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

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

Susanville City Council
Regular Meeting ♦ City Council Chambers
February 5, 2020 – 6:00 p.m.

Call meeting to order

Roll call of Councilmembers present

Next Resolution No. 20-5752

Next Ordinance No. 20-1022

- 5 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 LEGAL COUNSEL – existing litigation pursuant to Government Code Section §54956.9(d)(1):
1. Case number 61824, 61839 Matthew Wood, Michael Bollinger vs. Susanville City Council, City of Susanville
- B CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code Section §54956.8
- Property: APN: 103-294-13 and APN 103-294-12
- Agency Negotiator: Michael Wilson, City Administrator
- Negotiating Parties: Jason D. Colbert
- Under Negotiation: Price/Conditions/Terms of Sale
- 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: Dan Newton*
 - *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 Receive and file Financial Reports: December 2019
- B Approve **Resolution No. 20-5748** approving Ground Lease Agreement for Hangar #18 at Susanville Municipal Airport
- C Approve **Resolution No. 20-5749** authorizing certification of Army Materiel Status for GPF M1917/18 Series Gun at Memorial Park
- D Approve **Resolution No. 20-5750** authorizing annual certification of Army Materiel Status for UH-1 Huey Helicopter and AH-1 Cobra Helicopter at Susanville Municipal Airport
- E Approve **Resolution No. 20-5751** authorizing Loan Agreement between National Museum of the US Air Force for the Phantom Jet F-4C on static display at the Susanville Municipal Airport

7 **PUBLIC HEARINGS:**

- A Consider **Ordinance No. 20-1021** adopting by reference various 2019 Building Codes and Appendices: Waive first reading and introduce

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

9 **NEW BUSINESS:**

- A Consider approval of vendor warrants numbered 205852 through 205996 for a total of \$750,135.95 including \$283,694.38 in payroll warrants
- B Consider authorizing the creation of a full-time Youth Services Officer and job description, Full-time/Interim, 36-month Grant Funded
- C Consider authorizing Susan River Clean Up day by City Staff on February 6, 2020

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

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

12 **CONTINUING BUSINESS:**

- A Consider Request joint meeting request from Lassen County regarding Homelessness issue

13 **CITY ADMINISTRATOR'S REPORTS:** No business.

14 **COUNCIL ITEMS:**

- A AB1234 travel reports:

15 **ADJOURNMENT:**

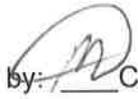
- *The next regular meeting of the Susanville City Council will be held on February 19, 2020 at 6:00 p.m.*

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

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

I, Gwenna MacDonald, certify that I caused to be posted notice of the regular meeting scheduled for February 5, 2020 in the areas designated on January 31, 2020.


Gwenna MacDonald, City Clerk

Reviewed by:  City Administrator

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

Submitted By: Deborah Savage, Finance Manager

Action Date: February 5, 2020

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 December 2019.

FISCAL IMPACT: None

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

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

POOLED CASH & INVESTMENTS

December 31, 2019

POOLED CASH FUND	
Tri-Counties - Checking	428,339
LAIF	13,152,606
Total Cash & Investments	<u>13,580,945</u>

Pooled Cash Allocation:

General	(422,747)
Public Safety Police	(10,136)
Public Safety Fire	(19,992)
General Fund Reserves	1,692,276
General Fund Restricted	153,951
Special Revenue	185,736
Capital Projects	13,848
Debt Service	296,148
Enterprise	
Airport	8,647
Airport CIP	39,190
Geothermal	280,319
Golf Course	(63,815)
Natural Gas	6,251,672
Water	4,135,861
Internal Service	556,762
Trust & Agency	483,223
Total Cash & Inv. Allocations	<u>13,580,945</u>

CASH WITH FISCAL AGENTS

December 31, 2019

General	
Special Revenue	
Capital Projects	
Debt Service	0
Enterprise	418
Internal Service	
Trust & Agency	
Total Cash with Fiscal Agents	<u>418</u>
 GRAND TOTAL	 <u>13,581,363</u>

CITY OF SUSANVILLE
 COMBINED CASH AND INVESTMENTS
 DECEMBER 31, 2019

COMBINED ACCOUNTS

9999-1011-002	TRI COUNTIES BANK	428,338.80
9999-1030-001	LAIF	13,152,606.02
		13,580,944.82
	TOTAL COMBINED CASH AND INVESTMENTS	13,580,944.82
9999-1000-000	CLAIM ON CASH	(13,580,944.82)
		.00

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

1001	ALLOCATION TO GF-DEPOSITS PAYABLE	16,451.66
1002	ALLOCATION TO GF-ECONOMIC DEVELOPMENT	3,621.10
1003	ALLOCATION TO FLOOD/EMERGENCY DECLARATIONS	114,558.46
1004	ALLOCATION TO GF-PANCERA	19,320.02
1005	ALLOCATION TO GF-RESERVE ACCOUNT	1,394,275.38
1006	ALLOCATION TO POLICE FACILITIES & EQUIP FUND	81,295.24
1007	ALLOCATION TO FIRE FACILITIES & EQUIP FUND	151,745.55
1008	ALLOCATION TO ADMIN SVCS FACILITIES & EQUIP	64,960.20
2002	ALLOCATION TO STATE COPS	39,051.36
2005	ALLOCATION TO ROAD MAINT AND REHAB SB-1	560,225.40
2006	ALLOCATION TO SNOW REMOVAL	384.69
2007	ALLOCATION TO STREETS & HIGHWAYS	(1,206,641.76)
2008	ALLOCATION TO TOBACCO GRANT	(94,942.97)
2010	ALLOCATION TO STREET MITIGATION	58,774.11
2011	ALLOCATION TO POLICE MITIGATION	31,975.32
2012	ALLOCATION TO FIRE MITIGATION	121,667.61
2013	ALLOCATION TO PARK DEDICATION FUND	155,414.23
2016	ALLOCATION TO CDBG REVOLVING LOAN FUND	101.64
2018	ALLOCATION TO HOME REVOLVING FUND	466,814.28
2030	ALLOCATION TO TRAFFIC SAFETY	58,890.35
2035	ALLOCATION TO TRAFFIC SIGNALS FUND	84,214.43
2037	ALLOCATION TO SKYLINE BICYCLE LANE	10,214.84
2040	ALLOCATION TO CDBG RIVERSIDE GRANT REHAB	(100,407.32)
4003	ALLOCATION TO CITY HALL	50,824.33
4004	ALLOCATION TO 2013 CALPERS REFUNDING LOAN	279,200.41
4005	ALLOCATION TO COMMUNITY POOL DEBT SERVICE	(33,876.63)
7111	ALLOCATION TO WATER RATE STABILIZATION FUND	858,600.00
7114	ALLOCATION TO WATER CAPITAL IMPROVEMENTS	824,829.42
7202	ALLOCATION TO AIRPORT CIP FUND	39,189.78
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND	1,807,075.00
7610	ALLOCATION TO OPEB	4,543.46
7630	ALLOCATION TO RISK MANAGEMENT FUND	352,214.23
7650	ALLOCATION TO PAYROLL	108,888.04
8402	ALLOCATION TO LAFCO	62,787.96
8403	ALLOCATION TO SEC 125 & AFLAC	5,114.08
8404	ALLOCATION TO AIR POLLUTION	148,640.26
8405	ALLOCATION TO AIR POLLUTION-CARL MOYER	228,832.23
8406	ALLOCATION TO REGIONAL WATER MANAGEMENT GROU	(66,792.68)
8407	ALLOCATION TO AIR POLLUTION- CCI REDUCTION	104,641.45

CITY OF SUSANVILLE
 COMBINED CASH AND INVESTMENTS
 DECEMBER 31, 2019

ALLOCATIONS TO RESTRICTED FUNDS	6,806,675.16
<u>UNRESTRICTED FUNDS</u>	
1000 ALLOCATION TO GENERAL FUND	(422,747.37)
1009 ALLOCATION TO PUBLIC SAFETY POLICE	(10,135.97)
1010 ALLOCATION TO PUBLIC SAFETY FIRE	(19,991.69)
3015 ALLOCATION TO CITY HALL PARKING LOT PROJECT	13,847.97
7110 ALLOCATION TO WATER SYSTEM	2,411,769.47
7112 ALLOCATION TO JOHNSTONVILLE WATER SYSTEM	40,662.33
7201 ALLOCATION TO AIRPORT	8,647.22
7301 ALLOCATION TO GEOTHERMAL UTILITY	280,318.67
7401 ALLOCATION TO NATURAL GAS	4,444,597.42
7530 ALLOCATION TO GOLF COURSE	(63,814.62)
7620 ALLOCATION TO PW ADMIN & ENGINEERING FUND	91,116.23
ALLOCATIONS TO UNRESTRICTED FUNDS	6,774,269.66
TOTAL ALLOCATIONS TO OTHER FUNDS	13,580,944.82
ALLOCATION FROM COMBINED CASH FUND - 9999-1000-000	(13,580,944.82)
ZERO PROOF IF ALLOCATIONS BALANCE	.00

TRI-COUNTIES BANK

		\$581,505.32	
12/2/2019		\$57,147.65	\$638,652.97
12/2/2019		\$17,782.59	\$656,435.56
12/3/2019	-\$113,487.72		\$542,947.84
12/3/2019	-\$331.09		\$542,616.75
12/3/2019	-\$32,596.95		\$510,019.80
12/3/2019	-\$5,575.33		\$504,444.47
12/3/2019	-\$5,890.02		\$498,554.45
12/3/2019	-\$1,641.18		\$496,913.27
12/3/2019	-\$31,999.39		\$464,913.88
12/3/2019	-\$4,325.46		\$460,588.42
12/3/2019		\$19,874.91	\$480,463.33
12/3/2019		\$13,697.92	\$494,161.25
12/4/2019		\$42,294.55	\$536,455.80
12/4/2019		\$5,825.03	\$542,280.83
12/4/2019	-\$71,962.97		\$470,317.86
12/4/2019	-\$16,128.06		\$454,189.80
12/4/2019	-\$2,367.02		\$451,822.78
12/4/2019	-\$862.58		\$450,960.20
12/4/2019	-\$7,317.08		\$443,643.12
12/5/2019		\$39,947.83	\$483,590.95
12/5/2019		\$1,302.18	\$484,893.13
12/5/2019		\$2,656.75	\$487,549.88
12/5/2019		\$2,309.36	\$489,859.24
12/5/2019		\$800,000.00	\$1,289,859.24
12/5/2019		\$781.38	\$1,290,640.62
12/5/2019	-\$875,948.66		\$414,691.96
12/5/2019		\$18,311.38	\$433,003.34
12/5/2019		\$10,596.69	\$443,600.03
12/6/2019		\$29,832.92	\$473,432.95
12/6/2019		\$10,626.38	\$484,059.33
12/9/2019		\$90,795.19	\$574,854.52
12/9/2019		\$8,879.61	\$583,734.13
12/10/2019	-\$181,830.27		\$401,903.86
12/10/2019	-\$13.36		\$401,890.50
12/10/2019	-\$124.14		\$401,766.36
12/10/2019	-\$62.00		\$401,704.36
12/10/2019	-\$43,201.96		\$358,502.40
12/10/2019	-\$7,292.06		\$351,210.34
12/10/2019	-\$174.36		\$351,035.98
12/10/2019	-\$1,721.37		\$349,314.61
12/10/2019		\$3.00	\$349,317.61
12/10/2019		\$31,705.79	\$381,023.40
12/10/2019		\$1,058.14	\$382,081.54
12/10/2019		\$952.92	\$383,034.46
12/10/2019		\$48.68	\$383,083.14
12/10/2019	-\$185.78		\$382,897.36
12/10/2019		\$9,121.45	\$392,018.81
12/10/2019		\$4,433.03	\$396,451.84
12/10/2019	-\$11,993.28		\$384,458.56
12/11/2019		\$41,021.24	\$425,479.80
12/11/2019		\$5,519.61	\$430,999.41
12/11/2019	-\$593.49		\$430,405.92
12/12/2019	-\$34,103.80		\$396,302.12
12/12/2019		\$10,996.10	\$407,298.22

TRI-COUNTIES BANK

12/12/2019		\$4,728.75	\$412,026.97
12/13/2019	-\$428.38		\$411,598.59
12/13/2019		\$11,416.24	\$423,014.83
12/13/2019		\$7,097.15	\$430,111.98
12/16/2019	-\$156.93		\$429,955.05
12/16/2019		\$29,355.08	\$459,310.13
12/16/2019		\$6,345.00	\$465,655.13
12/17/2019	-\$118,988.80		\$346,666.33
12/17/2019	-\$746.03		\$345,920.30
12/17/2019	-\$34,471.02		\$311,449.28
12/17/2019	-\$5,057.84		\$306,391.44
12/17/2019	-\$1,477.86		\$304,913.58
12/17/2019	-\$31,071.14		\$273,842.44
12/17/2019	-\$77,440.00		\$196,402.44
12/17/2019	-\$1,184.45		\$195,217.99
12/17/2019	-\$321.00		\$194,896.99
12/17/2019	-\$505.50		\$194,391.49
12/17/2019	-\$9,852.46		\$184,539.03
12/17/2019		\$28,300.81	\$212,839.84
12/17/2019		\$6,094.75	\$218,934.59
12/18/2019	-\$1,195.50		\$217,739.09
12/18/2019		\$9,785.80	\$227,524.89
12/18/2019		\$5,588.90	\$233,113.79
12/19/2019		\$508.33	\$233,622.12
12/19/2019		\$1,565.02	\$235,187.14
12/19/2019		\$10.00	\$235,197.14
12/19/2019		\$570.65	\$235,767.79
12/19/2019		\$4,989.83	\$240,757.62
12/19/2019		\$1,002.73	\$241,760.35
12/19/2019		\$668.40	\$242,428.75
12/19/2019		\$623.46	\$243,052.21
12/19/2019	-\$410.07		\$242,642.14
12/19/2019	-\$57.80		\$242,584.34
12/19/2019	-\$105.00		\$242,479.34
12/19/2019	-\$15.00		\$242,464.34
12/19/2019	-\$162.87		\$242,301.47
12/19/2019	-\$10.00		\$242,291.47
12/19/2019	-\$159,102.75		\$83,188.72
12/19/2019		\$11,484.98	\$94,673.70
12/19/2019		\$5,442.59	\$100,116.29
12/19/2019		\$240,000.00	\$340,116.29
12/20/2019	-\$4,246.82		\$335,869.47
12/20/2019		\$20,637.04	\$356,506.51
12/20/2019		\$7,670.49	\$364,177.00
12/23/2019		\$148,999.62	\$513,176.62
12/23/2019		\$5,274.37	\$518,450.99
12/26/2019		\$25,285.68	\$543,736.67
12/26/2019		\$614.98	\$544,351.65
12/26/2019		\$687.93	\$545,039.58
12/26/2019		\$434.95	\$545,474.53
12/26/2019		\$2,073.65	\$547,548.18
12/26/2019		\$110,487.30	\$658,035.48
12/26/2019	-\$81,181.50		\$576,853.98
12/26/2019	-\$10.00		\$576,843.98
12/26/2019	-\$2.85		\$576,841.13

TRI-COUNTIES BANK

12/26/2019	-\$240,756.25		\$336,084.88
12/26/2019	-\$45.77		\$336,039.11
12/26/2019		\$10.00	\$336,049.11
12/26/2019	-\$12.70		\$336,036.41
12/26/2019		\$24,811.22	\$360,847.63
12/26/2019		\$8,193.54	\$369,041.17
12/27/2019		\$2,460.90	\$371,502.07
12/27/2019		\$24,551.94	\$396,054.01
12/27/2019		\$4,113.21	\$400,167.22
12/27/2019		\$7,916.29	\$408,083.51
12/30/2019	-\$810.86		\$407,272.65
12/30/2019		\$645.65	\$407,918.30
12/30/2019		\$859.70	\$408,778.00
12/30/2019		\$1,938.20	\$410,716.20
12/30/2019		\$31,711.98	\$442,428.18
12/30/2019		\$58,386.13	\$500,814.31
12/30/2019		\$8,622.74	\$509,437.05
12/30/2019	-\$38,933.54		\$470,503.51
12/30/2019	-\$4,558.04		\$465,945.47
12/30/2019	-\$1,425.46		\$464,520.01
12/30/2019	-\$31,855.76		\$432,664.25
12/30/2019	-\$4,325.45		\$428,338.80

s:/Debi/fund Balances Report

		Audited	YTD	YTD	Unaudited
		6/30/19	Revenue	Expenditures	December
Fund #	Fund Title	Fund Balance			Fund Balance
					12/31/19
100X	General Fund	3,814,413	3,349,126	5,592,429	1,571,110
2002	State COPS	80,821	556	42,326	39,051
2005	Road Maintenance & Rehab SB-1	440,359	147,749		588,108
2006	Snow Removal	17,463	105	17,851	(283)
2007	Streets	(101,387)	790,751	1,914,662	(1,225,298)
2008	DOJ Tobacco Grant	(44,774)	93,280	54,845	(6,339)
2010	Street Mitigation	52,986	5,788		58,774
2011	Police Mitigation	49,927	9,712	27,662	31,977
2012	Fire Mitigation	114,337	7,331		121,668
2013	Park Dedication	157,545	3,564	5,681	155,428
2016	State Comm. Dev. Rev.FD	864,971	(900)	10,424	853,648
2018	Home Revolving Fund	754,638	4,089	4,385	754,342
2030	Traffic Safety	57,198	1,694		58,893
2035	Traffic Signals Fund	83,033	1,219		84,251
2037	Skyline Bicycle Lane	9,476	740		10,216
2040	CDBG Riverside Drive Project	292,460	384,159	777,026	(100,407)
3015	City Hall Parking Lot	13,848			13,848
4003	City Hall Debt Service	52,245	68,988	70,408	50,825
4004	2013 CalPERS Refunding Loan	259,230	260,727	240,756	279,200
4005	Community Pool Debt Service	1,675	50,346	85,898	(33,877)
711X	Water Funds	4,267,499	3,847,869	3,725,187	4,390,181
720X	Airport	2,051,035	82,262	142,079	1,991,218
7301	Geothermal	565,445	51,196	56,824	559,817
740X	Natural Gas	1,267,259	1,633,062	2,488,423	411,898
7530	Golf Course	2,367,796	118,154	178,468	2,307,481
7620	PW Admin/Engineering	82,543	99,123	130,024	51,642
7630	Risk Management	460,602	380,742	478,556	362,787
8402	LAFCO	37,718	56,167	25,018	68,867
8404	Air Pollution	160,208	322,652	327,908	154,952
8405	Air Pollution - Carl Moyer	121,199	241,913	134,280	228,832
8406	IRWM - Management Group	(19,512)		20,785	(40,297)
8407	CCI Woodsmoke Reduction	3,868	102,274	100,774	5,368
TOTALS		18,336,120	12,114,438	16,652,679	13,797,880

Reviewed by:  City Administrator

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

Submitted By: Heidi Whitlock, Assistant to the City Administrator

Action Date: February 5, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 20-5748** terminating Airport Hangar Ground Lease Agreement, Lot #18 with Ken McKormick and authorizing execution of an Airport Hangar Ground Lease Agreement for Hangar #18 with Kurtis Brandt.

PRESENTED BY: Mike Wilson, City Administrator

SUMMARY: On December 20, 2019 the City Council was presented with the option of purchasing Hangar #18, owned by Ken McKormick, for the amount of \$35,000.00. City Council declined the purchase of the hangar. On January 5, 2020, Kurtis Brandt took possession of the Hangar and are now required to execute a new Airport Hangar Ground Lease Agreement for Hangar #18.

FISCAL IMPACT: Annual revenue of \$638.40 the first year with a rate increase every year based on the CPI.

ACTION

REQUESTED: Motion approving Resolution No. 20-5748 terminating Airport Hangar Ground Lease Agreement, Lot #18 with Ken McKormick and authorizing execution of an Airport Hangar Land Lease Agreement, Lot #18 with Kurtis Brandt.

ATTACHMENTS: Resolution No. 20-5748
Airport Hangar Ground Lease Agreement Hangar Owned by Lessee, Lot #18 executed by Kurtis Brandt.

RESOLUTION NUMBER 20-5748
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
TERMINATING AIRPORT HANGAR LAND LEASE AGREEMENT, LOT #18 WITH
KEN McCORMICK AND AUTHORIZING MAYOR TO EXECUTE AN AIRPORT
HANGAR GROUND LEASE AGREEMENT, LOT #18 WITH KURTIS BRANDT

WHEREAS, Page 2, Paragraph 3 of the Airport hangar Land Lease Agreement, Lot #18 requires the Lessee to first submit an offer in writing to the City to sell said Leased Premises and improvements to the City for the same amount as any bona fide offer received by Lessee or for the fair market value, as the case may be; and

WHEREAS, in December 2019, Ken McCormick offered to sell his interest in the hangar on Lot #18 to the City for \$35,000.00; and

WHEREAS, at its December 18, 2019 meeting, the City Council of the City of Susanville rejected purchase of the hangar on Lot #18 owned by Ken McCormick, and

WHEREAS, on December 20, 2019, Ken McCormick sold his interest in the hangar on Lot #18 to Kurtis Brandt for \$35,000.00; and

WHEREAS, the Airport Hangar Land Lease Agreement, Lot #18 held by Ken McCormick needs to be terminated and a new Airport Hangar Ground Lease Agreement, Lot #18 needs to be executed by Kurtis Brandt as the new owner.

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

1. That the Airport Hangar Land Lease Agreement, Lot #18 held by Ken McCormick is hereby terminated; and
2. That Kurtis Brandt is the new owner of the hangar on Lot #18 and has executed an Airport Hangar Ground Lease Agreement, Lot #18 as required.

APPROVED: _____
Kevin Stafford, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 5th day of February, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____

Jessica Ryan, City Attorney

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

THIS LEASE, made this 5th day of February, 2020 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 Kurtis Brandt address: 705-605 Jordanna Lane, Susanville County of Lassen, State of California, hereinafter referred to as "Lessee", on the following terms and conditions:

1. Lessor does hereby lease to Lessee, for a term of 20 (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 #18, 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:

Kevin Stafford, Mayor

Attest:

Gwenna MacDonald, City Clerk

LESSEE:

Kurtis Brandt, Owner

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

Approved as to Form:

Jessica Ryan, City Attorney

EXHIBIT "A"

Legal Description

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

All of lot numbered 18 and northerly $\frac{1}{2}$ of Lot Numbered 17 as said lot is shown upon that certain map entitled "Record of Survey for City of Susanville of Susanville Municipal Airport Hangar Lots 16-21," recorded in the Office of the County Recorder of the County of Lassen on December 19, 1968 in Book 6 of Maps at Page 83.

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 Compability Program Projects Undertaken by a Private Sponsor.** The preceding paragraph 1 also applies to a private sponsor except that the useful life of project items installed within a facility or the useful life of the facilities developed or equipment acquired under an airport development or noise compatibility program project shall be no less than ten (10) years from the date of acceptance of Federal aid for the project.
3. **Airport Planning Undertaken by a Sponsor.** Unless otherwise specified in the grant agreement, only Assurances 1, 2, 3, 5, 6, 13, 18, 30, 32, 33, and 34 in Section C apply to

planning projects. The terms, conditions and assurances of the grant agreement shall remain in full force and effect during the life of the project.

- C. Sponsor Certification.** The sponsor hereby assures and certifies, with respect to this grant that:
1. **General Federal Requirements.** It will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines and requirements as they relate to the application, acceptance and use of Federal funds for this project including but not limited to the following:

Federal Legislation

- a. Title 49, U.S.C., subtitle VII, as amended.
- b. Davis-Bacon Act - 40 U.S.C. 276(a), et seq.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. ¹²
- 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 withhold harmless clause in favor of the Airport, its officers and employees (ten (10) days prior notice of cancellation shall be filed with Airport management); number and type of aircraft; evidence that aircraft are properly certificated; evidence that ownership is vested in the club; and operating rules of the club. The books and other records of the club shall be available for review at any reasonable time by Airport management or his/her authorized agent.
4. A flying club, at any airport controlled by this same Airport management shall abide by and comply with all Federal, State and local laws, ordinances, regulations and the Rules and Regulations of this Airport management.

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

CATEGORY I. OTHER:

A COMMERCIAL OPERATOR in this Category shall:

1. Be any non-aviation related business located at the Susanville Municipal Airport and not covered in Categories A through H.

2. Lease from the City sufficient land on which to locate all required improvements.

EXHIBIT "D"

ORDINANCE NO. 87-697

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

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

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

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

CHAPTER 3

AIRPORTS AND AIRPLANES.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.

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

SEC. 3.4 Application and Authority

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

SEC. 3.5. Pilot Qualifications and Aircraft Certification

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

SEC. 3.6 Airport Operations

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

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

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

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

emergency, on Susanville Unicom (122.8).

- (3) Aircraft entering or leaving the traffic pattern shall exercise extreme caution and shall not cause other aircraft already in the pattern to deviate from their courses;
- (4) Such charts and visual diagrams as are necessary to display the authorized traffic patterns shall be adopted by resolution and by reference made a part of this chapter.

(s) Communication with Susanville UNICOM. Pilots of aircraft equipped with a communication radio shall observe the following procedures:

- (1) All traffic inbound to the airport shall continuously monitor 122.8 Megahertz and, when approximately ten (10) miles from the airport, call Susanville UNICOM for airport advisory on surface weather conditions and airfield conditions;
- (2) In the event Susanville UNICOM does not reply, the inbound pilot shall broadcast "in the blind" to the Susanville TRAFFIC, stating position and intentions;
- (3) Departing pilots shall monitor 122.8 Megahertz, broadcasting their positions and intentions to Susanville TRAFFIC.

(t) Annual report of airport operator. Subject to the express or implied terms of any contract between the City and any person for the operation of the municipal airport which is in effect upon the effective date of this Ordinance, the operator of the airport shall annually, on the first day of July of each year, render to the City Council an activity report which report shall show:

The number of aircraft tie downs available at the airport;

The number of aircraft based upon the airport;

The number of hangars situated in and upon the airport;

The number of gallons of aviation fuel sold at the airport during the preceding twelve (12) month period; and

The number of takeoffs and landings made at the airport during the preceding twelve (12) month period.

SEC. 3.,7

Vehicle Regulations

(a) No person shall operate any surface vehicle upon the runways, taxiways, terminal operations, passenger area, designated fuel pump area or area between the fuel pumps and the Airport Operator's office and residence, without the authorization of the airport manager or a designee, provided that owners/drivers of surface vehicles may drive to their parked aircraft keeping clear of and yielding right-of-way to all aircraft.

(b) Drivers shall close the gates, if operational, behind themselves upon entering or leaving the airport, between the hours of five (5) P.M. and eight (8) A.M./

SEC 3.8

Commercial and Business Activities

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

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

SEC. 3.9 Liability of the City

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

SEC. 3.10 Comprehensive Insurance Requirements

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

SEC. 3.11. Penalties

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

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

SEC. 3.12 Enforcement

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

SEC. 3.13. Airport Safety Rules and Regulations

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

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

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

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

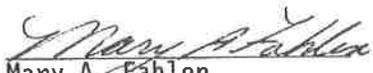
SECTION 4. The City Clerk shall cause this ordinance to be published at least once within 15 days after its passage in the Lassen Advocate, a newspaper of general circulation, printed, published and circulated within the City.

APPROVED: 
David W. Foster, Mayor

ATTEST: 
Mary A. Fahlen, CMC/City Clerk

The foregoing Ordinance was adopted at a regular adjourned meeting of the City Council of the City of Susanville held on the 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:  City Administrator

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

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: February 5, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Consider **Resolution No. 20-5749** authorizing Mayor to execute Annual Certification of Army Materiel Status for the GPF M1917/18 Series Gun, Serial Number 884, located at Susanville Memorial Park.

PRESENTED BY: Michael Wilson, City Administrator

SUMMARY: The City Council authorized a Conditional Deed of Gift accepting responsibility for the GPF M1917/18 Series Gun and must annually provide a notarized statement with current photograph certifying that the equipment is still in the possession of the City and is being displayed in the same manner and condition as indicated by the original photograph.

FISCAL IMPACT: None at this time.

ACTION

REQUESTED: Motion to adopt Resolution No. 20-5749 authorizing the Mayor to execute an Annual Certification of Army Materiel Status for the GPF M1917/18 Series Gun, Serial Number 884, located at Susanville Memorial Park.

ATTACHMENTS: Resolution No. 20-5749
Annual Certification

RESOLUTION NO. 20-5749
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING MAYOR TO EXECUTE ANNUAL CERTIFICATION OF ARMY
MATERIEL STATUS FOR THE GPF M1917/18 SERIES GUN, SERIAL
NUMBER 884 LOCATED AT SUSANVILLE MEMORIAL PARK

WHEREAS, at its December 17, 2008 meeting the City Council authorized the Mayor to execute a Conditional Deed of Gift accepting responsibility for the GPF M1917/18 Series Gun, Serial Number 884; and

WHEREAS, one of the requirements of the Conditional Deed of Gift is that the City must furnish a notarized statement with a current photograph annually certifying that the equipment is still in the possession of the City and is being displayed in the same manner and condition as indicated by the original photograph;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville that the Mayor is authorized to execute Annual Certification of Army Materiel Status for the GPF M1917/18 Series Gun, Serial Number 884 located at Susanville Memorial Park.

APPROVED: _____
Kevin Stafford, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 5th day of February, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

Annual Certification of Army Materiel Status

In accordance with paragraph six (6) of the Conditional Deed of Gift for GPF M1917/18 Series Gun serial number 884, donated to City of Susanville, under the terms of Public Law 10 USC 2572, I certify that the aforementioned equipment is (check the appropriate line)

Is still required, displayed and maintained in a clean and safe condition, so its appearance reflects favorably on the military. CURRENT PHOTOGRAPHS (35mm color prints) are attached.

Is in poor condition. Restoration to upgrade the appearance of the item will begin _____ and is expected to be completed _____. CURRENT PHOTOGRAPHS (35mm color prints) are attached.

No longer required. Please send disposition instructions.

Remarks: _____

OFFICIAL'S SIGNATURE:

NAME (Type/Print): _____

TITLE: Mayor

ADDRESS: 66 North Lassen Street

CITY & STATE: Susanville, CA 96130

BUSINESS PHONE: _____

DATE: _____

Notary Public
(Seal and Signature)

Mail to: U.S. Army Tank-automotive and Armaments Command, ATTN: AMSTA-LC-LEAD/MS 419, 6501 East 11 Mile Road, Warren, MI 48397-5000 no later than January 15th.

CONDITIONAL DEED OF GIFT
COMBAT MATERIEL FOR STATIC DISPLAY

THIS AGREEMENT made as of December 17, 2008 between the UNITED STATES OF AMERICA (hereinafter called "the Government" or the "Donor") represented by the US Army TACOM Life Cycle Management Command, Warren, Michigan and City of Susanville (hereinafter called "the Donee") operating under the laws of the State of California and located in the City/Township/Village of Susanville.

WITNESSETH:

1. The Secretary of the Army is authorized by Title 10 USC §2572 to transfer by loan or gift, without expense to the United States, under terms prescribed by the Secretary, and to regulations under Section 121 of Title 40 books, manuscripts, works of art, historical artifacts, drawings, plans, models and condemned or obsolete combat materiel, as authorized herein to any eligible organization.
2. The Donee has complied with the provisions outlined on the applicable qualification checklist and is hereby deemed eligible and authorized to receive military property for static display purposes.
3. The US Army agrees to release a GPF M1917/18 Series Gun, Towed, 155mm, Grande Puissance Filloux, (FR/US), serial number 884, and to notify the Donee of the availability date sufficiently in advance thereof to enable the Donee to make arrangements for acceptance. The Donee agrees that the item shall be removed from government property within 60 days of availability date.
4. The Donee agrees that they shall bear all costs associated with the demilitarization requirements pursuant to DoD Regulation 4160.21-M-1 and special limited demilitarization instructions for display items. The demilitarization process will be completed and certified by a qualified DoD representative prior to transfer of the item.
5. The Donee agrees to accept the property on an "as is, where is" basis and be responsible for all arrangements and costs involved in its movement. The donee shall, at no cost to the Donor, arrange and pay for disassembly, packing, crating, transportation, and other actions as necessary for the movement of the donated property to the Donee's display location. The Donee agrees to provide the Donor with a copy of all shipping documentation. The shipping document or Donor supplied registration document shall identify the specific equipment and become a permanent part of this Deed.
6. The Donee agrees that this item shall be for display purposes only, shall remain in its demilitarized state and cannot be restored to an operable condition. Any other use of this item or restoration to an operable condition will void this deed, the donee will be disqualified from program participation and the item will revert to the US Army. The Donee shall bear all expenses of the return and repossession to include any and all storage costs, legal fees and costs incurred to execute the repossession.
7. The Donee agrees not to use the donated property as security for any loan, nor sell, lease, rent, exchange the property for monetary gain or otherwise, under any circumstances. The Donee further agrees that the donated property shall not be transferred, relocated to an alternate display site, or otherwise disposed of without the prior written approval of the donor. If disposition by any method (including re-donation) without consent of the Donor is attempted, this Deed shall be voided and the Army may require return of the property by the Donee or may repossess the property from whomever may have possession thereof and the Donee shall bear all expenses of return and repossession as well as all necessary legal fees and storage costs.

8. The Donee shall display the donated property in a careful and prudent manner, and shall maintain it and make such repairs to it as are necessary to keep it in a clean and safe condition so that its appearance will not discredit the Donor. The Donee agrees to use the donated property for display purposes only and to protect the donated property from vandalism. The Donee further agrees to place the donated property on display at _____

Susanville Memorial Park

within ninety (90) days following physical acceptance of the property and to provide the Donor with an 8" x 10" color photograph, depicting how the donated property is displayed.

9. The Donee agrees to furnish the Donor a notarized statement with a current photograph on the anniversary date of receipt each year after taking possession of the property certifying that the equipment is still in the possession of the Donee and is being displayed in the same manner and condition as indicated by the original photograph. If the property has been moved or the display modified in any way, the Donee shall provide an updated photograph and details regarding changes within 90 days of occurrence.

10. The Donee shall indemnify, hold harmless, and defend the Donor from and ~~against all claims, demands, actions, liabilities, judgments, costs, and attorney's fees, arising out of, claimed on account of, or in any manner predicated upon personal injury, death, or property damage caused by or resulting from possession of the donated property.~~

11. The Donee agrees to allow authorized representatives of the Government, to include contractor personnel under a valid government contract, access to the Donee's records and facilities and to photograph same during periodic inspections to assure accuracy of information provided to the Donor and insure compliance with the terms of this Conditional Deed of Gift. Donee further agrees to correct any negligent condition within 45 days of receipt of written notification from the Donor.

12. Upon the failure of the Donee to observe any of the conditions set forth in this Conditional Deed of Gift and attachments thereto, title to the donated property shall revert to and vest in the Donor. Repossession of all or any part of the donated property by the Donor shall be at no cost or expense to the Donor, and the Donee shall bear all expenses, including legal and other costs, incurred by the Donor to obtain the return and repossession as well as any storage costs.

13. If at any time donated property is no longer used for display purposes, or if the Donee no longer wishes to keep the donated property, written notice shall be given to the Donor and title to the property shall revert to and become vested in the Donor who shall be entitled to immediate repossession of the donated property if it so elects. The Donor will exercise its option within sixty (60) days after receipt of written notice from the Donee and will:

a. Advise the Donee that the Donor has another requirement for the donated item and will make appropriate disposition arrangements for the repositioning.

b. Advise the Donee that the Donor desires to take possession of the donated property and will arrange for appropriate disposition at the present location.

c. Advise the donee that the Donor has no further requirements for the donated items and the Donee, at their expense, is required, based on their preference, to dispose of the donated item by one of the following methods:

(1) Full Demilitarization/destroy the property to the extent required by current DoD policy set forth by detailed guidance to be provided by the Donor. The Donee will be required to certify in writing to the Donor that all requirements have been met and will provide the Donor with photographs of the property after the full demilitarization and/or destruction has occurred.

(2) Transport the donated property to the nearest Defense Reutilization and Marketing Office (DRMO). The Donee will be responsible for any disassembly necessary, and all arrangements to accomplish the movement. A receipt from the military installation will be required from the Donee to be provided to the Donor for record purposes.

Subject to the conditions set forth herein, title to the property shall vest in the Donee upon receipt of written acceptance hereof from the donee.

EXECUTED

On behalf of the Donor this 18th day of February, 2009 at the US Army TACOM Life Cycle Management Command.

UNITED STATES OF AMERICA

By: Audrey J. Clarke
AUDREY J. CLARKE
Acting Chief, Army Donations Program

ACCEPTANCE

The Donee, through its authorized representative, hereby accepts conditional title to and delivery of the donated property, subject to the conditions contained in this Conditional Deed of Gift set forth above.

Executed on behalf of the Donee:

Kurt Bonham

Name (Printed or Typed)

Mayor

Title

Kurt Bonham, City of Susanville

Signature

Notary Public Endorsement

COUNTY OF _____ STATE OF _____

I, the undersigned, certify that I am a duly commissioned, qualified, and authorized notary public. Before me personally and within the territorial limits of my warrant of authority, appeared the above named Donee, who is known by me to be the person who is described herein, whose name is subscribed to, and who signed this Conditional Deed, and who, having been duly sworn, acknowledged that this instrument was executed after its contents were read and duly explained, and that such execution was a free and voluntary act and deed for the uses and purposes herein set forth.

IN WITNESS WHEREOF, I have hereunto set my hand and affix my official seal on this _____ Day of _____, 20__.

My Commission expires: _____

Notary Public

ACKNOWLEDGMENT

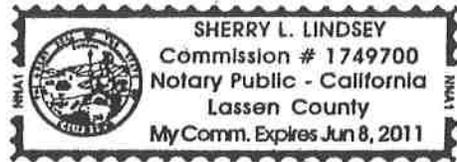
State of California
County of Lassen)

On March 4, 2009 before me, Sherry L. Lindsey
(insert name and title of the officer)

personally appeared Kurt Bonham
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal. _____



Signature *Sherry L. Lindsey* (Seal)

Reviewed by:  City Administrator

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

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: February 5, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Consider **Resolution No. 20-5750** authorizing Mayor to execute Annual Certificate of Army Materiel Status for the UH-1 Huey Helicopter, Serial Number 66-16374 and the AH-1 Cobra Helicopter, Serial Number 67-15684 located at the Susanville Municipal Airport.

PRESENTED BY: Michael Wilson, City Administrator

SUMMARY: The City has a UH-1 Huey Helicopter and AH-1 Cobra Helicopter for static display at the Susanville Municipal Airport. The City must furnish a notarized statement with a current photograph annually, certifying that the equipment is still in the possession of the City and is being displayed in the same manner and condition as indicated in the original photograph.

FISCAL IMPACT: None at this time.

ACTION

REQUESTED: Motion to adopt Resolution Number 20-5750 authorizing the Mayor to execute an Annual Certification of Army Materiel Status for the UH-1 Huey Helicopter, Serial Number 66-16374 and an Annual Certification of Army Materiel Status for the AH-1 Cobra Helicopter, Serial Number 67-15684 for static display at the Susanville Municipal Airport.

ATTACHMENTS: Resolution Number 20-5750
Annual Certification of Army Materiel Status for the UH-1 Huey Helicopter, Serial Number 66-16374
Annual Certification of Army Materiel Status for the AH-1 Cobra Helicopter, Serial Number 67-15684

RESOLUTION NUMBER 20-5750
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING MAYOR TO EXECUTE ANNUAL CERTIFICATION OF ARMY
MATERIEL STATUS FOR THE UH-1 HUEY HELICOPTER, SERIAL NUMBER 66-
16374 AND THE AH-1 COBRA HELICOPTER, SERIAL NUMBER 67-15684 FOR
STATIC DISPLAY LOCATED AT THE SUSANVILLE MUNICIPAL AIRPORT

WHEREAS, at its December 7, 2001 meeting the City Council authorized the Mayor to execute a Conditional Deed of Gift accepting responsibility for the UH-1 Huey Helicopter, Serial Number 66-16374 for static display at the Susanville Municipal Airport; and

WHEREAS, at its August 7, 2002 meeting the City Council authorized the Mayor to execute a Conditional Deed of Gift accepting responsibility for the AH-1 Cobra Helicopter, Serial Number 67-15684 for static display at the Susanville Municipal Airport; and

WHEREAS, one of the requirements of the Conditional Deed of Gift is that the City must furnish a notarized statement with a current photograph annually certifying that the equipment is still in the possession of the City and is being displayed in the same manner and condition as indicated by the original photograph.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville that the Mayor is authorized to execute Annual Certification of Army materiel Status for the UH-1 Huey Helicopter, Serial Number 66-16374 and the AH-1 Cobra Helicopter, Serial Number 67-15684 for static display at the Susanville Municipal Airport.

APPROVED: _____
Kevin Stafford, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 5th day of February, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

Annual Certification of Army Materiel Status

In accordance with paragraph six (6) of the Conditional Deed of Gift for AH-1 Cobra serial number 67-15684, donated to City of Susanville, under the terms of Public Law 10 USC 2572, I certify that the aforementioned equipment is (check the appropriate line)

XX Is still required, displayed and maintained in a clean and safe condition, so its appearance reflects favorably on the military. CURRENT PHOTOGRAPHS (35mm color prints) are attached.

Is in poor condition. Restoration to upgrade the appearance of the item will begin _____ and is expected to be completed _____
CURRENT PHOTOGRAPHS (35mm color prints) are attached.

No longer required. Please send disposition instructions.

Remarks: _____

OFFICIAL'S SIGNATURE; _____

NAME (Type/Print): _____

TITLE: Mayor

ADDRESS: 66 North Lassen Street

CITY & STATE: Susanville, CA 96130

BUSINESS PHONE: (530) 252-5100

DATE: _____

See Attached Notary Acknowledgment

Notary Public
(Seal and Signature)

Mail to: U.S. Army Tank-automotive and Armaments Command, ATTN: AMSTA-LC-LEAD/MS 419, 6501 East 11 Mile Road, Warren, MI 48397-5000 no later than January 15th.

Reviewed by:  City Administrator

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

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: February 5, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Consider **Resolution No. 20-5751** authorizing Mayor to execute the 2020 Loan Agreement between the National Museum of the United States Air Force and the City of Susanville for the Phantom Jet F-4C (RF) on loan for static display at the Susanville Municipal Airport.

PRESENTED BY: Michael Wilson, City Administrator

SUMMARY: The City has had the Phantom Jet F-4C (RF) on loan for static display from the National Museum of the United States Air Force (NMUSAF) since 1995 at the Susanville Municipal Airport. As a requirement, the City must renew the loan agreement on an annual basis providing pictures and proof of insurance as well.

Attached is the 2020 Loan Agreement for execution by the Mayor.

FISCAL IMPACT: The NMUSAF values the jet at \$22,000 which the City covers under its insurance policy.

ACTION

REQUESTED: Motion to adopt Resolution Number 20-5751 authorizing the Mayor to execute the 2020 Loan Agreement between the National Museum of the United States Air Force and the City of Susanville for the Phantom Jet F-4C (RF) on loan for static display at the Susanville Municipal Airport.

ATTACHMENTS: Resolution Number 20-5751
2020 Loan Agreement with attachments

RESOLUTION NUMBER 20-5751
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING MAYOR TO EXECUTE 2020 LOAN AGREEMENT BETWEEN THE
NATIONAL MUSEUM OF THE UNITED STATES AIR FORCE (NMUSAF) AND THE
CITYFOR THE PHANTOM JET F-4C (RF) ON LOAN FOR STATIC DISPLAY AT THE
SUSANVILLE MUNICIPAL AIRPORT

WHEREAS, The City of Susanville has had a Phantom Jet F-4C (RF) on loan from the National Museum of the United States Air Force (NMUSAF) since 1995 for static display at the Susanville Municipal Airport; and

WHEREAS, as a requirement the City must renew the loan agreement on an annual basis providing pictures and proof of insurance; and

WHEREAS, the NMUSAF values the jet at \$22,000 which the City covers under its insurance policy.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville that the Mayor is authorized to execute the 2020 Loan Agreement with the National Museum of the United States Air Force (NMUSAF) for the Phantom Jet F-4C 9RF) for static display at the Susanville Municipal Airport.

APPROVED: _____
Kevin Stafford, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 5th day of February, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

**NATIONAL MUSEUM OF THE UNITED STATES AIR FORCE (NMUSAF)
STATIC DISPLAY LOAN PROGRAM**

2020 LOAN AGREEMENT, SDA0035

1.0. Parties. The United States of America or "the Government," represented by the National Museum of the United States Air Force (NMUSAF), and collectively referred to hereinafter as "the Lender," hereby establishes with the CITY OF SUSANVILLE, hereinafter called "the Borrower," incorporated and operating under the laws of the State/Country of CA and located at SUSANVILLE, a Loan Agreement hereinafter called "the Agreement" for U.S. Air Force (USAF) historical property. This Agreement is entered pursuant to Public Law 80-421 [10 United States Code (USC) §2572], and any amendments thereto, and is effective for the period commencing 1 April 2020 and ending 31 March 2021. This Agreement is not transferable.

2.0. Borrower Obligations/Costs. The Borrower has applied, in writing, for the loan of USAF historical property, and hereby agrees to be responsible for all arrangements and, in accordance with 10 USC §2572, is required to pay all costs, charges and expenses incident to the loan of this property, including, but not limited to, the cost of preparation, demilitarization, hazardous material removal, disassembly, packing, crating, handling, maintenance, repair, restoration, transportation and all other actions incidental to the use and/or movement of the loaned property to or from the Borrower's location.

3.0. Loaned Property. The NMUSAF shall loan to the Borrower the historical property identified in the inventory report, which has been included in the loan package and is incorporated into this Agreement by reference as if fully rewritten herein (hereinafter the "Property"). The Borrower accepts the Property on an "as is, where is" basis, and the Lender makes no warranties, expressed or implied, as to the Property's condition, fitness for any particular purpose, or other warranty of any kind.

4.0 Loan Conditions.

4.1. The Borrower agrees that the Property shall be used for static display purposes only. Loaned aerospace vehicles will not be flown or restored to flying condition under any circumstance, nor will they be licensed with the Federal Aviation Administration (FAA). The Borrower shall not remove any parts from loaned aircraft except as directed in paragraph 4.2. Relocation of the Property for temporary special events (parades, ceremonies, air shows, etc.) is not authorized under any circumstances. No decorations of any type, for any purpose (special event, seasonal display, ceremonies, etc.) are authorized to be displayed on any of the Property. The Property shall not be used in a manner that provides the appearance of endorsement by the USAF of any non-federal entity or political candidate, or the expression of a political viewpoint of any kind.

4.2. The Borrower agrees to allow the Lender to remove parts from loaned aerospace vehicles for the NMUSAF or military requirements, upon written direction from the NMUSAF. Such parts are generally internal in nature and removal or replacement should not alter the external aesthetic appearance of the aerospace vehicle.

4.3. The Borrower shall not part with possession of the Property or any component of the Property in any manner to any third party either directly or indirectly. The Borrower shall not enter into any negotiations with a third party regarding any future disposition of the loaned material, in whole or in part.

12.0. Annual Loan Renewal Requirements.

12.1. The Borrower agrees to furnish the Lender a CD/DVD containing current digital images of the Property. The image name must be the accession number for that item (e.g. SD-2000-0123.JPG). Digital images of aircraft and missiles will provide general views to include sufficient detail to show the overall condition and tail number of the airframe. Digital images for all other artifacts will be of sufficient detail to ensure positive identification of each object and its current condition.

12.2. The Borrower agrees to furnish the Lender proof of insurance as required in subparagraph 11.2 for each renewal period.

12.3. The Borrower agrees to furnish a signed inventory as provided by the Lender with the annual renewal package, which accurately reflects the Property in its possession. Discrepancies in the inventory provided by the Lender shall be noted on the inventory report by the Borrower to the extent that such notes accurately reflect the current inventory held by the Borrower. In the event of a dispute, the Lender shall make the final determination of the current inventory on or near the renewal date and document the NMUSAF records accordingly.

13.0. Display/Maintenance Requirements.

13.1. No aircraft will be renovated, reconfigured, painted, have markings changed, or tail number altered, or any parts added, removed, or replaced as part of a planned restoration effort without prior written approval from the NMUSAF.

13.2. The Borrower agrees that all aircraft, missiles and artifacts on display will have an identification sign adjacent to each display. For aircraft and missiles note the type, model, and serial number. If the aircraft or missile has been reconfigured, markings changed, or serial number altered after acquisition for display purposes, it will be stated on the sign and noted in all records as follows:

"The (item) on display is actually (nomenclature), Serial No. _____, but painted and marked to depict (nomenclature), Serial No. _____, assigned to the (Unit and/or person) in (location or theater) during (year)."

13.3. The sign will state that the item is part of the NMUSAF collection as follows:

"This (artifact/object) is on loan from the National Museum of the United States Air Force."

13.4. For aircraft on which the serial number has been altered for display purposes with prior written approval, the mission, design and series (e.g. F-100C or F-4C) along with the original serial number will be stenciled in two inch letters using contrasting paint colors on the fuselage under the horizontal stabilizers.

13.5. All record keeping will reflect the true serial number.

14.0. Radioactive Components.

14.1. Completion of Section 2 of Air Force Form 3580, (USAF Museum Aerospace Vehicle Static Display Acceptance Condition and Safety Certificate), or comparable certification indicating that a complete radioactive material survey has been accomplished shall be included in the official file.

14.2. In accordance with Attachment 1, (“NMUSAF Loan and Static Display Programs’ Instructions for Preparation and Maintenance of Aerospace Vehicles”), if radioactive items are determined to have been installed or reinstalled during later inspections, the Borrower will pay the cost of removal of the radioactive items and any decontamination required.

15.0. Loan Termination.

15.1. The Borrower agrees to return said Property to the NMUSAF on termination of this Agreement or earlier, if it is determined that the Property is no longer required, at no expense to the NMUSAF.

15.2. The failure of the Borrower to observe any of the conditions set forth in this Agreement and Attachments 1 and 2 thereto shall be sufficient cause for the Lender to terminate the loan and repossess the Property. Repossession of all or any part of the Property by the Lender shall be made at no cost to the Government; the Borrower shall be responsible for paying all maintenance, freight, storage, crating, handling, transportation and other costs or charges attributable to such repossession.

15.3. In the event the loan is terminated for any reason, the provisions of this Agreement will remain in effect until all of the Property, or in the event of a partial termination that portion of the Property at issue, has been relocated and in a condition that is satisfactory to the NMUSAF.

15.4. Termination of the loan and subsequent repossession of all or any part of the Property at the option of the Borrower shall require no less than thirty (30) days advance notice to the Lender in writing. This requirement may be waived by the Lender only through the provision of a written waiver to the Borrower prior to the return of the Property.

15.5. The Lender reserves the right not to renew this Agreement, in all or part, and to recall the Property if required by the Lender to meet the requirements of the NMUSAF, Wright-Patterson AFB, OH or for other military requirements. The Lender will provide a written thirty (30) day notice of intent to recall to the Borrower. In the event of recall, movement of the recalled Property from the Borrower's site will be accomplished at the Lender's expense.

16.0. Dispute Resolution. In the event a dispute arises between the parties over the terms and conditions of this Agreement reasonable attempts will be undertaken to resolve the matter through negotiation between the parties or persons appointed, in writing, by the parties. This Agreement shall be construed and interpreted in accordance with federal law. If any provision herein is held unlawful or otherwise unenforceable by the Court any remaining provisions shall be considered divisible and remain in full force and effect. In the further event that negotiations fail to reach a resolution, the parties agree that the Federal District Court for the Southern District of Ohio, at Dayton, Ohio, will be the exclusive venue for resolving such disputes.

Executed on behalf of the Lender this Fifteenth Day of January, 2020, at Wright-Patterson AFB Ohio.

By: 
MELISSA SHAW

Title: Community Static Display Program Administrator

Agency: National Museum of the United States Air Force

Address: NMUSAF/MUC
1100 Spaatz St
Wright-Patterson AFB OH 45433-7102

Telephone: (937) 255-8839

Fax Number: (937) 656-4081

Email: melissa.shaw@us.af.mil

ACCEPTANCE

The Borrower, through its authorized representative, hereby accepts responsibility of the Property subject to the terms and conditions contained in this Agreement set forth above. The Borrower certifies that they have read, understand and acknowledge that concealing a material fact and/or making a fraudulent statement in dealing with the federal government may constitute a violation of federal law in accordance with 18 USC §1001.

Executed on behalf of the Borrower this ____ day of _____ 2020, at _____.

(Name of Borrower/Organization)

By: _____
(Signature)

(Typed or Printed Name & Title)

Address: _____

Telephone: _____ Fax Number: _____

Email: _____

ATTACHMENT 1

NATIONAL MUSEUM OF THE UNITED STATES AIR FORCE (NMUSAF) LOAN AND STATIC DISPLAY PROGRAMS

INSTRUCTIONS FOR PREPARATION AND MAINTENANCE OF AEROSPACE VEHICLES

SECTION A - GENERAL

A. Information:

1. This instruction covers the requirements for the preparation and preservation of aerospace vehicles for static display by an organization borrowing an aerospace vehicle from the National Museum of the United States Air Force (NMUSAF).

2. These requirements are designed to return and/or maintain the aerospace vehicle in as near original configuration as possible and to render them suitable for display.

3. Generally, all reconditioning, repairing, and refinishing will be accomplished in accordance with current Air Force directives and instructions and in a manner that would not modify it in any way, thereby altering the original form, design, or the historical significance of, said property. Deviations from this standard must be requested in writing and approved by NMUSAF.

B. Security Requirements:

1. Aerospace vehicles on display and undergoing preparation for display shall be kept secure from unsupervised personnel. Aerospace vehicles will be maintained with sufficient security to ensure that it is protected from vandalism and theft or unauthorized removal of components.

2. Any theft or unauthorized removal of components shall be immediately reported to the local law enforcement agency and by the next working day to NMUSAF. This must be followed by a report of the investigation of the incident within 30 days.

3. All canopies, doors, access hatches, and access plates, except for one entrance door, will be permanently sealed shut by any of the following methods to prevent unauthorized entry:

a. Bolting through the hatch to internal crossbars placed across the opening. These can be fabricated from sturdy steel strapping or channel iron.

b. Riveting the door securely to the jamb section.

c. Attaching hasps internally and securing with inside padlock.

d. Whatever method is employed to secure doors and access hatches, the crevices remaining will be filled with caulking compound or elastic putty to prevent internal damage from rain, snow, dust and ice. The access door that is not permanently sealed must be secured by a hasp welded or riveted in place. Multiple locks (two or three) are preferable, each with separate key or combination. This technique will reduce the possibility of unauthorized access but will provide emergency entrance for authorized personnel.

C. Maintenance Records:

1. Whenever items are permanently removed, the removal and disposition of such items shall be annotated on a maintenance log or AF Form 3581 (available from NMUSAF).

2. All work items that are accomplished shall be listed and signed off on a maintenance log (AF Form 3581, available from the NMUSAF).

3. Utilizing the maintenance log, a detailed accounting will be maintained by the borrower of all items removed or installed with the date of installation/removal and the name of the individual accomplishing the work.

4. Copies of all maintenance records must be returned to NMUSAF/MUC with the annual loan renewal process for preservation.

SECTION B - REQUIREMENTS

A. Prepare Powerplant for Display:

1. Disconnect and drain all water and oil lines, tanks, valves, and pumps. Reconnect lines and reinstall plugs after draining (if applicable).

2. Clean excess oil and grease from exterior components of engines (if applicable).

3. Check powerplant cowling for corrosion and damage. Repair and refinish as necessary for display.

4. Install intake and exhaust protective covers. Use standard covers if available or suitable substitutes.

5. Clean and preserve propeller(s). Treat any affected areas and refinish to standard configuration.

B. Prepare Landing Gear:

1. Clean and preserve strut.

2. Clean all wheels and other landing gear components.

3. Check and remove corrosion. Repaint to standard configuration.
4. Check all tires for excessive wear and adjust pressure as required.
5. Secure all retractable landing gear in the down position with positive locking devices.

C. Prepare Hydraulic Systems:

Clean all exposed finished surfaces of actuating rods, hydraulic cylinders, locks, and valves. Other hydraulic equipment will be cleaned and coated with corrosion preventative compound.

D. Prepare Electronic Systems:

Leave all electronic equipment that is not reclaimed installed on the aerospace vehicle. Stow all connectors from equipment that has been removed.

E. Prepare Airframe:

1. Check airframe for corrosion and treat affected areas.
2. Clean all debris and foreign material from interior of fuselage.
3. Check airframe for external damage and repair.
4. Cover all openings that will allow the entrance of water or other foreign matter that may have a corrosive or other deteriorating effect. Use standard covers if available, or suitable substitutes. Additional protection may be incorporated for aerospace vehicles displayed outside.
5. Check all fuselage, wing, and empennage drain holes for obstructions. Aerospace vehicles displayed outside may necessitate additional drain holes to ensure proper drainage. Drain holes should be periodically probed to ensure they are not obstructed. Inspect for water trapped in lower portions of fuselage. If water is present, comply with instructions contained in applicable technical order for removal and correction.
6. Clean and treat lavatory and relief facilities (if applicable).
7. Check all astrodomes and plastic panels for crazing and damage. Repair and/or replace as necessary. Clean all plastic panels thoroughly with soap and water.

F. Prepare Control Surfaces:

1. Check all metal control surfaces for corrosion and treat-affected areas.
2. Check all control surfaces for external damage and repair areas as necessary.
3. Inspect all fabric-covered control surfaces, repair or re-cover as necessary.

4. Check all control surfaces, attaching mechanisms for loose rivets and/or sheared bolts and make necessary repairs.

5. Secure all moveable surfaces in a neutral position with positive locking devices.

G. Radiation Safety:

No radioactive components will be reinstalled by the borrowing organization. If radioactive items are found reinstalled during later inspections, the borrowing organization will pay the cost of removal of the radioactive items and any decontamination required.

H. Final Preparation:

1. Secure aerospace vehicles by attaching tie down restraints to surface attaching points and to major structural parts of the item. Tie down restraints, including surface attaching points, should be of sufficient strength to withstand the expected wind condition for the locality.

2. Place aerospace vehicles on surface concrete or asphalt of sufficient strength to support its weight. This will not apply if the recipient, with the written permission of the NMUSAF, has mounted the aerospace vehicle on a pylon attached to its structural members.

3. Aerospace vehicles that are normally supported on pneumatic tires must be placed on display stands. Tires should be inflated and or checked to maintain normal tire shape.

4. Remove all antenna wires that could serve as a bird roost.

5. Install bird proofing on all aerospace vehicle openings, including intake and exhaust covers.

6. Flag or cover protruding objects of a hazardous nature.

I. Coordination:

1. Deviation from the procedures outlined in this attachment must be requested in writing and require written approval prior to deviation.

2. No aerospace vehicles will be renovated, reconfigured, have markings changed, or tail number altered, or any parts added, removed, or replaced as part of a planned restoration effort without prior written approval from the NMUSAF.

ATTACHMENT 2

NATIONAL MUSEUM OF THE UNITED STATES AIR FORCE (NMUSAF) LOAN AND STATIC DISPLAY PROGRAMS

INSTRUCTIONS FOR THE CARE OF ARTIFACTS

A. Information:

1. These general guidelines are provided to fulfill the NMUSAF's obligation to ensure the preservation of the collection and to define the responsibilities of organizations that retain historical property for display.

2. Under normal circumstances, artifacts will not be made available from the NMUSAF unless the basic measures for preservation and conservation have already been accomplished. However, regardless of the state of preservation at the time of receipt, an assessment must be made and all appropriate measures taken to ensure continued preservation of historical property. All items must be properly prepared for exhibition, placed in a safe environment and inspected periodically.

B. General Guidelines for Artifacts:

1. All artifacts must be protected from harmful exposure and maintained in a stable environment. Preservative treatments and mounting techniques will vary with each item depending on its material(s), condition and display method. The following are some general guidelines:

a. When displaying an artifact never modify it in such a way as to alter or compromise its integrity, authenticity or uniqueness. Retain its natural characteristics.

b. Provide appropriate physical security against vandalism or theft through the use of locked or sealed display cases. The artifact's intrinsic value should determine the security measures required.

c. Good housekeeping and environmental control are essential for the long term care of museum artifacts.

2. Contact the NMUSAF Conservator for guidance if needed.

C. Damage Threats to Artifacts: The threats of damage or deterioration to artifacts generally come from four sources:

1. People – The greatest threat to the continued survival of an artifact comes from people. This is a result of mishandling the artifact resulting in mechanical breakage, soiling from unprotected hands (fingerprints), improper cleaning methods and incorrect attempts at preservation or repairs (making it 'look' better). Unfortunately, theft must also be included in this category.

2. Light – Light, a form of radiation, damages many materials, especially fabrics. This damage is first observed as the fading of colors followed by the gradual breakdown of the material. The most harmful portion of the light spectrum is ultra-violet (UV). Protecting from UV is accomplished by avoidance of natural sunlight or artificial light such as florescent and halogen. The use of Light Emitting Diodes (LED) is the preferred standard in museum exhibits. Normal incandescent lighting is low in UV radiation.

a. All historical property on loan from the NMUSAF that is on interior exhibit will not be exposed to light level which exceeds 200 lux or 20 foot-candles from any source. The acceptable level for most artifacts falls between 50 and 200 lux or 5 and 20 foot-candles. Sensitive artifacts, such as artwork, photographs and textiles should have their intensity levels adjusted toward lower limits and/or limited exposure time. There is a reciprocity law between intensity (lux) and time of exposure: Ten hours of exposure at 50 lux has the same damaging effect as 1 hour at 500 lux.

b. Protection for UV is accomplished by avoidance or shielding. Shielding of UV producing light sources, such as direct or diffused sunlight and all fluorescent lighting, requires UV Plexiglas, solar screen, blackout curtains or UV filtering sleeves. All UV filtering media have a life span of about 10 years, after which they must be changed to maintain their effectiveness.

3. Environment – The most common environmental threats are heat and humidity. Ideally, an artifact is displayed at a constant temperature of 67 degrees and 47% relative humidity, with no more than a 5 degree temperature or 5 percent humidity variation. Of the two, humidity is the most destructive. Excessive heat and humidity may create a favorable environment for the growth of molds and fungus as well as rust/corrosion. Rapid changes in temperature and humidity should be avoided.

4. Insect/Pest – Insects and pests can be highly destructive. The first line of defense is the cleanliness of the facility. Careful monitoring and frequent inspection will provide early detection of infestation. If and when an infestation is detected many methods of pest removal are destructive to artifacts. If an artifact is exposed to infestation, contact the NMUSAF Conservator.

D. Conservation: Adherence to the guidelines for preservation of artifacts will go a long way to ensure their longevity. In rare instances, some conservation measures may be needed. Contact the NMUSAF Conservator for guidance. Do not attempt to treat an artifact on your own.

E. Storage: All attempts should be made to place artifacts on exhibit as soon as possible. Environmental control, good housekeeping and periodic inspections are essential to the proper

storage of artifacts. Textiles shall be stored flat when possible and laid out on acid free tissue paper. Well padded hangers should be used if textiles are hung for display. Storage on shelves shall be loose with no piling or stacking of artifacts and all shelving covered with acid free tissue. If shelving is wood, it shall be sealed to deter transfer of acid from wood to artifacts. Cabinets are preferable to open storage as they discourage theft, dust and insect problems.

F. Handling: Wear cotton, nitrile or latex gloves while handling artifacts. Two hands should be used to handle or carry artifacts to reduce risk of dropping. Carry only one artifact at a time. Do not carry or lift artifacts by handles or weakest point.

G. Display: Displaying an artifact can be very detrimental if not done properly. Cases should be designed to incorporate UF-3 or UF-5 Plexiglas to shield artifacts from UV light. Cases should be ventilated to allow air exchange and openings filtered to prevent entry of insects. All interior surfaces of wooden cases should be properly sealed. All artifacts should be buffered from acidic display materials. Never alter an artifact to fit a case or to facilitate mounting. Use mannequins that do not place undue stress on uniforms. Do not force garments on to mannequins. Keep cases clean and place them in areas away from direct sun and extremes in temperature and humidity.

H. Shipping: Damage to artifacts can occur during shipping. Use appropriate packing materials to protect the artifact during transit. Consult the NMUSAF to arrange shipping.

NATIONAL MUSEUM of the U.S. AIR FORCE
INVENTORY REPORT

Loan Account Number SDA0035

09-Jan-20

RCS: HAF-HO(A) 880

ACCESSION #	NOMENCLATURE	Value
SD-2000-0142	AIRCRAFT, F-4C(RF), 64-1022	\$22,000

I certify that the above listed items shown on Pages 1 through 1
have been accounted for with any discrepancies so noted.

Signature: _____ (Date)

(Historical Property Custodian)

(Date)

Typed or Printed Name

Typed or Printed Title

Reviewed by:  City Administrator

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

Submitted by: Anthony Hanner CBO, Building Official

Action Date: February 5, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: **Ordinance No. 20-1021** Adoption of 2019 California Building Code, Title 24

PRESENTED BY: Anthony Hanner

SUMMARY: Every three years the State of California updates the State Building Code, Title 24 and requires their use by all local jurisdictions issuing building permits. The 2019 Building Code Title 24 went into effect on January 1, 2020 and became effective by the City on that date. The proposed ordinance before the Council will adopt the 2019 California Building Code, Title 24 by reference and amend Title 15 of the Susanville Municipal Code. In addition, there are several appendices to assist with implementation of the Code. These appendices are not mandated by the State but are provided for use if the local jurisdiction specifically adopts them. The appendices are recommended to be adopted at a later date due to DSA updates and revisions.

2019 California Building Code, Title 24

- 2019 California Administrative Code, Title 24 Part 1
- 2019 California Building Code, Title 24 Part 2
- 2019 California Residential Code, Title 24 Part 2.5
- 2019 California Electrical Code, Title 24 Part 3
- 2019 California Mechanical Code, Title 24 Part 4
- 2019 California Plumbing Code, Title 24 Part 5
- 2019 California Energy Code, Title 24 Part 6
- 2019 California Fire Code, Title 24, Part 9
- 2019 California Existing Building Code, Title 24 Part 10 (Also includes Parts 8 & 12)
- 2019 California Green Building Standards Code, Title 24 Part 11

CEQA: The adoption of the building codes is not subject to review under the California Environmental Quality Act.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive the first reading and introduce Ordinance 20-1021 and set a meeting date for the second reading and adoption.

ATTACHMENTS: Ordinance No. 20-1021

Reviewed by: MS City Administrator

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

Submitted by: Deborah Savage, Finance Manager

Action Date: February 5, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Vendor and Payroll Warrants

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Warrants dated January 4, 2019 through January 24, 2020 numbered 205852 through 205996.

FISCAL IMPACT: Accounts Payable vendor warrants totaling \$ 466,441.57 plus \$ 283,694.38 in payroll warrants, for a total of \$ 750,135.95.

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
01/20	01/09/2020	205852	9432	ALL SEASON HEATING	WOODSTOVE REBATE	010620	1	8407-430-10-48	GRANTS	1,500.00	1,500.00
01/20	01/09/2020	205852	9432	ALL SEASON HEATING	WOODSTOVE REBATE	010620	2	8407-430-10-48	GRANTS	3,000.00	3,000.00
01/20	01/09/2020	205852	9432	ALL SEASON HEATING	WOODSTOVE REBATE	010620	3	8407-430-10-48	GRANTS	3,000.00	3,000.00
01/20	01/09/2020	205852	9432	ALL SEASON HEATING	WOODSTOVE REBATE	010620	4	8407-430-10-48	GRANTS	3,000.00	3,000.00
01/20	01/09/2020	205852	9432	ALL SEASON HEATING	WOODSTOVE REBATE	010620	5	8407-430-10-48	GRANTS	3,000.00	3,000.00
Total 010620:										13,500.00	13,500.00
01/20	01/09/2020	205853	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER- PAR	11-255	1	1000-452-20-44	VEHICLE - REPAIR & MAINTENA	45.29	45.29
Total 11-255:										45.29	45.29
01/20	01/09/2020	205854	696	ANSORGE, INC DBA TEC	MONTHLY MAINT. FEE TO ASSE	1845	1	7201-430-81-43	TECHNICAL SVCS	575.00	575.00
Total 1845:										575.00	575.00
01/20	01/09/2020	205855	44	ARAMARK	UNIFORM SER CUSTODIAL SUPPLIES - PW	637194392	1	7620-430-10-44	LINEN SERVICE	37.82	37.82
Total 637194392:										37.82	37.82
01/20	01/09/2020	205855	44	ARAMARK	UNIFORM SER UNIFORM SERVICE-STREETS	637194393	1	2007-431-20-44	LINEN SERVICE	55.67	55.67
Total 637194393:										55.67	55.67
01/20	01/09/2020	205855	44	ARAMARK	UNIFORM SER UNIFORM SERVICE-GAS	637194394	1	7401-430-62-44	LINEN SERVICES	52.17	52.17
Total 637194394:										52.17	52.17
01/20	01/09/2020	205855	44	ARAMARK	UNIFORM SER UNIFORM SERVICE-WATER	637194395	1	7110-430-42-44	LINEN SERVICE	41.92	41.92
Total 637194395:										41.92	41.92
01/20	01/09/2020	205855	44	ARAMARK	UNIFORM SER CUSTODIAL SUPPLIES - PW	637207337	1	7620-430-10-44	LINEN SERVICE	37.82	37.82

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 637207337:											
01/20	01/09/2020	205855	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-STREET'S	637207338	1	2007-431-20-44	LINEN SERVICE	55.67	55.67
Total 637207338:											
01/20	01/09/2020	205855	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	637207339	1	7401-430-62-44	LINEN SERVICES	52.17	52.17
Total 637207339:											
01/20	01/09/2020	205855	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-WATER	637207340	1	7110-430-42-44	LINEN SERVICE	41.92	41.92
Total 637207340:											
01/20	01/09/2020	205856	76	BILLINGTON ACE HARD	SUPPLIES- FD	455481	1	1010-422-10-46	SUPPLIES- GENERAL	7.33	7.33
Total 455481:											
01/20	01/09/2020	205856	76	BILLINGTON ACE HARD	SUPPLIES- GC	455561	1	7530-451-55-46	SUPPLIES - GENERAL	42.88	42.88
Total 455561:											
01/20	01/09/2020	205856	76	BILLINGTON ACE HARD	SUPPLIES- PARKS	455772	1	1000-452-20-46	SUPPLIES-GENERAL	79.74	79.74
Total 455772:											
01/20	01/09/2020	205856	76	BILLINGTON ACE HARD	SUPPLIES- FD	457549	1	1010-422-10-46	SUPPLIES- GENERAL	3.85	3.85
Total 457549:											
01/20	01/09/2020	205856	76	BILLINGTON ACE HARD	SUPPLIES- FD	457591	1	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	1.05	1.05
Total 457591:											
01/20	01/09/2020	205857	1307	C&S WASTE SOLUTIONS	110 NORTH ST	110NORTHST 010120	1	1000-452-20-44	DISPOSAL	271.49	271.49
Total 110NORTHST 010120:											

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
01/20	01/09/2020	205857	1307	C&S WASTE SOLUTIONS	470-895 CIRCLE DR	470895CIRDR 01012020	1	7530-451-52-44	DISPOSAL	226.53	226.53
Total 470895CIRDR 01012020:											
01/20	01/09/2020	205857	1307	C&S WASTE SOLUTIONS	66 N LASSEN ST	SVL2 010120	1	1000-417-10-44	DISPOSAL	188.75	188.75
Total SVL2 010120:											
01/20	01/09/2020	205857	1307	C&S WASTE SOLUTIONS	95 N WEATHERLOW ST	SVL5 010120	1	1000-452-20-44	DISPOSAL	223.39	223.39
Total SVL5 010120:											
01/20	01/09/2020	205857	1307	C&S WASTE SOLUTIONS	1505 MAIN ST	SVLFD 010120	1	1010-422-10-44	DISPOSAL	188.75	188.75
Total SVLFD 010120:											
01/20	01/09/2020	205858	986	CARLSON'S TIRE PROS	REPAIR & MAINT-STREETS	68935	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	79.98	79.98
Total 68935:											
01/20	01/09/2020	205859	152	COUSO TECHNOLOGY &	WEBSITE MAINT	1874	1	1000-417-10-43	TECHNICAL SVCS	340.00	340.00
Total 1874:											
01/20	01/09/2020	205860	161	CSK AUTO INC	SUPPLIES-PW	270216242	1	7620-430-10-44	REPAIR AND MAINTENANCE-VE	8.74	8.74
Total 270216242:											
01/20	01/09/2020	205860	161	CSK AUTO INC	CREDIT-STREETS	2740210353	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	318.40	318.40
Total 2740210353:											
01/20	01/09/2020	205860	161	CSK AUTO INC	CREDIT-STREETS	2740212397	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	298.50	298.50
Total 2740212397:											
01/20	01/09/2020	205860	161	CSK AUTO INC	SUPPLIES-STREETS	2740213430	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	10.01	10.01
01/20	01/09/2020	205860	161	CSK AUTO INC	SUPPLIES-WATER	2740213430	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	10.00	10.00
01/20	01/09/2020	205860	161	CSK AUTO INC	SUPPLIES-GAS	2740213430	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	10.01	10.01

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 2740213430:											
01/20	01/09/2020	205860	161	CSK AUTO INC	SUPPLIES-STREETTS	2740213641	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	4.82	4.82
01/20	01/09/2020	205860	161	CSK AUTO INC	SUPPLIES-WATER	2740213641	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	4.82	4.82
01/20	01/09/2020	205860	161	CSK AUTO INC	SUPPLIES-GAS	2740213641	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	4.82	4.82
Total 2740213841:											
01/20	01/09/2020	205860	161	CSK AUTO INC	SUPPLIES-STREETTS	2740213915	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	4.91	4.91
01/20	01/09/2020	205860	161	CSK AUTO INC	SUPPLIES-WATER	2740213915	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	4.92	4.92
01/20	01/09/2020	205860	161	CSK AUTO INC	SUPPLIES-GAS	2740213915	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	4.91	4.91
Total 2740213915:											
01/20	01/09/2020	205860	161	CSK AUTO INC	SUPPLIES-SNOW	2740214500	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	10.06	10.06
Total 2740214500:											
01/20	01/09/2020	205860	161	CSK AUTO INC	SUPPLIES-SNOW	2740215660	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	45.05	45.05
Total 2740215660:											
01/20	01/09/2020	205860	161	CSK AUTO INC	SUPPLIES-PW	2740215743	1	7620-430-10-44	REPAIR AND MAINTENANCE-VE	145.58	145.58
Total 2740215743:											
01/20	01/09/2020	205860	161	CSK AUTO INC	SUPPLIES-PW	2740215753	1	7620-430-10-44	REPAIR AND MAINTENANCE-VE	231.12	231.12
Total 2740215753:											
01/20	01/09/2020	205860	161	CSK AUTO INC	CREDIT-PW	2740215757	1	7620-430-10-44	REPAIR AND MAINTENANCE-VE	4.33-	4.33-
Total 2740215757:											
01/20	01/09/2020	205860	161	CSK AUTO INC	SUPPLIES-PW	2740215780	1	7620-430-10-44	REPAIR AND MAINTENANCE-VE	255.49	255.49
Total 2740215780:											

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 207109/207108:											
01/20	01/09/2020	205862	219	ED STAUB & SONS PETR	278.30 GAL PROPANE-GC	1414057	1	7530-451-52-46	GASOLINE	57,917.08	57,917.08
Total 1414057:											
01/20	01/09/2020	205862	219	ED STAUB & SONS PETR	176.20 GAL PROPANE-GC	1492316	1	7530-451-52-46	PROPANE	1,053.37	1,053.37
Total 1492316:											
01/20	01/09/2020	205862	219	ED STAUB & SONS PETR	269.72 GAL PROPANE-AIRPORT	15932921	1	7201-430-81-46	PROPANE	430.76	430.76
Total 15932921:											
01/20	01/09/2020	205862	219	ED STAUB & SONS PETR	269.72 GAL PROPANE-AIRPORT	1593921	1	7201-430-81-46	PROPANE	430.76	430.76
Total 1593921:											
01/20	01/09/2020	205862	219	ED STAUB & SONS PETR	228.70 GAL PROPANE-GC	1601210	1	7530-451-52-46	PROPANE	333.58	333.58
Total 1601210:											
01/20	01/09/2020	205863	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-GC	990304A	1	7530-451-50-43	TECHNICAL SVCS	28.00	28.00
Total 990304A:											
01/20	01/09/2020	205863	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-GC	990305A	1	7530-451-50-43	TECHNICAL SVCS	28.00	28.00
Total 990305A:											
01/20	01/09/2020	205863	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	990454A	1	7110-430-42-43	TECHNICAL SVCS	147.00	147.00
Total 990454A:											
01/20	01/09/2020	205864	265	FRONTIER	257-/1057-FAX PW	1057 122019	1	7620-430-10-45	COMMUNICATIONS	172.15	172.15
Total 1057 122019:											

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 296255:											
01/20	01/09/2020	205874	411	LASSEN MOTOR PARTS	SUPPLIES-PARKS	340787	1	1000-452-20-44	VEHICLE - REPAIR & MAINTENA	4.28	4.28
Total 340787:											
01/20	01/09/2020	205874	411	LASSEN MOTOR PARTS	SUPPLIES- PW	342158	1	7620-430-10-44	REPAIR AND MAINTENANCE-VE	22.08	22.08
Total 342158:											
01/20	01/09/2020	205874	411	LASSEN MOTOR PARTS	SUPPLIES- STREETS	342321	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	2.89	2.89
01/20	01/09/2020	205874	411	LASSEN MOTOR PARTS	SUPPLIES- WATER	342321	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	2.90	2.90
01/20	01/09/2020	205874	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	342321	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	2.89	2.89
Total 342321:											
01/20	01/09/2020	205875	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	131257	1	2007-431-20-44	DISPOSAL	10.71	10.71
Total 131257:											
01/20	01/09/2020	205876	421	LEAGUE OF CALIFORNIA	MEMBERSHIP DUES 2020	4916	1	1000-417-10-48	TAXES, FEES, PERMITS & CHA	50.00	50.00
01/20	01/09/2020	205876	421	LEAGUE OF CALIFORNIA	MEMBERSHIP DUES 2020	4916	2	1000-1430-105	PREPAID - OTHER	50.00	50.00
Total 4916:											
01/20	01/09/2020	205877	437	LMUD	AIRPORT VASILIGHTS	10108 122319	1	7201-430-81-46	ELECTRICITY	123.64	123.64
Total 10108 122319:											
01/20	01/09/2020	205877	437	LMUD	GOLF COURSE IRR WELL30 HP	122907 122319	1	7530-451-52-46	ELECTRICITY	39.34	39.34
Total 122907 122319:											
01/20	01/09/2020	205877	437	LMUD	GOLF COURSE PUMP STATION	122910 122319	1	7530-451-52-46	ELECTRICITY	28.01	28.01
Total 122910 122319:											
01/20	01/09/2020	205877	437	LMUD	GOLF COURSE PUMP HOUSE	132052 122319	1	7530-451-52-46	ELECTRICITY	70.09	70.09

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 132052 122319:											
01/20	01/09/2020	205877	437	LMUD	STREET LIGHTS	14039 121019	1	2007-431-60-46	ELECTRICITY	193.33	193.33
Total 14039 121019:											
01/20	01/09/2020	205877	437	LMUD	STREET LIGHTS	14041 121019	1	2007-431-60-46	ELECTRICITY	3,607.80	3,607.80
Total 14041 121019:											
01/20	01/09/2020	205877	437	LMUD	470-895 CIRCLE DR-CLUB HOU	144281 122319	1	7530-451-52-46	ELECTRICITY	220.39	220.39
Total 144281 122319:											
01/20	01/09/2020	205877	437	LMUD	SOUTH ST ROOSEVELT AREAL	1744 122319	1	1000-452-20-46	ELECTRICITY	8.64	8.64
Total 1744 122319:											
01/20	01/09/2020	205877	437	LMUD	RIVERSIDE DR. PARK	1999 122319	1	1000-452-20-46	ELECTRICITY	74.22	74.22
Total 1999 122319:											
01/20	01/09/2020	205877	437	LMUD	S GAY ST-STREETS	24323 121019	1	2007-431-60-46	ELECTRICITY	42.89	42.89
Total 24323 121019:											
01/20	01/09/2020	205877	437	LMUD	1505 MAIN ST	2876 122319	1	1010-422-10-46	ELECTRICITY	830.61	830.61
Total 2876 122319:											
01/20	01/09/2020	205877	437	LMUD	SKYLINE DR WELL 4-WATER	29931 121019	1	7110-430-42-46	ELECTRICITY	33.12	33.12
Total 29931 121019:											
01/20	01/09/2020	205877	437	LMUD	LITTLE LEAGUE PARK AREALI	3522 122319	1	1000-452-20-46	ELECTRICITY	57.37	57.37
Total 3522 122319:											

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
01/20	01/09/2020	205877	437	LMUD	105 S ASH STREET	412864 122319	1	1000-452-20-46	ELECTRICITY	34.61	34.61
Total 412864 122319:											
01/20	01/09/2020	205877	437	LMUD	SAN FRANCISCO ST- STREETS	416835 121019	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416835 121019:											
01/20	01/09/2020	205877	437	LMUD	FIRST STREET & ALLEY STREE	416848 121019	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416848 121019:											
01/20	01/09/2020	205877	437	LMUD	LITTLE LEAGUE PARK DRIVEW	416851	1	1000-452-20-46	ELECTRICITY	30.03	30.03
Total 416851:											
01/20	01/09/2020	205877	437	LMUD	LONG ALLEY & LOVELL ALLEY-	416860 121019	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416860 121019:											
01/20	01/09/2020	205877	437	LMUD	CAMPBELL ST- STREETS	416940 121019	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416940 121019:											
01/20	01/09/2020	205877	437	LMUD	WASHO LN- STREETS	416959 121019	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416959 121019:											
01/20	01/09/2020	205877	437	LMUD	130 N LASSEN STREET- STREE	416962 121019	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416962 121019:											
01/20	01/09/2020	205877	437	LMUD	INSPIRATION POINT	41915 121019	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 41915 121019:											
01/20	01/09/2020	205877	437	LMUD	MARTHA & ARNOLD STREET LI	421476 121019	1	2007-431-60-46	ELECTRICITY	30.03	30.03

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 421476 121019:											
01/20	01/09/2020	205877	437	LMUD	130 N PINE ST - STREETS	425450 121019	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 425450 121019:											
01/20	01/09/2020	205877	437	LMUD	N PINE & COOK - SCADA-WATE	44153 121019	1	7110-430-42-46	ELECTRICITY	30.56	30.56
Total 44153 121019:											
01/20	01/09/2020	205877	437	LMUD	GLENN & CHERRY TR - SCADA-	44298 121019	1	7110-430-42-46	ELECTRICITY	31.31	31.31
Total 44298 121019:											
01/20	01/09/2020	205877	437	LMUD	PAIUTE LN SCADA-WATER	44316 121019	1	7110-430-42-46	ELECTRICITY	30.56	30.56
Total 44316 121019:											
01/20	01/09/2020	205877	437	LMUD	BAGWELL SPRINGS - SCADA-W	45542 121019	1	7110-430-42-46	ELECTRICITY	52.81	52.81
Total 45542 121019:											
01/20	01/09/2020	205877	437	LMUD	QUARRY ST LIGHTS-STREETS	49500 121019	1	2007-431-60-46	ELECTRICITY	60.05	60.05
Total 49500 121019:											
01/20	01/09/2020	205877	437	LMUD	MAIN & FOSS SIGNAL LIGHT-ST	49501 121019	1	2007-431-60-46	ELECTRICITY	157.69	157.69
Total 49501 121019:											
01/20	01/09/2020	205877	437	LMUD	AIRPORT LOT 5	51908 122319	1	7201-430-81-46	ELECTRICITY	25.30	25.30
Total 51908 122319:											
01/20	01/09/2020	205877	437	LMUD	AIRPORT HANGER 6	54333 122319	1	7201-430-81-46	ELECTRICITY	25.30	25.30
Total 54333 122319:											

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
01/20	01/09/2020	205877	437	LMUD	925 SIERRA RD SPORTS CTR	60453 122319	1	1000-452-20-46	ELECTRICITY	25.75	25.75
Total 60453 122319:											
01/20	01/09/2020	205877	437	LMUD	AIRPORT OFFICE	7146 122319	1	7201-430-81-46	ELECTRICITY	560.67	560.67
Total 7146 122319:											
01/20	01/09/2020	205877	437	LMUD	AIRPORT GAS PUMP	7154 122319	1	7201-430-81-46	ELECTRICITY	33.64	33.64
Total 7154 122319:											
01/20	01/09/2020	205877	437	LMUD	GOLF COURSE CLUB HOUSE	7394 122319	1	7530-451-52-46	ELECTRICITY	68.81	68.81
Total 7394 122319:											
01/20	01/09/2020	205877	437	LMUD	GOLF COURSE CART BARN 2	7400 122319	1	7530-451-52-46	ELECTRICITY	27.25	27.25
Total 7400 122319:											
01/20	01/09/2020	205877	437	LMUD	GOLF COURSE BARN 1 & 3	8312 122319	1	7530-451-52-46	ELECTRICITY	25.00	25.00
Total 8312 122319:											
01/20	01/09/2020	205877	437	LMUD	MAIN & PINE CHRISTMAS TREE	94811 121019	1	1000-452-20-46	ELECTRICITY	25.00	25.00
Total 94811 121019:											
01/20	01/09/2020	205877	437	LMUD	RIVERSIDE PARK LIGHTS	9501 122319	1	1000-452-20-46	ELECTRICITY	762.82	762.82
Total 9501 122319:											
01/20	01/09/2020	205878	452	MARTIN SECURITY SYST	470-895 CIRCLE DR PROSHOP	035500	1	7530-451-50-43	TECHNICAL SVCS	40.00	40.00
Total 035500:											
01/20	01/09/2020	205878	452	MARTIN SECURITY SYST	CITY HALL SECURITY	035536	1	1000-417-10-43	TECHNICAL SVCS	73.00	73.00
01/20	01/09/2020	205878	452	MARTIN SECURITY SYST	75 WEATHERLOW SECURITY	035536	2	1000-452-20-43	TECHNICAL SVCS	40.00	40.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 035536:											
01/20	01/09/2020	205878	452	MARTIN SECURITY SVST	75 WEATHERLOW SECURITY	035581	1	1000-452-20-43	TECHNICAL SVCS	99.00	99.00
Total 035581:											
01/20	01/09/2020	205879	546	PAYLESS BUILDING SUP	SUPPLIES-FD	2510841	1	1010-422-10-44	FACILITY -REPAIR & MAINTENA	39.18	39.18
Total 2510841:											
01/20	01/09/2020	205880	556	PITNEY BOWES	MONTHLY MAINT POSTAGE MA	3103611747	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	1,116.49	1,116.49
Total 3103611747:											
01/20	01/09/2020	205881	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT 1/	58020 123119	1	1000-417-10-45	COMMUNICATIONS	840.00	840.00
Total 58020 123119:											
01/20	01/09/2020	205882	572	QUILL CORPORATION	JANITORIAL SUPPLIES- FD	2986583	1	1010-422-10-46	SUPPLIES-JANITORIAL	69.54	69.54
Total 2986583:											
01/20	01/09/2020	205882	572	QUILL CORPORATION	JANITORIAL SUPPLIES	3635069	1	1000-417-10-46	SUPPLIES-JANITORIAL	25.99	25.99
01/20	01/09/2020	205882	572	QUILL CORPORATION	OFFICE SUPPLIES	3635069	2	1000-415-10-46	SUPPLIES-GENERAL	70.38	70.38
Total 3635069:											
01/20	01/09/2020	205883	1561	RAPID CONSTRUCTION I	PROGRESS PAYMENT 1 2019 C	1	2	8406-413-22-44	CONSTRUCTION SERVICES	174,152.17	174,152.17
Total 1:											
01/20	01/09/2020	205883	1561	RAPID CONSTRUCTION I	PROJECT NO 18-03 RETENTIO	1	1	8406-2206-000	RETENTION PAYABLE	8,707.61	8,707.61
Total 1:											
01/20	01/09/2020	205884	582	RAY MORGAN CO INC	COPIER- FD	2807243	1	1010-422-10-44	RENT & LEASES EQUIP & VEHI	44.30	44.30

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 2807243:											
01/20	01/09/2020	205885	628	SCORE	WORKERS COMP 7/19-6/20	SUSQ320	1	7630-411-40-42	WORKERS' COMPENSATION	99,092.40	99,092.40
Total SUSQ320:											
01/20	01/09/2020	205886	1076	SIERRA COFFEE AND BE	BOTTLED WATER-PW	70453	1	7620-430-10-46	SUPPLIES-GENERAL	23.70	23.70
Total 70453:											
01/20	01/09/2020	205886	1076	SIERRA COFFEE AND BE	BOTTLED WATER	70483	1	1000-417-10-46	SUPPLIES-GENERAL	20.80	20.80
Total 70483:											
01/20	01/09/2020	205887	9882	SIERRA RENTAL & TRAN	REPAIRS #343-STREETS	335505	1	2007-431-20-44	REPAIR AND MAINTENANCE-VI	800.00	800.00
Total 335505:											
01/20	01/09/2020	205888	872	SLAKEY BROTHERS INC.	SUPPLIES-GAS	11306539-00	1	7401-430-62-46	SUPPLIES-GENERAL	153.04	153.04
Total 11306539-00:											
01/20	01/09/2020	205889	806	SUSANVILLE AVIATION	REPAIRS- AIRPORT	4086	1	7201-430-81-44	REPAIR AND MAINTENANCE-MI	634.65	634.65
Total 4086:											
01/20	01/09/2020	205890	677	SUSANVILLE SANITARY	606 NEVADA	1274 010120	1	1000-417-10-44	SEWER	47.00	47.00
Total 1274 010120:											
01/20	01/09/2020	205890	677	SUSANVILLE SANITARY	66 N LASSEN	1276 010120	1	1000-417-10-44	SEWER	104.00	104.00
Total 1276 010120:											
01/20	01/09/2020	205890	677	SUSANVILLE SANITARY	115 N WEATHERLOW	1448 010120	1	1000-451-80-44	SEWER	52.00	52.00
Total 1448 010120:											

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
01/20	01/09/2020	205890	677	SUSANVILLE SANITARY	65 N WEATHERLOW - ROOPS F	1449 010120	1	1000-452-20-44	SEWER	104.00	104.00
Total 1449 010120:											
01/20	01/09/2020	205890	677	SUSANVILLE SANITARY	1505 MAIN	2064 010120	1	1010-422-10-44	SEWER	52.00	52.00
Total 2064 010120:											
01/20	01/09/2020	205890	677	SUSANVILLE SANITARY	1850 RIVER ST	3667 010120	1	1000-452-20-44	SEWER	52.00	52.00
Total 3667 010120:											
01/20	01/09/2020	205890	677	SUSANVILLE SANITARY	1600 RIVERSIDE DR	3668 010120	1	1000-452-20-44	SEWER	118.00	118.00
Total 3668 010120:											
01/20	01/09/2020	205890	677	SUSANVILLE SANITARY	1200 NORTH ST	3669 010120	1	1000-452-20-44	SEWER	52.00	52.00
Total 3669 010120:											
01/20	01/09/2020	205891	689	SWRCB	WATER BOARD FEES 7/1/19-6/3	SM-1024238	1	7530-451-50-48	TAXES, FEES, PERMITS & CHA	880.00	880.00
Total SM-1024238:											
01/20	01/09/2020	205892	9295	TAMCO CAPITAL CORP	COMMUNICATIONS-PD	5008572239	1	1009-421-10-45	COMMUNICATIONS	312.10	312.10
Total 5008572239:											
01/20	01/09/2020	205892	9295	TAMCO CAPITAL CORP	COMMUNICATION-FD	5008641159	1	1010-422-10-45	COMMUNICATIONS	262.77	262.77
Total 5008641159:											
01/20	01/09/2020	205893	530	U.S. BANK EQUIPMENT F	COPIER-PD	402058416	1	1009-421-10-44	RENT & LEASES EQUIP & VEHI	172.21	172.21
01/20	01/09/2020	205893	530	U.S. BANK EQUIPMENT F	COPIER - CITY HALL UP AND D	402058416	2	1000-417-10-44	RENT & LEASES EQUIP & VEHI	344.40	344.40
Total 402058416:											
01/20	01/09/2020	205894	770	WESTERN NEVADA SUP	SUPPLIES- WATER	68121653	1	7110-430-42-46	SUPPLIES-GENERAL	468.77	468.77

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 68121653:											
01/20	01/09/2020	205894	770	WESTERN NEVADA SUP	SUPPLIES-GAS	68136819	1	7401-430-62-46	SUPPLIES-GENERAL	453.73	453.73
Total 68136819:											
01/20	01/09/2020	205894	770	WESTERN NEVADA SUP	SUPPLIES- GAS	68139208	1	7401-430-62-46	SUPPLIES-GENERAL	179.67	179.67
Total 68139208:											
01/20	01/09/2020	205894	770	WESTERN NEVADA SUP	SUPPLIES- GAS	68140972	1	7401-430-62-46	SUPPLIES-GENERAL	94.05	94.05
Total 68140972:											
01/20	01/09/2020	205894	770	WESTERN NEVADA SUP	SUPPLIES- GAS	68146527	1	7401-430-62-46	SUPPLIES-GENERAL	22.53	22.53
Total 68146527:											
01/20	01/09/2020	205895	9880		REFUND ELECTRICAL PANEL	121619	1	1000-2228-009	DEPOSITS-COMM CENTER RE	20.00	20.00
Total 121619:											
Grand Totals:										358,821.25	358,821.25

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

M = Manual Check, V = Void Check

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
01/20	01/10/2020	205896	728	U S POSTMASTER	UB BILLING GAS	01102020	1	7401-430-62-46	POSTAGE	105.40	105.40
01/20	01/10/2020	205896	728	U S POSTMASTER	UB BILLING WATER	01102020	2	7110-430-42-46	POSTAGE	204.60	204.60
Total 01102020:										310.00	310.00
Grand Totals:										310.00	310.00

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
01/20	01/16/2020	205909	44	ARAMARK UNIFORM SER	CUSTODIAL SUPPLIES-PW	637221194	1	7620-430-10-44	LINEN SERVICE	37.82	37.82
Total 637221194:											
01/20	01/16/2020	205909	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-STREETS	637221195	1	2007-431-20-44	LINEN SERVICE	56.22	56.22
Total 637221195:											
01/20	01/16/2020	205909	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	637221196	1	7401-430-62-44	LINEN SERVICES	52.72	52.72
Total 637221196:											
01/20	01/16/2020	205909	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-WATER	637221197	1	7110-430-42-44	LINEN SERVICE	42.37	42.37
Total 637221197:											
01/20	01/16/2020	205909	44	ARAMARK UNIFORM SER	CUSTODIAL SUPPLIES-PW	637235972	1	7620-430-10-44	LINEN SERVICE	37.82	37.82
Total 637235972:											
01/20	01/16/2020	205909	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-STREETS	637235973	1	2007-431-20-44	LINEN SERVICE	59.33	59.33
Total 637235973:											
01/20	01/16/2020	205909	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	637235974	1	7401-430-62-44	LINEN SERVICES	55.87	55.87
Total 637235974:											
01/20	01/16/2020	205909	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-WATER	637235975	1	7110-430-42-44	LINEN SERVICE	44.92	44.92
Total 637235975:											
01/20	01/16/2020	205910	66	BEAMS MD INC, JAY M	DMV PHYSICAL	14409 120919	1	1000-416-10-43	PROFESSIONAL SVCS	175.00	175.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 14409 120919:											
01/20	01/16/2020	205911	9886		REFUND WATER DEPOSIT	10334000000	1	7110-2228-000	DEPOSITS-CUSTOMER	59.74	59.74
Total 10334000000:											
01/20	01/16/2020	205912	76	BILLINGTON ACE HARD	SUPPLIES-GAS	457472	1	7401-430-62-46	SUPPLIES-GENERAL	3.85	3.85
Total 457472:											
01/20	01/16/2020	205912	76	BILLINGTON ACE HARD	SUPPLIES-WATER	457623	1	7110-430-42-46	SUPPLIES-GENERAL	38.96	38.96
Total 457623:											
01/20	01/16/2020	205912	76	BILLINGTON ACE HARD	SUPPLIES-GAS	457747	1	7401-430-62-46	SUPPLIES-GENERAL	16.40	16.40
Total 457747:											
01/20	01/16/2020	205912	76	BILLINGTON ACE HARD	SUPPLIES-GAS	457767	1	7401-430-62-46	SUPPLIES-GENERAL	40.50	40.50
Total 457767:											
01/20	01/16/2020	205912	76	BILLINGTON ACE HARD	SUPPLIES-GAS	457834	1	7401-430-62-46	SUPPLIES-GENERAL	7.71	7.71
Total 457834:											
01/20	01/16/2020	205912	76	BILLINGTON ACE HARD	SUPPLIES-FD	457865	1	1010-422-10-44	FACILITY -REPAIR & MAINTENA	15.40	15.40
Total 457865:											
01/20	01/16/2020	205912	76	BILLINGTON ACE HARD	SUPPLIES-PW	457906	1	7620-430-10-46	SUPPLIES-GENERAL	2.13	2.13
Total 457906:											
01/20	01/16/2020	205912	76	BILLINGTON ACE HARD	SUPPLIES-GAS	457917	1	7401-430-62-46	SUPPLIES-SMALL TOOLS	79.12	79.12
Total 457917:											

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
01/20	01/16/2020	205912	76	BILLINGTON ACE HARD	SUPPLIES- FD	457938	1	1010-422-10-46	SUPPLIES- GENERAL	48.23	48.23
Total 457938:											
01/20	01/16/2020	205912	76	BILLINGTON ACE HARD	SUPPLIES-WATER	458096	1	7110-430-42-46	SUPPLIES-GENERAL	13.50	13.50
Total 458096:											
01/20	01/16/2020	205913	8591		REIM TRAINING	01142020	1	1010-422-10-45	TRAVEL	182.48	182.48
Total 01142020:											
01/20	01/16/2020	205914	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - 600 MAI	PLC600MAINST 010120	1	2007-431-20-44	DISPOSAL	43.76	43.76
Total PLC600MAINST 010120:											
01/20	01/16/2020	205914	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - B OF A	PLCBOFA 010120	1	2007-431-20-44	DISPOSAL	21.96	21.96
Total PLCBOFA 010120:											
01/20	01/16/2020	205914	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - BUEHL	PLCBUEHLERDNT 01012	1	2007-431-20-44	DISPOSAL	43.76	43.76
Total PLCBUEHLERDNT 010120:											
01/20	01/16/2020	205914	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - DIAMO	PLCDIAMONDMTN 01012	1	2007-431-20-44	DISPOSAL	43.76	43.76
Total PLCDIAMONDMTN 010120:											
01/20	01/16/2020	205914	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - ELKS L	PLCELKSLODGE 010120	1	2007-431-20-44	DISPOSAL	43.76	43.76
Total PLCELKSLODGE 010120:											
01/20	01/16/2020	205914	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - FROST	PLCFROSTMILL 010120	1	2007-431-20-44	DISPOSAL	21.96	21.96
Total PLCFROSTMILL 010120:											
01/20	01/16/2020	205914	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - GROCE	PLCGROCYOUT 01012	1	2007-431-20-44	DISPOSAL	43.76	43.76

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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 PLCGROCERYOUT 010120:											
01/20	01/16/2020	205914	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HAIR H	PLCHAIRHUNTER 010120	1	2007-431-20-44	DISPOSAL	43.76	43.76
Total PLCHAIRHUNTER 010120:											
01/20	01/16/2020	205914	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HOTEL	PLCHOTELLSN1 010120	1	2007-431-20-44	DISPOSAL	43.76	43.76
Total PLCHOTELLSN1 010120:											
01/20	01/16/2020	205914	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - KNOCH	PLCKNOCHBUILD 010120	1	2007-431-20-44	DISPOSAL	43.76	43.76
Total PLCKNOCHBUILD 010120:											
01/20	01/16/2020	205914	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LITTLE I	PLCLITTLEITA1 010120	1	2007-431-20-44	DISPOSAL	43.76	43.76
Total PLCLITTLEITA1 010120:											
01/20	01/16/2020	205914	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LV CHA	PLCLVCHARTR 010120	1	2007-431-20-44	DISPOSAL	43.76	43.76
Total PLCLVCHARTR 010120:											
01/20	01/16/2020	205914	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - MT LAS	PLCMTLASSNP 010120	1	2007-431-20-44	DISPOSAL	43.76	43.76
Total PLCMTLASSNP 010120:											
01/20	01/16/2020	205914	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - PANCE	PLCPANCERAPL 010120	1	2007-431-20-44	DISPOSAL	43.76	43.76
Total PLCPANCERAPL 010120:											
01/20	01/16/2020	205914	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - PANCE	PLCPANCERPLA 010120	1	2007-431-20-44	DISPOSAL	87.52	87.52
Total PLCPANCERPLA 010120:											
01/20	01/16/2020	205914	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRAJWLR 010120	1	2007-431-20-44	DISPOSAL	43.76	43.76
Total PLCSIERRAJWLR 010120:											

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
01/20	01/16/2020	205914	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRATHTR 010120	1	2007-431-20-44	DISPOSAL	43.76	43.76
Total PLCSIERRATHTR 010120:											
01/20	01/16/2020	205914	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SVILLE	PLCSVILLEREAL 010120	1	2007-431-20-44	DISPOSAL	43.76	43.76
Total PLCSVILLEREAL 010120:											
01/20	01/16/2020	205914	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - UPTOW	PLCUPTOWNPARK 010120	1	2007-431-20-44	DISPOSAL	43.76	43.76
Total PLCUPTOWNPARK 010120:											
01/20	01/16/2020	205914	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - U S PO	PLCUSPOSTAL 010120	1	2007-431-20-44	DISPOSAL	43.76	43.76
Total PLCUSPOSTAL 010120:											
01/20	01/16/2020	205914	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - VETS M	PLCVETSMEMOR 010120	1	2007-431-20-44	DISPOSAL	46.90	46.90
Total PLCVETSMEMOR 010120:											
01/20	01/16/2020	205914	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - WALMA	PLCWALMARTBUS 010120	1	2007-431-20-44	DISPOSAL	43.76	43.76
Total PLCWALMARTBUS 010120:											
01/20	01/16/2020	205914	1307	C&S WASTE SOLUTIONS	720 SOUTH ST SHOP-PW	PLV8 010120	1	7620-430-10-44	DISPOSAL	198.16	198.16
Total PLV8 010120:											
01/20	01/16/2020	205914	1307	C&S WASTE SOLUTIONS	925 SIERRA ST-PW	SVL15 010120	1	7620-430-10-44	DISPOSAL	191.89	191.89
Total SVL15 010120:											
01/20	01/16/2020	205914	1307	C&S WASTE SOLUTIONS	1801 MAIN ST	SVL7 010120	1	1009-421-10-44	DISPOSAL	222.33	222.33
Total SVL7 010120:											
01/20	01/16/2020	205915	116	CASHMAN EQUIPMENT C	CREDIT-WATER	INCS0332842	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	366.12	366.12

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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 INCS0332842:											
01/20	01/16/2020	205915	116	CASHMAN EQUIPMENT C	SUPPLIES- WATER	INPS3048523	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	366.12	366.12
Total INPS3048523:											
01/20	01/16/2020	205915	116	CASHMAN EQUIPMENT C	RPR & MAINT- GAS	INPS3065014	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	28.34	28.34
01/20	01/16/2020	205915	116	CASHMAN EQUIPMENT C	RPR & MAINT- STREET	INPS3065014	2	2007-431-20-44	REPAIR AND MAINTENANCE-VE	28.35	28.35
01/20	01/16/2020	205915	116	CASHMAN EQUIPMENT C	RPR & MAINT- WATER	INPS3065014	3	7110-430-42-44	REPAIR AND MAINTENANCE-VE	28.34	28.34
Total INPS3065014:											
01/20	01/16/2020	205915	116	CASHMAN EQUIPMENT C	RPR & MAINT- GAS	INPS3065761	1	7401-430-62-44	REPAIR AND MAINTENANCE-MI	224.64	224.64
Total INPS3065761:											
01/20	01/16/2020	205915	116	CASHMAN EQUIPMENT C	RPR & MAINT- GAS	INWO1241080	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	577.50	577.50
Total INWO1241080:											
01/20	01/16/2020	205916	139	CITY CLERKS ASSOC OF	G MACDONALD 2020 DUES	4606	1	1000-411-40-48	DUES AND MEMBERSHIPS	45.00	45.00
Total 4606:											
01/20	01/16/2020	205917	148	COMPUTER LOGISTICS	TECHNICAL SERVICES-PD	81023	1	1009-421-10-43	TECHNICAL SERVICES	2,466.75	2,466.75
Total 81023:											
01/20	01/16/2020	205918	161	CSK AUTO INC	SUPPLIES-PD	2740216697	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	7.50	7.50
Total 2740216697:											
01/20	01/16/2020	205918	161	CSK AUTO INC	SUPPLIES-PD	2740216754	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	8.03	8.03
Total 2740216754:											
01/20	01/16/2020	205918	161	CSK AUTO INC	SUPPLIES-GAS	2740217814	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	46.46	46.46

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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 2740217814:											
01/20	01/16/2020	205918	161	CSK AUTO INC	SUPPLIES-STREETS	2740217815	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	5.36	5.36
01/20	01/16/2020	205918	161	CSK AUTO INC	SUPPLIES-WATER	2740217815	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	5.36	5.36
01/20	01/16/2020	205918	161	CSK AUTO INC	SUPPLIES-GAS	2740217815	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	5.36	5.36
Total 2740217815:											
01/20	01/16/2020	205918	161	CSK AUTO INC	SUPPLIES-STREETS	2740218041	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	44.51	44.51
01/20	01/16/2020	205918	161	CSK AUTO INC	SUPPLIES-GAS	2740218041	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	44.52	44.52
01/20	01/16/2020	205918	161	CSK AUTO INC	SUPPLIES-WATER	2740218041	3	7110-430-42-44	REPAIR AND MAINTENANCE-VE	44.52	44.52
Total 2740218041:											
01/20	01/16/2020	205918	161	CSK AUTO INC	SUPPLIES-GAS	2740218373	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	2.32	2.32
01/20	01/16/2020	205918	161	CSK AUTO INC	SUPPLIES-STREETS	2740218373	2	2007-431-20-44	REPAIR AND MAINTENANCE-VE	2.32	2.32
01/20	01/16/2020	205918	161	CSK AUTO INC	SUPPLIES-WATER	2740218373	3	7110-430-42-44	REPAIR AND MAINTENANCE-VE	2.32	2.32
Total 2740218373:											
01/20	01/16/2020	205918	161	CSK AUTO INC	SUPPLIES-GAS	2740218472	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	42.88	42.88
01/20	01/16/2020	205918	161	CSK AUTO INC	SUPPLIES-STREETS	2740218472	2	2007-431-20-44	REPAIR AND MAINTENANCE-VE	42.88	42.88
01/20	01/16/2020	205918	161	CSK AUTO INC	SUPPLIES-WATER	2740218472	3	7110-430-42-44	REPAIR AND MAINTENANCE-VE	42.88	42.88
Total 2740218472:											
01/20	01/16/2020	205918	161	CSK AUTO INC	SUPPLIES-STREETS	2740218866	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	26.90	26.90
01/20	01/16/2020	205918	161	CSK AUTO INC	SUPPLIES-WATER	2740218866	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	26.91	26.91
01/20	01/16/2020	205918	161	CSK AUTO INC	SUPPLIES-GAS	2740218866	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	26.91	26.91
Total 2740218866:											
01/20	01/16/2020	205918	161	CSK AUTO INC	SUPPLIES-GAS	2740218950	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	20.01	20.01
01/20	01/16/2020	205918	161	CSK AUTO INC	SUPPLIES-WATER	2740218950	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	20.01	20.01
01/20	01/16/2020	205918	161	CSK AUTO INC	SUPPLIES-STREETS	2740218950	3	2007-431-20-44	REPAIR AND MAINTENANCE-VE	20.00	20.00
Total 2740218950:											

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01/20	01/16/2020	205919	167	DALCAR ELECTRICAL SU	SUPPLIES- WATER	21624	1	7301-430-52-46	SUPPLIES-GENERAL	9.92	9.92
Total 21624:											
01/20	01/16/2020	205920	173	DATCO SERVICES	SUBSTANCE TEST	151182	1	1000-416-10-43	TECHNICAL SVCS	535.50	535.50
Total 151182:											
01/20	01/16/2020	205920	173	DATCO SERVICES	SUBSTANCE TEST	37137645	1	1000-416-10-43	TECHNICAL SVCS	52.00	52.00
Total 37137645:											
01/20	01/16/2020	205921	184	DEPARTMENT OF JUSTI	FINGERPRINTS - APPS	426331	1	1000-416-10-45	FINGERPRINTING SERVICES	96.00	96.00
Total 426331:											
01/20	01/16/2020	205922	1261	DIAMOND TRUCK AND A	REPAIRS- FD	5039	1	1010-422-50-44	VEHICLE - REPAIR & MAINTENA	801.36	801.36
Total 5039:											
01/20	01/16/2020	205923	1565	DIRTY JOES CAR WASH	CAR WASH-PD	01062020	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	65.00	65.00
Total 01062020:											
01/20	01/16/2020	205924	219	ED STAUB & SONS PETR	83.60 GAL PROPANE-CLUB HO	1622317	1	7530-451-52-46	PROPANE	121.94	121.94
Total 1622317:											
01/20	01/16/2020	205925	241	FEATHER PUBLISHING C	ADVERTISEMENT-GAS	160217	1	7401-430-62-45	ADVERTISING	540.00	540.00
Total 160217:											
01/20	01/16/2020	205925	241	FEATHER PUBLISHING C	ADVERTISEMENT-PW	1612317	1	7620-430-10-45	ADVERTISING	122.40	122.40
Total 1612317:											
01/20	01/16/2020	205925	241	FEATHER PUBLISHING C	ADVERTISEMENT-PW	1613401	1	7620-430-10-45	ADVERTISING	122.40	122.40

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Total 1613401:											
01/20	01/16/2020	205926	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	978436A	1	7110-430-42-43	TECHNICAL SVCS	122.40	122.40
Total 978436A:											
01/20	01/16/2020	205926	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-W	990302A	1	7110-430-42-43	TECHNICAL SVCS	580.00	580.00
Total 990302A:											
01/20	01/16/2020	205926	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	990306A	1	7110-430-42-43	TECHNICAL SVCS	246.00	246.00
Total 990306A:											
01/20	01/16/2020	205926	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	990562A	1	7112-430-42-43	TECHNICAL SERVICES	95.00	95.00
Total 990562A:											
01/20	01/16/2020	205926	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-WA	990563A	1	7110-430-42-43	TECHNICAL SVCS	28.00	28.00
Total 990563A:											
01/20	01/16/2020	205926	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	990576A	1	7110-430-42-43	TECHNICAL SVCS	117.00	117.00
Total 990576A:											
01/20	01/16/2020	205926	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	990877A	1	7110-430-42-43	TECHNICAL SVCS	117.00	117.00
Total 990877A:											
01/20	01/16/2020	205927	257	FOREST OFFICE EQUIPM	MAINT.CONTRACT FOLD MACHI	SV000116	1	7620-430-10-43	TECHNICAL SVCS	95.00	95.00
Total SV000116:											
01/20	01/16/2020	205927	257	FOREST OFFICE EQUIPM	MAINT.CONTRACT FOLD MACHI	SV000141	1	7110-430-42-44	REPAIR AND MAINTENANCE-MI	630.55	630.55
Total SV000141:											

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
01/20	01/16/2020	205927	257	FOREST OFFICE EQUIPM	KYOCERA COPIER -PW	SV000237	1	7620-430-10-43	TECHNICAL SVCS	908.53	908.53
Total SV000237: 908.53 908.53											
01/20	01/16/2020	205928	265	FRONTIER	257-1000 DSL SERVICE	1000 010520	1	1000-417-10-45	COMMUNICATIONS	145.00	145.00
01/20	01/16/2020	205928	265	FRONTIER	257-1000 GAS - DEBIT MACHIN	1000 010520	2	7401-430-62-45	COMMUNICATIONS	24.15	24.15
01/20	01/16/2020	205928	265	FRONTIER	257-1000 WATER - DEBIT MACH	1000 010520	3	7110-430-42-45	COMMUNICATIONS	24.15	24.15
01/20	01/16/2020	205928	265	FRONTIER	257-1000 ADMIN FAX	1000 010520	4	1000-413-20-45	COMMUNICATIONS	1.10	1.10
01/20	01/16/2020	205928	265	FRONTIER	257-1000 CITY CLERK FAX	1000 010520	5	1000-411-40-45	COMMUNICATIONS	1.10	1.10
01/20	01/16/2020	205928	265	FRONTIER	257-1000 ADMIN	1000 010520	6	1000-413-20-45	COMMUNICATIONS	4.34	4.34
01/20	01/16/2020	205928	265	FRONTIER	257-1000 CITY CLERK	1000 010520	7	1000-411-40-45	COMMUNICATIONS	3.26	3.26
01/20	01/16/2020	205928	265	FRONTIER	257-1000 FINANCE	1000 010520	8	1000-415-10-45	COMMUNICATIONS	3.26	3.26
01/20	01/16/2020	205928	265	FRONTIER	257-1000 COMM DEVELOPMEN	1000 010520	9	1000-419-10-45	COMMUNICATIONS	3.26	3.26
01/20	01/16/2020	205928	265	FRONTIER	257-1000 CITY HALL	1000 010520	10	1000-417-10-45	COMMUNICATIONS	261.08	261.08
Total 1000 010520: 470.70 470.70											
01/20	01/16/2020	205928	265	FRONTIER	257-1033-PARKS	1033 010520	1	1000-452-20-45	COMMUNICATIONS	250.38	250.38
Total 1033 010520: 250.38 250.38											
01/20	01/16/2020	205928	265	FRONTIER	257-1044 PRI	1044 010520	1	7620-430-10-45	COMMUNICATIONS	92.40	92.40
Total 1044 010520: 92.40 92.40											
01/20	01/16/2020	205928	265	FRONTIER	257-2520 GOLF COURSE	2520 010120	1	7630-451-52-45	COMMUNICATIONS	493.63	493.63
Total 2520 010120: 493.63 493.63											
01/20	01/16/2020	205928	265	FRONTIER	257-2960 HVAC/ELEVATOR LINE	2960 010520	1	1000-417-10-45	COMMUNICATIONS	71.99	71.99
Total 2960 010520: 71.99 71.99											
01/20	01/16/2020	205928	265	FRONTIER	257-5603 POLICE	5603 121019	1	1009-421-10-45	COMMUNICATIONS	790.90	790.90
Total 5603 121019: 790.90 790.90											
01/20	01/16/2020	205928	265	FRONTIER	257-7098 NATURAL GAS	7098 010120	1	7401-430-62-45	COMMUNICATIONS	85.98	85.98

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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 7098 010120:											
01/20	01/16/2020	205929	1289	FULL SPECTRUM INC	SACADA CADY SPRINGS 10/1-1/ 20200107		1	7110-430-44-44	CONSTRUCTION SERVICES	1,092.50	1,092.50
Total 20200107:										1,092.50	1,092.50
01/20	01/16/2020	205930	756	W.W. GRAINGER INC	SUPPLIES-GAS	9378791843	1	7401-430-62-46	SUPPLIES-GENERAL	252.38	252.38
Total 9378791843:										252.38	252.38
01/20	01/16/2020	205931	1075	INDEPENDENT ELECTRI	SUPPLIES-GAS	S104527627.001	1	7401-430-62-46	SUPPLIES-GENERAL	1,294.39	1,294.39
Total S104527627.001:										1,294.39	1,294.39
01/20	01/16/2020	205931	1075	INDEPENDENT ELECTRI	SUPPLIES-GAS	S104527627.002	1	7401-430-62-46	SUPPLIES-GENERAL	260.85	260.85
Total S104527627.002:										260.85	260.85
01/20	01/16/2020	205931	1075	INDEPENDENT ELECTRI	SUPPLIES-GAS	S104548225.001	1	7401-430-62-46	SUPPLIES-GENERAL	565.97	565.97
Total S104548225.001:										565.97	565.97
01/20	01/16/2020	205931	1075	INDEPENDENT ELECTRI	SUPPLIES-GAS	S104548225.002	1	7401-430-62-46	SUPPLIES-GENERAL	1,437.46	1,437.46
Total S104548225.002:										1,437.46	1,437.46
01/20	01/16/2020	205932	1362	IRON MOUNTAIN INFO. M	PROFESSIONAL SERVICES-PD	CGRH863	1	1009-421-10-43	PROFESSIONAL SERVICES	76.61	76.61
Total CGRH863:										76.61	76.61
01/20	01/16/2020	205933	338	JACKSON'S SERVICE CE	FUEL-PARKS	43173	1	1000-462-20-46	GASOLINE	19.91	19.91
Total 43173:										19.91	19.91
01/20	01/16/2020	205934	1292		REIM DOT PHYSICAL	011420	1	1010-422-10-43	PROFESSIONAL SVCS	175.00	175.00
Total 011420:										175.00	175.00

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01/20	01/16/2020	205935	911	JOHNSTONE SUPPLY	SUPPLIES-GAS	415-S2437485 001	1	7401-430-62-46	SUPPLIES-GENERAL	51.13	51.13
Total 415-S2437485 001:											
01/20	01/16/2020	205936	411	LASSEN MOTOR PARTS	SUPPLIES-PARKS	341397	1	1000-452-20-47	MACHINERY AND EQUIPMENT	5.03	5.03
Total 341397:											
01/20	01/16/2020	205936	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	342300	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	19.64	19.64
01/20	01/16/2020	205936	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	342300	2	2007-431-20-44	REPAIR AND MAINTENANCE-VE	19.64	19.64
01/20	01/16/2020	205936	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	342300	3	7110-430-42-44	REPAIR AND MAINTENANCE-VE	19.64	19.64
Total 342300:											
01/20	01/16/2020	205936	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	342865	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	6.00	6.00
01/20	01/16/2020	205936	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	342865	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	6.00	6.00
01/20	01/16/2020	205936	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	342865	3	7110-430-42-44	REPAIR AND MAINTENANCE-VE	6.00	6.00
Total 342865:											
01/20	01/16/2020	205936	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	342904	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	41.06	41.06
Total 342904:											
01/20	01/16/2020	205936	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	343130	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	7.14	7.14
01/20	01/16/2020	205936	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	343130	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	7.15	7.15
01/20	01/16/2020	205936	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	343130	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	7.15	7.15
Total 343130:											
01/20	01/16/2020	205936	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	343134	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	16.86	16.86
Total 343134:											
01/20	01/16/2020	205936	411	LASSEN MOTOR PARTS	CREDIT-WATER	343141	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	.49	.49
Total 343141:											
01/20	01/16/2020	205936	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	343543	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	121.06	121.06

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 343543:											
01/20	01/16/2020	205937	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	130159	1	2007-431-20-44	DISPOSAL	121.06	121.06
Total 130159:											
01/20	01/16/2020	205937	412	LASSEN REGIONAL SOLI	DUMP FEES-PD	78 010820	1	1009-421-10-44	DISPOSAL	2.07	2.07
Total 78 010820:											
01/20	01/16/2020	205937	412	LASSEN REGIONAL SOLI	DUMP FEES-PD	78 121619	1	1009-421-10-44	DISPOSAL	38.26	38.26
Total 78 121619:											
01/20	01/16/2020	205938	413	LASSEN TIRE	REPAIR & MAINT-PD	51182	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	702.66	702.66
Total 51182:											
01/20	01/16/2020	205938	413	LASSEN TIRE	4 TIRE MOUNTS-PD	51185	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	702.66	702.66
Total 51185:											
01/20	01/16/2020	205939	413	SUSANVILLE TOWING	REPAIR & MAINT-PD	57085	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	171.30	171.30
Total 57085:											
01/20	01/16/2020	205939	413	SUSANVILLE TOWING	TOW VEHICLE-PD	66689	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	300.00	300.00
Total 66689:											
01/20	01/16/2020	205940	437	LMUD	SOUTH ST - PW OFFICE	14590 122319	1	7620-430-10-46	ELECTRICITY	799.80	799.80
Total 14590 122319:											
01/20	01/16/2020	205940	437	LMUD	CADY SPRINGS	26784 122319	1	7110-430-42-46	ELECTRICITY	25.00	25.00
Total 26784 122319:											

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
01/20	01/16/2020	205940	437	LMUD	RICHMOND RD BRIDGE	35094 122319	1	2007-431-60-46	ELECTRICITY	254.35	254.35
Total 35094 122319:											
01/20	01/16/2020	205940	437	LMUD	N WEATHERLOW ST SIGNALS-	3651 122319	1	2007-431-60-46	ELECTRICITY	134.84	134.84
Total 3651 122319:											
01/20	01/16/2020	205940	437	LMUD	720 SOUTH EMULSION TANK-P	38646 122319	1	7620-430-10-46	ELECTRICITY	179.36	179.36
Total 38646 122319:											
01/20	01/16/2020	205940	437	LMUD	LAUREL SR MID POINT OF LAU	416902 122319	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416902 122319:											
01/20	01/16/2020	205940	437	LMUD	SOUTH ST	416924 122319	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416924 122319:											
01/20	01/16/2020	205940	437	LMUD	RICHMOND RD & PEARL CR-S	416984 122319	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416984 122319:											
01/20	01/16/2020	205940	437	LMUD	1801 MAIN ST STREET WEST SI	417512 122319	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 417512 122319:											
01/20	01/16/2020	205940	437	LMUD	ORCHARD STREET LIGHTS	418802 122319	1	2007-431-60-46	ELECTRICITY	18.32	18.32
Total 418802 122319:											
01/20	01/16/2020	205940	437	LMUD	RIVERSIDE DR. & RIVER ST. LI	418824 122319	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 418824 122319:											
01/20	01/16/2020	205940	437	LMUD	RIVERSIDE DR. & LAUREL STR	418833 122319	1	2007-431-60-46	ELECTRICITY	30.03	30.03

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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 418833 122319:											
01/20	01/16/2020	205940	437	LMUD	MAIN & ALEXANDER SIGNAL-S	49496 122319	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 49496 122319:											
01/20	01/16/2020	205940	437	LMUD	MAIN & FAIRFIELD-STREETS	49497 122319	1	2007-431-60-46	ELECTRICITY	157.54	157.54
Total 49497 122319:											
01/20	01/16/2020	205940	437	LMUD	MAIN & JOHNSTNVLE SIGNAL-	49498 122319	1	2007-431-60-46	ELECTRICITY	145.29	145.29
Total 49498 122319:											
01/20	01/16/2020	205940	437	LMUD	RIVERSIDE & MAIN SIGNALS-S	49499 122319	1	2007-431-60-46	ELECTRICITY	232.70	232.70
Total 49499 122319:											
01/20	01/16/2020	205940	437	LMUD	SPRING RIDGE BOOSTER	55754 122319	1	7110-430-42-46	ELECTRICITY	209.57	209.57
Total 55754 122319:											
01/20	01/16/2020	205940	437	LMUD	WELL #1-WATER	7714 122319	1	7110-430-42-46	ELECTRICITY	175.90	175.90
Total 7714 122319:											
01/20	01/16/2020	205940	437	LMUD	1801 MAIN ST	8314 122319	1	1009-421-10-46	ELECTRICITY	746.44	746.44
Total 8314 122319:											
01/20	01/16/2020	205940	437	LMUD	GEO PUMP #2	9503 122319	1	7301-430-52-46	ELECTRICITY	41.53	41.53
Total 9503 122319:											
01/20	01/16/2020	205940	437	LMUD	HOSPITAL LN-GEO	9963 122319	1	7301-430-52-46	ELECTRICITY	25.15	25.15
Total 9963 122319:											

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
01/20	01/16/2020	205941	1508	MAIN STREET LUBE	REPAIR & MAINT-PD	12655 122319	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	52.21	52.21
Total 12655 122319:											
01/20	01/16/2020	205942	452	MARTIN SECURITY SYST	720 SOUTH ST SECURITY- PW	035573	1	7620-430-10-43	TECHNICAL SVCS	40.00	40.00
Total 035573:											
01/20	01/16/2020	205943	467	METER VALVE & CONTR	SUPPLIES- GAS	17245	1	7401-430-62-46	SUPPLIES-GENERAL	823.46	823.46
Total 17245:											
01/20	01/16/2020	205944	9885		REFUND GAS DEPOSIT	10238600010	1	7401-2228-000	DEPOSITS-CUSTOMER	67.93	67.93
Total 10238600010:											
01/20	01/16/2020	205945	480	MINERS & PISANI INC	SUPPLIES- GAS	IN-007049	1	7401-430-62-46	SUPPLIES-GENERAL	515.63	515.63
Total IN-007049:											
01/20	01/16/2020	205946	9887	NOBEL SYSTEMS, INC	WATER AUDIT VALIDATION	14722	1	7110-430-42-43	PROFESSIONAL SVCS	2,500.00	2,500.00
Total 14722:											
01/20	01/16/2020	205947	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE RE	961555	1	7110-430-42-43	TECHNICAL SVCS	118.90	118.90
Total 961555:											
01/20	01/16/2020	205947	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE RE	973197	1	7401-430-62-43	TECHNICAL SVCS	105.28	105.28
Total 973197:											
01/20	01/16/2020	205948	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT-P	63630 123119	1	1009-421-10-45	COMMUNICATIONS	185.00	185.00
Total 63630 123119:											
01/20	01/16/2020	205949	9884		REFUND WATER DEPOSIT	10430850015	1	7110-2228-000	DEPOSITS-CUSTOMER	55.47	55.47

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 10430850015:											
01/20	01/16/2020	205950	572	QUILL CORPORATION	OFFICE SUPPLIES	3713249	1	1000-415-10-46	SUPPLIES-GENERAL	94.27	94.27
Total 3713249:											
01/20	01/16/2020	205950	572	QUILL CORPORATION	JANITORIAL SUPPLIES- FD	3975210	1	1010-422-10-46	SUPPLIES-JANITORIAL	35.38	35.38
01/20	01/16/2020	205950	572	QUILL CORPORATION	OFFICE SUPPLIES-FD	3975210	2	1010-422-10-46	SUPPLIES- GENERAL	68.81	68.81
Total 3975210:											
01/20	01/16/2020	205951	582	RAY MORGAN CO INC	DOWN & UPSTAIRS COPIER	2816881	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	525.76	525.76
Total 2816881:											
01/20	01/16/2020	205951	582	RAY MORGAN CO INC	BASE RATE CHARGE	2816882	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	365.34	365.34
01/20	01/16/2020	205951	582	RAY MORGAN CO INC	BASE RATE CHARGE-PD	2816882	2	1009-421-10-44	RENT & LEASES EQUIP & VEHI	182.67	182.67
Total 2816882:											
01/20	01/16/2020	205952	9883		REFUND GAS DEPOSIT	10310610015	1	7401-2228-000	DEPOSITS-CUSTOMER	174.85	174.85
Total 10310610015:											
01/20	01/16/2020	205953	640	SIERRA ELECTRONICS	TECHNICAL SERVICES-PW	AR20556	1	7620-430-10-43	TECHNICAL SVCS	96.00	96.00
Total AR20556:											
01/20	01/16/2020	205953	640	SIERRA ELECTRONICS	TECHNICAL SERVICES-PW	AR20557	1	7620-430-10-43	TECHNICAL SVCS	96.00	96.00
Total AR20557:											
01/20	01/16/2020	205953	640	SIERRA ELECTRONICS	TECHNICAL SERVICES-PW	AR20558	1	7620-430-10-43	TECHNICAL SVCS	96.00	96.00
Total AR20558:											
01/20	01/16/2020	205953	640	SIERRA ELECTRONICS	TECHNICAL SERVICES-PW	AR20559	1	7620-430-10-43	TECHNICAL SVCS	96.00	96.00

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 AR20559:											
01/20	01/16/2020	205953	640	SIERRA ELECTRONICS	TECHNICAL SERVICES-PW	AR20560	1	7620-430-10-43	TECHNICAL SVCS	96.00	96.00
Total AR20560:											
01/20	01/16/2020	205953	640	SIERRA ELECTRONICS	TECHNICAL SERVICES-PW	AR205961	1	7620-430-10-43	TECHNICAL SVCS	96.00	96.00
Total AR205961:											
01/20	01/16/2020	205954	872	SLAKEY BROTHERS INC.	SUPPLIES-GAS	11308076-00	1	7401-430-62-46	SUPPLIES-GENERAL	105.69	105.69
Total 11308076-00:											
01/20	01/16/2020	205955	649	SNOQUIP	REPAIRS & MAINT-STREETS	49046	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	901.29	901.29
Total 49046:											
01/20	01/16/2020	205956	873	SUSANVILLE FORD INC	REPAIR & MAINT-PD	622456	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	922.03	922.03
Total 622456:											
01/20	01/16/2020	205957	1265	SUSANVILLE PAINT CEN	REPAIR & MAINT-FD	10007177	1	1010-422-10-44	FACILITY -REPAIR & MAINTENA	318.13	318.13
Total 10007177:											
01/20	01/16/2020	205958	677	SUSANVILLE SANITARY	1801 MAIN	2121 010120	1	1009-421-10-44	SEWER	52.00	52.00
Total 2121 010120:											
01/20	01/16/2020	205958	677	SUSANVILLE SANITARY	720 SOUTH ST	3203 010120	1	7620-430-10-44	SEWER	52.00	52.00
Total 3203 010120:											
01/20	01/16/2020	205959	9337	SWRCB-DWQCP	D2 FEES	010920	1	7401-430-62-48	TAXES, FEES, PERMITS & CHA	80.00	80.00
Total 010920:											

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
01/20	01/16/2020	205960	9337	SWRCB-DWCCP	WATER CERT TEST FEE	011420	1	7110-430-42-45	TRAVEL	65.00	65.00
01/20	01/16/2020	205960	9337	SWRCB-DWCCP	WATER CERT TEST FEE	011420	2	7620-430-10-45	TRAVEL	65.00	65.00
Total 011420: 130.00 130.00											
01/20	01/16/2020	205961	744	UPTOWN UNIFORMS	UNIFORMS-BUILDING	100800	1	1000-424-20-42	UNIFORM ALLOWANCE	328.14	328.14
Total 100800: 328.14 328.14											
01/20	01/16/2020	205962	749	VERIZON WIRELESS	CELLULAR PHONES - PD	9845271092	1	1009-421-10-45	COMMUNICATIONS	849.74	849.74
Total 9845271092: 849.74 849.74											
01/20	01/16/2020	205963	1551	WASHOE COUNTY DISTR	SPECIAL OPS-PD	93611981	1	1009-421-10-48	SPECIAL OPERATIONS	500.00	500.00
Total 93611981: 500.00 500.00											
01/20	01/16/2020	205964	770	WESTERN NEVADA SUP	SUPPLIES-WATER	68037849	1	7110-430-42-46	SUPPLIES-GENERAL	196.10	196.10
Total 68037849: 196.10 196.10											
01/20	01/16/2020	205964	770	WESTERN NEVADA SUP	SUPPLIES-GEO	68104700	1	7301-430-52-46	SUPPLIES-GENERAL	213.43	213.43
Total 68104700: 213.43 213.43											
01/20	01/16/2020	205964	770	WESTERN NEVADA SUP	SUPPLIES-GAS	68127432	1	7401-430-62-46	SUPPLIES-GENERAL	38.40	38.40
Total 68127432: 38.40 38.40											
01/20	01/16/2020	205964	770	WESTERN NEVADA SUP	SUPPLIES-GAS	68146654	1	7401-430-62-46	SUPPLIES-GENERAL	1,311.56	1,311.56
Total 68146654: 1,311.56 1,311.56											
01/20	01/16/2020	205964	770	WESTERN NEVADA SUP	SUPPLIES-GAS	68146654-1	1	7401-430-62-46	SUPPLIES-GENERAL	1,311.56	1,311.56
Total 68146654-1: 1,311.56 1,311.56											
01/20	01/16/2020	205964	770	WESTERN NEVADA SUP	SUPPLIES-GAS	68146902	1	7401-430-62-46	SUPPLIES-GENERAL	142.80	142.80

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 68146902:											
01/20	01/16/2020	205964	770	WESTERN NEVADA SUP	SUPPLIES-GAS	68150360	1	7401-430-62-46	SUPPLIES-GENERAL	142.80	142.80
Total 68150360:											
01/20	01/16/2020	205964	770	WESTERN NEVADA SUP	SUPPLIES-GAS	68153801	1	7401-430-62-46	SUPPLIES-GENERAL	16.61	16.61
Total 68153801:											
01/20	01/16/2020	205964	770	WESTERN NEVADA SUP	SUPPLIES-WATER	68153966	1	7110-430-44-44	CONSTRUCTION SERVICES	21.34	21.34
Total 68153966:											
01/20	01/16/2020	205964	770	WESTERN NEVADA SUP	SUPPLIES-GAS	68160790	1	7401-430-62-46	SUPPLIES-GENERAL	94.69	94.69
Total 68160790:											
01/20	01/16/2020	205964	770	WESTERN NEVADA SUP	SUPPLIES-WATER	68160811	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	23.60	23.60
Total 68160811:											
01/20	01/16/2020	205964	770	WESTERN NEVADA SUP	SUPPLIES-WATER	68162155	1	7110-430-42-46	SUPPLIES-GENERAL	223.76	223.76
Total 68162155:											
01/20	01/16/2020	205964	770	WESTERN NEVADA SUP	SUPPLIES-GAS	68162497	1	7401-430-62-46	SUPPLIES-GENERAL	76.86	76.86
Total 68162497:											
01/20	01/16/2020	205964	770	WESTERN NEVADA SUP	SUPPLIES-GAS	68162498	1	7401-430-62-46	SUPPLIES-GENERAL	94.69	94.69
Total 68162498:											
01/20	01/16/2020	205964	770	WESTERN NEVADA SUP	CREDIT- GAS	CM68127432	1	7401-430-62-46	SUPPLIES-GENERAL	38.40-	38.40-
Total CM68127432:											

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
01/20	01/16/2020	205965	1198	WESTWOOD SANITATIO	PORTABLE TOILET - MEMORIAL	A-59485	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	130.84	130.84
Total A-59485:											
01/20	01/16/2020	205965	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COUR	A-59492	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A-59492:											
01/20	01/16/2020	205965	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE	A-59499	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A-59499:											
01/20	01/16/2020	205965	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COUR	A-59502	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A-59502:											
Grand Totals:										40,589.74	40,589.74

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
01/20	01/17/2020	205966	148	COMPUTER LOGISTICS	TECHNICAL SERVICES	81169	1	1008-417-10-43	TECHNICAL SERVICES	7,600.00	7,600.00
Total 81169:										7,600.00	7,600.00
Grand Totals:										7,600.00	7,600.00

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
01/20	01/21/2020	205967	728	U S POSTMASTER	UB BILLING GAS	01212020	1	7401-430-62-46	POSTAGE	406.14	406.14
01/20	01/21/2020	205967	728	U S POSTMASTER	UB BILLING WATER	01212020	2	7110-430-42-46	POSTAGE	788.40	788.40
Total 01212020:										1,194.54	1,194.54
Grand Totals:										1,194.54	1,194.54

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
01/20	01/23/2020	205968	9432	ALL SEASON HEATING	WOODSTOVE REBATE	01212020	1	8407-430-10-48	GRANTS	1,500.00	1,500.00
01/20	01/23/2020	205968	9432	ALL SEASON HEATING	WOODSTOVE REBATE	01212020	2	8407-430-10-48	GRANTS	1,500.00	1,500.00
01/20	01/23/2020	205968	9432	ALL SEASON HEATING	WOODSTOVE REBATE	01212020	3	8407-430-10-48	GRANTS	3,000.00	3,000.00
01/20	01/23/2020	205968	9432	ALL SEASON HEATING	WOODSTOVE REBATE	01212020	4	8407-430-10-48	GRANTS	3,000.00	3,000.00
01/20	01/23/2020	205968	9432	ALL SEASON HEATING	WOODSTOVE REBATE	01212020	5	8407-430-10-48	GRANTS	3,000.00	3,000.00
01/20	01/23/2020	205968	9432	ALL SEASON HEATING	WOODSTOVE REBATE	01212020	6	8407-430-10-48	GRANTS	3,000.00	3,000.00
01/20	01/23/2020	205968	9432	ALL SEASON HEATING	WOODSTOVE REBATE	01212020	7	8407-430-10-48	GRANTS	3,000.00	3,000.00
01/20	01/23/2020	205968	9432	ALL SEASON HEATING	WOODSTOVE REBATE	01212020	8	8407-430-10-48	GRANTS	2,994.63	2,994.63
Total 01212020:										20,994.63	20,994.63
01/20	01/23/2020	205969	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER-AIR	12-166	1	7201-430-81-44	REPAIR AND MAINTENANCE-FA	177.35	177.35
Total 12-166:										177.35	177.35
01/20	01/23/2020	205970	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	457722	1	1000-452-20-46	SUPPLIES-GENERAL	53.08	53.08
Total 457722:										53.08	53.08
01/20	01/23/2020	205971	9893		REFUND GAS DEPOSIT	10531901006	1	7401-2228-000	DEPOSITS-CUSTOMER	93.89	93.89
Total 10531901006:										93.89	93.89
01/20	01/23/2020	205972	9891		REFUND WATER OVERPAYMEN	10226930004	1	9999-1001-001	CASH CLEARING - UTILITIES	64.31	64.31
01/20	01/23/2020	205972	9891		REFUND GAS OVERPAYMENT	10226930004	2	9999-1001-001	CASH CLEARING - UTILITIES	86.94	86.94
Total 10226930004:										151.25	151.25
01/20	01/23/2020	205973	9890		REFUND GAS DEPOSIT	10531901204	1	7401-2228-000	DEPOSITS-CUSTOMER	159.74	159.74
Total 10531901204:										159.74	159.74
01/20	01/23/2020	205974	194	DIAMOND SAW SHOP IN	SUPPLIES-PARKS	17545	1	1000-452-20-46	SUPPLIES-GENERAL	12.82	12.82

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 17545:											
01/20	01/23/2020	205975	219	ED STAUB & SONS PETR	220.30 GAL PROPANE-GC	1725574	1	7530-451-52-46	PROPANE	344.96	344.96
Total 1725574:											
01/20	01/23/2020	205976	241	FEATHER PUBLISHING C	PUBLIC HEARING- BUILDING	7910	1	1000-419-10-45	ADVERTISING	44.20	44.20
Total 7910:											
01/20	01/23/2020	205977	257	FOREST OFFICE EQUIPM	SUPPLIES	INV-2053	1	1000-417-10-46	SUPPLIES-GENERAL	2,101.67	2,101.67
Total INV-2053:											
01/20	01/23/2020	205978	265	FRONTIER	257-0315 AVOS AIRPORT	0315 011520	1	7201-430-81-45	COMMUNICATIONS	51.01	51.01
Total 0315 011520:											
01/20	01/23/2020	205978	265	FRONTIER	257-3292 MUSEUM	3292 011020	1	1000-451-80-45	COMMUNICATION	123.92	123.92
Total 3292 011020:											
01/20	01/23/2020	205978	265	FRONTIER	257-4725-FAX	4725 011520	1	1000-419-10-45	COMMUNICATIONS	61.69	61.69
01/20	01/23/2020	205978	265	FRONTIER	257-4725 CITY HALL FAX	4725 011520	2	1000-417-10-45	COMMUNICATIONS	61.69	61.69
Total 4725 011520:											
01/20	01/23/2020	205979	9894		REFUND GAS OVERPAYMENT	10114850004	1	9999-1001-001	CASH CLEARING - UTILITIES	52.99	52.99
Total 10114850004:											
01/20	01/23/2020	205980	8912		TTR EX ENGLEWOOD CO 1/25-	012220	1	1000-424-20-45	TRAVEL	494.00	494.00
Total 012220:											
01/20	01/23/2020	205981	9899		REIM TRAINING	011620	1	1010-422-29-45	TRAVEL/TRAINING	870.13	870.13

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 011620:											
01/20	01/23/2020	205982	1350	JONES & MAYER	PROFESSIONAL SERVICES	95562	1	1000-412-10-43	PROFESSIONAL SVCS	127.50	127.50
Total 95562:											
01/20	01/23/2020	205983	411	LASSEN MOTOR PARTS	SUPPLIES-PARKS	34391	1	1000-452-20-44	VEHICLE - REPAIR & MAINTENA	13.93	13.93
Total 34391:											
01/20	01/23/2020	205984	412	LASSEN REGIONAL SOLI	DUMP FEES-PARKS	133103	1	1000-452-20-44	DISPOSAL	2.16	2.16
Total 133103:											
01/20	01/23/2020	205984	412	LASSEN REGIONAL SOLI	DUMP FEES-PARKS	133167	1	1000-452-20-44	DISPOSAL	2.52	2.52
Total 133167:											
01/20	01/23/2020	205984	412	LASSEN REGIONAL SOLI	DUMP FEES-PARKS	133219	1	1000-452-20-44	DISPOSAL	2.61	2.61
Total 133219:											
01/20	01/23/2020	205984	412	LASSEN REGIONAL SOLI	DUMP FEES-PARKS	133476	1	1000-452-20-44	DISPOSAL	2.25	2.25
Total 133476:											
01/20	01/23/2020	205984	412	LASSEN REGIONAL SOLI	DUMP FEES-PARKS	133538	1	1000-452-20-44	DISPOSAL	2.70	2.70
Total 133538:											
01/20	01/23/2020	205985	437	LMUD	JOHNSTONVILLE RD SPRINKLE	10262 011020	1	1000-452-20-46	ELECTRICITY	33.72	33.72
Total 10262 011020:											
01/20	01/23/2020	205985	437	LMUD	66 N LASSEN ST	2466 011020	1	1000-417-10-46	ELECTRICITY	748.32	748.32
Total 2466 011020:											

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
01/20	01/23/2020	205985	437	LMUD	N WEATHERLOW ST-TENNIS S	24661 011020	1	1000-452-20-46	ELECTRICITY	25.00	25.00
Total 24661 011020:											
01/20	01/23/2020	205985	437	LMUD	65 N WEATHERLOW ST-COMM	2865 011020	1	1000-452-20-46	ELECTRICITY	54.31	54.31
Total 2865 011020:											
01/20	01/23/2020	205985	437	LMUD	65 N WEATHERLOW ST MUSEU	2866 011020	1	1000-451-80-46	ELECTRICITY	26.50	26.50
Total 2866 011020:											
01/20	01/23/2020	205985	437	LMUD	65 N WEATHERLOW ST-COMM	2867 011020	1	1000-452-20-46	ELECTRICITY	57.92	57.92
Total 2867 011020:											
01/20	01/23/2020	205985	437	LMUD	N WEATHERLOW ST-TENNIS C	2870 011020	1	1000-452-20-46	ELECTRICITY	25.00	25.00
Total 2870 011020:											
01/20	01/23/2020	205985	437	LMUD	NORTH ST BASEBALL PARK ME	2873 011020	1	1000-452-20-46	ELECTRICITY	32.36	32.36
Total 2873 011020:											
01/20	01/23/2020	205985	437	LMUD	115 N WEATHERLOW ST-MUSE	43866 011020	1	1000-451-80-46	ELECTRICITY	64.38	64.38
Total 43866 011020:											
01/20	01/23/2020	205985	437	LMUD	606 1/2 NEVADA ST	58211 011020	1	1000-417-10-46	ELECTRICITY	25.41	25.41
Total 58211 011020:											
01/20	01/23/2020	205985	437	LMUD	NORTH ST PARK LIGHTS-MEM	9283 011020	1	1000-452-20-46	ELECTRICITY	37.02	37.02
Total 9283 011020:											
01/20	01/23/2020	205985	437	LMUD	MAIN & PINE CHRISTMAS TREE	94811 011020	1	1000-452-20-46	ELECTRICITY	118.73	118.73

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 94811 011020:											
01/20	01/23/2020	205986	9897		CARL MOYER GRANT	012120	1	8405-430-10-48	GRANTS	28,356.00	28,356.00
Total 012120:										28,356.00	28,356.00
01/20	01/23/2020	205987	444		REIM MEMBERSHIP DUES	011520	1	1000-411-40-48	DUES AND MEMBERSHIPS	170.00	170.00
Total 011520:										170.00	170.00
01/20	01/23/2020	205988	9888		REFUND GAS DEPOSIT	10316460114	1	7401-2228-000	DEPOSITS-CUSTOMER	164.43	164.43
Total 10316460114:										164.43	164.43
01/20	01/23/2020	205989	9689		PRENTICE, LONG & EPP PROFESSIONAL SERVICES	3392	1	1000-412-10-43	PROFESSIONAL SVCS	495.00	495.00
Total 3392:										495.00	495.00
01/20	01/23/2020	205990	1040		R & R PRODUCTS INC MAINT & RPR- GC	CD2404792	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	940.47	940.47
Total CD2404792:										940.47	940.47
01/20	01/23/2020	205991	9892		REFUND GAS DEPOSIT	10524900004	1	7401-2228-000	DEPOSITS-CUSTOMER	3.17	3.17
Total 10524900004:										3.17	3.17
01/20	01/23/2020	205992	1076		SIERRA COFFEE AND BE BOTTLED WATER	70314	1	1000-417-10-46	SUPPLIES-GENERAL	15.80	15.80
Total 70314:										15.80	15.80
01/20	01/23/2020	205993	9896		REFUND WATER OVERPAYMEN	10224000011	1	9999-1001-001	CASH CLEARING - UTILITIES	183.47	183.47
Total 10224000011:										183.47	183.47
01/20	01/23/2020	205994	686		SUSANVILLE TRUCK & A REPAIRS & MAINT.-PARKS	896474	1	1000-452-20-44	VEHICLE - REPAIR & MAINTENA	212.50	212.50
Total 896474:										212.50	212.50

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
01/20	01/23/2020	205995	9895		REFUND GAS OVERPAYMENTS	10120800104	1	9999-1001-001	CASH CLEARING - UTILITIES	73.34	73.34
Total 10120800104:											
										73.34	73.34
01/20	01/23/2020	205996	9889		REFUND WATER DEPOSIT	10311350017	1	7110-2228-000	DEPOSITS-CUSTOMER	60.50	60.50
Total 10311350017:											
										60.50	60.50
Grand Totals:										<u>57,926.04</u>	<u>57,926.04</u>

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

Reviewed by:  City Administrator

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

Submitted by: Kevin Jones, Police Chief

Action Date: February 5, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Youth Services Officer / Full-Time, Interim Grant Funded

PRESENTED BY: Kevin Jones, Police Chief

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

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

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

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

ACTION

REQUESTED: Motion to:

1. Authorize the creation of a full-time Youth Services Officer and job description, Full-time/Interim, 36-month Grant Funded.
2. Authorize placement of the position to the Miscellaneous Employees Bargaining Unit.

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

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

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

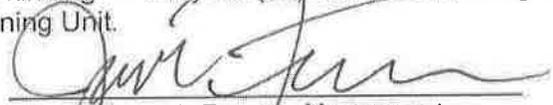
WHEREAS, the Lassen Co. Sheriff's Office has received funding from the Byrne-Jag Federally administered grant to hire and pay salary and benefits for a Youth Services Officer at the Susanville Police Department; and

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

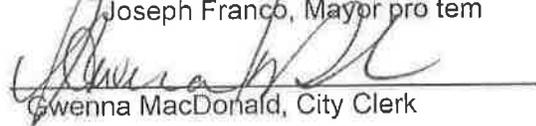
WHEREAS, the City needs to authorize an additional full-time position to the Approved Positions List for the City of Susanville and authorize the position's placement into the Miscellaneous Employees Bargaining Unit.

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

APPROVED:

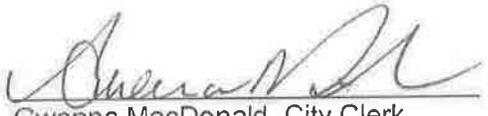

Joseph Franco, Mayor pro tem

ATTEST:

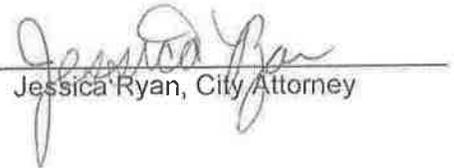

Gwenna MacDonald, City Clerk

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

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


Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:


Jessica Ryan, City Attorney

YOUTH SERVICES OFFICER

JOB DESCRIPTION:

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

JOB SUMMARY:

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

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

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

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

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

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

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

Perform a variety of routine clerical, secretarial, administrative

Provide presentations to the community and other audiences as needed

Perform other related duties as assigned

Maintain accurate records

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

QUALIFICATIONS:

Minimum Qualifications:

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

Licenses/Certificates:

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

Additional Experience with or Ability to:

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

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

TOOLS AND EQUIPMENT USED

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

PHYSICAL REQUIREMENTS:

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

WORK ENVIRONMENT

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

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

SELECTION GUIDELINES

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

City Administrator

Date

Chief of Police

Date

Reviewed by:  City Administrator

Motion Only
 Public Hearing
 Resolution
 Ordinance
 Information

SUBMITTED BY: Mike Wilson, City Administrator

MEETING DATE: February 5, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Susan River Clean Up

SUMMARY: Ongoing issues of illegal dumping, camping and pollution are plaguing the Susan River area within the City Limits of Susanville. Staff has coordinated clean up operations, however a much larger operation must occur in order to address the current situation.

Staff and Community Members would like schedule a joint clean up operation along the Susan River within the boundaries of the City of Susanville on February 6, 2020. Staff is requesting authorization of the Council to allow the City Administrator to transfer General Fund dollars to allow the use of City Staff, Public Works Staff and equipment for this clean up operation.

Staff will be compensated for the clean up operation and excused from their regular duties during the cleanup. Essential city services will continue to operate during the cleanup with skeleton crews, allowing a majority of City Staff to work on this operation. In addition, non-essential services will be suspended for the day to maximize City efforts on the cleanup.

FISCAL IMPACT: None.

ACTION REQUESTED: Provide direction to staff and authorize the City Administrator to direct staff to conduct River Clean Up Operations on February 6, 2020.

ATTACHMENTS: None

SUBMITTED BY: Mike Wilson, City Administrator

MEETING DATE: February 5, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Homeless Discussion

SUMMARY During the January 15, 2020 Regular Scheduled Susanville City Council Meeting, several members of the public spoke up regarding the homeless situation in Susanville. City Council Members asked to agenzize the topic for discussion at the next regular scheduled City Council Meeting.

This topic is being agenzized to allow Council discussion with staff and public regarding the current homeless situation. In addition, a discussion regarding an invitation from the Lassen County Board of Supervisors for a proposed joint meeting on February 18, 2020, at 5:30 PM in Jensen Hall, Lassen County Fairground will be considered.

FISCAL IMPACT: None.

ACTION REQUESTED: Direction to staff with regard to the topic of homeless and the Joint Special Meeting with the county Board of Supervisors.

ATTACHMENTS: None

County of Lassen
ADMINISTRATIVE SERVICES



CHRIS GALLAGHER

District 1

DAVID TEETER

District 2

JEFF HEMPHILL

District 3

AARON ALBAUGH

District 4

TOM HAMMOND

District 5

Richard Egan

County Administrative Officer

email: coadmin@co.lassen.ca.us

County Administration Office

221 S. Roop Street, Suite 4

Susanville, CA 96130

Phone: 530-251-8333

Fax: 530-251-2663

January 22, 2020

Mike Wilson, City Administrator
City of Susanville
66 N Lassen St
Susanville, CA 96130

Dear Mr. Wilson:

The Lassen County Board of Supervisors would like to invite the City of Susanville City Council to have a joint special meeting with the Board on February 18, 2020, at 5:30 PM in Jensen Hall, Lassen County Fairgrounds.

Homelessness is the meeting's agenda topic. The Board wishes to convene this special meeting topic to receive public comment, conduct a joint discussion with the City Council, and receive information from and provide direction to staff.

Thank you for your consideration of this request. Please let me know if the City Council will be able to convene and jointly conduct this special meeting with the Board of Supervisors.

Sincerely,

A handwritten signature in blue ink, appearing to read "Richard Egan".

RICHARD EGAN, County Administrative Officer

CC: David Teeter, Chairman, Lassen County Board of Supervisors
Kevin Stafford, Mayor, City of Susanville