
CITY OF SUSANVILLE
66 N. Lassen Street • Susanville CA
Mendy Schuster, Mayor
Russ Brown, Mayor pro tem
Curtis Bortle • Patrick Parrish • Dawn Miller

Susanville City Council
Regular Council Meeting • City Council Chambers
Wednesday, April 2, 2025 – 4:30 PM

CALL TO ORDER
ROLL CALL

1. **APPROVAL OF AGENDA:** *(Additions and/or Deletions)*
2. **PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS (if any):** *Any person may address the Council at this time upon any subject for discussion during Closed Session.*
3. **CLOSED SESSION:**
 - A. **CONFERENCE WITH LABOR NEGOTIATORS** - *pursuant to Government Code Section §54957.6*
 1. *Fire Unit*
 2. *Miscellaneous Unit*
 3. *Public Works unit*
 4. *SPOA Unit*
 5. *Department Heads:*
 - a. *City Clerk*
 - b. *Economic Development Director*
 - c. *Finance Director*
 - d. *Public Safety Chief*
 - e. *Public Works Director*
4. **RETURN TO OPEN SESSION:** *(recess if necessary)*
 - *Reconvene in open session at 5:00pm*
 - *Pledge of allegiance*
 - *Invocation*
 - *Report any changes to agenda*
 - *Report any action out of Closed Session*
 - *Proclamations, awards or presentations by the City Council*
5. **BUSINESS FROM THE FLOOR:** *Any person may address the Council at this time upon any subject on the agenda or not on the agenda within the jurisdiction of the City Council. However, comments on items on the agenda may be reserved until the item is discussed and any matter not on the agenda that requires action will be referred to staff for a report and action at a subsequent meeting.*
Presentations are subject to a three-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.*
 - 6.A [Minutes of the City Council March 19, 2025 regular meeting.](#)

6.B [Vendor and Payroll Warrants](#)

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

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

9. **NEW BUSINESS:**

9.A [Consider approval of Council Members' requests to use a civic contribution funds from their remaining discretionary allocation of \\$1,000.](#)

9.B [Consider Resolution No. 25-6416, granting Lassen Fire Safe Council permission to conduct fuel treatments on City of Susanville property.](#)

9.C [Consider approving modifications to the City of Susanville's Organizational Structure.](#)

9.D [Consider Resolution No. 25-6419, terminating Airport Ground Lease with I.D "Doc" Blevins and approving new Airport Ground Lease Agreement with Justin Seyfarth for Hangar #32 at the Susanville Municipal Airport](#)

9.E [Discussion regarding proclamations and flag policy.](#)

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

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

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

13. **CITY MANAGER'S REPORTS:**

13.A [Department Reports](#)

14. **FUTURE COUNCIL ITEMS:**

14.A [Future Council Items](#)

15. **ADJOURNMENT:**

- ***The next regular meeting of the Susanville City Council will be held on April 16, 2025 at 4:30PM.***

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.net, 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, Heidi Whitlock, certify that I caused to be posted notice of the regular meeting scheduled for April 2, 2025 in the areas designated on March 28, 2025.

AGENDA ITEM NO. 6.A
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, City Clerk

Action Date: April 2, 2025

SUBJECT: Minutes of the City Council March 19, 2025 regular meeting.

PRESENTED BY: Heidi Whitlock, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's March 19, 2025 regular meeting.

FISCAL IMPACT: None

ACTION REQUESTED: Motion to waive the reading of and approval to receive and file the City Council's minutes from the March 19, 2025 regular meeting.

ATTACHMENTS:
[250319.cc.min.draft.pdf](#)

SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, MARCH 19, 2025 – 5:00 PM

Mayor Schuster called the meeting to order at 5:00pm.

Roll Call of Councilmembers Present: Schuster, Brown, Bortle, Parrish, Miller

1. APPROVAL OF AGENDA:

Moved by Miller; seconded by Brown to approve the agenda as presented.

Motion Carried: 5 - 0

Voting For: Schuster, Brown, Bortle, Parrish, Miller

Voting Against: None

2. PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No closed session.

3. CLOSED SESSION: No business.

4. RETURN TO OPEN SESSION: The Pledge of Allegiance and Invocation were provided.

5. BUSINESS FROM THE FLOOR: No public comment.

6. CONSENT CALENDAR:

Moved by Bortle; seconded by Parrish to approve the consent calendar.

Motion Carried: 5 - 0

Voting For: Schuster, Brown, Bortle, Parrish, Miller

Voting Against: None

6.A Minutes of the City Council March 5, 2025 regular meeting.

Motion to waive the reading of and approval to receive and file the City Council's minutes from the March 5, 2025 regular meeting.

250305.cc.min.draft.pdf

6.B Vendor and payroll warrants

Motion to receive and file

[02-20-2025.pdf](#)

[02-27-2025.pdf](#)

[02-28-2025.pdf](#)

7. PUBLIC HEARINGS: No business.

8. COUNCIL DISCUSSION/ANNOUNCEMENTS: Council Member Bortle provided the Land Acknowledgement Statement.

9. NEW BUSINESS:

9.A Consider co-sponsorship of the 35th Annual Junior Fishing Derby to be held on Saturday, May 17, 2025

Dan Newton, City Manager, provided a brief explanation of the item and introduced Wade Workman, President of the Lassen Sportman's Club, to provide details related to the fishing derby.

Mr. Workman thanked the Council for the many years of support for the derby as this will be the 36th year. He then provided an overview of what happened in previous derby years including awards and prizes won.

[2025 Fishing Derby.pdf](#)

Motion to approve co-sponsorship of the 35th Annual Junior Fishing Derby to be held on May 17, 2025, at Memorial Park; waive power panel and park rental fee; provide insurance for the event; and expend \$2,000 civic contribution to Lassen Sportsmen's Club for the purchase of fish.

Moved by Parrish; seconded by Bortle to approve.

Motion Carried: 5- 0

Voting For: Schuster, Brown, Bortle, Parrish, Miller

Voting Against: None

9.B Discussion regarding Citywide Strategic Planning

Mr. Newton provided an explanation of the item and requested council discussion.

Mayor Schuster requested the following change in the vision statement, move "Legislating and enforcing rules and regulations" to the top of the list. All council members agreed and were in favor of the Mission and Vision statements with the mayor's proposed change.

Mr. Newton suggested that the statements be circulated within all city staff and out to the public for comment. He will then bring it back for action on April 2, 2025.

9.C Consider Planning Commission Moratorium

Mr. Newton provided an explanation on the item, providing both pros and cons of the item, and stated that City Attorney, Margaret Long, will be available for any questions regarding the topic and requested Council consideration.

Discussions included the inclusion of the attorney being present during planning-related projects and the importance of more staff being aware of day-to-day planning activities. It was noted that the code requires a planning agency; however, the planning agency could also be the council. Additionally, a brief description of the functions of the planning commission was provided.

No public comment.

Mayor pro tem Brown stated that he was in favor of that change and suggested a trial period of perhaps one year.

Council Member Parrish inquired as to how long it would take and how much staff time it would take to make this change. Ms. Long responded that it will not take a lot of staff time as it would include removing the code that sets up a citizen driven Commission. However, it would require an ordinance with a first and second reading plus the 30-day waiting period.

Mr. Newton stated that the proposed change would increase the Council's awareness of code enforcement items, as these matters would be presented directly to the Council if the change were implemented. He further noted that the change would enhance the overall process by involving planning staff in council meetings and ensuring that code enforcement issues are effectively communicated to all staff in attendance.

Council Member Bortle and Miller, as well as Mayor Schuster brought up pros and cons that they could see occurring from implementing the proposed change.

Concerns regarding potential conflicts was mentioned to which Ms. Long responded that in a small city such as Susanville, there will always be conflicts. Therefore, council members would just need to know when to recuse themselves.

Mr. Newton requested direction on whether or not to prepare the moratorium.

Moved by Brown; seconded by Bortle to move forward with the moratorium.

Motion Carried: 4- 1

Voting For: Schuster, Brown, Bortle, Miller

Voting Against: Parrish

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

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

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

13. **CITY MANAGER'S REPORTS**:

13.A Department Reports

The department heads in attendance provided an update regarding the current events in their departments.

14. **FUTURE COUNCIL ITEMS**:

14.A Future Council Items

Mayor pro tem Brown requested that \$500.00 of his civic contributions be given towards the fishing derby.

Council Member Bortle requested that \$500.00 of his civic contributions be given towards the Pow Wow.

Mayor Schuster requested that \$300.00 of her civic contributions be given towards the fishing derby.

Council Member Miller also requested that \$500.00 of her civic contributions be given towards the fishing derby.

Council Member Parrish requested the proclamation item be brought back as it has been almost one year since the moratorium was placed on that item.

[250319.Future.Items.List.pdf](#)

15. **ADJOURNMENT**: Meeting adjourned at 6:14pm.

Heidi Whitlock. City Clerk

Schuster, Mayor

Approved on:

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Stefanie Steward, Finance

Action Date: April 2, 2025

SUBJECT: Vendor and Payroll Warrants

PRESENTED BY: Chandra Jabbs, Finance Director

SUMMARY: Warrants dated March 6, 2025 through March 19, 2025 numbered 223627-223717.

FISCAL IMPACT: Accounts Payable vendor warrants totaling: \$328,232.33, plus \$613,575.95 in payroll warrants for a total of \$941,808.28.

ACTION REQUESTED: Motion to receive and file

ATTACHMENTS:
[03-06-25.pdf](#)
[03-07-25.pdf](#)
[03-13-25.pdf](#)
[03-18-25.pdf](#)

CITY OF SUSANVILLE

Check Register - Payments by Vendor
Check Issue Dates: 3/6/2025 - 3/6/2025Page: 1
Mar 06, 2025 11:39AM

Report Criteria:

Report type: GL detail

Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/25	03/06/2025	223627	11327		FACILITY RENTAL DEPOSIT RE	022725	1	1000-2228-009	DEPOSITS-COMM CENTER RE	300.00	300.00
Total 022725:											
03/25	03/06/2025	223628	9432	ALL SEASON HEATING	#0078 WOODSMOKE REDUCTI	022725	1	8407-430-10-48	GRANTS	3,750.00	3,750.00
03/25	03/06/2025	223628	9432	ALL SEASON HEATING	#0081 WOODSMOKE REDUCTI	022725	2	8407-430-10-48	GRANTS	5,000.00	5,000.00
Total 022725:											
03/25	03/06/2025	223629	8792	ALPINE LOCK AND KEY I	COMMERCIAL LOCK RE-KEY -	0000182911	1	7620-430-10-44	REPAIR AND MAINTENANCE-FA	1,315.34	1,315.34
Total 0000182911:											
03/25	03/06/2025	223630	10981	ALSCO INC	UNIFORMS-WATER	LREN2004595	1	7110-430-42-44	LINEN SERVICE	124.65	124.65
Total LREN2004595:											
03/25	03/06/2025	223630	10981	ALSCO INC	UNIFORMS-STREETS	LREN2004596	1	2007-431-20-44	LINEN SERVICE	66.40	66.40
Total LREN2004596:											
03/25	03/06/2025	223630	10981	ALSCO INC	MAT, SLATE - PW	LREN2004597	1	7620-430-10-44	LINEN SERVICE	37.59	37.59
Total LREN2004597:											
03/25	03/06/2025	223630	10981	ALSCO INC	UNIFORMS-PARKS	LREN2004598	1	1011-452-20-44	LINEN SERVICES	44.54	44.54
Total LREN2004598:											
03/25	03/06/2025	223630	10981	ALSCO INC	UNIFORMS-GAS	LREN2004599	1	7401-430-62-44	LINEN SERVICES	103.60	103.60
Total LREN2004599:											
03/25	03/06/2025	223630	10981	ALSCO INC	JANITORIAL SUPPLIES-PW	LREN2004600	1	7620-430-10-44	LINEN SERVICE	185.33	185.33

M = Manual Check, V = Void Check

CITY OF SUSANVILLE

Check Register - Payments by Vendor
Check Issue Dates: 3/6/2025 - 3/6/2025Page: 2
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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total LREN2004600:											
03/25	03/06/2025	223631	10083	AMERIGEN POWER SOL	GENERATOR REPAIR/SERVICE-	01-17204	1	7620-430-10-44	REPAIR AND MAINTENANCE-FA	185.33	185.33
Total 01-17204:											
03/25	03/06/2025	223632	11329	BEACON ECONOMICS LL	CONSULTING SERVICES STRA	2005504	1	1000-465-10-43	PROFESSIONAL SVCS	523.89	523.89
Total 2005504:											
03/25	03/06/2025	223633	1307	C&S WASTE SOLUTIONS	900 MAIN ST-STREETS	176586609U037	1	2007-431-20-44	DISPOSAL	16,000.00	16,000.00
Total 176586609U037:											
03/25	03/06/2025	223633	1307	C&S WASTE SOLUTIONS	1616 MAIN STREET-STREETS	176586611U037	1	2007-431-20-44	DISPOSAL	53.31	53.31
Total 176586611U037:											
03/25	03/06/2025	223633	1307	C&S WASTE SOLUTIONS	65 N LASSEN ST-STREETS	176586627U037	1	2007-431-20-44	DISPOSAL	53.31	53.31
Total 176586627U037:											
03/25	03/06/2025	223633	1307	C&S WASTE SOLUTIONS	732 MAIN STREET-STREETS	176586735U037	1	2007-431-20-44	DISPOSAL	53.31	53.31
Total 176586735U037:											
03/25	03/06/2025	223634	11328		REFUND WATER DEPOSIT	022525	1	7110-2228-000	DEPOSITS-CUSTOMER	106.62	106.62
Total 022525:											
03/25	03/06/2025	223635	148	COMPUTER LOGISTICS	3/2025 BILLING 16265 MA VAGE	85953	1	1000-417-10-43	TECHNICAL SVCS	67.18	67.18
Total 85953:											
03/25	03/06/2025	223635	148	COMPUTER LOGISTICS	Q1670 NETWORK UPS 16265 M	85971	1	1010-422-10-45	COMMUNICATIONS	6,111.90	6,111.90
Total 85971:											
										1,542.91	1,542.91

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Check Issue Dates: 3/6/2025 - 3/6/2025												
GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount	
03/25	03/06/2025	223636	161	CSK AUTO INC	RETURN 1GALHYDRLOIL IVC27	2740-154277	1	7530-451-56-44	REPAIR & MAINTENANCE MISC	24.89-	24.89-	
Total 2740-154277:												
03/25	03/06/2025	223636	161	CSK AUTO INC	GALANTIFREZ-SNOW	2740-156473	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	168.74	168.74	
Total 2740-156473:												
03/25	03/06/2025	223636	161	CSK AUTO INC	AIR & OIL FILTER- PARKS	2740-157239	1	1011-452-20-44	VEHICLE - REPAIR & MAINTENA	65.39	65.39	
Total 2740-157239:												
03/25	03/06/2025	223636	161	CSK AUTO INC	STABILIZER-PARK	2740-157250	1	1011-452-20-44	VEHICLE - REPAIR & MAINTENA	18.39	18.39	
Total 2740-157250:												
03/25	03/06/2025	223637	10670	CURRENT ELECTRIC & A	SECURITY SYSTEM MONITORI	051372	1	1011-452-20-43	TECHNICAL SVCS	99.00	99.00	
Total 051372:												
03/25	03/06/2025	223637	10670	CURRENT ELECTRIC & A	SECURITY SYSTEM MONITORI	052050	1	7530-451-52-43	TECHNICAL SERVICES	40.00	40.00	
Total 052050:												
03/25	03/06/2025	223637	10670	CURRENT ELECTRIC & A	SECURITY SYSTEM MONITORI	052053	1	7620-430-10-43	TECHNICAL SVCS	40.00	40.00	
Total 052053:												
03/25	03/06/2025	223638	219	ED STAUB & SONS PETR	300.00 PROPANE LP CIRCLE D	12091348	1	7530-451-52-46	PROPANE	835.20	835.20	
Total 12091348:												
03/25	03/06/2025	223638	219	ED STAUB & SONS PETR	212.10 PROPANE LP WINGFIEL	12104155	1	7530-451-50-46	PROPANE	590.49	590.49	
Total 12104155:												
03/25	03/06/2025	223638	219	ED STAUB & SONS PETR	6824 GAL UNLEADED	12138271	1	1000-1410-001	INVENTORIES-GASOLINE	25,229.58	25,229.58	

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					Check Issue Dates: 3/6/2025 - 3/6/2025			Mar 06, 2025 11:39AM			
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 12138271:											
03/25	03/06/2025	223639	1033	FGL ENVIRONMENTAL	WATER SAMPLING-DW	479384A	1	7110-430-42-43	PROFESSIONAL SVCS	25,229.58	25,229.58
Total 479384A:											
03/25	03/06/2025	223639	1033	FGL ENVIRONMENTAL	WATER SAMPLING-DW	479385A	1	7110-430-42-43	PROFESSIONAL SVCS	63.00	63.00
Total 479385A:											
03/25	03/06/2025	223639	1033	FGL ENVIRONMENTAL	WATER SAMPLING-DW	490059A	1	7110-430-42-43	PROFESSIONAL SVCS	117.00	117.00
Total 490059A:											
03/25	03/06/2025	223639	1033	FGL ENVIRONMENTAL	WET CHEMISTR-CR(V1) X 5 - D	490271A	1	7110-430-42-43	PROFESSIONAL SVCS	117.00	117.00
Total 490271A:											
03/25	03/06/2025	223639	1033	FGL ENVIRONMENTAL	WATER SAMPLING-DW	490302A	1	7110-430-42-43	PROFESSIONAL SVCS	535.00	535.00
Total 490302A:											
03/25	03/06/2025	223639	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-JO	490458A	1	7112-430-42-43	PROFESSIONAL SVCS	175.00	175.00
Total 490458A:											
03/25	03/06/2025	223639	1033	FGL ENVIRONMENTAL	WATER SAMPLING-DW	490459A	1	7110-430-42-43	PROFESSIONAL SVCS	39.00	39.00
Total 490459A:											
03/25	03/06/2025	223639	1033	FGL ENVIRONMENTAL	WATER SAMPLING-DW	490662A	1	7112-430-42-43	PROFESSIONAL SVCS	117.00	117.00
Total 490662A:											
03/25	03/06/2025	223639	1033	FGL ENVIRONMENTAL	WATER SAMPLING-DW	490681A	1	7110-430-42-43	PROFESSIONAL SVCS	141.00	141.00
Total 490681A:											
03/25	03/06/2025	223639	1033	FGL ENVIRONMENTAL	WATER SAMPLING-DW					141.00	141.00

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Check Issue Dates: 3/6/2025 - 3/6/2025												
GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount	
03/25	03/06/2025	223639	1033	FGL ENVIRONMENTAL	WATER SAMPLING-DW	490969A	1	7110-430-42-43	PROFESSIONAL SVCS	125.00	125.00	
Total 490969A:											125.00	125.00
03/25	03/06/2025	223639	1033	FGL ENVIRONMENTAL	WATER SAMPLING-DW	491212A	1	7110-430-42-43	PROFESSIONAL SVCS	77.00	77.00	
Total 491212A:											77.00	77.00
03/25	03/06/2025	223639	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-JO	491213A	1	7112-430-42-43	PROFESSIONAL SVCS	39.00	39.00	
Total 491213A:											39.00	39.00
03/25	03/06/2025	223639	1033	FGL ENVIRONMENTAL	WATER SAMPLING-DW	491368A	1	7110-430-42-43	PROFESSIONAL SVCS	141.00	141.00	
Total 491368A:											141.00	141.00
03/25	03/06/2025	223639	1033	FGL ENVIRONMENTAL	WATER SAMPLING-DW	491380A	1	7110-430-42-43	PROFESSIONAL SVCS	141.00	141.00	
Total 491380A:											141.00	141.00
03/25	03/06/2025	223639	1033	FGL ENVIRONMENTAL	WATER SAMPLING-DW	491712A	1	7110-430-42-43	PROFESSIONAL SVCS	175.00	175.00	
Total 491712A:											175.00	175.00
03/25	03/06/2025	223639	1033	FGL ENVIRONMENTAL	WATER SAMPLING-DW	570187A	1	7110-430-42-43	PROFESSIONAL SVCS	117.00	117.00	
Total 570187A:											117.00	117.00
03/25	03/06/2025	223639	1033	FGL ENVIRONMENTAL	WATER SAMPLING-DW	570323A	1	7110-430-42-43	PROFESSIONAL SVCS	117.00	117.00	
Total 570323A:											117.00	117.00
03/25	03/06/2025	223639	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-JO	570476A	1	7112-430-42-43	PROFESSIONAL SVCS	39.00	39.00	
Total 570476A:											39.00	39.00
03/25	03/06/2025	223639	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-JO	570527A	1	7110-430-42-43	PROFESSIONAL SVCS	37.00	37.00	

M = Manual Check, V = Void Check

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				Check Issue Dates: 3/6/2025 - 3/6/2025				Mar 06, 2025 11:39AM			
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 570527A:											
03/25	03/06/2025	223639	1033	FGL ENVIRONMENTAL	WATER SAMPLING-DW	570591A	1	7110-430-42-43	PROFESSIONAL SVCS	37.00	37.00
Total 570591A:											
03/25	03/06/2025	223639	1033	FGL ENVIRONMENTAL	WATER SAMPLING-DW	570850A	1	7110-430-42-43	PROFESSIONAL SVCS	141.00	141.00
Total 570850A:											
03/25	03/06/2025	223639	1033	FGL ENVIRONMENTAL	WATER SAMPLING-DW	570852A	1	7110-430-42-43	PROFESSIONAL SVCS	141.00	141.00
Total 570852A:											
03/25	03/06/2025	223639	1033	FGL ENVIRONMENTAL	WATER SAMPLING-DW	571190A	1	7110-430-42-43	TECHNICAL SVCS	77.00	77.00
Total 571190A:											
03/25	03/06/2025	223639	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-JO	571191A	1	7112-430-42-43	PROFESSIONAL SVCS	77.00	77.00
Total 571191A:											
03/25	03/06/2025	223639	1033	FGL ENVIRONMENTAL	WATER SAMPLING-DW	571218A	1	7110-430-42-43	PROFESSIONAL SVCS	175.00	175.00
Total 571218A:											
03/25	03/06/2025	223640	9264		CA POST SCHOOL RES SACRA	022425	1	1009-421-10-45	TRAINING	175.00	175.00
Total 022425:											
03/25	03/06/2025	223641	265	FRONTIER	257-0315 AWOS AIRPORT	0315 021525	1	7201-430-81-45	COMMUNICATIONS	117.00	117.00
Total 0315 021525:											
03/25	03/06/2025	223641	265	FRONTIER	257-7098 NATURAL GAS	7098 020125	1	7401-430-62-45	COMMUNICATIONS	473.00	473.00
Total 7098 020125:											
03/25	03/06/2025	223641	265	FRONTIER						81.38	81.38
03/25	03/06/2025	223641	265	FRONTIER						81.38	81.38
03/25	03/06/2025	223641	265	FRONTIER						117.98	117.98
03/25	03/06/2025	223641	265	FRONTIER						117.98	117.98

M = Manual Check, V = Void Check

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				Check Issue Dates: 3/6/2025 - 3/6/2025				Mar 06, 2025 11:39AM			
GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/25	03/06/2025	223642	11326		REFUND WATER DEPOSIT	022725	1	7110-2228-000	DEPOSITS-CUSTOMER	36.21	36.21
Total 022725:											
03/25	03/06/2025	223643	373	KSUE RADIO	ADVERTISEMENT-GAS	25010139	1	7401-430-62-45	ADVERTISING	499.00	499.00
Total 25010139:											
03/25	03/06/2025	223644	392	LASSEN COUNTY CLERK	SOFTWARE SUPPORT-PLANNI	021125	1	1011-419-10-47	SOFTWARE	250.00	250.00
Total 021125:											
03/25	03/06/2025	223645	10485	LEAF CAPITAL FUNDING	COPIER-FD	17945963	1	1010-422-10-44	RENT & LEASES EQUIP & VEHI	118.76	118.76
Total 17945963:											
03/25	03/06/2025	223645	10485	LEAF CAPITAL FUNDING	COPIER-PW	18003514	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	140.73	140.73
Total 18003514:											
03/25	03/06/2025	223646	432	LEXIS NEXIS	CAAIR POLLU CONTROL 2025E	44790732	1	7620-430-10-46	BOOKS AND PERIODICALS	71.53	71.53
Total 44790732:											
03/25	03/06/2025	223647	437	LMUD	LITTLE LEAGUE AREA LIGHTS-	3522 022525	1	1011-452-20-46	ELECTRICITY	76.09	76.09
Total 3522 022525:											
03/25	03/06/2025	223647	437	LMUD	925 SIERRA RD SPORTS CTR- P	60453 022525	1	1011-452-20-46	ELECTRICITY	30.42	30.42
Total 60453 022525:											
03/25	03/06/2025	223648	1293		TRAINING REIMBURSEMENT-F	22525	1	1010-422-10-43	VOLUNTEERS	508.73	508.73
Total 22525:											
03/25	03/06/2025	223649	11330	OUTFRONT MEDIA INC.	MARKETING BILLBOARDS	POO29637	1	2004-465-10-43	PROFESSIONAL SVCS	28,910.00	28,910.00

M = Manual Check, V = Void Check

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					Check Issue Dates: 3/6/2025 - 3/6/2025			Mar 06, 2025 11:39AM			
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 POO29637:											
03/25	03/06/2025	223650	546	PAYLESS BUILDING SUP	TOP RAIL BRACE BAND-PARKS	296293	1	1011-452-21-44	FACILITY - REPAIR & MAINTENA	222.73	222.73
Total 296293:											
03/25	03/06/2025	223651	556	PITNEY BOWES INC	MONTHLY MAINT POSTAGE MA	3107113049	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	777.88	777.88
Total 3107113049:											
03/25	03/06/2025	223652	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT-P	63630 013125	1	1009-421-10-45	COMMUNICATIONS	185.00	185.00
Total 63630 013125:											
03/25	03/06/2025	223653	9689	PRENTICE LONG & EPPE	PROFESSIONAL SVC- ATTORN	7276	1	1000-412-10-43	PROFESSIONAL SVCS	82.50	82.50
Total 7276:											
03/25	03/06/2025	223654	1562	R.E.Y ENGINEERS INC	PROFESSIONAL SERVICES RE	26885	1	2007-431-39-43	PROFESSIONAL SERVICES	3,602.46	3,602.46
Total 26885:											
03/25	03/06/2025	223655	1296	RENTAL GUYS	HAMMER BREAKER-GC	1029230-5	1	7530-451-50-44	REPAIR & MAINTANENCE-FACIL	111.83	111.83
Total 1029230-5:											
03/25	03/06/2025	223656	10227	RIGGS AMBULANCE SER	BLS CARDS-FD	2658	1	1010-422-10-45	TRAVEL	84.00	84.00
Total 2658:											
03/25	03/06/2025	223657	11040	RONALD LEE KING JR	6 MONTH GROUND INSPECTIO	2025004	1	7201-430-81-43	TECHNICAL SVCS	1,760.00	1,760.00
Total 2025004:											
03/25	03/06/2025	223658	76	SUSANVILLE ACE HARD	LIGHTER SINGLE FLINT-PARKS	531934	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	7.59	7.59
Total 531934:											

M = Manual Check, V = Void Check

CITY OF SUSANVILLE

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/25	03/06/2025	223658	76	SUSANVILLE ACE HARD	HILLMAN FASTENERS-GAS	531953	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	3.97	3.97
Total 531953:											
03/25	03/06/2025	223658	76	SUSANVILLE ACE HARD	RATCHET LOW PROFILE-WATE	532074	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	115.90	115.90
Total 532074:											
03/25	03/06/2025	223658	76	SUSANVILLE ACE HARD	5 GAL BUCKET- STREETS SB1	532096	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	9.73	9.73
Total 532096:											
03/25	03/06/2025	223658	76	SUSANVILLE ACE HARD	HALF FACE RESP-GC	532203	1	7530-451-50-44	REPAIR & MAINTENANCE-FACIL	148.61	148.61
Total 532203:											
03/25	03/06/2025	223658	76	SUSANVILLE ACE HARD	HILLMAN FASTENERS- STREET	532218	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	4.29	4.29
Total 532218:											
03/25	03/06/2025	223658	76	SUSANVILLE ACE HARD	SS GEAR CLAMP-STREETS SB	532228	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	5.44	5.44
Total 532228:											
03/25	03/06/2025	223658	76	SUSANVILLE ACE HARD	SS GEAR CLAMP-STREETS SB	532229	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	15.36	15.36
Total 532229:											
03/25	03/06/2025	223658	76	SUSANVILLE ACE HARD	SS GEAR CLAMP-STREETS SB	532231	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	11.96	11.96
Total 532231:											
03/25	03/06/2025	223658	76	SUSANVILLE ACE HARD	BUTT SPLICE CONNECTR- STR	532247	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	5.44	5.44
Total 532247:											
03/25	03/06/2025	223659	11006	TEAMCALIFORNIA ECON	ANNUAL MEMBERSHIP- ECON	4018	1	1000-465-10-48	DUES AND MEMBERSHIPS	2,500.00	2,500.00

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				Check Issue Dates: 3/6/2025 - 3/6/2025				Mar 06, 2025 11:39AM				
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 4018:												
03/25	03/06/2025	223659	11006	TEAMCALIFORNIA ECON	IAMC HOST SPG FORUM 2025	4023	1	2004-465-10-43	PROFESSIONAL SVCS	2,500.00	2,500.00	
Total 4023:												
03/25	03/06/2025	223660	712	TNS TRUCKING CO	TRANSFER CON SAND-WATER	6382	1	7110-430-42-46	SUPPLIES-GENERAL	462.41	462.41	
03/25	03/06/2025	223660	712	TNS TRUCKING CO	TRANSFER CON SAND-GAS	6382	2	7401-430-62-46	SUPPLIES-GENERAL	462.41	462.41	
Total 6382:												
03/25	03/06/2025	223661	9544	TONY'S CLEANING SERV	JANITORIAL SERVICES- CITY H	1069	1	1000-417-10-43	PROFESSIONAL SVCS	924.82	924.82	
Total 1069:												
03/25	03/06/2025	223661	9544	TONY'S CLEANING SERV	JANITORIAL SERVICES- PW	1074	1	7620-430-10-44	CUSTODIAL	350.00	350.00	
Total 1074:												
03/25	03/06/2025	223662	749	VERIZON WIRELESS	CELLULAR PHONES - FD	6106296433	1	1010-422-10-45	COMMUNICATIONS	340.28	340.28	
03/25	03/06/2025	223662	749	VERIZON WIRELESS	CELLULAR PHONES - ECON. D	6106296433	2	1000-465-10-45	COMMUNICATIONS	42.06	42.06	
03/25	03/06/2025	223662	749	VERIZON WIRELESS	CELLULAR PHONES - CITY CO	6106296433	3	1000-411-10-45	COMMUNICATIONS	168.24	168.24	
03/25	03/06/2025	223662	749	VERIZON WIRELESS	CELLULAR PHONES - PD	6106296433	4	1009-421-10-45	COMMUNICATIONS	42.06	42.06	
Total 6106296433:												
03/25	03/06/2025	223663	770	WESTERN NEVADA SUP	ROMA 8 BLK END RING 6-HOLE	61605651	1	7301-430-52-44	REPAIR AND MAINTENANCE - F	592.64	592.64	
Total 61605651:												
03/25	03/06/2025	223663	770	WESTERN NEVADA SUP	BRS 90 ELL-WATER	61637764	1	7110-430-42-46	SUPPLIES-GENERAL	871.69	871.69	
Total 61637764:												
Grand Totals:											217.79	217.79
											114,870.24	114,870.24

M = Manual Check, V = Void Check

Report Criteria:

Report type: GL detail
Check Voided = False

Report Criteria:

Report type: GL detail

Vendor.Vendor Number = 11336

Check.Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/25	03/07/2025	223664	11336	DIAMOND MOUNTAIN GO	ANNUAL MEMBERSHIP W/ CAR	03072025	1	1000-413-20-41	REGULAR EMPLOYEES	1,800.00	1,800.00
Total 03072025:										1,800.00	1,800.00
Grand Totals:										1,800.00	1,800.00

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/25	03/13/2025	223667	11233	323 SCADA SERVICES LL	TECHNICAL SVCS-GAS	CS022025	1	7401-430-62-43	TECHNICAL SVCS	249.00	249.00
Total CS022025:											
03/25	03/13/2025	223667	11233	323 SCADA SERVICES LL	TECHNICAL SVCS-GAS	CS122024	1	7401-430-62-43	TECHNICAL SVCS	249.00	249.00
Total CS122024:											
03/25	03/13/2025	223668	21	AIRGAS USA LLC	ACETYLENE/ARGON/OXYGEN/	5514259183	1	7401-430-62-46	SUPPLIES-GENERAL	228.99	228.99
03/25	03/13/2025	223668	21	AIRGAS USA LLC	ACETYLENE/ARGON/OXYGEN/	5514259183	2	7110-430-42-46	SUPPLIES-GENERAL	549.87	549.87
03/25	03/13/2025	223668	21	AIRGAS USA LLC	ACETYLENE/ARGON/OXYGEN/	5514259183	3	2007-431-20-46	SUPPLIES-GENERAL	193.29	193.29
Total 5514259183:											
03/25	03/13/2025	223669	9432	ALL SEASON HEATING	#0070 WOODSMOKE REDUCTI	030725	1	8407-430-10-48	GRANTS	5,000.00	5,000.00
03/25	03/13/2025	223669	9432	ALL SEASON HEATING	#0071 WOODSMOKE REDUCTI	030725	2	8407-430-10-48	GRANTS	5,000.00	5,000.00
03/25	03/13/2025	223669	9432	ALL SEASON HEATING	#0086 WOODSMOKE REDUCTI	030725	3	8407-430-10-48	GRANTS	2,500.00	2,500.00
03/25	03/13/2025	223669	9432	ALL SEASON HEATING	#0084 WOODSMOKE REDUCTI	030725	4	8407-430-10-48	GRANTS	5,000.00	5,000.00
Total 030725:											
03/25	03/13/2025	223670	10981	ALSCO INC	UNIFORMS-PW	LREN2006305	1	7620-430-10-44	LINEN SERVICE	17,500.00	17,500.00
Total LREN2006305:											
03/25	03/13/2025	223670	10981	ALSCO INC	UNIFORMS-GAS	LREN2006306	1	7401-430-62-44	LINEN SERVICES	185.33	185.33
Total LREN2006306:											
03/25	03/13/2025	223670	10981	ALSCO INC	UNIFORMS-PARKS	LREN2006307	1	1011-452-20-44	LINEN SERVICES	185.33	185.33
Total LREN2006307:											
03/25	03/13/2025	223670	10981	ALSCO INC	UNIFORMS-STREETS	LREN2006308	1	2007-431-20-44	LINEN SERVICE	546.63	546.63
Total LREN2006308:											
03/25	03/13/2025	223670	10981	ALSCO INC	UNIFORMS-STREETS	LREN2006308	1	2007-431-20-44	LINEN SERVICE	44.54	44.54
Total LREN2006308:											
03/25	03/13/2025	223670	10981	ALSCO INC	UNIFORMS-STREETS	LREN2006308	1	2007-431-20-44	LINEN SERVICE	93.90	93.90

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total LREN2006308:											
03/25	03/13/2025	223670	10981	ALSCO INC	UNIFORMS-WATER	LREN2006309	1	7110-430-42-44	LINEN SERVICE	74.96	74.96
Total LREN2006309:											
03/25	03/13/2025	223670	10981	ALSCO INC	MAT. SLATE - PW	LREN2006310	1	7620-430-10-44	LINEN SERVICE	37.59	37.59
Total LREN2006310:											
03/25	03/13/2025	223671	61		REIM HEALTH INSURANCE APR	030425	1	7610-2239-006	RETIREE SICK LEAVE BANK PA	506.85	506.85
Total 030425:											
03/25	03/13/2025	223672	1307	C&S WASTE SOLUTIONS	1205 MAIN STREET-STREETS	176653200U037	1	2007-431-20-44	DISPOSAL	195.93	195.93
Total 176653200U037:											
03/25	03/13/2025	223672	1307	C&S WASTE SOLUTIONS	725 MAIN STREET-STREETS	176653201U037	1	2007-431-20-44	DISPOSAL	26.88	26.88
Total 176653201U037:											
03/25	03/13/2025	223672	1307	C&S WASTE SOLUTIONS	819 MAIN STREET- STREETS	176653202U037	1	2007-431-20-44	DISPOSAL	53.31	53.31
Total 176653202U037:											
03/25	03/13/2025	223672	1307	C&S WASTE SOLUTIONS	801 MAIN STREET- STREETS	176653203U037	1	2007-431-20-44	DISPOSAL	53.31	53.31
Total 176653203U037:											
03/25	03/13/2025	223672	1307	C&S WASTE SOLUTIONS	701 MAIN STREET- STREETS	176653204U037	1	2007-431-20-44	DISPOSAL	53.31	53.31
Total 176653204U037:											
03/25	03/13/2025	223672	1307	C&S WASTE SOLUTIONS	605 ASH STREET-STREETS	176653205U037	1	2007-431-20-44	DISPOSAL	26.88	26.88
Total 176653205U037:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/25	03/13/2025	223672	1307	C&S WASTE SOLUTIONS	617 MAIN ST-STREETS	176653208U037	1	2007-431-20-44	DISPOSAL	53.31	53.31
Total 176653206U037:											
03/25	03/13/2025	223672	1307	C&S WASTE SOLUTIONS	611 MAIN STREET- STREETS	176653207U037	1	2007-431-20-44	DISPOSAL	53.31	53.31
Total 176653207U037:											
03/25	03/13/2025	223672	1307	C&S WASTE SOLUTIONS	400 MAIN STREET- STREETS	176653208U037	1	2007-431-20-44	DISPOSAL	53.31	53.31
Total 176653208U037:											
03/25	03/13/2025	223672	1307	C&S WASTE SOLUTIONS	600 MAIN ST-STREETS	176653209U037	1	2007-431-20-44	DISPOSAL	53.31	53.31
Total 176653209U037:											
03/25	03/13/2025	223672	1307	C&S WASTE SOLUTIONS	626 MAIN ST-STREETS	176653210U037	1	2007-431-20-44	DISPOSAL	53.31	53.31
Total 176653210U037:											
03/25	03/13/2025	223672	1307	C&S WASTE SOLUTIONS	732 MAIN STREET-STREETS	176653211U037	1	2007-431-20-44	DISPOSAL	53.31	53.31
Total 176653211U037:											
03/25	03/13/2025	223672	1307	C&S WASTE SOLUTIONS	1000 MAIN ST-STREETS	176653212U037	1	2007-431-20-44	DISPOSAL	53.31	53.31
Total 176653212U037:											
03/25	03/13/2025	223672	1307	C&S WASTE SOLUTIONS	700 MAIN STREET- STREETS	176653213U037	1	2007-431-20-44	DISPOSAL	53.31	53.31
Total 176653213U037:											
03/25	03/13/2025	223672	1307	C&S WASTE SOLUTIONS	822 MAIN STREET- STREETS	176653214U037	1	2007-431-20-44	DISPOSAL	53.31	53.31
Total 176653214U037:											
03/25	03/13/2025	223672	1307	C&S WASTE SOLUTIONS	950 MAIN STREET- STREETS	176653215U037	1	2007-431-20-44	DISPOSAL	53.31	53.31

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 176653215U037:											
03/25	03/13/2025	223672	1307	C&S WASTE SOLUTIONS	925 SIERRA ST-PW	176653410U037	1	7620-430-10-44	DISPOSAL	53.31	53.31
Total 176653410U037:											
03/25	03/13/2025	223672	1307	C&S WASTE SOLUTIONS	95 N WEATHERLOW ST-PARKS	176653412U037	1	1011-452-20-44	DISPOSAL	234.88	234.88
Total 176653412U037:											
03/25	03/13/2025	223672	1307	C&S WASTE SOLUTIONS	1801 MAIN ST-PD	176653413U037	1	1009-421-10-44	DISPOSAL	467.50	467.50
Total 176653413U037:											
03/25	03/13/2025	223672	1307	C&S WASTE SOLUTIONS	720 SOUTH ST-SHOP	176653414U037	1	7620-430-10-44	DISPOSAL	243.72	243.72
Total 176653414U037:											
03/25	03/13/2025	223672	1307	C&S WASTE SOLUTIONS	1505 MAIN ST-FD	176653416U037	1	1010-422-10-44	DISPOSAL	230.47	230.47
Total 176653416U037:											
03/25	03/13/2025	223672	1307	C&S WASTE SOLUTIONS	1110 NORTH STREET-PARKS	176653490U037	1	1011-452-20-44	DISPOSAL	330.67	330.67
Total 176653490U037:											
03/25	03/13/2025	223672	1307	C&S WASTE SOLUTIONS	900 MAIN ST-STREETS	176653498U037	1	2007-431-20-44	DISPOSAL	106.62	106.62
Total 176653498U037:											
03/25	03/13/2025	223672	1307	C&S WASTE SOLUTIONS	1408 MAIN ST-STREETS	176653499U037	1	2007-431-20-44	DISPOSAL	53.31	53.31
Total 176653499U037:											
03/25	03/13/2025	223672	1307	C&S WASTE SOLUTIONS	1616 MAIN STREET-STREETS	176653500U037	1	2007-431-20-44	DISPOSAL	106.62	106.62
Total 176653500U037:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/25	03/13/2025	223672	1307	C&S WASTE SOLUTIONS	65 N LASSEN ST-STREETS	176653516U037	1	2007-431-20-44	DISPOSAL	106.62	106.62
Total 176653516U037:											
03/25	03/13/2025	223672	1307	C&S WASTE SOLUTIONS	732 MAIN STREET-STREETS	176653624U037	1	2007-431-20-44	DISPOSAL	213.24	213.24
Total 176653624U037:											
03/25	03/13/2025	223673	161	CSK AUTO INC	STARTER-GAS	2740-158293	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	154.36	154.36
Total 2740-158293:											
03/25	03/13/2025	223673	161	CSK AUTO INC	MULTI SW - GAS	2740-158353	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	75.48	75.48
Total 2740-158353:											
03/25	03/13/2025	223673	161	CSK AUTO INC	AIR FILTER-GAS	2740-158801	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	132.81	132.81
Total 2740-158801:											
03/25	03/13/2025	223673	161	CSK AUTO INC	MOTOR OIL-GAS	2740-158948	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	71.41	71.41
Total 2740-158948:											
03/25	03/13/2025	223674	173	DATCO SERVICES	DRUG TEST-PERSONNEL	25-586708	1	1000-416-10-43	TECHNICAL SVCS	320.00	320.00
Total 25-586708:											
03/25	03/13/2025	223675	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING- G	479636A	1	7530-451-52-43	PROFESSIONAL SERVICES	39.00	39.00
Total 479636A:											
03/25	03/13/2025	223675	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING- G	479637A	1	7530-451-52-43	PROFESSIONAL SERVICES	39.00	39.00
Total 479637A:											
03/25	03/13/2025	223675	1033	FGL ENVIRONMENTAL	WATER SAMPLING-WATER	571556A	1	7110-430-42-43	PROFESSIONAL SVCS	141.00	141.00

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Total 571556A:											
03/25	03/13/2025	223676	257	FOREST OFFICE EQUIPM	COPIES-WATER	SV008941	1	7110-430-42-43	TECHNICAL SVCS	44.08	44.08
03/25	03/13/2025	223676	257	FOREST OFFICE EQUIPM	COPIES-GAS	SV008941	2	7401-430-62-43	TECHNICAL SVCS	44.08	44.08
Total SV008941:											
03/25	03/13/2025	223676	257	FOREST OFFICE EQUIPM	COPIES-PW	SV009028	1	7620-430-10-43	TECHNICAL SVCS	88.16	88.16
Total SV009028:											
03/25	03/13/2025	223676	257	FOREST OFFICE EQUIPM	COPIER-FD	SV009051	1	1010-422-10-44	RENT & LEASES EQUIP & VEHI	32.92	32.92
Total SV009051:											
03/25	03/13/2025	223677	1289	FULL SPECTRUM INC	SCADA SYSTEM WORK 10/4/24-	20250203	1	7110-430-42-43	PROFESSIONAL SVCS	2,485.00	2,485.00
03/25	03/13/2025	223677	1289	FULL SPECTRUM INC	SCADA SYSTEM WORK 10/4/24-	20250203	2	7301-430-52-43	PROFESSIONAL SVC	1,087.50	1,087.50
Total 20250203:											
03/25	03/13/2025	223677	1289	FULL SPECTRUM INC	SCADA SYSTEM UPGRADE	20250306	1	7401-430-62-43	PROFESSIONAL SVCS	3,220.00	3,220.00
03/25	03/13/2025	223677	1289	FULL SPECTRUM INC	SCADA SYSTEM UPGRADE	20250306	2	7110-430-42-43	PROFESSIONAL SVCS	7,640.00	7,640.00
Total 20250306:											
03/25	03/13/2025	223678	1019	HONEY LAKE VALLEY RE	PROFESSIONAL SVC GRANT M	2024114	1	2050-430-20-43	PROFESSIONAL SVCS	10,860.00	10,860.00
Total 2024114:											
03/25	03/13/2025	223679	332	INTERSTATE GAS SERVI	NAT GAS CONSULTING 1/25-2/2	7021852	1	7401-430-62-43	PROFESSIONAL SVCS	3,876.25	3,876.25
Total 7021852:											
03/25	03/13/2025	223680	1362	IRON MOUNTAIN INFO. M	CITY HALL SHREDDING	KDWK078	1	1000-417-10-43	PROFESSIONAL SVCS	645.00	645.00
Total KDWK078:											
03/25	03/13/2025	223681	11335		REFUND WATER DEPOSIT	030425	1	7110-2228-000	DEPOSITS-CUSTOMER	127.73	127.73
Total 223681:											
03/25	03/13/2025	223681	11335		REFUND WATER DEPOSIT	030425	1	7110-2228-000	DEPOSITS-CUSTOMER	31.19	31.19

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/25	03/13/2025	223681	11335		REFUND GAS DEPOSIT	030425	2	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
Total 030425:											
										231.19	231.19
03/25	03/13/2025	223682	11094	LASSEN IRRIGATION CO	PROP 1-IRWMP JOHNSTONVILL	2023-134(9)	1	2050-430-20-44	SUBRECIPIENT AGREEMENTS	44,260.00	44,260.00
Total 2023-134(9):											
										44,260.00	44,260.00
03/25	03/13/2025	223683	1321	LAW OFFICES OF GREG	PROFESSIONAL SERVICES-AIR	25306	1	7620-430-11-43	PROFESSIONAL SERVICES	448.92	448.92
Total 25306:											
										448.92	448.92
03/25	03/13/2025	223684	10485	LEAF CAPITAL FUNDING	KYOCERA COPIER- PW	18020191	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	278.67	278.67
Total 18020191:											
										278.67	278.67
03/25	03/13/2025	223685	1300		CREDIT CARD CLASS REG REI	030725	1	1010-422-10-45	TRAVEL	400.00	400.00
Total 030725:											
										400.00	400.00
03/25	03/13/2025	223686	437	LMUD	471-920 JOHNSTONVILLE RD-AI	10108 022525	1	7201-430-81-46	ELECTRICITY	89.94	89.94
Total 10108 022525:											
										89.94	89.94
03/25	03/13/2025	223686	437	LMUD	GOLF COURSE IRR WELL/ NAG	122907 022525	1	7530-451-52-46	ELECTRICITY	49.02	49.02
Total 122907 022525:											
										49.02	49.02
03/25	03/13/2025	223686	437	LMUD	GOLF COURSE PUMP STATION	122910 022525	1	7530-451-52-46	ELECTRICITY	128.91	128.91
Total 122910 022525:											
										128.91	128.91
03/25	03/13/2025	223686	437	LMUD	GOLF COURSE IRR PUMP/8TH	122929 022525	1	7530-451-52-46	ELECTRICITY	30.00	30.00
Total 122929 022525:											
										30.00	30.00
03/25	03/13/2025	223686	437	LMUD	GOLF COURSE PUMP HOUSE	132052 022525	1	7530-451-52-46	ELECTRICITY	178.68	178.68

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 132052 022525:											
03/25	03/13/2025	223686	437	LMUD	470-895 CIRCLE DR-CLUB HOU	144281 022525	1	7530-451-52-46	ELECTRICITY	316.01	316.01
Total 144281 022525:											
03/25	03/13/2025	223686	437	LMUD	SOUTH ST - PW OFFICE	14590 022525	1	7620-430-10-46	ELECTRICITY	892.42	892.42
Total 14590 022525:											
03/25	03/13/2025	223686	437	LMUD	SOUTH ST ROOSEVELT AREA L	1744 022525	1	1011-452-20-46	ELECTRICITY	11.04	11.04
Total 1744 022525:											
03/25	03/13/2025	223686	437	LMUD	RIVERSIDE DR PARK	1999 022525	1	1011-452-20-46	ELECTRICITY	206.13	206.13
Total 1999 022525:											
03/25	03/13/2025	223686	437	LMUD	CADY SPRINGS-WATER	26784 022525	1	7110-430-42-46	ELECTRICITY	702.96	702.96
Total 26784 022525:											
03/25	03/13/2025	223686	437	LMUD	1505 MAIN ST FIRE STATION	2876 022525	1	1010-422-10-46	ELECTRICITY	1,056.26	1,056.26
Total 2876 022525:											
03/25	03/13/2025	223686	437	LMUD	RICHMOND RD BRIDGE-STREE	35094 022525	1	2007-431-60-46	ELECTRICITY	320.67	320.67
Total 35094 022525:											
03/25	03/13/2025	223686	437	LMUD	N WEATHERLOW ST SIGNALS-	3651 022525	1	2005-431-20-46	SAFETY LIGHTING	179.79	179.79
Total 3651 022525:											
03/25	03/13/2025	223686	437	LMUD	720 SOUTH EMULSION TANK-P	38646 022525	1	7620-430-10-46	ELECTRICITY	323.37	323.37
Total 38646 022525:											

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03/25	03/13/2025	223686	437	LMUD	LITTLE LEAGUE PARK DRIVEW	416851 022525	1	1011-452-20-46	ELECTRICITY	19.69	19.69
Total 416851 022525:											
03/25	03/13/2025	223686	437	LMUD	LAUREL ST- STREETS	416902 022525	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 416902 022525:											
03/25	03/13/2025	223686	437	LMUD	SOUTH ST- STREETS	416924 022525	1	2007-431-60-46	ELECTRICITY	39.39	39.39
Total 416924 022525:											
03/25	03/13/2025	223686	437	LMUD	RICHMOND RD & PEARL CR- S	416984 022525	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 416984 022525:											
03/25	03/13/2025	223686	437	LMUD	1801 MAIN ST-SAFETY LIGHTIN	417512 022525	1	2005-431-20-46	SAFETY LIGHTING	39.39	39.39
Total 417512 022525:											
03/25	03/13/2025	223686	437	LMUD	ORCHARD ST- STREETS	418802 022525	1	2007-431-60-46	ELECTRICITY	23.12	23.12
Total 418802 022525:											
03/25	03/13/2025	223686	437	LMUD	RIVERSIDE DR. & RIVER- STRE	418824 022525	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 418824 022525:											
03/25	03/13/2025	223686	437	LMUD	RIVERSIDE DR. & LAUREL- STR	418833 022525	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 418833 022525:											
03/25	03/13/2025	223686	437	LMUD	MAIN & ALEXANDER SIGNAL-S	49496 022525	1	2005-431-20-46	SAFETY LIGHTING	207.20	207.20
Total 49496 022525:											
03/25	03/13/2025	223686	437	LMUD	MAIN & FAIRFIELD-SB-1 SAFET	49497 022525	1	2005-431-20-46	SAFETY LIGHTING	163.03	163.03

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Total 49497 022525:											
03/25	03/13/2025	223686	437	LMUD	MAIN & JOHNSTNVLE SIGNAL-	49498 022525	1	2005-431-20-46	SAFETY LIGHTING	163.03	163.03
Total 49498 022525:											
03/25	03/13/2025	223686	437	LMUD	RIVERSIDE & MAIN LIGHTS-SB-	49499 022525	1	2005-431-20-46	SAFETY LIGHTING	188.54	188.54
Total 49499 022525:											
03/25	03/13/2025	223686	437	LMUD	471-920 JOHNSTONVILLE RD-AI	54333 022525	1	7201-430-81-46	ELECTRICITY	188.54	188.54
Total 54333 022525:											
03/25	03/13/2025	223686	437	LMUD	SPRING RIDGE BL- WATER	55754 022525	1	7110-430-42-46	ELECTRICITY	303.90	303.90
Total 55754 022525:											
03/25	03/13/2025	223686	437	LMUD	471-920 JOHNSTONVILLE RD AI	7146 022525	1	7201-430-81-46	ELECTRICITY	45.14	45.14
Total 7146 022525:											
03/25	03/13/2025	223686	437	LMUD	GOLF COURSE CLUB HOUSE	7394 022525	1	7530-451-52-46	ELECTRICITY	278.15	278.15
Total 7154 022525:											
03/25	03/13/2025	223686	437	LMUD	GOLF COURSE CART BARN 2	7400 022525	1	7530-451-52-46	ELECTRICITY	510.11	510.11
Total 7400 022525:											
03/25	03/13/2025	223686	437	LMUD	WELL #1-WATER	7714 022525	1	7110-430-42-46	ELECTRICITY	510.11	510.11
Total 7714 022525:											
03/25	03/13/2025	223686	437	LMUD						41.46	41.46
Total 7394 022525:											
03/25	03/13/2025	223686	437	LMUD						429.47	429.47
Total 7394 022525:											
03/25	03/13/2025	223686	437	LMUD						429.47	429.47
Total 7400 022525:											
03/25	03/13/2025	223686	437	LMUD						31.47	31.47
Total 7714 022525:											
03/25	03/13/2025	223686	437	LMUD						31.47	31.47
Total 7714 022525:											
03/25	03/13/2025	223686	437	LMUD						981.94	981.94
Total 7714 022525:											
03/25	03/13/2025	223686	437	LMUD						981.94	981.94
Total 7714 022525:											

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03/25	03/13/2025	223686	437	LMUD	1801 MAIN ST POLICE STATION	8314 022525	1	1009-421-10-46	ELECTRICITY	1,165.62	1,165.62
Total 8314 022525:											
03/25	03/13/2025	223686	437	LMUD	GOLF COURSE BARN 1 & 3	9312 022525	1	7530-451-52-46	ELECTRICITY	30.00	30.00
Total 9312 022525:											
03/25	03/13/2025	223686	437	LMUD	RIVERSIDE PARK	9501 022525	1	1011-452-20-46	ELECTRICITY	316.85	316.85
Total 9501 022525:											
03/25	03/13/2025	223686	437	LMUD	GEO PUMP #2	9503 022525	1	7301-430-52-46	ELECTRICITY	52.29	52.29
Total 9503 022525:											
03/25	03/13/2025	223686	437	LMUD	HOSPITAL LN-GEO	9963 022525	1	7301-430-52-46	ELECTRICITY	33.36	33.36
Total 9963 022525:											
03/25	03/13/2025	223687	467	METER VALVE & CONTR	FLAWSIC500 THERMOWELL-G	INV-007644	1	7401-430-63-47	MACHINERY & EQUIPMENT	361.00	361.00
Total INV-007644:											
03/25	03/13/2025	223688	480	MINERS & PISANI INC	GAS METERS-GAS	IN-024907	1	7401-430-63-47	MACHINERY & EQUIPMENT	983.79	983.79
Total IN-024907:											
03/25	03/13/2025	223688	480	MINERS & PISANI INC	1-1/4 AL425TC W/ODOM INDEX-	IN-025375	1	7401-1410-003	INVENTORY-GAS METERS	2,183.92	2,183.92
Total IN-025375:											
03/25	03/13/2025	223689	10403	MINTIER HARNISH LP	PROFESSIONAL SVC	SUSANVILLEHE-GPU-08-	1	1011-419-11-43	PROFESSIONAL SVCS	12,006.50	12,006.50
Total SUSANVILLEHE-GPU-08-PLN&ZONING:											
03/25	03/13/2025	223690	9983	MODOC COUNTY RECOR	ADVERTISEMENT-PLANNING	3433	1	1011-419-10-45	ADVERTISING	300.00	300.00

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Total 3433:											
03/25	03/13/2025	223691	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE RE	1312676	1	7401-430-62-43	TECHNICAL SVCS	43.12	43.12
03/25	03/13/2025	223691	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE RE	1312676	2	7110-430-42-43	TECHNICAL SVCS	43.12	43.12
Total 1312676:											
03/25	03/13/2025	223692	539	PACE ENGINEERING INC	HVAC ENGINEERING PROJECT/	52458	1	2004-422-10-47	BUILDINGS	10,352.81	10,352.81
Total 52458:											
03/25	03/13/2025	223693	548	PEE WEE ENTERPRISES	ST. FRANCIS ABATEMENT - EN	24111201	1	1012-425-20-43	PROFESSIONAL SVCS	8,779.01	8,779.01
Total 24111201:											
03/25	03/13/2025	223694	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT-CI	58020 022825	1	1000-417-10-45	COMMUNICATIONS	768.00	768.00
Total 58020 022825:											
03/25	03/13/2025	223694	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT-P	68444 022825	1	7620-430-10-45	COMMUNICATIONS	371.06	371.06
Total 68444 022825:											
03/25	03/13/2025	223694	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT-FD	69319 022825	1	1010-422-10-45	COMMUNICATIONS	306.75	306.75
Total 69319 022825:											
03/25	03/13/2025	223695	9689	PRENTICE LONG & EPPE	PROFESSIONAL SVC- ATTORN	7336	1	1000-412-10-43	PROFESSIONAL SVCS	49.50	49.50
Total 7336:											
03/25	03/13/2025	223695	9689	PRENTICE LONG & EPPE	K. MACHOLD INVESTIGATION	7337	1	1000-415-10-43	PROFESSIONAL SVCS	5,318.73	5,318.73
Total 7337:											
03/25	03/13/2025	223696	11093	ROADSAFE TRAFFIC SY	SUPPLIES-STREETS SB1	231983	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	595.38	595.38

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 231983:											
03/25	03/13/2025	223697	76	SUSANVILLE ACE HARD	2 GAL SPRAYER-PARKS	532209	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	25.32	25.32
Total 532209:											
03/25	03/13/2025	223697	76	SUSANVILLE ACE HARD	CHISEL MASON-PARKS	532233	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	17.53	17.53
Total 532233:											
03/25	03/13/2025	223697	76	SUSANVILLE ACE HARD	RED HELIX CBLT- WATER	532246	1	7110-430-42-46	SUPPLIES-GENERAL	27.26	27.26
Total 532246:											
03/25	03/13/2025	223697	76	SUSANVILLE ACE HARD	TERM SPLICE TAP-STREETS S	532401	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	9.73	9.73
Total 532401:											
03/25	03/13/2025	223698	806	SUSANVILLE AVIATION	FUEL-AIRPORT	5308	1	7201-430-81-44	REPAIR AND MAINTENANCE-FA	663.34	663.34
Total 5308:											
03/25	03/13/2025	223699	686	SUSANVILLE TRUCK & A	REPAIRS & MAINT. -FD	271640	1	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	212.50	212.50
Total 271640:											
03/25	03/13/2025	223700	712	TNS TRUCKING CO	TRANSFER BASE ROCK-WATE	6363	1	7110-430-42-46	SUPPLIES-GENERAL	225.31	225.31
03/25	03/13/2025	223700	712	TNS TRUCKING CO	TRANSFER BASE ROCK-STREE	6363	2	2007-431-20-46	SUPPLIES-GENERAL	225.32	225.32
03/25	03/13/2025	223700	712	TNS TRUCKING CO	TRANSFER BASE ROCK-GAS	6363	3	7401-430-62-46	SUPPLIES-GENERAL	225.31	225.31
Total 6363:											
03/25	03/13/2025	223701	966	TURF STAR INC	GOLF COURSE IRRIGATION SA	INV072157	1	7530-451-52-47	MACHINERY AND EQUIPMENT	26,494.40	26,494.40
Total INV072157:											
03/25	03/13/2025	223702	749	VERIZON WIRELESS	CELLULAR PHONES - BUILDIN	6104937027	1	1011-424-20-45	COMMUNICATIONS	99.91	99.91
03/25	03/13/2025	223702	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	6104937027	2	1011-452-20-45	COMMUNICATIONS	104.54	104.54

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03/25	03/13/2025	223702	749	VERIZON WIRELESS	CELLULAR PHONES - GAS	6104937027	3	7401-430-62-45	COMMUNICATIONS	270.56	270.56	
03/25	03/13/2025	223702	749	VERIZON WIRELESS	CELLULAR PHONES - AIR POLL	6104937027	4	7620-430-11-45	COMMUNICATIONS	156.57	156.57	
03/25	03/13/2025	223702	749	VERIZON WIRELESS	CELLULAR PHONES - ADMIN	6104937027	5	1000-413-20-45	COMMUNICATIONS	72.80	72.80	
03/25	03/13/2025	223702	749	VERIZON WIRELESS	CELLULAR PHONES - WATER	6104937027	6	7110-430-42-45	COMMUNICATIONS	99.98	99.98	
03/25	03/13/2025	223702	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	6104937027	7	7620-430-10-45	COMMUNICATIONS	1,295.15	1,295.15	
Total 6104937027:											2,099.51	2,099.51
03/25	03/13/2025	223703	770	WESTERN NEVADA SUP	ROMA 8 BLK END RING 6-HOLE	11648285	1	7301-430-52-44	REPAIR AND MAINTENANCE-MI	1,655.52	1,655.52	
Total 11648285:											1,655.52	1,655.52
03/25	03/13/2025	223703	770	WESTERN NEVADA SUP	BLK RED ELL DOM-GAS	61350620-1	1	7401-430-62-46	SUPPLIES-GENERAL	277.47	277.47	
Total 61350620-1:											277.47	277.47
03/25	03/13/2025	223703	770	WESTERN NEVADA SUP	SMBL 244 IPS FCRC 3/4 X 3 - W	61609169	1	7110-430-42-46	SUPPLIES-GENERAL	680.35	680.35	
Total 61609169:											680.35	680.35
03/25	03/13/2025	223703	770	WESTERN NEVADA SUP	ALUM IMP-WATER	61627643	1	7110-430-42-47	MACHINERY AND EQUIPMENT	8.52	8.52	
Total 61627643:											8.52	8.52
03/25	03/13/2025	223703	770	WESTERN NEVADA SUP	SMBL 226 FCRC 3.96-4.25 X 12	61628155	1	7110-430-42-46	SUPPLIES-GENERAL	266.75	266.75	
Total 61628155:											266.75	266.75
03/25	03/13/2025	223703	770	WESTERN NEVADA SUP	3M DUST MASK-PW	61636831	1	7620-430-10-46	SUPPLIES-GENERAL	71.77	71.77	
Total 61636831:											71.77	71.77
03/25	03/13/2025	223703	770	WESTERN NEVADA SUP	1 COP CPLG-WATER	61641809	1	7110-430-42-46	SUPPLIES-GENERAL	9.36	9.36	
Total 61641809:											9.36	9.36
03/25	03/13/2025	223703	770	WESTERN NEVADA SUP	SS STRAP-WATER	61642685	1	7110-430-42-46	SUPPLIES-GENERAL	178.90	178.90	

M = Manual Check, V = Void Check

CITY OF SUSANVILLE

Check Register - Payments by Vendor
Check Issue Dates: 3/13/2025 - 3/13/2025Page: 15
Mar 13, 2025 10:44AM

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 61642685:											
03/25	03/13/2025	223703	770	WESTERN NEVADA SUP	SS STRAP-WATER	61645324	1	7110-430-42-46	SUPPLIES-GENERAL	311.39	311.39
Total 61645324:											
03/25	03/13/2025	223703	770	WESTERN NEVADA SUP	GLV MI HEX BUSH IMPORT-WAT	61645368	1	7110-430-42-46	SUPPLIES-GENERAL	17.56	17.56
Total 61645368:											
03/25	03/13/2025	223703	770	WESTERN NEVADA SUP	APOL 4NLF DUAL CHK-WATER	CM61627904	1	7110-430-42-46	SUPPLIES-GENERAL	78.49	78.49
Total CM61627904:											
03/25	03/13/2025	223704	1353	WHEELS WEST	2023 FORD EXPLORER XLT-EN	022825	1	7620-430-10-47	VEHICLES	34,838.62	34,838.62
Total 022825:											
03/25	03/13/2025	223705	11334		REFUND GAS DEPOSIT	030425	1	7401-2228-000	DEPOSITS-CUSTOMER	68.41	68.41
Total 030425:											
Grand Totals:											
										210,297.69	210,297.69

Report Criteria:

Report type: GL detail

Check Voided = False

M = Manual Check, V = Void Check

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/25	03/18/2025	223707	728	U.S. POSTMASTER	UB BILLING WATER	031825	1	7110-430-42-46	POSTAGE	834.50	834.50
03/25	03/18/2025	223707	728	U.S. POSTMASTER	UB BILLING GAS	031825	2	7401-430-62-46	POSTAGE	429.90	429.90
Total 031825:										1,264.40	1,264.40
Grand Totals:										1,264.40	1,264.40

M = Manual Check, V = Void Check

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, City Clerk

Action Date: April 2, 2025

SUBJECT: Consider approval of Council Members' requests to use a civic contribution funds from their remaining discretionary allocation of \$1,000.

PRESENTED BY: Dan Newton, City Manager

SUMMARY: Per the City's Civic Contribution Policy, Civic contributions are defined as financial contributions to events, individuals, charities, or other activities that provide a benefit to the community. Each councilmember is provided \$1,000 annually, to be used at their discretion, upon majority vote of the council as voted on at a properly noticed council meeting.

At the March 19, 2025 meeting, several Council Members requested the allocation of a portion of their remaining civic contribution funds. The specific request of each member include:

1. Mayor Schuster requested that \$300.00 be allocated to the Annual Fishing Derby
2. Mayor pro tem Brown requested that \$500.00 be allocated to the Annual Fishing Derby
3. Council Member Bortle requested that \$500.00 be allocated to the Pow Wow
4. Council Member Miller requested that \$500.00 be allocated to the Annual Fishing Derby

Staff is bringing this item forward to confirm the above-mentioned amounts and to request Council approval.

FISCAL IMPACT: Each council member is budgeted a discretionary fund of \$1,000.

ACTION REQUESTED: Motion to approve Council Member's requests to use a civic contribution funds from their remaining discretionary allocation of \$1,000.

ATTACHMENTS:
[18-5548 Civic Contribution Policy.pdf](#)

RESOLUTION NO. 18-5548
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
SETTING POLICY FOR CIVIC CONTRIBUTIONS

WHEREAS, financial contributions from the Susanville City Council (City Council) supports community vitality, community pride, and the local economy, and

WHEREAS, City Council receives numerous requests from the community for financial support for various events and programs; and

WHEREAS, budgetary constraints have created a need to limit the overall amount of funds provided to various community groups and organizations; and

WHEREAS, on June 20, 2018, City Council approved a budget of \$10,000 for civic contributions and requested that staff develop a policy for City Council's approval regarding civic contributions; and

WHEREAS, discretionary funds for elected officials are utilized in cities and counties across the country because they provide an efficient and direct way for elected officials to support community activities for their constituents.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville that City of Susanville Policy for Civic Contributions as set forth in Exhibit A, is hereby adopted.

APPROVED:


Kevin Stafford, Mayor

ATTEST:

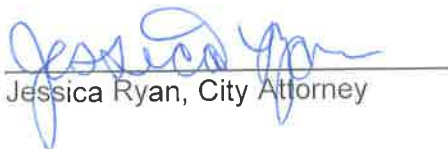

Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular adjourned meeting of the City Council of the City of Susanville held on the 5th day of September, 2018 by the following vote:

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


Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:


Jessica Ryan, City Attorney

CITY OF SUSANVILLE CIVIC CONTRIBUTION POLICY

Discretionary Allocation Disbursements

1. Civic Contributions are defined as financial contributions to events, organizations, individuals, charities, and other activities that provide a benefit to the community.
2. Each City Council Member is allocated \$1,000 per fiscal year to be used at their discretion for civic contributions, upon approval of the majority of the city council, as voted on in open session of a properly noticed city council meeting.
3. When a Council Member desires to disburse funds from their discretionary allocation, the Council Member will notify Administrative Staff to place the item on the Agenda for Council Approval.
4. Upon depletion of the Civic Contribution fund, additional civic contribution approvals will require a budget amendment and will be subject to a higher standard of review and justification.
5. Organizations within the community seeking civic contributions should reach out to Council Members first, then to the City Administrator. Requests for Civic Contributions during public comment of a city council meeting will be addressed in one of three ways:
 - a. A Council Member may request, of Council, that the item be placed on a future agenda for disbursement from their discretionary allocation, if funds are available.
 - b. Defer to requests to City Administrator for consideration in accordance with item 6.
 - c. Council direction to place the item on a future agenda.
6. The City Administrator may place a civic contribution item on the Agenda for consideration by the entire City Council if the City Administrator finds that the item is of significant benefit to the public and the City Administrator can identify a funding source to accommodate the request.

Non-Discretionary Allocation Disbursements

1. Civic Contributions are defined as financial contributions to events, organizations, individuals, charities, and other activities that provide a benefit to the community.
2. Each year, as part of the budget preparation process, City Staff will contact recurrent recipients of civic contributions and solicit requests to be considered by City Council as part of the budget approval process.
3. Staff will attempt to accommodate all requests within the following guidelines for Non-Discretionary Disbursements.
 - a. Annual Budget for Non-Discretionary Allocation Civic Contributions will be \$5,000, unless otherwise approved by City Council.

- b. The Junior Fishing Derby will have an annual budget of \$1,000, unless otherwise approved by City Council; separate from the Non-Discretionary allocation. The \$1,000 funding for the Derby will first be taken from the Recreation Roundup Account which holds the donations from utility customers who roundup their utility bills to help fund the fishing derby. If funding in this account is less than the \$1,000 amount, the remaining funds will be taken from the budgeted line item
 - c. Organizations requesting funds for Non-Discretionary Allocation disbursements, must be a 501(c)(3) organization or a public agency.
- 4. Upon depletion of the Civic Contribution fund, additional civic contribution approvals will require a budget amendment and will be subject to a higher standard of review and justification.
- 5. Organizations within the community seeking civic contributions should reach out to City Council members first, then the City Administrator. Requests for Civic Contributions during public comment of a city council meeting will be addressed in one of three ways:
 - a. A Council Member may request, of Council, that the item be placed on a future agenda for disbursement from the non-discretionary allocation budget, if funds are available.
 - b. Defer to requests to City Administrator for consideration in accordance with item 6.
 - c. Council direction to place the item on a future agenda.
- 6. The City Administrator may place a civic contribution item on the Agenda for consideration by the entire City Council if the City Administrator finds that the item is of significant benefit to the public and the City Administrator can identify a funding source to accommodate the request.

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By:	Erik Edholm, Public Works
Action Date:	April 2, 2025
SUBJECT:	Consider Resolution No. 25-6416 , granting Lassen Fire Safe Council permission to conduct fuel treatments on City of Susanville property.
PRESENTED BY:	Bob Godman, Public Works Director
SUMMARY:	The Lassen County Fire Safe Council, Inc. (LFSC) is working with local government and private landowners north of Susanville from Paiute Lane to County Road A-1 (Eagle Lake Road) to reduce abundant hazardous fuel load. LFSC is requesting permission from the City of Susanville to conduct fuel treatments on a portion of City of Susanville property (APN 101-050-053-000) near Bagwell Springs. The work will consist of treating priority lands along strategic wildfire containment features by removing and or rearranging small diameter conifer trees and brush to reduce hazardous wildfire fuels through mechanical and manual (hand) treatments. Treatments will be conducted between March of 2025 and March of 2030 through a CEQA mitigated negative declaration (MND) for the North Susanville WUI Fuels Treatment Project. The MND is approved and filed with the County and State clearinghouse (SCH# 2023120309). Mechanical biomass removal will be permitted under CCR 1038 Forest Practice Rules Exemptions to be filed with CALFIRE prior to commencement of operations. Work is prescribed and implemented under the direction of a registered professional forester (RPF) employed by LFSC. LFSC offers the hazardous fuels reduction work to the City of Susanville with no direct cost or cost match requirements. LFSC will file all necessary permits, hire and manage contractors, conduct monitoring, and file necessary reports throughout project implementation.
FISCAL IMPACT:	None.
ACTION REQUESTED:	Motion to approve Resolution No. 25-6416, granting LFSC permission to conduct fuel treatments on City of Susanville property.

ATTACHMENTS:

[103_Letter_City of Susanville_3.5.2025.pdf](#)
[25-6416.pdf](#)



Lassen Fire Safe Council, Inc.

P.O. Box 816 • Susanville, CA 96130 • (530) 250-4449 • www.lassenfiresafecouncil.org

Ruth Morentz, Chair
Laurence Crabtree, Vice Chair
Chevi Amrein, Secretary/Treasurer
Cade Mohler, Managing Director

March 6, 2025

City of Susanville
Attn: Erik Edholm
720 South Street
Susanville, CA 96130

RE: North Susanville WUI Fuels Treatment Project

Dear Erik

This letter is provided by Lassen Fire Safe Council, Inc (LFSC) to request permission and partnership cooperation from the City of Susanville to conduct hazardous fuels reduction treatments on land owned by the City of Susanville, **APN # 101-050-053**. The scope of the request is as follows:

- 1) LFSC applied for and received CALFIRE Wildfire Prevention funding to reduce abundant hazardous fuels on the north side of Susanville from Piute Lane to County Road A-1 (Eagle Lake Road). LFSC is working with local government and private landowners to complete this project. I have attached a draft project map.
- 2) LFSC will be treating priority lands along strategic wildfire containment features by removing and or rearranging small diameter conifer trees and brush to reduce hazardous wildfire fuels through mechanical and manual (hand) treatments.
- 3) Treatments will be conducted between March of 2025 and March of 2030 through a CEQA mitigated negative declaration (MND) for the North Susanville WUI Fuels Treatment Project. The MND is approved and filed with the County and State clearinghouse (SCH# 2023120309). Mechanical biomass removal will be permitted under CCR 1038 Forest Practice Rules Exemptions to be filed with CALFIRE prior to commencement of operations.
- 4) Work is prescribed and implemented under the direction of a registered professional forester (RPF) employed by LFSC.
- 5) LFSC offers this hazardous fuels reduction work to the City of Susanville with no direct cost or cost match requirements. LFSC will file all necessary permits, hire and manage contractors, conduct monitoring, and file necessary reports throughout project implementation.

Project Information:

The North Susanville WUI Fuels Treatment project will build on previous fuels reduction treatments to reduce hazardous fuels across approximately 1,947 acres. Susanville and Lake Forest are listed as a wildfire threatened communities by CALFIRE. There are approximately 3,520 habitable structures benefiting from reducing wildfire risk with project implementation. The project is located north of the Susan River and south of Eagle Lake. Private lands within the SRA are in the High and Very High Hazard Fire Severity Zones. Project priorities are to expand and maintain the County Road A-1 fuelbreak, reduce hazardous fuels within and adjacent to the Piute lane/ Summit Road neighborhoods, reduce hazardous fuels along strategic public roads, continue landscape fuels reduction with the WUI, and remove dead and or dying trees from within 150 feet of a residence. Treatments include: Biomass utilization (removing trees less than 10" in diameter); Dead, dying, and hazard tree removal within 150' of a residence;

mastication and pre-emergent brush treatments; and hand thinning and chipping. The project is a priority project in the 2024 Lassen County Community Wildfire Protection Plan Work Plan Update.

LFSC is hopeful the City will approve this request to conduct work on City owned lands at their next City Council meeting. Please let us know if you would like any additional information that would be helpful in making a decision.

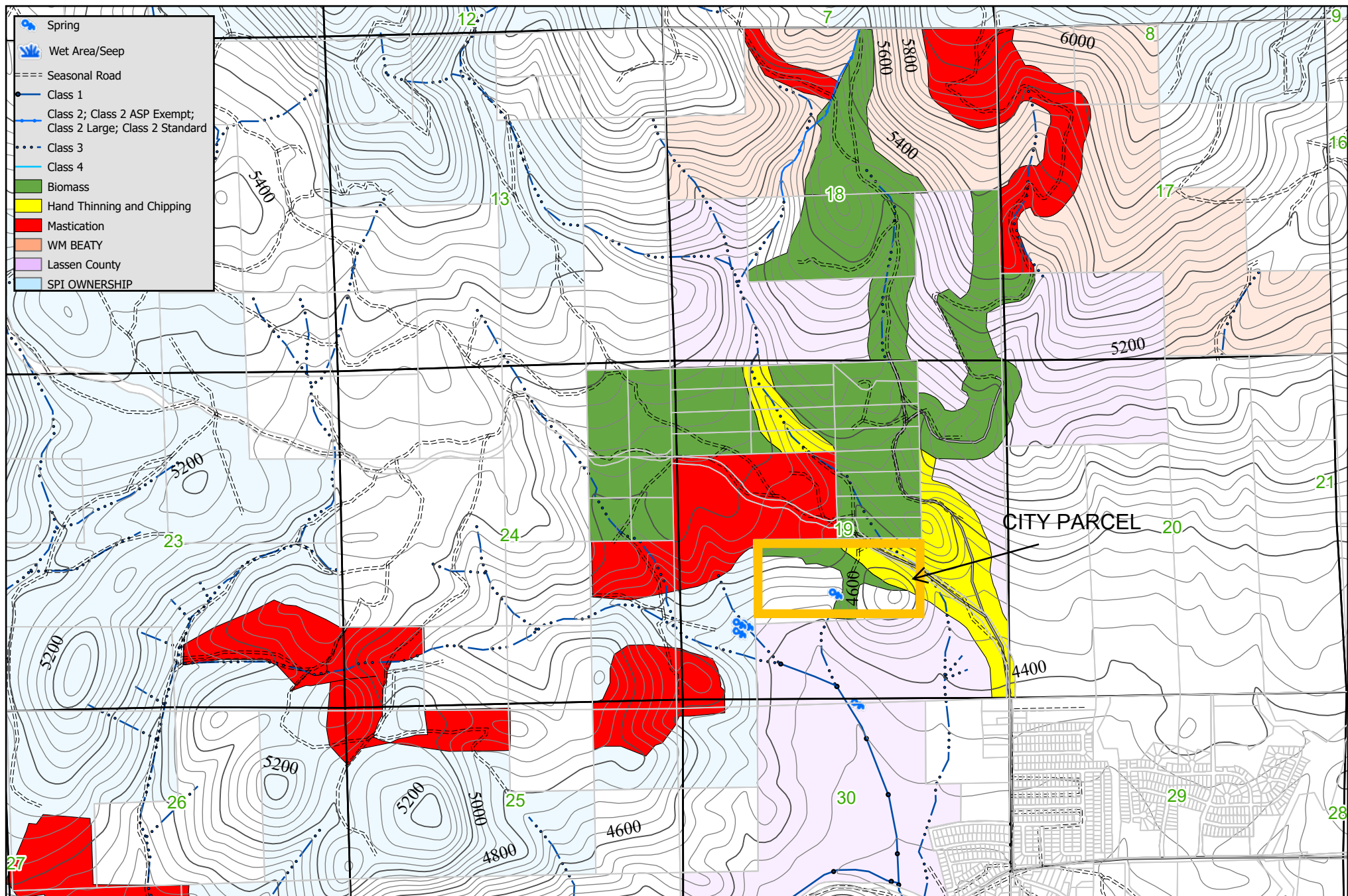
Sincerely ,

A handwritten signature in blue ink, appearing to read "Cade Mohler", is positioned below the "Sincerely ," text.

Cade Mohler
Registered Professional Forester #2986
Lassen Fire Safe Council, Inc.
Managing Director



We are active participants in FIREWISE Communities USA procedures.

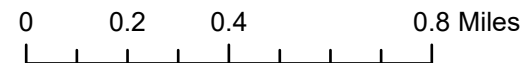


GREATER SUSANVILLE AREA
LASSEN COUNTY CA
LASSEN MODOC UNIT

CM_2.20.2025

5TR23103 - DRAFT TREATMENTS

1:24,000 , 40' Contours



RESOLUTION NO. 25-6416
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
GRANTING LASSEN FIRE SAFE COUNCIL, INC. PERMISSION TO CONDUCT FUEL
TREATMENTS ON CITY OF SUSANVILLE PROPERTY

WHEREAS, Lassen Fire Safe Council, Inc. (LFSC) is requesting permission to conduct fuel treatments at no direct cost on a portion of City of Susanville property (APN 101-050-053-000) near Bagwell Springs; and

WHEREAS, LFSC is working with local government and private landowners north of Susanville from Paiute Lane to County Road A-1 (Eagle Lake Road) to reduce abundant hazardous fuel load; and

WHEREAS, LFSC will be treating priority lands along strategic wildfire containment features by removing and or rearranging small diameter conifer trees and brush to reduce hazardous wildfire fuels through mechanical and manual (hand) treatments; and

WHEREAS, treatments will be conducted between March of 2025 and March of 2030 through a CEQA mitigated negative declaration (MND) for the North Susanville WUI Fuels Treatment Project; and

WHEREAS, the MND is approved and filed with the County and State clearinghouse (SCH# 2023120309); and

WHEREAS, mechanical biomass removal will be permitted under CCR 1038 Forest Practice Rules Exemptions to be filed with CALFIRE prior to commencement of operations; and

WHEREAS, the work is prescribed and implemented under the direction of a registered professional forester (RPF) employed by LFSC.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby grants LFSC permission to conduct fuel treatments on upper/flat portion of City of Susanville property (APN 101-050-053-000).

APPROVED: _____
Mendy Schuster, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 19th day of March 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Dan Newton, Administrative Services

Action Date: April 2, 2025

SUBJECT: Consider approving modifications to the City of Susanville's Organizational Structure.

PRESENTED BY: Dan Newton, City Manager

SUMMARY: City staff has provided as attachments the current "approved" organizational chart and a proposed "modified" organizational chart for Council's consideration. Some of the modifications that are to be incorporated into our new organizational chart have already been approved at various times over the past year. In addition, there are other proposed modifications that are described in more detail in body of this staff report that have been discussed but not formally executed. Staff is requesting direction regarding how the Council would like to move forward with the proposed modifications.

Discussion:

In February of 2024, the City hired our Public Safety Chief. The Public Safety Chief position was created after our former Fire Chief and Police Chief retired in 2023. The Public Safety Chief consolidated the administrative functions of both departments; however, the operations functions of each department remain separate.

Our Public Safety Chief was appointed in February 2024 and, with the support of his staff, has proposed modifications to the structure of both departments. The "approved" organizational structure added one additional position to the police department and one additional position to the fire department for a net overall increase of one new position between the two departments (after the Fire Chief and Police Chief positions were combined). The proposed "modified" organizational chart results in a net increase of two positions; however, both are allocated to the fire department.

Approved Organizational Structure:

- Combine Police Chief and Fire Chief into one Public Safety Chief
- Add Assistant Fire Chief
- Add Police Officer
- Sergeant and Captain were reclassified to Lieutenants - no net increase

Modified Proposal:

- Combine Police Chief and Fire Chief into one Public Safety Chief - Completed
- ~~Add Assistant Fire Chief~~
- ~~Add Police Officer~~
- Sergeant and Captain were reclassified to Lieutenants - no net increase - Completed
- Add three Firefighter I/II positions.

Implementing a 3-0 staffing model enhances response capabilities for Out-of-Area Fire (OOAF) Assignments, particularly as most OES apparatus require 3- and 4-person staffing. By adding three additional personnel to the staffing rotation, it becomes significantly easier to meet deployment requests with paid staff. This approach allows for immediate fulfillment of requests using the three on-shift personnel, reducing the need for extensive backfill—only requiring 2-0 staffing at the station instead of a full replacement.

Historically, Susanville Fire Department has had to decline multiple OOAF requests due to insufficient staffing. By adding three paid personnel, we can ensure a more reliable and efficient response to these assignments while alleviating strain on volunteers.

Ultimately, the more OOAF assignments we are able to fill, the more revenue the department and the city generates while continuing to provide critical fire services to both other communities and our own. This investment not only strengthens regional emergency response efforts but also enhances the department's financial sustainability, ensuring we have the resources needed to support our personnel and operations effectively.

Other proposed modifications include:

- City Clerk department changes which include moving the Administrative Staff Assistant that was previously allocated to the Administrative Services department to the City Clerk department.
- Administrative Services department changes which include

placing the Golf Course Manager position under the Deputy City Manager.

Previously approved modifications include:

- Finance department changes which include the reclassification of the Account Technician II position to Assistant Director - Finance. This change was approved by Council in March 2025.
- Administrative Services department changes which include the reclassification of the Assistant to the City Manager to Deputy City Manager. This change was approved by Council in February 2025. City Administrator to City Manager these changes have been completed without a net increase in personnel this change was approved by Council in February 2024.
- Susanville Police Department changes which include the addition of two (2) Corporal specialty assignments to the Police Department. This change was approved by Council in August 2024, these changes have been completed without a net increase in personnel.
- Susanville Fire Department changes which include the Part-Time Seasonal Firefighters approved by Council March 2023.
- Susanville Public Works Department which include changing of position titles from Air Quality/Assistant Engineer to Air Quality Specialist, completed in January 2024.

FISCAL IMPACT: None at this time, discussion item only.

ACTION REQUESTED: Direction to staff.

ATTACHMENTS:

[Current "approved: organizational chart 12-20-2023.pdf](#)

[Proposed "modified" organizational chart.pdf](#)

DEPARTMENT KEY

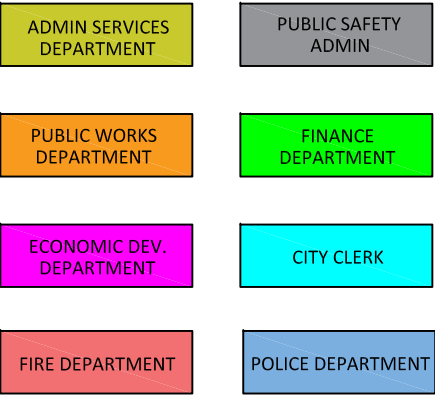
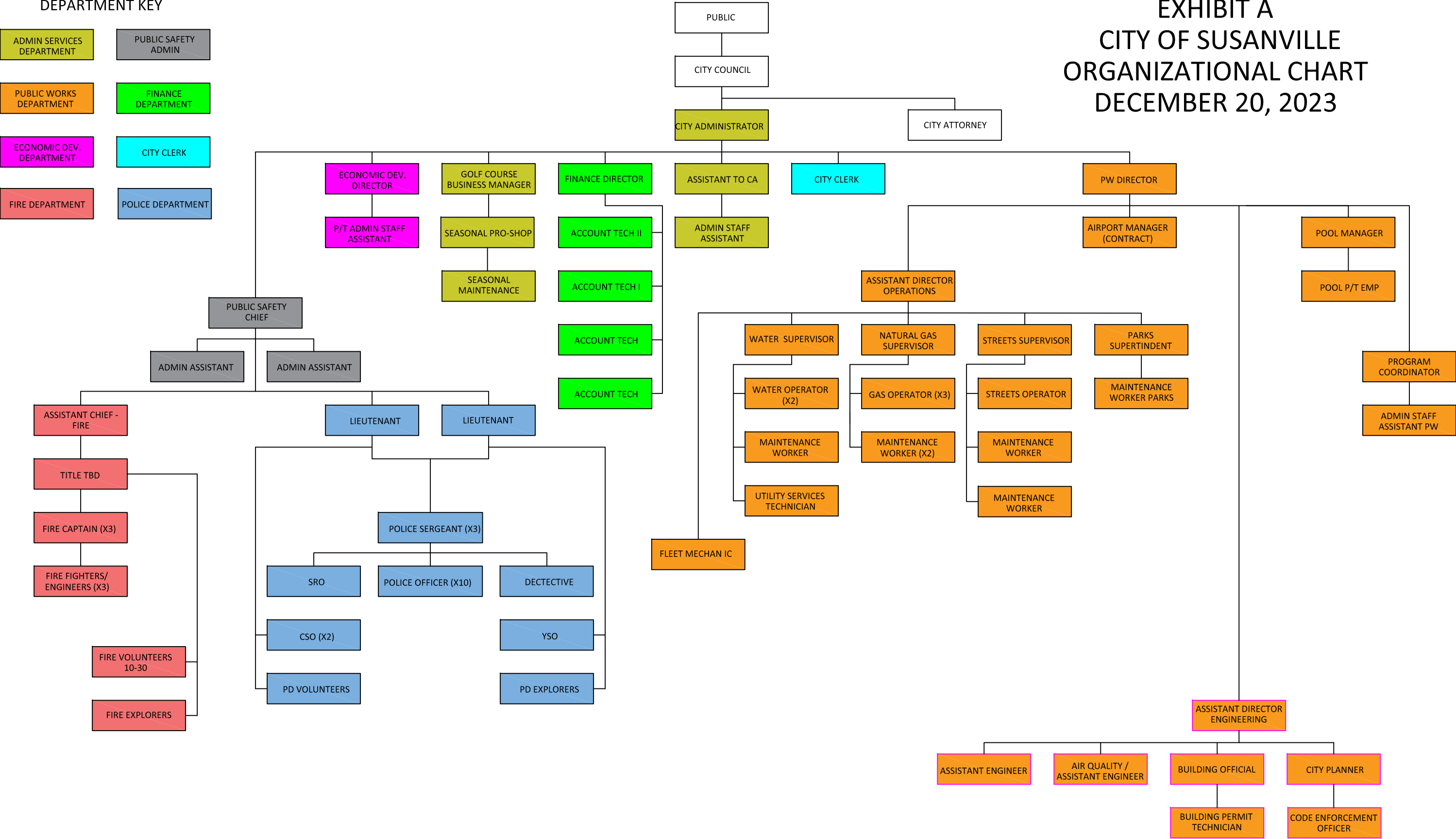


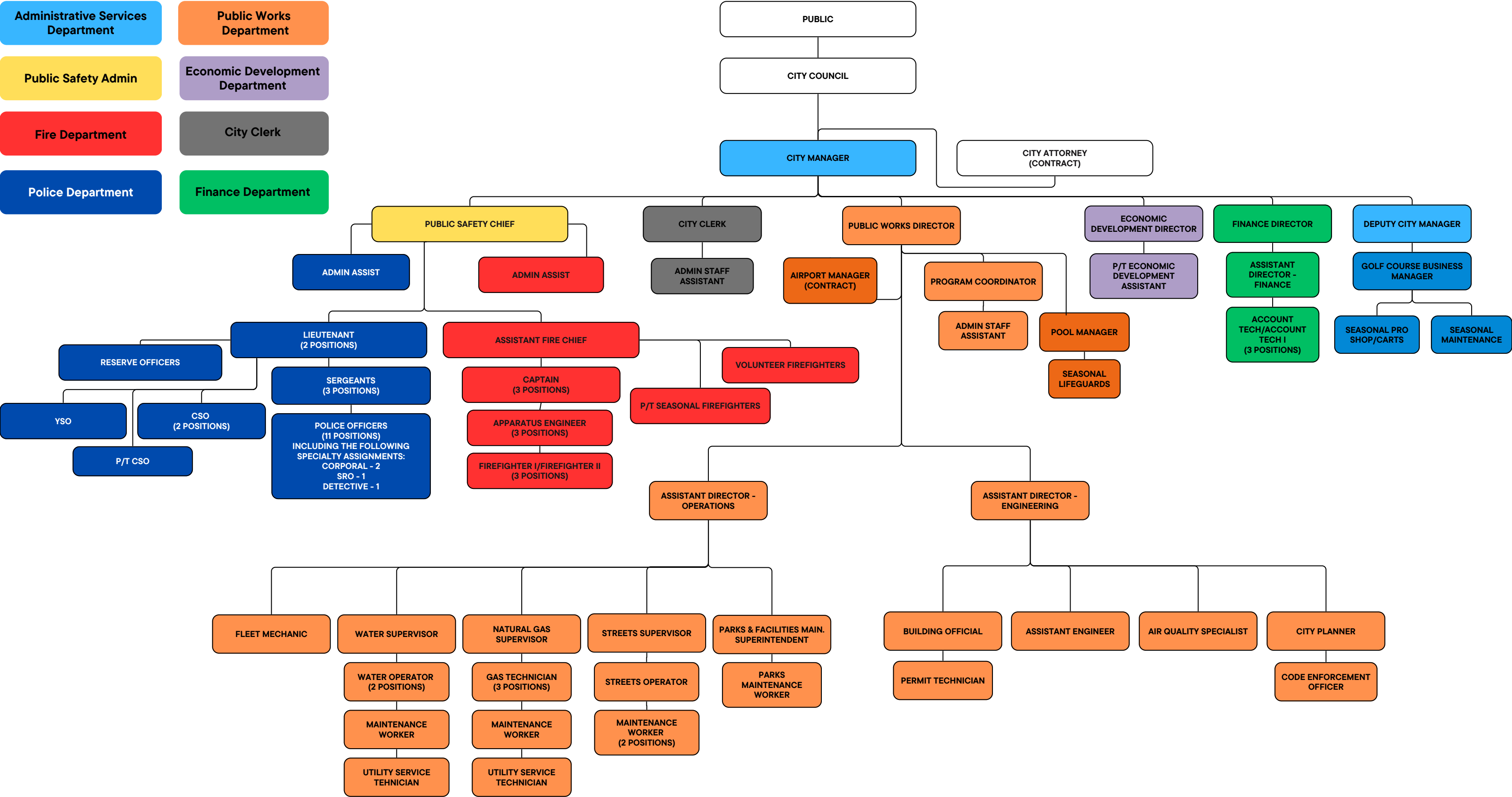
EXHIBIT A
CITY OF SUSANVILLE
ORGANIZATIONAL CHART
DECEMBER 20, 2023



City of Susanville Organization Chart

DRAFT FOR COUNCIL CONSIDERATION AT APRIL 2, 2025 REGULAR MEETING

DEPARTMENT KEY



SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Marci Rojas, Public Works

Action Date: April 2, 2025

SUBJECT: Consider **Resolution No. 25-6419**, terminating Airport Ground Lease with I.D. "Doc" Blevins and approving new Airport Ground Lease Agreement with Justin Seyfarth for Hangar #32 at the Susanville Municipal Airport

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: On March 5, 2025, the City Council was presented with the option of purchasing Hangar #32, owned by I.D. "Doc" Blevins for the amount of \$105,000.00. The City Council declined the purchase of the hangar. I.D. "Doc" Blevins identified a buyer of said hangar and sold the hangar to Justin Seyfarth. Justin Seyfarth has taken possession of Hangar #32 and is required to execute a new Airport Ground Lease Agreement for Hangar #32.

FISCAL IMPACT: Annual ground lease rent subject to terms of lease agreement

ACTION REQUESTED: Motion to approve Resolution No. 25-6419, terminating Airport Ground Lease with I.D. "Doc" Blevins and approving new Airport Ground Lease Agreement with Justin Seyfarth for Hangar #32 at the Susanville Municipal Airport

ATTACHMENTS:
[25-6419.pdf](#)
[Hangar 32_Justin Seyfarth Lease Agreement.doc](#)

RESOLUTION NO. 25-6419
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
TERMINATING AIRPORT HANGAR LAND LEASE AGREEMENT, HANGAR #32 WITH I.D.
“DOC” BLEVINS AND AUTHORIZING MAYOR TO EXECUTE AN AIRPORT GROUND
LEASE AGREEMENT, HANGAR #32 WITH JUSTIN SEYFARTH

WHEREAS, Page 2, Paragraph 3 of the Airport Hangar Land Lease Agreement, Hangar #32 requires the Lessee to first submit an offer in writing to the City to sell said Leased Premises and improvements to the City for the same amount as any bona fide offer received by Lessee or for the fair market value, as the case may be; and

WHEREAS, on March 5, 2025, Doc Blevins offered to sell his interest in Hangar #32 to the City for \$105,000.00; and

WHEREAS, at its March 5, 2025 meeting, the City Council of the City of Susanville rejected purchase of Hangar #32 owned by Doc Blevins; and

WHEREAS, on April 1, 2025 Doc Blevins sold his interest in Hangar #32 to Justin Seyfarth for \$105,000.00; and

WHEREAS, the Airport Hangar Land Lease Agreement, Hangar #32 held by Doc Blevins needs to be terminated and a new Airport Ground Lease Agreement, Hangar #32 needs to be executed by Justin Seyfarth, as the new owner.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby authorizes the termination of the Airport Hangar Land Lease Agreement, Hangar #32 held by Doc Blevins and further authorizes the execution of an Airport Hangar Land Lease Agreement with Justin Seyfarth, the new owner of Hangar #32, as required.

APPROVED: _____
Mendy Schuster, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville held on the 2nd day of April 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

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

THIS LEASE, made this 2nd day of April 2025, between the CITY OF SUSANVILLE, a municipal corporation, organized and existing under the laws of the State of California, hereinafter referred to as "Lessor", and Justin Seyfarth address: 3550 Lamay Lane County of Washoe, State of Nevada, hereinafter referred to as "Lessee", on the following terms and conditions:

1. Lessor does hereby lease to Lessee, for a term of twenty (20) years from the date hereof, unless sooner terminated as set forth herein, a certain parcel of land described a Hangar Lot #32, hereinafter referred to as the "Leased Premises", located at the Susanville Municipal Airport and legally described as follows:

SEE EXHIBIT "A" ATTACHED HERETO

(a) Lessee shall provide a hangar building plan for approval prior to any Lease execution for use as an airplane hangar. Completion of said hangar shall be no more than eighteen (18) months from the date of execution of lease. The rent shall be \$51 per square foot per year, for the area including the space occupied by the hangar only, of which rent is payable in 12 equal installments monthly in advance on the first day of each and every month. Said rent shall be increased on an annual basis as set forth below.

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

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

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

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

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

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

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

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

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

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

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

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

interfere with any construction or other work occurring under the Master Plan. All cost of hangar relocation shall be the responsibility of Lessee.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

IN WITNESS WHEREOF, the said Lessor by **Resolution No. 25-6419** of the City Council of the City of Susanville, has caused this Lease to be executed by the Mayor and the Clerk, and the said Lessee has executed this Lease the day and year first above written.

CITY OF SUSANVILLE
LESSOR:

Mendy Schuster, Mayor

Attest:

Heidi Whitlock, City Clerk

LESSEE:

Type Name:

Type Name:

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

Approved as to Form:

Margaret Long, City Attorney

EXHIBIT “A”

Legal Description

Hangar located on Lot #32 at the Susanville Municipal Airport as shown on Airport Layout Plan. (APN# 116-180-04).

EXHIBIT “B”

Airport Sponsors Assurances

A. General.

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

B. Duration and Applicability.

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

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

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

Lease updated on 170405

Federal Legislation

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

Executive Orders

Executive Order 11246 - Equal Employment Opportunity¹
Executive Order 11990 - Protection of Wetlands
Executive Order 11998 - Flood Plain Management
Executive Order 12372 - Intergovernmental Review of Federal Programs
Executive Order 12699 - Seismic Safety of Federal And Federally Assisted New Building Construction¹
Executive Order 12898 - Environmental Justice

Federal Regulations

- a. 14 CFR Part 13 - Investigative and Enforcement Procedures.
- b. 14 CFR Part 16 - Rules of Practice for Federally Assisted Airport Enforcement Proceedings.
- c. 14 CFR Part 150 - Airport noise compatibility planning.
- d. 29 CFR Part 1 - Procedures for predetermination of wage rates. ¹

- e. 29 CFR Part 3 - Contractors and subcontractors on public building or public work financed in whole or part by loans or grants from the United States.¹
- f. 29 CFR Part 5 - Labor standards provision applicable to contracts covering federally financed and assisted construction (also labor standards provision applicable to non-construction contracts subject to the Contract Work Hours and Safety Standards Act).¹
- g. 41 CFR Part 60 - Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and federally assisted contracting requirements).¹
- h. 49 CFR Part 18 - Uniform administrative requirements for grants and cooperative agreements to state and local governments.³
- i. 49 CFR Part 20 - New restrictions on lobbying.
- j. 49 CFR Part 21 - Nondiscrimination in federally assisted programs of the Department of Transportation - effectuation of Title VI of the Civil Rights Act of 1964.
- k. 49 CFR Part 23 - Participation by Disadvantaged Business Enterprise in Airport Concessions.
- l. 49 CFR Part 24 - Uniform relocation assistance and real property acquisition for Federal and federally assisted programs.^{1 2}
- m. 49 CFR Part 26 - Participation by Disadvantaged Business Enterprises in Department of Transportation Programs.
- n. 49 CFR Part 27 - Nondiscrimination on the basis of handicap in programs and activities receiving or benefitting from Federal financial assistance.¹
- o. 49 CFR Part 29 - Government wide debarment and suspension (non-procurement) and government wide requirements for drug-free workplace (grants).
- p. 49 CFR Part 30 - Denial of public works contracts to suppliers of goods and services of countries that deny procurement market access to U.S. contractors.
- q. 49 CFR Part 41 - Seismic safety of Federal and federally assisted or regulated new building construction.¹

Office of Management and Budget Circulars

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

¹ These laws do not apply to airport planning sponsors.

² These laws do not apply to private sponsors.

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

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

2. Responsibility and Authority of the Sponsor.

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

sponsor shall insert in the contract or document transferring or disposing of the sponsor's interest, and make binding upon the transferee, all of the terms, conditions and assurances contained in this grant agreement.

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

been carried out by the community. It shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

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

States not later than six (6) months following the close of the fiscal year for which the audit was made.

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

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

19. Operation and Maintenance.

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

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

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

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

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

conditions, rates, fees, rentals, and other charges with respect to facilities directly and substantially related to providing air transportation as are applicable to all such air carriers which make similar use of such airport and utilize similar facilities, subject to reasonable classifications such as tenants or non-tenants and signatory carriers and non-signatory carriers. Classification or status as tenant or signatory shall not be unreasonably withheld by any airport provided an air carrier assumes obligations substantially similar to those already imposed on air carriers in such classifications or status.

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

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

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

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

that it will terminate any exclusive right to conduct an aeronautical activity now existing at such an airport before the grant of any assistance under Title 49, United States Code.

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

25. **Airport Revenues.**

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

26. **Reports and Inspections.** It will:

- a. submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request and make such reports available to the public; make available to the public at reasonable times and places a report of the airport budget in a format prescribed by the Secretary;

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

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

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

28. **Land for Federal Facilities.** It will furnish without cost to the Federal Government for use in connection with any air traffic control or air navigation activities, or weather-reporting and communication activities related to air traffic control, any areas of land or water, or estate therein, or rights in buildings of the sponsor as the Secretary considers necessary or desirable for construction, operation, and maintenance at Federal expense of

space or facilities for such purposes. Such areas or any portion thereof will be made available as provided herein within four months after receipt of a written request from the Secretary.

29. Airport Layout Plan.

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

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

31. Disposal of Land.

- a. For land purchased under grant for airport noise compatibility purposes, it will dispose of the land, when the land is no longer needed for such

purposes, at fair market value at the earliest practicable time. That portion of the proceeds of such disposition which is proportionate to the United States' share of acquisition of such land will, at the discretion of the Secretary, (1) be paid to the Secretary for deposit in the Trust Fund or (2) be reinvested in an approved noise compatibility project as prescribed by the Secretary, including the purchase of nonresidential buildings or property in the vicinity of residential buildings or property previously purchased by the airport as part of a noise compatibility program.

- b. For land purchased under a grant for airport development purposes (other than noise compatibility), it will, when the land is no longer needed for airport purposes, dispose of such land at fair market value or make available to the Secretary an amount equal to the United States' share of the cost of acquisition of such land will, (1) upon application to the Secretary, be reinvested in another eligible airport improvement project or projects approved by the Secretary at that airport or within the national airport system, or (2) be paid to the Secretary for deposit in the Trust Fund if no eligible project exists.
- c. Land shall be considered to be needed for airport purposes under this assurance if (1) it may be needed for aeronautical purposes (including runway protection zones) or serve as noise buffer land, and (2) the revenue from interim uses of such land contributes to the financial self-sufficiency of the airport. Further, land purchased with a grant received by an airport operator or owner before December 31, 1987, will be considered to be needed for airport purposes if the Secretary or Federal agency making such grant before December 31, 1987, was notified by the operator or owner of the uses of such land, did not object to such use, and the land continues to be used for that purpose, such use having commenced no later than December 15, 1989.
- d. Disposition of such land under (a) (b) or (c) will be subject to the retention or reservation on any interest or right therein necessary to ensure that such land will only be used for purposes which are compatible with noise levels associated with the operation of the airport.

32. Engineering and Design Services. It will award each contract, or subcontract for program management, construction management, planning studies, feasibility studies, architectural services, preliminary engineering, design, engineering, surveying, mapping, or related services with respect to the project in the same manner as a contract for architectural and engineering services is negotiated under Title IX of the Federal Property and Administrative Services Act of 1949 or an equivalent qualifications-based requirement prescribed for or by the sponsor of the airport.

33. Foreign Market Restrictions. It will not allow funds provided under this grant to be used to fund any project which uses any product or service of a foreign country during the period in which such foreign country is listed by the United States Trade Representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction.

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

- (2) Provides an explanation as to why the requests could not be accommodated; and
 - (3) Provides a time frame within which, if any, the airport will be able to accommodate the requests.
- b. Such report shall be due on either February 1, or August 1 of each year if the airport has been unable to accommodate the request(s) in the six month period prior to the applicable due date.

EXHIBIT "C"

COMMERCIAL OPERATOR'S LICENSE AGREEMENT

THIS AGREEMENT, made this ____ day of _____, 2021, by and between the CITY OF SUSANVILLE, a municipal corporation and political subdivision of the State of California, hereinafter referred to as "Owner", and _____, address: _____ hereinafter referred to as "Commercial Operator";

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

LIST AUTHORIZED ACTIVITIES

2. The term of this Agreement is for a period of 5 years, from _____, 20____ to _____, 20____ and including _____.
3. This Agreement includes the provisions of those certain "Minimum Standards for Commercial Operators" adopted by the City of Susanville by Resolution, for general aviation at said Airport, a copy of which is attached hereto as Exhibit "C1", and any amendments, deletions, or additions thereto. These minimum standards and requirements for fixed base operations shall be required of and shall apply equally to all such commercial operators at said Airport. Owner specifically covenants and agrees that all such services defined in the above referenced minimum standards shall be confined to commercial operators meeting said standards. Said minimum standards stipulate the nature and amount of aeronautical activities and services required of all commercial operators at said airport, insurance requirements, financial investment required, and the specific licenses required.
4. Commercial Operator agrees to operate all activities authorized by this Agreement for the use and benefit of the public and to make available to the public on fair and reasonable terms all services on a fair, equal and not unjustly discriminatory basis to all users thereof and to charge fair, reasonable and not unjustly discriminatory prices for each unit of service, provided, Commercial Operator may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers. Commercial Operator agrees that rates and charges for such activities and services shall be fixed by Commercial Operator subject to the City Council's concurrence and approval. In the event of disputes as to reasonableness, it is expressly understood by Commercial Operator that final determination will be reserved to the City of Susanville. All services offered by Commercial Operator will be performed with promptness and courtesy. It is expressly understood that nothing herein shall be construed to grant or authorized the granting of exclusive rights within the meaning of Section 308 (a) of the Federal Aviation Act of 1958, as amended. Commercial Operator shall be responsible for the actions of all its employees and shall render Owner safe and harmless from responsibility for any actions of negligence of Commercial Operator's employees engaged in these aeronautical activities and service. Commercial Operator will obtain at its own expense public liability insurance with limits of \$1,000,000.00 as to personal injury or death, and \$1,000,000.00 as to property damages to protect Owner from actions resulting from the Commercial Operator's activities at the Airport. Commercial Operator further agrees to keep the area where Commercial Operator performs the activities in a neat and orderly manner, free of offensive or dangerous materials or conditions.

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

CITY OF SUSANVILLE

COMMERCIAL OPERATOR

Mendy Schuster, Mayor

Name:

(Approved by City Council on _____)

ATTEST:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM:

Margaret Long, City Attorney

EXHIBIT "C1"

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

COMMERCIAL OPERATOR CATEGORIES

CATEGORY A. FLIGHT INSTRUCTION AND AIRCRAFT RENTAL:

A COMMERCIAL OPERATOR in this Category shall:

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

CATEGORY B. AIRCRAFT CHARTER AND TAXI:

A COMMERCIAL OPERATOR in this Category shall:

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

CATEGORY C. CROP DUSTING AND SPRAYING:

A COMMERCIAL OPERATOR in this Category shall:

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

CATEGORY D. AIRCRAFT SALES:

A COMMERCIAL OPERATOR in this Category shall:

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

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

A COMMERCIAL OPERATOR in this Category shall:

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

CATEGORY F. RADIO AND INSTRUMENT:

A COMMERCIAL OPERATOR in this Category shall:

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

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

A COMMERCIAL OPERATOR in this Category shall:

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

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

CATEGORY H. FLYING CLUBS:

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

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

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

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

CATEGORY I. OTHER:

A COMMERCIAL OPERATOR in this Category shall:

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

EXHIBIT “D”

ORDINANCE NO. 87-697

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

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

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

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

CHAPTER 3

AIRPORTS AND AIRPLANES.⁶

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

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

SEC. 3.1. Generally

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

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

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

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

SEC 3.2 Purpose

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

SEC. 3.3. Definitions

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

of the terminal building and south of the primary taxiway.

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

SEC. 3.4 Application and Authority

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

SEC. 3.5. Pilot Qualifications and Aircraft Certification

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

SEC. 3.6 Airport Operations

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

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

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

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

emergency, on Susanville Unicom (122.8).

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

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

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

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

The number of aircraft tie downs available at the airport;
The number of aircraft based upon the airport;
The number of hangars situated in and upon the airport;
The number of gallons of aviation fuel sold at the airport during the preceding twelve (12) month period; and
The number of takeoffs and landings made at the airport during the preceding twelve (12) month period.

SEC. 3.,7

Vehicle Regulations

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

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

SEC 3.8

Commercial and Business Activities

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

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

SEC. 3.9 Liability of the City

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

SEC. 3.10 Comprehensive Insurance Requirements

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

SEC. 3.11. Penalties

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

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

SEC. 3.12 Enforcement

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

SEC. 3.13. Airport Safety Rules and Regulations

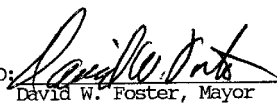
Safety rules and regulations, as established by the appropriate federal and state entities, are referred to and made a part of this chapter. Such additional safety rules and regulations as may be required by the City shall be adopted by resolution and by reference made a part of this chapter.

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

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

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

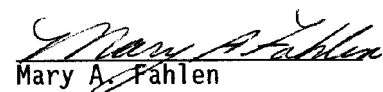
SECTION 4. The City Clerk shall cause this ordinance to be published at least once within 15 days after its passage in the Lassen Advocate, a newspaper of general circulation, printed, published and circulated within the City.

APPROVED: 
David W. Foster, Mayor

ATTEST: 
Mary A. Fahlen, City Clerk

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

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


Mary A. Fahlen

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Dan Newton, Administrative Services

Action Date: April 2, 2025

SUBJECT: Discussion regarding proclamations and flag policy.

PRESENTED BY: Dan Newton, City Manager

SUMMARY: On March 5, 2025, City Council directed staff to place a discussion item on the agenda regarding proclamations and flag raising policies. Council will discuss the matter and provide direction to staff.

FISCAL IMPACT: None.

ACTION REQUESTED: Provide direction to staff.

ATTACHMENTS:
[24-6320.pdf](#)

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RESOLUTION NO. 24-6320
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
CREATING A TEMPORARY MORATORIUM ON
CITY PROCLAMATIONS

WHEREAS, the City of Susanville currently has no written policy on the parameters and criteria for items to be presented by the City as a proclamation at City Council meetings; and

WHEREAS, the City of Susanville strives to be equitable and inclusive in who it recognizes with proclamations, and is concerned that without a clear policy, groups or individuals could feel excluded or undervalued if not selected for a proclamation; and

WHEREAS, the City of Susanville allows for public comment during its regular meeting where any member of the public can present and recognize the good work of our local community.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Susanville, State of California orders the following:

Effective May 1, 2024, the City of Susanville hereby places a moratorium on any Proclamations being brought forward by the City Council for the period of one year, ending April 30, 2025, with the exception of Proclamations recognizing the military and members of the military, while the Council creates a policy on City Issued Proclamations.

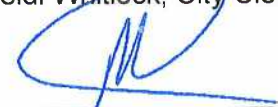
APPROVED: 
Mendy Schuster, Mayor

ATTEST: 
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 15th day of May 2024, by the following vote:

AYES:	Brown, Miller, Bortle, Parrish, and Schuster
NOES:	None
ABSENT:	None
ABSTAIN:	None


Heidi Whitlock, City Clerk

APPROVED AS TO FORM: 
Margaret Long, City Attorney

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, City Clerk

Action Date: April 2, 2025

SUBJECT: Department Reports

PRESENTED BY: Dan Newton, City Manager

SUMMARY: The City Manager's Report is designed for Department Heads to address the Council on a variety of topics, is needed. Also, for the Council to address any questions or comments regarding that Department Head.

FISCAL IMPACT: None.

ACTION REQUESTED: Information only.

ATTACHMENTS:

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, City Clerk

Action Date: April 2, 2025

SUBJECT: Future Council Items

PRESENTED BY: Dan Newton, City Manager

SUMMARY: Council may provide direction to staff to bring back items for discussion or action at a future meeting.

FISCAL IMPACT: None.

ACTION REQUESTED: Possible direction to staff.

ATTACHMENTS:
[250402.Future.Items.List.pdf](#)

LAST THREE MONTHS (1/2/2025 to current)

BUSINESS FROM THE FLOOR

7/16/2024	Consider doing away with the Planning Commission and have the planning department handle the duties - IN PROGRESS
1/15/2025	Consider creation of advisory committee to assist with economic development efforts.
2/19/2025	Consider an upgrade to the city's livestreaming software/hardware and possible partnerships with other agencies.
3/5/2025	Request to allow a conex box to be placed at Riverside Park for team equipment

Council requested - FUTURE COUNCIL ITEMS

2/19/2025	Request to add three additional positions to the Public Works Department as well as a list of vacancies within that department
2/19/2025	Request to provide a report on the status of Susanville's fire hydrants due to the recent fires in Southern CA.
3/5/2025	Request to bring back discussion item regarding council chamber sound system
3/19/2025	Request to bring back an item regarding the use of discretionary funds
3/19/2025	Request to bring back the proclamation moratorium for discussion

Completed List Items