The Contractor shall furnish in duplicate, a faithful performance and payment bond in amounts equal to one hundred percent (100%), of the contract price and have both bonds written by a surety company acceptable to the City, as prescribed by law and authorized to perform business for this purpose in the State of California. Said surety shall maintain a permanent and fully functioning office and licensed to reside within the boundaries of California. Payment bonds shall contain provisions that if the Contractor or his subcontractors fail to make payments for amount due under the Unemployment Insurance Code, al deductions, withholds and taxes shall be paid to the Employment Development Department and to the Franchise Tax Board pursuant to Section 13020 of the Unemployment Insurance Code. Where the

Contractor is unable or unwilling to make such payments, the surety shall be made to pay these amounts. Any suit brought forth to comply will result in payment of reasonable attorney's fees by the surety.

ARTICLE 9 – WORKER’S COMPENSATION

By my signature hereunder, as Contractor, I certify that I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker’s compensation or to undertake self insurance in conformance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

ARTICLE 10 - MISCELLANEOUS

- 10.1 Terms used in this Agreement shall have the meanings in the General Provision Section 10, “Definition of Terms”.
- 10.2 No assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment no assignment will release or discharge the assignor from any duty or responsibility under the Contract.
- 10.3 Owner and Contractor each binds itself, its partners, successors, assigns and legal representatives to the other party hereto, his partners, successors, assigns and legal representatives in respect to all covenants, agreements and obligations contained in the Contract.
- 10.4 Any provision or part of the Contract held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner or Contractor, who agree that the Contract shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

IN WITNESS WHEREOF, Owner and Contractor have signed copies of this Agreement. This Agreement will be effective on the day and year first above written.

CITY OF SUSANVILLE

(SEAL)

APPROVED AS TO FORM:

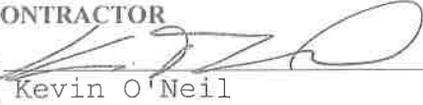
By : _____
Name : _____
Title : _____
Date : _____

By : _____
Name: _____
Title : _____
Date : _____

ATTEST:

By : 
Name: Nancy O'Neil
Title : Secretary
Date : February 13, 2017

CONTRACTOR

By : 
Name: Kevin O'Neil
Address : President
Date : February 13, 2017

AGENDA ITEM NO. 12B

Reviewed by: City Administrator
 City Attorney

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: April 5, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Approve **Resolution No. 17-5371**, authorizing the FAA to perform flight checks upon completion of the installation of Precision Approach Path Indicators (PAPI) at the Susanville Municipal Airport.

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The Susanville Municipal Airport is in the process of installing Precision Approach Path Indicators (PAPI) units. Installation of the new PAPI units requires the FAA Flight Procedures office to perform flight checks. These flight checks are performed with the newly installed equipment. The cost for this work is estimated at \$11,892.97, which is fully eligible for reimbursement under the FAA AIP grant agreement.

FISCAL IMPACT: \$11,894.97 (reimbursable)

ACTION

REQUESTED: Adopt Resolution No. 17-5371, authorizing the FAA to perform flight checks upon completion of the installation of Precision Approach Path Indicators (PAPI) at the Susanville Municipal Airport.

ATTACHMENTS: Resolution No. 17-5371
Agreement with FAA for Flight Check

RESOLUTION NUMBER 17-5371
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING
EXECUTION OF AN AGREEMENT WITH THE FEDERAL AVIATION ADMINISTRATION
(FAA) TO PERFORM FLIGHT CHECKS
UPON COMPLETION OF THE INSTALLATION OF PAPI UNITS
AT THE SUSANVILLE MUNICIPAL AIRPORT

WHEREAS, the City of Susanville has been allocated funding through grants administrated by the FAA to complete the installation of the Precision Approach Path Indicators (PAPI) project at the Susanville Municipal Airport; and

WHEREAS, a flight check is required upon installation completion; and

WHEREAS, the FAA can provide a commissioning flight inspection for the PAPI units on Runways 11 and 29 at the Susanville Municipal Airport; and

WHEREAS, the FAA has provided an estimate of \$11,894.97 to perform said services to be reimbursed through the FAA AIP grant agreement.

NOW THEREFORE BE IT RESOLVED, By the City Council of the City of Susanville that the City Administrator of the City of Susanville is hereby authorized to execute an Agreement with the Federal Aviation Administration for required flight inspections related to the installation of the PAPI units at the Susanville Municipal Airport.

Dated: April 5, 2017

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing resolution 17-5371 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 5th day of April, 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney



U.S. Department
of Transportation
**Federal Aviation
Administration**

Federal Aviation Administration
Mike Monroney Aeronautical Center

6500 South MacArthur Boulevard
Oklahoma City, OK 73169-6901

February 27, 2017

City of Susanville
Attn: Jared G. Hancock, City Administrator
City of Susanville
66 North Lassen St.
Susanville, CA 96130

Dear Mr. Hancock:

You'll find attached a copy of our agreement between City of Susanville and the FAA. To expedite the process, please print it, sign and date it on the last page, then scan and return it to me via e-mail at kadi.d.barrett@faa.gov. I'll request FAA signatures then return a fully signed copy to you. If you prefer a hard copy original, just let me know and I'll be glad to mail one to you.

Per the agreement, payment is required in advance of services being rendered, so please provide payment of \$11,822.97 which will fund your flight inspection. You can provide a check payment, made out to 'FAA', to the following address:

Federal Aviation Administration
Reference: **AJW-ON-AAC-16-A840**
DOT/FAA/Mike Monroney Aeronautical Center
AMK-322, Reimbursable Receipt Team
6500 S. MacArthur Blvd.
Oklahoma City OK 73169
Telephone: (405) 954-3771

You could also go to pay.gov to submit your payment via electronic check or credit card. If you prefer this process, just give me a call and I'll help navigate you through the proper screens.

Your agreement number, AJW-ON-AAC-16-A840, must be included on your wire transfer or check to ensure your account is credited properly.

Thank you for your attention to this matter. Please contact me at (405) 954-7568 if you have any questions.

Sincerely,

Kadi Barrett
Acquisition & Contract Subteam
Flight Program Operations

NON-FEDERAL REIMBURSABLE AGREEMENT

BETWEEN

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

AND

**CITY OF SUSANVILLE
SUSANVILLE, CA**

WHEREAS, the Federal Aviation Administration (FAA) can furnish directly or by contract, material, supplies, equipment, and services which the **City of Susanville** (Sponsor) requires, has funds available for, and has determined should be obtained from the FAA;

WHEREAS, it has been determined that competition with the private sector for provision of such material, supplies, equipment, and services is minimal; the proposed activity will advance the FAA's mission; and the FAA has a unique capability that will be of benefit to the Sponsor while helping to advance the FAA's mission;

WHEREAS, the authority for the FAA to furnish material, supplies, equipment, and services to the Sponsor upon a reimbursable payment basis is found in 49 U.S.C. § 106(l)(6) on such terms and conditions as the Administrator may consider necessary;

NOW THEREFORE, the FAA and the Sponsor mutually agree as follows:

ARTICLE 1. Parties

The Parties to this Agreement are the FAA/Flight Program Operations, and **City of Susanville**.

ARTICLE 2. Type of Agreement

This Agreement is an "other transaction" authorized under 49 U.S.C. § 106(l)(6). It is not intended to be, nor will it be construed as, a partnership, corporation, joint venture or other business organization.

ARTICLE 3. Scope

A. The purpose of this Agreement between the FAA and the Sponsor is to provide a **commissioning flight inspection for the PAPIs on Rwy 11 and 29 at Susanville Municipal Airport (KSVE) Susanville, CA**. This Agreement provides funding for the FAA to establish these services.

Therefore, this project is titled:

City of Susanville, Susanville, CA

- B. The FAA will perform a **commissioning flight inspection for the PAPIs on Rwy 11 and 29 at Susanville Municipal Airport (KSVE) Susanville, CA.**
- C. The Sponsor will perform the following activities:
1. Provide funding as estimated in Article 7.
 2. Upon signature and payment of agreement, contact James Field at 405-954-9318 or james.d.field@faa.gov and inform him when the site is ready for inspection. You may call Flight Inspection Central Operations if you have any questions at 405-954-9780.
- D. This agreement is in whole or in part funded with funding from an AIP grant [] Yes [] No. If Yes, the grant date is: TBD and the grant number is: 3-06-0251-016-2016. If the grant information is not available at the time of agreement execution, the Sponsor will provide the grant information to the FAA when it becomes available.

ARTICLE 4. Points of Contact

A. FAA:

1. Flight Inspection Services will perform the Scope of Work included in this Agreement. Robert Loveland is the Manager, Flight Inspection Scheduling Subteam, and liaison with the Sponsor for any Flight Inspection issues and can be reached at 405-954-3995. The Flight Inspection Services Agreement Coordinator, Kadi Barrett, can be reached at 405-954-7568. These liaisons are not authorized to make any commitment, or otherwise obligate the FAA, or authorize any changes which affect the estimated cost, period of performance, or other terms and conditions of this Agreement.
2. FAA Contracting Officer: The execution, modification, and administration of this Agreement must be authorized and accomplished by the Contracting Officer, Avis Franklin, who can be reached at 405-954-7836.

B. Sponsor Point(s) of Contact

**City of Susanville
Attn: Jared G. Hancock, City Administrator
City of Susanville
66 North Lassen St.
Susanville, CA 96130**

(530) 252-5101
jhancock@cityofsusanville.org

ARTICLE 5. Non-Interference with Operations: [RESERVED]

ARTICLE 6. Property Transfer [RESERVED]

ARTICLE 7. Estimated Costs

A. The estimated FAA costs associated with this Agreement are as follows:

Description of Reimbursable Item	Estimated Cost
LABOR	
NA	\$0
Labor Subtotal	\$0
Labor Overhead (11%)	\$0
Total Labor	\$0
NON-LABOR	
Flight Inspection	\$11,049.50
Non-Labor Overhead (7%)	\$773.47
Total Non-Labor	\$11,822.97
TOTAL ESTIMATED COST	\$11,822.97

Detailed Estimate:

Flight Inspection Estimated Cost

<i>Lear Rate \$3,157/hr</i>	Type	Hours	Inspections	Estimated Cost
PAPIs on Rwy 11 and 29 (KSVE)	Commissioning	3.5	1	\$11,049.50
	7% Administrative Overhead			\$773.47
	Total Estimated Cost of Agreement			\$11,822.97

B. The FAA- Flight Inspection Services reserves the right to determine which aircraft will be used for flight inspections. Flight hour rates will be adjusted automatically according to the most current edition of FAA Order 2500.36, Application of Flight Hour Rates. The estimates are based on rates in effect at the time this Agreement is signed.

C. Estimated costs contained herein are for planning purposes only and can vary depending on the actual aircraft used, and actual flight hours expended to reach the facility and to accomplish the inspection. As required by regulation, the final bill

submitted to the customer will reflect **actual** hours and costs to Flight Inspection Services.

- D. **Sponsor** will be notified of any necessary deviations or changes to the instrument flight procedure and agrees to negotiate with the FAA to resolve additional reimbursement issues exceeding 10% of the cost estimate, in accordance with Article 9.
- E. FAA flight inspection aircraft may be delayed from scheduled itineraries for unanticipated reasons such as a National Airspace System priority, weather, or unscheduled aircraft maintenance. FAA is not responsible for any additional cost the Sponsor may incur if an inspection must be rescheduled.

ARTICLE 8. Period of Agreement and Effective Date

The effective date of this Agreement is the date of the last signature. This Agreement is considered complete when the final invoice is provided to the Sponsor and a refund is sent or payment is received as provided for in Article 9, Section D of this Agreement. This Agreement will not extend more than five years beyond its effective date.

ARTICLE 9. Reimbursement and Accounting Arrangements

- A. The Sponsor agrees to prepay the entire estimated cost of the Agreement. The Sponsor will send the Agreement to the FAA Agreement Coordinator for FAA signature and advance payment to the Accounting Division listed in Section C of this Article. The advance payment will be held as a non-interest bearing deposit. Such advance payment by the Sponsor must be received before the FAA incurs any obligation to implement this Agreement. Upon completion of this Agreement, the final costs will be netted against the advance payment and, as appropriate, a refund or final bill will be sent to the sponsor. Per U.S. Treasury guidelines, refunds under \$1.00 will not be processed. Additionally, FAA will not bill the sponsor for amounts less than \$1.00.
- B. The Sponsor certifies that arrangements for sufficient funding have been made to cover the estimated costs of the Agreement.
- C. The Accounting Division is identified by the FAA as the billing office for this Agreement. The Sponsor will send a copy of the executed Agreement to the Agreement Coordinator and submit the full advance payment to the Accounting Division. The sponsor can either mail the payment to the address shown below or submit payment (via check or credit card) electronically via pay.gov. All payments must include the Agreement number, Agreement name, Sponsor name, and project location.

The mailing address is:

FAA Mike Monroney Aeronautical Center
Attn: AMK-322, Reimbursable Receipt Team
P.O. Box 25770
Oklahoma City, OK 73125

The overnight mailing address is:

FAA Mike Monroney Aeronautical Center
Attn: AMK-322, Reimbursable Receipt Team
6500 S. MacArthur Blvd.
Oklahoma City, OK 73169
Telephone: 405-954-3771

The Sponsor hereby identifies the office to which the FAA will render bills for the project costs incurred as:

City of Susanville
Attn: Jared G. Hancock, City Administrator
City of Susanville
66 North Lassen St.
Susanville, CA 96130
(530) 252-5101
jhancock@cityofsusanville.org

- D. The cost estimates contained in Article 7 are expected to be the maximum cost associated with this Agreement, but may be modified to recover the FAA's actual cost. If during the course of this Agreement, actual costs are expected to exceed the estimated costs, the FAA will notify the Sponsor immediately. The FAA will also provide the Sponsor a modification to the Agreement which includes the FAA's additional costs. The Sponsor agrees to prepay the entire estimated cost of the modification. The Sponsor will send a copy of the executed modification to the Agreement to the FAA-Mike Monroney Aeronautical Center with the additional advance payment. Work identified in the amendment cannot start until receipt of the additional advance payment. In addition, in the event that a contractor performing work pursuant to the scope of this Agreement brings a claim against the FAA and the FAA incurs additional costs as a result of the claim, the Sponsor agrees to reimburse the FAA for the additional costs incurred whether or not a final bill or a refund has been sent.

ARTICLE 10. Changes and Modifications

Changes and/or modifications to this Agreement will be formalized by a written modification that will outline in detail the exact nature of the change. Any modification to this Agreement will be executed in writing and signed by the authorized representative of each party. The parties signing this Agreement and any subsequent modification(s)

represent that each has the authority to execute the same on behalf of their respective organizations. No oral statement by any person will be interpreted as modifying or otherwise affecting the terms of the Agreement. Any party to this Agreement may request that it be modified, whereupon the parties will consult to consider such modifications.

ARTICLE 11. Termination

In addition to any other termination rights provided by this Agreement, either party may terminate this Agreement at any time prior to its expiration date, with or without cause, and without incurring any liability or obligation to the terminated party other than payment of amounts due and owing and performance of obligations accrued, in each case on or prior to the termination date, by giving the other party at least thirty (30) days prior written notice of termination. Payment of amounts due and owing may include all costs reimbursable under this Agreement, not previously paid, for the performance of this Agreement before the effective date of the termination; the total cost of terminating and settling contracts entered into by the FAA for the purpose of this Agreement; and any other costs necessary to terminate this Agreement. Upon receipt of a notice of termination, the receiving party will take immediate steps to stop the accrual of any additional obligations which might require payment. All funds due after termination will be netted against the advance payment and, as appropriate, a refund or bill will be issued.

ARTICLE 12. Order of Precedence [RESERVED]

ARTICLE 13. Legal Authority

This Agreement is entered into under the authority of 49 U.S.C. § 106(l)(6), which authorizes the Administrator of the FAA to enter into and perform such contracts, leases, cooperative agreements and other transactions as may be necessary to carry out the functions of the Administrator and the Administration on such terms and conditions as the Administrator may consider appropriate. Nothing in this Agreement will be construed as incorporating by reference or implication any provision of Federal acquisition law or regulation.

ARTICLE 14. Disputes

Where possible, disputes will be resolved by informal discussion between the parties. In the event the parties are unable to resolve any dispute through good faith negotiations, the dispute will be resolved by alternative dispute resolution using a method to be agreed upon by the parties. The outcome of the alternative dispute resolution will be final unless it is timely appealed to the Administrator, whose decision is not subject to further administrative review and, to the extent permitted by law, is final and binding (see 49 U.S.C. § 46110).

ARTICLE 15. Warranties

The FAA makes no express or implied warranties as to any matter arising under this Agreement, or as to the ownership, merchantability, or fitness for a particular purpose of any property, including any equipment, device, or software that may be provided under this Agreement.

ARTICLE 16. Insurance

The Sponsor will arrange by insurance or otherwise for the full protection of itself from and against all liability to third parties arising out of, or related to, its performance of this Agreement. The FAA assumes no liability under this Agreement for any losses arising out of any action or inaction by the Sponsor, its employees, or contractors, or any third party acting on its behalf.

ARTICLE 17. Limitation of Liability

To the extent permitted by law, the Sponsor agrees to indemnify and hold harmless the FAA, its officers, agents and employees from all causes of action, suits or claims arising out of the work performed under this Agreement. However, to the extent that such claim is determined to have arisen from the act or omission by an officer, agent, or employee of the FAA acting within the scope of his or her employment, this hold harmless obligation will not apply and the provisions of the Federal Tort Claims Act, 28 U.S.C. § 2671, et seq., will control. The FAA assumes no liability for any losses arising out of any action or inaction by the Sponsor, its employees, or contractors, or any third party acting on its behalf. In no event will the FAA be liable for claims for consequential, punitive, special and incidental damages, claims for lost profits, or other indirect damages.

ARTICLE 18. Civil Rights Act

The Sponsor will comply with Title VI of the Civil Rights Act of 1964 relating to nondiscrimination in federally assisted programs.

ARTICLE 19. Protection of Information

The parties agree that they will take appropriate measures to identify and protect proprietary, privileged, or otherwise confidential information that may come into their possession as a result of this Agreement.

ARTICLE 20. Security [RESERVED]

ARTICLE 21. Entire Agreement

This document is the entire Agreement of the parties, who accept the terms of this Agreement as shown by their signatures below. In the event the parties duly execute any

modification to this Agreement, the terms of such modification will supersede the terms of this Agreement to the extent of any inconsistency. Each party acknowledges participation in the negotiations and drafting of this Agreement and any modifications thereto, and, accordingly that this Agreement will not be construed more stringently against one party than against the other. If this Agreement is not executed by the Sponsor within 100 calendar days after the FAA transmits it to the Sponsor, the terms contained and set forth in this Agreement shall be null and void.

AGREED:

**FEDERAL AVIATION
ADMINISTRATION**

CITY OF SUSANVILLE

SIGNATURE _____
NAME Avis Franklin
TITLE Contracting Officer
DATE _____

SIGNATURE _____
NAME Jared Hancock
TITLE City Administrator
DATE _____

Reviewed by: YCH City Administrator
 City Attorney

 X Motion Only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Heidi Whitlock, Assistant to the City Administrator

Action Date: April 5, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Authorization to waive fees for the Community Center for the Lassen County Chamber of Commerce 25th Annual Main Cruise Classic Car Show N' Shine Soap Box Derby event to be held on Saturday, June 24, 2017.

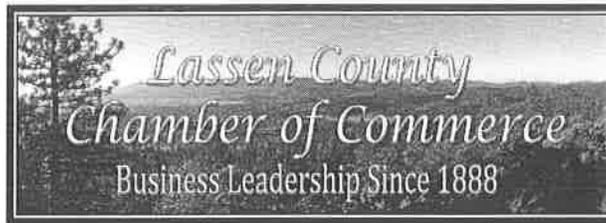
PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The Lassen County Chamber of Commerce (LCCC) requested, during the March 15, 2017 City Council meeting, street closures, permission to sell alcoholic beverages and to waive fees for Memorial Park and associated areas. The Council approved the request. However, during the meeting it was also stated that they will require the use of the Community Center during the Soap Box Derby event and have requested that the City waive fees for the use of the center.

FISCAL IMPACT: Unearned revenue in the amount of \$101.00

ACTION REQUESTED: Authorize City Administrator to waive park fees in the amount of \$100.00 for the use of the Community Center on June 24, 2017.

ATTACHMENTS: Chamber Letter of Request



PO Box 338 • 75 N Weatherlow • Susanville, CA 96130 • (530) 257-4323 • Fax: (530) 251-2561
www.lassencountychamber.org

March 17, 2017

Heidi Whitlock
Assistant to the City Administrator
66 N. Lassen Street
Susanville, CA 96130

Re: Sentioned All-American Soap Box Derby

The Chamber will be organizing a Soap Box Derby on Saturday, June 24, 2017, to be held on Nevada Street. We would like to request the use of the Community Center so that it can be used for the soap box derby headquarters. We request the use of the building from 7am to 5pm. The event is being held in conjunction with the 25th Anniversary Celebration event of the Main Cruise Classic Car Show that will be taking place in Memorial Park.

Thank you in advance for all your help to make this event a great success.
Should there be any question please feel free to contact me.

Sincerely,

Patricia Hagata
Executive Director

Reviewed by: JGH City Administrator
_____ City Attorney

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

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: April 5, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 17-5373**, Approving updated Ground Lease for both Private and Commercial Owners and establishing a Base Rate of \$0.38 cents per square foot annually.

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: City staff has consolidated the private and commercial airport ground leases into a single agreement. The lease was drafted, presented to the Airport Commission, and proposed changes have been incorporated. The Commission voted to recommend the lease language to the City Council for incorporation and requested that the new base rate be equal to the current private ground lease base rate of \$0.299077261 per square foot. The updated lease will apply to new leases and renewal rates for existing leases will remain unaffected.

FISCAL IMPACT: None.

ACTION

REQUESTED: Motion to approve Resolution No. 17-5373, Approving Single ground Lease for both Private and Commercial Owners and an Increase in the base Rate of 40.38 cents per square foot.

ATTACHMENTS: Resolution No. 17-5373
Updated Ground Lease

RESOLUTION NUMBER 17-5373
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING UPDATED GROUND LEASE FOR BOTH PRIVATE AND
COMMERICAL HANGAR OWNERS

WHEREAS, the City of Susanville has certain property on the Airport premises that are for lease to persons owning their own hangars thereon; and

WHEREAS, a survey was conducted by City staff which was presented to the Airport Commission on February 21, 2017 which provided current rates of similar sized airports; and

WHEREAS, the City Council approved the rate of \$0.38 cents per square foot annually, to increase annually by the CPI, West Region, for West City Classes B/C; and

WHEREAS, City staff has also combined the commercial and private leases into a single ground lease.

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

- 1) The City of Susanville does hereby set the ground lease base rate per square foot to \$0.38 for new lessors, subject annually to CPI, and that the rate become effective for current leases upon expiration of their present lease.
- 2) The City of Susanville approves an updated ground lease for new lessors.

Dated: April 5, 2017

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 17-5358 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 5th day of April, 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
City Attorney

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

THIS LEASE, made this _____ day of _____, 20____, 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 _____, address: _____, County of _____, State of _____, hereinafter referred to as "Lessee", on the following terms and conditions:

1. Lessor does 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 a Hangar Lot #____, hereinafter referred to as the "Leased Premises", located at the Susanville Municipal Airport and legally described as follows:

SEE EXHIBIT "A" ATTACHED HERETO

(a) Lessee 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 tortuous 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:

Kathie Garnier, 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"

Legal Description

EXHIBIT "B"

Airport Sponsors Assurances

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 Compatibility 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. ¹
- c. Federal Fair Labor Standards Act - 29 U.S.C. 201, et seq.
- d. Hatch Act - 5 U.S.C. 1501, et seq. ²
- e. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Title 42 U.S.C. 4601, et seq. ^{1 2}
- f. National Historic Preservation Act of 1966-Section 106-16 U.S.C. 470(f). ¹
- g. Archeological and Historic Preservation Act of 1974 - 16 U.S.C. 469 through 469c. ¹
- 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. ¹
- 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. ¹
- r. Power plant and Industrial Fuel Use Act of 1978 - Section 403 - 2 U.S.C. 8373. ¹
- s. Contract Work Hours and Safety Standards Act - 40 U.S.C. 327, et seq. ¹
- t. Copeland Anti kickback Act - 18 U.S.C. 874. ¹
- u. National Environmental Policy Act of 1969 - 42 U.S.C. 4321, et seq. ¹
- 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. ²
- x. Drug-Free Workplace Act of 1988 - 41 U.S.C. 702 through 706.

Executive Orders

- Executive Order 11246 - Equal Employment Opportunity¹
- 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 Construction¹
- 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. ¹
- 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. ¹
- 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). ¹

- g. 41 CFR Part 60 - Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and federally assisted contracting requirements).¹
- h. 49 CFR Part 18 - Uniform administrative requirements for grants and cooperative agreements to state and local governments.³
- 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.^{1 2}
- 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.¹
- 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.¹

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.

¹ These laws do not apply to airport planning sponsors.

² These laws do not apply to private sponsors.

³ 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 therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

- b. **Private Sponsor:** It has legal authority to apply for the grant and to finance and carry out the proposed project and comply with all terms, conditions, and assurances of this grant agreement. It shall designate an official representative, and shall in writing direct and authorize that person to file this application, including all understandings and assurances contained therein; to act in connection with the application; and to provide such additional information as may be required.
- 3. **Sponsor Fund Availability.** It has sufficient funds available for that portion of the project costs which are not to be paid by the United States. It has sufficient funds available to assure operation and maintenance of items funded under the grant agreement which it will own or control.
- 4. **Good Title.**
 - a. It, a public agency or the Federal government, holds good title, satisfactory to the Secretary, to the landing area of the airport or site thereof, or will give assurance satisfactory to the Secretary that good title will be acquired.
 - b. For noise compatibility program projects to be carried out on the property of the sponsor, it holds good title satisfactory to the Secretary to that portion of the property upon which Federal funds will be expended or will give assurance to the Secretary that good title will be obtained.
- 5. **Preserving Rights and Powers.**
 - a. It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in the grant agreement without the written approval of the Secretary, and will act promptly to acquire, extinguish or modify any outstanding rights or claims of right of others which would interfere with such performance by the sponsor. This shall be done in a manner acceptable to the Secretary.
 - b. It will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the property shown on Exhibit A to this application or, for a noise program implementation project, that portion of the property upon which Federal funds have been expended, for the duration of the terms, conditions, and assurances in the grant agreement without approval by the Secretary. If the transferee is found by the Secretary to be eligible under Title 49, United States Code, to assume the obligations of the grant agreement and to have the power, authority, and financial resources to carry out all such obligations, the sponsor shall insert in the contract or document transferring or disposing of the sponsor's interest, and make binding upon the transferee, all of the terms, conditions and assurances contained in this grant agreement.
 - 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:

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 with hold 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.⁶

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.

- (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:
- (1) The number of aircraft tie downs available at the airport;
 - (2) The number of aircraft based upon the airport;
 - (3) The number of hangars situated in and upon the airport;
 - (4) The number of gallons of aviation fuel sold at the airport during the preceding twelve (12) month period; and
 - (5) 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

- (a) 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.
- (b) 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

- (a) 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.
- (b) 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.

APPROVED: 
David W. Foster, Mayor

ATTEST: 
Mary A. Earlen, CMC/City Clerk

SECTION 3. This ordinance shall be in full force and effect upon the 31st 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.

The foregoing Ordinance was adopted at a regular adjourned meeting of the City Council of the City of Susanville held on the 19th 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: JA City Administrator
____ City Attorney

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

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: April 5, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Update on Hangar #28 at the Susanville Municipal Airport

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: City staff received a letter from the current owner of Hangar #28 stating his intent to sell and offered the City first right of refusal as required by his lease. Staff presented the offer to the City Council on March 15, 2017 and more information was requested on the hangar. Since that time, staff has determined that the hangar is 1,800 square feet, is large enough for one aircraft, is in good condition and would rent for approximately \$200-\$300 per month. Currently, no waiting list exists for hanger rentals.

FISCAL IMPACT: None.

ACTION REQUESTED: Direction to staff.

ATTACHMENTS: Official letter of Intent
Photo of Hangar #28

Date: February 28, 2017

City of Susanville
66 North Lassen St.
Susanville, Ca 96130

Re: Offer to sell Hangar 28

Dear City:

In accordance with paragraph 3 of the lease of space 28 at the Susanville Municipal Airport, I, F. Donald Sokol, hereby offer to sell to the City my Hangar #28 situated on said space #28, upon the same terms as that contained in the enclosed bona fide offer to buy said Hangar.

Thank-you for considering the within offer to sell.

Yours very truly,

A handwritten signature in cursive script that reads "F. Donald Sokol". The signature is written in dark ink and is positioned above the typed name.

F. Donald Sokol

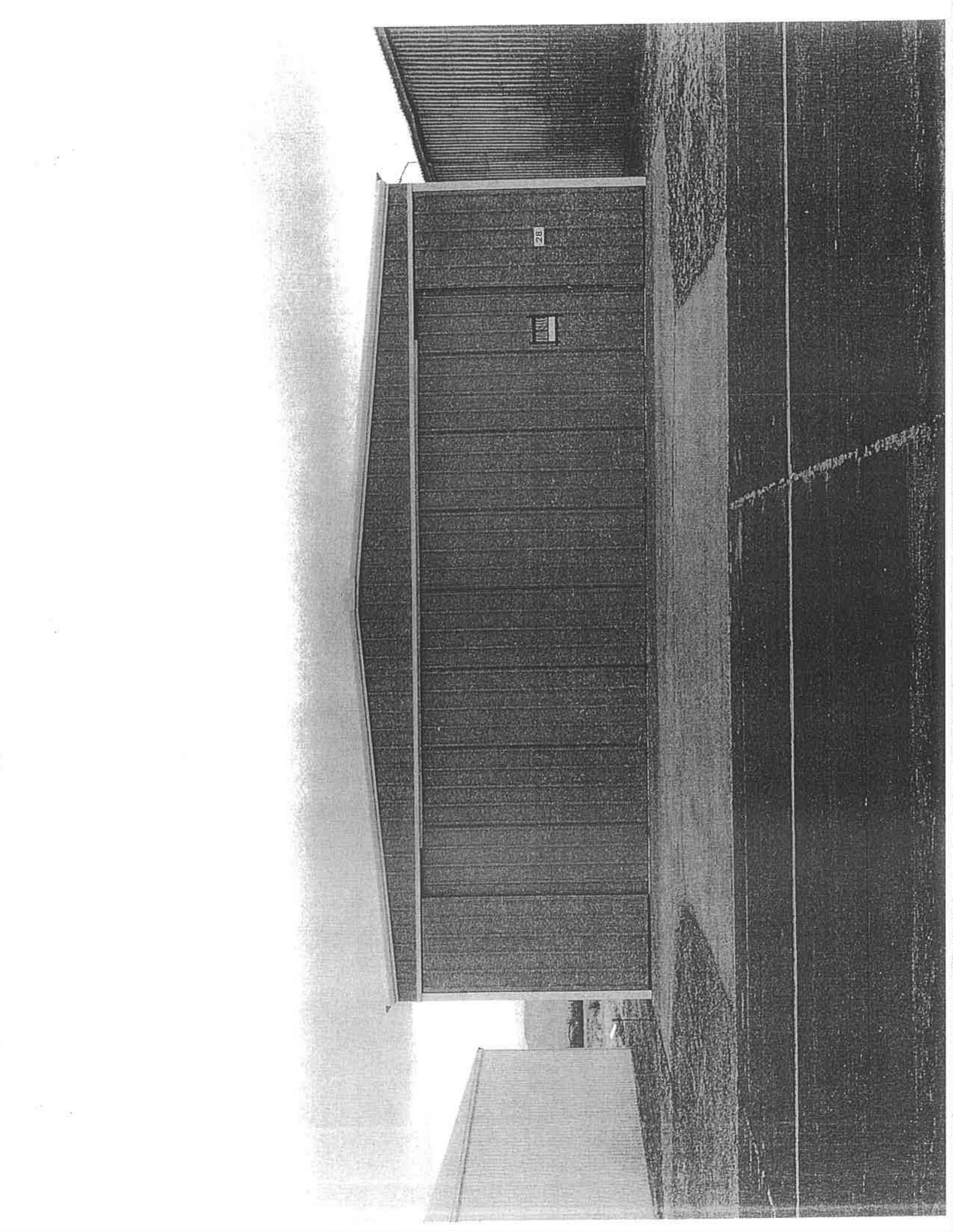
OFFER TO PURCHASE HANGER #28

The undersigned Dale Miller, hereinafter referred to as BUYER hereby offers to purchase from F. Donald Sokol, hereafter referred to as SELLER, Hanger #28, situated on the Susanville Municipal Airport on space #28. The purchase price is \$35,000.00, payable \$5000,00 on the date of this offer, the receipt of which is hereby acknowledged by SELLER, and the balance of \$30,000 payable in equal monthly installments on the first day of each month until the 36th month, the unpaid balance bearing interest at the rate of 6% per annum, the monthly installments including interest being in the sum of \$333.06 After the 36th monthly payment, the entire unpaid balance of \$23,449.75 shall be due and payable within 30 days.

Dated: February 28, 20017



DALE MILLER



28

Reviewed by: JH City Administrator
_____ City Attorney

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

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: April 5, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Police Canine Unit Report

PRESENTED BY: John King, Police Chief

SUMMARY: The Police Department provided an introduction and proposal to the City Council at the January 4, 2017 meeting regarding the establishment of a police canine program. The purpose of a police canine program is to support daily functions of police operations in service to the community, and staff was directed to continue with identifying start-up and program maintenance costs for one canine team. An updated cost breakdown including available funds and existing assets has been provided for review by the City Council. Program costs are also included in the mid-year budget discussion.

FISCAL IMPACT: 1 Unit: Startup cost \$29,175; annual cost \$26,400
2 Units: Startup cost \$58,350; annual cost \$52,800

ACTION REQUESTED: Discuss and provide direction to staff.

ATTACHMENTS: Updated program proposal

City of Susanville

POLICE DEPARTMENT

John R. King, Chief of Police
Pride in Service—Service with Pride

To: Jared Hancock, City Administrator

From: John King, Chief of Police

Date: March 6, 2017

Re: Susanville Police Department Canine Program

Below is a revised breakdown of estimated start-up costs and program maintenance costs for one canine team. Also included are available funding sources and current assets.

- Purchase of Dogs
 - \$8,000 - \$10,000 per dog (may be less with agreed purchase of two)
 - 2 year old
 - Working life 7 – 9 years

- Initial Handler Training
 - \$4,500 per handler + Per Diem rate for the area.
 - Approximate five week course starting July 31, 2017
 - \$14,400 Backfill expense for handler absence.
 - Possible to fill at no cost if training during summer months. Filled with SRO.
 - Per Diem rate \$91.00 x 25 days = \$2275

- Equipment
 - Kennel
 - Donated
 - Installed at officers residence, including concrete slab
 - Misc leashes, collars, feed bowls, etc
 - Majority donated by Treats
 - Vehicle
 - Current asset
 - Donated by Galt Police Department
 - Minimal cost to paint doors and apply Susanville logo

- Dog Food
 - Donated by Treats. Unlimited monthly amounts, consistent with Sheriff K9

Business Office (530)257-5603 Dispatch (530)257-2171 FAX (530)257-7366
1801 Main Street, Susanville California 96130-3904

benefit

- Veterinary Services
 - 40% - 100% discounted services. This service is already in place to serve LCSO Canines through Thompson Peak Veterinarian.
 - Several veterinarians have agreed to provide discounted or free services
 - K9 foundation assumes remainder of bill consistent with LCSO Canine program

- Continuous Training
 - \$300 monthly for a professional trainer (recommended)
 - Teams train twice monthly with trainer and other teams
 - Teams train together on bi-weekly basis, typically two 8 hour training days at various locations within the region
 - Approximately \$1600.00 per month overtime cost for training or backfill.

- Handler Compensation
 - Average cost \$300 per team per month
 - Agreed upon in Associations MOU
 - Required under FLSA

Item	Frequency	K9-1	K9-2	Total	Funding Source
Purchase of dogs	One time	\$8,000-\$10,000	\$8,000-\$10,000	\$16,000-\$20,000	Donations
Initial handler training	One time	\$4,500 *See SRO notes*	\$4,500	\$9,000	Donations
Kennel	One time	\$0.00	\$0.00	\$0.00	Donated by Ofc. Hoover
Vehicle	One time	Shared	Shared	\$0.00	Donated by Galt Police Dept.
Misc Equip	One time	Shared	Shared	\$0.00	Donated by Treats
Food	Monthly	Shared	Shared	\$0.00	Donated by Treats
* Training	Monthly	\$1600.00	\$1600.00	\$3,200	Training fund
Veterinary Service	Annual	Shared	Shared	40%-100% Discounted	Donations/Police Budget
FLSA Handler Compensation	Monthly	\$300	\$300	\$600 Average (negotiable)	Police Salary
Current Donations Received				\$10,000	

Cost Summary

Start-up costs

• Dog Purchase	\$8,000-\$10,000*
• Handler Training	\$4,500
• Per Diem	\$2275
• Back fill for training	\$14,400 **
Total	\$29,175.00

*Staff is continuing to look for opportunities to have an appropriate K-9 donated or provided at a reduced price

**If the handler training occurs during summer months, the SRO can be used to fill the schedule for the officer in K9 training. This will completely offset the \$14400.00 expense for backfill on the 5 week training deployment. This adjusted total for start-up cost would reduce to \$14,775

There has been a total of \$10,000.00 donated for the program thus far. The donated funds can further reduce the purchase and training costs. The donations could further reduce the expense to a range between \$2,775.00 and \$4,775.00 depending on the price of the canine.

Maintenance costs

• Professional trainer	\$3600.00
• Handler compensation/MOU	\$3600.00
• Training backfill	\$19,200.00*

*Most canine training organizations will require that handler and canine attend 16 hours of training monthly in order to maintain their certifications. The 16 hours are typically divided into two 8 hour training blocks. These training sessions are typically conducted at controlled facilities in the Redding/Chico area, which requires the handler to travel a significant distance to the training.

Regardless of if the handler attends the training on his day off or regularly scheduled workday, there will be a backfill expense. The expense will be either compensating the handler for travel time 2-two hour round trips plus 8 hours of training, for a total of 12 hours twice a month. The alternative is that the handler attend on a regular work day, in which case a backfill officer will be used to fill that absence and meet minimum staffing requirements.

Medical, food and other expenses may occur at irregular intervals with an up-front cost. Most predictable expenses will be funded by the Lassen County Canine Foundation, at no cost to the city

Reviewed by: JGH City Administrator
 City Attorney

 X Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: April 5, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Traffic Unit

PRESENTED BY: John King, Police Chief

SUMMARY: The City of Susanville's Police Chief has identified an opportunity to create a highly visible traffic enforcement presence within the City. Chief King has also identified the sources to implement a traffic unit with minimal costs as he has found both motor officer training and training motorcycle at little to no cost. Initial costs include staff time coverage while training occurs, motor officer equipment (helmet, gloves, glasses etc...) and hotel and fuel costs. Annual costs include officer compensation per the MOU incentives and minimal vehicle maintenance costs.

FISCAL IMPACT: Initial costs of approximately \$4,182 to \$4,320 and less than \$1,000 annually.

ACTION REQUESTED: Discuss and provide direction to staff.

ATTACHMENTS: Traffic Unit Proposal

City of Susanville

POLICE DEPARTMENT

John King, Chief of Police

Pride in Service—Service with Pride

To: Jared Hancock, City Administrator

From: John King, Chief of Police

Date: March 14, 2017

Re: Traffic Officer

I believe that the City of Susanville has a definite need for a highly visible traffic enforcement presence. The following is a presentation for the development of a traffic enforcement officer. The estimated cost for expenses, deployment and ultimate effectiveness will be explained.

Developmental need

The roll of a traffic officer is very diverse. Not only do they present a visible presence in the community which helps make traffic flow more safely, they participate in many outside agency support roles. Motor officers all operate under a certain understanding of etiquette, which each officer should develop while in basic motor training. Absent this etiquette, an untrained officer presents a hazard to other motor officers as well as themselves by not understanding these basic motor officer concepts. It is therefore imperative that an officer attend basic motor training, in order to learn how to function along with other motor officers safely at VIP details, funerals or other high profile traffic functions.

It is strongly recommended that new motor officers receive a minimum of 40 hours of pre-training, prior to attending the basic motor officer course. Without this training, officers will begin training behind the learning curve of the other students and are highly likely to be dropped from the course. In addition, an untrained officer is also a safety risk to other officers as the likelihood that they will crash themselves or into other riders is highly likely.

Expenses

Currently the Alameda Sheriff Regional Training Center provides the 80 hour basic motor officer course free of charge. The use of a training motorcycle is provided by the course also free of charge. It is recommended although not required that an officer use their agency provided motorcycle for the second week, which this agency already possesses.

An attending Officer from this agency will have their schedule adjusted to accommodate their basic motor training schedule. There will be a backfill expense for an officer to cover the training officer's absence. There will be minimal backfill expenses for the pre-training period used to prepare the officer for basic motor school. The training officer is available at no expense.

Itemized Expenses

40 hour pre-training _____	\$1800 backfill for training time or less
40 hour pre-training instructor _____	\$0.
Pre-training motorcycle _____	\$0. Borrowed from allied agency
80 hour basic motor course _____	\$0. Alameda Sheriff is free of tuition charges
Motor officer equipment _____	\$300-500 (Approximate DOT helmet, gloves and glasses etc.). From Traffic Safety Fund
Regional hotel _____	\$1932.00 approximately (per diem currently \$161.00)
Fuel for Alameda training motorcycle _____	\$0. Included with course enrollment
Fuel for department vehicle _____	\$150.00 approximate for 1 trip to and from Alameda
Agency owned Motorcycle _____	\$0. Already in possession

Cost Analysis

Starting Costs

Training	\$3732.00 approximate
Equipment	\$300-500
Fuel and Travel	\$150-250
Totals	\$4,182.00 – 4532.00 range

Maintenance costs

Vehicle maintenance	\$ Minimal impact
Fuel	This is a cost savings as motorcycles are more efficient than cars
Equipment	Minimal. Most equipment has 5+ year service life.
Officer compensation	\$300 monthly per MOU incentives approximate
Totals	Estimate less than \$1000 annual expense, barring major mechanical failure.

Summary

The largest expenses in training and deploying a motorcycle officer are typically in the form of compensation. In this circumstance there is a great deal of this expense that can be avoided. The training knowledge is already staffed and will incur no expense. The officer in training can have some of his schedule worked so that he trains on duty, thereby minimizing the overtime expense for compensation.

While the training officer is at school, their schedule will be adjusted for that time period, allowing for no overtime accrual for that officer. There will be overtime compensation

for officers to fill the vacated shifts for that 2 week period. Depending on the schedule this will be in the 80 hour range for 2 weeks.

The cost of the hotel is at the government rate. It is not practical for the officer to return to Susanville for the Saturday and Sunday break. Doing so would incur more traveling expenses. The training officer will travel with the department owned motorcycle and keep it secured at the Alameda training facility until such time as they are allowed to ride it for training.

The use of a pre-training motorcycle will come at no additional expense, other than to repair any damage incurred while training. The pre-training motorcycle will be borrowed and returned to an allied agency. The equipment that a motorcycle officer will need i.e. helmet, glasses, gloves etc. fall under the limitations of the traffic safety fund.

Deployment and Application

The deployment of the trained motorcycle officer will also come at no additional expense to the city. The motorcycle officer will work portions of his regular shift on the motorcycle. The officer may also be deployed in events where officers would already be deployed, with the added free benefit of a motorcycle officer. An example is for traffic control at a fair or other organized event.

The opportunity is present to develop a skill and deploy that skill in such a manner that will greatly impact the safety of our streets. I suggest we strongly consider this investment and all of the factors. Rarely is there an opportunity to deploy this type of capability, coupled with the available cost savings we currently have in front of us.

Reviewed by: JGH City Administrator
____ City Attorney

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

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: April 5, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Golf Course Update

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: As spring gets in full swing, repairs are still ongoing from our winter storms and floods. The course has been open to walking players for a couple of weeks with March 31st as the projected opening day for carts. Staff have been hired, or brought back for another season, and maintenance equipment has been receiving service during the off season.

Significant damage to maintenance roads and cart paths will require ongoing reconstruction. Materials and equipment are on site and repairs are underway. Some areas are still too wet to allow large equipment without causing excessive damage. The Pro-shop has been stocked with a good selection of supplies and apparel and is ready for a busy season.

After some recent recruitment efforts were unsuccessful, the City is actively promoting and soliciting interested parties to operate the Diamond Mountain Bar & Grill.

FISCAL IMPACT: None.

ACTION REQUESTED: Information only.

ATTACHMENTS: None.

Reviewed by: DA City Administrator
 City Attorney

 Motion only
 Public Hearing
 Resolution
 Ordinance
 X Information

Submitted by: Dan Newton, Public Works Director

Action Date: April 5, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Public Works Quarterly Departmental Report

PRESENTED BY: Dan Newton, Public Works Director

ANALYSIS: Staff will provide an update of the operations and projects of the Public Works Department, including the Administration/Engineering, Streets, Natural Gas, and Water/Geothermal Department Divisions.

FISCAL IMPACT: None

ACTION REQUESTED: Information Only

ATTACHMENTS: None.