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

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

Susanville City Council
Regular Meeting ♦ City Council Chambers
December 6, 2017 – 6:00 p.m.

Call meeting to order

Roll call of Councilmembers present

Next Resolution No. 17-5462

Next Ordinance No. 17-1013

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

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

- 3 **CLOSED SESSION:**
 - A PUBLIC EMPLOYMENT – Pursuant to Government Code Section §54957
 - 1 Performance Evaluation: Fire Chief
 - 2 City Administrator
 - 3 Police Officer Trainee
 - B CONFERENCE WITH LEGAL COUNSEL - pursuant to Government Code Section §54956.9: Existing litigation (2)
 - C CONFERENCE WITH LABOR NEGOTIATORS - pursuant to Government Code Section §54957.6
 - 1 Agency Negotiator: Dan Newton
 - Bargaining Unit: Firefighters
 - D CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - Pursuant to Government Code Section §54956.9(b): Lewis v City of Susanville

- 4 **RETURN TO OPEN SESSION:** (recess if necessary)
 - *Reconvene in open session at 7:00 p.m.*
 - *Pledge of allegiance*
 - *Report any changes to agenda*
 - *Report any action out of Closed Session*
 - *Moment of Silence or Thought for the Day: Councilmember Wilson*
 - *Proclamations, awards or presentations by the City Council:*

- 5 **BUSINESS FROM THE FLOOR:**

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

6 **CONSENT CALENDAR:**

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

- A Approve minutes from the City Council's October 18, 30, November 1 and 7, 2017 meetings
- B Approve vendor warrants numbered 101780 through 101964 for a total of \$758,853.48 including \$200,627.64 in payroll warrants
- C Receive and file monthly Finance Reports: October 2017

7 **PUBLIC HEARINGS:** No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

9 **NEW BUSINESS:**

- A Consider **Resolution No. 17-5457** terminating Airport Hangar Land Lease Agreement Lot 9A with John Appel and authorizing execution of Hangar Land Lease Agreement Lot 9A with Robert Tyndall
- B Consider approval of increase to Pool Manager/Director position from Range 930 to Range 938
- C Consider **Resolution Number 17-5459** authorizing the execution of a contract with Dig-It Construction Inc. for the 2017 Water Main Replacement Project No. 17-03 in the amount of \$651,960.00 for the base bid and \$558,836 for the additive portion and authorizing the Interim City Administrative to execute contract change orders up to \$121,079
- D Consider **Resolution No. 17-5460** authorizing the City Administrator to execute agreement with Benchcraft Company
- E Consider **Resolution No. 17-5461** authorizing the Acting Public Works Director to execute Notice of Completion for 2015 STIP Pavement Rehabilitation Projects SC and SC-1 (Project No. 15-03 and 15-04) and authorize the release of any remaining retention owed to the Contractor
- F Consider **Ordinance No. 17-1012** an Interim Urgency Ordinance of the City of Susanville regulating Medical and Adult Use Cannabis activities and appoint Cannabis Regulation Development subcommittee

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

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

12 **CONTINUING BUSINESS:** No business.

13 **CITY ADMINISTRATOR'S REPORTS:**

- A Citizen's Academy Financial Impact
- B Department of Justice (DOJ) Audit

14 **COUNCIL ITEMS:**

A AB1234 travel reports:

15 **ADJOURNMENT:**

- **The next regular City Council meeting will be held on December 20, 2017 at 6:00 p.m.**

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

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

I, Gwenna MacDonald, certify that I caused to be posted notice of the regular meeting scheduled for December 6, 2017 in the areas designated on December 1, 2017.



Gwenna MacDonald, City Clerk

Reviewed by: Interim City Administrator
 City Attorney

 X Motion Only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Gwenna MacDonald, City Clerk

Action Date: December 6, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Minutes of the City Council's October 18, 30, and November 1, 7, 2017 meetings.

PRESENTED BY: Gwenna MacDonald, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's October 18, 30, and November 1, 7, 2017 meetings.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of City Council's October 18, 30, and November 1, 7, 2017 meetings.

ATTACHMENTS: Minutes: October 18, 2017
October 30, 2017 special meeting
November 1, 2017
November 7, 2017 special meeting

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
October 18, 2017– 6:00 p.m.

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

Roll call of Councilmembers present: Brian Wilson, Kevin Stafford, Mendy Schuster, Mayor pro tem Franco and Kathie Garnier.

Staff present: Dan Newton, Interim City Administrator; Jessica Ryan, City Attorney and Gwenna MacDonald, City Clerk.

1 APPROVAL OF AGENDA:

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

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS:

- 3 CLOSED SESSION:** At 6:06 p.m. the Council entered into Closed Session to discuss the following:
- A CONFERENCE WITH LABOR NEGOTIATORS – pursuant to Government Code Section §54957.6
 - 1 Agency Negotiator: Dan Newton
 - Bargaining Unit: Firefighters
 - B PUBLIC EMPLOYMENT – pursuant to Government Code §54957
 - 1 Acting Public Works Director

At 7:05 p.m. the City Council recessed Closed Session.

4 RETURN TO OPEN SESSION:

At 7:06 p.m. the City Council reconvened in Open Session.

Staff present: Dan Newton, Interim City Administrator; Jessica Ryan, City Attorney; James Moore, Fire Chief; Dan Gibbs, Acting Public Works Director; John King, Police Chief; Deborah Savage, Finance Manager and Gwenna MacDonald, City Clerk.

Mr. Hancock reported that prior to Closed Session, the City Council approved the agenda with the removal of Item 9K and a revised Item 9I. The City Council met in Closed Session and the City Council gave direction but there was no reportable action.

Chief Moore offered the Thought of the Day.

5 BUSINESS FROM THE FLOOR: No comments.

- 6 CONSENT CALENDAR:** Mayor Garnier reviewed the items on the Consent Calendar:
- A Accept minute correction from the City Council's September 6, 2017 meeting and approve minutes from the City Council's September 20, 2017 meeting

- B Approve vendor warrants numbered 101451 through 101563 for a total of \$370,967.87 including \$105,784.86 in payroll warrants

Motion by Councilmember Wilson, second by Mayor pro tem Franco, to approve Item 6A; motion carried unanimously. Ayes: Wilson, Franco, Stafford, Schuster and Garnier.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve Item 6B; motion carried unanimously. Ayes: Wilson, Stafford, Franco, Schuster and Garnier.

7 PUBLIC HEARINGS:

7A Consider Resolution No. 17-5439 accepting Annual Report of FY 2016-2017 Development/Mitigation Fees Ms. Savage reported that Government Code Section 66000 provides legal authority for local agencies to charge and collect development impact fees to mitigate the impact of new development on existing facilities and to maintain existing service levels. The City has established mitigation funds for Police, Fire, Streets and Parkland Dedication Fees that apply equally to all new development within the City limits. All of the mitigation funds are deposited into separate accounts and interest income is allocated accordingly. These funds are considered "restricted" funds and expenditures are made only for the purpose for which the fee was originally collected. The City is required to provide an annual report regarding these funds.

However, in some instances, fees have been assessed to a specific development for public facilities that will benefit a specific geographic area. On June 1, 1992, the City Council approved Phase One of the Skyline Terrace Tentative Subdivision Map and later established five mitigation fees for that project area, including:

- #93-2471 Establishing the Skyline Drive/Numa Signal Traffic Signal Fund
- #93-2473 Establishing the Skyline/Hwy 139 Traffic Signal Fund and Resolution
- #95-2649 Establishing a Class 1 Bicycle Lane Construction Fund for Skyline Road
- #14-5108 Establishing Traffic Signal Fund by combining Skyline/Numa and Skyline/139

With the construction of the Skyline/Hwy 139 traffic signal, the City may be required to return the fees collected. The resolution is very specific for the purpose of the fee that was collected and it cannot be used for any other purpose. Ms. Savage concluded by stating staff could bring back a report to Council with a list of the fee payers at a subsequent meeting.

Mayor Garnier confirmed that either way, the funds must be returned and cannot be reallocated to another similar use.

Council Wilson asked if the source of funding expended by the County was known, and if it came from the General Fund, Streets or STIP funding? He asked if STIP funding could be returned.

Mr. Newton responded that staff does not have that information, however considering it was constructed in the early 2000's it was most likely STIP funding and staff would have to conduct more research and bring back a report.

Mayor Garnier asked if there was a time requirement for returning the funding.

Ms. Savage responded that there was not, however it should be within the current fiscal year.

At 7:18 p.m. Mayor Garnier opened the public hearing and requested comments from the public.

There being no comments, Mayor Garnier closed the public hearing at 7:19 p.m.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 17-5439; motion carried unanimously. Ayes: Franco, Schuster, Wilson, Stafford and Garnier.

7B Consider Resolution No. 17-5440 approving the supplemental activity request for the Homeownership Assistance Program Mr. Newton reported that the City of Susanville has Program Income (PI) from the repayment of Community Development Block Grant loans for the Homeownership Assistance Program. The money is loaned to individuals who income qualify to purchase residences in the City and when those loans are repaid the funds are designated as PI.

The City was awarded \$450,000 for the Riverside Park Project through the 2016 CDBG funding cycle. During the application process it was estimated that the amount of projected PI that would be on hand at the time of award was less than \$100,000. Based on this estimation, the grant application included a funding request for the Homeownership Assistance Program, the Supplemental Activity was not included in the NOFA application. The application was not funded for the Homeownership Assistance Program, and because the City has an open grant for the Riverside Park Project, in order to be able to spend the PI on the Homeownership Assistance, a Program Supplemental Activity Application is required. It is recommended that PI funds in the amount of \$321,000 be submitted in the Supplemental Activity Application, and any funding not spent by April 10, 2018 will be rolled over to the Riverside Park Project and an amended Riverside Park plan will be submitted to the State for approval. The timeline is recommended based upon the anticipated distribution of project funding for the Riverside Park Project, and the requirement to expend all of the PI prior to drawing down any grant funds.

Councilmember Wilson asked what type of outreach had been conducted to promote the Homeownership Assistance program.

Mr. Newton responded that advertisements have been published in the newspaper, posted on the City's website and direct contact has been made to lenders.

Mayor Garnier suggested outreach to the Lassen County Association of Realtors. With the situation of blight and run-down condition of many of the homes in Susanville, the program is very important, and whatever portion of the Program Income that is allowable to be spent for advertising should be utilized for that purpose.

There was a general discussion regarding the expansion of features at the Riverside Park project, and the opportunity to utilize excess Program Income, in addition to the \$450,000 grant, to fund those added features.

Mr. Newton explained that there is still a lot of work to be completed for the design of the Riverside Park Project. In addition to spending one hundred percent of the program income prior to drawing down grant funds, the City must expend at least half of the grant award in order to be eligible to apply for additional funding through the next grant cycle. This timeline was a consideration in establishing an April 2018 deadline for expending program income for the Homeownership Assistance Program. The City will want to be in construction at the Park by May or June in order to stay on track with the spending deadlines. In

addition, the project will be designed to have a base bid, and additional work as additive bids depending on availability of funding through program income to add some of the extra features.

At 7:32 p.m. Mayor Garnier opened the public hearing and requested public comments.

Glen Yonan asked if there were plans in place to remove the baseball diamond, and if this was the appropriate time to comment on the design plans for the project. He volunteered to be part of the design process if the City was planning to form a committee or conduct workshops.

Mr. Newton explained that the City conducted workshops to receive feedback regarding the features and improvements that the public would like to see, and that information was included in the application. However, input from the public is always welcome, and the revised, final design would still have to be submitted to the State for approval prior to beginning the project. There were no plans to remove the baseball diamond from the park, however with the possibility of additional funding, there was a discussion to perhaps relocate the diamond within the park as part of the project.

Councilmember Schuster requested that staff keep the area schools updated regarding the timeline and schedule for any additional workshops or public outreach that would be conducted so they could be part of that process.

Mr. Yonan asked what the estimated timeline for construction would be for the work.

Mr. Newton responded that it was anticipated to be late spring 2018, and the City is very aware of the importance of coordinating construction effort with use of the park by the schools and baseball league. The objective of being able to expend the funding as necessary so that the City is in a position to apply for funding during the next CDBG funding cycle would be balanced with the needs of the community.

Robert Nelson, Lassen Youth and High School soccer, expressed his interest in being involved in the design of the project, and offered his assistance.

David Teeter, District 1 Supervisor, commented that the purpose is to improve the facility, and the opportunity to spend nearly one-half million dollars on the project is very exciting. He added that it was important for the community to remember that throughout the process, because there is liable to be some frustration involved as the City attempts to juggle the construction phase with the needs of the community.

There being no further comments, Mayor Garnier closed the public hearing at 7:43 p.m.

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to approve Resolution No. 17-5440; motion carried unanimously. Ayes: Franco, Stafford, Wilson, Schuster and Garnier.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:** None.
Commission/Committee Reports:

9 **NEW BUSINESS:**

9A **Consider Resolution No. 17-5438 approving budget amendments for the Riverside Park Project and Homeownership Assistance Program** Mr. Newton explained that this item is related to the

CDBG Grant Award for the Riverside Park Project, and the expenditure requirements for the City's Program Income. The next phase of the project is the preparation of the construction drawings and the City must expend one hundred percent of the PI prior to accessing any grant funds. The City Council discussed the priority to dedicate PI to the Homeownership Assistance Program until April 10, 2018 at which time any remaining PI would be allocated to the Riverside Park Project. It is necessary to increase the appropriations in the FY 2017-2018 budget accordingly.

There were no questions or comments.

Motion by Councilmember Schuster, second by Mayor pro tem Franco, to approve Resolution No. 17-5438; motion carried unanimously. Ayes: Schuster, Franco, Wilson, Stafford and Garnier.

9B Consider Resolution No. 17-5441 approving of FY 2017-2018 Fire Department budget amendment to authorize purchase of used Type III engine and surplus the currently owned Type III engine Chief Moore explained that the Department has an opportunity to purchase an International Westmark Wildland Type III engine that is available through surplus from BLM. It would be an asset to the City's fleet while also providing an opportunity to generate rental income. The City's current rental engine is getting older, and does not include the needed features and equipment to be useful to other agencies. In addition, replacement parts are becoming obsolete so in the event of a breakdown, the City would be unable to repair it. The purchase price for the BLM engine would be between \$20,000 and \$22,000, and the funds are available in the Facilities and Equipment reserve fund. If the Council authorizes purchase of the engine, the Department would surplus the existing engine and proceeds from the sale would be returned to the Facilities and Equipment reserve fund.

Mayor pro tem Franco asked if the engine was four wheel drive, and what the pumping capacity is.

Chief Moore responded that the engine is four-wheel drive, and has a 500 gallons per minute pumping capacity. The existing engine has a 250 gallons per minute capacity.

Councilmember Wilson commented that he supports the rental program for Fire Department engines.

Motion by Mayor pro tem Franco, second by Councilmember Wilson, to approve Resolution No. 17-5441; motion carried unanimously. Ayes: Franco, Wilson, Stafford, Schuster and Garnier.

9C Consider Resolution No. 17-5442 authorizing closure of Main Street on October 31, 2017 for HUSA Safe and Sane Halloween event Mr. Newton explained that each year HUSA hosts the Safe and Sane Halloween event in the Historic Uptown, which includes the closure of Main Street from Weatherlow to Roop Street. This year, the event is scheduled for Tuesday, and the street would be closed from 3:00 p.m. to 5:00 p.m. The estimated cost for facilitating the street closure and traffic control is \$2,675, and an encroachment permit is required from Caltrans, with permit fees waived for the City.

Mayor Garnier asked if the City is recognized as a sponsor of the event.

David Teeter, District 1 Supervisor, responded that the City was not listed on the flyer, however HUSA and the Chamber of Commerce who partner for the event are very aware of and appreciate the City's continued support for the community events.

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to approve Resolution No. 17-5442; motion carried unanimously. Ayes: Franco, Stafford, Wilson, Schuster and Garnier.

9D Consider Resolution No. 17-5443 accepting donation for purchase of Neighborhood Watch Signs Chief King reported that the Department has received a donation of funds from the Lassen County Board of Supervisors in support of the North Central Neighborhood Watch District. The donation of \$460.00 will fund the purchase of 24 aluminum signs, and an arrangement has been made between LMUD and the Public Works department to post the signs. There is no cost to the City, however Council approval is required to accept the donation.

Motion by Councilmember Wilson, second by Councilmember Stafford, to accept the donation; motion carried unanimously. Ayes: Wilson, Stafford, Franco, Schuster and Garnier.

9E Consider Resolution No. 17-5444 authorizing Building Permit Fee Waiver at Susanville Municipal Airport for PAPI Project - Permit #17-263 Mr. Newton reported that the project at the Airport to install Precision Approach Path Indicators, or PAPI, is underway, and due to the extensive electrical work required, it has been determined that inspection services from the City Building Official are required. The associated building permit fees are \$1,762.15 and staff is requesting authorization to waive charging those fees to the project.

Councilmember Wilson asked if the amount could be counted towards the City's required project match.

Mr. Newton responded that since the project is over budget that the fee waiver will be a big help and that it could be included as a part of the City's required project match.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve Resolution No. 17-5444; motion carried unanimously. Ayes: Wilson, Stafford, Franco, Schuster and Garnier.

10 SUSANVILLE COMMUNITY DEVELOPMENT AGENCY: No business.

11 SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12 CONTINUING BUSINESS: No business.

13 CITY ADMINISTRATOR'S REPORTS:

13A Police Department Update Chief King reviewed a summary of the activities and projects of the Susanville Police Department including personnel, training, community outreach, crime stoppers program, administrative and facility improvement needs related to lighting. Chief King reviewed the crime statistics, noting that the numbers reflect the effect that staffing has on the officer's ability to initiate calls. The animal-related complaints have increased due to the Animal Control officer being pulled from those duties to fill in for the Administrative position.

Mayor pro tem Franco asked if the Chief could provide information regarding the fund-raising effort for the K-9 Program.

Chief King responded that the effort is on-going, however it is understood that it is not financially feasible at this current point in time to launch the program.

Councilmember Wilson asked if the Department had contacted LMUD to explore what options may be available to assist with the conversion of lighting to LED lighting. They have a program that provides up to \$10,000 if a facility is switching to LED.

There was a general discussion regarding the merits of digital technology versus the existing analog system. The efficiency of implementing a digital system for dispatch and communication to improve the reporting of tracking and victim notification, which would include the addition of computers in the patrol cars, was discussed at length. Chief King stated that the ability to make those improvements or justify the investment in equipment that would be underutilized based upon the current equipment in place at the County, and the City's investment in equipment would create the ability for the officers to complete information and reports in the field, however they would then have to return to the station and duplicate the work in order for it to be linked with the system in place at the County. He stated that staff has been meeting with the Lassen County Sheriff's team to discuss potential new Records Management Systems (RMS) however there had been no interest expressed at this time by the County to move in that direction. The benefits of improved technology, and cost involved to upgrade county-wide as well as the feasibility of the City having to create a separate dispatch center which just creates a duplication of services were discussed.

13B City Administrator Recruitment Update Mr. Newton provided an update regarding the recruitment for the City Administration position. He indicated the publications and websites that the information has been advertised, as well as a direct mailing to many California cities. He provided a copy of the final job flyer to the Council for reference.

The City Council provided a positive feedback regarding the recruitment.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

15 ADJOURNMENT:

Kathie Garnier, Mayor

Respectfully submitted by

Gwenna MacDonald, City Clerk

Approved on: _____

SUSANVILLE CITY COUNCIL
Special Meeting Minutes
October 30, 2017 – 1:00 p.m.

Meeting was called to order at 1:00 p.m. by Mayor Garnier.

Roll call of Councilmembers present: Kevin Stafford, Joseph Franco, Mendy Schuster and Kathie Garnier.
Absent: Brian Wilson

Staff present: Dan Newton, Interim City Administrator; Jessica Ryan, City Attorney and Gwenna MacDonald, City Clerk.

1 APPROVAL OF THE AGENDA:

Mr. Newton stated that the agenda would be amended to remove Item 3A.

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

Mayor Garnier announced that a request had been received for staff to introduce themselves to those members of the public who were present.

Staff present introduced themselves by indicating name and job title.

2 PUBLIC COMMENT:

Jerry Askey asked why Item 3A had been removed.

Mayor Garnier responded that consideration of Item 3A was removed until all councilmembers were present. Councilmember Wilson was absent and excused from this meeting.

Mr. Askey asked if the public would be notified about the results once the evaluation was complete.

Ms. Ryan explained that a performance evaluation does not mean that there is something bad occurring, and that personnel matters are protected by law to ensure the rights of the employees. If there was any action taken that was considered reportable action by the Government Code, then that information would be announced at the appropriate time.

Jim Mayhen asked how many councilmembers were present when the two police officers were terminated.

Ms. Ryan responded that the City Council is not involved in employee termination for non-managerial staff. The City Council serves as the appeal body for employee terminations and as such, is removed from the process. There are several layers to the process and it is structured that way to protect the privacy rights of the employees.

Mayor Garnier confirmed that details of the termination are not discussed at the Council so that they may remain impartial at the point that they serve as the appeal board for the employee who was terminated.

There were no more public comments.

- 3** **CLOSED SESSION:** At 1:18 p.m. Council entered into Closed Session to discuss the following:
- A PUBLIC EMPLOYMENT - pursuant to Government Code section 54957:
 - 1) Public Employee Performance Evaluation: Police Chief.
 - B CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION— Pursuant to Paragraph (1) of subdivision (d) of Section 54956.9 of the California Government Code regarding 2 cases:
 - 1) Mathew Wood Appeal of Termination from City of Susanville
 - 2) Michael Bollinger Appeal of Termination from City of Susanville

4 **ADJOURNMENT:**

At 2:34 p.m. the City Council recessed closed session.

At 2:35 p.m. the City Council reconvened in open session and announced that no reportable action was taken.

Meeting adjourned at 2:36 p.m.

Respectfully submitted by

Gwenna MacDonald, City Clerk

Kathie Garnier, Mayor

Approved on: _____

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

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

Roll call of Councilmembers present: Kevin Stafford, Mendy Schuster, Mayor pro tem Franco and Kathie Garnier. Absent: Brian Wilson

Staff present: Dan Newton, Interim City Administrator; Jessica Ryan, City Attorney and Gwenna MacDonald, City Clerk.

1 APPROVAL OF AGENDA:

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

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: None

3 CLOSED SESSION: At 6:06 p.m. the Council entered into Closed Session to discuss the following:

- A CONFERENCE WITH LABOR NEGOTIATORS – pursuant to Government Code Section 54957.6
 1 Agency Negotiator: Dan Newton
 Bargaining Unit: Firefighters
- B PUBLIC EMPLOYMENT – pursuant to Government Code 5497
 1 Approved Position List

At 7:01 p.m. the City Council recessed Closed Session.

4 RETURN TO OPEN SESSION:

At 7:05 the City Council reconvened in Open Session.

Staff present: Dan Newton, Interim City Administrator; Jessica Ryan, City Attorney; James Moore, Fire Chief; Dan Gibbs, Acting Public Works Director; John King, Police Chief; Deborah Savage, Finance Manager and Gwenna MacDonald, City Clerk.

Mr. Newton reported that prior to Closed Session, the City Council approved the agenda with no changes. The City Council met in Closed Session and the City Council gave direction but there was no reportable action.

Mayor pro tem Franco offered the Thought of the Day

Mayor Garnier reads a Proclamation for Veterans Day

5 BUSINESS FROM THE FLOOR:

David Teeter, on behalf of the Historic Uptown Susanville Association, expressed appreciation to the City of Susanville for its efforts supporting the Safe and Sane Halloween event.

6 **CONSENT CALENDAR:** Mayor Garnier reviewed the items on the Consent Calendar: Councilmember Schuster recused herself because her family owns Jackson's Service Center and the City used the business for repair and maintenance on a vehicle. Councilmember Schuster leaves the room.

- A Approve vendor warrants numbered 101564 through 101652 for a total of \$620,038.55 including \$178,526.12 in payroll warrants
- B Receive and file Finance Reports: September 2017

Motion by Councilmember Stafford, second by Mayor pro tem Franco, to approve Item 6A; motion carried. Ayes: Stafford, Franco and Garnier. Abstain: Schuster Absent: Wilson.

Councilmember Schuster returned to the Chambers.

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to approve Item 6B; motion carried. Ayes: Franco, Stafford, Schuster and Garnier. Absent: Wilson.

7 **PUBLIC HEARINGS:** No Business.

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:** Commission/Committee reports: none

9. **NEW BUSINESS:**

9A **Consider Impact of State Marijuana Legislation on existing Susanville Municipal Code and provide direction to staff** Mr. Newton explained that the Adult Use Cannabis Regulations Safety Act has resulted in changes in legislation and now makes sections of the City Code relating to medical marijuana unenforceable. He explained that staff is looking for direction from the Council on how to prepare for those changes and that State law allows for several options including a taxation methodology, which several communities are considering, and opportunities to regulate the cultivation, growth and the distribution of medical marijuana.

Mr. Newton continued that the City has been exercising its land use authority and has enacted two ordinances banning indoor and outdoor cultivation and dispensaries. The current regulation addresses the growth or dispensing of medical marijuana, but it does not address recreational use. Changes in state law, however, now address what can be regulated and the City will no longer be capable of banning indoor cultivation effective at the first of the year. In addition, changes will allow the State to issue licenses and permits to interested parties to grow, distribute and sell medical marijuana. Mr. Newton said if a local jurisdiction does not have an ordinance regulating it, the State will have no reason to not issue the license or permit.

Mr. Newton explained that due to it being a land use matter, the issue will first have to go to the Planning Commission who will make a recommendation to the Council. The Council will hold a public hearing and decide to either modify the ordinance and adopt it or not adopt it. If the City initiated the process as soon as possible, it will be looking at early February before the ordinance goes into effect.

Mr. Newton continued that there is an option to do an interim ordinance, which can be put in place prior to the beginning of the year and would require changing the language in the existing ordinance to address the new regulation and the matter would not have to go through the Planning Commission. It would include modifying the language in the existing ordinance to reflect medical and recreational use.

Mr. Newton stated that it is probably the most viable option. The interim ordinance would allow time to look at all of the elements and develop a more comprehensive ordinance, which will place a stop gap on any permits.

Mayor pro tem Franco asked if the issue only pertains to the City and asked if the County is dealing with the matter separately.

Mr. Newton confirmed that the County is dealing with the matter separately. He directed the Council's attention to several attachments on the agenda which outlined the State law and the existing ordinance and said any changes the Council may want to adopt would require a significant amount of discussion.

Mayor Garnier stated it is recommended the Council proceed with the prohibition until an alternate regulatory framework can reviewed and approved by the City Council.

Mr. Newton confirmed that is the recommendation. He added if the Council wanted to provide direction regarding how it wants the Ordinance to look long-term, then staff can initiate the process to implement the long-term changes. The interim ordinance will only be in effect for 45 days unless the Council extends it after conducting a public hearing.

There was general discussion about the putting an interim ordinance in place by the first of the year and various options available for the Council to consider.

Mayor pro tem Franco said it is fairly complex in terms of the direction the City wants to go. He suggested forming an ad hoc committee that will really focus on the issue, come up with options and make recommendations to the City Council. He added the matter isn't just up to the City Council, the decision will also have to reflect what the constituents want.

Councilmember Schuster said she appreciated all of the information provided, and it was her understanding that there is already a medical marijuana ordinance in place and the recreational use component can be added. She asked if the Council was looking for an interim ordinance.

Mayor pro tem Franco said he thought that was the most reasonable approach.

Mayor Garnier stated the issue needs to be given a lot of thought and they have gone into a lot of debate regarding the cultivation issue over a period of several months. It is difficult to receive input from the constituents when the same 6 to 10 people are the only ones participating in the discussions.

Mayor pro tem Franco said if they aren't getting a lot of negative response from the position the Council has taken, he assumes the majority of the community supports the Council's decisions up to this point.

Councilmember Stafford pointed out the laws are changing and indoor cultivation is no longer banned.

Mr. Newton said although indoor grows can't be banned, they can be regulated and the City may want to look at those options.

Councilmember Stafford pointed out that if the City doesn't do anything it won't be eligible for grant funding.

Mayor Garnier said that was another question she had and asked what those grant funds were.

Chief King responded there are grants available through the Department of Justice and if a jurisdiction is not applying laws in a way the State wants, the State will stop those grants.

There was discussion about the differences between State and Federal grant funding. Chief King clarified that the City wouldn't lose access to federal funding, however, many of the grants are Federal funds given to the State for distribution.

Mayor Garnier asked what cities need to do to get ready as there are no legal requirements to have ordinances in place by January 1, 2018, but cities will only have 60 days to respond to the State once notified of an application to open a dispensary. She stated 60 days is not enough time if something is not in place.

Mr. Newton stated the City would have to respond that it doesn't have an ordinance in place.

Mayor Garnier stated having an interim ordinance in place would allow time to discuss the matter because a 15 minute conversation would not be enough.

There was continued discussion about forming an ad hoc committee and concerns that it would require more time as it would possibly entail soliciting public comments.

David Teeter, Lassen County Supervisor, stated that the County has an ad hoc committee and it wouldn't be constrained by the Brown Act.

Mayor Garnier stated they would have to make sure the City was covered with the interim ordinance and asked if there was enough time to do an interim ordinance.

Mr. Newton responded there was enough time and the interim ordinance would ban marijuana to the extent the law allows. The ad hoc committee will assist with developing the new ordinance.

There was further discussion regarding the language the interim ordinance would include.

Mr. Newton said there probably wouldn't be any regulatory language addressing indoor cultivation unless staff can identify something from another jurisdiction that would be permitted. Indoor cultivation would be permitted, but outdoor cultivation, for both recreational and medicinal purposes, would be banned.

Motion by Councilmember Schuster, second by Councilmember Stafford, to approve the preparation of an interim ordinance regulating medical and adult use cannabis activities. Ayes: Schuster, Stafford, Franco, Garnier. Absent: Wilson.

Mr. Newton asked if the ad hoc committee is something the Council wants to pursue.

Mayor pro tem Franco said it is something to consider and asked who staff might want to include on that committee.

Mayor Garnier stated they would have to appoint an ad hoc committee during a meeting and it would best to move forward quickly with the appointment.

Mr. Newton said the matter could be on the Council's November 15 meeting.

9B Consider Resolution No. 17-5446 approving consulting agreement with Craig Sanders to provide contract Planning services Mr. Newton explained the matter was regarding an agreement with former City Planner Craig Sanders to provide assistance while the City conducts the recruitment to fill the vacancy, as well as assist with the transition period for the new employee. He explained that the Planning applications that have come through require some level of review from a Planning perspective. Acting Public Works Director Dan Gibbs has been assisting with Plan review, but it would be valuable to draw on Mr. Sanders' expertise. He is available on a part time basis and a lot of the work can be done remotely.

Mr. Newton noted the contract is not to exceed the cost of \$15,000 with no additional cost for meals, lodging or mileage. He added that language in the agreement citing the consultant supervises personnel should be stricken as Mr. Sanders should not be considered an employee of the City of Susanville and the language may indicate as such.

Mayor pro tem Franco asked if the Planning job had been advertised.

Mr. Newton answered that it had and the date to submit applications had closed.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 17-5446; motion carried. Ayes: Franco, Schuster, Stafford and Garnier. Absent: Wilson.

9C Consider Resolution No. 17-5447 amending Appendix "A" as part of the Agreement with the HLVRA for Administrative Management and Operational Services Mr. Newton explained the matter was an amendment to the contract with the HLVRA for Administrative Management and Operational services with the City of Susanville. As part of the agreement, Appendix A reflects rates that the City is reimbursed for services, however, the initial contract did not include overtime rates. The Honey Lake Valley Recreation Authority Board of Directors approved the amendment at its October 17 meeting.

Mayor pro tem Franco stated he would like an update about the swimming pool as he was hearing the past season was successful. Looking at Appendix A, he doesn't see any positions having to do with running the office, receiving customers or handling payments, scheduling swimming lessons and business and asked if those duties are absorbed by staff.

Mayor Garnier responded the Pool Manager and the Assistant Pool Manager were handling all of those duties.

Mr. Newton stated that at the request of the HLVRA Board, staff is preparing an analysis regarding the pool budget, staffing, what was successful, areas for improvement and identifying the most cost-effective methods for operation.

Mayor Garnier asked if there would be enough time to share the information at the Council's December 6 meeting.

Mr. Newton said if the report was completed in time, it could be considered at the December 6 meeting.

Mayor pro tem Franco stated having gone to the pool with his grandchildren, he thought the pool was a huge success, a positive atmosphere, and congratulated everyone who was involved in bringing it to the community as it was something that was sorely needed.

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to approve Resolution No. 17-5447; motion carried. Ayes: Franco, Stafford, Schuster and Garnier. Absent: Wilson.

9D Consider Resolution No. 17-5448 authorizing closure of Riverside Drive on November 23, 2017 from 8 a.m. to 9:30 a.m. for the 5th annual Turkey Trot Mr. Gibbs explained the Bizz Running Company was hosting its fifth annual Thanksgiving Day Turkey Trot, which requires closing Riverside Drive from Alexander Avenue to River Street from 8:00 a.m. to 9:30 a.m. on November 23, 2017. The event will require Public Works staff to set up and take down traffic controls signs for a cost of \$525.

Mayor Garnier asked if the City of Susanville could be listed as a sponsor on event advertising. She stated the City puts in a lot of time and money for these type of events where there are street closures.

Mr. Gibbs responded that they could certainly make that request.

Motion by Councilmember Stafford, second by Mayor pro tem Franco, to approve Resolution No. 17-5448; motion carried. Ayes: Stafford, Franco, Schuster, Garnier. Absent: Wilson.

9E Consider Resolution No. 17-5449 approving street closure on December 2, 2017 from 5 p.m. to 7 p.m. for the annual Magical Country Christmas celebration Mr. Gibbs stated the Lassen County Chamber of Commerce will be holding its annual Magical Country Christmas event, which will require closing Main Street from Pine to Weatherlow from 5 to 7 p.m. Saturday, December 2, 2017. The cost is \$2,800 including staff time for the Police Department and Public Works.

Motion by Councilmember Stafford, second by Councilmember Schuster, to approve Resolution No. 17-5449; motion carried. Ayes: Stafford, Schuster, Franco and Garnier. Absent: Wilson.

9F Consider Resolution No 17-5450 Approving and authorizing the Mayor to execute ABC Grant Agreement with the Department of Alcoholic Beverage Control for certain projects Chief King explained that an officer was assigned to be the point of contact with the Department of Alcoholic Beverage Control. The officer worked with the ABC coordinator and the Department has been awarded a grant to conduct Minor Decoy Shoulder Tap Program and Informed Merchants Preventing Alcohol-Related Crime Tendencies.

Chief King said the grant requires a program administrator, a finance coordinator, and that they both attend training, which has been completed. The City will receive \$8,800 to spend in the community, and must include one training in the next year for all of the businesses that sell alcohol and tobacco products. The purpose is to ensure that businesses are doing things the right way and are apprised of what the current laws are.

The Police Department will also be able to conduct operations to make sure the businesses are compliant. It is a reimbursement grant and the Police Department will be responsible for reporting its activities and documenting costs in order to be reimbursed.

Mayor Garnier asked if the compliance was only for retail sales or would it apply at events like Chamber mixers, where alcohol tickets are being sold.

Chief King responded it encompasses everything where alcohol or tobacco products are being sold in any capacity including private clubs and Chamber events.

Mayor pro tem Franco asked if there was a violation, would it include a fine.

Chief King said the ABC determines the penalty for the business.

Mr. Teeter stated that an individual from the Public Health Department spoke to the Board of Supervisors about the Lee Law, which addresses tobacco and alcoholic sales at gas stations. It's a law that has no enforcement to it, it is something they should make gas station owners aware of.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No 17-5450; motion carried. Ayes: Franco, Schuster, Stafford, Garnier. Absent: Wilson

9G Consider options for Local Sales and Use/tax Transactional use Tax increase and provide direction to staff. Mr. Newton explained the item is for discussion and direction to staff regarding the process to implement a local sales and use tax. The matter initially came up during budget discussions and looking at the projected revenues compared to the projected expenses the City's revenues, particularly the general fund, are lagging behind the costs of providing services to the community.

Staff has been looking at options to secure additional revenue and one of the benefits of a local sales tax, is the generated funding stays within the community and is available to the City to provide a broad number of services. Another option is for the City to pursue a special tax for specific purposes such as streets and public safety. Voter approval for a general tax to through is 50 percent plus one and a special tax requires 2/3 majority votes.

Mr. Newton said the two options staff is bringing to Council for consideration are a quarter cent or a half cent tax increase. He broke down how the City's current 7.25 percent tax is distributed, 6 percent goes to the State and the remaining 1.25 percent goes to local programs. The quarter percent goes to the Lassen County Transportation Commission and primarily supports the local transit system, while the 1 percent goes to the City and County.

He explained the City and County currently have a tax sharing agreement and the City receives 95 percent of its 1 percent share and the County receives 5 percent of the taxes collected within the City limit. The City's revenue from the sales tax is \$1.78 million.

Mr. Newton stated the proposed quarter percent tax increase would generate \$445,000 in revenue and a half percent increase would bring in \$890,000. Mr. Newton added the County is also contemplating a sales tax measure and the way district taxes work is the City can adopt a tax area within City limits and any revenue or income tax sales would go to the City. The County tax would incorporate both the County and City and would be receiving additional revenue from the sales within the City.

Mr. Newton said it doesn't seem practical to have two tax measures on the ballot and there would be a mutual benefit to come to an agreement and put one measure on the ballot. Most likely, the City would

have to be willing to give up a percentage of the taxes that are collected in the City for it to be feasible for the County to pursue a sales tax.

There was general discussion about having a City/County ballot measure.

Mayor Garnier asked if the current tax sharing agreement would stay in place.

Mr. Newton responded that it would not and the new tax would be outside of the existing tax share agreement.

Mayor Garnier asked that if the City and County were to propose a combined ballot measure for one-half percent, would the County would get both its half as well as part of the City's half.

Mr. Newton said it was possible, but the City would want to create a scenario where the City gets the County's half a cent as well. He explained that the Board of Equalization publishes a list of district taxes across the State. Humboldt County has a one-half cent tax across the entire County, but the City of Arcata has a three quarter cent sales tax on top of it, so in Arcata there is an additional 1.25 cent tax on purchases.

Mayor pro tem Franco said it sounds like it would be better for the County to set a tax because it wouldn't have to negotiate an agreement with the City.

Mr. Newton agreed and said the County does have the ability to create a district that encompasses the City limits.

Mayor pro tem Franco said they can all negotiate in good faith and what's good for the County is good for the City and what's good for the City is good for the County.

Mr. Teeter stated he did not think having two separate measures on the ballot is a good idea. The County isn't going to pass a sales tax without the City's blessing and if the County is only getting 5 percent it would not be interested in a sales tax increase. He asked what the sales tax would be in Susanville and in the County. If each entity adopted a tax measure, using a 1 cent increase just as an example.

Mr. Newton responded it would be 9.25 percent in the City and 8.25 percent the County.

Mr. Teeter responded that would be an issue for him as a business owner in Susanville because he would become less competitive and it could be more of an issue for those selling a house or a car. Mr. Teeter said he doesn't want to pursue a tax that creates separate tax rates between the City and the County. He would rather negotiate one sales tax then propose two different measures.

Mayor Garnier said the proposed rate would not really be generating a lot of additional revenue, given the financial obligations of the City. It would be used up quickly.

Councilmember Schuster said the timing is unfortunate with the new State gas tax going into effect that day, but she knows it has to be done. She stated there were 35 new officers hired at High Desert State Prison and the California Correctional Center and the City needs to do all they can to attract them to Susanville because they are competing with Nevada.

Mayor Garnier said Nevada's sales tax just went up over 8 percent to help pay for schools which will limit the incentive to live in Reno.

Mayor pro tem Franco added that comparing the City's tax rate to other municipalities across the State, it is very low and one-half a cent is not that high. There has been a lot of community support for a Police K-9 Unit program and he was committed to using any additional funding to make that happen.

Mayor Garnier commented that balancing the budget would be a start and in researching taxes in communities across the State, the City does have the least amount of sales tax in the State of California.

Mr. Newton said the new gasoline tax has the potential to bring money into the community to repair streets and roads, but it will also require general fund contributions which will be challenging. The City is running very lean, and there are not many opportunities to make cuts and still function in an acceptable manner. The City needs to look at any opportunities to bring in revenue.

Mayor Garnier asked Mr. Newton about his opinion on the tax rate.

Mr. Newton responded that one measuring stick is looking at Reno, and staying under that sales tax number. He said it was important to remember that if you compare what the City's 1 percent brings in compared to the dollar value of the County's 1 percent under the current structure, it is quite a bit more. The county would be needing a significant portion of the tax revenue generated in the City to get what they need from a sales tax measure. The County also has other revenues resources that the City doesn't have.

There was further discussion about negotiating the rates with the County.

Mr. Teeter said the open question is what will be done with the money, and the City and County need to be clear as what they are going to do with the money.

Mayor pro tem Franco said any less than one-half cent is not enough revenue to make a difference and he looks at one-half a cent as a starting point.

Mayor Garnier stated she was concerned about the funds from SB 1 and if the City will have to pay the gas tax, then some of profits should result in a local benefit. In order to do that, the City has to have some matching funds and if there are no general funds then will that money have to be returned to the State.

Mr. Newton confirmed her statement.

Motion by Mayor pro tem Franco, second by Councilmember Stafford, directing staff to open negotiations with the County and develop an equitable agreement to increase the sales tax, starting at one-half percent; motion carried. Ayes: Franco, Stafford, Schuster and Garnier. Absent: Wilson.

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

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

12 **CONTINUING BUSINESS:** No business.

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

13A Quarterly Department Report – Fire Department Chief Moore provided an update regarding the Susanville Fire Department's activities from June 27th to October 23rd. He reviewed the department's personnel and stated they are doing really well in recruiting volunteers. During the quarter, the Department responded to 440 incidents and Mr. Moore stated the Department is trending up in its call volume. He expects they will have a busy December and reach 1,600 calls by the end of the year. Out of area fires are winding down, but since the Department was understaffed, Mr. Moore said he was not able to provide apparatus for the Santa Rosa fires.

He also provided updates on the OES activities and said the newly formed Regional Hazmat team is currently in week five of its training. Mr. Moore also provided updates on the grants, facility, training, fire prevention, public education, CPR and First Aid classes, code enforcement, apparatus maintenance and events including the Department's annual Open House.

There was a general discussion about code enforcement and the weed abatement process. Mr. Moore explained 128 properties were deemed non-complaint with City standards and the property owners received notices to mow their lawns and clean up the properties. Out of 128 properties, 11 properties were abated and property owners received liens against those properties.

13B Annual Leaf Collection Program

Mr. Gibbs explained that every year there are three locations in the City where residents can drop off their bagged leaves. Staff was going to start advertising the program in the radio and the newspaper. The program will run from November 1 through December 8 or longer if necessary.

14 COUNCIL ITEMS:

Councilmember Schuster stated she attended a breakfast sponsored by Senator Ted Gaines on October 25. Many Cities in his district were represented at the event and she shared some of the problems they are having including drug abuse, rising crime, problems with the homeless population, providing affordable housing for low income residents, fire suppression and illegal marijuana grows. Councilmember Schuster stated she didn't feel alone as they were talking and these problems are in many communities in California.

Councilmember Schuster also shared information a citizen told her about a man sleeping in a public parking lot at a local restaurant in October. The man's feet were hanging out in the street and people were unable to wake him so the restaurant staff placed something over him to prevent him from being hit by oncoming cars. She added that there are various pan handlers around town and organizations that will help provide them with shelter, food and clothing so if they are panhandling it's not for their necessary needs. She recommended the Council start looking at ordinances to prohibit napping in public and pan handling.

Chief King said a fair compromise the Council could consider is something called high pressure pan handling, which prevents preventing people from sitting at choke points such as business or parking lot entrances. If they are on a side street and someone wants to give to them they can, but it doesn't force people to come into contact with them if they don't want to.

Mayor Garnier asked if it was something that could go into the Ordinance.

Chief King responded that it could, but added that staff is working on the process to create an enforcement mechanism for the ordinance already in place.

Mayor pro tem Franco asked if there was a difference in panhandling activity during the winter.

Chief King responded there are some who will leave for warmer areas, but the hardened ones will take over a bus stop and change it to an apartment, trading one type of a behavior for another.

Mayor pro tem Franco said at some point in time the City is going to have to start thinking of how to better handle the situation. There are some people who really do need help.

Mr. Newton said they can start looking at what other Cities have done.

Mayor Garnier stated that there is a trail along Alexander Avenue, toward Monrovia where a lot of people are hanging out. She expressed concern that could be the potential for a horrible fire and asked if there was a way to block that off so people on bicycles and vehicles can't get in to access the area. She also said that said the abatement ordinance was adopted there was a top 20 list of properties needing to be addressed and on that list was Raj Baines' neighbor. Mayor Garnier stated Mr. Baines is upset that nothing is being done.

Mr. Newton said he would contact Mr. Baines to discuss his concerns with the process.

Mayor Garnier also said that the area near Monrovia is bad and the Senior Center is getting broken into every day and asked if there is anything they can do about that neighborhood.

Chief King said his department has been working with the Senior Center staff about protecting themselves, but there has been increased activity and the Department is dealing with the issues.

14A AB1234 travel reports:

15 ADJOURNMENT:

Motion by Councilmember Franco, second by Councilmember Stafford, to adjourn the meeting. Ayes: Franco, Stafford, Schuster and Garnier. Absent: Wilson.

Meeting adjourned at 9:01 p.m.

Kathie Garnier, Mayor

Respectfully submitted by

Gwenna MacDonald, City Clerk

Approved on: _____

SUSANVILLE CITY COUNCIL
Special Meeting Minutes
November 7, 2017 – 9:00 a.m.

Meeting was called to order at 9:00 a.m. by Mayor Garnier.

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

Staff present: Dan Newton, Interim City Administrator; Jessica Ryan, City Attorney and Gwenna MacDonald, City Clerk.

1 APPROVAL OF THE AGENDA:

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

2 PUBLIC COMMENT: No comments.

3 CLOSED SESSION: At 9:02 a.m. Council entered into Closed Session to discuss the following:

A PUBLIC EMPLOYMENT - pursuant to Government Code section 54957:

1) Public Employee Performance Evaluation: Police Chief.

4 ADJOURNMENT:

At 2:11 p.m. the City Council recessed closed session.

At 2:12 p.m. the City Council reconvened in open session. The City Council provided direction to the Interim City Administrator to prepare and provide a written performance evaluation to the Police Chief based upon the closed session evaluation.

Meeting adjourned at 2:13 p.m.

Respectfully submitted by

Gwenna MacDonald, City Clerk

Kathie Garnier, Mayor

Approved on: _____

Reviewed by: D Interim City Administrator
 City Attorney

X Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Deborah Savage, Finance Manager

Action Date: December 6, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Vendor and Payroll Warrants

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Warrants dated November 4, 2017, through November 22, 2017 numbered 101780 through 101964.

FISCAL IMPACT: Accounts Payable vendor warrants totaling \$ 558,225.84 plus \$ 200,627.64 in payroll warrants, for a total of \$ 758,853.48.

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
11/17	11/08/2017	101790	9144		RETURN DEPOSIT EP 17-19	103117	1	1001-2228-001	DEPOSITS-CURB, GUTTER, SID	500.00	500.00
Total 103117:											
11/17	11/08/2017	101791	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	635650425	1	7620-430-10-44	LINEN SERVICE	27.75	27.75
Total 635650425:											
11/17	11/08/2017	101791	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	635650426	1	7401-430-62-44	LINEN SERVICES	51.84	51.84
Total 635650426:											
11/17	11/08/2017	101791	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	635650427	1	2007-431-20-44	LINEN SERVICE	47.69	47.69
Total 635650427:											
11/17	11/08/2017	101791	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	635650428	1	7110-430-42-44	LINEN SERVICE	28.70	28.70
Total 635650428:											
11/17	11/08/2017	101792	1070	AT&T MOBILITY	WIRELESS PHONES-PD	835956037X10012017	1	1000-421-10-45	COMMUNICATIONS	61.71	61.71
Total 835956037X10012017:											
11/17	11/08/2017	101793	76	BILLINGTON ACE HARD	SUPPLIES- GAS	397884	1	7401-430-62-46	SUPPLIES-GENERAL	5.59	5.59
Total 397884:											
11/17	11/08/2017	101793	76	BILLINGTON ACE HARD	SUPPLIES- GAS	397937	1	7401-430-62-46	SUPPLIES-GENERAL	12.67	12.67
Total 397937:											
11/17	11/08/2017	101793	76	BILLINGTON ACE HARD	SUPPLIES-WATER	398245	1	7110-430-42-46	SUPPLIES-GENERAL	11.57	11.57

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 398245:											
11/17	11/08/2017	101793	76	BILLINGTON ACE HARD	SUPPLIES- GAS	398301	1	7401-430-62-46	SUPPLIES-GENERAL	47.75	47.75
Total 398301:											
11/17	11/08/2017	101793	76	BILLINGTON ACE HARD	SUPPLIES-WATER	398410	1	7110-430-42-46	SUPPLIES-GENERAL	21.88	21.88
Total 398410:											
11/17	11/08/2017	101794	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - 600 MAI	PLC600MAINST 110117	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLC600MAINST 110117:											
11/17	11/08/2017	101794	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - B OF A	PLCBOFA 110117	1	2007-431-20-44	DISPOSAL	19.51	19.51
Total PLCBOFA 110117:											
11/17	11/08/2017	101794	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - BUEHL	PLCBUEHLERDNT 11011	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCBUEHLERDNT 110117:											
11/17	11/08/2017	101794	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - DIAMO	PLCDIAMONDMTN 11011	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCDIAMONDMTN 110117:											
11/17	11/08/2017	101794	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - ELKS L	PLCELKSLODGE 110117	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCELKSLODGE 110117:											
11/17	11/08/2017	101794	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - FROST	PLCFROSTYMILL 110117	1	2007-431-20-44	DISPOSAL	19.51	19.51
Total PLCFROSTYMILL 110117:											
11/17	11/08/2017	101794	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - GROCE	PLCGROCERYOUT 11011	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCGROCERYOUT 110117:											

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
11/17	11/08/2017	101794	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HAIR H	PLCHAIRHUNTR 110117	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCHAIRHUNTR 110117:											
11/17	11/08/2017	101794	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HOTEL	PLCHOTELLSN1 110117	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCHOTELLSN1 110117:											
11/17	11/08/2017	101794	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - KNOCH	PLCKNOCHBUILD 110117	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCKNOCHBUILD 110117:											
11/17	11/08/2017	101794	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LITTLE I	PLCLITTLEITAL 110117	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCLITTLEITAL 110117:											
11/17	11/08/2017	101794	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LV CHA	PLCLVCHARTR 110117	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCLVCHARTR 110117:											
11/17	11/08/2017	101794	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - MT LAS	PLCMTLASSNP 110117	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCMTLASSNP 110117:											
11/17	11/08/2017	101794	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - PANCE	PLCPANCERAPL 110117	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCPANCERAPL 110117:											
11/17	11/08/2017	101794	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - PANCE	PLCPANCERPL 110117	1	2007-431-20-44	DISPOSAL	155.52	155.52
Total PLCPANCERPL 110117:											
11/17	11/08/2017	101794	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRAJWLR 110117	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCSIERRAJWLR 110117:											
11/17	11/08/2017	101794	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRATHTR 110117	1	2007-431-20-44	DISPOSAL	38.88	38.88

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount	
		Total PLCSIERRATHR 110117:										
11/17	11/08/2017	101794	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SVILLE	PLCSVILLEREA 110117	1	2007-431-20-44	DISPOSAL	38.88	38.88	
		Total PLCSVILLEREA 110117:										
11/17	11/08/2017	101794	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - UPTOW	PLCUPTOWNPARK 11011	1	2007-431-20-44	DISPOSAL	38.88	38.88	
		Total PLCUPTOWNPARK 110117:										
11/17	11/08/2017	101794	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - U S PO	PLCUSPOSTAL 110117	1	2007-431-20-44	DISPOSAL	38.88	38.88	
		Total PLCUSPOSTAL 110117:										
11/17	11/08/2017	101794	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - VETS M	PLCVETSMEMOR 110117	1	2007-431-20-44	DISPOSAL	38.88	38.88	
		Total PLCVETSMEMOR 110117:										
11/17	11/08/2017	101794	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - WALMA	PLCWALMARTBUS 11011	1	2007-431-20-44	DISPOSAL	38.88	38.88	
		Total PLCWALMARTBUS 110117:										
11/17	11/08/2017	101794	1307	C&S WASTE SOLUTIONS	110 NORTH ST	SVL110NORTHST 110117	1	1000-452-20-44	DISPOSAL	241.17	241.17	
		Total SVL110NORTHST 110117:										
11/17	11/08/2017	101794	1307	C&S WASTE SOLUTIONS	925 SIERRA ST-PW	SVL15 110117	1	7620-430-10-44	DISPOSAL	164.88	164.88	
		Total SVL15 110117:										
11/17	11/08/2017	101794	1307	C&S WASTE SOLUTIONS	66 N LASSEN ST	SVL2 110117	1	1000-417-10-44	DISPOSAL	164.88	164.88	
		Total SVL2 110117:										
11/17	11/08/2017	101794	1307	C&S WASTE SOLUTIONS	470-895 CIRCLE DR	SVL470895CIRCLEDR	1	7530-451-52-44	DISPOSAL	198.44	198.44	
		Total SVL470895CIRCLEDR:										

Check Register - Payments by Vendor
Check Issue Dates: 11/8/2017 - 11/8/2017

CITY OF SUSANVILLE

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
11/17	11/08/2017	101794	1307	C&S WASTE SOLUTIONS	95 N WEATHERLOW ST	SVL5 110117	1	1000-452-20-44	DISPOSAL	198.44	198.44
Total SVL5 110117:											
11/17	11/08/2017	101794	1307	C&S WASTE SOLUTIONS	720 SOUTH ST SHOP-PW	SVL8 110117	1	7620-430-10-44	DISPOSAL	164.88	164.88
Total SVL8 110117:											
11/17	11/08/2017	101794	1307	C&S WASTE SOLUTIONS	RIVER ST	SVLRIVERST 110117	1	1000-452-20-44	DISPOSAL	320.56	320.56
Total SVLRIVERST 110117:											
11/17	11/08/2017	101795	986	CARLSON'S TIRE PROS	REPAIR & MAINT #73- GAS	5560	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	843.29	843.29
Total 5560:											
11/17	11/08/2017	101796	9148	GM COVEY INC.	PROFESSIONAL SERVICES	1001	1	1000-417-10-43	TECHNICAL SVCS	2,250.00	2,250.00
Total 1001:											
11/17	11/08/2017	101797	148	COMPUTER LOGISTICS	MONTHLY SERVICES 25 HOUR	70513	2	1000-417-10-43	TECHNICAL SVCS	220.00	220.00
Total 70513:											
11/17	11/08/2017	101797	148	COMPUTER LOGISTICS	ANTI- VIRUS BARRACUSA 300	70522	1	1000-417-10-43	TECHNICAL SVCS	50.00	50.00
Total 70522:											
11/17	11/08/2017	101797	148	COMPUTER LOGISTICS	EMAIL HOSTING	70582	1	1000-417-10-43	TECHNICAL SVCS	252.00	252.00
11/17	11/08/2017	101797	148	COMPUTER LOGISTICS	EMAIL HOSTING-PW	70582	2	7620-430-10-47	SOFTWARE	99.00	99.00
11/17	11/08/2017	101797	148	COMPUTER LOGISTICS	EMAIL HOSTING	70582	3	1000-417-10-43	TECHNICAL SVCS	12.50	12.50
11/17	11/08/2017	101797	148	COMPUTER LOGISTICS	EMAIL HOSTING-PW	70582	4	7620-430-10-47	SOFTWARE	12.50	12.50
Total 70582:											
11/17	11/08/2017	101798	194	DIAMOND SAW SHOP IN	SUPPLIES- STREETS	15871	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	6.50	6.50
Total 15871:											

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
11/17	11/08/2017	101798	194	DIAMOND SAW SHOP IN	SUPPLIES- STREETS	15886	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	17.68	17.68
Total 15886:											
11/17	11/08/2017	101799	1223	DRICO INC	SUPPLIES- GAS	31351-1	1	7401-430-62-46	SUPPLIES-GENERAL	258.46	258.46
Total 31351-1:											
11/17	11/08/2017	101800	1484	EDGES ELECTRICAL GR	SUPPLIES-STREETS	S4193293.001	1	2007-431-20-46	SUPPLIES-GENERAL	133.12	133.12
Total S4193293.001:											
11/17	11/08/2017	101801	241	FEATHER PUBLISHING C	ADVERTISEMENT-PW	1337992	1	7110-430-42-45	ADVERTISING	37.75	37.75
Total 1337992:											
11/17	11/08/2017	101801	241	FEATHER PUBLISHING C	ADVERTISEMENT-PW	1339648	1	7110-430-42-45	ADVERTISING	37.75	37.75
Total 1339648:											
11/17	11/08/2017	101801	241	FEATHER PUBLISHING C	ENVELOPES- PD	1355501	1	1000-421-10-45	PRINTING AND BINDING	120.74	120.74
Total 1355501:											
11/17	11/08/2017	101801	241	FEATHER PUBLISHING C	ADVERTISEMENT-PD	1359669	1	1000-421-10-45	PRINTING AND BINDING	87.25	87.25
Total 1359669:											
11/17	11/08/2017	101801	241	FEATHER PUBLISHING C	ADVERTISEMENT-PD	1361335	1	1000-421-10-45	PRINTING AND BINDING	87.25	87.25
Total 1361335:											
11/17	11/08/2017	101801	241	FEATHER PUBLISHING C	BUS CARDS	41078	1	1000-417-10-45	PRINTING AND BINDING	66.76	66.76
Total 41078:											
11/17	11/08/2017	101801	241	FEATHER PUBLISHING C	BUS CARDS- PW	41093	1	7620-430-10-45	PRINTING AND BINDING	66.76	66.76

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 41093:											
11/17	11/08/2017	101801	241	FEATHER PUBLISHING C	CITY LETTERHEAD	41943	1	1000-417-10-45	PRINTING AND BINDING	66.76	66.76
Total 41943:											
11/17	11/08/2017	101802	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-JO	778721A	1	7112-430-42-43	TECHNICAL SERVICES	125.61	125.61
Total 778721A:											
11/17	11/08/2017	101802	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	778722A	1	7110-430-42-43	TECHNICAL SVCS	117.00	117.00
Total 11468:											
11/17	11/08/2017	101803	257	FOREST OFFICE EQUIP	FLYERS	11468	1	1000-416-10-45	ADVERTISING	28.95	28.95
Total CC9581:											
11/17	11/08/2017	101803	257	FOREST OFFICE EQUIP	KYOCERA COPIER -PW	CC9581	1	7620-430-10-43	TECHNICAL SVCS	726.31	726.31
Total CC9604:											
11/17	11/08/2017	101803	257	FOREST OFFICE EQUIP	MAINT.CONTRACT FOLD MACH	CC9604	1	7401-430-62-43	TECHNICAL SVCS	42.00	42.00
11/17	11/08/2017	101803	257	FOREST OFFICE EQUIP	MAINT.CONTRACT FOLD MACH	CC9604	2	7110-430-42-43	TECHNICAL SVCS	42.00	42.00
Total 2520 110117:											
11/17	11/08/2017	101804	265	FRONTIER	257-2520 GOLF COURSE	2520 110117	1	7530-451-52-45	COMMUNICATIONS	316.82	316.82
Total 7098 110117:											
11/17	11/08/2017	101804	265	FRONTIER	257-7098 NATURAL GAS	7098 110117	1	7401-430-62-45	COMMUNICATIONS	81.98	81.98
Total 1148 GREATAMERICA FINANC:											
11/17	11/08/2017	101805	1148	GREATAMERICA FINANC	COPIER LEASE 11/17-PW	21544888	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	363.93	363.93

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 21544888:											
11/17	11/08/2017	101806	288		REIMBURSE HEALTH INS	110617	1	7610-2239-006	RETIREE SICK LEAVE BANK PA	363.93	363.93
Total 110617:											
11/17	11/08/2017	101841	8912		TR EX NAPA 11/16-11/17	102717	1	1000-424-20-45	TRAVEL	72.93	72.93
Total 102717:											
11/17	11/08/2017	101807	1075	INDEPENDENT ELECTRI	SERVICE CHARGE-GAS	S103499006.01	1	7401-430-62-46	SUPPLIES-GENERAL	2.73	2.73
Total S103499006.01:											
11/17	11/08/2017	101808	1362	IRON MOUNTAIN INFO. M	SHREDDING- PD	PHY0241	1	1000-421-10-43	PROFESSIONAL SVCS	59.22	59.22
Total PHY0241:											
11/17	11/08/2017	101809	9143		REFUND WATER DEPOSIT	10528150019	1	7110-2228-000	DEPOSITS-CUSTOMER	12.37	12.37
11/17	11/08/2017	101809	9143		REFUND GAS DEPOSIT	10528150019	2	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
Total 10528150019:											
11/17	11/08/2017	101810	338	JACKSON'S SERVICE CE	VEHICLE RPR #75-GAS	40928	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	351.18	351.18
11/17	11/08/2017	101810	338	JACKSON'S SERVICE CE	VEHICLE RPR #75-WATER	40928	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	351.17	351.17
Total 40928:											
11/17	11/08/2017	101811	1504	JESSICA RYAN	PROFESSIONAL SERVICES 10/	103117	1	1000-412-10-43	PROFESSIONAL SVCS	2,375.00	2,375.00
Total 103117:											
11/17	11/08/2017	101812	911	JOHNSTONE SUPPLY	SUPPLIES-GAS	415-S2241234.001	1	7401-430-62-46	SUPPLIES-GENERAL	69.72	69.72
Total 415-S2241234.001:											
11/17	11/08/2017	101812	911	JOHNSTONE SUPPLY	SUPPLIES-GAS	415-S2241412.001	1	7401-430-62-46	SUPPLIES-GENERAL	154.67	154.67

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 415-S2241412.001:											
11/17	11/08/2017	101812	911	JOHNSTONE SUPPLY	SUPPLIES-GAS	415-S2244137.001	1	7401-430-62-46	SUPPLIES-GENERAL	154.67	154.67
Total 415-S2244137.001:											
11/17	11/08/2017	101812	911	JOHNSTONE SUPPLY	SUPPLIES-GAS	415-S2244812.001	1	7401-430-62-46	SUPPLIES-GENERAL	197.99	197.99
Total 415-S2244812.001:											
11/17	11/08/2017	101812	911	JOHNSTONE SUPPLY	SUPPLIES-GAS	415-S2244816.001	1	7401-430-62-46	SUPPLIES-GENERAL	1,616.93	1,616.93
Total 415-S2244816.001:											
11/17	11/08/2017	101813	9147		WOODSTOVE REBATE	110617		8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 110617:											
11/17	11/08/2017	101814	389	LASSEN CO AUDITOR	ANIMAL CONTROL THRU 7/1/17	102717	1	1000-421-10-45	ANIMAL CONTROL CONTRACT	12,463.57	12,463.57
11/17	11/08/2017	101814	389	LASSEN CO AUDITOR	DISPATCH SERVICES 7/1/17-9/3	102717	2	1000-421-10-45	DISPATCH CONTRACT	100,591.53	100,591.53
Total 102717:											
11/17	11/08/2017	101815	411	LASSEN MOTOR PARTS	SUPPLIES-PW	28771	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	29.34	29.34
Total 28771:											
11/17	11/08/2017	101815	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	290763	1	7110-430-42-46	SUPPLIES-GENERAL	10.71	10.71
Total 290763:											
11/17	11/08/2017	101816	412	LASSEN REGIONAL SOLI	DUMP FEES-GAS	80 110817	1	7401-430-62-44	DISPOSAL	87.11	87.11
11/17	11/08/2017	101816	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	80 110817	2	2007-431-20-44	DISPOSAL	87.11	87.11
11/17	11/08/2017	101816	412	LASSEN REGIONAL SOLI	DUMP FEES-WATER	80 110817	3	7110-430-42-44	DISPOSAL	87.11	87.11
Total 80 110817:											
11/17	11/08/2017	101817	413	LASSEN TIRE	1 TIRE MOUNT-GC	49280	1	7630-451-52-44	REPAIR & MAINTENANCE - MIS	111.62	111.62

CITY OF SUSANVILLE

Check Register - Payments by Vendor
Check Issue Dates: 11/8/2017 - 11/8/2017

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 49280:											
11/17	11/08/2017	101817	413	LASSEN TIRE	REPAIR #51-WATER	49329	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	331.50	331.50
Total 49329:											
11/17	11/08/2017	101818	413	SUSANVILLE TOWING	REPAIR & MAINT #81-PD	53881	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	121.66	121.66
Total 53881:											
11/17	11/08/2017	101818	413	SUSANVILLE TOWING	REPAIR & MAINT #82-PD	53926	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	550.69	550.69
Total 53926:											
11/17	11/08/2017	101818	413	SUSANVILLE TOWING	TOWING-PD	62186	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	810.00	810.00
Total 62186:											
11/17	11/08/2017	101819	1321	LAW OFFICES OF GREG	PROFESSIONAL SERVICES-PW	13282	1	7620-430-11-43	PROFESSIONAL SERVICES	60.00	60.00
Total 13282:											
11/17	11/08/2017	101820	421	LEAGUE OF CALIFORNIA	ADVERTISEMENT	57161	1	1000-416-10-45	ADVERTISING	1,425.00	1,425.00
Total 57161:											
11/17	11/08/2017	101821	437	LMUD	SOUTH ST - PW OFFICE	14590 102717	1	7620-430-10-46	ELECTRICITY	373.95	373.95
Total 14590 102717:											
11/17	11/08/2017	101821	437	LMUD	SOUTH ST ROOSEVELT AREA	1744 102717	1	1000-452-20-46	ELECTRICITY	8.44	8.44
Total 1744 102717:											
11/17	11/08/2017	101821	437	LMUD	RIVERSIDE PARK LIGHTS	1999 102717	1	1000-452-20-46	ELECTRICITY	35.12	35.12
Total 1999 102717:											

Check Register - Payments by Vendor
Check Issue Dates: 11/8/2017 - 11/8/2017

CITY OF SUSANVILLE

GL Period	Check Issue Date	Check Number	Vendor Number	Paysee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
11/17	11/08/2017	101821	437	LMUD	CADY SPRINGS	26784 102717	1	7110-430-42-46	ELECTRICITY	33.81	33.81
Total 26784 102717:											
11/17	11/08/2017	101821	437	LMUD	RICHMOND RD BRIDGE	35094	1	2007-431-60-46	ELECTRICITY	244.23	244.23
Total 35094:											
11/17	11/08/2017	101821	437	LMUD	N WEATHERLOW ST SIGNALS-	3651 102317	1	2007-431-60-46	ELECTRICITY	118.99	118.99
Total 3651 102317:											
11/17	11/08/2017	101821	437	LMUD	720 SOUTH EMULSION TANK-P	38646 102717	1	7620-430-10-46	ELECTRICITY	95.99	95.99
Total 38646 102717:											
11/17	11/08/2017	101821	437	LMUD	MAIN & ALEXANDER SIGNALS-	49496 102317	1	2007-431-60-46	ELECTRICITY	139.42	139.42
Total 49496 102317:											
11/17	11/08/2017	101821	437	LMUD	MAIN & FAIRFIELD-STREETS	49497 102317	1	2007-431-60-46	ELECTRICITY	112.35	112.35
Total 49497 102317:											
11/17	11/08/2017	101821	437	LMUD	MAIN & JOHNSTNVLE SIGNAL-	49498 102317	1	2007-431-60-46	ELECTRICITY	138.40	138.40
Total 49498 102317:											
11/17	11/08/2017	101821	437	LMUD	RIVERSIDE & MAIN LIGHTS-ST	49499 102317	1	2007-431-60-46	ELECTRICITY	218.24	218.24
Total 49499 102317:											
11/17	11/08/2017	101821	437	LMUD	SPRING RIDGE BOOSTER-WAT	55754 102717	1	7110-430-42-46	ELECTRICITY	218.24	218.24
Total 55754 102717:											
11/17	11/08/2017	101821	437	LMUD	WELL #1-WATER	7714 102317	1	7110-430-42-46	ELECTRICITY	146.98	146.98

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount	
		Total 7714 102317:										
11/17	11/08/2017	101821	437	LMUD	RIVERSIDE PARK LIGHTS	9501 102717	1	1000-452-20-46	ELECTRICITY	221.23	221.23	
		Total 9501 102717:										
11/17	11/08/2017	101821	437	LMUD	GEO PUMP #2	9503 102717	1	7301-430-52-46	ELECTRICITY	35.69	35.69	
		Total 9503 102717:										
11/17	11/08/2017	101821	437	LMUD	HOSPITAL LN-GEO	9963 102717	1	7301-430-52-46	ELECTRICITY	23.06	23.06	
		Total 9963 102717:										
11/17	11/08/2017	101822	1508	MAIN STREET LUBE	OIL & FILTER #87- PD	12476	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	55.43	55.43	
		Total 12476:										
11/17	11/08/2017	101823	452	MARTIN SECURITY SYST	470-895 CIRCLE DR SECURITY	35215	1	7530-451-50-43	TECHNICAL SVCS	65.00	65.00	
		Total 35215:										
11/17	11/08/2017	101823	452	MARTIN SECURITY SYST	115 WEATHERLOW SECURITY	35281	1	1000-451-80-43	TECHNICAL SVCS	84.00	84.00	
		Total 35281:										
11/17	11/08/2017	101823	452	MARTIN SECURITY SYST	60 N LASSEN SECURITY	35355	1	1000-417-10-43	TECHNICAL SVCS	128.00	128.00	
		Total 35355:										
11/17	11/08/2017	101824	1463	MILLER CLEANING SERV	CUSTODIAL SERVIVES-PD	MCS2074	1	1000-421-10-44	CUSTODIAL	450.00	450.00	
		Total MCS2074:										
11/17	11/08/2017	101825	546	PAYLESS BUILDING SUP	SUPPLIES- L.L FLOOD	2492344	1	1003-452-20-46	SUPPLIES GENERAL	506.56	506.56	
		Total 2492344:										

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
11/17	11/08/2017	101826	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT 17	58020 103017	1	1000-417-10-45	COMMUNICATIONS	840.00	840.00
Total 56020 103017:											
11/17	11/08/2017	101827	1562	R.E.Y ENGINEERS INC	GATEWAY PROJECT ENGINEE	16736	1	2007-431-39-43	PROFESSIONAL SERVICES	9,560.64	9,560.64
Total 16736:											
11/17	11/08/2017	101828	582	RAY MORGAN CO	DOWN & UPSTAIRS COPIER-12/	1817020	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	434.50	434.50
Total 1817020:											
11/17	11/08/2017	101829	1368	SCHMIDT EQUIP. REPAI	REPAIR & MAINT- STREETS	3007	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	222.24	222.24
Total 3007:											
11/17	11/08/2017	101829	1368	SCHMIDT EQUIP. REPAI	REPAIR & MAINT- WATER	3015	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	387.82	387.82
Total 3015:											
11/17	11/08/2017	101829	1368	SCHMIDT EQUIP. REPAI	REPAIR & MAINT- GAS	3016	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	245.12	245.12
Total 3016:											
11/17	11/08/2017	101829	1368	SCHMIDT EQUIP. REPAI	REPAIR & MAINT- GAS	3017	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	485.70	485.70
Total 3017:											
11/17	11/08/2017	101829	1368	SCHMIDT EQUIP. REPAI	REPAIR & MAINT- STREETS	3018	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	226.60	226.60
Total 3018:											
11/17	11/08/2017	101829	1368	SCHMIDT EQUIP. REPAI	REPAIR & MAINT- STREETS	3019	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	383.96	383.96
Total 3019:											
11/17	11/08/2017	101829	1368	SCHMIDT EQUIP. REPAI	REPAIR & MAINT-WATER	3025	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	74.54	74.54

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 3025:											
11/17	11/08/2017	101829	1368	SCHMIDT EQUIP. REPAI	REPAIR & MAINT-STREETS	3026	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	502.17	502.17
Total 3026:											
11/17	11/08/2017	101830	1379	SENSIT TECHNOLOGIES	SUPPLIES- GAS	0247417	1	7401-430-62-46	SUPPLIES-GENERAL	303.69	303.69
Total 0247417:											
11/17	11/08/2017	101831	1076	SIERRA COFFEE AND BE	BOTTLED WATER-PW	48751	1	7620-430-10-46	SUPPLIES-GENERAL	7.25	7.25
Total 48751:											
11/17	11/08/2017	101832	640	SIERRA ELECTRONICS	REPAIRS & MAINT-GC	226807	1	7530-451-52-44	REPAIR & MAINT - BUILDING	86.87	86.87
Total 226807:											
11/17	11/08/2017	101833	677	SUSANVILLE SANITARY	606 NEVADA	1274 110117	1	1000-417-10-44	SEWER	47.00	47.00
Total 1274 110117:											
11/17	11/08/2017	101833	677	SUSANVILLE SANITARY	66 N LASSEN	1276 110117	1	1000-417-10-44	SEWER	104.00	104.00
Total 1276 110117:											
11/17	11/08/2017	101833	677	SUSANVILLE SANITARY	115 N WEATHERLOW	1448 110117	1	1000-451-80-44	SEWER	52.00	52.00
Total 1448 110117:											
11/17	11/08/2017	101833	677	SUSANVILLE SANITARY	65 N WEATHERLOW - ROOFS F	1449 110117	1	1000-452-20-44	SEWER	104.00	104.00
Total 1449 110117:											
11/17	11/08/2017	101833	677	SUSANVILLE SANITARY	720 SOUTH ST	3203 110117	1	7620-430-10-44	SEWER	52.00	52.00
Total 3203 110117:											

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
11/17	11/08/2017	101833	677	SUSANVILLE SANITARY	1850 RIVER ST	3667 110117	1	1000-452-20-44	SEWER	52.00	52.00
Total 3667 110117:											
11/17	11/08/2017	101833	677	SUSANVILLE SANITARY	1600 RIVERSIDE DR	3668 110117	1	1000-452-20-44	SEWER	52.00	52.00
Total 3668 110117:											
11/17	11/08/2017	101833	677	SUSANVILLE SANITARY	1200 NORTH ST	3669 110117	1	1000-452-20-44	SEWER	52.00	52.00
Total 3669 110117:											
11/17	11/08/2017	101834	696	TECH SERVICES	MONTHLY MAINT. FEE TO ASS	1724	1	7201-430-81-43	TECHNICAL SVCS	575.00	575.00
Total 1724:											
11/17	11/08/2017	101835	9145		REFUND WATER DEPOSIT	10114000007	1	7110-2228-000	DEPOSITS-CUSTOMER	61.61	61.61
Total 10114000007:											
11/17	11/08/2017	101836	712	TNS TRUCKING CO	BASE ROCK & SAND-GAS	3051	1	7401-430-62-46	SUPPLIES-GENERAL	203.77	203.77
11/17	11/08/2017	101836	712	TNS TRUCKING CO	BASE ROCK & SAND-WATER	3051	2	7110-430-42-46	SUPPLIES-GENERAL	203.78	203.78
Total 3051:											
11/17	11/08/2017	101837	720	TRI-PACIFIC SUPPLY INC	SUPPLIES-GAS	130394	1	7401-430-62-46	SUPPLIES-GENERAL	325.52	325.52
Total 130394:											
11/17	11/08/2017	101837	720	TRI-PACIFIC SUPPLY INC	SUPPLIES-GAS	130461	1	7401-430-62-46	SUPPLIES-GENERAL	960.64	960.64
Total 130461:											
11/17	11/08/2017	101838	770	WESTERN NEVADA SUP	SUPPLIES- GAS	67188956	1	7401-430-62-46	SUPPLIES-GENERAL	1,264.91	1,264.91
Total 67188956:											
11/17	11/08/2017	101838	770	WESTERN NEVADA SUP	SUPPLIES- WATER	67199849	1	7110-430-42-46	SUPPLIES-GENERAL	396.52	396.52

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 67199849:											
11/17	11/08/2017	101838	770	WESTERN NEVADA SUP	SUPPLIES- GAS	67213399	1	7401-430-62-46	SUPPLIES-GENERAL	396.52	396.52
Total 67213399:											
11/17	11/08/2017	101838	770	WESTERN NEVADA SUP	SUPPLIES- WATER	67218194	1	7110-430-42-46	SUPPLIES-GENERAL	413.56	413.56
Total 67218194:											
11/17	11/08/2017	101838	770	WESTERN NEVADA SUP	SUPPLIES- WATER	67222166	1	7110-430-42-46	SUPPLIES-GENERAL	38.48	38.48
Total 67222166:											
11/17	11/08/2017	101838	770	WESTERN NEVADA SUP	SUPPLIES- WATER	67223941	1	7110-430-42-46	SUPPLIES-GENERAL	31.27	31.27
Total 67223941:											
11/17	11/08/2017	101838	770	WESTERN NEVADA SUP	SUPPLIES-GC	67225116	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	72.52	72.52
Total 67225116:											
11/17	11/08/2017	101838	770	WESTERN NEVADA SUP	SUPPLIES-PW	67226393	1	7620-430-10-46	SUPPLIES-GENERAL	17.35	17.35
Total 67226393:											
11/17	11/08/2017	101838	770	WESTERN NEVADA SUP	SUPPLIES- WATER	67226640	1	7110-430-42-46	SUPPLIES-GENERAL	139.89	139.89
Total 67226640:											
11/17	11/08/2017	101838	770	WESTERN NEVADA SUP	SUPPLIES- WATER	6799849F	1	7110-430-42-46	SUPPLIES-GENERAL	139.89	139.89
Total 6799849F:											
11/17	11/08/2017	101839	1539	WIN-911 SOFTWARE	SOFTWARE SUPPORT- WATER	104XT538-2018121	1	7110-430-42-47	SOFTWARE	247.50	247.50
11/17	11/08/2017	101839	1539	WIN-911 SOFTWARE	SOFTWARE SUPPORT-GAS	104XT538-2018121	2	7401-430-62-47	SOFTWARE	247.50	247.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 104XT538-2018121:											
11/17	11/08/2017	101840	9146		WOODSTOVE REBATE	110617	1	8404-430-12-48	GRANTS	495.00	495.00
Total 110617:											
Grand Totals:											
										1,500.00	1,500.00
										1,500.00	1,500.00
										156,890.74	156,890.74

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
11/17	11/14/2017	101845	884	BANK OF AMERICA	SUPPLIES- WATER	1113 102517	1	7110-430-42-46	SUPPLIES-GENERAL	343.67-	343.67-
Total 1113 102517:											
11/17	11/14/2017	101845	884	BANK OF AMERICA	INVEST. SUPPLIES-PD	1352 102517	1	1000-421-10-45	INVESTIGATIVE FUNDS	352.82	352.82
11/17	11/14/2017	101845	884	BANK OF AMERICA	TR EX MCCLELLAN	1352 102517	2	1000-421-10-45	TRAINING	1,249.70	1,249.70
11/17	11/14/2017	101845	884	BANK OF AMERICA	FUEL-PD	1352 102517	3	1000-421-10-46	GASOLINE	81.00	81.00
11/17	11/14/2017	101845	884	BANK OF AMERICA	SAFETY SUPPLIES-PD	1352 102517	4	1000-421-10-46	SUPPLIES-SAFETY ITEMS	273.09	273.09
11/17	11/14/2017	101845	884	BANK OF AMERICA	LOCKSMITH-PD	1352 102517	5	1000-421-10-45	LOCKSMITHING SERVICES	67.22	67.22
Total 1352 102517:											
11/17	11/14/2017	101845	884	BANK OF AMERICA	SUPPLIES-PD	1885 102517	1	1000-421-10-46	SUPPLIES-GENERAL	17.15	17.15
Total 1885 102517:											
11/17	11/14/2017	101845	884	BANK OF AMERICA	SUPPLIES-PD	2754 102517	1	1000-421-10-46	SUPPLIES-GENERAL	251.22	251.22
11/17	11/14/2017	101845	884	BANK OF AMERICA	POSTAGE-PD	2754 102517	2	1000-421-10-46	POSTAGE	30.95	30.95
11/17	11/14/2017	101845	884	BANK OF AMERICA	REPAIR & MAINT-PD	2754 102517	3	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	109.54	109.54
11/17	11/14/2017	101845	884	BANK OF AMERICA	TR EX. MCCLELLAN	2754 102517	4	1000-421-10-45	TRAINING	79.37	79.37
Total 2754 102517:											
11/17	11/14/2017	101845	884	BANK OF AMERICA	FUEL-PD	2896 102517	1	1000-421-10-46	GASOLINE	37.74	37.74
11/17	11/14/2017	101845	884	BANK OF AMERICA	UNIFORMS-PD	2896 102517	2	1000-421-10-42	UNIFORM ALLOWANCE	553.36	553.36
Total 2896 102517:											
11/17	11/14/2017	101845	884	BANK OF AMERICA	FUEL-PD	3110 102517	1	1000-421-10-46	GASOLINE	64.21	64.21
11/17	11/14/2017	101845	884	BANK OF AMERICA	TR EX MERCE	3110 102517	2	1000-421-10-45	TRAINING	612.00	612.00
Total 3110 102517:											
11/17	11/14/2017	101845	884	BANK OF AMERICA	FUEL-FD	3609 102517	1	1000-422-10-46	GASOLINE	219.95	219.95

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 3609 102517:											
11/17	11/14/2017	101845	884	BANK OF AMERICA	CITY HALL PHONES	4028 102517	1	1000-417-10-45	COMMUNICATIONS	219.95	219.95
11/17	11/14/2017	101845	884	BANK OF AMERICA	ADVERTISING	4028 102517	2	1000-416-10-45	ADVERTISING	552.79	552.79
Total 4028 102517:											
11/17	11/14/2017	101845	884	BANK OF AMERICA	TR EX	4093 102517	1	1000-424-20-45	TRAVEL	1,093.96	1,093.96
11/17	11/14/2017	101845	884	BANK OF AMERICA	SUPPLIES	4093 102517	2	1000-417-10-46	SUPPLIES-GENERAL	79.14	79.14
11/17	11/14/2017	101845	884	BANK OF AMERICA	SUPPLIES	4093 102517	3	1000-415-10-46	SUPPLIES-GENERAL	109.85	109.85
11/17	11/14/2017	101845	884	BANK OF AMERICA	JANITORIAL SUPPLIES	4093 102517	4	1000-417-10-46	SUPPLIES-JANITORIAL	46.20	46.20
11/17	11/14/2017	101845	884	BANK OF AMERICA	ADVERTISING	4093 102517	5	1000-416-10-45	ADVERTISING	120.00	120.00
11/17	11/14/2017	101845	884	BANK OF AMERICA	DUES-PD	4093 102517	6	1000-421-10-48	DUES AND MEMBERSHIPS	30.00	30.00
Total 4093 102517:											
11/17	11/14/2017	101845	884	BANK OF AMERICA	REPAIR & MAINT-FD	4119 102517	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	554.85	554.85
11/17	11/14/2017	101845	884	BANK OF AMERICA	SUPPLIES-FD	4119 102517	2	1000-422-10-46	SUPPLIES-GENERAL	53.61	53.61
Total 4119 102517:											
11/17	11/14/2017	101845	884	BANK OF AMERICA	TR EX	4150 102517	1	1000-422-10-45	TRAVEL	608.46	608.46
Total 4150 102517:											
11/17	11/14/2017	101845	884	BANK OF AMERICA	TR EX	4728 102517	1	1000-424-20-45	TRAVEL	422.48	422.48
Total 4728 102517:											
11/17	11/14/2017	101845	884	BANK OF AMERICA	WEB BUILDER-AP	5203 102517	1	7620-430-11-48	DUES AND MEMBERSHIPS	22.95	22.95
Total 5203 102517:											
11/17	11/14/2017	101845	884	BANK OF AMERICA	FUEL-PW	5211 102517	1	7620-430-10-46	GASOLINE	41.48	41.48
11/17	11/14/2017	101845	884	BANK OF AMERICA	SUPPLIES-PW	5211 102517	2	7620-430-10-46	SUPPLIES-GENERAL	129.94	129.94
11/17	11/14/2017	101845	884	BANK OF AMERICA	POSTAGE-GAS	5211 102517	3	7401-430-62-46	POSTAGE	115.34	115.34
11/17	11/14/2017	101845	884	BANK OF AMERICA	POSTAGE-WATER	5211 102517	4	7110-430-42-46	POSTAGE	74.18	74.18
11/17	11/14/2017	101845	884	BANK OF AMERICA	DUES & MEMBERSHIP-PW	5211 102517	5	7620-430-10-48	DUES AND MEMBERSHIPS	24.90	24.90

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
11/17	11/14/2017	101845	884	BANK OF AMERICA	POSTAGE-PW	5211 102517	6	7620-430-11-46	POSTAGE	5.93	5.93
11/17	11/14/2017	101845	884	BANK OF AMERICA	SOFTWARE SUPPORT-PW	5211 102517	7	7620-430-10-47	SOFTWARE	49.99	49.99
11/17	11/14/2017	101845	884	BANK OF AMERICA	TR EX SACRAMEN	5211 102517	8	7620-430-10-45	TRAVEL	273.00	273.00
11/17	11/14/2017	101845	884	BANK OF AMERICA	ADVERTISING-GAS	5211 102517	9	7401-430-62-45	ADVERTISING	158.15	158.15
Total 5211 102517: 872.91 872.91											
11/17	11/14/2017	101845	884	BANK OF AMERICA	POSTAGE-FD	6670 102517	1	1000-422-10-46	POSTAGE	10.00	10.00
11/17	11/14/2017	101845	884	BANK OF AMERICA	JANITORIAL SUPPLIES-FD	6670 102517	2	1000-422-10-46	SUPPLIES-JANITORIAL	15.52	15.52
11/17	11/14/2017	101845	884	BANK OF AMERICA	REPAIR & MAINT-FD	6670 102517	3	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	107.24	107.24
11/17	11/14/2017	101845	884	BANK OF AMERICA	REPAIR & MAINT-FD	6670 102517	4	1000-422-10-44	RESCUE - REPAIR & MAINTENA	87.64	87.64
11/17	11/14/2017	101845	884	BANK OF AMERICA	FUEL-FD	6670 102517	5	1000-422-10-46	GASOLINE	378.32	378.32
Total 6670 102517: 598.72 598.72											
11/17	11/14/2017	101845	884	BANK OF AMERICA	SUPPLIES-GAS	7575 102517	1	7401-430-62-46	SUPPLIES-GENERAL	734.16	734.16
Total 7575 102517: 734.16 734.16											
11/17	11/14/2017	101845	884	BANK OF AMERICA	INVEST. SUPPLIES-PD	8955 102517	1	1000-421-10-48	SPECIAL OPERATIONS	151.91	151.91
Total 8955 102517: 151.91 151.91											
11/17	11/14/2017	101845	884	BANK OF AMERICA	PROSHOP SUPPLIES-GC	9430 102517	1	7530-451-55-46	SUPPLIES - GENERAL	218.18	218.18
Total 9430 102517: 218.18 218.18											
11/17	11/14/2017	101845	884	BANK OF AMERICA	REPAIR & MAINT-PD	9536 102517	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	81.63	81.63
Total 9536 102517: 81.63 81.63											
Grand Totals:										11,531.47	11,531.47

Report Criteria:

Report type: GL detail
Check.Voited = False

Check Issue Dates: 11/16/2017 - 11/16/2017

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
11/17	11/16/2017	101846	21	AIRGAS USA, LLC	CHLORINE- WATER	9069385607	1	7110-430-42-46	SUPPLIES-GENERAL	787.45	787.45
Total 9069385607:											
11/17	11/16/2017	101846	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9949129031	1	7401-430-62-46	SUPPLIES-GENERAL	45.26	45.26
11/17	11/16/2017	101846	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9949129031	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	101.63	101.63
11/17	11/16/2017	101846	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9949129031	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	73.08	73.08
11/17	11/16/2017	101846	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9949129031	4	7110-430-42-46	SUPPLIES-GENERAL	52.70	52.70
11/17	11/16/2017	101846	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9949129031	5	7110-430-42-44	REPAIR AND MAINTENANCE-V	125.11	125.11
Total 9949129031:											
11/17	11/16/2017	101847	9152		REFUND GAS DEPOSIT	10306805714	1	7401-2228-000	DEPOSITS-CUSTOMER	165.12	165.12
Total 10306805714:											
11/17	11/16/2017	101848	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	635664857	1	7620-430-10-44	LINEN SERVICE	65.49	65.49
Total 635664857:											
11/17	11/16/2017	101848	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	635664858	1	7401-430-62-44	LINEN SERVICES	71.82	71.82
Total 635664858:											
11/17	11/16/2017	101848	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREET	635664859	1	2007-431-20-44	LINEN SERVICE	57.68	57.68
Total 635664859:											
11/17	11/16/2017	101848	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	635664860	1	7110-430-42-44	LINEN SERVICE	38.26	38.26
Total 635664860:											
11/17	11/16/2017	101849	9156		REFUND WATER DEPOSIT	10220850014	1	7110-2228-000	DEPOSITS-CUSTOMER	54.12	54.12

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 10220850014:											
11/17	11/16/2017	101850	9149		REFUND WOODSTOVE REBAT	110717	1	8404-430-12-48	GRANTS	54.12	54.12
Total 110717:											
11/17	11/16/2017	101851	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	398241	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	51.95	51.95
Total 398241:											
11/17	11/16/2017	101851	76	BILLINGTON ACE HARD	SUPPLIES- PARKS	398360	1	1000-452-20-46	SUPPLIES-GENERAL	44.61	44.61
11/17	11/16/2017	101851	76	BILLINGTON ACE HARD	SUPPLIES-GC	398360	2	7530-451-52-44	REPAIR & MAINTENANCE - MIS	35.09	35.09
Total 398360:											
11/17	11/16/2017	101851	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	398433	1	1000-452-21-44	FACILITY - REPAIR & MAINTEN	32.81	32.81
Total 398433:											
11/17	11/16/2017	101851	76	BILLINGTON ACE HARD	SUPPLIES- FD	398945	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	4.23	4.23
Total 398945:											
11/17	11/16/2017	101852	1307	C&S WASTE SOLUTIONS	1505 MAIN ST	SVL1505MAINST 110117	1	1000-422-10-44	DISPOSAL	164.88	164.88
Total SVL1505MAINST 110117:											
11/17	11/16/2017	101852	1307	C&S WASTE SOLUTIONS	1801 MAIN ST-PD	SVL7 110117	1	1000-421-10-44	DISPOSAL	99.23	99.23
Total SVL7 110117:											
11/17	11/16/2017	101853	9030	CHEMICAL SAFETY TRAI	MODULE 1F: TACTICAL FIELD	17-033	1	1000-422-29-45	TRAINING	30,000.00	30,000.00
Total 17-033:											
11/17	11/16/2017	101854	1358	CLASSIC GOLF CAR INC.	REPAIR & MAINT- GC	2725	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	40.49	40.49

CITY OF SUSANVILLE

Check Register - Payments by Vendor
Check Issue Dates: 11/16/2017 - 11/16/2017

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 2725:											
11/17	11/16/2017	101855	173	DATCO SERVICES	SUBSTANCE TEST	33735866	1	1000-416-10-43	TECHNICAL SVCS	40.49	40.49
Total 33735866:											
11/17	11/16/2017	101856	194	DIAMOND SAW SHOP IN	SUPPLIES -PARKS	15895	1	1000-452-20-47	MACHINERY AND EQUIPMENT	1,406.96	1,406.96
11/17	11/16/2017	101856	194	DIAMOND SAW SHOP IN	SUPPLIES -PARKS	15895	2	1000-452-21-46	SUPPLIES-GENERAL	1,406.96	1,406.96
Total 15895:											
11/17	11/16/2017	101857	219	ED STAUB & SONS PETR	6000 GAL UNLEADED	1406444	1	1000-1410-001	INVENTORIES-GASOLINE	15,069.60	15,069.60
11/17	11/16/2017	101857	219	ED STAUB & SONS PETR	6000 GAL UNLEADED	1406444	2	1000-1410-001	INVENTORIES-GASOLINE	556.07	556.07
Total 1406444:											
11/17	11/16/2017	101858	238	FASTENAL COMPANY	SUPPLIES-PARKS	76816	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	13.53	13.53
Total 76816:											
11/17	11/16/2017	101859	241	FEATHER PUBLISHING C	WATER MAIN REPLACEMENT-	17-03	1	7110-430-42-46	POSTAGE	1,163.25	1,163.25
Total 17-03:											
11/17	11/16/2017	101859	241	FEATHER PUBLISHING C	PLANNING COMMISSION	7816	1	1000-419-10-45	COMMUNICATIONS	58.80	58.80
Total 7816:											
11/17	11/16/2017	101860	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	779168A	1	7110-430-42-43	TECHNICAL SVCS	117.00	117.00
Total 779168A:											
11/17	11/16/2017	101861	5765		REFUND WATER DEPOSIT	10208650006	1	7110-2228-000	DEPOSITS-CUSTOMER	60.03	60.03
Total 10208650006:											
11/17	11/16/2017	101862	257	FOREST OFFICE EQUIP	COPY PAPER	845	1	1000-417-10-46	SUPPLIES-GENERAL	1,973.40	1,973.40

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 845:											
11/17	11/16/2017	101863	9153		REFUND GAS DEPOSIT	10531800733	1	7401-2228-000	DEPOSITS-CUSTOMER	1,973.40	1,973.40
Total 10531800733:											
11/17	11/16/2017	101864	265	FRONTIER	257-1033-PARKS	1033 110517	1	1000-452-20-45	COMMUNICATIONS	231.14	231.14
Total 1033 110517:											
11/17	11/16/2017	101864	265	FRONTIER	257-1041 ADMIN-PW	1041 110517	1	7620-430-10-45	COMMUNICATIONS	305.60	305.60
Total 1041 110517:											
11/17	11/16/2017	101864	265	FRONTIER	257-1051 PAW-STREETS	1051 110517	1	7620-430-10-45	COMMUNICATIONS	40.50	40.50
Total 1051 110517:											
11/17	11/16/2017	101864	265	FRONTIER	257-2960 HVAC/ELEVATOR LIN	2960 110517	1	1000-417-10-45	COMMUNICATIONS	66.39	66.39
Total 2960 110517:											
11/17	11/16/2017	101865	1289	FULL SPECTRUM INC	SCADA WORK 8/3-10/5	20171006	1	7110-430-42-43	TECHNICAL SVCS	1,305.00	1,305.00
Total 20171006:											
11/17	11/16/2017	101865	1289	FULL SPECTRUM INC	SOUTH TANK WORK 10/12-11/0	20171108	1	7110-430-42-43	TECHNICAL SVCS	840.85	840.85
Total 20171108:											
11/17	11/16/2017	101866	267		TR EX SAN DIEGO 10/25-10/27	110817	1	8402-413-30-45	TRAVEL	977.27	977.27
Total 110817:											
11/17	11/16/2017	101867	9155		REFUND WATER DEPOSIT	1032620000	1	7110-2228-000	DEPOSITS-CUSTOMER	54.68	54.68
Total 1032620000:											

Check Issue Dates: 11/16/2017 - 11/16/2017

Nov 16, 2017 08:54AM

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
11/17	11/16/2017	101868	6256		REFUND WATER DEPOSIT	10425400004	1	7110-2228-000	DEPOSITS-CUSTOMER	26.10	26.10
Total 10425400004:											
11/17	11/16/2017	101869	9151		REFUND GAS DEPOSIT	10506350316	1	7401-2228-000	DEPOSITS-CUSTOMER	114.29	114.29
Total 10506350316:											
11/17	11/16/2017	101870	8912		TR EX SCARAMENTO 11/26/17-	102617	1	1000-424-20-45	TRAVEL	352.00	352.00
Total 102617:											
11/17	11/16/2017	101870	8912		TR EX NAPA 11/16-11/17	111517	1	1000-424-20-45	TRAVEL	280.34	280.34
Total 111517:											
11/17	11/16/2017	101871	5581		REFUND WATER DEPOSIT	10503150017	1	7110-2228-000	DEPOSITS-CUSTOMER	22.08	22.08
Total 10503150017:											
11/17	11/16/2017	101872	328	INDEPENDENT BUSINESS	LASER A/P CHECKS	777500	1	1000-415-10-46	SUPPLIES-GENERAL	525.73	525.73
Total 777500:											
11/17	11/16/2017	101873	335	J.W. WOOD CO INC	SUPPLIES-WATER	S101443	1	7110-430-42-46	SUPPLIES-GENERAL	26.37	26.37
Total S101443:											
11/17	11/16/2017	101873	335	J.W. WOOD CO INC	SUPPLIES- GC	S101446	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	23.07	23.07
Total S101446:											
11/17	11/16/2017	101873	335	J.W. WOOD CO INC	SUPPLIES-WATER	S101448	1	7110-430-42-46	SUPPLIES-GENERAL	38.15	38.15
Total S101448:											
11/17	11/16/2017	101874	374	L N CURTIS & SONS	RESCUE EQUIP.-FIRE	136051	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	370.01	370.01

Check Issue Dates: 11/16/2017 - 11/16/2017

Nov 16, 2017 08:54AM

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 136051:											
11/17	11/16/2017	101875	411	LASSEN MOTOR PARTS	SUPPLIES- FIRE	290239	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	370.01	370.01
Total 290239:											
11/17	11/16/2017	101875	411	LASSEN MOTOR PARTS	SUPPLIES- FIRE	290327	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	10.27	10.27
11/17	11/16/2017	101875	411	LASSEN MOTOR PARTS	SUPPLIES- FIRE	290327	2	1000-422-10-46	SUPPLIES-GENERAL	15.67	15.67
Total 290327:											
11/17	11/16/2017	101875	411	LASSEN MOTOR PARTS	SUPPLIES- FIRE	290892	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	10.70	10.70
Total 290892:											
11/17	11/16/2017	101876	1102	LASSEN PC	BACKUP LICENSE-FIRE	21198	1	1000-422-10-43	TECHNICAL SVCS	61.49	61.49
Total 21198:											
11/17	11/16/2017	101877	437	LMUD	STREET LIGHTS	14039 110617	1	2007-431-60-46	ELECTRICITY	190.13	190.13
Total 14039 110617:											
11/17	11/16/2017	101877	437	LMUD	STREET LIGHTS	14041 110617	1	2007-431-60-46	ELECTRICITY	3,528.33	3,528.33
Total 14041 110617:											
11/17	11/16/2017	101877	437	LMUD	S GAY ST-STREETS	24323 110617	1	2007-431-60-46	ELECTRICITY	33.08	33.08
Total 24323 110617:											
11/17	11/16/2017	101877	437	LMUD	66 N LASSEN ST	2466 110617	1	1000-452-20-46	ELECTRICITY	588.70	588.70
Total 2466 110617:											
11/17	11/16/2017	101877	437	LMUD	N WEATHERLOW ST-TENNIS S	24661 110617	1	1000-452-20-46	ELECTRICITY	20.00	20.00

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 24661 110617:											
11/17	11/16/2017	101877	437	LMUD	STREET LIGHTS	2467 110617	1	2007-431-60-46	ELECTRICITY	1,556.57	1,556.57
Total 2467 110617:											
11/17	11/16/2017	101877	437	LMUD	65 N WEATHERLOW ST-PARK	2865 110617	1	1000-452-20-46	ELECTRICITY	42.67	42.67
Total 2865 110617:											
11/17	11/16/2017	101877	437	LMUD	65 N WEATHERLOW ST MUSEU	2866 110617	1	1000-451-80-46	ELECTRICITY	23.06	23.06
Total 2866 110617:											
11/17	11/16/2017	101877	437	LMUD	65 N WEATHERLOW ST-COMM	2867 110617	1	1000-452-20-46	ELECTRICITY	50.95	50.95
Total 2867 110617:											
11/17	11/16/2017	101877	437	LMUD	N WEATHERLOW ST-TENNIS C	2870 110617	1	1000-452-20-46	ELECTRICITY	20.87	20.87
Total 2870 110617:											
11/17	11/16/2017	101877	437	LMUD	NORTH ST PARK LITES-MEM FI	2873 110617	1	1000-452-20-46	ELECTRICITY	28.00	28.00
Total 2873 110617:											
11/17	11/16/2017	101877	437	LMUD	1505 MAIN ST	2876 102317	1	1000-422-10-46	ELECTRICITY	810.38	810.38
Total 2876 102317:											
11/17	11/16/2017	101877	437	LMUD	HARRIS DR & HWY 36-WATER	30658 110617	1	7110-430-42-46	ELECTRICITY	258.28	258.28
Total 30658 110617:											
11/17	11/16/2017	101877	437	LMUD	UPTOWN DECOR LIGHTS-STRE	43511 110617	1	2007-431-60-46	ELECTRICITY	215.07	215.07
Total 43511 110617:											

Check Issue Dates: 11/16/2017 - 11/16/2017

Nov 16, 2017 08:54AM

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
11/17	11/16/2017	101877	437	LMUD	115 N WEATHERLOW ST-MUSE	43866 110617	1	1000-451-80-46	ELECTRICITY	52.25	52.25
Total 43866 110617:											
11/17	11/16/2017	101877	437	LMUD	N PINE & COOK - SCADA-WATE	44153 110617	1	7110-430-42-46	ELECTRICITY	25.67	25.67
Total 44153 110617:											
11/17	11/16/2017	101877	437	LMUD	QUARRY ST LIGHTS-STREETS	49500 110617	1	2007-431-60-46	ELECTRICITY	58.49	58.49
Total 49500 110617:											
11/17	11/16/2017	101877	437	LMUD	MAIN & ALEXANDER SIGNALS-	49501 110617	1	2007-431-60-46	ELECTRICITY	149.74	149.74
Total 49501 110617:											
11/17	11/16/2017	101877	437	LMUD	606 NEVADA ST	58209	1	1000-417-10-46	ELECTRICITY	25.21	25.21
Total 58209:											
11/17	11/16/2017	101877	437	LMUD	NORTH ST PARK LITES-MEM FI	9283 110617	1	1000-452-20-46	ELECTRICITY	229.22	229.22
Total 9283 110617:											
11/17	11/16/2017	101877	437	LMUD	GEO PUMP #1	9297 110617	1	7301-430-52-46	ELECTRICITY	1,252.55	1,252.55
Total 9297 110617:											
11/17	11/16/2017	101877	437	LMUD	MAIN & PINE CHRISTMAS TREE	94811 110617	1	1000-452-20-46	ELECTRICITY	20.00	20.00
Total 94811 110617:											
11/17	11/16/2017	101878	1508	MAIN STREET LUBE	OIL & FILTER #81- PD.	12634	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	52.21	52.21
Total 12634:											
11/17	11/16/2017	101879	8896	MILLERS GIFTS, LOCKS	LOCKSMITH SERVICES-WATER	942586	1	7110-430-42-43	PROFESSIONAL SVCS	50.00	50.00

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 942586:											
11/17	11/16/2017	101880	481	MISSION LINEN & UNIFO	JANITORIAL SUPPLIES-PD	506102396	1	1000-421-10-46	SUPPLIES-JANITORIAL	50.00	50.00
Total 506102396:											
11/17	11/16/2017	101881	9150		REFUND CLUBHOUSE DEPOSI	111317	1	7530-451-50-36	RENTS & ROYALTIES	75.00	75.00
11/17	11/16/2017	101881	9150		REFUND CLUBHOUSE FEE	111317	2	1000-2228-009	DEPOSITS-COMM CENTER RE	100.00	100.00
Total 111317:											
11/17	11/16/2017	101882	510	NATIONAL METER & AUT	WATER RADIOS-WATER	S1091000.001	1	7110-430-42-46	SUPPLIES-GENERAL	1,525.49	1,525.49
Total S1091000.001:											
11/17	11/16/2017	101883	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE R	818549	1	7401-430-62-43	TECHNICAL SVCS	63.00	63.00
11/17	11/16/2017	101883	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE R	818549	2	7110-430-42-43	TECHNICAL SVCS	63.00	63.00
Total 818549:											
11/17	11/16/2017	101884	8107		REFUND BUILDING PERMIT	110817	1	1000-424-20-32	BUILDING PERMITS	310.50	310.50
Total 110817:											
11/17	11/16/2017	101885	546	PAYLESS BUILDING SUP	SUPPLIES-PARKS	2491687	1	1000-452-21-44	FACILITY - REPAIR & MAINTEN	385.98	385.98
Total 2491687:											
11/17	11/16/2017	101885	546	PAYLESS BUILDING SUP	SUPPLIES-FIRE	2492363	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	34.34	34.34
Total 2492363:											
11/17	11/16/2017	101885	546	PAYLESS BUILDING SUP	SUPPLIES-PARKS	2492369	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	73.20	73.20
Total 2492369:											
11/17	11/16/2017	101885	546	PAYLESS BUILDING SUP	SUPPLIES-PARKS	2492569	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	73.20	73.20

CITY OF SUSANVILLE

Check Register - Payments by Vendor
 Check Issue Dates: 11/16/2017 - 11/16/2017

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 2492569:											
11/17	11/16/2017	101885	546	PAYLESS BUILDING SUP	SUPPLIES-PARKS	2492610	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	73.20	73.20
Total 2492610:											
11/17	11/16/2017	101885	546	PAYLESS BUILDING SUP	SUPPLIES-PARKS	2492717	1	1000-452-20-46	SUPPLIES-GENERAL	329.69	329.69
Total 2492717:											
11/17	11/16/2017	101886	572	QUILL CORPORATION	OFFICE SUPPLIES-FIRE	1806463	1	1000-422-10-46	SUPPLIES-GENERAL	221.66	221.66
Total 1806463:											
11/17	11/16/2017	101886	572	QUILL CORPORATION	OFFICE SUPPLIES-FIRE	1818421	1	1000-422-10-46	SUPPLIES-GENERAL	19.62	19.62
Total 1818421:											
11/17	11/16/2017	101886	572	QUILL CORPORATION	OFFICE SUPPLIES	1840404	1	1000-417-10-46	SUPPLIES-GENERAL	86.08	86.08
Total 1840404:											
11/17	11/16/2017	101886	572	QUILL CORPORATION	OFFICE SUPPLIES-FIRE	1877023	1	1000-422-10-46	SUPPLIES-GENERAL	49.70	49.70
Total 1877023:											
11/17	11/16/2017	101886	572	QUILL CORPORATION	OFFICE SUPPLIES	1928047	1	1000-417-10-46	SUPPLIES-GENERAL	15.33	15.33
Total 1928047:											
11/17	11/16/2017	101886	572	QUILL CORPORATION	CREDIT- BUILDING	2143187	1	1000-419-10-46	SUPPLIES-GENERAL	50.40	50.40
Total 2143187:											
11/17	11/16/2017	101886	572	QUILL CORPORATION	OFFICE SUPPLIES-BUILDING	218852	1	1000-419-10-46	SUPPLIES-GENERAL	8.57	8.57
Total 218852:											

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
11/17	11/16/2017	101886	572	QUILL CORPORATION	OFFICE SUPPLIES	2296243	1	1000-415-10-46	SUPPLIES-GENERAL	223.07	223.07
Total 2296243:											
11/17	11/16/2017	101886	572	QUILL CORPORATION	OFFICE SUPPLIES-PW	379201	1	7620-430-10-46	SUPPLIES-GENERAL	114.75	114.75
Total 379201:											
11/17	11/16/2017	101887	582	RAY MORGAN CO	COPIER- FD	1804761	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	75.53	75.53
Total 1804761:											
11/17	11/16/2017	101888	1368	SCHMIDT EQUIP. REPAI	SAFETY INSPECTION- WATER	2999	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	150.00	150.00
Total 2999:											
11/17	11/16/2017	101888	1368	SCHMIDT EQUIP. REPAI	SAFETY INSPECTION-STREETS	3000	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	150.00	150.00
Total 3000:											
11/17	11/16/2017	101888	1368	SCHMIDT EQUIP. REPAI	SAFETY INSPECTION-STREETS	3001	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	150.00	150.00
Total 3001:											
11/17	11/16/2017	101888	1368	SCHMIDT EQUIP. REPAI	SAFETY INSPECTION- STREET	3002	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	150.00	150.00
Total 3002:											
11/17	11/16/2017	101888	1368	SCHMIDT EQUIP. REPAI	SAFETY INSPECTION-STREETS	3013	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	150.00	150.00
Total 3013:											
11/17	11/16/2017	101889	1379	SENSIT TECHNOLOGIES	SUPPLIES-GAS	0247829	1	7401-430-62-46	SUPPLIES-GENERAL	354.10	354.10
Total 0247829:											
11/17	11/16/2017	101890	1076	SIERRA COFFEE AND BE	BOTTLED WATER-PW	48666	1	7620-430-10-46	SUPPLIES-GENERAL	14.50	14.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 48666:											
11/17	11/16/2017	101890	1076	SIERRA COFFEE AND BE	BOTTLED WATER	48675	1	1000-417-10-46	SUPPLIES-GENERAL	14.50	14.50
Total 48675:											
11/17	11/16/2017	101891	640	SIERRA ELECTRONICS	IMPRESS BATTERY-PD	226922	1	1000-421-10-47	EQUIPMENT - SAFETY	558.77	558.77
Total 226922:											
11/17	11/16/2017	101892	1270	SILVER STATE BARRICA	STREETS SIGNS- STREETS	95947	1	2007-431-20-46	SUPPLIES-GENERAL	135.96	135.96
Total 95947:											
11/17	11/16/2017	101892	1270	SILVER STATE BARRICA	STREET SIGNS- STREETS	96083	1	2007-431-20-46	SUPPLIES-GENERAL	1,994.46	1,994.46
Total 96083:											
11/17	11/16/2017	101893	883	SILVER STATE INTERNA	PEDAL-FD	SP436357	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	347.05	347.05
Total SP436357:											
11/17	11/16/2017	101894	9064		TR EX LAS VEGAS 11/28-12/1	110717	1	1000-421-10-45	TRAINING	224.00	224.00
Total 110717:											
11/17	11/16/2017	101895	806	SUSANVILLE AVIATION	FUEL-FD	3575	1	1000-422-10-46	GASOLINE	98.94	98.94
Total 3575:											
11/17	11/16/2017	101896	1265	SUSANVILLE PAINT CEN	SUPPLIES- PARK	35569	1	1000-452-21-46	SUPPLIES-GENERAL	887.95	887.95
Total 35569:											
11/17	11/16/2017	101896	1265	SUSANVILLE PAINT CEN	SUPPLIES-PARK	35578	1	1000-452-21-44	FACILITY - REPAIR & MAINTEN	128.16	128.16
Total 35578:											

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
11/17	11/16/2017	101896	1265	SUSANVILLE PAINT CEN	SUPPLIES- PARK	35606	1	1000-452-21-44	FACILITY - REPAIR & MAINTEN	335.64	335.64
Total 35606:											
11/17	11/16/2017	101896	1265	SUSANVILLE PAINT CEN	SUPPLIES- PARK	35669	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	134.59	134.59
Total 35669:											
11/17	11/16/2017	101897	677	SUSANVILLE SANITARY	1505 MAIN	2064 110117	1	1000-422-10-44	SEWER	52.00	52.00
Total 2064 110117:											
11/17	11/16/2017	101897	677	SUSANVILLE SANITARY	1801 MAIN	2121 110117	1	1000-421-10-44	SEWER	52.00	52.00
Total 2121 110117:											
11/17	11/16/2017	101898	712	TNS TRUCKING CO	BASE ROCK & SAND-GAS	3064	1	7401-430-62-46	SUPPLIES-GENERAL	228.50	228.50
11/17	11/16/2017	101898	712	TNS TRUCKING CO	BASE ROCK & SAND-WATER	3064	2	7110-430-42-46	SUPPLIES-GENERAL	1,874.67	1,874.67
Total 3064:											
11/17	11/16/2017	101899	720	TRI-PACIFIC SUPPLY INC	SUPPLIES-GAS	130651	1	7401-430-62-46	SUPPLIES-GENERAL	1,633.82	1,633.82
Total 130651:											
11/17	11/16/2017	101900	9154		REFUND WATER DEPOSIT	10325750005	1	7110-2228-000	DEPOSITS-CUSTOMER	39.71	39.71
Total 10325750005:											
11/17	11/16/2017	101901	749	VERIZON WIRELESS	CELLULAR PHONES - AIR POLL	9795445152	1	7620-430-11-45	COMMUNICATIONS	54.67	54.67
11/17	11/16/2017	101901	749	VERIZON WIRELESS	CELLULAR PHONES - BUILDIN	9795445152	2	1000-424-20-45	COMMUNICATIONS	30.88	30.88
11/17	11/16/2017	101901	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	9795445152	3	1000-452-20-45	COMMUNICATIONS	44.02	44.02
11/17	11/16/2017	101901	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	9795445152	4	7620-430-10-45	COMMUNICATIONS	320.10	320.10
Total 9795445152:											
11/17	11/16/2017	101902	770	WESTERN NEVADA SUP	SUPPLIES- WATER	17235232	1	7110-430-42-46	SUPPLIES-GENERAL	233.16	233.16

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 17235232:											
11/17	11/16/2017	101902	770	WESTERN NEVADA SUP	SUPPLIES- WATER	17235300	1	7110-430-42-46	SUPPLIES-GENERAL	233.16	233.16
Total 17235300:											
11/17	11/16/2017	101902	770	WESTERN NEVADA SUP	SUPPLIES-FD	67051384	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	63.49	63.49
Total 67051384:											
11/17	11/16/2017	101902	770	WESTERN NEVADA SUP	SUPPLIES- WATER	67222888	1	7110-430-42-46	SUPPLIES-GENERAL	30.52	30.52
Total 67222888:											
11/17	11/16/2017	101903	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COU	A-52554	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A-52554:											
11/17	11/16/2017	101903	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE	A-52564	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A-52564:											
11/17	11/16/2017	101903	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COU	A-52572	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A-52572:											
11/17	11/16/2017	101904	8878	WOOD RODGERS, INC.	PROFESSIONAL SERVICES- ST	11319	1	2007-431-37-43	TECHNICAL SERVICES	1,086.50	1,086.50
Total 11319:											
11/17	11/16/2017	101904	8878	WOOD RODGERS, INC.	PROFESSIONAL SERVICES- ST	113197	1	2007-431-36-43	TECHNICAL SERVICES	1,086.51	1,086.51
Total 113197:											
11/17	11/16/2017	101905	1378	ZITO MEDIA	CABLE-FIRE	356225062 111017	1	1000-422-10-45	COMMUNICATIONS	78.98	78.98
Total 356225062 111017:											

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
Grand Totals:											
										89,019.25	89,019.25

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
11/17	11/22/2017	101925	6	ACCAP	2018 MEMBERSHIP DUES	2018-14	1	1000-417-10-48	DUES AND MEMBERSHIPS	1,000.04	1,000.04
11/17	11/22/2017	101925	6	ACCAP	2018 MEMBERSHIP DUES	2018-14	2	1000-1430-105	PREPAID - OTHER	999.96	999.96
Total 2018-14:											
11/17	11/22/2017	101926	9157		REFUND GAS DEPOSIT	10281090007	1	7401-2228-000	DEPOSITS-CUSTOMER	145.89	145.89
Total 10281090007:											
11/17	11/22/2017	101927	9161	ALLIANCE PROPERTY G	REFUND PLANNING COMMISSI	110817	1	1000-419-10-34	ZONING & SUBDIVISION FEES	652.00	652.00
Total 110817:											
11/17	11/22/2017	101928	40	AMPS ELECTRIC	CONNECT GENERATOR-WATE	2467	1	7301-430-52-43	TECHNICAL SVC	437.50	437.50
Total 2467:											
11/17	11/22/2017	101929	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	635679040	1	7620-430-10-44	LINEN SERVICE	27.75	27.75
Total 635679040:											
11/17	11/22/2017	101929	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	635679041	1	7401-430-62-44	LINEN SERVICES	50.37	50.37
Total 635679041:											
11/17	11/22/2017	101929	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	635679042	1	2007-431-20-44	LINEN SERVICE	47.69	47.69
Total 635679042:											
11/17	11/22/2017	101929	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	635679043	1	7110-430-42-44	LINEN SERVICE	38.47	38.47
Total 635679043:											
11/17	11/22/2017	101930	9160		REFUND GAS DEPOSIT	10438400032	1	7401-2228-000	DEPOSITS-CUSTOMER	112.95	112.95

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 10438400032:											
11/17	11/22/2017	101931	76	BILLINGTON ACE HARD	SUPPLIES-PW	399306	1	7620-430-10-46	SUPPLIES-GENERAL	112.95	112.95
Total 399306:											
11/17	11/22/2017	101931	76	BILLINGTON ACE HARD	SUPPLIES-WATER	399441	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	31.90	31.90
Total 399441:											
11/17	11/22/2017	101931	76	BILLINGTON ACE HARD	SUPPLIES-WATER	399497	1	7110-430-42-46	SUPPLIES-GENERAL	7.33	7.33
Total 399497:											
11/17	11/22/2017	101931	76	BILLINGTON ACE HARD	SUPPLIES-PW	399557	1	7620-430-10-46	SUPPLIES-GENERAL	43.40	43.40
Total 399557:											
11/17	11/22/2017	101931	76	BILLINGTON ACE HARD	SUPPLIES-FD	399610	1	1000-422-10-46	SUPPLIES-GENERAL	25.23	25.23
Total 399610:											
11/17	11/22/2017	101931	76	BILLINGTON ACE HARD	SUPPLIES-FD	399904	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	75.92	75.92
Total 399904:											
11/17	11/22/2017	101932	9159		REFUND GAS DEPOSIT	10306901519	1	7401-2228-000	DEPOSITS-CUSTOMER	151.33	151.33
Total 10306901519:											
11/17	11/22/2017	101933	9142		24 HOUR SHIFT COVERAGE 11/	112117	1	1000-422-10-43	VOLUNTEERS	75.00	75.00
Total 112117:											
11/17	11/22/2017	101934	986	CARLSON'S TIRE PROS	REPAIR & MAINT #170- GAS	55827	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	186.48	186.48
Total 55827:											

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
11/17	11/22/2017	101935	1375	CENTRAL SANITARY SU	JANITORIAL SUPPLIES- FIRE	840392	1	1000-422-10-46	SUPPLIES-JANITORIAL	49.97	49.97
Total 840392:											
11/17	11/22/2017	101936	7939		REFUND GAS DEPOSIT	10100202910	1	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
11/17	11/22/2017	101936	7939		REFUND GAS OVERPAYMENT	10100202910	2	9999-1001-001	CASH CLEARING - UTILITIES	13.09	13.09
Total 10100202910:											
11/17	11/22/2017	101937	9163		BANK FEES	111617	1	1000-417-10-48	TAXES, FEES, PERMITS & CHA	19.00	19.00
Total 111617:											
11/17	11/22/2017	101938	9166		CARL MOYER GRANT	112017	1	8405-430-10-48	GRANTS	35,000.00	35,000.00
Total 112017:											
11/17	11/22/2017	101939	9165		REFUND GAS DEPOSIT	10306901216	1	7401-2228-000	DEPOSITS-CUSTOMER	179.90	179.90
Total 10306901216:											
11/17	11/22/2017	101940	238	FASTENAL COMPANY	SUPPLIES- FD	76976	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	13.78	13.78
Total 76976:											
11/17	11/22/2017	101941	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-G	776828A	1	7530-451-50-43	TECHNICAL SVCS	28.50	28.50
Total 776828A:											
11/17	11/22/2017	101941	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	778731A	1	7110-430-42-43	TECHNICAL SVCS	147.00	147.00
Total 778731A:											
11/17	11/22/2017	101942	265	FRONTIER	257-1000 DSL SERVICE	1000 110517	1	1000-417-10-45	COMMUNICATIONS	145.00	145.00
11/17	11/22/2017	101942	265	FRONTIER	257-1000 GAS - DEBIT MACHIN	1000 110517	2	7401-430-62-45	COMMUNICATIONS	24.15	24.15
11/17	11/22/2017	101942	265	FRONTIER	257-1000 WATER - DEBIT MACH	1000 110517	3	7110-430-42-45	COMMUNICATIONS	24.15	24.15
11/17	11/22/2017	101942	265	FRONTIER	257-1000 ADMIN FAX	1000 110517	4	1000-413-20-45	COMMUNICATIONS	5.73	5.73
11/17	11/22/2017	101942	265	FRONTIER	257-1000 CITY CLERK FAX	1000 110517	5	1000-411-40-45	COMMUNICATIONS	5.73	5.73
11/17	11/22/2017	101942	265	FRONTIER	257-1000 ADMIN	1000 110517	6	1000-413-20-45	COMMUNICATIONS	1.91	1.91

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
11/17	11/22/2017	101942	265	FRONTIER	257-1000 CITY CLERK	1000 110517	7	1000-411-40-45	COMMUNICATIONS	3.18	3.18
11/17	11/22/2017	101942	265	FRONTIER	257-1000 FINANCE	1000 110517	8	1000-415-10-45	COMMUNICATIONS	3.18	3.18
11/17	11/22/2017	101942	265	FRONTIER	257-1000 COMM DEVELOPMEN	1000 110517	9	1000-419-10-45	COMMUNICATIONS	3.18	3.18
11/17	11/22/2017	101942	265	FRONTIER	257-1000 CITY HALL	1000 110517	10	1000-417-10-45	COMMUNICATIONS	233.29	233.29
Total 1000 110517:											
11/17	11/22/2017	101942	265	FRONTIER	257-1182 NAT GAS TELEMETRY	1182 111017	1	7401-430-62-45	COMMUNICATIONS	38.04	38.04
Total 1182 111017:											
11/17	11/22/2017	101942	265	FRONTIER	252-1182 SCADA - WATER	2-1182 111017	1	7110-430-42-45	COMMUNICATIONS	337.11	337.11
Total 2-1182 111017:											
11/17	11/22/2017	101942	265	FRONTIER	257-3292 MUSEUM	3292	1	1000-451-80-45	COMMUNICATION	117.57	117.57
Total 3292:											
11/17	11/22/2017	101942	265	FRONTIER	252-4247 LASSEN CO AIR POLL	4247 111017	1	7620-430-11-45	COMMUNICATIONS	171.53	171.53
Total 4247 111017:											
11/17	11/22/2017	101942	265	FRONTIER	257-5152 FIRE	5152 111017	1	1000-422-10-45	COMMUNICATIONS	505.21	505.21
Total 5152 111017:											
11/17	11/22/2017	101943	1504	JESSICA RYAN	PROFESSIONAL SERVICES 11/	111617	1	1000-412-10-43	PROFESSIONAL SVCS	5,100.00	5,100.00
Total 111617:											
11/17	11/22/2017	101944	9167		WOODSTOVE REBATE	112017	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 112017:											
11/17	11/22/2017	101945	372	KRONICK, MOSKOVITZ	PROFESSIONAL SERVICES 10/	288654	1	1000-412-10-43	PROFESSIONAL SVCS	7,436.80	7,436.80
Total 288654:											

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
11/17	11/22/2017	101946	374	L N CURTIS & SONS	RESCUE EQUIP.-FIRE	137652	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	105.91	105.91
Total 137652:											
11/17	11/22/2017	101947	404	LASSEN COMMUNITY CO	CARL MOYER GRANT	112017	1	8405-430-10-48	GRANTS	35,000.00	35,000.00
Total 112017:											
11/17	11/22/2017	101948	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	291556	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	18.07	18.07
11/17	11/22/2017	101948	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	291556	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	16.85	16.85
11/17	11/22/2017	101948	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	291556	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	32.49	32.49
Total 291556:											
11/17	11/22/2017	101948	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	291665	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	18.58	18.58
Total 291665:											
11/17	11/22/2017	101949	9158		REFUND GOLF COURSE DEPO	111417	1	1000-2228-009	DEPOSITS-COMM CENTER RE	100.00	100.00
11/17	11/22/2017	101949	9158		REFUND HALF DAY CLUBHOUS	111417	2	7530-451-50-36	RENTS & ROYALTIES	75.00	75.00
Total 111417:											
11/17	11/22/2017	101950	437	LMUD	SKYLINE DR WELL 4-WATER	29931 111317	1	7110-430-42-46	ELECTRICITY	54.73	54.73
Total 29931 111317:											
11/17	11/22/2017	101950	437	LMUD	GLENN & CHERRY TR - SCADA-	44298 111317	1	7110-430-42-46	ELECTRICITY	24.65	24.65
Total 44298 111317:											
11/17	11/22/2017	101950	437	LMUD	PAIUTE LN SCADA-WATER	44316 111317	1	7110-430-42-46	ELECTRICITY	24.22	24.22
Total 44316 111317:											
11/17	11/22/2017	101950	437	LMUD	BAGWELL SPRINGS - SCADA-W	45542 111317	1	7110-430-42-46	ELECTRICITY	47.90	47.90
Total 45542 111317:											

Check Issue Dates: 11/22/2017 - 11/22/2017

Nov 22, 2017 08:43AM

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
11/17	11/22/2017	101951	1508	MAIN STREET LUBE	OIL & FILER #81-PD	12686	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	52.21	52.21
Total 12686:											
11/17	11/22/2017	101951	1508	MAIN STREET LUBE	OIL & FILER #90- PD	12690	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	50.60	50.60
Total 12690:											
11/17	11/22/2017	101952	9141		24 HOUR SHIFT	112017	1	1000-422-10-43	VOLUNTEERS	25.00	25.00
Total 112017:											
11/17	11/22/2017	101952	9141		24 HOUR SHIFT 11/16, 11/17, 11	112117	1	1000-422-10-43	VOLUNTEERS	75.00	75.00
Total 112117:											
11/17	11/22/2017	101953	543	PAK N SHIP	SHIPPING-GAS	1736.	1	7401-430-62-46	POSTAGE	163.60	163.60
Total 1736.:											
11/17	11/22/2017	101953	543	PAK N SHIP	SHIPPING-GAS	1786	1	7401-430-62-46	POSTAGE	36.00	36.00
Total 1786:											
11/17	11/22/2017	101954	572	QUILL CORPORATION	CREDIT- BUILDING	2337420	1	1000-419-10-46	SUPPLIES-GENERAL	50.40-	50.40-
Total 2337420:											
11/17	11/22/2017	101954	572	QUILL CORPORATION	OFFICE SUPPLIES-PW	2526341	1	7620-430-10-46	SUPPLIES-GENERAL	87.25	87.25
Total 2526341:											
11/17	11/22/2017	101955	9168		REFUND GAS DEPOSIT	10203174104	1	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
11/17	11/22/2017	101955	9168		REFUND GAS OVERPAYMENT	10203174104	2	9999-1001-001	CASH CLEARING - UTILITIES	22.98	22.98
Total 10203174104:											
11/17	11/22/2017	101956	1382	SONSRAY MACHINERY L	REPAIRS & MAINT #345- STREE	P11711-07	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	51.92	51.92

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 P11711-07:											
11/17	11/22/2017	101957	9162	STATE OF CALIFORNIA	CIVIL ENGINEER CERTIFICATE	111417	1	7620-430-10-48	TAXES, FEES, PERMITS & CHA	51.92	51.92
Total 111417:											
11/17	11/22/2017	101958	712	TNS TRUCKING CO	BASE ROCK & SAND-GAS	3072	1	7401-430-62-46	SUPPLIES-GENERAL	264.37	264.37
11/17	11/22/2017	101958	712	TNS TRUCKING CO	BASE ROCK & SAND-WATER	3072	2	7110-430-42-46	SUPPLIES-GENERAL	264.37	264.37
Total 3072:											
11/17	11/22/2017	101959	744	UPTOWN UNIFORMS	UNIFORMS-PD VOLUNTEER	90152	1	1000-421-10-48	POLICE VOLUNTEER PROGRA	124.98	124.98
Total 90152:											
11/17	11/22/2017	101959	744	UPTOWN UNIFORMS	UNIFORMS-BUILDING	90254	1	1000-424-20-46	SUPPLIES-GENERAL	115.72	115.72
11/17	11/22/2017	101959	744	UPTOWN UNIFORMS	UNIFORMS-BUILDING	90254	2	1000-419-10-46	SUPPLIES-GENERAL	115.72	115.72
Total 90254:											
11/17	11/22/2017	101959	744	UPTOWN UNIFORMS	UNIFORMS-PD VOLUNTEER	90503	1	1000-421-10-48	POLICE VOLUNTEER PROGRA	331.98	331.98
Total 90503:											
11/17	11/22/2017	101959	744	UPTOWN UNIFORMS	UNIFORMS-PD VOLUNTEER	90515	1	1000-421-10-48	POLICE VOLUNTEER PROGRA	41.99	41.99
Total 90515:											
11/17	11/22/2017	101960	749	VERIZON WIRELESS	CELLULAR PHONES - FIRE	9795445500	1	1000-422-10-45	COMMUNICATIONS	266.07	266.07
Total 9795445500:											
11/17	11/22/2017	101961	9164		REFUND GAS OVERPAYMENT	10308700007	1	9999-1001-001	CASH CLEARING - UTILITIES	8.20	8.20
Total 10308700007:											
11/17	11/22/2017	101962	770	WESTERN NEVADA SUP	SUPPLIES- GAS	67239248	1	7401-430-62-46	SUPPLIES-GENERAL	3.65	3.65

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 67239248:											
11/17	11/22/2017	101962	770	WESTERN NEVADA SUP	SUPPLIES- GAS	67239932	1	7401-430-62-46	SUPPLIES-GENERAL	112.59	112.59
Total 67239932:											
11/17	11/22/2017	101962	770	WESTERN NEVADA SUP	SUPPLIES- GAS	67240193	1	7401-430-62-46	SUPPLIES-GENERAL	112.59	112.59
Total 67240193:											
11/17	11/22/2017	101963	1198	WESTWOOD SANITATIO	PORTABLE TOILET - FIRE	A-52163	1	1000-422-10-43	TECHNICAL SVCS	100.00	100.00
Total A-52163:											
11/17	11/22/2017	101964	6345		REIM OFFICE SUPPLIES	112017	1	1000-419-10-46	SUPPLIES-GENERAL	56.29	56.29
Total 112017:											
Grand Totals:											
										93,588.85	93,588.85

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	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
11/17	11/21/2017	101907	6959		TR EX SAN FRANCISCO	1	1000-413-20-45	TRAVEL	463.03	463.03
Total 112017:										
11/17	11/21/2017	101915	728	U S POSTMASTER	UB BILLING	1	1000-415-10-46	POSTAGE	1,254.22	1,254.22
Total 112117:										
Grand Totals:										
									1,717.25	1,717.25

Report Criteria:

Transmittal checks included

[Report].Check Number = 716-722,101916-101924

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
11/17/2017	CDPT	11/21/2017	716	P.E.R.S.	8	1000-413-20-	374.17
11/17/2017	CDPT	11/21/2017	716	P.E.R.S.	8	1000-415-10-	112.96
11/17/2017	CDPT	11/21/2017	716	P.E.R.S.	8	7110-430-42-	116.65
11/17/2017	CDPT	11/21/2017	716	P.E.R.S.	8	7401-430-62-	116.66
11/17/2017	CDPT	11/21/2017	716	P.E.R.S.	8	7650-2203-1	3,513.87-
11/17/2017	CDPT	11/21/2017	716	P.E.R.S.	8	7650-2203-1	5,123.83-
11/17/2017	CDPT	11/21/2017	716	P.E.R.S.	8	7650-2203-1	1,246.70-
11/17/2017	CDPT	11/21/2017	716	P.E.R.S.	8	7650-2203-1	2,137.27-
11/17/2017	CDPT	11/21/2017	716	P.E.R.S.	8	7650-2203-1	610.91-
11/17/2017	CDPT	11/21/2017	716	P.E.R.S.	8	7650-2203-1	1,446.58-
11/17/2017	CDPT	11/21/2017	716	P.E.R.S.	8	7650-2203-1	68.84-
11/17/2017	CDPT	11/21/2017	716	P.E.R.S.	8	7650-2203-1	92.63-
11/17/2017	CDPT	11/21/2017	716	P.E.R.S.	8	7650-2203-1	85.45-
11/17/2017	CDPT	11/21/2017	716	P.E.R.S.	8	7650-2203-1	1,650.69-
11/17/2017	CDPT	11/21/2017	716	P.E.R.S.	8	7650-2203-1	1,725.44-
11/17/2017	CDPT	11/21/2017	716	P.E.R.S.	8	7650-2203-1	1,736.12-
11/17/2017	CDPT	11/21/2017	716	P.E.R.S.	8	7650-2203-1	1,810.07-
11/17/2017	CDPT	11/21/2017	716	P.E.R.S.	8	7650-2203-1	802.75-
11/17/2017	CDPT	11/21/2017	716	P.E.R.S.	8	7650-2203-1	836.95-
11/17/2017	CDPT	11/21/2017	716	P.E.R.S.	8	7650-2203-1	14.00-
11/17/2017	CDPT	11/21/2017	716	P.E.R.S.	8	7650-2203-1	332.60-
11/17/2017	CDPT	11/21/2017	716	P.E.R.S.	8	7650-2203-1	916.92-
11/17/2017	CDPT	11/21/2017	716	P.E.R.S.	8	7650-2203-1	1,544.18-
11/17/2017	CDPT	11/21/2017	716	P.E.R.S.	8	7650-2203-1	24.00-
11/17/2017	CDPT	11/21/2017	717	CITY OF SUSANVILLE PA	1	7650-2203-1	6,531.81-
11/17/2017	CDPT	11/21/2017	717	CITY OF SUSANVILLE PA	1	7650-2203-1	6,531.81-
11/17/2017	CDPT	11/21/2017	717	CITY OF SUSANVILLE PA	1	7650-2203-1	2,097.98-
11/17/2017	CDPT	11/21/2017	717	CITY OF SUSANVILLE PA	1	7650-2203-1	2,097.98-
11/17/2017	CDPT	11/21/2017	717	CITY OF SUSANVILLE PA	1	7650-2203-1	14,571.54-
11/17/2017	CDPT	11/21/2017	718	EMPLOYMENT DEV. DEP	6	7650-2203-1	4,179.41-
11/17/2017	CDPT	11/21/2017	719	EMPLOYMENT DEV DEP	7	7650-2203-1	1,160.38-
11/03/2017	CDPT	11/21/2017	720	LABORERS TRUST FUND	9	7650-2203-1	889.50-
11/17/2017	CDPT	11/21/2017	720	LABORERS TRUST FUND	9	7650-2203-1	989.50-
11/17/2017	CDPT	11/21/2017	720	LABORERS TRUST FUND	9	7650-2203-1	66,641.00-
11/03/2017	CDPT	11/21/2017	721	AFLAC	14	8403-2239-0	343.16-
11/03/2017	CDPT	11/21/2017	721	AFLAC	14	7650-2203-0	52.39-
11/17/2017	CDPT	11/21/2017	721	AFLAC	14	1000-417-10-	.03
11/17/2017	CDPT	11/21/2017	721	AFLAC	14	8403-2239-0	343.16-
11/17/2017	CDPT	11/21/2017	721	AFLAC	14	7650-2203-0	52.39-
11/17/2017	CDPT	11/21/2017	722	LINCOLN FINANCIAL LIF	22	7650-2203-1	145.55-
11/17/2017	CDPT	11/21/2017	722	LINCOLN FINANCIAL LIF	22	7650-2203-1	143.50-
11/17/2017	CDPT	11/21/2017	101916	CA STATE DISBURSEME	37	7650-2203-0	69.23-
11/03/2017	CDPT	11/21/2017	101917	GOLDEN ONE CREDIT U	12	7650-2203-0	513.50-
11/17/2017	CDPT	11/21/2017	101917	GOLDEN ONE CREDIT U	12	7650-2203-0	513.50-
11/17/2017	CDPT	11/21/2017	101918	NATIONWIDE RETIREME	5	7650-2203-0	835.00-
11/03/2017	CDPT	11/21/2017	101919	NEW IMAGE RACQUETB	30	7650-2203-0	60.50-
11/17/2017	CDPT	11/21/2017	101919	NEW IMAGE RACQUETB	30	7650-2203-0	60.50-
11/03/2017	CDPT	11/21/2017	101920	OPERATING ENGINEERS	11	7650-2203-0	676.50-
11/17/2017	CDPT	11/21/2017	101920	OPERATING ENGINEERS	11	7650-2203-0	676.50-
11/03/2017	CDPT	11/21/2017	101921	PRE-PAID LEGAL SERVI	13	7650-2203-0	288.65-
11/17/2017	CDPT	11/21/2017	101921	PRE-PAID LEGAL SERVI	13	7650-2203-0	288.65-
11/17/2017	CDPT	11/21/2017	101922	UPEC, LOCAL 792	10	7650-2203-1	2,093.00-
11/17/2017	CDPT	11/21/2017	101923	VALIC	4	7650-2203-0	1,578.08-

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
11/17/2017	CDPT	11/21/2017	101924	VANTAGEPOINT TRANS.	3	7650-2203-0	62.00-
Grand Totals:			54				139,486.00-

Report Criteria:

Transmittal checks included

[Report].Check Number = 716-722,101916-101924

Report Criteria:

Transmittal checks included

[Report].Check Number = 712-715,101780-101789

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
11/03/2017	CDPT	11/08/2017	712	CITY OF SUSANVILLE PA	1	7650-2203-1	6,538.57-
11/03/2017	CDPT	11/08/2017	712	CITY OF SUSANVILLE PA	1	7650-2203-1	6,538.57-
11/03/2017	CDPT	11/08/2017	712	CITY OF SUSANVILLE PA	1	7650-2203-1	2,054.37-
11/03/2017	CDPT	11/08/2017	712	CITY OF SUSANVILLE PA	1	7650-2203-1	2,054.37-
11/03/2017	CDPT	11/08/2017	712	CITY OF SUSANVILLE PA	1	7650-2203-1	14,523.45-
11/03/2017	CDPT	11/08/2017	713	EMPLOYMENT DEV. DEP	6	7650-2203-1	4,125.51-
11/03/2017	CDPT	11/08/2017	714	EMPLOYMENT DEV DEP	7	7650-2203-1	1,168.10-
11/03/2017	CDPT	11/09/2017	715	P.E.R.S.	8	1000-421-10-	30.66-
11/03/2017	CDPT	11/09/2017	715	P.E.R.S.	8	7650-2203-1	2,738.18-
11/03/2017	CDPT	11/09/2017	715	P.E.R.S.	8	7650-2203-1	5,072.29-
11/03/2017	CDPT	11/09/2017	715	P.E.R.S.	8	7650-2203-1	1,246.70-
11/03/2017	CDPT	11/09/2017	715	P.E.R.S.	8	7650-2203-1	2,137.27-
11/03/2017	CDPT	11/09/2017	715	P.E.R.S.	8	7650-2203-1	626.76-
11/03/2017	CDPT	11/09/2017	715	P.E.R.S.	8	7650-2203-1	1,465.46-
11/03/2017	CDPT	11/09/2017	715	P.E.R.S.	8	7650-2203-1	71.17-
11/03/2017	CDPT	11/09/2017	715	P.E.R.S.	8	7650-2203-1	92.63-
11/03/2017	CDPT	11/09/2017	715	P.E.R.S.	8	7650-2203-1	85.45-
11/03/2017	CDPT	11/09/2017	715	P.E.R.S.	8	7650-2203-1	1,665.09-
11/03/2017	CDPT	11/09/2017	715	P.E.R.S.	8	7650-2203-1	1,740.50-
11/03/2017	CDPT	11/09/2017	715	P.E.R.S.	8	7650-2203-1	1,735.11-
11/03/2017	CDPT	11/09/2017	715	P.E.R.S.	8	7650-2203-1	1,809.03-
11/03/2017	CDPT	11/09/2017	715	P.E.R.S.	8	7650-2203-1	535.55-
11/03/2017	CDPT	11/09/2017	715	P.E.R.S.	8	7650-2203-1	558.38-
11/03/2017	CDPT	11/09/2017	715	P.E.R.S.	8	7650-2203-1	14.00-
11/03/2017	CDPT	11/09/2017	715	P.E.R.S.	8	7650-2203-1	343.85-
11/03/2017	CDPT	11/09/2017	715	P.E.R.S.	8	7650-2203-1	932.77-
11/03/2017	CDPT	11/09/2017	715	P.E.R.S.	8	7650-2203-1	1,544.18-
11/03/2017	CDPT	11/08/2017	101786	CA STATE DISBURSEME	37	7650-2203-0	69.23-
11/03/2017	CDPT	11/08/2017	101787	NATIONWIDE RETIREME	5	7650-2203-0	835.00-
11/03/2017	CDPT	11/08/2017	101788	VALIC	4	7650-2203-0	1,578.08-
11/03/2017	CDPT	11/08/2017	101789	VANTAGEPOINT TRANS.	3	7650-2203-0	62.00-
Grand Totals:			31				63,992.28-

Reviewed by: D Interim City Administrator
 City Attorney

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

Submitted By: Deborah Savage, Finance Manager

Action Date: December 6, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Monthly Finance Reports

PRESENTED BY: Deborah Savage, Finance Manager

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

FISCAL IMPACT: None

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

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

POOLED CASH & INVESTMENTS

October 31, 2017

POOLED CASH FUND	
Bank of America - Checking	308,983
LAIF	12,692,948
Total Cash & Investments	<u>13,001,931</u>

Pooled Cash Allocation:

General	733,695
General Fund Restricted	1,158,909
Special Revenue	762,745
Capital Projects	13,848
Debt Service	419,281
Enterprise:	
Airport	(53,374)
Geothermal	253,029
Golf Course	(60,027)
Natural Gas	4,717,591
Water	4,125,404
Internal Service	348,291
Trust & Agency	582,539
Total Cash & Inv. Allocations	<u>13,001,931</u>

CASH WITH FISCAL AGENTS

October 31, 2017

General	
Special Revenue	
Capital Projects	
Debt Service	0
Enterprise	2,449,013
Internal Service	
Trust & Agency	
Total Cash with Fiscal Agents	<u>2,449,013</u>
GRAND TOTAL	<u>15,450,944</u>

S:/Finance/Debi/Council Cash & Investments Report

11/27/2017 9:58

Totals may not add due to rounding

CITY OF SUSANVILLE
 COMBINED CASH AND INVESTMENTS
 OCTOBER 31, 2017

COMBINED ACCOUNTS

9999-1011-001	B OF A # 08038-80200	308,983.47
9999-1030-001	LAIF	12,692,947.85
	TOTAL COMBINED CASH AND INVESTMENTS	13,001,931.32
9999-1000-000	CLAIM ON CASH	(13,001,931.32)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

1001	ALLOCATION TO GF-DEPOSITS PAYABLE	65,569.26
1002	ALLOCATION TO GF-ECONOMIC DEVELOPMENT	3,466.24
1003	ALLOCATION TO FLOOD/EMERGENCY DECLARATIONS	(97,439.78)
1004	ALLOCATION TO GF-PANCERA	18,394.61
1005	ALLOCATION TO GF-RESERVE ACCOUNT	1,079,271.93
1006	ALLOCATION TO POLICE FACILITIES & EQUIP FUND	2,346.05
1007	ALLOCATION TO FIRE FACILITIES & EQUIP FUND	53,721.80
1008	ALLOCATION TO ADMIN SVCS FACILITIES & EQUIP	33,579.16
2002	ALLOCATION TO STATE COPS	35,238.35
2006	ALLOCATION TO SNOW REMOVAL	(1,163.45)
2007	ALLOCATION TO STREETS & HIGHWAYS	(545,760.80)
2010	ALLOCATION TO STREET MITIGATION	32,644.37
2011	ALLOCATION TO POLICE MITIGATION	16,156.28
2012	ALLOCATION TO FIRE MITIGATION	125,189.91
2013	ALLOCATION TO PARK DEDICATION FUND	163,247.47
2014	ALLOCATION TO STATE OF CA - PROP 30/AB 109	15,780.00
2016	ALLOCATION TO CDBG REVOLVING LOAN FUND	335,917.69
2018	ALLOCATION TO HOME REVOLVING FUND	421,092.12
2030	ALLOCATION TO TRAFFIC SAFETY	60,537.32
2035	ALLOCATION TO TRAFFIC SIGNALS FUND	97,458.96
2037	ALLOCATION TO SKYLINE BICYCLE LANE	7,583.89
2040	ALLOCATION TO CDBG RIVERSIDE GRANT REHAB	(1,176.71)
4001	ALLOCATION TO MARK ROOS SERIES B/92	30,157.47
4003	ALLOCATION TO CITY HALL	29,767.39
4004	ALLOCATION TO 2013 CALPERS REFUNDING LOAN	408,399.40
4005	ALLOCATION TO COMMUNITY POOL DEBT SERVICE	(49,042.83)
7111	ALLOCATION TO WATER RATE STABILIZATION FUND	3,000,000.00
7114	ALLOCATION TO WATER CAPITAL IMPROVEMENTS	668,568.58
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND	1,807,075.00
7610	ALLOCATION TO OPEB	36,325.77
7630	ALLOCATION TO RISK MANAGEMENT FUND	109,997.55
8401	ALLOCATION TO HUSA BUSINESS IMPROVE DIST	9,226.39
8402	ALLOCATION TO LAFCO	46,772.87
8403	ALLOCATION TO SEC 125 & AFLAC	3,334.37
8404	ALLOCATION TO AIR POLLUTION	178,965.12
8405	ALLOCATION TO AIR POLLUTION-CARL MOYER	372,626.21
8406	ALLOCATION TO REGIONAL WATER MANAGEMENT GROU	(28,386.25)
	ALLOCATIONS TO RESTRICTED FUNDS	8,545,441.71

CITY OF SUSANVILLE
 COMBINED CASH AND INVESTMENTS
 OCTOBER 31, 2017

UNRESTRICTED FUNDS

1000 ALLOCATION TO GENERAL FUND	733,695.11
3015 ALLOCATION TO CITY HALL PARKING LOT PROJECT	13,847.97
7110 ALLOCATION TO WATER SYSTEM	438,852.03
7112 ALLOCATION TO JOHNSTONVILLE WATER SYSTEM	17,983.15
7201 ALLOCATION TO AIRPORT	(53,374.24)
7301 ALLOCATION TO GEOTHERMAL UTILITY	253,029.35
7401 ALLOCATION TO NATURAL GAS	2,910,516.14
7530 ALLOCATION TO GOLF COURSE	(60,027.32)
7620 ALLOCATION TO PW ADMIN & ENGINEERING FUND	201,967.42
	<hr/>
ALLOCATIONS TO UNRESTRICTED FUNDS	4,456,489.61
	<hr/>
TOTAL ALLOCATIONS TO OTHER FUNDS	13,001,931.32
ALLOCATION FROM COMBINED CASH FUND - 9999-1000-000	(13,001,931.32)
	<hr/>
ZERO PROOF IF ALLOCATIONS BALANCE	<u>.00</u>

RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance
				\$188,837.40
10/2/2017			\$33,193.46	\$222,030.86
10/2/2017		-\$1,780.47	+	\$220,250.39
10/2/2017		-\$453.01	-	\$219,797.38
10/2/2017		-\$803.22	\$50,514.05	\$269,508.21
10/2/2017			\$12,102.84	\$281,611.05
10/2/2017			\$902.02	\$282,513.07
10/2/2017				\$282,513.07
10/3/2017			\$21,169.83	\$303,682.90
10/3/2017			\$6,187.85	\$309,870.75
10/3/2017			\$2,327.37	\$312,198.12
10/3/2017			\$2,372.73	\$314,570.85
10/3/2017		-\$121.00		\$314,449.85
10/4/2017		-\$20.00		\$314,429.85
10/4/2017		-\$543.60		\$313,886.25
10/4/2017			\$16,251.44	\$330,137.69
10/4/2017			\$4,388.09	\$334,525.78
10/4/2017			\$1,993.73	\$336,519.51
10/5/2017			\$15,319.40	\$351,838.91
10/5/2017			\$6,658.49	\$358,497.40
10/5/2017			\$614.93	\$359,112.33
10/5/2017		-\$83,490.84		\$275,621.49
10/5/2017				\$275,621.49
10/5/2017				\$275,621.49
10/6/2017			\$43,923.49	\$319,544.98
10/6/2017			\$9,273.46	\$328,818.44
10/6/2017			\$472.86	\$329,291.30
10/6/2017			\$897.35	\$330,188.65
10/10/2017			\$54,577.58	\$384,766.23
10/10/2017			\$3,601.30	\$388,367.53
10/10/2017			\$293.44	\$388,660.97
10/10/2017		-\$40.00		\$388,620.97
10/11/2017			\$34,553.28	\$423,174.25
10/11/2017			\$3,776.67	\$426,950.92
10/11/2017			\$3,022.58	\$429,973.50
10/11/2017			\$1,547.16	\$431,520.66
10/11/2017			\$580.99	\$432,101.65
10/11/2017		-\$257.14		\$431,844.51
10/11/2017		-\$135.21		\$431,709.30
10/11/2017		-\$100.00		\$431,609.30
10/12/2017			\$428.32	\$432,037.62
10/12/2017			\$15.56	\$432,053.18
10/12/2017			\$7.00	\$432,060.18
10/12/2017			\$7.00	\$432,067.18
10/12/2017			\$7.00	\$432,074.18
10/12/2017			\$7.00	\$432,081.18
10/12/2017			\$17,543.84	\$449,625.02
10/12/2017			\$3,571.15	\$453,196.17
10/12/2017			\$247.50	\$453,443.67
10/12/2017			\$108.91	\$453,552.58
10/12/2017				\$453,552.58
10/12/2017		-\$8,337.21		\$445,215.37
10/12/2017		-\$1.14		\$445,214.23
10/12/2017		-\$1,177.63		\$444,036.60
10/13/2017			\$38,421.59	\$482,458.19
10/13/2017			\$6,492.68	\$488,950.87
10/13/2017			\$118.55	\$489,069.42

RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance
10/13/2017		-\$100,438.95		\$388,630.47
10/13/2017		-\$2,842.46		\$385,788.01
10/13/2017		-\$26,041.50		\$359,746.51
10/13/2017		-\$69,928.65		\$289,817.86
10/13/2017		-\$20,448.73		\$269,369.13
10/13/2017		-\$2,327.04		\$267,042.09
10/13/2017		-\$20,444.31		\$246,597.78
10/13/2017		-\$3,219.85		\$243,377.93
10/13/2017		-\$72,024.86		\$171,353.07
10/13/2017			\$1,021.56	\$172,374.63
10/13/2017		-\$275.00		\$172,099.63
10/13/2017		-\$20.00		\$172,079.63
10/13/2017			\$281.08	\$172,360.71
10/13/2017			\$24.14	\$172,384.85
10/16/2017			\$54,562.05	\$226,946.90
10/16/2017			\$3,837.92	\$230,784.82
10/16/2017			\$311.00	\$231,095.82
10/16/2017				\$231,095.82
10/17/2017		-\$1,269.32		\$229,826.50
10/17/2017		-\$3,714.28		\$226,112.22
10/17/2017			\$16,292.10	\$242,404.32
10/17/2017			\$3,663.89	\$246,068.21
10/17/2017			\$764.12	\$246,832.33
10/17/2017			\$206,000.00	\$452,832.33
10/18/2017				\$451,209.33
10/18/2017		-\$1,623.00		\$455,895.82
10/18/2017			\$4,686.49	\$459,413.87
10/18/2017			\$3,518.05	\$459,709.83
10/18/2017			\$295.96	\$460,621.78
10/18/2017			\$911.95	\$460,573.24
10/18/2017		-\$48.54		\$460,620.28
10/18/2017			\$47.04	\$460,620.28
10/18/2017				\$460,620.28
10/19/2017		-\$253.50		\$441,320.28
10/19/2017		-\$19,046.50		\$156,605.72
10/19/2017		-\$284,714.56		\$156,605.72
10/19/2017				\$196,492.10
10/19/2017			\$39,886.38	\$200,381.17
10/19/2017			\$3,889.07	\$200,536.52
10/19/2017			\$155.35	\$198,155.55
10/20/2017		-\$16,397.76	\$14,016.79	\$205,782.41
10/20/2017			\$7,626.86	\$205,860.73
10/20/2017			\$78.32	\$205,858.71
10/20/2017		-\$2.02		\$205,678.71
10/20/2017		-\$180.00		\$228,903.06
10/23/2017			\$23,224.35	\$235,482.04
10/23/2017			\$6,578.98	\$236,478.38
10/23/2017			\$996.34	\$237,640.32
10/23/2017			\$1,161.94	\$237,563.60
10/24/2017		-\$76.72		\$250,550.77
10/24/2017			\$12,987.17	\$253,477.91
10/24/2017			\$2,927.14	\$254,310.40
10/24/2017			\$832.49	\$254,077.26
10/24/2017		-\$233.14		\$253,977.26
10/24/2017		-\$100.00		\$253,977.26
10/24/2017				\$254,377.26
10/25/2017			\$400.00	\$272,035.52
10/25/2017			\$17,658.26	

RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance
10/25/2017			\$2,191.84	\$274,227.36
10/25/2017			\$1,169.74	\$275,397.10
10/25/2017			\$173.24	\$275,570.34
10/26/2017		-\$1,100.00		\$274,470.34
10/26/2017			\$10,024.64	\$284,494.98
10/26/2017			\$3,152.42	\$287,647.40
10/26/2017			\$468.11	\$288,115.51
10/26/2017			\$9.14	\$288,124.65
10/26/2017			\$88.32	\$288,212.97
10/26/2017			\$94.74	\$288,307.71
10/26/2017			\$96.88	\$288,404.59
10/26/2017			\$150.38	\$288,554.97
10/26/2017				\$288,554.97
10/27/2017			\$618.83	\$289,173.80
10/27/2017		-\$69,094.11		\$220,079.69
10/27/2017			\$19,121.22	\$239,200.91
10/27/2017			\$390.12	\$239,591.03
10/27/2017			\$480.00	\$240,071.03
10/27/2017			\$2,000.00	\$242,071.03
10/27/2017			\$1,687.53	\$243,758.56
10/27/2017			\$75.30	\$243,833.86
10/27/2017			\$924.58	\$244,758.44
10/27/2017		-\$100,303.88		\$144,454.56
10/27/2017		-\$2,082.36		\$142,372.20
10/27/2017		-\$32,967.46		\$109,404.74
10/27/2017		-\$4,401.71		\$105,003.03
10/27/2017		-\$1,190.36		\$103,812.67
10/27/2017		-\$24,294.05		\$79,518.62
10/27/2017		-\$66,236.00		\$13,282.62
10/27/2017		-\$791.07		\$12,491.55
10/27/2017		-\$289.05		\$12,202.50
10/27/2017		-\$7,514.61		\$4,687.89
10/30/2017			\$129.11	\$4,817.00
10/30/2017			\$122.31	\$4,939.31
10/30/2017			\$174,439.96	\$179,379.27
10/30/2017			\$5,164.83	\$184,544.10
10/31/2017			\$213.65	\$184,757.75
10/31/2017			\$27,095.38	\$211,853.13
10/31/2017			\$63,298.48	\$275,151.61
10/31/2017			\$196.01	\$275,347.62
10/31/2017		-\$74.78		\$275,272.84
10/31/2017			\$34,287.07	\$309,559.91
10/31/2017		-\$796.44		\$308,763.47
10/31/2017			\$220.00	\$308,983.47
10/31/2017				\$308,983.47

Fund #	Fund Title	Unaudited	YTD	YTD	Unaudited
		6/30/17 Fund Balance	Revenue	Expenditures	October Fund Balance 10/31/17
100X	General Fund	3,163,377	1,109,074	2,351,899	1,920,552
2002	State COPS	72,815	31	37,610	35,236
2006	Snow Removal	(475)	28	716	(1,163)
2007	Streets	170,864	204,596	701,688	(326,228)
2010	Street Mitigation	28,687	3,958	0	32,645
2011	Police Mitigation	11,088	5,068	0	16,156
2012	Fire Mitigation	120,061	5,130	0	125,191
2013	Park Dedication	163,149	186	0	163,335
2014	State of CA - Prop 30/AB 109	23,668	0	7,888	15,780
2016	State Comm. Dev. Rev.FD	1,302,135	285	16,839	1,285,581
2018	Home Revolving Fund	725,160	22,459	0	747,619
2030	Traffic Safety	59,126	1,415	0	60,541
2035	Traffic Signals Fund	97,330	128	0	97,458
2037	Skyline Bicycle Lane	7,576	9	0	7,585
2040	CDBG Riverside Drive Project	0	0	1,177	(1,177)
3015	City Hall Parking Lot	13,848	0	0	13,848
4001	Miller Fletcher	316,251	(139,681)	146,421	30,149
4003	City Hall Debt Service	52,241	45,232	67,705	29,768
4004	2013 CalPERS Refunding Loan	259,225	149,176	0	408,401
4005	Community Pool Debt Service	631	33,316	82,990	(49,043)
711X	Water Funds	3,133,242	1,030,729	819,910	3,344,061
7201	Airport	2,136,218	49,958	94,356	2,091,820
7301	Geothermal	557,729	32,634	29,145	561,219
740X	Natural Gas	(87,965)	467,362	1,171,580	(792,183)
7530	Golf Course	2,361,143	139,895	129,998	2,371,040
7620	PW Admin/Engineering	132,864	73,277	33,518	172,623
7630	Risk Management	332,964	246,407	469,353	110,018
8402	LAFCO	35,684	52,508	15,181	73,012
8404	Air Pollution	263,838	25,163	99,504	189,497
8405	Air Pollution - Carl Moyer	407,411	296	35,000	372,707
8406	IRWM - Management Group	(26,496)	0	1,890	(28,386)
TOTALS		15,859,885	3,558,640	6,314,367	13,106,048

Reviewed by: D Interim City Administrator
 ___ City Attorney

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

Submitted By: Heidi Whitlock, Assistant to the City Administrator

Action Date: December 6, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 17-5457** terminating Airport Hangar Land Lease Agreement, Lot #9A with John Appel, and authorizing Mayor to execute an Airport Ground Lease Agreement for Hangar #9A with Robert Tyndall.

PRESENTED BY: Dan Newton, Interim City Administrator

SUMMARY: On October 4, 2017, the City Council was presented with the option of purchasing Hangar #9A, owned by John Appel, for the amount of \$60,000.00. City Council declined the purchase of the hangar. Robert Tyndall has now taken possession of the Hangar and is required to execute a new Airport Ground Lease Agreement for Hangar #9A.

FISCAL IMPACT: Annual revenue of \$760.00 (\$0.38 sq/ft @ 2,000 sq ft).

ACTION

REQUESTED: Motion approving Resolution No. 17-5457 terminating Airport Hangar Land Lease Agreement, Lot #9A with John Appel and authorizing Mayor to execute an Airport Ground Lease Agreement, Lot #9A with Robert Tyndall.

ATTACHMENTS: Resolution No. 17-5457
Airport Ground Lease Agreement Hangar Owned by Lessee, Lot #9A

RESOLUTION NUMBER 17-5457
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
TERMINATING AIRPORT HANGAR LAND LEASE AGREEMENT, LOT #9A WITH
JOHN APPEL AND AUTHORIZING MAYOR TO EXECUTE AN AIRPORT GROUND
LEASE AGREEMENT, LOT #9A WITH ROBERT TYNDALL

WHEREAS, Page 2, Paragraph 3 of the Airport Hangar Land Lease Agreement, Lot #9A requires the Lessee to first submit an offer in writing to the City to sell said Leased Premises and improvements to the City for the same amount as any bona fide offer received by Lessee or for the fair market value, as the case may be; and

WHEREAS, on September 19, 2017, John Appel offered to sell his interest in the hangar on Lot #9A to the City for \$60,000.00; and

WHEREAS, at its October 4, 2017 meeting, the City Council of the City of Susanville rejected purchase of the hangar on Lot #9A owned by John Appel; and

WHEREAS, on November 6, 2017, John Appel sold his interest in the hangar on Lot #9A to Robert Tyndall for \$60,000; and

WHEREAS, the Airport Hangar Land Lease Agreement, Lot #9A held by John Appel needs to be terminated and a new Airport Ground Lease Agreement, Lot #9A needs to be executed by Robert Tyndall as the new owner; and

WHEREAS, the Mayor is authorized to execute the new Ground Lease Agreement.

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 #9A held by John Appel is hereby terminated; and
2. That Robert Tyndall is the new owner of the hangar on Lot #9A and has executed an Airport Ground Lease Agreement, Lot #9A as required; and
3. That the Mayor has been authorized to execute the Ground Lease Agreement.

APPROVED: _____
Kathie Garnier, 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 6th day of December, 2017, 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 6th day of December 2017, 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 Robert Tyndall, address: 1000 National Ave., Apt 157, San Bruno, CA 94066, 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 as Hangar Lot #9A, 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.

Lease updated on 170405

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

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

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

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

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

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

8. Should the Master Plan for the Susanville Municipal Airport, or any amendments thereto, require moving of Lessee's hangar, such relocation shall not be required until the City of Susanville places

the Master Plan into effect, and only when the City Council has agreed that the Master Plan is feasible and should be placed into operation. Any relocation of said hangar, however, shall be made so as not to interfere with any construction or other work occurring under the Master Plan. All cost of hangar relocation shall be the responsibility of Lessee.

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

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

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

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

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

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

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

Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

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

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

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

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

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

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

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

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

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

The lessee will conform to airport and Federal Aviation Administration safety and security rules and regulations regarding use of the airport operations area including runways, taxiways, aircraft aprons by vehicles, employees, customers, visitors, etc. in order to prevent security breaches and avoid aircraft incursions and vehicle/pedestrian deviations; will complete and pass airfield safe driving instruction program when offered or required by the airport; and will be subject to penalties as prescribed by the airport for violations of the airport safety and security requirements.

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

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

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

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

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

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

immediately surrender possession of the Leased Premises to Lessor. In the event of termination of this Lease, Lessor shall be entitled to recover the following amounts from Lessee:

- (a) The amount of the unpaid rent accrued through the date of termination of this Lease;
- (b) The excess of the amount of rent which accrues between the date of termination of this Lease and the date of the award over the amount of the loss of rent that Lessee proves could have reasonably been avoided;
- (c) The present value, on the date of the award, of the excess amount of rent which accrues between the date of the award and the expiration of the term of this Lease over the amount of the loss of rent that Lessee proves could reasonably be avoided, with the present value computed by using an interest rate equal to that which comparable properties earn on the date of the award; and
- (d) Any other amount, including court costs, reasonable attorneys' fees, and costs of taking possession of and reletting the Leased Premises necessary to compensate Lessor for all detriment proximately caused by Lessee's default.

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

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

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

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

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

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

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

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

IN WITNESS WHEREOF, the said Lessor by **Resolution No. 17-5457** of the City Council of the City of Susanville, has caused this Lease to be executed by the Mayor and the Clerk, and the said Lessee has executed this Lease the day and year first above written.

CITY OF SUSANVILLE
LESSOR:

Kathie Garnier, Mayor

Attest:

Gwenna MacDonald, City Clerk

LESSEE:

Sign Name:

Robert Tyndall

Type Name:

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

Approved as to Form:

Jessica Ryan, City Attorney

Lease updated on 170405

EXHIBIT "A"

Legal Description

Hangar located on Lot #9A at the Susanville Municipal Airport as shown on Airport Layout Plan (APN 116-180-04-45).

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.^{1 2}
 - m. 49 CFR Part 26 - Participation by Disadvantaged Business Enterprises in Department of Transportation Programs.
 - n. 49 CFR Part 27 - Nondiscrimination on the basis of handicap in programs and activities receiving or benefitting from Federal financial assistance.¹
 - o. 49 CFR Part 29 - Government wide debarment and suspension (non-procurement) and government wide requirements for drug-free workplace (grants).
 - p. 49 CFR Part 30 - Denial of public works contracts to suppliers of goods and services of countries that deny procurement market access to U.S. contractors.
 - q. 49 CFR Part 41 - Seismic safety of Federal and federally assisted or regulated new building construction.¹

Office of Management and Budget Circulars

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

¹ These laws do not apply to airport planning sponsors.

² These laws do not apply to private sponsors.

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

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

2. Responsibility and Authority of the Sponsor.

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

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

- b. **Private Sponsor:** It has legal authority to apply for the grant and to finance and carry out the proposed project and comply with all terms, conditions, and assurances of this grant agreement. It shall designate an official representative, and shall in writing direct and authorize that person to file this application, including all understandings and assurances contained therein; to act in connection with the application; and to provide such additional information as may be required.
3. **Sponsor Fund Availability.** It has sufficient funds available for that portion of the project costs which are not to be paid by the United States. It has sufficient funds available to assure operation and maintenance of items funded under the grant agreement which it will own or control.
4. **Good Title.**

 - a. It, a public agency or the Federal government, holds good title, satisfactory to the Secretary, to the landing area of the airport or site thereof, or will give assurance satisfactory to the Secretary that good title will be acquired.
 - b. For noise compatibility program projects to be carried out on the property of the sponsor, it holds good title satisfactory to the Secretary to that portion of the property upon which Federal funds will be expended or will give assurance to the Secretary that good title will be obtained.
5. **Preserving Rights and Powers.**

 - a. It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in the grant agreement without the written approval of the Secretary, and will act promptly to acquire, extinguish or modify any outstanding rights or claims of right of others which would interfere with such performance by the sponsor. This shall be done in a manner acceptable to the Secretary.
 - b. It will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the property shown on Exhibit A to this application or, for a noise program implementation project, that portion of the property upon which Federal funds have been expended, for the duration of the terms, conditions, and assurances in the grant agreement without approval by the Secretary. If the transferee is found by the Secretary to be eligible under Title 49, United States Code, to assume the obligations of the grant agreement and to have the power, authority, and financial resources to carry out all such obligations, the sponsor shall insert in the contract or document transferring or disposing of the sponsor's interest, and make binding upon the transferee, all of the terms, conditions and assurances contained in this grant agreement.

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

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

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

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

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

19. Operation and Maintenance.

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

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

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

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

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

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

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

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

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

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

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

24. Fee and Rental Structure. It will maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the particular airport, taking into account such factors as the volume of traffic and economy of collection. No part of the Federal share of an airport development, airport planning or noise compatibility project for which a grant is made under Title 49, United States Code, the Airport and Airway Development Act of 1982, the Federal Airport Act or the Airport and Airway Development Act of 1970 shall be included in the rate base in establishing fees, rates, and charges for users of that airport.

25. Airport Revenues.

- a. All revenues generated by the airport and any local taxes on aviation fuel established after December 30, 1987, will be expended by it for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the actual air transportation of passengers or property; or for noise mitigation purposes on or off the airport. Provided, however, that if covenants or assurances in debt obligations issued before September 3, 1982, by the owner or operator of the airport, or provisions enacted before September 3, 1982 in governing statutes controlling the owner or operator's financing, provide for the use of the revenues from any of the airport owner or operator's facilities, including the airport, to support not only the airport but also the airport owner or operator's general debt obligations or other facilities, then this limitation on the use of all revenues generated by the airport (and, in the case of a public airport, local taxes on aviation fuel) shall not apply.
- b. As part of the annual audit required under the Single Audit Act of 1984, the sponsor will direct that the audit will review, and the resulting audit report will provide an opinion concerning, the use of airport revenue and taxes in paragraph (a), and indicating whether funds paid or transferred to the owner or operator are paid or transferred in a manner consistent with Title 49, United States Code and any other applicable provision of law, including any regulation promulgated by the Secretary or Administrator.
- c. Any civil penalties or other sanctions will be imposed for violation of this assurance in accordance with the provisions of Section 47107 of Title 49, United States Code.

26. Reports and Inspections. It will:

- a. submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request and make such reports available to the public; make available to the public at reasonable times and places a report of the airport budget in a format prescribed by the Secretary;
- b. for airport development projects, make the airport and all airport records and documents affecting the airport, including deeds, leases, operations

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

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

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

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

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

29. Airport Layout Plan.

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

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

31. Disposal of Land.

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

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

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

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

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

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

EXHIBIT "C"

COMMERCIAL OPERATOR'S LICENSE AGREEMENT

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

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

LIST AUTHORIZED ACTIVITIES

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

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

CITY OF SUSANVILLE

COMMERCIAL OPERATOR

Kathie Garnier, Mayor

Name:

(Approved by City Council on _____)

ATTEST:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

EXHIBIT "C1"

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

COMMERCIAL OPERATOR CATEGORIES

CATEGORY A. FLIGHT INSTRUCTION AND AIRCRAFT RENTAL:

A COMMERCIAL OPERATOR in this Category shall:

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

CATEGORY B. AIRCRAFT CHARTER AND TAXI:

A COMMERCIAL OPERATOR in this Category shall:

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

CATEGORY C. CROP DUSTING AND SPRAYING:

A COMMERCIAL OPERATOR in this Category shall:

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

CATEGORY D. AIRCRAFT SALES:

A COMMERCIAL OPERATOR in this Category shall:

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

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

A COMMERCIAL OPERATOR in this Category shall:

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

CATEGORY F. RADIO AND INSTRUMENT:

A COMMERCIAL OPERATOR in this Category shall:

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

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

A COMMERCIAL OPERATOR in this Category shall:

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

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

CATEGORY H. FLYING CLUBS:

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

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

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

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

CATEGORY I. OTHER:

A COMMERCIAL OPERATOR in this Category shall:

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

EXHIBIT "D"

ORDINANCE NO. 87-697

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

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

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

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

CHAPTER 3

AIRPORTS AND AIRPLANES.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: Interim City Administrator
 City Attorney

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: December 6, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Consider Raising Salary for Pool Manager/Director Position.

PRESENTED BY: Dan Newton, Interim City Administrator

SUMMARY: The Honey Lake Valley Recreation Authority (HLVRA), since December 2013, has utilized the administrative services of the City of Susanville. In April 2017, the HLVRA entered into an agreement for Administrative, Managerial and Operational services with the City of Susanville which included Appendix "A" reflecting rates at which the City would be reimbursed for each position. On November 27, 2017, the HLVRA met to discuss the currently vacant Pool Manager/Director position and the upcoming recruitment. In order to better reflect the duties of the position and attract qualified individuals who desire to serve in the position, it is believed that the salary should be increased. The HLVRA desires to increase the salary for the Pool Manager/Director position from Range 930 (\$18.42 - \$20.84 per hour) to Range 938 (\$22.44 - \$25.39 per hour) per the agreement, the Pool Manger/Director is a city employee, an agreement amendment will be needed to increase reimbursement rates for the position.

FISCAL IMPACT: HLVRA intends to provide reimbursement

ACTION

REQUESTED: Motion to approve the increase to the Pool Manager/Director position from Range 930 to Range 938.

ATTACHMENTS: None.

Reviewed by:  Interim City Administrator
 _____ City Attorney

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

Submitted by: Daniel Gibbs, Acting Public Works Director

Action Date: December 6, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 17-5459** that 1) authorizes the City Council to award Project No. 17-03, 2017 Water Main Replacement Project in the City of Susanville to the lowest responsible bidder and one portion of the additive bid; 2) authorizes the Interim City Administrator to execute a contract with Dig-It Construction Inc. for Project 17-03 in the amount of \$651,960.00 for the base bid; and, 3) authorizes the Acting Public Works Director to execute contract change orders up to 10% of the value of the base bid in an amount not to exceed \$65,196.

PRESENTED BY: Daniel Gibbs, Acting Public Works Director

SUMMARY: On August 16, 2017, City Council authorized the advertising of the 2017 Water Main Replacement Project 17-03. City staff has prepared plans, specifications for the installation of new 8" PVC water mains along Main Street (State Route 36) from Weatherlow to Park Street and from Park to Spring Street as an additive in advance of the State's CAP-M pavement rehabilitation project scheduled for the 2018 construction season. The project also includes replacement and relocation of fire hydrants, new services and minor repairs to sidewalk where needed.

The project was advertised in the Lassen County Times on several occasions prior to a bid opening date of November 16, 2017. The City Engineer's estimate for the project was \$725,000 for the base bid and \$470,000 for an additive portion. The lowest responsible base bid was 11.2% lower than estimated and the additive bid came in at 15.9% higher than estimated.

Six (6) bidders submitted and the results of the bids are as follows:

<u>BIDDER</u>	<u>BASE BID</u>	<u>% DIFF</u>	<u>ADDITIVE BID</u>	<u>% DIFF</u>
Dig-It Construction Chester, CA	\$ 651,960	-11.2%	\$ 558,936	+15.9%
SnL Group Redding, CA	\$ 739,434	+1.95%	\$ 519,936	+9.47%
Rapid Construction Carson City, NV	\$ 948,849	+23.6%	\$ 729,927	+35.6%
S.T. Rhoades Inc. Redding, CA	\$ 974,585	+25.6%	\$ 751,691	+30.8%

Hat Creek Construction Redding, CA	\$ 999,777	+27.5%	\$ 647,777	+27.4%
Sierra Nevada Construction Redding, CA	\$1,417,007	+48.8%	\$1,200,000	+60.8%

With a base bid of \$651,960 for construction, 10 percent contingencies of \$65,196 and construction engineering estimated at 10 percent or \$65,196 the total estimated project costs for the base bid are \$782,352. With a 7114 Water Fund cash balance of \$718,299, an additional amount of approximately \$64,053 is needed from the 7111 Water Rate Stabilization Fund to cover any additional costs form contingencies and construction engineering. This amount will be reimbursed once additional revenues from 7114 are received.

The additive portion bid was considerably higher than estimated and there are not sufficient funds in the 7114 and 7111 accounts to fund this portion. However, staff will negotiate change orders with the contractor to determine to what extent additional water main can be installed between Park and Spring Street. This additional work would complete the replacement of leaking water main and services plus avoid pavement cuts in the CAP-M project. Once pricing is determined and additional funding amounts are known staff will return to Council with a proposal for additional work.

All bonds, insurance and permits have yet to be submitted and the contract is not ready for execution. Work will commence in mid-December or as soon as possible in order to be completed in advance of the Caltrans CAP-M pavement project along Main Street. The base bid contract has 60 working days allotted to complete the project.

The Contractor will be required to notify all affected property owners and businesses in advance of any water service interruptions and disruptions to access to their property. As specified in the contract documents, shut-offs and impositions to access are restricted to short windows of time in order to minimize inconvenience to the public. The contractor may choose night operations to perform work (service connections) requiring shut down of subscribers.

FISCAL IMPACT: Funding will come from the 7114 Water Fund with remaining balances required to be borrowed from 7111 Rate Stabilization Fund as previously approved by City Council.

ACTION REQUESTED: Adopt Resolution No. 17-5459 that 1) awards Project No. 17-03, 2017 Water Main Replacement Project in the City of Susanville to Dig-It Construction, the lowest responsible bidder; 2) authorizes the Interim City Administrator to execute a contract with Dig-It Construction for Project 17-03 in the amount of \$651,960 for the base bid; and 3) authorizes the Acting Director of Public Works to execute change orders for up to 10% in contingencies.

ATTACHMENTS: Resolution 17-5459
Bid Results

RESOLUTION NUMBER 17-5459

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AWARDING PROJECT NO. 17-03, 2017 WATER MAIN REPLACEMENT PROJECT TO DIG-IT CONSTRUCTION CHESTER, CALIFORNIA; AUTHORIZING EXECUTION OF A CONTRACT FOR PROJECT NUMBER 17-03; AND AUTHORIZING THE INTERIM DIRECTOR OF PUBLIC WORKS TO EXECUTE CONTRACT CHANGE ORDERS NOT EXCEEDING 10 PERCENT OF THE BID AMOUNT AWARDED.

WHEREAS, on August 16, 2017, City Council authorized advertisement, the opening of bids based upon adequate funding available from the 7114 Capital Project Fund and 7111 Water Rate Stabilization fund to provide sufficient funds based upon the City Engineer's estimate for certain streets needing water main replaced within them; and

WHEREAS, Caltrans has requested the City relocate facilities in advance of the State making pavement related repairs and accessibility upgrades to Main Street and additionally, the City has determined it in it's best interest to replace leaking water mains along Main Street prior to the repair of pavement along Main Street, and

WHEREAS, the City Clerk has received bids identified for said project with the same purpose and scope identified in the approved plans and specifications and agreements with Caltrans where needed to relocate or replace portions of the City's water infrastructure; and

WHEREAS, the City of Susanville Public Works Department has determined that Dig-It Construction Inc. has been determined as the lowest responsible bidder and should be given consideration for award in the amount approved in their bid including contingencies; and

WHEREAS, the City will, prior to execution of a contract, receive all necessary licenses and required bonds and insurance, determine them in good order to authorize the commencement of construction activities for a period not exceeding sixty working days for the base bid as defined by the State of California.

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

- 1) Project No. 17-03, 2017 Water Main Replacement Project in the City of Susanville is awarded to Dig-It Construction Inc., the lowest responsible bidder;
- 2) The Interim City Administrator is authorized to execute a contract for Project 17-03 in the amount of \$651,960 for the base bid upon receipt and acceptance of all bonds and insurance;
- 3) The Acting Director of Public Works may execute change orders up to 10 percent in contingencies;
- 4) Authorize the Finance Manager to provide a project budget in the amount of \$782,352 for the cost of the base bid, any contingencies and construction engineering from the 7114 Water Fund and any balance needed temporarily from the 7111 Rate Stabilization Fund.

APPROVED: _____
Kathie Garnier, 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 6th day of December, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney



APPARENT BID OPENING RESULTS

2017 WATER MAIN REPLACEMENT

PROJECT NUMBER: 17-03

BID OPENING: NOVEMBER 16, 2017 AT 2:00 PM

ENGINEER'S ESTIMATE:

BASE BID \$ 725,000.00

ADDITIVE BID \$ 470,000.00

TOTAL BID \$ 1,195,000.00

RANK	CONTRACTOR	ADDRESS	LICENSE NO.	BASE BID	ADDITIVE BID	TOTAL BID	BASE BID ANALYSIS	ADDITIVE BID ANALYSIS	COMBINED BID ANALYSIS
1	DIG IT CONSTRUCTION	CHESTER CA	747715	\$ 651,960.00	\$ 558,936.00	\$ 1,210,896.00	-11.20%	15.91%	1.31%
2	SHL GROUP	REDDING, CA	987763	\$ 739,434.00	\$ 519,179.00	\$ 1,258,613.00	1.95%	9.47%	5.05%
3	RAPID CONSTRUCTION	CARSON CITY NV	982748	\$ 948,849.00	\$ 729,927.00	\$ 1,678,776.00	23.59%	35.61%	28.82%
4	S.T. RHOADES CONSTRUCTION, INC	REDDING CA	930684	\$ 974,585.00	\$ 751,691.00	\$ 1,726,276.00	25.61%	37.47%	30.78%
5	HAT CREEK CONSTRUCTION	BURNEY CA	590546	\$ 999,777.00	\$ 647,777.00	\$ 1,647,554.00	27.48%	27.44%	27.47%
6	SIERRA NEVADA CONSTRUCTION	SPARKS, NV	593393	\$ 1,417,007.00	\$ 1,200,000.00	\$ 2,617,007.00	48.84%	60.83%	54.34%

Reviewed by: D Interim City Administrator
 ___ City Attorney

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

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: December 6, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Consider **Resolution No. 17-5460**, authorizing Agreement with Benchcraft Company and authorizing the City Administrator to sign the Agreement.

PRESENTED BY: Dan Newton, Interim City Administrator

SUMMARY: Staff was contacted by Benchcraft Company regarding a soon to be expired contract that is currently held between themselves and a previous golf course manager. Bench Craft Company sells sponsors messages to be placed on custom designed tee signs, benches, golf ball washers, display boards and scorecards with the understanding that they will be placed at the tees and other locations at the Diamond Mountain Golf Course. There is no charge to the City for this service or the supplies given.

FISCAL IMPACT: Cost savings on supplies given.

ACTION

REQUESTED: Motion to Approve Resolution No. 17-5460, approving Agreement with Benchcraft Company and authorizing the City Administrator to sign the Agreement.

ATTACHMENTS: Resolution No. 17-5460
Bench Craft Company Agreement

**RESOLUTION NUMBER 17-5460
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH BENCH CRAFT
COMPANY AND AUTHORIZING CITY ADMINISTRATOR TO SIGN AGREEMENT**

WHEREAS, the Diamond Mountain Golf Course has been supplied with various supplies under an existing agreement with Bench Craft and another individual; and

WHEREAS, the previous agreement was executed in 2007 with the golf course manager at that time, is expiring in 2018; and

WHEREAS, the City of Susanville desires to enter into a contract with Bench Craft Company to continue with the use of the items provided for a period of 5 years; and

WHEREAS, there is no cost associated with the agreement; and

WHEREAS, the City Council authorizes the City Administrator to sign the Agreement as attached hereto as Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville authorizes the execution of the agreement with Bench Craft Company and authorizes the City Administrator to sign the agreement.

APPROVED: _____
Kathie Garnier, 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 6th day of December, 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney



A Division of Transportation Media, Inc. • BenchCraftCompany.com • P.O. Box 6343 Portland, OR 97228
(800) 824 8311 • f (503) 221 9737 • ATTENTION: ROBERT SIMICH

OFFER TO SUPPLY FREE TEE SIGNS/BENCHES/BALL WASHERS/DISP BOARD/SCORECARDS

This agreement is made between Bench Craft Company and the undersigned golf course for a period of five (5) years commencing upon delivery of product(s). Bench Craft Company is engaged in the business of selling sponsor's messages to be placed on custom designed TEE SIGNS, BENCHES, GOLF BALL WASHERS, DISPLAY BOARD AND SCORECARDS with the understanding that they will be placed at the tees and other locations at the golf course (list additional locations below) and are to be used exclusively by the golf course. Each product will display information specific to the golf course. All information needed to complete the product(s) is to be provided by the golf course to Bench Craft Company within 30 days from the date of this agreement.

As sole consideration of the promises herein made by the golf course, Bench Craft Company agrees to furnish custom designed product(s) at NO COST WHATSOEVER TO THE GOLF COURSE, per style _____ which shall contain sponsor's messages of reasonable amounts to satisfy the needs of Bench Craft Company. This service is provided to the golf course on the basis that the sponsors are commercially available. During the term of this agreement, Bench Craft Company, in it's sole discretion, may replace existing sponsors messages with others containing different sponsor's messages on an annual basis. Bench Craft Company may replace style of product(s) with golf course approval.

Bench Craft Company does routinely screen sponsors and will not sell or place any sponsor that is questionable on moral or ethical grounds. By stating objections to types of businesses or specific businesses herein, the golf course is exercising their right of approval.

ONE PARTICULAR AREA OF CONCERN IS: GOLF RELATED BUSINESSES: _____ (CHECK ONE) OK NOT OK
ANOTHER AREA OF CONCERN IS: BEER DISTRIBUTION: _____ (CHECK ONE) OK NOT OK
ALL OTHER TYPES OF BUSINESSES/SPECIFIC BUSINESSES NOT ACCEPTABLE: _____

All parties to this agreement will act in good faith towards the others. Any effort made by the golf course or golf course personnel to negatively affect the ability of Bench Craft Company to install and maintain product(s) or to make sales to sponsors shall be construed as a breach of contract giving rise to consequential damages. The golf course agrees to use the most recent supply of product(s) on hand.

The golf course also agrees to perform occasional maintenance, including draining ball washers during freezing temperatures if applicable, and to install sponsor panels (if this is done at the request of Bench Craft Company, the golf course will be compensated for their time). The golf course agrees to provide Bench Craft Company and/or it's agents with vehicle access to golf course for posting of and/or maintenance of products.

THE SIGNATORY OF THIS AGREEMENT IS A REPRESENTATIVE OF THE OWNER OF THE GOLF COURSE LESSEE OF THE GOLF COURSE
IF LESSEE, THE REMAINING TERM OF THE LEASE IS: _____ LESSOR AND LEGAL OWNER OF THE COURSE IS: City of Susanville
OTHER CONDITIONS:

The initial term of this agreement is for five (5) years. Unless written notice of termination is given by either party more than one (1) year prior to expiration of any term, this agreement shall again automatically renew for an additional five (5) year periods. In the event suit or action is instituted to enforce this agreement or any of it's provisions, the prevailing party shall be entitled to recover reasonable attorney fees and costs in all courts at trial and appeal. County of Multnomah, State of Oregon shall have jurisdiction.

This agreement is complete in itself. It contains all of the terms of the agreement and neither party will rely on any verbal representations, either expressed or implied, not contained or expressed herein. This agreement shall not be modified except by written agreement signed by Bench Craft Company and the undersigned golf course. All products, intellectual property and artwork created under this agreement shall remain the sole property of Bench Craft Company. Should notice of termination be given by either party the golf course agrees to cooperate fully in the return of all products and artwork created. This agreement shall be binding upon the heirs, successors and assigns of both parties and as such will be included in any bill of sale.

The golf course shall require up to _____ all at no cost with advertisement spaces.

BY Bench Craft Company	GC <u>DIAMOND MOUNTAIN GOLF COURSE</u>
DESIRED LOCATIONS	AUTHORIZED SIGNATURE X _____
SPECIAL INSTRUCTIONS	PRINT NAME _____
# OF HOLES <u>18</u>	TITLE _____
ANNUAL ROUNDS <u>30,000</u>	MAILING ADDRESS <u>470-835 CIRCLE DR</u>
TOTAL YARDAGE <u>6,417</u>	CITY <u>SUSANVILLE</u> STATE <u>CA</u> ZIP <u>96130</u>
GOLF COURSE PHONE <u>530.257.2520</u>	SHIPPING ADDRESS _____
DATED THIS _____ DAY OF _____, 2017	CONTACT _____ FOR SPONSOR QUESTIONS

PLEASE ATTACH CURRENT SCORECARD WITH SIGNED AGREEMENT

Reviewed by: D Interim City Administrator
 City Attorney

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

Submitted by: Daniel Gibbs, Acting Public Works Director

Action Date: December 6, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution No. 17-5461 authorizing the Acting Public Works Director to execute a Notice of Completion for Project 15-03 and 15-04 and authorizing the Finance Manager to release remaining retention funds in the amount of \$10,014.60 and \$8,860.18 respectively from the two project accounts.

PRESENTED BY: Daniel Gibbs, Acting Public Works Director

SUMMARY: The City Council awarded the 2015 Pavement Rehabilitation Projects 'SC' and 'SC-1' to Dig-It Construction Inc. on February 17, 2016. All work has now been completed and the contractor is requesting release of remaining funds for the project (see attached letter dated November 17, 2017).

For Project 15-03, 'SC', the construction allocation received from the State was \$963,000. On Project 15-04, 'SC-1', the construction allocation received from the State was \$866,000. The final accounting for project costs including the Contractor's base bid, extra work provided and construction engineering accounted for over 99 percent of the total funding provided in each project.

FISCAL IMPACT: None. All work associated with the STIP Pavement Rehabilitation projects is reimbursable through the State Transportation Improvement Program (STIP).

ACTION REQUESTED: Motion to approve Resolution 17-5461 authorizing the Acting Public Works Director to execute a Notice of Completion for Project 15-03 and 15-04 and authorizing the Finance Manager to release remaining retention funds in the amount of \$10,014.60 and \$8,860.18 respectively from the two project accounts.

ATTACHMENTS: Resolution No. 17-5461
Notice of Completions for P/N 15-03 and 15-04
Letters of Request from Dig-It Construction

RESOLUTION NUMBER 17-5461
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE FOR
PROJECT NO. 15-03 AND 15-04, 2015 PAVEMENT REHABILITATION PROJECT 'SC'
AND 'SC-1' WITH DIG-IT CONSTRUCTION INC.; AUTHORIZING EXECUTION OF THE
NOTICE OF ACCEPTANCE; AND AUTHORIZING THE FINANCE MANGER TO
RELEASE ANY REMAINING RETENTION

WHEREAS, at the February 17, 2016 meeting, Council authorized award and execution of a contract for the pavement rehabilitation of certain streets and adjacent concrete improvements at various locations along City streets under funding available from the State Transportation Improvement Program (STIP) as determined necessary by the City; and

WHEREAS, the City of Susanville Public Works Department has determined that Dig-It Construction Inc. has completed all work associated with the requirements identified in the approved construction plans, specifications and additional work identified needed under contract change orders and therefore should be given consideration for release of their obligation as prescribed in the contract for these projects 'SC' and 'SC-1' Project Nos.15-03 and 15-04 respectively; and

WHEREAS, Dig-It Construction has provided notification of their completion of the work, and has requested a Notice of Completion and subsequent release of retention payments withheld as prescribed under the Public Contract Code, and

WHEREAS, the City of Susanville Public Works Department recommends execution of the Notice of Acceptance and release of all funds needed to meet its obligations under the contract for Project Nos. 15-03 and 15-04, 2015 Pavement Rehabilitation Projects "SC' and 'SC-1'.

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

1. The Acting Public Works Director is authorized to execute Notices of Acceptance for Project 15-03 and 15-04, Pavement Rehabilitation Projects 'SC' and 'SC-1' as complete from Dig-It Construction; and
2. The Finance Manager is authorized to release all remaining retention funds from the project accounts back to the contractor, Dig-It Construction in the amount of \$18,874.78 for Project 15-03 and 15-04.

APPROVED: _____
Kathie Garnier, 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 6th day of December, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

DIG IT CONSTRUCTION, INC.

November 17, 2017

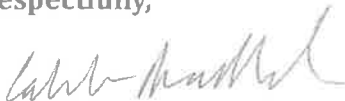
City of Susanville
Public Works Department
Attn: Mr. Dan Gibbs
66 North Lassen Street
Susanville CA 96130

Dear Mr. Gibbs,

This letter is to certify that all contract work under project 2015 STIP Pavement Project SC 15-03 have been delivered in accordance with the contract/agreement dated March 8, 2016. Interim approvals for this work were accepted. This serves as affirmation that the latest and final contract work under the project agreement have been conveyed, and we seek your concurrence.

If there are any outstanding issues or concerns that have not been addressed please alert Caleb Holland, President of our organization as soon as possible. We have appreciated serving you in this effort and look forward to our ongoing relationship. We concur with the final billings sent to us by Mr. Erik Edholm on November 15, 2017 and would appreciate prompt payment of the final invoice as well as the release of the retention being held. Please sign two copies of this letter, keeping one for your records and returning the other to us.

Respectfully,



Caleb Holland
President

X _____ (Signature of Customer)

Date _____

PO BOX 494 • CHESTER, CA • 96020
PHONE: (530) 258-3306 • FAX: (530) 258-4246
CA LICENSE #747715

DIG IT CONSTRUCTION, INC.

November 17, 2017

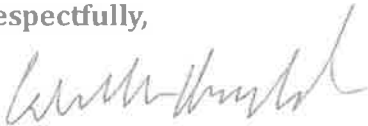
City of Susanville
Public Works Department
Attn: Mr. Dan Gibbs
66 North Lassen Street
Susanville CA 96130

Dear Mr. Gibbs,

This letter is to certify that all contract work under project 2015 STIP Pavement Project SC-1 15-04 have been delivered in accordance with the contract/agreement dated March 8, 2016. Interim approvals for this work were accepted. This serves as affirmation that the latest and final contract work under the project agreement have been conveyed, and we seek your concurrence.

If there are any outstanding issues or concerns that have not been addressed please alert Caleb Holland, President of our organization as soon as possible. We have appreciated serving you in this effort and look forward to our ongoing relationship. We concur with the final billings sent to us by Mr. Erik Edholm on November 15, 2017 and would appreciate prompt payment of the final invoice as well as the release of the retention being held. Please sign two copies of this letter, keeping one for your records and returning the other to us.

Respectfully,



Caleb Holland
President

X _____ (Signature of Customer)

Date _____

PO BOX 494 • CHESTER, CA • 96020
PHONE: (530) 258-3306 • FAX: (530) 258-4246
CA LICENSE #747715

**CITY OF SUSANVILLE
NOTICE OF COMPLETION AND ACCEPTANCE
OF PUBLIC WORKS PROJECT**

NOTICE IS HEREBY GIVEN by the City of Susanville, California that Project Number 15-03 for public works consisting of the installation of asphalt pavement and various Portland cement concrete along with related work necessary to complete the project, located at various locations within STIP Project 'SC' in the City of Susanville, California constructed by Dig-It Construction P.O. Box 494 Chester, CA 96020 was completed on October 13, 2017 and was accepted by the City Council of the City of Susanville on December 6, 2017.

The name and address of the owner of the property referred to above is the City of Susanville, 66 North Lassen Street, Susanville, California 96130. The above project for water main improvements and the property on which the improvements are situated are in the City of Susanville, County of Lassen, State of California and is more particularly described as the 2015 Pavement Rehabilitation Project "SC", Project Number 15-03.

The name and address of the contractor's surety is: Traveler's Casualty and Surety Company of America,
Attn: Gloria Bruning, One Tower Square, Hartford, CT 06183

VERIFICATION

I, the undersigned, declare that I am the Director of Public Works of the City of Susanville, California and that I have read the foregoing notice and know its contents, and that the same is true to the best of my knowledge and belief.

I declare under penalty of perjury that the foregoing is true and correct.

Executed at Susanville, California, this _____ day of _____, 2017.

CITY OF SUSANVILLE

BY _____

**CITY OF SUSANVILLE
NOTICE OF COMPLETION AND ACCEPTANCE
OF PUBLIC WORKS PROJECT**

NOTICE IS HEREBY GIVEN by the City of Susanville, California that Project Number 15-04 for public works consisting of the installation of asphalt pavement and various Portland cement concrete along with related work necessary to complete the project, located at various locations within STIP Project 'SC-1' in the City of Susanville, California constructed by Dig-It Construction P.O. Box 494 Chester, CA 96020 was completed on October 13, 2017 and was accepted by the City Council of the City of Susanville on December 6, 2017.

The name and address of the owner of the property referred to above is the City of Susanville, 66 North Lassen Street, Susanville, California 96130. The above project for water main improvements and the property on which the improvements are situated are in the City of Susanville, County of Lassen, State of California and is more particularly described as the 2015 Pavement Rehabilitation Project "SC-1", Project Number 15-04.

The name and address of the contractor's surety is: Traveler's Casualty and Surety Company of America, Attn: Gloria Bruning, One Tower Square, Hartford, CT 06183

VERIFICATION

I, the undersigned, declare that I am the Director of Public Works of the City of Susanville, California and that I have read the foregoing notice and know its contents, and that the same is true to the best of my knowledge and belief.

I declare under penalty of perjury that the foregoing is true and correct.

Executed at Susanville, California, this _____ day of _____, 2017.

CITY OF SUSANVILLE

BY _____

Reviewed by: Interim City Administrator
 City Attorney

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

Submitted by: Dan Newton, Interim City Administrator

Action Date: December 6, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Interim-Urgency **Ordinance No. 17-1012** of the City of Susanville regulating medical and adult use cannabis activities pending adoption of permanent ordinance.

PRESENTED BY: Dan Newton, Interim City Administrator

SUMMARY: At the November 1, 2017 City Council meeting, the City Council directed staff to prepare an interim-urgency ordinance to prohibit cannabis activities within the City limits, to the extent to which the City is allowed to prohibit cannabis activities by State law. Staff has prepared an Interim-Urgency Ordinance 17-1042 for Council's consideration and adoption. If adopted, the ordinance would be effective immediately and remain in effect for 45 days unless extended. Council is authorized to enact the Interim-Urgency Ordinance by Government Code Section §65858. A four-fifths (4/5) vote of the Council is required to adopt the Interim-Urgency Ordinance.

The Interim-Urgency Ordinance will allow Council time to study, consider, and potentially adopt regulations pertaining to cannabis activities within the City. Council has expressed an interest in creating a sub-committee to evaluate potential regulations and policies. A sub-committee is recommended by staff due to the complexity of this item and the variety of regulatory options that should be considered.

The need for the Interim-Urgency Ordinance is due to recent changes in state law which have resulted in the Medicinal and Adult Use Cannabis Regulation Safety Act (MAUCRSA) prompted by the passage of Proposition 64. These changes have created a new legislative framework as it applies to the medicinal and adult use of marijuana in California. As a result of the changes, the existing City codes prohibiting the cultivation of Medical Marijuana SMC §17.104.140 and the general ban on all dispensaries including collectives and cooperatives SMC §17.104.120 will no longer meet the minimum legal standard and will become unenforceable. While the legislation preserved local control in most instances, it no longer allows agencies to completely ban indoor cultivation for personal use, the adult consumption of cannabis or the incidental transport of cannabis through the City. Agencies still have the authority to reasonably regulate indoor cultivation for personal use and ban all other types of cultivation, dispensing, manufacturing, testing, transporting and distribution for medical or recreational use.

As a result of the new regulations, the state will begin issuing licenses and permits related to the medicinal marijuana and recreational marijuana. The regulations are scheduled to take effect and the state will begin issuing licenses beginning January 2, 2018. The State currently plans to issue temporary licenses for a period of 4 months to allow licensees to complete all of the necessary application requirements prior to the expiration of their temporary license.

Absent local regulation, cannabis activities could be permitted within the City limits beginning January 2, 2018. Cannabis activities have the potential to pose a serious and significant risk to the welfare of City residents. Indoor and outdoor cultivation of cannabis has potential adverse effects to the health and safety of City residents, visitors, and employees and those in nearby residences or businesses including: structural damage to buildings from unpermitted renovations and alterations to buildings or structures; increased moisture and excessive mold, bacterial, and fungal growth among others; increased risk of fire and electrocution from improper or overburdened electrical circuits and wiring; noxious odors and fumes from plants or pesticides, fertilizers, and other chemicals associated with cannabis cultivation or cannabis activities such as oil extraction or concentration; increased trash and refuse; potential access to cannabis by minors; increased demand for fire and police services; increased sewage treatment expenses from drain disposal of irrigation water or surface stream water quality impacts from runoff and illegal dumping, among others.

FISCAL IMPACT: None at this time

ACTION

REQUESTED: 1. Adopt Interim-Urgency Ordinance 17-1012
2. Create/appoint Cannabis Regulation Development Sub-committee

ATTACHMENTS: Interim-Urgency Ordinance 17-1012

ORDINANCE NO. 17-1012
AN INTERIM-URGENCY ORDINANCE OF THE CITY OF SUSANVILLE
REGULATING MEDICAL AND ADULT USE CANNABIS ACTIVITIES PENDING
ADOPTION OF A PERMANENT ORDINANCE

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

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

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

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

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

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

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

WHEREAS, the emergency rule making process will be used to implement temporary regulations which will most likely be in effect by January 1, 2018; and

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 2. Findings.

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

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

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

SECTION 3. Urgent Need.

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

SECTION 4. Definitions.

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

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

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

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

SECTION 5. Prohibited Use.

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

SECTION 6. Penalty for Violation.

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

SECTION 7. Authority.

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

SECTION 8. Council Direction.

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

SECTION 9. CEQA.

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

SECTION 10. Severability.

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

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

SECTION 11. Custodian of Records.

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

SECTION 12. Restatement of Existing Law.

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

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

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

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

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

Reviewed by: Interim City Administrator
 City Attorney

 Motion only
 Public Hearing
 Resolution
 Ordinance
 X Information

Submitted by: John King, Chief of Police

Action Date: December 6, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Citizen's Academy Financial Impact

PRESENTED BY: John King, Police Chief

SUMMARY: The Police Department recently conducted a 12 week Citizen's Academy. The academy brought 18 members from the community in for weekly lessons regarding current crime trends and other public safety concerns. The goal of the Academy is meant to educate the public about current crime trends, helping them prevent victimization for themselves, their families and their neighbors.

The 12 week Academy incurred the following expenses:

48 hours of overtime	\$1,824.00	(6 Officers / 3 hours week / 1 or 2 per session)
Coffee Mugs for graduates	\$ 150.00	(1/2 cost)
Industrial Coffee Pot	<u>\$ 40.00</u>	(1 time cost)
Total	\$2,014.00	

The following items were provided to the academy free of any expense:

Simulator Training	California Department of Corrections MILO trainer	\$ 300.00
DA Presentation	Lassen County District Attorney's Office (2@5)	\$ 892.00
Dispatch Presentation	Lassen County Sheriff (2 persons, 3 hours)	\$ 190.00
Binders	Walmart (20 @ 2.00)	\$ 40.00
All Photocopies	Forest Office Supply	\$ 166.00
Scenario Training	Lassen Community College	\$ 100.00
Mullage	Lassen Public Health	\$ 100.00
Water	Diamond Mountain Casino	\$ 20.00
Snacks	Donated by students	\$ 100.00
Coffee	Donated by students	\$ 50.00
Coffee Mugs	Customer Talk (1/2 price)	<u>\$ 150.00</u>
 Total Donated Items:		 \$2,108.00

FISCAL IMPACT: \$2,014.00

ACTION REQUESTED: Information Only

ATTACHMENTS: None

Reviewed by: Interim City Administrator
 City Attorney

 Motion only
 Public Hearing
 Resolution
 Ordinance
 X Information

Submitted by: John King, Chief of Police

Action Date: December 6, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Department of Justice (DOJ) Audit

PRESENTED BY: John King, Police Chief

SUMMARY: The Susanville Police was audited in November 2017 by DOJ. This audit is conducted by DOJ both randomly and at least once every 3 years. This audit was conducted as part of the City's normal 3rd year audit.

DOJ conducts three types of audits:

CORI Audit

74 random items are selected by the auditor and inspected for appropriateness in security, need to know, right to know, formatting and accountability.

FBI III Audit

We are blind to this audit until completeness. Any items under our control are audited. Eight items were selected for audit this year.

CLETS Policy and Security

This is an all items audit where every policy and every attempted CLETS access is audited to be within policy and procedure.

Findings

Susanville Police was found to be in compliance in all three aspects of the DOJ audit.

FISCAL IMPACT: None.

ACTION REQUESTED: Information only.

ATTACHMENTS: DOJ Audit Findings letter.

XAVIER BECERRA
Attorney General

State of California
DEPARTMENT OF JUSTICE



4949 BROADWAY, B114
SACRAMENTO, CA 95829
Public: (916) 227-3332
FAX: (916) 731-2177

November 27, 2017

John King, Police Chief
Susanville Police Department
1801 Main Street
Susanville, CA 96130

Re: CLETS and CORI Audit Findings for ORI# CA0180100

Dear Police Chief King,

The California Department of Justice (DOJ) conducts triennial audits of agencies which utilize the California Law Enforcement Telecommunications System (CLETS). The CLETS Policies, Practices, and Procedures (PPPs), Section 1.6.3, authorizes the DOJ to conduct triennial audits of participating agencies. The result of this review process is to advise each agency of its compliance with the policies and laws governing the use of CLETS, DOJ Criminal Offender Record Information (CORI) and the Federal Bureau of Investigation (FBI) Interstate Identification Index (III) system.

Your assigned Field Representative, Elisa Webb, conducted your agency's CORI, III and CLETS audits. This audit included access of CORI, III purpose code (PUR) use, adherence to CLETS policies and security requirements, and a physical inspection of CLETS terminals. The findings of this review and inspection are as follows:

DOJ CORI

The audited record inquiries were for those Automated Criminal History System (ACHS) records accessed for the months of **January 2017** through **March 2017**. In addition, a review was conducted to determine compliance with the proper use of the routing data field (RTE).

- A random sample of 74 inquiries was selected and the "need to know" was verified by your Field Representative or your agency for each inquiry. We commend your **compliance** with the statutes and regulations governing access into ACHS.

- As mandated, your staff is providing the requestor's name and case number or a reason for the request in the 30-character route field in the ACHS format. The proper use of the route to field indicates an awareness of the importance of documenting the "need to know" when accessing ACHS. We commend your **compliance** with statutes and regulations governing the use of the RTE field.

FBI III

The audited inquiries were for those III records accessed for the months of **January 2017** through **March 2017**.

- There were eight inquiries during this timeframe. The proper use of FBI III purpose code indicates an awareness of the importance of the documenting and adherence to FBI III policies and security requirements when accessing FBI III. We commend your **compliance** with statutes and regulations governing the use of the FBI III.

CLETS Policy and Security

The CLETS audit reviews compliance with state and federal security requirements. The goal of the audit is to help ensure criminal justice information is being handled securely. This covers a range of practices, such as completing required training and verifying protections in your agency's technical environment to protect confidential data. We commend your **compliance** with the policies and laws governing the use of CLETS.

I would like to thank Victoria Estrada for her coordination and efforts to assist in completing the audit. If you have any questions or need additional information regarding the audit process, please contact Field Representative **Elisa Webb** at **(916) 210-3151** or by email at **Elisa.Webb@doj.ca.gov**.

Sincerely,



ROBIN ROBLES, Manager
CLETS and CORI Audit Section
Bureau of Criminal Identification and Investigative Services

For XAVIER BECERRA
Attorney General

cc: Victoria Estrada, Records Manager