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

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

Susanville City Council
Regular Meeting ♦ City Council Chambers
October 3, 2018 – 6:00 p.m.

Call meeting to order

Roll call of Councilmembers present

Next Resolution No. 18-5577

Next Ordinance No. 18-1014

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 A CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code Section §54956.8
 - 1 Property: Hangar #39 at the Susanville Municipal Airport
 - Agency Negotiator: Dan Newton, Interim City Administrator
 - Negotiating Parties: Air Methods
 - Under Negotiation: Terms of Lease
- B PUBLIC EMPLOYMENT – Pursuant to Government Code Section §54757
 - 1 Fire Chief Evaluation
- C PUBLIC EMPLOYMENT – Pursuant to Government Code Section §54957
 - 1 Administrative Staff Assistant

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

Domestic Violence Awareness Month Proclamation

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 August 15 and September 5, 2018 meetings

7 **PUBLIC HEARINGS:** No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

9 **NEW BUSINESS:**

A Consider approval of vendor warrants numbered 202159 through 202270 for a total of \$304,670.31 including \$129,671.25 in payroll warrants

B Consider **Resolution No. 18-5575** authorizing execution of Termination Agreement with Rebecca Anderson and authorizing Mayor to sign agreement

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

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

12 **CONTINUING BUSINESS:**

A Consider **Resolution No. 18-5541** authorizing execution of Commercial Operator's Agreement for Hangar #39 with Air Methods Corporation

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

14 **COUNCIL ITEMS:**

A AB1234 travel reports:

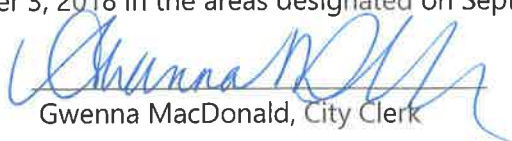
15 **ADJOURNMENT:**

▪ *The next regular City Council meeting will be held on October 17, 2018 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 October 3, 2018 in the areas designated on September 27, 2018.


Gwenna MacDonald, City Clerk

Proclamation

Domestic Violence Awareness Month

Whereas, 1 in every 4 women and 1 in every 7 men will experience domestic violence during their lifetime;

Whereas, 2 out of 3 children are exposed to trauma and violence;

Whereas, Lassen Family Services served 293 men, women and children victims of domestic violence in 2017;

Whereas, when a family member is abused, it can have long-term damaging effects on the victim that also leave a mark on family, friends, and the community at large;

Whereas, families are indispensable to a stable society, and they should be a place of support to instill responsibility and values in the next generation;

Whereas, victims of violence should have access to medical and legal services, counseling, emergency and transitional housing, and other supportive services so that they can escape the cycle of abuse;

Whereas, we encourage domestic violence victims and their families to seek assistance from appropriate victims' services organizations such as Lassen Family Services;

Whereas, it is important to recognize the compassion and dedication of the individuals who provide services to victims of domestic violence and work to increase public understanding of this significant problem;

Whereas, local programs, state coalitions, national organizations, and other agencies nationwide are committed to increasing public awareness of domestic violence and its prevalence, and to eliminating it through prevention and education;

Whereas, important partnerships have been formed among criminal and juvenile justice agencies, healthcare providers, allied professionals, and victim services to assist victims of domestic violence and their families;

Whereas, we dedicate ourselves to protecting vulnerable members of our community;

NOW THEREFORE, the City Council does hereby proclaim the month of October as Domestic Violence Awareness Month and urge all citizens to actively support Lassen Family Services' work towards the elimination of domestic violence.

Date: October 3, 2018

Kevin Stafford, Mayor

Gwenna MacDonald, City Clerk

Reviewed by: _____ Interim City Administrator

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

Submitted By: Gwenna MacDonald, City Clerk

Action Date: October 3, 2018

CITY COUNCIL AGENDA ITEM

SUBJECT: Minutes of the City Council's August 15 and September 5, 2018 meetings

PRESENTED BY: Gwenna MacDonald, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's August 15 and September 5, 2018 meetings.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of City Council's August 15 and September 5, 2018 meetings.

ATTACHMENTS: Minutes: August 15, 2018
September 5, 2018

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
August 15, 2018 – 6:00 p.m.

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

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

Staff present: Dan Newton, Interim City Administrator; Jessica Ryan, City Attorney and Ruth McElrath, Administrative Staff Assistant

1 APPROVAL OF AGENDA:

Mr. Newton requested the removal of Item 6B as the resolution was not included in the agenda. Motion by Mayor pro tem Franco, second by Councilmember Wilson to approve the Agenda with the removal of Item 6B; motion carried. Ayes: Wilson, Schuster, Franco, Moore and Stafford.

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No business.

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

A CONFERENCE WITH LABOR NEGOTIATORS – pursuant to Government Code §54957:

Agency negotiator: Dan Newton
Bargaining Unit: 1. Administrative
 2. Miscellaneous
 3. Professional technical
 4. Public Works

B PUBLIC EMPLOYMENT – pursuant to Government Code 54957:

1 City Administrator
2 Police Chief
3 Approved Position List

4 RETURN TO OPEN SESSION: At 7:00 p.m. the City Council recessed Closed Session and reconvened in Open Session

Staff present: Dan Newton, Interim City Administrator; Jessica Ryan, City Attorney; Jeff Hopkins, Police Sergeant, James Moore, Fire Chief; Dan Gibbs Acting Public Works Director; Deborah Savage, Finance Manager; and Ruth McElrath, Administrative Staff Assistant.

Ms. Ryan reported that during Closed Session, the Council provided instruction to staff and unanimously approved amending the approved position list to add a part time Gas Technician II position at Range 931.

Mr. Newton reported that prior to Closed Session the Council approved the agenda with the deletion of Item 6B.

Mr. Gibbs offered the Thought of the Day.

5 **BUSINESS FROM THE FLOOR:**

Stan Bales, of the Bureau of Land Management, expressed concern about what he described as a graffiti outbreak and requested a full court press from the Police Department. He further explained that he helped paint over graffiti for the sixth time at Hobo Camp. Local businesses were also recently tagged in that area and they were looking at exploring options such as installing security cameras.

There was general discussion that graffiti has been a long-time issue and educating the public about the consequences and prosecuting the perpetrators to the full extent if they are caught.

Commenting on a separate matter as a member of the public, Mr. Bales said he supports the disc golf course proposed at Skyline Park.

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

6A Approve vendor warrants numbered 201831 through 201883 for a total of \$444,619.94 including \$124,280.48 in payroll warrants.

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

9 **NEW BUSINESS**

9A **Discussion regarding Civic Contribution Fund** Mr. Newton explained the item had been placed on the agenda as a follow-up to a discussion during the City's budget workshop and subsequent budget adoption. The discussion centered on funding that the Council has historically distributed to various community service agencies as well as other governmental agencies in support of activities that provide a benefit economically or community vitality.

The City does receive quite a few requests from various organizations, some requests of which are repetitive from year to year, so Council directed staff to bring the item back to discuss a potential policy addressing how the civic contribution fund is distributed.

He continued that one option discussed, which is what other Cities and Counties do, is elected officials are given a discretionary fund. In order to disburse money from that fund, an elected official would request an item be placed on the agenda and then the entire Council would vote on that, allowing it to go through the public process.

Mr. Newton stated some of the recurring requests are \$2,500 for the Fourth of July fireworks show and \$5,000 for the Bluegrass Festival. A portion of the Civic Contribution Fund was partially used to support the Junior Fishing Derby, which has now been budgeted separately in Fiscal Year 18-19.

Mr. Newton provided four options for the Council's consideration. Option A would divide \$10,000 equally among the Councilmembers, allocating \$2,000 to each Councilmember and develop a policy for disbursements from the fund. If selected, the Councilmembers may have to pool discretionary fund requests over \$2,000.

Option B would divide \$5,000 equally among the Council allocating \$1,000 to each Councilmember and leave \$5,000 in Civic Contribution fund for larger or routine requests and develop a policy.

Option C: No discretionary fund allocations and develop a policy for disbursements from the fund. Option D: Other.

Mayor pro tem Franco stated that they needed to summarize the repetitive funding requests and figure out what the amount is.

Councilmember Wilson responded that it exceeds the \$10,000.

Mayor pro tem Franco said if that is typically what they are paying out, there won't be any money left.

There was general discussion that the Bluegrass Festival is the largest ticket item in recent years and they have to weigh the benefits to the community.

Mr. Newton stated that is why it is important discuss how the disbursements are to be made in the future so that a majority of the fund isn't going to one particular event.

Councilmember Wilson stated that the reason the item is on the agenda is because the fund has been overspent in the last several years. The discussion is to decide whether to set up a mechanism where staff can field these calls and decide if it meets the parameters set forth by the Council or another option is do similar to what the County does and have discretionary funds.

There was general discussion that various groups come to the City Council at different times and requests are rarely denied and the way set up right now, there are no parameters, and whoever comes first is usually how it works.

Councilmember Schuster said she liked Option B of giving the Councilmembers \$1,000.

David Teeter, District 2 Supervisor, stated the discretionary fund is an opportunity for individual Councilmembers to control their own agenda for the public good.

Councilmember Wilson said that historically, donating to the fireworks show at the fairgrounds goes back a long way and he felt if they were going with Option B, it should be noted that is something they spend the money on.

Mayor pro tem Franco said he liked the idea of not funding the entire request, but what they felt they could afford, but the next step is to judge the criteria for funding.

Mr. Newton presented sample policies for discretionary allocation disbursements. He explained there are several cities that struggle with the same issue of being receiving requests far in excess of what has been budgeted and some cities have placed restrictions on how much people can request.

Councilmember Wilson thanked Mr. Newton and stated he believes the framework is fair.

Council directed staff to prepare a more formal policy and bring back to the Council for adoption.

9B Request for Civic Contribution Funds from the Lassen Family Services Court Appointed Special Advocates (CASA) Mr. Newton explained that Lassen Family Services CASA requested a monetary contribution from the City Council in the amount of \$1,500.

Claudia Ellis, CASA Program Manager, explained that during the past few years, staff has been able to provide 5,000 toys to the community's children due to a partnership with the National CASA Association and a private toy foundation. The Toy Foundation would sort and pack toys and the National CASA would cover the shipment costs. That partnership no longer exists, however, the Toy Foundation is willing to give another 2,500 toys, but there is no funding to cover the shipping costs.

Ms. Ellis continued that the toys are not just for the CASA children, but for those across Lassen County. It allows families who need a little bit of extra help in providing toys for their kids on Christmas morning or for children to come in and select a gift for sibling, parents, or caregivers.

Councilmember Schuster asked if the CASA children participate in the Holiday with a Hero program conducted by the Susanville Police Department.

Ms. Ellis responded they do work with Holiday with a Hero and Toys for Tots by helping provide toys for the children on waiting lists. In addition, they are also able to provide items to children who live in the outlying areas and aren't able to participate in the other programs.

Councilmember Wilson asked if it would be a one-time need or ongoing.

Ms. Ellis said it is a one-time request and there are plans next year to hold toy drives.

Councilmember Wilson said, based on the discussion of the previous agenda item, that he would donate \$300 of his discretionary funds and asked that it be brought back at their future meeting once the discretionary fund policy is formalized.

Mayor pro tem Franco said he is a CASA advocate and he would also donate \$300 from his discretionary fund. Councilmembers Schuster, Moore and Mayor Stafford also stated they would each donate \$300.

Mr. Newton stated that with Council's approval, when the discretionary fund policy is brought back, each Councilmember's discretionary fund would be decreased.

Gary Bridges, Lassen Family Board President, thanked the Council for its contribution.

Motion by Mayor pro tem Franco, second by Councilmember Wilson to donate \$1,500 from the discretionary fund to the CASA Toy program. Motion carried. Ayes: Franco, Wilson, Schuster, Moore and Stafford.

9C Consider Resolution No. 18-5542 authorizing award of additive bid on Water Replacement Project 17-03 Mr. Gibbs explained that on December 6, 2017, the City Council awarded a base bid contract to Dig it Construction Inc. for the 2017 Water Main Replacement Project 17-03. There was also an additive bid and now that the base bid has been completed, they can move forward.

Mr. Gibbs stated that Dig it Construction was the overall low bidder and it is staff's recommendation to award the bid to the contractor.

The project is an extension of a bid that started from Main at Weatherlow to Park Street. The additive portion will begin at Park Street and onto Spring Street. He noted one thing of importance is that the project will remain in advance of the State CAP-M pavement rehabilitation project, which began the prior week.

Mr. Gibbs continued that with the additional work, the capital infrastructure water plan has been revised with some minor changes, but they are at the same total amount for that program as they were when the 2016 rate study program was approved.

Councilmember Wilson asked if there was any water main left to replace on Main Street with the extension to Spring Street.

Mr. Newton responded that it will replace all of the steel main that is on Main Street. He continued that there was a project in the late 90s that addressed Spring Street to Johnstonville Road, which is now all plastic pipe and gives the City the ability to deal with less leaks on Main Street.

There was general discussion regarding the construction work currently going on in the City and the Cap M project.

Motion by Councilmember Councilmember Wilson, second by Mayor pro tem Franco to approve Resolution No. 18-5542 authorizing award of additive bid on Water Replacement Project 17-03; motion carried Ayes: Wilson, Franco, Schuster, Moore, and Stafford.

9D Consider Resolution 18-5543 releasing retention for base bid for Project 17-03 Mr. Gibbs explained that the item is a request from the contractor to release any remaining funds for the base bid 2017 Water Main Project.

The project is complete, but the City is not issuing a notice of completion due to the fact staff wants to wrap it up at the same time as the additive work.

Mr. Gibbs stated that the base project saved \$36,000 or 5 percent of the job. Saved money on the line items and construction engineering because staff is very efficient on those projects.

Motion by Mayor pro tem Franco, second by Councilmember Schuster to approve Resolution No. 5543 releasing retention for base bid project 17-03.

9E Consider Resolution No. 18-5544 accepting donation for the purchase of neighborhood watch signs The City received a donation of \$400 from the Board of Supervisors for the purchase of Neighborhood Watch signs for Rooptown 9 area.

Starlynn Clare, of Rooptown 9 Neighborhood watch, thanked Supervisor Dave Teeter for providing the funding for the signs. She provided a history about the Rooptown 9 Neighborhood Watch Group and expressed her appreciation to the Police Department for their assistance.

Supervisor Teeter also commended the Susanville police officers and stated they volunteer to make that connection work with the neighborhood watch groups.

Mayor pro tem Franco stated the signs are very effective and he has seen the results of having them posted. It brings the neighbors together and they look after each other properties.

There was further discussion regarding Rooptown 9 and the other neighborhood watch groups. It was also noted that if there is a combined meeting of the groups, three or more Councilmembers may be present.

Ms. Ryan stated the safest thing to do is send out a notice.

Ms. Clare asked who would be purchasing the signs.

Mr. Newton responded that the Public Works department handles the purchasing and installation of the signs. If they can, they will hang them on an existing post, or if they need to, purchase a post to install them.

Motion by Councilmember Moore, second by Councilmember Schuster to approve Resolution 18-5544 accepting the donation for the purchase of neighborhood watch signs; motion carried. Ayes: Moore, Schuster, Wilson, Franco and Stafford.

10 SUSANVILLE COMMUNITY DEVELOPMENT AGENCY: No business

11 SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business

12 CONTINUING BUSINESS Consider Skyline Park Children's Playground

Mr. Newton stated the item is a follow-up to the discussion from the last City Council meeting regarding developing some of the amenities in the Skyline Park Master Plan, particularly, a playground area.

He said staff is looking for approval to prepare some of the concepts for the projects involving the installation of playground equipment. Staff will bring the matter back to Council once a design is complete. Playground equipment is expensive and is estimated at \$35,000. It would involve mostly the cost of the equipment purchase and materials but a lot of the labor could be done in-house.

Mr. Newton stated the Parks Superintendent is a certified playground specialist and he felt the City has the expertise in house for the playground installation.

Motion by Mayor pro tem Franco, second by Councilmember Schuster to authorize staff to proceed with the design with community input; Motion Carried. Ayes, Franco, Schuster, Moore, Wilson and Stafford.

Councilmember Wilson said he wanted to be clear that they are not necessarily locked into any of the numbers and there was going to be more than one option.

Mr. Newton responded that as the various design options items disc golf course, pump track and now the playground and likely the dog park, looking at the park plan dedication fund holistically and come up with a design that works well and fit within the budget.

Mayor pro tem Franco asked if any volunteer work can be included in the amount.

Mr. Newton responded that it would be included in the overall work estimate.

13 City Administrator's Reports

13A Southeast Gateway Project Update Mr. Gibbs provided an update on the Southeast Gateway Project, which has been in the works for seven to eight years. He stated that the environmental work has been completed and the project has now moved onto the design phase.

He explained the design information he was presenting was preliminary and conceptual only, but there are constraints as to what they can and can't do in changing the information being presented. He added, however, there is a lot of latitude to make minor changes.

The project begins on the west end of town, heads east past Riverside Drive and ends just 300 feet this side of the Susan River where a monument sign will be constructed. Objectives are to improve continuity and safety for pedestrians and bicyclists, and providing truck parking and an area for trucks to chain up. Other objectives include strongly encouraging economic development, increasing the aesthetic appeal in the area, attracting visitors through business growth and developing an entry feature at the end of town.

The goal is to also improve connectivity and improve access to the commercial areas for pedestrians. He stated they were trying to support the goals of the Main Street survey and the Lassen Economic Development Council (LEDC) and believes it was an issue addressed quite some time ago.

Councilmember Wilson confirmed the vision did come from the LEDC and believes it was also included in the CEDS document. He provided a history about the LEDC's purpose.

Mr. Teeter stated the work that went into the CEDS document is worthwhile and there is a road map in there for economic development and they need to start working on the items that are on the checklist.

Mr. Gibbs continued his presentation by highlighting other features of the project including landscaping, creating off-highway bike corridors, installing bike racks, trash receptacles and benches and the placement of the monument sign. The sign will be placed approximately 300 feet on the town side from where the river crosses. Its location was selected because it has enough set back off the highway to take into account the state's requirements for a recovery zone.

Councilmember Wilson asked how close the sign was going to be to the Skyline Extension.

Mr. Gibbs responded that the sign would be a lot closer to town than where the extension would be.

Councilmember Wilson stated one thing to consider is that when the bypass goes in and if develops out they would have the same problem as with the current Welcome to Susanville sign is well within commercial development.

Mr. Gibbs presented design concepts on how the monument may look.

In closing, Mr. Gibbs presented a tentative schedule and explained that staff is waiting for approval from the Federal Highway Administration for a Notice to Proceed with design. Once that is received, staff will develop RFPs and move forward with hiring a consultant. They will also identify any right of way needs and any minor utility relocation needs. Once that is all finalized staff will put together a design package and move forward with construction potentially scheduled for 2020.

14 Council Items

14A AB 1234 travel reports

Councilmember Schuster reported she attended Frank Ernaga's memorial held at Memorial Park and the town lost a hero. She commended City staff for how perfect the park looked and Lassen Community College, for chalking Mr. Ernaga's name onto the field and it was touching.

15 Adjournment Motion by Mayor pro tem Franco, second by Councilmember Wilson to adjourn meeting at 9:06 p.m. Motion carried: Franco, Wilson, Moore, Schuster and Stafford.

Respectfully submitted by

Kevin Stafford, Mayor

Ruth McElrath, Administrative Staff Assistant

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
September 5, 2018– 6:00 p.m.

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

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

Staff present: 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 Moore, to approve the agenda as submitted; motion carried unanimously. Ayes: Franco, Moore, Wilson, Schuster and Stafford.

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No comments.

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

A CONFERENCE WITH LABOR NEGOTIATORS - pursuant to Government Code Section §54957.6

Agency Negotiator: Dan Newton
Bargaining Unit: 1. Administrative
 2. Miscellaneous
 3. Public Works

B PUBLIC EMPLOYMENT – Pursuant to Government Code Section §54957

1 City Administrator
2 Police Chief

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

1 Property: APN #116-230-85-11 (Diamond Mountain Bar & Grill)
Agency Negotiator: Dan Newton, Interim City Administrator
Negotiating Parties: City of Susanville/Rebecca Anderson
Under Negotiation: Terms of Lease

4 RETURN TO OPEN SESSION:

At 7:07 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; Allan Sobol, Police Sergeant; Deborah Savage, Finance Manager; Quincy McCourt, Project Manager; and Gwenna MacDonald, City Clerk.

Mr. Newton reported that prior to Closed Session, the agenda was approved as submitted and during Closed Session, the City Council provided direction but no reportable action was taken.

Councilmember Moore offered the Thought of the Day.

5 BUSINESS FROM THE FLOOR:

Glen Yonan, Lassen Community College, requested that City Council consider naming the Memorial Park Ball Field after Frank Ernaga. Mr. Ernaga is the only local player to make it to the big leagues, and it is not uncommon for ball fields to be named in honor of community members. The park would not be renamed, it would be the ball field only, named as Frank Ernaga Field at Memorial Park.

Councilmember Schuster requested that the item be agendaized for consideration.

Councilmember Schuster requested separate consideration of Item 6B.

6 CONSENT CALENDAR:

- A Approve minutes from the City Council's July 5, 10 and 18, 2018 meetings
- B Approve vendor warrants numbered 201884 through 202056 for a total of \$1,086,767.59 including \$135,429.63 in payroll warrants
- C Approve **Resolution No. 18-5545** authorizing agreement with Professional Technical Bargaining Unit
- D Approve Lease Agreement with Marlin Johnson for 606 Nevada Street

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

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

7 PUBLIC HEARINGS: No business.

8 COUNCIL DISCUSSION/ANNOUNCEMENTS: Commission/Committee reports:

9 NEW BUSINESS:

9A Consider Resolution No. 18-5546 supporting the Historical Uptown Susanville Association (HUSA), Safe and Sane Halloween event on October 31, 2017 Mr. Newton reported that the City has received a request from HUSA for a street closure for the annual Safe and Sane Halloween celebration scheduled for October 31st in the historic uptown. The closure requires City support from the Streets division and Police Department to sweep the streets, set up and remove barricades and provide traffic control. The main street closure would be between 3:00 p.m. and 5:00 p.m., and closure of Pancera from 12:00 noon to 5:00 p.m. The total estimated cost to the City is approximately \$2,675 in staff time for the event.

David Teeter, District 2 Supervisor, thanked the City Council for its continued support of the event, which is attended by approximately 2,000 to 3,000 people every year. The City is named as a sponsor for the event, and it continues to be one of the most popular events in the uptown.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 18-5546; motion carried unanimously. Ayes: Franco, Schuster, Wilson, Moore and Stafford.

Councilmember Wilson noted that Mr. Stan Bales entered the meeting and requested that he be allowed to make a public comment regarding another matter.

Stan Bales, representing Lassen Land and Trails Trust, spoke to the City Council regarding vandals that had sprayed graffiti along the Bizz Johnson Trail Bridge near Hobo Camp. He thanked the City Police Department, the Bureau of Land Management, Lassen County Sheriff's Department and especially to the trail users, who reported and assisted in the capture of the vandal.

Councilmember Schuster thanked Mr. Bales for his hard work on the trail, especially during the time of year when use of the trail increases from senior pictures to elderly people who enjoy looking at the fall leaf colors.

9B Consider Resolution No. 18-5547 approving Agreement with Frontier Communications for Public Works Department Phone System Mr. Gibbs explained that the Public Works Department phone system is aged and in need of replacement, as it has been in place for many years and parts are no longer available for the system. He referred to the system recently approved for the Fire Department through Frontier Communications, describing the features and advantages including compatibility with the Fire Department, adding that the increase to the Department budget would be \$50 per month in additional cost for the improved technology.

Mayor Stafford asked Chief Moore if he was happy with the system at the Fire Department.

Chief Moore responded that they are still getting used to the new technology, but so far they are very happy with the system as well as the service and support received from Frontier.

Motion by Councilmember Moore, second by Mayor pro tem Franco, to approve Resolution No. 18-5547; motion carried unanimously. Ayes: Moore, Franco, Wilson, Schuster and Stafford.

9C Consider Resolution No. 18-5549 approving purchase of Fire Department utility vehicle Chief Moore reported that the Fire Department has a need to replace the long distance response vehicle with a more reliable vehicle. The current utility truck is a 2000 model with 90,000 miles, and staff proposes to transfer this vehicle to the Administrative Department for the Building Official's use. The Fire Department would use mitigation funds in the amount of \$40,000 to purchase a utility vehicle with emergency response equipment.

There were no questions or comments.

Motion by Mayor pro tem Franco, second by Councilmember Wilson, to approve Resolution No. 18-5549; motion carried unanimously. Ayes: Franco, Wilson, Moore, Schuster and Stafford.

9D Consider Resolution No. 18-5550 approving the Airport Capital Improvement Program for 2019-2024 Mr. McCourt explained that every year, the City is entitled to \$150,000 in funding from the Federal Aviation Administration (FAA) for use at the Susanville Municipal Airport. The funding requires that the City provide a ten percent local match, which the City budgets for annually. The funding can be carried forward and banked up to \$600,000, and part of the process requires the City to submit an Airport Capital Improvement Program report to the FAA as a list of projects and priorities for a five-year period. The report is reviewed and discussed by the Airport Commission who then makes their recommendations to City Council. The City current has \$58,958 of entitlement funding set to expire, and the Commission discussed ways to best utilize the funding. Staff met with the FAA to discuss options and their recommendation was to commit the funding to a design/construct pavement project. The Airport Commission agreed with that recommendation. Mr. McCourt reviewed the most recently approved

Airport Capital Improvement Plan which illustrated the additional \$59,000 project, and the next steps in the process.

Councilmember Wilson thanked staff for coming up with a way to utilize the additional funding, and not just sending it back. He is still concerned regarding the large projects coming up in the next few years, with associated costs that far exceed the City's annual entitlement amount. He asked if it would be possible to phase the projects, or reduce the scope to account for the anticipated shortfall. He is concerned that the City is over-committing itself to projects when the additional funding to complete those projects is not being set aside.

Mr. McCourt responded that if the feedback is to reduce the scope, then the City could look at rolling those improvements into the next phase of funding. The projects are designed without estimates, and the FAA paid for the designs, so they do prioritize those projects and they will dedicate a lot of effort into supporting the implementation of those projects, with additional funding sources that are not available to the City. He discussed the possible State matching funds and continuing to work with the FAA through the process.

Motion by Councilmember Wilson, second by Mayor pro tem Franco, to approve Resolution No. 18-5550; motion carried unanimously. Ayes: Wilson, Franco, Moore, Schuster and Stafford.

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

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

12 **CONTINUING BUSINESS:**

12A **Consider Resolution No. 18-5548 approving Civic Contribution Fund policy** Mr. Newton reported that at its August 15th meeting, the City Council considered and discussed options for establishing a policy to provide guidelines when responding to requests for civic contribution funding. The option chosen would allocate \$1,000 to each Councilmember to use as a discretionary fund, and utilize the remaining \$5,000 that is annually budgeted to fund larger or routine requests. The policy will be formalized by resolution.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 18-5548; motion carried unanimously. Ayes: Franco, Schuster, Wilson, Moore and Stafford.

12B **Consider proposed Design for construction of Dog Park at Skyline Park** Mr. McCourt clarified that the action requested for this item was direction to proceed with the design of the park, and not approving the final design. He explained that community members have approached the City Council requesting the establishment of a dog park, and the location at Skyline Park was proposed as a result of workshops and outreach conducted as part of the Paul Bunyan Connectivity Grant. The City has funding available in the Parkland Dedication Fund, in addition to a contribution by an anonymous donor, and the location is compatible with the Skyline Master Plan.

Mr. McCourt referred to the map which illustrated three proposed locations, existing infrastructure, and explained that he met with Mr. Gibbs and identified the likely location where water could be accessed on the property. He added that it would be important to conduct additional workshops to gain community input regarding the project.

Mayor pro tem Franco asked Ms. Mimi Rena if she could comment regarding the meeting that was held with supporters of the dog park.

Ms. Rena discussed items on the agenda, features that the group would like to see at the park, and she expressed reluctance at the Skyline Park location due to the lack of trees, green space and water. The possible distance from the parking lot to the park was also a problem for some dog owners who may have a hard time walking.

There was a general discussion regarding the location, planned improvements and the next steps in the process. The City Council directed staff to move forward with the design of the dog park at Skyline Park.

12C Consider proposal to change the name of Riverside Park to Fruit Growers Park Mr. McCourt explained that staff was proposing a discussion of the suggestion to rename Riverside Park to Fruit Growers Park. If the consensus is to change the name, that would have to be brought back to the next Council meeting to adopt by resolution. Mr. Newton added that staff has conducted some preliminary research and there are differing opinions regarding when the name became Riverside Park. If the interest is to change the name, then the importance of identifying exactly when the name changed may not be that critical. Staff is looking for direction on Council priorities, and given the number of other projects that staff is working on, whether or not Council would like additional research conducted on the name change.

Mayor pro tem Franco stated that he had wanted to know how long ago the park had been named Fruit Growers Park, however, Susanville is not a mill town anymore. He continued that he is looking forward to a time when the river corridor becomes a highlight of the community, having Riverside Park makes sense.

Councilmember Schuster explained that Fruit Growers Supply Company came to Susanville in 1921, and in 1944 Eagle Lake Lumber purchased the property and there are 8 streets in that neighborhood named in recognition of the company that so many people worked for. It is a big part of the community's history that should not be forgotten. She talks to people all the time who want to see Susanville become the community it once was, and this is a simple way to work towards that.

Mayor pro tem Franco agreed that it is very much a part of Susanville's history and there are positive aspects of being a mill town.

Councilmember Moore suggested that perhaps the name of the park could be Fruit Grower's Park on Riverside Drive.

David Teeter, District 3 Supervisor, commented that he was a history major in college and retaining the history and character of the community is important for many reasons and naming it Fruit Growers is historic and unique which also creates good branding for the community.

Mayor Stafford suggested conducting a survey to let the community decide.

It was the consensus of the City Council to conduct a 30 day survey online.

There was a general discussion regarding the history of the naming of the park and the challenges in determining how long it has been known as Riverside Park.

Councilmember Schuster asked if the City Council would be allowed to participate in the online survey discussion.

Jessica Ryan, City Attorney, advised against Council participation because it could be construed as a Brown Act violation.

It was the consensus of the City Council to post a survey online for 5 weeks, to have staff limit the historic research to four hours of staff time and to determine whether that cost could be compensable through the Riverside Park CDBG grant.

12D Consider the addition of added projects to the Intern Approved Project List Mr. McCourt explained that the City Council has approved the employment of interns on projects that are reimbursable by grants and other funding sources. The City would like to add the Regional Water Management Group program and the Planning, Programming and Monitoring program to the Intern Project List.

Councilmember Wilson asked if the interns are paid by the City and then the City receives reimbursement.

Mr. McCourt confirmed that they were.

Councilmember Wilson commented that the Planning, Programming and Monitoring funding can be challenging to obtain.

There was a general discussion to utilize interns to provide additional staffing resources for work that has historically been paid for through PPM funding allocated to the City and County.

Motion by Councilmember Schuster, second by Councilmember Wilson, to approve the amendment to the Intern Approved Project List; motion carried unanimously. Ayes: Schuster, Wilson, Franco, Moore and Stafford.

13 CITY ADMINISTRATOR'S REPORTS:

13A Public Works Department Update Mr. Gibbs reviewed accomplishments, key projects in progress and ongoing tasks and responsibilities for the Engineering, Streets, Natural Gas and Water Divisions of the Public Works Department.

Mayor Stafford commented that the Public Works crew does a great job.

Councilmember Schuster added that the streets in town look very good.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

Mayor pro tem Franco discussed a problem with street striping at Meadowview School which directs a left-hand turn into an exit only roadway.

15 ADJOURNMENT:

Motion by Councilmember Schuster second by Mayor pro tem Franco, to adjourn; motion carried. Ayes: Schuster, Wilson, Moore and Franco. Absent: Stafford.

Meeting adjourned at 8:40 p.m.

Kevin Stafford, Mayor

Respectfully submitted by

Gwenna MacDonald, City Clerk

Approved on: _____

AGENDA ITEM NO. 9A

Reviewed by: Interim City Administrator
 City Attorney

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Deborah Savage, Finance Manager

Action Date: October 3, 2018

CITY COUNCIL AGENDA ITEM

SUBJECT: Vendor and Payroll Warrants

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Warrants dated September 8, 2108 through September 21, 2018 numbered 202159 through 202270.

FISCAL IMPACT: Accounts Payable vendor warrants totaling \$ 174,999.06 plus \$ 129,671.25 in payroll warrants, for a total of \$ 304,670.31.

ACTION REQUESTED: Motion to receive and file.

ATTACHMENTS: Payments by vendor and transmittal check registers.

Report Criteria:
Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
09/07/2018	CDPT	09/11/2018	835	CITY OF SUSANVILLE PAYRL T	1	Social Security Pay Period: 9/7/2	7650-2203-1	8,812.11-
09/07/2018	CDPT	09/11/2018	835	CITY OF SUSANVILLE PAYRL T	1	Social Security Pay Period: 9/7/2	7650-2203-1	8,812.11-
09/07/2018	CDPT	09/11/2018	835	CITY OF SUSANVILLE PAYRL T	1	Medicare Pay Period: 9/7/2018	7650-2203-1	2,625.68-
09/07/2018	CDPT	09/11/2018	835	CITY OF SUSANVILLE PAYRL T	1	Medicare Pay Period: 9/7/2018	7650-2203-1	2,625.68-
09/07/2018	CDPT	09/11/2018	835	CITY OF SUSANVILLE PAYRL T	1	Federal Withholding Tax Pay Peri	7650-2203-1	17,513.86-
Total 835:			5					40,389.44-
09/07/2018	CDPT	09/11/2018	836	EMPLOYMENT DEV. DEPT PI	6	State Witholding Tax Pay Period:	7650-2203-1	6,170.38-
Total 836:			1					6,170.38-
09/07/2018	CDPT	09/11/2018	837	EMPLOYMENT DEV DEPT SDI	7	State Disability Tax Pay Period: 9	7650-2203-1	1,677.56-
Total 837:			1					1,677.56-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	PERS - Municipal Pay Period: 9/7	7650-2203-1	2,625.74-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	PERS - Municipal Pay Period: 9/7	7650-2203-1	5,120.97-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	PERS - Police Pay Period: 9/7/20	7650-2203-1	1,343.76-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	PERS - Police Pay Period: 9/7/20	7650-2203-1	1,725.40-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	PERS - Fire Pay Period: 9/7/2018	7650-2203-1	484.63-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	PERS - Fire Pay Period: 9/7/2018	7650-2203-1	1,408.79-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	PERS Misc Pay and Report Pay	7650-2203-1	74.92-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	PERS Fire Pay and Report Pay P	7650-2203-1	100.16-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	PERS - Municipal AB 340 Pay Pe	7650-2203-1	2,006.76-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	PERS - Municipal AB 340 Pay Pe	7650-2203-1	2,196.86-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	PERS - POLICE AB 340 Pay Peri	7650-2203-1	2,004.27-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	PERS - POLICE AB 340 Pay Peri	7650-2203-1	2,027.82-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	PERS - Fire AB 340 Pay Period:	7650-2203-1	889.49-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	PERS - Fire AB 340 Pay Period:	7650-2203-1	899.95-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	Survivor's Benefits Pay Period: 9/	7650-2203-1	13.00-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	PERS - Municipal Benefit Pay Pe	7650-2203-1	349.47-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	PERS - Fire Benefit Pay Period:	7650-2203-1	812.53-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	PERS - Police Benefit Pay Period	7650-2203-1	1,343.76-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	ROUNDING	1000-421-10-	.01
Total 838:			19					25,428.27-
09/07/2018	CDPT	09/11/2018	202170	CA STATE DISBURSEMENT UNI	37	Case #2000	7650-2203-0	69.23-
Total 202170:			1					69.23-
09/07/2018	CDPT	09/11/2018	202171	NATIONWIDE RETIREMENT SO	5	00284077 Pepsco Pay Period: 9/	7650-2203-0	550.00-
Total 202171:			1					550.00-
09/07/2018	CDPT	09/11/2018	202172	NEVADA STATE TREASURER	44	REM ID 876772300A Garnishme	7650-2203-0	2.00-
Total 202172:			1					2.00-
09/07/2018	CDPT	09/11/2018	202173	STATE COLLECTION & DISBUR	43	REM ID 876772300A Child Supp	7650-2203-0	406.15-
Total 202173:			1					406.15-

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
09/07/2018	CDPT	09/11/2018	202174	VALIC	4	Valic Pay Period: 9/7/2018	7650-2203-0	2,363.08-
			Total 202174:					2,363.08-
09/07/2018	CDPT	09/11/2018	202175	VANTAGEPOINT TRANS. AGEN	3	457 DEFERRED COMPENSATIO	7650-2203-0	150.00-
			Total 202175:					150.00-
			Grand Totals:					77,206.11-

Report Criteria:
Transmittal checks included

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
09/18	09/13/2018	202176	9443		REFUND WATER DEPOSIT	10432250026	1	7110-2228-000	DEPOSITS-CUSTOMER	75.00	75.00
Total 10432250026:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES- WATER	1113 082518	1	7110-430-42-46	SUPPLIES-GENERAL	673.11	673.11
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES-WATER	1113 082518	2	7110-430-42-46	SUPPLIES - SAFETY ITEMS	586.05	586.05
09/18	09/13/2018	202177	884	BANK OF AMERICA	TRAVEL EXPENSE-WATER	1113 082518	3	7110-430-42-45	TRAVEL	652.49	652.49
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES- WATER	1113 082518	4	7110-430-42-46	SUPPLIES-SMALL TOOLS	320.49	320.49
Total 1113 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	REPAIR & MAINT-PD	1159 082518	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	14.20	14.20
09/18	09/13/2018	202177	884	BANK OF AMERICA	SAFETY SUPPLIES-PD	1159 082518	2	1000-421-10-47	MACHINERY AND EQUIPMENT	1,140.00	1,140.00
09/18	09/13/2018	202177	884	BANK OF AMERICA	POSTAGE-PD	1159 082518	3	1000-421-10-46	POSTAGE	50.00	50.00
Total 1159 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	TRAVEL EXPENSE	2064 082518	1	1000-413-20-45	TRAVEL	2,029.50	2,029.50
09/18	09/13/2018	202177	884	BANK OF AMERICA	SOFTWARE SUPPORT	2064 082518	2	1000-413-20-47	SOFTWARE	14.99	14.99
Total 2064 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES-PD	2754 082518	1	1000-421-10-46	SUPPLIES-SAFETY ITEMS	118.38	118.38
09/18	09/13/2018	202177	884	BANK OF AMERICA	REPAIR & MAINT-PD	2754 082518	2	1000-421-10-44	FACILITY - REPAIR & MAINTEN	1,192.00	1,192.00
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES-PD	2754 082518	3	1000-421-10-46	SUPPLIES-GENERAL	239.13	239.13
09/18	09/13/2018	202177	884	BANK OF AMERICA	POSTAGE-PD	2754 082518	4	1000-421-10-46	POSTAGE	21.55	21.55
09/18	09/13/2018	202177	884	BANK OF AMERICA	TRAVEL EXPENSE-PD	2754 082518	5	1000-421-10-45	TRAINING	195.00	195.00
Total 2754 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES-PD	2896 082518	1	1000-421-10-46	SUPPLIES-GENERAL	12.75	12.75
09/18	09/13/2018	202177	884	BANK OF AMERICA	FUEL-PD	2896 082518	2	1000-421-10-46	GASOLINE	240.48	240.48
09/18	09/13/2018	202177	884	BANK OF AMERICA	RPR & MAINT FIREARMS- PD	2896 082518	3	1000-421-10-44	FIREARM - REPAIR & MAINTEN	589.70	589.70
09/18	09/13/2018	202177	884	BANK OF AMERICA	SAFETY SUPPLIES-PD	2896 082518	4	1000-421-10-47	EQUIPMENT - SAFETY	484.53	484.53

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 2896 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	FUEL-FIRE	3609 082518	1	1000-422-50-46	GASOLINE	40.00	40.00
Total 3609 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	CITY HALL PHONES	4028 082518	1	1000-417-10-45	COMMUNICATIONS	523.01	523.01
09/18	09/13/2018	202177	884	BANK OF AMERICA	TRAVEL EXPENSE	4028 082518	2	1000-411-40-45	TRAVEL	177.05	177.05
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES	4028 082518	3	1000-417-10-46	SUPPLIES-GENERAL	4.19	4.19
Total 4028 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES-FD	4119 082518	1	1000-422-10-46	SUPPLIES-GENERAL	10.69	10.69
09/18	09/13/2018	202177	884	BANK OF AMERICA	POSTAGE-FD	4119 082518	2	1000-422-10-46	POSTAGE	9.65	9.65
Total 4119 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	TRAVEL EXPENSE- BUILDING	4728 082518	1	1000-424-20-45	TRAVEL	1,085.11	1,085.11
Total 4728 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	WEB BUILDER-AP	5203 082518	1	7620-430-11-48	DUES AND MEMBERSHIPS	59.95	59.95
09/18	09/13/2018	202177	884	BANK OF AMERICA	POSTAGE-PW	5203 082518	2	7620-430-10-46	POSTAGE	6.70	6.70
Total 5203 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES	6579 082518	1	1000-416-10-46	SUPPLIES-GENERAL	23.84	23.84
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES	6579 082518	2	1000-417-10-45	PRINTING AND BINDING	112.44	112.44
09/18	09/13/2018	202177	884	BANK OF AMERICA	TRAVEL EXPENSE	6579 082518	3	1000-411-10-45	TRAVEL	422.18	422.18
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES	6579 082518	4	1000-417-10-46	SUPPLIES-GENERAL	37.40	37.40
09/18	09/13/2018	202177	884	BANK OF AMERICA	TECHNICAL SERVICES	6579 082518	5	1000-417-10-43	TECHNICAL SVCS	314.06	314.06
Total 6579 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES-WATER	6624 082518	1	7110-430-42-46	SUPPLIES-GENERAL	1,059.11	1,059.11
09/18	09/13/2018	202177	884	BANK OF AMERICA	POSTAGE-WATER	6624 082518	2	7110-430-42-46	POSTAGE	13.87	13.87
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES-PW	6624 082518	3	7620-430-10-46	SUPPLIES-GENERAL	558.83	558.83

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 6624 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	REPAIR & MAINT-FD	6670 082518	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	943.41	943.41
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES-FD	6670 082518	2	1000-422-10-46	SUPPLIES-GENERAL	212.50	212.50
Total 6670 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	DUES & MEMBERSHIP-PW	7045 082518	1	7620-430-10-48	DUES AND MEMBERSHIPS	75.94	75.94
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES-PW	7045 082518	2	7620-430-10-47	FURNITURE AND FIXTURES	515.97	515.97
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES- PW	7045 082518	3	7620-430-10-46	SUPPLIES-GENERAL	137.51	137.51
09/18	09/13/2018	202177	884	BANK OF AMERICA	POSTAGE-GAS	7045 082518	4	7401-430-62-46	POSTAGE	14.07	14.07
09/18	09/13/2018	202177	884	BANK OF AMERICA	POSTAGE-PW	7045 082518	5	7620-430-10-46	POSTAGE	8.96	8.96
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES-GAS	7045 082518	6	7401-430-62-46	SUPPLIES-GENERAL	32.12	32.12
09/18	09/13/2018	202177	884	BANK OF AMERICA	WEB SUPPORT-PW	7045 082518	7	7620-430-10-47	SOFTWARE	455.28	455.28
Total 7045 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES-GAS	7575 082518	1	7401-430-62-46	SUPPLIES-GENERAL	475.00	475.00
Total 7575 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	REPAIR & MAINT-PD	8830 082518	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	111.55	111.55
09/18	09/13/2018	202177	884	BANK OF AMERICA	FUEL-PD	8830 082518	2	1000-421-10-46	GASOLINE	213.27	213.27
Total 8830 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	REPAIR & MAINT-FD	8852 082518	1	1000-422-50-44	VEHICLE - REPAIR & MAINTEN	387.89	387.89
Total 8852 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	INVEST. SUPPLIES-PD	8955 082518	1	1000-421-10-45	INVESTIGATIVE FUNDS	93.80	93.80
Total 8955 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES- GC	9430 082518	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	99.00	99.00
09/18	09/13/2018	202177	884	BANK OF AMERICA	JANITORIAL SUPPLIES-GC	9430 082518	2	7530-451-52-46	JANITORIAL SUPPLIES	101.87	101.87
09/18	09/13/2018	202177	884	BANK OF AMERICA	PROSHOP SUPPLIES-GC	9430 082518	3	7530-451-55-46	SUPPLIES - GENERAL	438.98	438.98

Check Register - Payments by Vendor
 Check Issue Dates: 9/13/2018 - 9/13/2018

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 9430 082518:											
09/18	09/13/2018	202178	927	BAXTER AUTO PARTS IN	SUPPLIES- STREETS	320199588	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	50.06	50.06
Total 320199588:											
09/18	09/13/2018	202178	927	BAXTER AUTO PARTS IN	SUPPLIES- STREETS	320199593	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	27.01	27.01
Total 320199593:											
09/18	09/13/2018	202178	927	BAXTER AUTO PARTS IN	SUPPLIES- STREETS	320199598	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	29.20	29.20
Total 320199598:											
09/18	09/13/2018	202179	76	BILLINGTON ACE HARD	SUPPLIES-WATER	422068	1	7110-430-42-46	SUPPLIES-GENERAL	6.71	6.71
Total 422068:											
09/18	09/13/2018	202179	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	422110	1	2007-431-20-46	SUPPLIES-GENERAL	14.47	14.47
Total 422110:											
09/18	09/13/2018	202179	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	422335	1	2007-431-20-46	SUPPLIES-GENERAL	4.28	4.28
Total 422335:											
09/18	09/13/2018	202179	76	BILLINGTON ACE HARD	SUPPLIES- STREETS	422365	1	2007-431-20-46	SUPPLIES-GENERAL	4.27	4.27
Total 422365:											
09/18	09/13/2018	202180	1307	C&S WASTE SOLUTIONS	110 NORTH ST	110NORTH 090118	1	1000-452-20-44	DISPOSAL	252.28	252.28
Total 110NORTH 090118:											
09/18	09/13/2018	202180	1307	C&S WASTE SOLUTIONS	470-895 CIRCLE DR	470895CIRCLE 090118	1	7530-451-52-44	DISPOSAL	209.55	209.55
Total 470895CIRCLE 090118:											

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
09/18	09/13/2018	202180	1307	C&S WASTE SOLUTIONS	66 N LASSEN ST	SVL2 090118	1	1000-417-10-44	DISPOSAL	174.44	174.44
Total SVL2 090118:											
09/18	09/13/2018	202180	1307	C&S WASTE SOLUTIONS	95 N WEATHERLOW ST	SVL5 090118	1	1000-452-20-44	DISPOSAL	207.59	207.59
Total SVL5 090118:											
09/18	09/13/2018	202180	1307	C&S WASTE SOLUTIONS	1801 MAIN ST-PD	SVL7 090118	1	1000-421-10-44	DISPOSAL	103.80	103.80
Total SVL7 090118:											
09/18	09/13/2018	202181	1358	CLASSIC GOLF CAR INC.	SUPPLIES- G.C	4545	1	7530-451-52-44	REPAIR & MAINT - BUILDING	78.97	78.97
Total 4545:											
09/18	09/13/2018	202182	1266	CROP PRODUCTION SE	SUPPLIES- GC	37348116	1	7530-451-52-46	SUPPLIES-GENERAL	345.00	345.00
Total 37348116:											
09/18	09/13/2018	202183	173	DATCO SERVICES	SUBSTANCE TEST	34512457	1	1000-416-10-43	TECHNICAL SVCS	52.00	52.00
Total 34512457:											
09/18	09/13/2018	202184	9444		REFUND GAS DEPOSIT	10224500002	1	7401-2228-000	DEPOSITS-CUSTOMER	99.20	99.20
Total 10224500002:											
09/18	09/13/2018	202185	1565	DIRTY JOE'S CAR WASH	CAR WASH- PD	090418	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	40.00	40.00
Total 090418:											
09/18	09/13/2018	202186	265	FRONTIER	257-1000 DSL SERVICE	1000 090518	1	1000-417-10-45	COMMUNICATIONS	145.00	145.00
09/18	09/13/2018	202186	265	FRONTIER	257-1000 WATER - DEBIT MACH	1000 090518	2	7110-430-42-45	COMMUNICATIONS	24.15	24.15
09/18	09/13/2018	202186	265	FRONTIER	257-1000 GAS - DEBIT MACHIN	1000 090518	3	7401-430-62-45	COMMUNICATIONS	24.15	24.15
09/18	09/13/2018	202186	265	FRONTIER	257-1000 ADMIN FAX	1000 090518	4	1000-413-20-45	COMMUNICATIONS	1.10	1.10
09/18	09/13/2018	202186	265	FRONTIER	257-1000 CITY CLERK FAX	1000 090518	5	1000-411-40-45	COMMUNICATIONS	1.10	1.10
09/18	09/13/2018	202186	265	FRONTIER	257-1000 ADMIN	1000 090518	6	1000-413-20-45	COMMUNICATIONS	3.43	3.43
09/18	09/13/2018	202186	265	FRONTIER	257-1000 CITY CLERK	1000 090518	7	1000-411-40-45	COMMUNICATIONS	2.66	2.66

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
09/18	09/13/2018	202186	265	FRONTIER	257-1000 FINANCE	1000 090518	8	1000-415-10-45	COMMUNICATIONS	2.66	2.66
09/18	09/13/2018	202186	265	FRONTIER	257-1000 COMM DEVELOPMEN	1000 090518	9	1000-419-10-45	COMMUNICATIONS	2.66	2.66
09/18	09/13/2018	202186	265	FRONTIER	257-1000 CITY HALL	1000 090518	10	1000-417-10-45	COMMUNICATIONS	248.58	248.58
Total 1000 090518: 455.49											
09/18	09/13/2018	202186	265	FRONTIER	257-1033-PARKS	1033 090518	1	1000-452-20-45	COMMUNICATIONS	237.32	237.32
Total 1033 090518: 237.32											
09/18	09/13/2018	202186	265	FRONTIER	257-2520 GOLF COURSE	2520 090118	1	7530-451-52-45	COMMUNICATIONS	320.41	320.41
Total 2520 090118: 320.41											
09/18	09/13/2018	202186	265	FRONTIER	257-2960 HVAC/ELEVATOR LIN	2960 090518	1	1000-417-10-45	COMMUNICATIONS	67.32	67.32
Total 2960 090518: 67.32											
09/18	09/13/2018	202187	7678		REFUND GAS DEPOSIT	10324102505	1	7401-2228-000	DEPOSITS-CUSTOMER	63.26	63.26
Total 10324102505: 63.26											
09/18	09/13/2018	202188	288		REIMBURSE HEALTH INS	091118	1	7610-2239-006	RETIREE SICK LEAVE BANK PA	81.64	81.64
Total 091118: 81.64											
09/18	09/13/2018	202189	7364		REFUND GAS DEPOSIT	10120650516	1	7401-2228-000	DEPOSITS-CUSTOMER	61.29	61.29
Total 10120650516: 61.29											
09/18	09/13/2018	202190	9448		REFUND GAS DEPOSIT	10526760023	1	7401-2228-000	DEPOSITS-CUSTOMER	181.37	181.37
Total 10526760023: 181.37											
09/18	09/13/2018	202191	1362	IRON MOUNTAIN INFO. M	SHREDDING-PD	AEME277	1	1000-421-10-43	PROFESSIONAL SVCS	129.42	129.42
Total AEME277: 129.42											
09/18	09/13/2018	202192	9451		REFUND GAS DEPOSIT	10324101606	1	7401-2228-000	DEPOSITS-CUSTOMER	76.86	76.86

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 10324101606:											
09/18	09/13/2018	202193	9945	KASL CONSULTING ENGI	PROFESSIONAL SERVICES	18198	1	2007-431-26-43	PROFESSIONAL SERVICES	28,236.25	28,236.25
Total 18198:											
09/18	09/13/2018	202194	1335	LASSEN COUNTY OFFIC	LIVESCAN FEES	18/19-011	1	1000-416-10-45	FINGERPRINTING SERVICES	10.00	10.00
Total 18/19-011:											
09/18	09/13/2018	202195	9206	LASSEN COUNTY RECO	RELEASE OF RECONVEYANCE	091018	1	2018-463-70-48	TAXES, FEES, PERMITS & CHA	168.00	168.00
09/18	09/13/2018	202195	9206	LASSEN COUNTY RECO	RELEASE OF RECONVEYANCE	091018	2	2040-463-71-48	TAXES, FEES, PERMITS & CHA	28.00	28.00
Total 091018:											
09/18	09/13/2018	202196	413	SUSANVILLE TOWING	REPAIRS #80- PD	55535	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	384.96	384.96
Total 55535:											
09/18	09/13/2018	202197	432	LEXIS NEXIS	CONTRACT 08/18- 9/18	3091642819	1	1000-412-10-48	DUES AND MEMBERSHIPS	442.00	442.00
Total 3091642819:											
09/18	09/13/2018	202198	9446		REFUND GAS DEPOSIT	10102950421	1	7401-2228-000	DEPOSITS-CUSTOMER	39.66	39.66
Total 10102950421:											
09/18	09/13/2018	202199	437	LMUD	SOUTH ST - PW OFFICE	14590 082818	1	7620-430-10-46	ELECTRICITY	501.81	501.81
Total 14590 082818:											
09/18	09/13/2018	202199	437	LMUD	CADY SPRINGS	26784 082818	1	7110-430-42-46	ELECTRICITY	51.24	51.24
Total 26784 082818:											
09/18	09/13/2018	202199	437	LMUD	RICHMOND RD BRIDGE	35094 082818	1	2007-431-60-46	ELECTRICITY	244.23	244.23

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 35094 082818:											
09/18	09/13/2018	202199	437	LMUD	720 SOUTH EMULSION TANK-P	38646 082818	1	7620-430-10-46	ELECTRICITY	20.00	20.00
Total 38646 082818:											
09/18	09/13/2018	202199	437	LMUD	SOUTH ST & WEST END	416924 082818	1	2007-431-60-46	ELECTRICITY	14.62	14.62
Total 416924 082818:											
09/18	09/13/2018	202199	437	LMUD	RICHMOND RD & PEARL CR	416984 082818	1	2007-431-60-46	ELECTRICITY	14.62	14.62
Total 416984 082818:											
09/18	09/13/2018	202199	437	LMUD	ORCHARD STREET LIGHTS	418802 082818	1	2007-431-60-46	ELECTRICITY	57.96	57.96
Total 418802 082818:											
09/18	09/13/2018	202199	437	LMUD	RIVERSIDE DR.	418824 082818	1	2007-431-60-46	ELECTRICITY	61.42	61.42
Total 418824 082818:											
09/18	09/13/2018	202199	437	LMUD	RIVERSIDE DR.	418833 082818	1	2007-431-60-46	ELECTRICITY	61.42	61.42
Total 418833 082818:											
09/18	09/13/2018	202199	437	LMUD	SPRING RIDGE BOOSTER-WAT	55754 082818	1	7110-430-42-46	ELECTRICITY	621.07	621.07
Total 55754 082818:											
09/18	09/13/2018	202199	437	LMUD	GEO PUMP #2	9503 082818	1	7301-430-52-46	ELECTRICITY	39.62	39.62
Total 9503 082818:											
09/18	09/13/2018	202199	437	LMUD	HOSPITAL LN-GEO	9963 082818	1	7301-430-52-46	ELECTRICITY	20.00	20.00
Total 9963 082818:											

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
09/18	09/13/2018	202200	9445		REFUND GAS DEPOSIT	10526660011	1	7401-2228-000	DEPOSITS-CUSTOMER	112.91	112.91
Total 10526660011:											
09/18	09/13/2018	202201	9442	LOWRIE, DENNIS	SUPPLIES- GAS	1065	1	7401-430-62-46	SUPPLIES-GENERAL	669.73	669.73
Total 1065:											
09/18	09/13/2018	202202	9449		REFUND GAS DEPOSIT	10115600114	1	7401-2228-000	DEPOSITS-CUSTOMER	181.71	181.71
Total 10115600114:											
09/18	09/13/2018	202203	9447		REFUND WATER DEPOSIT	10306650015	1	7110-2228-000	DEPOSITS-CUSTOMER	48.61	48.61
Total 10306650015:											
09/18	09/13/2018	202204	548	PEE WEE ENTERPRISES	INFIELD GRADING- MEMORIAL	18081303	1	1000-452-21-44	FACILITY - REPAIR & MAINTEN	5,500.00	5,500.00
Total 18081303:											
09/18	09/13/2018	202205	550		SPECIAL INVESTIGATIVE FUND	091018	1	1000-421-10-48	SPECIAL OPERATIONS	750.00	750.00
Total 091018:											
09/18	09/13/2018	202206	9379	PUREFIT INC.	SUPPLIES- G.C	52569	1	7530-451-55-46	SUPPLIES - GENERAL	67.50	67.50
Total 52569:											
09/18	09/13/2018	202207	582	RAY MORGAN CO INC	BASE RATE CHARGE	2205138	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	318.64	318.64
09/18	09/13/2018	202207	582	RAY MORGAN CO INC	BASE RATE CHARGE-PD	2205138	2	1000-421-10-44	RENT & LEASES EQUIP & VEHI	159.32	159.32
Total 2205138:											
09/18	09/13/2018	202208	1296	RENTAL GUYS	EQUIPMENT RENTALS- GAS	675194-5	1	7401-430-62-44	RENT & LEASES EQUIP & VEHI	1,593.00	1,593.00
Total 675194-5:											
09/18	09/13/2018	202209	9450		REFUND GAS DEPOSIT	10327000000	1	7401-2228-000	DEPOSITS-CUSTOMER	132.17	132.17

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 10327000000:											
09/18	09/13/2018	202210	677	SUSANVILLE SANITARY	606 NEVADA	1274 090118	1	1000-417-10-44	SEWER	47.00	47.00
Total 1274 090118:											
09/18	09/13/2018	202210	677	SUSANVILLE SANITARY	66 N LASSEN	1276 090118	1	1000-417-10-44	SEWER	104.00	104.00
Total 1276 090118:											
09/18	09/13/2018	202210	677	SUSANVILLE SANITARY	115 N WEATHERLOW	1448 090118	1	1000-451-80-44	SEWER	52.00	52.00
Total 1448 090118:											
09/18	09/13/2018	202210	677	SUSANVILLE SANITARY	65 N WEATHERLOW ST	1449 090118	1	1000-452-20-44	SEWER	104.00	104.00
Total 1449 090118:											
09/18	09/13/2018	202210	677	SUSANVILLE SANITARY	1801 MAIN	2121 090118	1	1000-421-10-44	SEWER	52.00	52.00
Total 2121 090118:											
09/18	09/13/2018	202210	677	SUSANVILLE SANITARY	1850 RIVER ST	3667 090118	1	1000-452-20-44	SEWER	52.00	52.00
Total 3667 090118:											
09/18	09/13/2018	202210	677	SUSANVILLE SANITARY	1600 RIVERSIDE DR	3668 090118	1	1000-452-20-44	SEWER	59.00	59.00
Total 3668 090118:											
09/18	09/13/2018	202210	677	SUSANVILLE SANITARY	1200 NORTH ST	3669 090118	1	1000-452-20-44	SEWER	52.00	52.00
Total 3669 090118:											
09/18	09/13/2018	202211	738	UNITED STATES POSTAL	POSTAGE FOR POSTAGE MET	091118	1	1000-1410-002	INVENTORIES-POSTAGE	2,000.00	2,000.00
Total 091118:											

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
09/18	09/13/2018	202212	8878	WOOD RODGERS, INC.	PROFESSIONAL SERVICES 7/31/	119591	1	2007-431-36-43	TECHNICAL SERVICES	26.24	26.24
Total 119591:											
09/18	09/13/2018	202213	8878	WOOD RODGERS, INC.	PROFESSIONAL SERVICES	119590	1	2007-431-37-43	TECHNICAL SERVICES	389.62	389.62
Total 119590:											
Grand Totals:										64,286.09	64,286.09

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	
09/18	09/18/2018	202214	728	U S POSTMASTER	UB BILLING GAS	091818	1	7401-430-62-46	POSTAGE	400.58	400.58	
09/18	09/18/2018	202214	728	U S POSTMASTER	UB BILLING WATER	091818	2	7110-430-42-46	POSTAGE	777.58	777.58	
Total 091818:											1,178.16	1,178.16
Grand Totals:											1,178.16	1,178.16

Check Register - Payments by Vendor
 Check Issue Dates: 9/20/2018 - 9/20/2018

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
09/18	09/20/2018	202217	1208	ADVANCED COMFORT C	REPAIR & MAINT	80904132525	1	1000-417-10-44	FACILITY - REPAIR & MAINTEN	663.73	663.73
Total 80904132525:											
09/18	09/20/2018	202218	21	AIRGAS USA, LLC	CHLORINE-WATER	9079563901	1	7110-430-42-46	SUPPLIES-GENERAL	794.24	794.24
Total 9079563901:											
09/18	09/20/2018	202219	40	AMPS ELECTRIC	REPAIRS-WATER	2762	1	7110-430-42-43	PROFESSIONAL SVCS	95.00	95.00
Total 2762:											
09/18	09/20/2018	202220	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	6362471277	1	7401-430-62-44	LINEN SERVICES	49.44	49.44
Total 6362471277:											
09/18	09/20/2018	202220	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	636271276	1	7620-430-10-44	LINEN SERVICE	29.08	29.08
Total 636271276:											
09/18	09/20/2018	202220	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	636271278	1	2007-431-20-44	LINEN SERVICE	47.82	47.82
Total 636271278:											
09/18	09/20/2018	202220	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	636271279	1	7110-430-42-44	LINEN SERVICE	38.65	38.65
Total 636271279:											
09/18	09/20/2018	202221	927	BAXTER AUTO PARTS IN	SUPPLIES-PW	320199549	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	126.74	126.74
Total 320199549:											
09/18	09/20/2018	202221	927	BAXTER AUTO PARTS IN	SUPPLIES-PW	320199552	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	7.84	7.84

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 320199552:											
09/18	09/20/2018	202221	927	BAXTER AUTO PARTS IN	SUPPLIES-PW	320199648	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	168.17	168.17
Total 320199648:											
09/18	09/20/2018	202221	927	BAXTER AUTO PARTS IN	CREDIT- PW	320199863	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	106.12-	106.12-
Total 320199863:											
09/18	09/20/2018	202221	927	BAXTER AUTO PARTS IN	CREDIT- PW	320199880	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	67.33-	67.33-
Total 320199880:											
09/18	09/20/2018	202221	927	BAXTER AUTO PARTS IN	SUPPLES-STREETS	320200024	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	17.07	17.07
09/18	09/20/2018	202221	927	BAXTER AUTO PARTS IN	SUPPLES-WATER	320200024	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	17.07	17.07
09/18	09/20/2018	202221	927	BAXTER AUTO PARTS IN	SUPPLES-GAS	320200024	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	17.08	17.08
Total 320200024:											
09/18	09/20/2018	202221	927	BAXTER AUTO PARTS IN	SUPPLES-STREETS	320200028	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	12.59	12.59
09/18	09/20/2018	202221	927	BAXTER AUTO PARTS IN	SUPPLES-WATER	320200028	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	12.59	12.59
09/18	09/20/2018	202221	927	BAXTER AUTO PARTS IN	SUPPLES-GAS	320200028	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	12.60	12.60
Total 320200028:											
09/18	09/20/2018	202222	76	BILLINGTON ACE HARD	SUPPLIES- FIRE	422273	1	1000-422-10-46	SUPPLIES-GENERAL	5.77	5.77
Total 422273:											
09/18	09/20/2018	202222	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	422438	1	2007-431-20-46	SUPPLIES-GENERAL	20.33	20.33
Total 422438:											
09/18	09/20/2018	202222	76	BILLINGTON ACE HARD	SUPPLIES- WATER	422518	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	26.03	26.03
Total 422518:											

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
09/18	09/20/2018	202222	76	BILLINGTON ACE HARD	SUPPLIES- FD	422598	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	28.25	28.25
Total 422598:											
09/18	09/20/2018	202222	76	BILLINGTON ACE HARD	SUPPLIES-WATER	422603	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	68.01	68.01
Total 422603:											
09/18	09/20/2018	202222	76	BILLINGTON ACE HARD	SUPPLIES- WATER	422722	1	7110-430-42-46	SUPPLIES-GENERAL	4.57	4.57
Total 422722:											
09/18	09/20/2018	202222	76	BILLINGTON ACE HARD	SUPPLIES- FIRE	422760	1	1000-422-10-46	SUPPLIES-GENERAL	19.29	19.29
Total 422760:											
09/18	09/20/2018	202222	76	BILLINGTON ACE HARD	SUPPLIES- WATER	422876	1	7110-430-42-46	SUPPLIES-GENERAL	5.15	5.15
Total 422876:											
09/18	09/20/2018	202222	76	BILLINGTON ACE HARD	SUPPLIES- WATER	422919	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	31.43	31.43
Total 422919:											
09/18	09/20/2018	202222	76	BILLINGTON ACE HARD	SUPPLIES- FIRE	422942	1	1000-422-10-46	SUPPLIES-GENERAL	47.17	47.17
Total 422942:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - 600 MAI	PLC600MAINST 090118	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLC600MAINST 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - B OF A	PLCBOFA 090118	1	2007-431-20-44	DISPOSAL	20.41	20.41
Total PLCBOFA 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - BUEHL	PLCBUEHLERDNT 09011	1	2007-431-20-44	DISPOSAL	40.67	40.67

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 PLCBUEHLERDNT 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - DIAMO	PLCDIAMONDMTN 090118	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCDIAMONDMTN 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - ELKS L	PLCELKSLODGE 090118	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCELKSLODGE 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - FROST	PLCFROSTYMILL 090118	1	2007-431-20-44	DISPOSAL	20.41	20.41
Total PLCFROSTYMILL 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - GROCE	PLCGROCERYOUT 090118	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCGROCERYOUT 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HAIR H	PLCHAIRHUNTER 090118	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCHAIRHUNTER 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HOTEL	PLCHOTELLSN1 090118	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCHOTELLSN1 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - KNOCH	PLCKNOCKBUILD 090118	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCKNOCKBUILD 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LITTLE I	PLCLITTLE ITA 090118	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCLITTLE ITA 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LV CHA	PLCLVCHARTR 090118	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCLVCHARTR 090118:											

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
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - MT LAS	PLCMTLASSEN090118	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCMTLASSEN090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - PANCE	PLCPANCERAPL090118	1	2007-431-20-44	DISPOSAL	81.34	81.34
Total PLCPANCERAPL090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - PANCE	PLCPANCERAPLA09011	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCPANCERAPLA090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRAJWLR090118	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCSIERRAJWLR090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRATHR090118	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCSIERRATHR090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SVILLE	PLCSVILLERAL090118	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCSVILLERAL090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - UPTOW	PLCUPTOWNPARK09011	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCUPTOWNPARK090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - U S PO	PLCUSPOSTAL090118	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCUSPOSTAL090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - VETS M	PLCVETSMEMOR090118	1	2007-431-20-44	DISPOSAL	42.63	42.63
Total PLCVETSMEMOR090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - WALMA	PLCWALMARTBUS09011	1	2007-431-20-44	DISPOSAL	40.67	40.67

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 PLCWALMARTBUS 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	925 SIERRA ST-PW	SVL15 090118	1	7620-430-10-44	DISPOSAL	176.40	176.40
Total SVL15 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	720 SOUTH ST SHOP-PW	SVL8 090118	1	7620-430-10-44	DISPOSAL	180.29	180.29
Total SVL8 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	1505 MAIN ST	SVLFD 090118	1	1000-422-10-44	DISPOSAL	174.44	174.44
Total SVLFD 090118:											
09/18	09/20/2018	202224	148	COMPUTER LOGISTICS	COMPUTER TOWER	71848	1	1000-415-10-47	MACHINERY AND EQUIPMENT	1,213.41	1,213.41
Total 71848:											
09/18	09/20/2018	202225	161	CSK AUTO INC	SUPPLIES-GAS	2740140961	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	28.93	28.93
Total 2740140961:											
09/18	09/20/2018	202225	161	CSK AUTO INC	SUPPLIES-GAS	2740141033	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	21.50	21.50
Total 2740141033:											
09/18	09/20/2018	202225	161	CSK AUTO INC	CREDIT- WATER	2740141059	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	4.29	4.29
09/18	09/20/2018	202225	161	CSK AUTO INC	CREDIT- GAS	2740141059	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	4.28	4.28
09/18	09/20/2018	202225	161	CSK AUTO INC	CREDIT- STREETS	2740141059	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	4.28	4.28
Total 2740141059:											
09/18	09/20/2018	202225	161	CSK AUTO INC	SUPPLIES-PW	2740141874	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	22.19	22.19
Total 2740141874:											
09/18	09/20/2018	202225	161	CSK AUTO INC	SUPPLIES-PW	2740141986	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	31.82	31.82

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 2740141986:											
09/18	09/20/2018	202225	161	CSK AUTO INC	CREDIT-PW	2740142706	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	16.88-	16.88-
Total 2740142706:											
09/18	09/20/2018	202225	161	CSK AUTO INC	SUPPLIES-PW	2740143596	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	13.92	13.92
Total 2740143596:											
09/18	09/20/2018	202225	161	CSK AUTO INC	SUPPLIES-GAS	2740143905	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	21.45	21.45
09/18	09/20/2018	202225	161	CSK AUTO INC	SUPPLIES-WATER	2740143905	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	21.45	21.45
09/18	09/20/2018	202225	161	CSK AUTO INC	SUPPLIES-STREETS	2740143905	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	21.44	21.44
Total 2740143905:											
09/18	09/20/2018	202225	161	CSK AUTO INC	SUPPLIES-GAS	2740143963	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	42.18	42.18
09/18	09/20/2018	202225	161	CSK AUTO INC	SUPPLIES-WATER	2740143963	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	42.18	42.18
09/18	09/20/2018	202225	161	CSK AUTO INC	SUPPLIES-STREETS	2740143963	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	42.18	42.18
Total 2740143963:											
09/18	09/20/2018	202225	161	CSK AUTO INC	CREDIT-PW	2740144503	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	144.54-	144.54-
Total 2740144503:											
09/18	09/20/2018	202225	161	CSK AUTO INC	SUPPLIES-STREETS	2740144574	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	71.49	71.49
09/18	09/20/2018	202225	161	CSK AUTO INC	SUPPLIES-GAS	2740144574	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	71.50	71.50
09/18	09/20/2018	202225	161	CSK AUTO INC	SUPPLIES-WATER	2740144574	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	71.49	71.49
Total 2740144574:											
09/18	09/20/2018	202226	167	DALCAR ELECTRICAL SU	SUPPLIES - COMMUNITY GARD	21123	1	1000-413-20-46	SUPPLIES-GENERAL	68.54	68.54
Total 21123:											
09/18	09/20/2018	202227	184	DEPARTMENT OF JUSTI	FINGERPRINTS - APPS	324205	1	1000-416-10-45	FINGERPRINTING SERVICES	256.00	256.00

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 324205:											
09/18	09/20/2018	202228	198	DITCH WITCH EQUIPMEN	SUPPLIES- WATER	256510	1	7110-430-42-47	MACHINERY AND EQUIPMENT	110.29	110.29
Total 256510:											
09/18	09/20/2018	202229	9420		REFUND GAS OVERPAYMENT	10114110011.	1	9999-1001-001	CASH CLEARING - UTILITIES	14.00	14.00
Total 10114110011.:											
09/18	09/20/2018	202230	1329	FAST GLASS INC.	REPAIR WINDSHIELD- PW	ISPA125654	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	195.00	195.00
Total ISPA125654:											
09/18	09/20/2018	202231	238	FASTENAL COMPANY	SUPPLIES-STREETS	78643	1	2007-431-20-46	SUPPLIES-GENERAL	12.86	12.86
Total 78643:											
09/18	09/20/2018	202232	241	FEATHER PUBLISHING C	PUBLIC NOTICE ABATEMENTS	7858	1	1000-425-20-43	TECHNICAL SVCS	52.00	52.00
Total 7858:											
09/18	09/20/2018	202233	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	875958A	1	7110-430-42-43	TECHNICAL SVCS	270.00	270.00
Total 875958A:											
09/18	09/20/2018	202233	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	876601A	1	7110-430-42-43	TECHNICAL SVCS	147.00	147.00
Total 876601A:											
09/18	09/20/2018	202233	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	877009A	1	7110-430-42-43	TECHNICAL SVCS	95.00	95.00
Total 877009A:											
09/18	09/20/2018	202233	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	877313A	1	7110-430-42-43	TECHNICAL SVCS	117.00	117.00
Total 877313A:											

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
09/18	09/20/2018	202234	257	FOREST OFFICE EQUIP	KYOCERA COPIER -PW	AR2333	1	7620-430-10-43	TECHNICAL SVCS	571.21	571.21
Total AR2333:											
09/18	09/20/2018	202234	257	FOREST OFFICE EQUIP	MAINT.CONTRACT FOLD MACH	AR2334	1	7401-430-62-44	REPAIR AND MAINTENANCE-MI	42.00	42.00
09/18	09/20/2018	202234	257	FOREST OFFICE EQUIP	MAINT.CONTRACT FOLD MACH	AR2334	2	7110-430-42-44	REPAIR AND MAINTENANCE-MI	42.00	42.00
Total AR2334:											
09/18	09/20/2018	202235	1063		TR EX TENYA LODGE YOSEMIT	091418	1	1000-411-10-45	TRAVEL	933.83	933.83
Total 091418:											
09/18	09/20/2018	202236	265	FRONTIER	257-1041 ADMIN-PW	1041 090518	1	7620-430-10-45	COMMUNICATIONS	312.14	312.14
Total 1041 090518:											
09/18	09/20/2018	202236	265	FRONTIER	257-1051 PW-STREETS	1051 090518	1	7620-430-10-45	COMMUNICATIONS	40.35	40.35
Total 1051 090518:											
09/18	09/20/2018	202236	265	FRONTIER	257-3292 MUSEUM	3292 091018	1	1000-451-80-45	COMMUNICATION	117.61	117.61
Total 3292 091018:											
09/18	09/20/2018	202237	1289	FULL SPECTRUM INC	CADY SPRINGS PROJECT	20180806	1	8406-413-21-43	PROFESSIONAL SERVICES	5,090.00	5,090.00
Total 20180806:											
09/18	09/20/2018	202237	1289	FULL SPECTRUM INC	SCADA UPGRADE WELL 4- WA	20180903	1	7110-430-42-43	TECHNICAL SVCS	2,480.00	2,480.00
Total 20180903:											
09/18	09/20/2018	202238	1148	GREATAMERICA FINANC	COPIER LEASE-PW	23243311	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	425.93	425.93
Total 23243311:											
09/18	09/20/2018	202239	8912		TR EX ENGLEWOOD CO 9/23-9/	092018	1	1000-424-20-45	TRAVEL	448.50	448.50

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 092018:											
09/18	09/20/2018	202240	5992		REFUND WATER DEPOSIT	10504150015	1	7110-2228-000	DEPOSITS-CUSTOMER	448.50	448.50
Total 10504150015:											
09/18	09/20/2018	202241	8031		TR EX GALT 9/30-10/3	091218	1	1000-421-10-45	TRAINING	8.24	8.24
Total 091218:											
09/18	09/20/2018	202242	322	HYDRA-CLEAN	CARPET CLEANING	7729	1	1000-417-10-43	TECHNICAL SVCS	370.00	370.00
Total 7729:											
09/18	09/20/2018	202243	335	J.W. WOOD CO INC	SUPPLIES- GC	S107212	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	2.75	2.75
Total S107212:											
09/18	09/20/2018	202244	9453		REFUND GAS DEPOSIT	10526050110	1	7401-2228-000	DEPOSITS-CUSTOMER	197.43	197.43
Total 10526050110:											
09/18	09/20/2018	202245	1074	LASSEN AUTO BODY	REPAIR & MAIN- PD	10189	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	110.02	110.02
Total 10189:											
09/18	09/20/2018	202245	1074	LASSEN AUTO BODY	REPAIR & MAIN- PD	10613	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	72.00	72.00
Total 10613:											
09/18	09/20/2018	202245	1074	LASSEN AUTO BODY	REPAIR & MAIN- PD	1793	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	1,277.07	1,277.07
Total 1793:											
09/18	09/20/2018	202246	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	308474	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	86.33	86.33
Total 308474:											

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
09/18	09/20/2018	202246	411	LASSEN MOTOR PARTS	SUPPLIES- FIRE	308490	1	1000-422-50-44	VEHICLE - REPAIR & MAINTEN	48.24	48.24
Total 308490:											
09/18	09/20/2018	202246	411	LASSEN MOTOR PARTS	SUPPLIES- WATER	308537	1	7110-430-42-46	SUPPLIES - SAFETY ITEMS	447.95	447.95
Total 308537:											
09/18	09/20/2018	202246	411	LASSEN MOTOR PARTS	SUPPLIES- WATER	308582	1	7110-430-42-46	SUPPLIES-GENERAL	2.24	2.24
Total 308582:											
09/18	09/20/2018	202247	1102	LASSEN PC	BACKUP LICENSE-FIRE	22011	1	1000-422-10-43	TECHNICAL SVCS	55.49	55.49
Total 22011:											
09/18	09/20/2018	202248	1321	LAW OFFICES OF GREG	PROFESSIONAL SERVICES- AP	13558	1	7620-430-11-43	PROFESSIONAL SERVICES	220.00	220.00
Total 13558:											
09/18	09/20/2018	202249	420	LEADS SOFTWARE GRO	SOFTWARE SUPPORT 7/18- 6/1	18008	1	1000-421-10-47	SOFTWARE	762.00	762.00
Total 18008:											
09/18	09/20/2018	202250	437	LMUD	66 N LASSEN ST	2466 090718	1	1000-417-10-46	ELECTRICITY	1,137.90	1,137.90
Total 2466 090718:											
09/18	09/20/2018	202250	437	LMUD	N WEATHERLOW ST-TENNIS S	24661 090718	1	1000-452-20-46	ELECTRICITY	20.00	20.00
Total 24661 090718:											
09/18	09/20/2018	202250	437	LMUD	65 N WEATHERLOW ST-PARK	2865 090718	1	1000-452-20-46	ELECTRICITY	34.10	34.10
Total 2865 090718:											
09/18	09/20/2018	202250	437	LMUD	65 N WEATHERLOW ST MUSEU	2866 090718	1	1000-451-80-46	ELECTRICITY	21.31	21.31

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 2866 090718:											
09/18	09/20/2018	202250	437	LMUD	65 N WEATHERLOW ST COMM	2867 090718	1	1000-452-20-46	ELECTRICITY	21.31	21.31
Total 2867 090718:											
09/18	09/20/2018	202250	437	LMUD	N WEATHERLOW ST-TENNIS C	2870 090718	1	1000-452-20-46	ELECTRICITY	42.82	42.82
Total 2870 090718:											
09/18	09/20/2018	202250	437	LMUD	NORTH ST BALL PARK-MEM FI	2873 090718	1	1000-452-20-46	ELECTRICITY	20.73	20.73
Total 2873 090718:											
09/18	09/20/2018	202250	437	LMUD	LAUREL SR MID POINT OF LAU	416902 082218	1	2007-431-60-46	ELECTRICITY	14.62	14.62
Total 416902 082218:											
09/18	09/20/2018	202250	437	LMUD	1801 MAIN ST STREET WEST SI	417512 082218	1	2007-431-60-46	ELECTRICITY	14.62	14.62
Total 417512 082218:											
09/18	09/20/2018	202250	437	LMUD	115 N WEATHERLOW ST-MUSE	43866 090718	1	1000-451-80-46	ELECTRICITY	92.94	92.94
Total 43866 090718:											
09/18	09/20/2018	202250	437	LMUD	606 NEVADA ST	58209 090718	1	1000-417-10-46	ELECTRICITY	39.54	39.54
Total 58209 090718:											
09/18	09/20/2018	202250	437	LMUD	NORTH ST BASEBALL PARK M	9283 090718	1	1000-452-20-46	ELECTRICITY	78.12	78.12
Total 9283 090718:											
09/18	09/20/2018	202250	437	LMUD	MAIN & PINE CHRISTMAS TREE	94811	1	1000-452-20-46	ELECTRICITY	20.00	20.00
Total 94811:											

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
09/18	09/20/2018	202251	1508	MAIN STREET LUBE	OIL & FILTER #88- PD	16229	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	52.21	52.21
Total 16229:											
09/18	09/20/2018	202252	452	MARTIN SECURITY SYST	720 SOUTH ST SECURITY- PW	031186	1	7620-430-10-43	TECHNICAL SVCS	40.00	40.00
Total 031186:											
09/18	09/20/2018	202253	9169		REFUND GAS DEPOSIT	10333400029	1	7401-2228-000	DEPOSITS-CUSTOMER	19.56	19.56
Total 10333400029:											
09/18	09/20/2018	202254	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE R	881183	1	7401-430-62-43	TECHNICAL SVCS	68.17	68.17
09/18	09/20/2018	202254	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE R	881183	2	7110-430-42-43	TECHNICAL SVCS	68.18	68.18
Total 881183:											
09/18	09/20/2018	202255	546	PAYLESS BUILDING SUP	SUPPLIES-STREETS	2499123	1	2007-431-20-46	SUPPLIES-GENERAL	8.97	8.97
Total 2499123:											
09/18	09/20/2018	202255	546	PAYLESS BUILDING SUP	SUPPLIES-STREETS	2499237	1	2007-431-20-46	SUPPLIES-GENERAL	29.44	29.44
Total 2499237:											
09/18	09/20/2018	202255	546	PAYLESS BUILDING SUP	SUPPLIES-STREETS	2499294	1	2007-431-20-46	SUPPLIES-GENERAL	5.06	5.06
Total 2499294:											
09/18	09/20/2018	202255	546	PAYLESS BUILDING SUP	SUPPLIES-STREETS	2499652	1	2007-431-20-46	SUPPLIES-GENERAL	5.06	5.06
Total 2499652:											
09/18	09/20/2018	202255	546	PAYLESS BUILDING SUP	SUPPLIES-STREETS	2499809	1	2007-431-20-46	SUPPLIES-GENERAL	5.06	5.06
Total 2499809:											
09/18	09/20/2018	202255	546	PAYLESS BUILDING SUP	SUPPLIES-STREETS	2499872	1	2007-431-20-46	SUPPLIES-GENERAL	15.19	15.19

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 2499872:											
09/18	09/20/2018	202255	546	PAYLESS BUILDING SUP	SUPPLIES-FD	2499912	1	1000-422-10-46	SUPPLIES-GENERAL	37.42	37.42
Total 2499912:											
09/18	09/20/2018	202256	563	POULSEN WELDING SHO	REPAIRS- STREETS	3226	1	2007-431-20-43	TECHNICAL SVCS	37.42	37.42
Total 3226:											
09/18	09/20/2018	202257	572	QUILL CORPORATION	OFFICE SUPPLIES	1005749	1	1000-415-10-46	SUPPLIES-GENERAL	85.01	85.01
Total 1005749:											
09/18	09/20/2018	202257	572	QUILL CORPORATION	OFFICE SUPPLIES-PW	9658801	1	7620-430-10-46	SUPPLIES-GENERAL	13.93	13.93
Total 9658801:											
09/18	09/20/2018	202257	572	QUILL CORPORATION	OFFICE SUPPLIES-PW	9659009	1	7620-430-10-46	SUPPLIES-GENERAL	107.23	107.23
Total 9659009:											
09/18	09/20/2018	202257	572	QUILL CORPORATION	OFFICE SUPPLIES	9659114	1	1000-415-10-46	SUPPLIES-GENERAL	182.55	182.55
Total 9659114:											
09/18	09/20/2018	202257	572	QUILL CORPORATION	OFFICE SUPPLIES-PW	9671288	1	7620-430-10-48	DUES AND MEMBERSHIPS	52.55	52.55
Total 9671288:											
09/18	09/20/2018	202257	572	QUILL CORPORATION	CUSTODIAL SUPPLIES-FD	9821113	1	1000-422-10-46	SUPPLIES-JANITORIAL	65.36	65.36
Total 9821113:											
09/18	09/20/2018	202257	572	QUILL CORPORATION	OFFICE SUPPLIES	9821438	1	1000-415-10-46	SUPPLIES-GENERAL	170.50	170.50
Total 9821438:											

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
09/18	09/20/2018	202258	9452		REFUND GAS DEPOSIT	10432330315	1	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
09/18	09/20/2018	202258	9452		REFUND GAS OVERPAYMENT	10432330315	2	9999-1001-001	CASH CLEARING - UTILITIES	6.39	6.39
Total 10432330315:											
09/18	09/20/2018	202216	9455		PURCHASE OF PHOTOS	091918	1	1000-413-20-46	SUPPLIES-GENERAL	415.00	415.00
Total 091918:											
09/18	09/20/2018	202259	8567		REIM PARK USE FEE	091718	1	1000-452-20-36	RENT-COMMUNITY CENTER	23.50	23.50
09/18	09/20/2018	202259	8567		REIM PARK USE FEE	091718	2	1000-2228-009	DEPOSITS-COMM CENTER RE	20.00	20.00
Total 091718:											
09/18	09/20/2018	202260	1076	SIERRA COFFEE AND BE	BOTTLED WATER	50262	1	1000-417-10-46	SUPPLIES-GENERAL	27.40	27.40
Total 50262:											
09/18	09/20/2018	202260	1076	SIERRA COFFEE AND BE	BOTTLED WATER-PW	50269	1	7620-430-10-46	SUPPLIES-GENERAL	7.25	7.25
Total 50269:											
09/18	09/20/2018	202261	7281	SSDTTF	TACTICAL RIFLE COURSE TRA	091018	1	1000-421-10-45	TRAINING	334.00	334.00
Total 091018:											
09/18	09/20/2018	202262	806	SUSANVILLE AVIATION	FUEL-FD	3799	1	1000-422-10-46	GASOLINE	83.70	83.70
Total 3799:											
09/18	09/20/2018	202263	677	SUSANVILLE SANITARY	1505 MAIN	2064 090118	1	1000-422-10-44	SEWER	52.00	52.00
Total 2064 090118:											
09/18	09/20/2018	202263	677	SUSANVILLE SANITARY	720 SOUTH ST	3203 090118	1	7620-430-10-44	SEWER	52.00	52.00
Total 3203 090118:											
09/18	09/20/2018	202264	9295	TAMCO CAPITAL CORP	MITEL PHONE SYSTEM- FD	5005190281	1	1000-422-10-45	COMMUNICATIONS	393.31	393.31

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 5005190281:											
09/18	09/20/2018	202265	638	SIERRA CHEMICAL COM	SUPPLIES- WATER	5041210	1	7110-430-42-46	SUPPLIES-GENERAL	393.31	393.31
Total 5041210:											
09/18	09/20/2018	202265	638	SIERRA CHEMICAL COM	CREDIT-WATER	5041211	1	7110-430-42-46	SUPPLIES-GENERAL	171.60-	171.60-
Total 5041211:											
09/18	09/20/2018	202266	712	TNS TRUCKING CO	BASE ROCK & SAND-GAS	3404	1	7401-430-62-46	SUPPLIES-GENERAL	36.11	36.11
09/18	09/20/2018	202266	712	TNS TRUCKING CO	BASE ROCK & SAND-WATER	3404	2	7110-430-42-46	SUPPLIES-GENERAL	36.11	36.11
09/18	09/20/2018	202266	712	TNS TRUCKING CO	BASE ROCK & SAND- STREETS	3404	3	2007-431-20-46	SUPPLIES-GENERAL	36.10	36.10
Total 3404:											
09/18	09/20/2018	202267	530	U.S. BANK EQUIPMENT F	COPIER - FIRE	365644947	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	160.96	160.96
Total 365644947:											
09/18	09/20/2018	202268	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	9813763771	1	7620-430-10-45	COMMUNICATIONS	493.44	493.44
09/18	09/20/2018	202268	749	VERIZON WIRELESS	CELLULAR PHONES - BUILDIN	9813763771	2	1000-424-20-45	COMMUNICATIONS	29.81	29.81
09/18	09/20/2018	202268	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	9813763771	3	1000-452-20-45	COMMUNICATIONS	36.88	36.88
09/18	09/20/2018	202268	749	VERIZON WIRELESS	CELLULAR PHONES - AIR POLL	9813763771	4	7620-430-11-45	COMMUNICATIONS	54.02	54.02
Total 9813763771:											
09/18	09/20/2018	202269	770	WESTERN NEVADA SUP	SUPPLIES- GC	17588817	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	2,318.32	2,318.32
Total 17588817:											
09/18	09/20/2018	202269	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67501402	1	7110-430-42-46	SUPPLIES-GENERAL	935.47	935.47
Total 67501402:											
09/18	09/20/2018	202269	770	WESTERN NEVADA SUP	SUPPLIES- GAS	67562073	1	7401-430-62-46	SUPPLIES-GENERAL	23.08	23.08

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 67562073:											
09/18	09/20/2018	202269	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67566660	1	7110-430-42-46	SUPPLIES-GENERAL	679.89	679.89
Total 67566660:											
09/18	09/20/2018	202269	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67571551	1	7110-430-42-46	SUPPLIES-GENERAL	679.89	679.89
Total 67571551:											
09/18	09/20/2018	202269	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67572374	1	7110-430-42-46	SUPPLIES-GENERAL	444.23	444.23
Total 67572374:											
09/18	09/20/2018	202269	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67572921	1	7110-430-42-46	SUPPLIES-GENERAL	364.54	364.54
Total 67572921:											
09/18	09/20/2018	202269	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67573784	1	7110-430-42-46	SUPPLIES-GENERAL	157.66	157.66
Total 67573784:											
09/18	09/20/2018	202269	770	WESTERN NEVADA SUP	SUPPLIES-STREETS	67575607	1	2007-431-20-46	SUPPLIES-GENERAL	12.33	12.33
Total 67575607:											
09/18	09/20/2018	202269	770	WESTERN NEVADA SUP	SUPPLIES-STREETS	67577805	1	2007-431-20-46	SUPPLIES-GENERAL	36.33	36.33
Total 67577805:											
09/18	09/20/2018	202269	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67580720	1	7110-430-42-46	SUPPLIES-GENERAL	78.36	78.36
Total 67580720:											
09/18	09/20/2018	202270	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COU	A-55160	1	7530-451+52-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A-55160:											

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
09/18	09/20/2018	202270	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE	A-55170	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A-55170:											
09/18	09/20/2018	202270	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COU	A-55178	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A-55178:											
Grand Totals:										32,328.70	32,328.70

Report Criteria:

Report type: GL detail
 Check Voided = False

Reviewed by: _____ Interim City Administrator

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

Submitted By: Heidi Whitlock, Assistant to the City Administrator

Action Date: October 3, 2018

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution No. 18-5575 authorizing execution of Termination Agreement with Rebecca Anderson and authorizing Mayor to sign said agreement.

PRESENTED BY: Dan Newton, Interim City Administrator

SUMMARY: The City entered into an agreement with Rebecca Anderson on July 1, 2018 for the purpose of operating the Diamond Mountain Bar & Grill. Due to complications which presented themselves with both the acquisition of her liquor license and the operation of the restaurant, Ms. Anderson is requesting the termination of her current lease.

FISCAL IMPACT: None.

ACTION

REQUESTED: Motion approving Resolution No. 18-5575 executing of Termination Agreement with Rebecca Anderson and authorizing Mayor to sign said agreement.

ATTACHMENTS: Resolution No. 18-5575
Termination Agreement with Rebecca Anderson
Lease Agreement with Rebecca Anderson

RESOLUTION NUMBER 18-5575
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING TERMINATION AGREEMENT WITH REBECCA ANDERSON AND
AUTHORIZING MAYOR TO SIGN THE AGREEMENT

WHEREAS, the City of Susanville entered into a Commercial Lease with Rebecca Anderson ("Tenant") on July 1, 2018 for the use of the Diamond Mountain Bar & Grill attached hereto as Exhibit A; and

WHEREAS, Ms. Anderson requested Council consideration to terminate the agreement for a variety of reasons.

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby authorizes the Termination Agreement with Rebecca Anderson and authorizes the Mayor to execute the Termination Agreement on behalf of the City of Susanville.

APPROVED: _____
Kevin Stafford, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 18-5575 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 3rd day of October 2018, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

TERMINATION AGREEMENT

THIS TERMINATION AGREEMENT (the "Agreement") dated this _____ day of _____, 2018, Between the City of Susanville ("Landlord") and Rebecca Anderson ("Tenant"), collectively the "Parties" and individually the "Party".

BACKGROUND

- a. The Parties are presently bound by the following contract (the "Contract") dated the 1st day of July, 2018: Commercial Lease Agreement Diamond Mountain Bar and Grill.
- b. The Parties wish to terminate the Contract and resolve any and all rights and obligations arising out of the Contract.

IN CONSIDERATION OF and a condition of the Parties entering into this Agreement and other valuable consideration, the receipt and sufficiency of which consideration is acknowledged, the Parties agree as follows:

Termination

1. By this Agreement, the Parties mutually terminate and cancel the Contract effective on the date noted above.

Outstanding Obligations

2. a. The Parties acknowledge by this Agreement that the consideration provided and received by each other is fair, just and reasonable and that no further consideration, compensation or obligation will be due, payable or owing with regard to the Contract as of the execution date of this Agreement.
- b. The Landlord, within a week of agreement execution, will confirm Tenant has maintained inventory, as listed on Exhibit "B" in original Agreement, on site and in good condition.

Release

3. By this Agreement the Parties release each other from and all claims, causes of action, demands and liabilities of whatever nature which either Party has in the past, has now or may have in the future arising from or related to the Contract.

Governing Law

4. The Parties submit to the jurisdiction of the courts of the State of California for the enforcement of this Agreement or any arbitration award or decision arising from this Agreement. This Agreement will be enforced or construed according to the laws of the State of California.

Miscellaneous Provisions

5. Time is of the essence in this Agreement.
6. This Agreement will not be assigned either in whole or in part by any party.

7. If any term, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, it is the Parties' intent that such provision be reduced in scope by the court to the extent deemed necessary by that court to render the provision reasonable and enforceable and the remainder of the provisions of this Agreement will in no way be affected, impaired or invalidated as a result.
8. This Agreement contains the entire agreement between the Parties. All negotiations and understandings have been included in this Agreement. Statements or representations which may have been made by any Party in the negotiation stages of this Agreement may in some way be inconsistent with this final written Agreement. All such statements are declared to be of no value in this Agreement. Only the written terms of this Agreement will bind the Parties.
9. This Agreement and the terms and conditions contained in this Agreement apply to and are binding upon the Parties.

IN WITNESS WHEREOF the Parties agree to the terms of this Agreement on this _____ day of _____, 2018.

Landlord:

Tenant:

Kevin Stafford, Mayor

Rebecca Anderson

Approved as to Form:

Jessica Ryan, City Attorney

Diamond Mountain Bar & Grill
Restaurant Inventory

5 large rectangular tables
4 tall round tables
11 square tables
2 glass top patio tables (broken)
45 chairs (____ old & ____ okay)
10 bar stools
13 table sets: napkin holder, salt and pepper holder, etc...
Silverware holder with:
 44 forks
 49 knives
 44 spoons
 55 soup spoons
82 soup bowls
104 dinner plates
82 small plates
68 small bowls
15 large plastic bowls
26 small clear plastic bowls
11 white glass salad bowls
13 coffee mugs
27 red plastic soda cups
24 small glasses
25 wine glasses
4 small shot glasses
4 other shot glasses
13 pitchers
66 small green wicker baskets
1 box of misc. plates in closet
2 large black keg holders
1 glass top scale
3 metal shelving units
3 large metal stock pots

Equipment (Electrical)

1 Curtis Concourse Coffee maker (with 2 pots)
1 Mani Tower ice maker (behind bar)
1 Soda dispenser
1 Sharp xe-A107 cash register
1 Budweiser dispenser
1 Alto Sham oven
1 Superior Stove
1 Wells Cook top
1 Superior Deep Fryer
1 Gee freezer (white)
1 Kenmore freezer (white)

- 1 True stainless-steel fridge (item number 1-3678264)
- 1 beverage Air Fridge (keg cooler?)
- 1 giant black cooker (griddle) w/2 propane tanks
- 1 Rival Crockpot
- 1 3-compartment sink
- 1 Dishwasher (small scullery machine)

ProShop

- 1 Deavoo Microwave

Also purchased NEW:

- 2 – 44 gallon trash cans
- 4 – 3x5 floor mats
- 36 red plastic cups
- 14" Vollrath nonstick fry pan
- 12" Vollrath nonstick fry pan
- 8.5 qt. Vollrath nonstick pot
- 4.5 qt. Vollrath nonstick pot
- 10 qt. Vollrath nonstick pot
- 6 glass syrup dispensers

DUPLICATE
ORIGINAL

COMMERCIAL LEASE AGREEMENT DIAMOND MOUNTAIN BAR AND GRILL

This COMMERCIAL LEASE AGREEMENT (Agreement), is made and entered into this 1 day of July 2018, by and between the CITY OF SUSANVILLE a municipal corporation, (hereinafter referred to as the "Landlord"), and Rebecca Anderson private and self-employed individual (hereinafter referred to as the "Tenant").

Recitals

WHEREAS, Landlord owns the conjoined clubhouse and restaurant facility located at the Diamond Mountain Golf Course; and

WHEREAS, Landlord recognizes that a thriving restaurant and bar is an amenity that is beneficial to the success of the Golf Course; and

WHEREAS, Tenant has restaurant business experience and is desirous of operating the restaurant/bar and grill at the premises; and

WHEREAS, Landlord and Tenant agree that there is a mutual benefit to enter into Lease Agreement wherein Landlord minimizes rent payments for a period of 18 months to allow Tenant to establish a thriving business at the golf course; and

WHEREAS, After 18 months, Landlord and Tenant intend to negotiate a fair and equitable monthly rent for the use of the premises.

NOW THEREFORE, IN CONSIDERATION OF the Landlord leasing certain premises to the Tenant, the Tenant leasing those premises from the Landlord and the mutual benefits and obligations set forth in this Lease, the receipt and sufficiency of which consideration is hereby acknowledged, the Parties to this Lease (the "Parties") agree as follows:

Definitions

1. When used in this Lease, the following expressions will have the meanings indicated:
 - a. "Building" means the new clubhouse building, improvements, equipment, fixtures, property and facilities from time to time located at 470-895 Circle Drive, Susanville, CA 96130.
 - b. "Common Areas and Facilities" mean:
 - i. those portions of the Building areas, buildings, improvements, facilities, utilities, equipment and installations in or forming part of the Building which from time to time are not designated or intended by the landlord to be leased to tenants of the Building including, without limitation, exterior weather walls, roofs, entrances and exits, parking areas, driveways, loading docks and areas, storage, mechanical and electrical rooms, areas above and below leasable premises and not included within leasable premises, security and alarm equipment, grassed and landscaped areas, and maintenance, cleaning and operating equipment serving the Building; and
 - ii. those lands, areas, building, improvements, facilities, utilities, equipment and installations which serve or are for the useful benefit of the Building, the tenants for

the Building or the Landlord and those having business with them, whether or not located within, adjacent to or near the Building and which are designated from time to time by the Landlord as part of the Common Areas and Facilities;

- c. "Leasable Area" means with respect to any rentable premises, the area expressed in square feet of all floor space determined to be part of the restaurant, bar and kitchen area (Exhibit "A"). There will be no deduction or exclusion from any space occupied by or used for columns, ducts or other structural elements;
- d. "Premises" means the commercial premises located at 470-895 Circle Drive, Susanville, CA 96130.
- e. "Proportionate Share" means a fraction, the numerator of which is the Leasable Area of the Premises and the denominator of which is the aggregate of the Leasable Area of all rentable premises in the Building;

Leased Premises

- 2. The Landlord agrees to rent to the Tenant the commercial premises described as the Diamond Mountain Bar & Grill, (the "Premises") for the following permitted use (the "Permitted Use"):
 - a. The exclusive right to operate all food and beverage concessions within the Diamond Mountain Bar & Grill. The Tenant shall also have the exclusive right to sell concessions for all tournaments and events held at the Course. This agreement shall not include non-golf course related events which have occurred from time to time at Lake Emerson and catering associated with the rental of the Old Clubhouse located on Wingfield Road. If the Tenant is requested, and agrees to provide concession services for an event at the Old Club House, such concessions will be bound by the terms of this Agreement. This Agreement does not permit the Tenant to operate any other type of business from the premises. Tenant shall not place or cause to be placed, any equipment or other furniture or fixtures upon the premises without prior consent of the Landlord. Tenant will not incur any liability on behalf of the Landlord.
 - b. The Tenant is responsible for coordinating day to day concession operations with a contribution of at least forty (40) direct service hours per week and must prepare marketing and advertising materials, provide food handling and customer service training to staff, and must schedule, plan and cater special events and tournaments.
 - c. The Tenant is permitted to and must obtain all necessary permits and licenses required should Tenant choose to dispense alcoholic beverages on the Premises.
 - d. The Tenant shall, within one-hundred twenty (120) days, confirm inventory and condition of items listed in Exhibit "B" and notify Landlord in the event maintenance or repairs are needed at Landlord's expense. Items requiring repair or maintenance after that time will be the responsibility of Tenant as mentioned in Section 29.
 - e. The Landlord must provide the following as part of Lease:
 - i. Diamond Mountain Bar & Grill Leasable Area including restaurant, bar and kitchen areas as well as outside patio space.
 - ii. Common areas to include foyer area and bathrooms
 - 1. Tenant responsible for cleaning said common areas when no pro shop staff is present (eg. Tenant hosts dinner after pro shop hours)
 - iii. Existing equipment and supplies within kitchen, bar and restaurant area as shown in Exhibit "B"

Neither the Premises nor any part of the Premises will be used at any time during the term of this lease by Tenant for any purposed other than the Permitted Use.

Term

3. The term of the Lease commences on July 1, 2018 and ends on December 31, 2019.
4. Should the Tenant desire to lease the Premises upon the expiration of the Lease, Tenant must notify Landlord, in writing, sixty (60) days prior to the expiration of this Lease to start negotiating future terms.

Rent & Utilities

5. Landlord and Tenant agree that there will be no rent due from July 1, 2018 through October 31, 2018.
6. Tenant must pay the City the cost of propane only July 1, 2018 through October 31, 2018.
7. Subject to the provisions of this Lease, the Tenant will pay a rent of \$650, payable per month, beginning April 1, 2019 through October 31, 2019, for the Premises. Landlord and Tenant agree that the rent will be set to approximate the monthly utility costs (propane and electric). If utility costs deviate from said rent amount by \$100, either party may request to renegotiate said rent amount.
8. Subject to the provisions of this Lease, between November 1, 2018 and March 31, 2019 (off season), should the Tenant choose to remain open, Tenant must pay the actual cost of all utilities.
9. Tenant must acquire year-round trash services.
10. The Tenant must pay the rent on or before the 1st day of each and every month of the term of this Lease to the Landlord.

Use and Occupation

11. The Tenant must use and occupy the Premises only for the Permitted Use and for no other purpose whatsoever. The Tenant must carry on business under the name of the Diamond Mountain Bar & Grill and must not change such name without the prior written consent of the Landlord, such consent must not be unreasonably withheld. The Tenant must open the whole of the Premises for business to the public fully fixtured, stocked and staffed on the date of commencement of the term and throughout the term, must continuously occupy and utilize the entire Premises in the active conduct of its business in a reputable manner on such days and during such hours of business as may be determined from time to time by the Landlord.
12. The Tenant covenants that the Tenant must carry on and conduct its business from time to time carried on upon the Premises in such a manner as to comply with all statutes, bylaws, rules and regulations for any Federal, State, Municipal or other competent authority and must not do anything on or in the Premises in contravention of any of them.
13. Tenant must obtain and maintain all appropriate permits and licenses during the course of operation of the concession.

Quiet Enjoyment

14. Upon paying the Rent and performing the covenants contained in this Lease, the Tenant must peacefully and quietly have, hold and enjoy the Premises for the agreed term.

Distress

15. If and whenever the Tenant is in default in payment of any money, whether hereby expressly reserved or deemed as rent, or any part of the rent, the Landlord may, without notice or any form of legal process, enter upon the Premises and seize, remove and sell the Tenant's goods and / or equipment from the premises or seize, remove and sell any goods and / or equipment at any place to which the Tenant or any other person may have removed them, in the same manner as if they had remained and been distrained upon the Premises, all notwithstanding any rule of law or equity to the contrary, and the Tenant hereby waives and renounces the benefit of any present or future statute or laws limiting or eliminating the Landlord's right of distress.

Overholding

16. If the Tenant continues to occupy the Premises without the written consent of the Landlord after the expiration or other termination of the term, then, without any further written agreement, the Tenant will be a month-to-month tenant at a minimum monthly rental equal to twice the rent stated in this Lease and subject always to all of the other provisions of this Lease insofar as the same are applicable to a month-to-month tenancy from year to year will not be created by implication of law.

Additional Rights of Reentry

17. If the Landlord reenters the Premises or terminates this Lease, then:
 - a. Notwithstanding any such termination or the term thereby becoming forfeited and void, the provisions of this lease relating to the consequences of termination will survive;
 - b. The Landlord may use such reasonable force as it may deem necessary for the purpose of gaining admittance to and retaking possession of the Premises and the Tenant hereby releases the Landlord from all actions, proceedings, claims and demands whatsoever for and in respect of any such forcible entry or any loss or damages in connection therewith or consequential thereupon;
 - c. The Landlord may expel and remove, forcibly, if necessary, the Tenant, those claiming under the Tenant and their effects, as allowed by law, without being taken or deemed to be guilty of any manner of trespass;
 - d. In the event that the Landlord has removed the property of the Tenant, the Landlord may store such property in a public warehouse or at a place selected by the Landlord, at the expense of the Tenant. If the Landlord feels that it is not worth storing such property given its value and the cost to store it, then the Landlord may dispose of such property in its sole discretion and use such funds, if any, towards any indebtedness of the Tenant to the Landlord. The Landlord will not be responsible to the Tenant for the disposal of such property other than to provide any balance of the proceeds to the Tenant after paying any storage costs and any amounts owed by the Tenant to the Landlord;

- e. The Landlord may relet the Premises or any part of the Premises for a term or terms which may be less or greater than the balance of the term of this Lease remaining and may grant reasonable concessions in connection with such reletting including any alternations and improvements to the Premises.
- f. After reentry, the Landlord may procure the appointment of a receiver to take possession and collect rents and profits of the business of the Tenant and if necessary to collect the rents and profits. The receiver may carry on the business of the Tenant and take possession of the personal property used in the business of the Tenant, including inventory, trade fixtures, and furnishings, and use them in the business without compensating the Tenant;
- g. After reentry, the Landlord may terminate the Lease on giving 5 days written notice of termination to the Tenant. Without this notice, reentry of the Premises by the Landlord or its agents will not terminate this Lease;
- h. The Tenant will pay to the Landlord on demand:
 - i. All rent, additional Rent and other amounts payable under this Lease up to the time of reentry or termination, whichever is later;
 - ii. Reasonable expenses as the Landlord incurs or has incurred in connection with the reentering, terminating, reletting, collecting sums due and payable by the Tenant, realizing upon assets seized; including without limitation, brokerage, fees and expenses and legal fees and disbursements and the expenses of keeping the Premises in good order, repairing the same and preparing them for reletting; and
 - iii. As liquidated damages for the loss of rent and other income of the Landlord expected to be deprived from this Lease during the period which would have constituted the unexpired portion of the term had it not been terminated, at the option of the Landlord, either:
 - 1. An amount determined by reducing to present worth at an assumed interest rate of twelve percent (12%) per annum all rent and estimated Additional Rent to become payable during the period which would have constituted the unexpired portion of the term, such determination to be made by the Landlord, who may make reasonable estimates of when any such other amounts would have become payable and may make such other assumptions of the facts as may be reasonable in the circumstances; or
 - 2. An amount equal to the Rent and estimated Additional Rent for a period of six (6) months.

18. The Landlord and the Tenant will complete, sign and date an inspection report at the beginning and at the end of this tenancy.

Renewal of Lease

19. Upon giving written notice no later than 60 days before the expiration of the term of this Lease, the Tenant may renew this Lease for an additional term. All terms of the renewed lease will be the

same except for any signing incentives/inducements and this renewal clause and the amount of the rent.

Tenant Improvements

20. The Tenant must obtain written permission from the Landlord before doing any of the following:
- a. Applying adhesive materials, or inserting nails or hooks in walls or ceilings other than two small picture hooks per wall;
 - b. Painting, wallpapering, redecorating or in any way significantly altering the appearance of the Premises;
 - c. Performing any structural alterations;
 - d. Changing the amount of heat or power normally used on the premises as well as installing additional electrical wiring or heating units;
 - e. Placing or exposing or allowing to be placed or exposed anywhere inside or outside the Premises any placard, notice or sign for advertising or any other purpose; or
 - f. Affixing to or erecting upon or near Premises any radio or TV antenna or tower.

Exterior Signage

21. Upon Landlord's prior written approval (which such approval must not be unreasonably withheld, conditioned or delayed), Tenant may, at Tenant's sole cost and expense, erect signage consisting of Tenant's name and logo on the building tower (such signage referred to herein as the Exterior Signage). The exact size, design and location of the Exterior Signage must be mutually agreed upon between Landlord and Tenant and must comply with all applicable governmental regulations, laws and codes.

Insurance

22. The Tenant is hereby advised and understands that the personal property of the Tenant is not insured by the Landlord for either damage or loss, and the Landlord assumes no liability for any such loss.
23. The Tenant is responsible, during the period of Lease, to obtain public liability and property damage insurance issued by an insurance company acceptable to Landlord and insuring Landlord against loss or liability caused by or connected with Tenant's activities under this lease in the amount of \$1,000,000 for injury or death of one or more persons and \$1,000,000 for damage or destruction of any property of Landlord or others.
24. The Tenant will provide proof of such insurance with the City listed as additionally insured to the Landlord upon the issuance or renewal of such insurance.

Hold Harmless Clause

25. Tenant agrees to protect, indemnify and save Landlord from and against any and all liability to third parties resulting from Tenant's activities on the Premises.

Attorney Fees

26. All costs, expenses and expenditures including and without limitation, complete legal costs incurred by the Landlord on a solicitor/client basis as a result of unlawful detainer of the Premises, the recovery of any rent due under the Lease, or any breach by the Tenant of any other condition in the Lease, must forthwith upon demand be paid by the Tenant as Additional Rent. All rents including the Rent and Additional Rent will bear interest at the rate of twelve (12%) percent per annum from the due date until paid.

Governing Law

27. It is the intention of the Parties to this Lease that the tenancy created by this Lease and the performance under this Lease, and all suits and special proceedings under this Lease, be construed in accordance with and governed, to the exclusion of the laws and other forum, by the laws of the State of California, without regard to the jurisdiction in which any action or special proceeding may be instituted.
28. Should any part of this Lease be deemed illegal or unenforceable, all other portions of this Lease must remain in full force and effect.

Severability

29. If there is a conflict between any provision of this Lease and the applicable legislation of the State of California (the "Act"), the Act will prevail and such provisions of the Lease will be amended or deleted as necessary in order to comply with the Act. Further, any provisions that are required by the Act are incorporated into this Lease.

Assignment and Subletting

30. The Tenant will not assign this Lease, or sublet or grant any concession or license to use the Premises or any part of the Premises. An assignment, subletting, concession, or license, whether by operation of law or otherwise, will be void and will, at Landlord's option, terminate this Lease.

Maintenance

31. The Tenant must, at its sole expense, keep and maintain the Premises and appurtenances in good and sanitary condition and repair during the term of this Lease and any renewal of this Lease.
32. The City will be responsible for all significant repairs (over \$150.00) whenever damage has not resulted from the Tenant's misuse, waste, or neglect or that of the Tenant's employee, family, agent, or visitor.
33. In particular, the Tenant will keep the fixtures in the Premises in good order and repair. The Tenant must, at Tenant's sole expense, make all required repairs to the plumbing, range, heating apparatus, and electric and gas fixtures whenever damage to such items resulted from the Tenant's misuse, waste, or neglect or that of the Tenant's employee, family, agent, or visitor.
34. The Tenant must be responsible at its own expense to replace all electric bulbs, tubes, ballasts or fixtures serving the Premises.

35. The Tenant must also perform the following maintenance in respect to the Premises: maintaining common areas (foyer and bathrooms) when pro shop is closed or when hosting special events.

Care and Use of Premises

36. The Tenant must promptly notify the Landlord of any damage, or of any situation that may significantly interfere with the normal use of the Premises.
37. The Tenant must notify and request Landlord approval to extend hours after 9:00 p.m. due to the residential character of the surrounding neighborhood.
38. The Tenant must not engage in any illegal trade or activity on or about the Premises.
39. The Landlord and Tenant will comply with standards of health, sanitation, fire, housing and safety as required by law.

Surrender of Premises/Relinquishing Equipment

40. At the expiration of the lease term, the Tenant must quit and surrender the Premises in as good a state and condition as they were at the commencement of this Lease, reasonable use and wear and damages by the elements excepted.

All Equipment and items listed in Exhibit "B" must be relinquished back to Landlord in good working order and in like condition as initially received by Tenant, less normal wear and tear. Any items listed in Exhibit "B" that have been lost, broken, or damaged during the term of the Lease are the responsibility of the Tenant and must be replaced by Tenant with identical items or items of comparable quality, size, and appearance.

Hazardous Materials

41. The Tenant must not keep or have on the Premises any article or thing of a dangerous, flammable, or explosive nature that might unreasonably increase the danger of fire on the Premises or that might be considered hazardous by any responsible insurance company.

Rules and Regulations

42. The Tenant must obey all rules and regulations posted by the Landlord regarding the use and care of the Building, parking lot, bathrooms and other common facilities that are provided for the use of the Tenant in and around the Building on the Premises.

General Provisions

43. Any waiver by the Landlord of any failure by the Tenant to perform or observe the provisions of this Lease will not operate as a waiver of the Landlord's right under this Lease in respect of any subsequent defaults, breaches or nonperformance and will not defeat or affect in any way the Landlord's rights in respect of any subsequent default or breach.
44. This Lease will extend to and be binding upon and inure to the benefit of the respective heirs, executors, administrators, successors and assigns, as the case may be, of each party to this Lease. All covenants are to be construed as conditions of this Lease.

45. All sums payable by the Tenant to the Landlord pursuant to any provision of this Lease will be deemed to be Additional Rent and will be recovered by the Landlord as rental arrears.

IN WITNESS WHEREOF the Parties to this Lease have duly affixed their signatures under hand and seal, or by a duly authorized officer under seal, on this 1 day of July, 2018.

LANDLORD:


Kevin Stafford, Mayor (Landlord)


TENANT:


Rebecca Anderson, Tenant

ATTEST:


Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:


Jessica Ryan, City Attorney

Reviewed by: _____ Interim City Administrator

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

Submitted By: Heidi Whitlock, Assistant to the City Administrator

Action Date: October 3, 2018

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution No. 18-5541 authorizing execution of Commercial Operator's Agreement for Hangar #39 with Air Methods Corporation.

PRESENTED BY: Dan Newton, Interim City Administrator

SUMMARY: Air Methods Corporation has been subleasing Hangar #39 since January 2017. Since that time, staff has been working with Air Methods to execute a Commercial Operator's Agreement and presented an agreement with requested changes at a recent Council meeting. Staff was directed to research into the changes further and bring back the item.

The requested changes have been received and modified by the City Attorney in conjunction with Air Method's Attorney. The modified agreement is attached for Council's consideration.

FISCAL IMPACT: \$8,463.56 annually

ACTION

REQUESTED: Motion approving Resolution No. 18-5541 executing a Commercial Operator Agreement with Air Methods Corporation

ATTACHMENTS: Resolution No. 18-5541
Commercial Operator Agreement with Air Methods Corporation

**RESOLUTION NUMBER 18-5541
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING A COMMERCIAL OPERATOR AGREEMENT, HANGAR #39 WITH
AIR METHODS FOR THREE (3) YEARS**

WHEREAS, current City policy requires that all Commercial Operators leasing or subleasing hangars located at the Susanville Municipal Airport have a Commercial Operator Agreement under the City; and

WHEREAS, Air Methods, is subleasing Hangar #39 owned by Karl Gratriex.

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby authorizes the Commercial Operator's Agreement for Hangar #39 with Air Methods, for three (3) years and authorizes the Mayor to execute these Agreements on behalf of the City of Susanville.

APPROVED: _____
Kevin Stafford, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 18-5541 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 3rd day of October 2018, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

COMMERCIAL OPERATOR'S LICENSE AGREEMENT

THIS AGREEMENT, made this 1st day of August, 2018, by and between the CITY OF SUSANVILLE, a municipal corporation and political subdivision of the State of California, hereinafter referred to as "Owner", and Air Methods Corporation address: 5500 S. Quebec St., Greenwood Village, CO, 80111 hereinafter referred to as "Commercial Operator";

1. Commercial Operator, by this Agreement, is hereby authorized to perform the following activities at the airport:
 - a. Required maintenance on Air Methods owned and operated aircraft
2. The term of this Agreement is for a period of 3 years (minimum of 3), from January 1, 2017 to December 31, 2019.
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. 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. Owner shall be responsible for the actions of all its employees and shall render Commercial operator safe and harmless from responsibility for any actions of negligence of Owner's employees. 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. Limitation on Liability: Except in cases of gross negligence neither Party or its employees will be liable under this Lease to the other Party or any third party, for any consequential, incidental, indirect, exemplary, special or punitive damages, including any damages for business interruption, loss of use, revenue or profit, whether arising out of breach of contract, tort (including negligence) or otherwise, regardless of whether such damages were foreseeable and whether or not either Party was advised of the possibility of such damages. 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.
 - C. As of September 19, 2018, Commercial Operator also owes City \$13,208.47 for operating at said Airport between the time of January 1, 2017 and June 30, 2018. Commercial Operator must pay the amount owed in full no later than October 1, 2018.
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

Kevin Stafford, Mayor

Name:

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.