

Council Meetings

July 2, 2024 City Council Meeting

Agenda Materials

Agenda

Agenda	2
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Item A - Consent Calendar

Consent Calendar	3
CC Item - Minutes 240618	4
CC Item - Minutes 240620 - Budget Workshop	8
CC Item - Council Proceedings	10
CC Item - Payroll	11
CC Item - Claims	13
CC Item - Resolution No. 24-57 - Budget Transfer Tourism - BOTB	28
CC Item - Resolution No. 24-58 - Budget Transfer Senior Center	30
CC Item - Resolution No. 24-59 - Heritage Days Parade	33
CC Item - Resolution No. 24-60 - Landfill Container Purchase	35
CC Item - Resolution No. 24-60 - Quotes	37

Item B - Resolution No. 24-61 - Airport Operation and Maintenance Manual

Item B - Resolution No. 24-61 - Airport Operation and Maintenance Manual	40
Item B - Resoltion No. 24-61 - Operation and Maintenance Manual	42



Building the Best Hometown in America®

ALLIANCE, NEBRASKA
CITY COUNCIL MEETING
Alliance Learning Center
1750 Sweetwater Avenue
July 2, 2024 – 7:00 p.m.
AGENDA

- **Call to Order**
- **Roll Call**
- **Invocation and Pledge of Allegiance**
- **Open Meetings Act Announcement**

For the public's reference a copy of the Open Meetings Law has been posted on the northeast corner of this room in the audience area. This posting complies with the requirements of the Nebraska Legislature.

A. Consent Calendar

Approval of Minutes, Council Proceedings, Payroll and Claims
Resolution No. 24-57 – Budget Transfer Tourism - BOTB
Resolution No. 24-58 – Budget Transfer Senior Center
Resolution No. 24-59 – Heritage Days Parade
Resolution No. 24-60 – Landfill Container Purchase

B. Resolution No. 24-61 – Airport Operation and Maintenance Manual

Resolution No. 24-61 will accept and approve the Operation and Maintenance Manual for the MALSAR system at the Alliance Municipal Airport.

C. Quarterly Public Comment

The Alliance City Council will allow for public comment with a 3-minute time allotment per citizen speaking.

- **Motion to Adjourn**

Respectfully submitted,

Shelbi C. Pitt
City Clerk

† Added by addendum to agenda 24 hours prior to the meeting.

The City Council reserves the right to adjourn into closed session as per Section 84-1410 of the Nebraska Revised Statutes.

City of Alliance Goals

Build Excellence Through Warm Communication and Genuine Alliances * Create a Fun Place to Live, Work and Play * Construct Homes and Develop Neighborhoods * Celebrate and Relax In Our Positive and Friendly Hometown * Promote a Strong and Vibrant Community

CONSENT CALENDAR – July 2, 2024

1. Approval: Minutes of the Regular Meeting, June 18, 2024 and Budget Workshop, June 20, 2024.
2. Approval: Payroll from June 14, 2024 in the total amount of \$415,656.11.
3. Approval: Claims against the following funds: General, General Debt Service, Trust and Agency, Street, Electric, Refuse Collection and Disposal, Sanitary Sewer, Water, Golf Course, Downtown Improvement Districts, R.S.V.P., Keno, and Capital Improvement; \$826,243.49.
4. Approval: Resolution No. 24-57 which will authorize a budget transfer in the amount of \$8,100.00 from Council Contingency # 01-10-10-47-791 to CNTSV - Other # 01-79-79-44-479 to cover the costs of Band on the Bricks Events.
5. Approval: Resolution No. 24-58 which will authorize a budget transfer in the amount of \$10,300.00 from Council Contingency # 01-10-10-47-791 to NRCNTSVC Building Public Works # 01-71-72-44-483 to cover the costs for the HVAC unit replacement.
6. Approval: Resolution No. 24-59 which will approve the closure of 3rd Street, which is a designated State Highway, from Black Hills Avenue east to Mississippi Avenue. The event will take place on July 20, 2024 beginning at 9:45 a.m. until completion of the parade for Heritage Days.
7. Approval: Resolution No. 24-60 which will approve the purchase of two 20-foot Containers from ABC Containers for use at the Landfill in an amount not to exceed \$42,000.00.

NOTE: City Manager Sorensen and City Treasurer Baker have reviewed these expenditures and to the best of their knowledge confirm that they are within budgeted appropriations to this point in the fiscal year.

Any item listed on the Consent Calendar may, by the request of any single Council Member, be considered as a separate item in the Regular Agenda.

June 18, 2024

ALLIANCE CITY COUNCIL

REGULAR MEETING, TUESDAY, JUNE 18, 2024

STATE OF NEBRASKA)
)
COUNTY OF BOX BUTTE) §
)
CITY OF ALLIANCE)

The Alliance City Council met in a Regular Meeting, June 18, 2024 at 7:00 p.m. in the Alliance Learning Center Community Meeting Room, 1750 Sweetwater Avenue. A notice of meeting was published in the Alliance Times Herald on June 12, 2024. The notice stated the date, hour and place of the meeting, that the meeting was open to the public, and that an agenda of the meeting, kept continuously current, was available for public inspection at the office of the City Clerk in City Hall; provided the Council could modify the agenda at the meeting if it determined an emergency so required. A similar notice, together with a copy of the agenda, also had been provided to each of the City Council Members. An agenda, kept continuously current, was available for public inspection at the office of the City Clerk during regular business hours from the publication of the notice to the time of the meeting.

Mayor McGhehey opened the June 18, 2024 regular meeting of the Alliance, Nebraska Council at 7:00 p.m. Present were Mayor McGhehey, Vice Mayor Mashburn and Council Members Mischnick, Weisgerber, and Liptack. Also present were City Manager Sorensen, City Treasurer Baker, City Attorney Swanson and City Clerk Pitt.

- Mayor McGhehey read the Open Meetings Act Announcement.
- The Consent Calendar was the first item on the agenda. A motion was made by Councilman Liptack, seconded by Councilman Mischnick to approve the Consent Calendar as follows:

CONSENT CALENDAR – June 18, 2024

1. Approval: Minutes of the Regular Meeting, June 4, 2024 and Budget Workshop, June 7, 2024.
2. Approval: Payroll from May 31, 2024 in the total amount of \$275,934.31.
3. Approval: Claims against the following funds: General, General Debt Service, Trust and Agency, Street, Electric, Refuse Collection and Disposal, Sanitary Sewer, Water, Golf Course, Downtown Improvement Districts, R.S.V.P., Keno, and Capital Improvement; \$442,560.87.

June 18, 2024

4. Approval: Alliance Volunteer Fire Department Roster Update.
5. Approval: Cemetery Certificate for Crawford, Jeff & Kelly and Loutzenhiser, Ronald A. & Henrietta D and Loutzenhiser, John R. & Arlen D.
6. Approval: Resolution No. 24-55 which accepts and awards the Concrete Crushing Bid for crushing of concrete with KL Wood Construction of Alliance, Nebraska, in the amount of \$124,700.00 from GL # 24-41-41-44-479.

NOTE: City Manager Sorensen and City Treasurer Baker have reviewed these expenditures and to the best of their knowledge confirm that they are within budgeted appropriations to this point in the fiscal year.

Any item listed on the Consent Calendar may, by the request of any single Council Member, be considered as a separate item in the Regular Agenda.

Roll call vote with the following results:

Voting Aye: Mischnick, Liptack, Mashburn, Weisgerber and McGhehey.

Voting Nay: None.

Motion carried.

- The next agenda item for Council was Resolution No. 24-56 which will accept the termination of the of the Real Estate Purchase Agreement with BCM Properties, LLC for the property located at 1207 West 2nd Street. The following information was provided:

A motion was made by Councilman Weisgerber, seconded by Vice Mayor Mashburn to approve Resolution No. 24-56. Which follows in its entirety:

RESOLUTION NO. 24-56

WHEREAS, The City of Alliance entered a Real Estate Purchase agreement with BCM Properties, LLC, a Nebraska limited liability company, on October 17, 2023; and

WHEREAS, The City performed their due diligence of property inspections, surveys, utility assessment, and environmental assessment and tests; and

WHEREAS, The City received an estimate to remodel the facility to meet the needs and standards to serve a Public Safety Facility; and

WHEREAS, Staff has determined that other avenues for a Public Safety Facility would be in the best interest for the City of Alliance.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Alliance, Nebraska, that the Lease between the City of Alliance and BCM Properties, LLC. for the property described as The North One-Half (N1/2) of Block Three (3), A Replat of Block

June 18, 2024

Two (2), and the North One-Half (N1/2) of Block Three (3), both in Wyoming Avenue Addition, an addition to the City of Alliance, Box Butte County Nebraska. More commonly described as 1207 West 2nd Street, Alliance, Nebraska.

BE IT FURTHER RESOLVED, effective June 18, 2024, The City of Alliance gives notice to BCM Properties, LLC the termination of the Real Estate Purchase Agreement signed and entered on October 17, 2023.

Councilman Liptack questioned the potential purchase of this facility, and the costs that have been incurred by the City.

City Manager Sorensen replied during budget two years ago, Mayor Jones suggested this property as a potential site for a Police Station. The City wanted to do their due diligence prior to purchasing the property, the estimated cost to rehab the building was around seven million dollars for the conversions.

Roll call vote with the following results:

Voting Aye: Mischnick, Liptack, Mashburn, Weisgerber and McGhehey.

Voting Nay: None.

Motion carried.

- The next item on the agenda for Council was a Board Appointment.

A motion was made by Councilman Mischnick, seconded by Councilman Weisgerber to appoint Wally Seiler to the Knight Museum and Sandhills Center Board with a term a term ending May 31, 2027.

Roll call vote with the following results:

Voting Aye: Liptack, Mashburn, Weisgerber, Mischnick and McGhehey.

Voting Nay: None.

Motion carried.

- The Last matter before Council was City Manager Sorensen's Report.

City Manager Sorensen introduced two new employees to the Dispatchers Department Angel Trejo and Chelsa Mays.

Next City Manager Sorensen announced that Chief Leavitt completed the lengthy process of reciprocity, resulting in receiving his certification from the Nebraska Law Enforcement

June 18, 2024

Training Center. City Manager Sorenson asked City Clerk Pitt to swear in Chief Leavitt at this time. City Clerk Pitt sworn in Chief Leavitt.

The Alliance City Council adjourned the June 18, 2024 City Council Meeting at 7:16 p.m.

(SEAL)

John McGhehey, Mayor

Shelbi C. Pitt, City Clerk

Complete minutes of the Alliance City Council may be viewed by the public during regular work hours at the City Clerk's Office, 324 Laramie Avenue, Alliance, Nebraska

June 20, 2024

ALLIANCE CITY COUNCIL

SPECIAL BUDGET WORKSHOP, THURSDAY, JUNE 20, 2024

STATE OF NEBRASKA)
)
COUNTY OF BOX BUTTE) §
)
CITY OF ALLIANCE)

The Alliance City Council met in a Special Budget Workshop, June 20, 2024 at 1:00 p.m. in the Alliance Learning Center Community Meeting Room, 1750 Sweetwater Avenue. A notice of meeting was published in the Alliance Times Herald on June 12, 2024. The notice stated the date, hour and place of the meeting, that the meeting was open to the public, and that an agenda of the meeting, kept continuously current, was available for public inspection at the office of the City Clerk in City Hall; provided the Council could modify the agenda at the meeting if it determined an emergency so required. A similar notice, together with a copy of the agenda, also had been provided to each of the City Council Members. An agenda, kept continuously current, was available for public inspection at the office of the City Clerk during regular business hours from the publication of the notice to the time of the meeting.

Mayor McGhehey opened the June 20, 2024 Special Budget Workshop of the Alliance, Nebraska City Council at 1:04 p.m. Present were Mayor McGhehey, Vice Mayor Mashburn and Council Members Mischnick, Weisgerber and Liptack. Also present were City Manager Sorensen, City Treasurer Baker, and City Clerk Pitt.

- Mayor McGhehey read the Open Meetings Act Announcement.
- Mayor McGhehey discussed issues.
- City Manager Sorensen presented Council with the Overview from the last meeting, wanting more information on CIP Overview.

CIP Overview consisted of Department Head’s overviews.

Goals for the fiscal year 2024-25 will be Priority.

No action was taken on any of discussed issues.

- Personnel Request were presented to the Council.

City Manager Sorensen requested three positions; Administrative Seasonal to help with Cemetery and Filing, Personnel Technician for Human Resources to help being proactive with recruiting and Purchasing Manager / City Engineer for procurement.

June 20, 2024

Public Works Director requested two positions; Public Transit Driver as well as Landfill.

Electric Superintendent requested; Metering and Load Control Technology for preventative maintenance.

- A follow up meeting was scheduled for June 27, 2024 at 8:00 a.m.

The Alliance City Council adjourned the June 20, 2024 City Council Meeting at 4:56 p.m.

(SEAL)

John McGhehey, Mayor

Shelbi C. Pitt, City Clerk

Complete minutes of the Alliance City Council may be viewed by the public during regular work hours at the City Clerk's Office, 324 Laramie Avenue, Alliance, Nebraska

COUNCIL PROCEEDINGS

The Alliance, Nebraska City Council met in a Regular Meeting on Tuesday, June 18, 2024 at 7:02 p.m. Present were Council Members McGhehey, Mashburn, Mischnick, Weisgerber and Liptack.

Council acted on and/or discussed the following items of business:

1. Approved the Consent Calendar. Ayes: All. Motion carried.
2. Approved Resolution No. 24-56, which accepts the termination of the Real Estate Purchase Agreement with BCM Properties, LLC for the property located at 1207 West 2nd Street. Ayes: All. Motion carried.
3. Appointed Wally Seiler, to the Knight Museum and Sandhills Center Board for a term ending May 31, 2027. Ayes: All. Motion carried.
4. City Manager Report with the introduction of two new Dispatchers and the swearing in of Police Chief Leavitt.

Meeting adjourned at 7:16 p.m.

(SEAL)

John McGhehey, Mayor

Attest:

Shelbi C Pitt, City Clerk

Complete minutes of the Alliance City Council may be viewed by the public during regular work hours at the City Clerk's Office, 324 Laramie Avenue, Alliance, Nebraska.

PAYROLL COSTS TO BE REPORTED TO COUNCIL

PAY DATE: **6/14/2024**

GROSS PAYROLL

\$ 273,748.40

(GET FROM SINGLE LINE SUMMARY REPORT)

EMPLOYER COSTS

(GET FROM BENEFITS REGISTER REPORT)

FICA	\$ 20,357.70
MEDICARE	\$ 3,912.89
POLICE PENSION - PRINCIPAL	\$ 2,694.69
FIRE PENSION - PRINCIPAL	\$ 2,390.70
GENERAL PENSION - PRINCIPAL	\$ 8,603.85
MISSION SQUARE PENSION	\$ 327.88
H S A SANDHILLS STATE BANK	\$ 7,020.00
HEALTH/LIFE INSURANCE - HEALTH FUND	\$ 96,600.00
TOTAL BENEFITS	\$ 141,907.71

TOTAL PAYROLL COSTS

\$ 415,656.11

CITY CLERK - SHELBI PITT

\$ 287,917.32 Total
-\$ 2,390.70 FIRER
-\$ 5,097.62 GENER
-\$ 3,506.23 OPTER
-\$ 2,694.69 POLER
-\$ 327.88 CIER
-\$ 151.80 VEHIC

\$ 273,748.40

\$ 7,020.00 HSA
\$ 20,357.70 FICA
\$ 3,912.89 MEDICARE
\$ 96,600.00 1ST PAYROLL

Report Criteria:

Invoices with totals above \$0 included.
Paid and unpaid invoices included.

GL Account and Title Vendor Name	Segment Fund Description	Segment Under Dept Invoice Number	Segment Department Invoice Date	Net Invoice Amount	Date Paid
General Fund					
01-10-10-43-384 Election Expenses	General Fund	City Council	City Council		
BOX BUTTE COUNTY CLERK	ELECTION EXPENSES	24060003	06/18/2024	294.38	
01-10-10-44-499 ACE Community Support	General Fund	City Council	City Council		
ULINE SHIPPING SUPPLY	SAFETY COMMODITIES	179174158	06/10/2024	241.98	
01-10-10-44-499 ACE Community Support	General Fund	City Council	City Council		
QUEENSBORO INDUSTRIES, INC	BACKPACK AND HATS	2173524	06/12/2024	425.32	
01-10-10-45-511 Office Supplies	General Fund	City Council	City Council		
NEBRASKA TOTAL OFFICE	OFFICE SUPPLIES	0125538-001	06/05/2024	43.70	
Total City Council:				1,005.38	
Total City Council:				1,005.38	
01-11-11-44-431 Legal, Public Notices	General Fund	City Administration	City Administration		
ALLIANCE TIMES HERALD	NOTICE OF MEETING	150946	06/05/2024	8.46	
01-11-11-44-431 Legal, Public Notices	General Fund	City Administration	City Administration		
ALLIANCE TIMES HERALD	NOTICE OF MEETING	150948	06/12/2024	8.46	
01-11-11-44-431 Legal, Public Notices	General Fund	City Administration	City Administration		
ALLIANCE TIMES HERALD	NOTICE OF MEETING	150949	06/12/2024	9.76	
01-11-11-44-431 Legal, Public Notices	General Fund	City Administration	City Administration		
ALLIANCE TIMES HERALD	COUNCIL PROCEEDINGS	150951	06/12/2024	16.23	
01-11-11-44-431 Legal, Public Notices	General Fund	City Administration	City Administration		
ALLIANCE TIMES HERALD	NOTICE OF MEETING	150953	06/19/2024	8.06	
Total City Administration:				50.97	
Total City Administration:				50.97	
01-31-31-43-379 Other Contract Operating Svcs	General Fund	Police Administration	Police Department		
I A C P - MEMBERSHIP	DEPARTMENT DESCRIPTION	0355324	06/14/2024	875.00	
01-31-31-43-379 Other Contract Operating Svcs	General Fund	Police Administration	Police Department		
DOCU-SHRED LLC	64 GALLON CONTAINER	16404	06/20/2024	185.00	
01-31-31-44-444 Natural Gas	General Fund	Police Administration	Police Department		
BLACK HILLS ENERGY	8845 9631 60	JUNE 2024	06/21/2024	28.27	
01-31-31-44-483 NRCNTSVC-Building Public Wrks	General Fund	Police Administration	Police Department		
BOX BUTTE COUNTY SHERIFF	BOILER SYSTEM PROBLEM	SRV111855	04/10/2024	335.62	
01-31-31-45-511 Office Supplies	General Fund	Police Administration	Police Department		
PRINT EXPRESS	BUSINESS CARDS	82036	05/07/2024	247.80	
01-31-31-59-915 Capital Outlay-Buildings	General Fund	Police Administration	Police Department		
BCM PROPERTIES LLC	MONTHLY BUILDING FEE PER AGR	JULY 2024	06/19/2024	4,166.66	06/19/2024
01-31-31-59-915 Capital Outlay-Buildings	General Fund	Police Administration	Police Department		
DAVIS DESIGN INC	POLICE DEPARTMENT BUILDING S	30731	05/31/2024	2,500.00	
Total Police Administration:				8,338.35	
01-31-32-42-294 Conferences, Cont Education	General Fund	Police Operations	Police Department		
CONSOLIDATED MGNT CO INC	TRAINING MEALS	CMC-INV-2402	06/19/2024	86.50	
01-31-32-42-294 Conferences, Cont Education	General Fund	Police Operations	Police Department		
CONSOLIDATED MGNT CO INC	TRAINING MEALS	CMC-INV-2402	06/12/2024	121.55	
01-31-32-43-341 Medical Services	General Fund	Police Operations	Police Department		
MARK CHU, M.D.	MEDICAL DIRECTOR	JUL-24	06/21/2024	1,000.00	

GL Account and Title Vendor Name	Segment Fund Description	Segment Under Dept Invoice Number	Segment Department Invoice Date	Net Invoice Amount	Date Paid
01-31-32-43-379 Other Contract Operating Svcs	General Fund	Police Operations	Police Department		
RED BEARD GARAGE	#103 SERVICE	10420	06/18/2024	395.60	
01-31-32-43-379 Other Contract Operating Svcs	General Fund	Police Operations	Police Department		
RED BEARD GARAGE	A/C SERVICE	10406	06/14/2024	975.27	
01-31-32-44-433 Other Advertising Services	General Fund	Police Operations	Police Department		
ALLIANCE TIMES HERALD	LEGAL AD	150947	06/05/2024	10.18	
01-31-32-44-434 Contract Printing Expense	General Fund	Police Operations	Police Department		
COPIER CONNECTION, INC.	COPIER CONTRACT	27756	06/10/2024	1,488.00	
01-31-32-44-464 PMCNTSVC-Vehicle Repair	General Fund	Police Operations	Police Department		
PRESSURE PALACE	APD FLEET WASHES	35	06/15/2024	31.45	
01-31-32-44-483 NRCNTSVC-Building Public Wrks	General Fund	Police Operations	Police Department		
BERNIES ACE HARDWARE	BUILDING MAINTENANCE	301470	06/19/2024	10.99	
01-31-32-44-483 NRCNTSVC-Building Public Wrks	General Fund	Police Operations	Police Department		
BERNIES ACE HARDWARE	BUILDING MAINTENANCE	301475	06/19/2024	28.98	
01-31-32-44-483 NRCNTSVC-Building Public Wrks	General Fund	Police Operations	Police Department		
BERNIES ACE HARDWARE	BUILDING MAINTENANCE	301481	06/19/2024	16.99	
01-31-32-44-483 NRCNTSVC-Building Public Wrks	General Fund	Police Operations	Police Department		
BOX BUTTE COUNTY SHERIFF	JACK'S HEATING AND COOLING RE	65956	06/12/2024	3,093.50	
01-31-32-45-511 Office Supplies	General Fund	Police Operations	Police Department		
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	1W1C-X6JV-3	06/19/2024	186.43	
01-31-32-45-511 Office Supplies	General Fund	Police Operations	Police Department		
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	1TCL-RGHC-L	06/18/2024	25.94	
01-31-32-45-531 Uniforms	General Fund	Police Operations	Police Department		
GALLS LLC	UNIFORMS	028286742	06/20/2024	152.35	
01-31-32-45-531 Uniforms	General Fund	Police Operations	Police Department		
KINSCO LLC	UNIFORMS	0017896-1	06/11/2024	415.00	
01-31-32-45-563 Cleaning Supplies	General Fund	Police Operations	Police Department		
IDEAL LINEN INC	MOPS AND MATS	11222992	05/21/2024	44.51	
01-31-32-45-563 Cleaning Supplies	General Fund	Police Operations	Police Department		
IDEAL LINEN INC	MOPS AND MATS	11226777	06/18/2024	45.74	
01-31-32-59-941 Capital Outlay-Computers	General Fund	Police Operations	Police Department		
BYTES COMPUTER	SERVICE CALL	CW38290	06/03/2024	670.00	
01-31-32-59-941 Capital Outlay-Computers	General Fund	Police Operations	Police Department		
BYTES COMPUTER	Server upgrade	CW38292	06/03/2024	2,800.00	
Total Police Operations:				11,598.98	
01-31-33-42-294 Conferences, Cont Education	General Fund	Police Support Services	Police Department		
APCO INTERNATIONAL, INC.	TRAINING	1101488	06/20/2024	950.00	
01-31-33-44-451 Telephone Line Expense	General Fund	Police Support Services	Police Department		
AS CENTRAL SERVICES	TELECOMMUNICATIONS CHARGES	1430983	06/12/2024	258.00	
01-31-33-44-451 Telephone Line Expense	General Fund	Police Support Services	Police Department		
AS CENTRAL SERVICES	TELECOMMUNICATIONS CHARGES	1433363	06/20/2024	537.60	
01-31-33-44-451 Telephone Line Expense	General Fund	Police Support Services	Police Department		
AS CENTRAL SERVICES	TELECOMMUNICATIONS CHARGES	1423462	04/23/2024	537.60	
01-31-33-44-452 Long Distance Expense	General Fund	Police Support Services	Police Department		
QWEST - PHOENIX	91530019	688645005	05/16/2024	243.00	
01-31-33-45-531 Uniforms	General Fund	Police Support Services	Police Department		
HART WORKS EMBROIDERY & SCR	UNIFORMS	2831	04/25/2024	42.23	
01-31-33-59-941 Capital Outlay-Computers	General Fund	Police Support Services	Police Department		
BYTES COMPUTER	BATTERY	CW38508	06/11/2024	1,242.74	
Total Police Support Services:				3,811.17	
Total Police Department:				23,748.50	

GL Account and Title Vendor Name	Segment Fund Description	Segment Under Dept Invoice Number	Segment Department Invoice Date	Net Invoice Amount	Date Paid
01-37-37-44-444 Natural Gas	General Fund	Firefighting	Fire Department		
BLACK HILLS ENERGY	2290 8652 37	JUNE 2024	06/21/2024	85.32	
01-37-37-44-451 Telephone Line Expense	General Fund	Firefighting	Fire Department		
CHARTER COMMUNICATIONS	TELEPHONE LINE EXPENSE	176247201061	06/14/2024	55.26	
01-37-37-44-479 CNTSVC Other	General Fund	Firefighting	Fire Department		
IDEAL LINEN INC	CNTSVC OTHER	11227254	06/20/2024	44.72	
01-37-37-59-915 Capital Outlay-Buildings	General Fund	Firefighting	Fire Department		
ALLIANCE RURAL FIRE PROT DIST	BATHROOM REMODEL	WM71153903	06/03/2024	66.93	
01-37-37-59-915 Capital Outlay-Buildings	General Fund	Firefighting	Fire Department		
ALLIANCE RURAL FIRE PROT DIST	BATHROOM REMODEL	3210 00008 39	06/11/2024	215.21	
01-37-37-59-915 Capital Outlay-Buildings	General Fund	Firefighting	Fire Department		
BERNIES ACE HARDWARE	CAPITAL OUTLAY-BUILDINGS	301224	06/14/2024	20.58	
01-37-37-59-915 Capital Outlay-Buildings	General Fund	Firefighting	Fire Department		
BLOEDORN LUMBER - ALLIANCE	BUILDING MAINTENANCE MATERIA	8238076	06/12/2024	18.58	
01-37-37-59-915 Capital Outlay-Buildings	General Fund	Firefighting	Fire Department		
BLOEDORN LUMBER - ALLIANCE	CAPITAL OUTLAY-BUILDINGS	8242793	06/14/2024	24.99	
01-37-37-59-915 Capital Outlay-Buildings	General Fund	Firefighting	Fire Department		
BLOEDORN LUMBER - ALLIANCE	CAPITAL OUTLAY-BUILDINGS	8240112	06/13/2024	34.35	
Total Firefighting:				565.94	
01-37-38-43-341 Medical Services	General Fund	Ambulance	Fire Department		
MARK CHU, M.D.	MEDICAL DIRECTOR	JUL-24	06/21/2024	1,000.00	
01-37-38-45-511 Office Supplies	General Fund	Ambulance	Fire Department		
NEBRASKA TOTAL OFFICE	OFFICE SUPPLIES	0125512-001	06/04/2024	30.60	
01-37-38-45-521 Medical Supplies	General Fund	Ambulance	Fire Department		
LIFE-ASSIST INC	MEDICAL SUPPLIES	1447515	06/20/2024	158.40	
Total Ambulance:				1,189.00	
Total Fire Department:				1,754.94	
01-41-44-44-440 Utilities Reimbursed	General Fund	Facility Maintenance	Public Works		
BLACK HILLS ENERGY	8514 7540 93	JUNE 2024	06/21/2024	40.30	
01-41-44-44-483 NRCNTSVC-Building Public Wrks	General Fund	Facility Maintenance	Public Works		
JACK'S REFRIGERATION INC	LOOKED AT UNIT	66012	06/14/2024	101.00	
01-41-44-45-531 Uniforms	General Fund	Facility Maintenance	Public Works		
FARM PLAN	UNIFORMS - P. MCCAULEY	51308385	06/13/2024	14.96	
01-41-44-45-551 Fuel,Oil,Lube-Veh,Mach,Equip	General Fund	Facility Maintenance	Public Works		
FARM PLAN	FUEL, OIL, LUBE	51313669	06/24/2024	6.99	
Total Facility Maintenance:				163.25	
01-41-46-44-444 Natural Gas	General Fund	Municipal Building	Public Works		
BLACK HILLS ENERGY	8314 2036 34	JUNE 2024	06/21/2024	60.99	
01-41-46-45-561 Bldg Maintenance Material	General Fund	Municipal Building	Public Works		
CARTER'S HOME HARDWARE & AP	BUILDING MAINTENANCE	24839/1	06/11/2024	9.59	
01-41-46-45-574 Misc Grounds Maintenance	General Fund	Municipal Building	Public Works		
FARM PLAN	GROUND'S MAINTENANCE	1288042	05/10/2024	124.98	
Total Municipal Building:				195.56	
Total Public Works:				358.81	
01-61-63-44-491 Building Demolition	General Fund	Nuisance Abatement	Community Develop		
HENRY GOMPERT	PROFESSIONAL ASBESTOS SERVI	23-2-24	06/13/2024	250.00	

GL Account and Title Vendor Name	Segment Fund Description	Segment Under Dept Invoice Number	Segment Department Invoice Date	Net Invoice Amount	Date Paid
Total Nuisance Abatement:				250.00	
Total Community Development:				250.00	
01-71-71-43-371 Contract Grounds Maintenance	General Fund	Parks	Cultural and Leisure		
ALL SEASONS LANDSCAPING LLC	PLANT CARE FOR VARIOUS AREAS	757108	06/24/2024	3,800.00	
01-71-71-43-373 Contract Custodial Services	General Fund	Parks	Cultural and Leisure		
REGION 1 OHD	CONTRACT CUSTODIAL SERVICES	4241068	06/19/2024	270.00	
01-71-71-44-412 Machine, Equipment Rent	General Fund	Parks	Cultural and Leisure		
CULLIGAN WATER CONDITIONING	SOFTENER RENTAL AND SALT	150909	05/25/2024	35.85	
01-71-71-44-444 Natural Gas	General Fund	Parks	Cultural and Leisure		
BLACK HILLS ENERGY	8650 1637 80	JUNE 2024	06/21/2024	40.30	
01-71-71-44-444 Natural Gas	General Fund	Parks	Cultural and Leisure		
BLACK HILLS ENERGY	4303 0966 09	JUNE 2024	06/21/2024	40.30	
01-71-71-44-444 Natural Gas	General Fund	Parks	Cultural and Leisure		
BLACK HILLS ENERGY	1529 6736 12	JUNE 2024	06/21/2024	40.30	
01-71-71-44-444 Natural Gas	General Fund	Parks	Cultural and Leisure		
BLACK HILLS ENERGY	8316 6747 88	JUNE 2024	06/21/2024	41.69	
01-71-71-45-534 Safety Commodities	General Fund	Parks	Cultural and Leisure		
FARM PLAN	SUNSCREEN	51307036	06/10/2024	71.96	
01-71-71-45-556 Parts-Vehicle, Mach, Equip	General Fund	Parks	Cultural and Leisure		
ALLIANCE TRACTOR & IMPLEMENT	HYDRAULIC HOSES BOBCAT	8589	06/13/2024	152.68	
01-71-71-45-556 Parts-Vehicle, Mach, Equip	General Fund	Parks	Cultural and Leisure		
MIDWEST FARM SERVICE-ALLIANC	PARTS	46206	06/07/2024	71.12	
01-71-71-45-556 Parts-Vehicle, Mach, Equip	General Fund	Parks	Cultural and Leisure		
MIDWEST FARM SERVICE-ALLIANC	BELTS	46206	06/07/2024	8.46	
01-71-71-45-556 Parts-Vehicle, Mach, Equip	General Fund	Parks	Cultural and Leisure		
MIDWEST FARM SERVICE-ALLIANC	BELTS	46241	06/12/2024	20.00	
01-71-71-45-563 Cleaning Supplies	General Fund	Parks	Cultural and Leisure		
IDEAL LINEN INC	CUSTODIAL SUPPLIES	11218272	04/16/2024	60.16	
01-71-71-46-675 Irrigation Material	General Fund	Parks	Cultural and Leisure		
BERNIES ACE HARDWARE	IRRIGATION MATERIALS	301096	06/12/2024	66.11	
01-71-71-46-675 Irrigation Material	General Fund	Parks	Cultural and Leisure		
BERNIES ACE HARDWARE	IRRIGATION MATERIALS	301096	06/12/2024	33.87	
01-71-71-46-675 Irrigation Material	General Fund	Parks	Cultural and Leisure		
BERNIES ACE HARDWARE	IRRIGATION MATERIALS	300724	06/06/2024	7.99	
01-71-71-46-675 Irrigation Material	General Fund	Parks	Cultural and Leisure		
BERNIES ACE HARDWARE	IRRIGATION MATERIALS	300883	06/10/2024	7.59	
01-71-71-46-675 Irrigation Material	General Fund	Parks	Cultural and Leisure		
FARM PLAN	IRRIGATION MATERIAL	51307936	06/12/2024	59.99	
01-71-71-46-675 Irrigation Material	General Fund	Parks	Cultural and Leisure		
FARM PLAN	IRRIGATION MATERIAL	51308444	06/13/2024	49.96	
01-71-71-46-675 Irrigation Material	General Fund	Parks	Cultural and Leisure		
FARM PLAN	CREDIT	51308537	06/13/2024	49.96-	
Total Parks:				4,828.37	
01-71-72-44-444 Natural Gas	General Fund	Senior Center	Cultural and Leisure		
BLACK HILLS ENERGY	8177 7736 40	JUNE 2024	06/21/2024	101.32	
01-71-72-44-483 NRCNTSVC-Building Public Wrks	General Fund	Senior Center	Cultural and Leisure		
PRESTO-X	PEST CONTROL	61535082	06/19/2024	24.00	
01-71-72-44-483 NRCNTSVC-Building Public Wrks	General Fund	Senior Center	Cultural and Leisure		
PRESTO-X	PEST CONTROL	61535082	06/19/2024	64.00	
01-71-72-44-483 NRCNTSVC-Building Public Wrks	General Fund	Senior Center	Cultural and Leisure		
MPC HEATING & COOLING	INSTALL LENNOX HEAT PUMP	21517	06/14/2024	5,130.00	

GL Account and Title Vendor Name	Segment Fund Description	Segment Under Dept Invoice Number	Segment Department Invoice Date	Net Invoice Amount	Date Paid
Total Senior Center:				5,319.32	
01-71-74-45-574 Misc Grounds Maintenance	General Fund	Cemetery	Cultural and Leisure		
PALMER MONUMENT COMPANY	RESET & NEW FOUNDATION FOR L	150954	06/11/2024	370.00	
Total Cemetery:				370.00	
01-71-75-44-444 Natural Gas	General Fund	Swimming Pool	Cultural and Leisure		
BLACK HILLS ENERGY	4332 1963 21	JUNE 2024	06/21/2024	4,353.28	
01-71-75-44-483 NRCNTSVC-Building Public Wrks	General Fund	Swimming Pool	Cultural and Leisure		
HANSEN'S LOCKSMITHING	SERVICE CALL RESTROOM MASTE	8119	05/24/2024	460.00	
01-71-75-44-483 NRCNTSVC-Building Public Wrks	General Fund	Swimming Pool	Cultural and Leisure		
J MARQUEZ DRYWALL LLC	REPAIR SOUTH SIDE OF POOL BUI	757109	06/25/2024	4,500.00	
01-71-75-45-511 Office Supplies	General Fund	Swimming Pool	Cultural and Leisure		
NEBRASKA TOTAL OFFICE	OFFICE SUPPLIES	0125608-001	06/13/2024	39.54	
01-71-75-45-526 Other Supplies	General Fund	Swimming Pool	Cultural and Leisure		
JOAN RYAN - PETTY CASH	BASKETS	150940	06/12/2024	20.25	
01-71-75-45-544 Small Tools, Equipment	General Fund	Swimming Pool	Cultural and Leisure		
BERNIES ACE HARDWARE	SMALL TOOLS	300751	06/07/2024	7.99	
01-71-75-45-544 Small Tools, Equipment	General Fund	Swimming Pool	Cultural and Leisure		
FARM PLAN	SMALL TOOLS	51305399	06/07/2024	13.90	
01-71-75-45-544 Small Tools, Equipment	General Fund	Swimming Pool	Cultural and Leisure		
FARM PLAN	SMALL TOOLS	51305191	06/07/2024	21.48	
01-71-75-45-544 Small Tools, Equipment	General Fund	Swimming Pool	Cultural and Leisure		
FARM PLAN	SMALL TOOLS	51305189	06/07/2024	21.38	
01-71-75-45-544 Small Tools, Equipment	General Fund	Swimming Pool	Cultural and Leisure		
FARM PLAN	SMALL TOOLS	51311973	06/20/2024	8.01	
01-71-75-45-561 Bldg Maintenance Material	General Fund	Swimming Pool	Cultural and Leisure		
BERNIES ACE HARDWARE	BUILDING MAINTENANCE	300756	06/07/2024	100.00	
01-71-75-45-561 Bldg Maintenance Material	General Fund	Swimming Pool	Cultural and Leisure		
BERNIES ACE HARDWARE	BUILDING MAINTENANCE	300756	06/07/2024	1.14	
01-71-75-45-563 Cleaning Supplies	General Fund	Swimming Pool	Cultural and Leisure		
GROCERY KART INC	CLEANING SUPPLIES	2582	05/29/2024	27.34	
01-71-75-46-625 Concession Supplies	General Fund	Swimming Pool	Cultural and Leisure		
CASH-WA DISTRIBUTING	CONCESSION	14240877	06/13/2024	346.93	
01-71-75-46-625 Concession Supplies	General Fund	Swimming Pool	Cultural and Leisure		
CASH-WA DISTRIBUTING	CONCESSION	14243564	06/17/2024	265.91	
01-71-75-46-625 Concession Supplies	General Fund	Swimming Pool	Cultural and Leisure		
CASH-WA DISTRIBUTING	CONCESSIONS - POOL	14243564	06/17/2024	432.28	
01-71-75-46-625 Concession Supplies	General Fund	Swimming Pool	Cultural and Leisure		
GROCERY KART INC	CONCESSION SUPPLIES	5916	06/18/2024	123.08	
01-71-75-46-625 Concession Supplies	General Fund	Swimming Pool	Cultural and Leisure		
GROCERY KART INC	CONCESSION SUPPLIES	9694	06/13/2024	21.81	
01-71-75-46-625 Concession Supplies	General Fund	Swimming Pool	Cultural and Leisure		
PEPSI COLA OF WESTERN NEBRA	POOL CONCESSIONS	5100140970	06/14/2024	149.80	
01-71-75-46-625 Concession Supplies	General Fund	Swimming Pool	Cultural and Leisure		
PEPSI COLA OF WESTERN NEBRA	PEPSI PRODUCTS	5100140438	06/07/2024	122.40	
Total Swimming Pool:				11,036.52	
01-71-76-44-469 PMCNTSVC-Other	General Fund	Knight Museum	Cultural and Leisure		
CENTURY BUSINESS PRODUCTS	COPIER CONTRACT - FINAL	736546	06/12/2024	51.75	
01-71-76-44-469 PMCNTSVC-Other	General Fund	Knight Museum	Cultural and Leisure		
ALARM SECURITY TECHNICIANS	SERVICE CALL	023751	06/06/2024	85.00	
01-71-76-45-563 Cleaning Supplies	General Fund	Knight Museum	Cultural and Leisure		
IDEAL LINEN INC	CUSTODIAL SUPPLIES	11222064	05/14/2024	60.16	

GL Account and Title Vendor Name	Segment Fund Description	Segment Under Dept Invoice Number	Segment Department Invoice Date	Net Invoice Amount	Date Paid
Total Knight Museum:				196.91	
01-71-77-44-431 Legal, Public Notices	General Fund	Library	Cultural and Leisure		
ALLIANCE TIMES HERALD	PUBLIC NOTICES	150945	06/05/2024	4.77	
01-71-77-44-444 Natural Gas	General Fund	Library	Cultural and Leisure		
BLACK HILLS ENERGY	8075 2560 61	JUNE 2024	06/21/2024	2,288.60	
01-71-77-45-561 Bldg Maintenance Material	General Fund	Library	Cultural and Leisure		
BLOEDORN LUMBER - ALLIANCE	VERSABOND THIN SET MORTAR	8237813	06/12/2024	20.45	
01-71-77-45-561 Bldg Maintenance Material	General Fund	Library	Cultural and Leisure		
FARM PLAN	UTILITY LOCK	51308384	06/13/2024	7.48	
01-71-77-45-563 Cleaning Supplies	General Fund	Library	Cultural and Leisure		
CULLIGAN WATER CONDITIONING	SALT AND WATER	150910	05/25/2024	39.75	
Total Library:				2,361.05	
Total Cultural and Leisure Services:				24,112.17	
01-79-79-44-433 Other Advertising Services	General Fund	Marketing	Culture and Leisure		
WESTERN NEBRASKA TOURISM C	MEMBERSHIP DUES	1298	06/21/2024	125.00	
01-79-79-44-479 CNTSVC Other	General Fund	Marketing	Culture and Leisure		
ALLIANCE CHAMBER OF COMMER	BANDS ON THE BRICKS INSURANC	18207	06/17/2024	250.00	
01-79-79-44-479 CNTSVC Other	General Fund	Marketing	Culture and Leisure		
CROSSROADS MUSIC LLC	BANDS ON THE BRICKS	80269	06/24/2024	1,800.00	
01-79-79-44-479 CNTSVC Other	General Fund	Marketing	Culture and Leisure		
CROSSROADS MUSIC LLC	BANDS ON THE BRICKS	80270	06/24/2024	1,900.00	
01-79-79-44-479 CNTSVC Other	General Fund	Marketing	Culture and Leisure		
CROSSROADS MUSIC LLC	BANDS ON THE BRICKS	80271	06/24/2024	2,050.00	
01-79-79-44-479 CNTSVC Other	General Fund	Marketing	Culture and Leisure		
CROSSROADS MUSIC LLC	BANDS ON THE BRICKS	80272	06/24/2024	2,000.00	
01-79-79-44-479 CNTSVC Other	General Fund	Marketing	Culture and Leisure		
CROSSROADS MUSIC LLC	BANDS ON THE BRICKS	80273	06/24/2024	3,700.00	
01-79-79-44-479 CNTSVC Other	General Fund	Marketing	Culture and Leisure		
NSPIRE TODAY!	ADVERTISING	6732	06/13/2024	165.00	
01-79-79-59-970 Capital Outlay-Other Improv	General Fund	Marketing	Culture and Leisure		
TALKING TRAIL LLC	ADDITIONAL TALKING POINT	00801	06/19/2024	4,200.00	
Total Marketing:				16,190.00	
01-79-80-44-441 Electricity	General Fund	Carhenge	Culture and Leisure		
PREMA	ELECTRICITY	150942	06/05/2024	174.23	
01-79-80-44-483 NRCNTSVC-Building Public Wrks	General Fund	Carhenge	Culture and Leisure		
CARTER'S HOME HARDWARE & AP	BUILDING MAINTENANCE	24603/1	05/23/2024	37.35	
01-79-80-45-526 Other Supplies	General Fund	Carhenge	Culture and Leisure		
NEBRASKA TOTAL OFFICE	OFFICE SUPPLIES	0125587-001	06/10/2024	18.84	
01-79-80-45-526 Other Supplies	General Fund	Carhenge	Culture and Leisure		
JOAN RYAN - PETTY CASH	CURTAIN MATERIAL	150940	06/12/2024	41.68	
01-79-80-45-526 Other Supplies	General Fund	Carhenge	Culture and Leisure		
JOAN RYAN - PETTY CASH	POTTING SOIL	150940	06/12/2024	13.99	
01-79-80-46-626 Inventory Costs	General Fund	Carhenge	Culture and Leisure		
PEPSI COLA OF WESTERN NEBRA	CONCESSIONS CARHENG	5100140952	06/14/2024	164.70	
01-79-80-46-626 Inventory Costs	General Fund	Carhenge	Culture and Leisure		
PEPSI COLA OF WESTERN NEBRA	CONCESSIONS CARHENG	5100141449	06/21/2024	107.55	
01-79-80-46-626 Inventory Costs	General Fund	Carhenge	Culture and Leisure		
FRITO-LAY SALES LP	CONCESSIONS	75918620	06/21/2024	130.10	
01-79-80-46-626 Inventory Costs	General Fund	Carhenge	Culture and Leisure		
CANDY BARN EXPRESS	CADILLAC GUMMIES	3548	06/20/2024	92.51	

GL Account and Title Vendor Name	Segment Fund Description	Segment Under Dept Invoice Number	Segment Department Invoice Date	Net Invoice Amount	Date Paid
Total Carhenge:				780.95	
Total Culture and Leisure Services:				16,970.95	
Total General Fund:				68,251.72	
Electric Fund					
05-51-50-44-444 Natural Gas	Electric Fund	Administration	Utility Superintenden		
BLACK HILLS ENERGY	7098 7521 63	JUNE 2024	06/21/2024	188.51	
05-51-50-44-488 Utility Locate Services	Electric Fund	Administration	Utility Superintenden		
ONE CALL CONCEPTS INC	LOCATES ELECTRIC	4050105	05/31/2024	44.20	
05-51-50-45-526 Other Supplies	Electric Fund	Administration	Utility Superintenden		
GARY'S GRAPHICS	DECALS	10163	06/12/2024	122.00	
Total Administration:				354.71	
05-51-52-46-691 Purchased Power-WAPA	Electric Fund	Transmission	Utility Superintenden		
MEAN	PURCHASED POWER WAPA	305658	06/11/2024	85,958.00	
05-51-52-46-692 Purchased Power-Mean	Electric Fund	Transmission	Utility Superintenden		
MEAN	Purchased Power MEAN	305658	06/11/2024	515,996.92	
05-51-52-46-692 Purchased Power-Mean	Electric Fund	Transmission	Utility Superintenden		
MEAN	Purchased Power MEAN	305658	06/11/2024	15.82	
05-51-52-46-693 Purchased Power-Wind Gen	Electric Fund	Transmission	Utility Superintenden		
MEAN	WIND	305658	06/11/2024	25,224.78	
Total Transmission:				627,195.52	
05-51-53-44-423 Database Subscriptions	Electric Fund	Urban Distribution	Utility Superintenden		
LANDIS+GYR TECHNOLOGY INC	MONTHLY FLAT FEE	90395246	06/24/2024	1,195.00	
05-51-53-45-544 Small Tools, Equipment	Electric Fund	Urban Distribution	Utility Superintenden		
BERNIES ACE HARDWARE	SMALL TOOLS/EQUIP	300978	06/11/2024	81.21	
05-51-53-45-544 Small Tools, Equipment	Electric Fund	Urban Distribution	Utility Superintenden		
FARM PLAN	TOOLS	1296958	05/24/2024	13.90	
05-51-53-45-556 Parts-Vehicle, Mach, Equip	Electric Fund	Urban Distribution	Utility Superintenden		
ALLIANCE TRACTOR & IMPLEMENT	PARTS	8677	06/17/2024	55.39	
05-51-53-45-556 Parts-Vehicle, Mach, Equip	Electric Fund	Urban Distribution	Utility Superintenden		
KOKE'S AUTO FARM TRUCK INC	PARTS	726421	06/17/2024	48.98	
05-51-53-45-556 Parts-Vehicle, Mach, Equip	Electric Fund	Urban Distribution	Utility Superintenden		
DARREN'S CARQUEST AUTO PART	Vehicle Parts	2723-488063	06/17/2024	3.51	
05-51-53-45-561 Bldg Maintenance Material	Electric Fund	Urban Distribution	Utility Superintenden		
BERNIES ACE HARDWARE	BUILDING MAINTENANCE MATERIA	299358	05/15/2024	59.99	
05-51-53-59-960 Capital Outlay-Vehicles	Electric Fund	Urban Distribution	Utility Superintenden		
WEST RIVER TRAILER SALES	Utility Box for Unit 414, install included	5378	06/25/2024	16,753.05	
Total Urban Distribution:				18,211.03	
Total Utility Superintendent:				645,761.26	
Total Electric Fund:				645,761.26	
Refuse Fund					
06-41-42-44-482 NRCNTSVC-Vehicle Repair Mtc	Refuse Fund	Refuse Collection	Public Works		
PANHANDLE FAB INC.	NRCNTSVC-VEHICLE REPAIR MTC	47080	06/20/2024	350.00	
06-41-42-44-482 NRCNTSVC-Vehicle Repair Mtc	Refuse Fund	Refuse Collection	Public Works		
HEARTLAND DIESEL	#1112 SERVICE	5581	06/19/2024	123.05	

GL Account and Title Vendor Name	Segment Fund Description	Segment Under Dept Invoice Number	Segment Department Invoice Date	Net Invoice Amount	Date Paid
06-41-42-45-531 Uniforms	Refuse Fund	Refuse Collection	Public Works		
FARM PLAN	UNIFORMS - K. MCCAULEY	51309829	06/16/2024	112.28	
06-41-42-45-556 Parts-Vehicle, Mach, Equip	Refuse Fund	Refuse Collection	Public Works		
ALLIANCE TRACTOR & IMPLEMENT	PARTS	8744	06/19/2024	53.94	
06-41-42-45-556 Parts-Vehicle, Mach, Equip	Refuse Fund	Refuse Collection	Public Works		
ALLIANCE TRACTOR & IMPLEMENT	PARTS	8744	06/19/2024	58.49	
06-41-42-45-556 Parts-Vehicle, Mach, Equip	Refuse Fund	Refuse Collection	Public Works		
DARREN'S CARQUEST AUTO PART	PARTS	2723-487784	06/12/2024	19.30	
06-41-42-45-556 Parts-Vehicle, Mach, Equip	Refuse Fund	Refuse Collection	Public Works		
GSP MARKETING INC	PARTS	P30104	06/21/2024	729.45	
Total Refuse Collection:				1,446.51	
Total Public Works:				1,446.51	
06-51-55-42-294 Conferences, Cont Education	Refuse Fund	Refuse Disposal	Public Works		
LEAGUE OF NEBRASKA MUNICIPAL	WORKSHOP	9171	06/14/2024	150.00	
06-51-55-43-331 Professional Engineering Svcs	Refuse Fund	Refuse Disposal	Public Works		
SCS AQUATERRA	PROFESSIONAL SERVICES	0498716	03/31/2024	1,345.48	
06-51-55-44-444 Natural Gas	Refuse Fund	Refuse Disposal	Public Works		
BLACK HILLS ENERGY	7095 5903 91	JUNE 2024	06/21/2024	775.97	
06-51-55-45-526 Other Supplies	Refuse Fund	Refuse Disposal	Public Works		
IDEAL LINEN INC	CLEANING SUPPLIES	11223506	05/23/2024	12.88	
06-51-55-45-531 Uniforms	Refuse Fund	Refuse Disposal	Public Works		
IDEAL LINEN INC	UNIFORMS	11223506	05/23/2024	80.12	
06-51-55-45-544 Small Tools, Equipment	Refuse Fund	Refuse Disposal	Public Works		
FARM PLAN	SMALL TOOLS/EQUIP	51307870	06/12/2024	12.99	
06-51-55-45-544 Small Tools, Equipment	Refuse Fund	Refuse Disposal	Public Works		
CARTER'S HOME HARDWARE & AP	SMALL TOOLS/EQUIP	24819/1	06/10/2024	47.48	
06-51-55-45-553 Refuse-Fuel	Refuse Fund	Refuse Disposal	Public Works		
WESTCO	BULK FUEL	U3324250	06/13/2024	1,982.16	
06-51-55-45-554 Refuse-Oil,Grease	Refuse Fund	Refuse Disposal	Public Works		
FARM PLAN	COOL GARD	P29890	06/04/2024	261.84	
06-51-55-45-555 Refuse-Filters	Refuse Fund	Refuse Disposal	Public Works		
MURPHY TRACTOR	REFUSE-FILTERS	2262250	06/24/2024	48.77	
06-51-55-45-556 Parts-Vehicle, Mach, Equip	Refuse Fund	Refuse Disposal	Public Works		
FARM PLAN	PARTS	51310807	06/18/2024	7.63	
06-51-55-45-556 Parts-Vehicle, Mach, Equip	Refuse Fund	Refuse Disposal	Public Works		
CARTER'S HOME HARDWARE & AP	PARTS	24845/1	06/12/2024	19.98	
Total Refuse Disposal:				4,745.30	
Total Public Works:				4,745.30	
06-52-99-58-841 Baler Loan - Principal	Refuse Fund	Debt Services	Public Works		
PLATTE VALLEY BANK	PRINCIPAL	150941	05/21/2024	10,582.14	
06-52-99-58-842 Baler Loan - Interest	Refuse Fund	Debt Services	Public Works		
PLATTE VALLEY BANK	INTEREST	150941	05/21/2024	884.12	
Total Debt Services:				11,466.26	
Total Public Works:				11,466.26	
Total Refuse Fund:				17,658.07	

Sewer Fund

GL Account and Title Vendor Name	Segment Fund Description	Segment Under Dept Invoice Number	Segment Department Invoice Date	Net Invoice Amount	Date Paid
07-52-58-43-379 Other Contract Operating Svcs	Sewer Fund	Sewer	Public Works		
IDEAL LINEN INC	MOPS AND MATS	11218258	04/16/2024	20.17	
07-52-58-43-379 Other Contract Operating Svcs	Sewer Fund	Sewer	Public Works		
BUD'S PEST CONTROL	OTHER CONTRACT OPERATING SV	6381	06/06/2024	45.00	
07-52-58-44-488 Utility Locate Services	Sewer Fund	Sewer	Public Works		
ONE CALL CONCEPTS INC	LOCATES SEWER	4050105	05/31/2024	22.10	
07-52-58-45-526 Other Supplies	Sewer Fund	Sewer	Public Works		
IDEAL LINEN INC	TOWELS	11225837	06/11/2024	52.88	
07-52-58-45-526 Other Supplies	Sewer Fund	Sewer	Public Works		
IDEAL LINEN INC	OTHER SUPPLIES	11226778	06/18/2024	52.88	
07-52-58-45-544 Small Tools, Equipment	Sewer Fund	Sewer	Public Works		
WESTERN VALLEY IRRIGATION	SMALL TOOLS/ EQUIP	68456	06/19/2024	41.00	
07-52-58-45-556 Parts-Vehicle, Mach, Equip	Sewer Fund	Sewer	Public Works		
BERNIES ACE HARDWARE	PARTS	300948	06/10/2024	24.58	
07-52-58-45-556 Parts-Vehicle, Mach, Equip	Sewer Fund	Sewer	Public Works		
BERNIES ACE HARDWARE	PARTS	300947	06/10/2024	21.99	
07-52-58-45-556 Parts-Vehicle, Mach, Equip	Sewer Fund	Sewer	Public Works		
CARTER'S HOME HARDWARE & AP	PARTS	24914/1	06/18/2024	29.99	
07-52-58-45-556 Parts-Vehicle, Mach, Equip	Sewer Fund	Sewer	Public Works		
DARREN'S CARQUEST AUTO PART	PARTS	2723-488478	06/20/2024	64.23	
07-52-58-45-556 Parts-Vehicle, Mach, Equip	Sewer Fund	Sewer	Public Works		
DARREN'S CARQUEST AUTO PART	PARTS	2723-488448	06/20/2024	13.00	
07-52-58-45-556 Parts-Vehicle, Mach, Equip	Sewer Fund	Sewer	Public Works		
DARREN'S CARQUEST AUTO PART	PARTS	2723-488430	06/20/2024	7.79	
07-52-58-45-556 Parts-Vehicle, Mach, Equip	Sewer Fund	Sewer	Public Works		
DARREN'S CARQUEST AUTO PART	PARTS	2723-488430	06/20/2024	34.43	
Total Sewer:				430.04	
Total Public Works:				430.04	
Total Sewer Fund:				430.04	
Water Fund					
08-52-51-43-383 Water Testing Services	Water Fund	Water Treatment	Public Works		
NE PUBLIC HEALTH ENVIRONMENT	OTHERS TESTING	579389	06/11/2024	76.00	
08-52-51-43-383 Water Testing Services	Water Fund	Water Treatment	Public Works		
NE PUBLIC HEALTH ENVIRONMENT	OTHERS TESTING	578580	06/11/2024	424.00	
08-52-51-44-479 CNTSVC Other	Water Fund	Water Treatment	Public Works		
IDEAL LINEN INC	MOPS AND MATS	11225838	06/11/2024	20.18	
08-52-51-44-483 NRCNTSVC-Building Public Wrks	Water Fund	Water Treatment	Public Works		
BUD'S PEST CONTROL	NVCNTSVC-BUILDING PUBLIC WRK	6381	06/06/2024	74.90	
08-52-51-45-556 Parts-Vehicle, Mach, Equip	Water Fund	Water Treatment	Public Works		
WESTCO	CREDIT	782443	05/08/2024	12.74	
08-52-51-46-629 Other Chemicals	Water Fund	Water Treatment	Public Works		
HAWKINS INC	CHEMICAL	6791219	06/21/2024	740.32	
08-52-51-46-629 Other Chemicals	Water Fund	Water Treatment	Public Works		
HAWKINS INC	CHEMICAL	6791219	06/21/2024	985.78	
Total Water Treatment:				2,308.44	
08-52-52-43-383 Water Testing Services	Water Fund	Distribution	Public Works		
NE PUBLIC HEALTH ENVIRONMENT	COLIFORM	579265	06/11/2024	31.00	
08-52-52-43-383 Water Testing Services	Water Fund	Distribution	Public Works		
NE PUBLIC HEALTH ENVIRONMENT	COLIFORM	578580	06/11/2024	150.00	
08-52-52-44-486 NRCNTSVC-Veh, Equip, Tire Rep	Water Fund	Distribution	Public Works		
PRECISION STEREO TECHNOLOG	NRCNTSVC-VEH, EQUIP, TIRE REP	48412	06/24/2024	25.00	

GL Account and Title Vendor Name	Segment Fund Description	Segment Under Dept Invoice Number	Segment Department Invoice Date	Net Invoice Amount	Date Paid
08-52-52-44-488 Utility Locate Services	Water Fund	Distribution	Public Works		
ONE CALL CONCEPTS INC	LOCATES WATER	4050105	05/31/2024	22.10	
08-52-52-45-511 Office Supplies	Water Fund	Distribution	Public Works		
NEBRASKA TOTAL OFFICE	OFFICE SUPPLIES	0125633-001	06/14/2024	22.35	
08-52-52-45-534 Safety Commodities	Water Fund	Distribution	Public Works		
FARM PLAN	UNIFORMS - R. GRANT	51309596	06/15/2024	132.67	
08-52-52-45-534 Safety Commodities	Water Fund	Distribution	Public Works		
FARM PLAN	UNIFORMS - R. GRANT	51308896	06/14/2024	159.15	
08-52-52-45-534 Safety Commodities	Water Fund	Distribution	Public Works		
FARM PLAN	UNIFORMS - B. SWEDEEN	51308864	06/14/2024	136.95	
08-52-52-45-556 Parts-Vehicle, Mach, Equip	Water Fund	Distribution	Public Works		
DARREN'S CARQUEST AUTO PART	PARTS	2723-486923	06/03/2024	17.49	
08-52-52-45-556 Parts-Vehicle, Mach, Equip	Water Fund	Distribution	Public Works		
DARREN'S CARQUEST AUTO PART	PARTS	2723-487764	06/12/2024	15.75	
Total Distribution:				712.46	
Total Public Works:				3,020.90	
Total Water Fund:				3,020.90	
Golf Course					
21-71-75-44-444 Natural Gas	Golf Course	Golf Course	Cultural and Leisure		
BLACK HILLS ENERGY	8588 2648 38	JUNE 2024	06/21/2024	59.66	
21-71-75-44-444 Natural Gas	Golf Course	Golf Course	Cultural and Leisure		
BLACK HILLS ENERGY	7929 1256 65	JUNE 2024	06/21/2024	58.81	
21-71-75-44-479 CNTSVC Other	Golf Course	Golf Course	Cultural and Leisure		
ALL SEASONS LANDSCAPING LLC	CONTRACT LANDSCAPING PARKS	757107	06/24/2024	500.00	
21-71-75-44-483 NRCNTSVC-Building Public Wrks	Golf Course	Golf Course	Cultural and Leisure		
HANSEN'S LOCKSMITHING	2 KEYS FOR GOLF COURSE	8128	06/10/2024	8.00	
21-71-75-44-486 NRCNTSVC-Veh, Equip, Tire Rep	Golf Course	Golf Course	Cultural and Leisure		
WESTCO	TIRE REPAIR	151219	06/12/2024	154.76	
21-71-75-45-526 Other Supplies	Golf Course	Golf Course	Cultural and Leisure		
FARM PLAN	OTHER SUPPLIES	51305670	06/08/2024	4.13	
21-71-75-45-526 Other Supplies	Golf Course	Golf Course	Cultural and Leisure		
FARM PLAN	OTHER SUPPLIES	51307420	06/11/2024	28.77	
21-71-75-45-526 Other Supplies	Golf Course	Golf Course	Cultural and Leisure		
FARM PLAN	OTHER SUPPLIES	51307420	06/11/2024	36.95	
21-71-75-45-526 Other Supplies	Golf Course	Golf Course	Cultural and Leisure		
FARM PLAN	OTHER SUPPLIES	51308159	06/12/2024	18.36	
21-71-75-45-526 Other Supplies	Golf Course	Golf Course	Cultural and Leisure		
FARM PLAN	OTHER SUPPLIES	51310024	06/16/2024	18.36-	
21-71-75-45-526 Other Supplies	Golf Course	Golf Course	Cultural and Leisure		
FARM PLAN	CREDIT	51308146	06/12/2024	39.96-	
21-71-75-45-526 Other Supplies	Golf Course	Golf Course	Cultural and Leisure		
FARM PLAN	OTHER SUPPLIES	51310026	06/16/2024	21.51	
21-71-75-45-551 Fuel,Oil,Lube-Veh,Mach,Equip	Golf Course	Golf Course	Cultural and Leisure		
DARREN'S CARQUEST AUTO PART	DRIP OIL	2723-488200	06/18/2024	59.95	
21-71-75-45-556 Parts-Vehicle, Mach, Equip	Golf Course	Golf Course	Cultural and Leisure		
DARREN'S CARQUEST AUTO PART	PARTS	2723-487651	06/11/2024	108.40	
21-71-75-45-556 Parts-Vehicle, Mach, Equip	Golf Course	Golf Course	Cultural and Leisure		
DARREN'S CARQUEST AUTO PART	PARTS	2723-487651	06/11/2024	91.55	
21-71-75-45-556 Parts-Vehicle, Mach, Equip	Golf Course	Golf Course	Cultural and Leisure		
DARREN'S CARQUEST AUTO PART	PARTS	2723-487316	06/07/2024	18.98	
21-71-75-46-625 Concession Supplies	Golf Course	Golf Course	Cultural and Leisure		
HARRIS SALES COMPANY	CONCESSIONS	1181297	06/13/2024	164.19	

GL Account and Title Vendor Name	Segment Fund Description	Segment Under Dept Invoice Number	Segment Department Invoice Date	Net Invoice Amount	Date Paid
21-71-75-46-625 Concession Supplies	Golf Course	Golf Course	Cultural and Leisure		
PEPSI COLA OF WESTERN NEBRA	CONCESSIONS	5100140965	06/14/2024	279.64	
21-71-75-46-625 Concession Supplies	Golf Course	Golf Course	Cultural and Leisure		
PEPSI COLA OF WESTERN NEBRA	CONCESSIONS SKYVIEW	5100140965	06/14/2024	182.71	
21-71-75-46-626 Inventory Costs	Golf Course	Golf Course	Cultural and Leisure		
ACUSHNET COMPANY	BALLS	918265197	06/11/2024	2,549.77	
21-71-75-46-626 Inventory Costs	Golf Course	Golf Course	Cultural and Leisure		
CALLAWAY GOLF SALES CO	PREBOOK BALLS	938435561	06/11/2024	518.40	
21-71-75-46-627 Special Order Costs	Golf Course	Golf Course	Cultural and Leisure		
VW GOLF INC	SPECIAL ORDER MARK PLACEK	80147	06/07/2024	81.54	
21-71-75-46-627 Special Order Costs	Golf Course	Golf Course	Cultural and Leisure		
ACUSHNET COMPANY	SPECIAL ORDER JORDAN MILLS	918260024	06/10/2024	309.02	
21-71-75-46-627 Special Order Costs	Golf Course	Golf Course	Cultural and Leisure		
ACUSHNET COMPANY	SPECIAL ORDER TIM GARWOOD	918211610	06/03/2024	73.73	
21-71-75-46-627 Special Order Costs	Golf Course	Golf Course	Cultural and Leisure		
CALLAWAY GOLF SALES CO	SPECIAL ORDER MELANIE MANN	938448118	06/12/2024	369.00	
21-71-75-46-627 Special Order Costs	Golf Course	Golf Course	Cultural and Leisure		
CALLAWAY GOLF SALES CO	SPECIAL ORDER DANNY HEPNER	938411557	06/07/2024	172.80	
21-71-75-46-627 Special Order Costs	Golf Course	Golf Course	Cultural and Leisure		
TAYLORMADE GOLF COMPANY INC	SPECIAL ORDER JOHN ORNDORF	37521032	06/12/2024	518.69	
21-71-75-46-675 Irrigation Material	Golf Course	Golf Course	Cultural and Leisure		
FARM PLAN	IRRIGATION MATERIAL	51299666	05/28/2024	239.99	
21-71-75-46-675 Irrigation Material	Golf Course	Golf Course	Cultural and Leisure		
FARM PLAN	CREDIT	51299742	05/28/2024	60.00-	
21-71-75-46-675 Irrigation Material	Golf Course	Golf Course	Cultural and Leisure		
FARM PLAN	CREDIT	51300767	05/30/2024	87.31-	
Total Golf Course:				6,423.68	
Total Cultural and Leisure Services:				6,423.68	
Total Golf Course:				6,423.68	
Airport					
22-41-43-44-444 Natural Gas	Airport	Airport Operations	Airport		
BLACK HILLS ENERGY	9862 2110 07	JUNE 2024	06/21/2024	43.93	
22-41-43-44-444 Natural Gas	Airport	Airport Operations	Airport		
BLACK HILLS ENERGY	6920 6237 05	JUNE 2024	06/21/2024	62.07	
22-41-43-44-481 NRCNTSVC-Office Mach and Equi	Airport	Airport Operations	Airport		
PRECISION STEREO TECHNOLOG	NRCNTSVC-OFFICE MACH AND EQ	48255	06/13/2024	500.00	
22-41-43-45-574 Misc Grounds Maintenance	Airport	Airport Operations	Airport		
GIRARD'S WELL SERVICE	ANNUAL WINDMILL INPSECTION/TA	2036	06/02/2024	805.60	
22-41-43-45-575 AOA Ground Maintenance	Airport	Airport Operations	Airport		
CARTER'S HOME HARDWARE & AP	EQUIPMENT	24834/1	06/11/2024	115.51	
22-41-43-45-575 AOA Ground Maintenance	Airport	Airport Operations	Airport		
STANDARD SIGNS INC.	REPLACEMENT AIRFIELD SIGN PA	61392	06/10/2024	1,623.28	
22-41-43-45-576 Herbicides, Pesticides	Airport	Airport Operations	Airport		
WESTCO	HERBICIDES, PESTICIDES	70-127194	06/13/2024	156.84	
22-41-43-45-576 Herbicides, Pesticides	Airport	Airport Operations	Airport		
WESTCO	HERBICIDES, PESTICIDES	70-127097	06/10/2024	139.04	
22-41-43-45-576 Herbicides, Pesticides	Airport	Airport Operations	Airport		
WESTCO	HERBICIDES, PESTICIDES	70-127143	06/11/2024	784.20	
Total Airport Operations:				4,230.47	
Total Airport:				4,230.47	

GL Account and Title Vendor Name	Segment Fund Description	Segment Under Dept Invoice Number	Segment Department Invoice Date	Net Invoice Amount	Date Paid
Total Airport:				4,230.47	
Public Transit Fund					
23-72-71-44-411 Building, Office Rent	Public Transit Fund	Transit - Administration	Public Works		
CITY OF ALLIANCE	ANNEX BUILDING RENT	15344	06/01/2024	1,095.00	
23-72-71-44-482 NRCNTSVC-Vehicle Repair Mtc	Public Transit Fund	Transit - Administration	Public Works		
BLOEDORN LUMBER - ALLIANCE	VEHICLE REPAIR	8151459	04/27/2024	9.79	
23-72-71-45-511 Office Supplies	Public Transit Fund	Transit - Administration	Public Works		
NEBRASKA TOTAL OFFICE	OFFICE SUPPLIES	0125498-001	06/03/2024	42.37	
23-72-71-45-511 Office Supplies	Public Transit Fund	Transit - Administration	Public Works		
CARTER'S HOME HARDWARE & AP	PAINT	24682/1	05/29/2024	23.99	
23-72-71-45-526 Other Nonoperating Sup/Expense	Public Transit Fund	Transit - Administration	Public Works		
IDEAL LINEN INC	TOWELS	11218257	04/16/2024	50.83	
23-72-71-45-526 Other Nonoperating Sup/Expense	Public Transit Fund	Transit - Administration	Public Works		
BUD'S PEST CONTROL	OTHER NONOPERATING SUP/EXPE	6382	06/06/2024	70.00	
Total Transit - Administration:				1,291.98	
23-72-72-45-551 Fuel,Oil,Lube-Veh,Mach,Equip	Public Transit Fund	Transit - Operations	Public Works		
RED BEARD GARAGE	OIL CHANGE	10288	06/04/2024	152.67	
Total Transit - Operations:				152.67	
Total Public Works:				1,444.65	
Total Public Transit Fund:				1,444.65	
Street Fund					
24-41-41-44-473 CNTSVC-ADA Sidewalks	Street Fund	Streets	Public Works		
R & J INDUSTRIES PLUS INC	HANDICAP RAMP	3246	06/09/2024	1,235.00	
24-41-41-44-473 CNTSVC-ADA Sidewalks	Street Fund	Streets	Public Works		
R & J INDUSTRIES PLUS INC	SIDEWALK - 103 NIOBRARA	3250	06/12/2024	598.00	
24-41-41-44-485 NCTCSNV-Sidewalk Rehab	Street Fund	Streets	Public Works		
R & J INDUSTRIES PLUS INC	SIDEWALK - 103 NIOBRARA	3250	06/12/2024	1,606.00	
24-41-41-44-485 NCTCSNV-Sidewalk Rehab	Street Fund	Streets	Public Works		
ERIK HASCALL	SIDEWALK REPLACEMENT	2917 LA 150944	06/17/2024	750.00	
24-41-41-45-526 Other Supplies	Street Fund	Streets	Public Works		
IDEAL LINEN INC	MOPS AND MATS	11218258	04/16/2024	20.18	
24-41-41-45-526 Other Supplies	Street Fund	Streets	Public Works		
IDEAL LINEN INC	MOPS AND MATS	11225838	06/11/2024	20.17	
24-41-41-45-534 Safety Commodities	Street Fund	Streets	Public Works		
FARM PLAN	UNIFORMS - E. NIXON	1272446	04/03/2024	218.25	
24-41-41-45-534 Safety Commodities	Street Fund	Streets	Public Works		
FARM PLAN	SAFETY COMMODITIES	51308334	06/13/2024	71.96	
24-41-41-45-543 Small Tools, Equipment	Street Fund	Streets	Public Works		
FARM PLAN	TOOLS	51304142	06/05/2024	17.99	
24-41-41-45-543 Small Tools, Equipment	Street Fund	Streets	Public Works		
FARM PLAN	TOOLS	51304150	06/05/2024	35.98	
24-41-41-45-543 Small Tools, Equipment	Street Fund	Streets	Public Works		
FARM PLAN	TOOLS	51308390	06/13/2024	3.69	
24-41-41-45-543 Small Tools, Equipment	Street Fund	Streets	Public Works		
DARREN'S CARQUEST AUTO PART	SMALL TOOLS/EQUIPMENT	2723-488299	06/19/2024	27.70	
24-41-41-45-556 Parts-Vehicle, Mach, Equip	Street Fund	Streets	Public Works		
BERNIES ACE HARDWARE	PARTS	300659	06/06/2024	2.39	
24-41-41-45-556 Parts-Vehicle, Mach, Equip	Street Fund	Streets	Public Works		
BERNIES ACE HARDWARE	PARTS	300890	06/10/2024	3.90	

GL Account and Title Vendor Name	Segment Fund Description	Segment Under Dept Invoice Number	Segment Department Invoice Date	Net Invoice Amount	Date Paid
24-41-41-45-556 Parts-Vehicle, Mach, Equip FARM PLAN	Street Fund PARTS	Streets 51310454	Public Works 06/17/2024	19.98	
24-41-41-45-556 Parts-Vehicle, Mach, Equip PANHANDLE FAB INC.	Street Fund PARTS	Streets 47033	Public Works 06/10/2024	56.00	
24-41-41-45-556 Parts-Vehicle, Mach, Equip DARREN'S CARQUEST AUTO PART	Street Fund PARTS	Streets 2723-487168	Public Works 06/05/2024	9.16	
24-41-41-45-556 Parts-Vehicle, Mach, Equip DARREN'S CARQUEST AUTO PART	Street Fund PARTS	Streets 2723-487165	Public Works 06/05/2024	167.06	
24-41-41-45-556 Parts-Vehicle, Mach, Equip O'REILLY AUTO PARTS	Street Fund PARTS	Streets 6010-206209	Public Works 06/17/2024	144.43	
24-41-41-45-563 Cleaning Supplies IDEAL LINEN INC	Street Fund TOWELS	Streets 11224919	Public Works 06/04/2024	52.88	
Total Streets:				5,060.72	
Total Public Works:				5,060.72	
Total Street Fund:				5,060.72	
Economic Development Fund					
35-61-64-47-762 Enhanced Employment Area Tax DAYSPRING BANK	Economic Develop HEARTLAND FLATS EEAT	Economic Development Support 06242024	Community Develop 06/24/2024	17,020.14	06/26/2024
Total Economic Development Support:				17,020.14	
Total Community Development:				17,020.14	
Total Economic Development Fund:				17,020.14	
Adminstration Internal Service					
51-13-13-43-381 DOT Testing BOX BUTTE GENERAL HOSPITAL	Adminstration Intern DRUG AND ALCOHOL TESTING	Personnel 32A	Personnel 06/10/2024	65.00	
51-13-13-43-381 DOT Testing BOX BUTTE GENERAL HOSPITAL	Adminstration Intern DRUG AND ALCOHOL TESTING	Personnel 32B	Personnel 06/10/2024	65.00	
51-13-13-44-423 Database Subscriptions PAYLOCITY CORPORATION	Adminstration Intern COMPLETE HCM SOLUTION	Personnel INV2129240	Personnel 06/21/2024	2,622.70	
51-13-13-45-511 Office Supplies NEBRASKA TOTAL OFFICE	Adminstration Intern OFFICE SUPPLIES	Personnel 0125677-001	Personnel 06/19/2024	159.49	
51-13-13-45-526 Other Supplies DOCU-SHRED LLC	Adminstration Intern OTHER SUPPLIES	Personnel 16411	Personnel 06/20/2024	30.00	
Total Personnel:				2,942.19	
Total Personnel:				2,942.19	
51-17-17-44-451 Telephone Line Expense CHARTER COMMUNICATIONS	Adminstration Intern TELEPHONE LINE EXPENSE	MIS 176247201061	Technology 06/14/2024	15.82	
Total MIS:				15.82	
Total Technology:				15.82	
51-21-21-42-294 Conferences, Cont Education CINDY BAKER	Adminstration Intern FUEL	Accounting 150943	Finance 06/12/2024	45.15	
51-21-21-42-294 Conferences, Cont Education CINDY BAKER	Adminstration Intern FUEL	Accounting 150943	Finance 06/12/2024	41.35	

GL Account and Title Vendor Name	Segment Fund Description	Segment Under Dept Invoice Number	Segment Department Invoice Date	Net Invoice Amount	Date Paid
51-21-21-42-294 Conferences, Cont Education CINDY BAKER	Adminstration Intern MEALS	Accounting 150943	Finance 06/12/2024	57.17	
51-21-21-42-294 Conferences, Cont Education CINDY BAKER	Adminstration Intern PARKING	Accounting 150943	Finance 06/12/2024	11.25	
51-21-21-42-294 Conferences, Cont Education CINDY BAKER	Adminstration Intern PARKING	Accounting 150943	Finance 06/12/2024	11.25	
51-21-21-44-431 Legal, Public Notices ALLIANCE TIMES HERALD	Adminstration Intern LEGAL AD	Accounting 150950	Finance 06/12/2024	69.72	
51-21-21-44-431 Legal, Public Notices ALLIANCE TIMES HERALD	Adminstration Intern LEGAL AD	Accounting 150952	Finance 06/12/2024	95.36	
51-21-21-44-470 Contractual Services EAKES INC	Adminstration Intern CONTRACT	Accounting INV561221	Finance 06/17/2024	319.00	
Total Accounting:				650.25	
Total Finance:				650.25	
Total Adminstration Internal Service:				3,608.26	
Enterprise Internal Service					
55-21-23-44-436 Mail, Delivery Services POSTMASTER	Enterprise Internal S PERMIT MAILING	Utility Customer Service 150955	Finance 06/24/2024	3,000.00	
55-21-23-45-511 Office Supplies NEBRASKA TOTAL OFFICE	Enterprise Internal S OFFICE SUPPLIES	Utility Customer Service 0125641-001	Finance 06/14/2024	137.57	
Total Utility Customer Service:				3,137.57	
Total Finance:				3,137.57	
55-51-56-43-379 Other Contract Operating Svcs IDEAL LINEN INC	Enterprise Internal S MOPS AND MATS	Warehouse 11218258	Utiltiy Superintenden 04/16/2024	40.35	
55-51-56-43-379 Other Contract Operating Svcs IDEAL LINEN INC	Enterprise Internal S MOPS AND MATS	Warehouse 11225838	Utiltiy Superintenden 06/11/2024	40.35	
55-51-56-44-483 NRCNTSVC-Building Public Wrks BUD'S PEST CONTROL	Enterprise Internal S NRCNTSVC-BUILDING PUBLIC WR	Warehouse 6381	Utiltiy Superintenden 06/06/2024	120.00	
55-51-56-44-486 NRCNTSVC-Veh, Equip, Tire Rep HOTSYS EQUIPMENT	Enterprise Internal S SERVICE CALL	Warehouse 344665	Utiltiy Superintenden 06/11/2024	338.65	
Total Warehouse:				539.35	
Total Utiltiy Superintendent:				539.35	
Total Enterprise Internal Service:				3,676.92	
Health Care Internal Service					
57-81-81-42-231 Employee Life Insurance UNUM LIFE INSURANCE COMPANY	Health Care Internal EMPLOYEE LIFE INSURANCE #091	Health Support MAY-24	Personnel 05/01/2024	854.60	06/13/2024
57-81-81-42-231 Employee Life Insurance UNUM LIFE INSURANCE COMPANY	Health Care Internal EMPLOYEE LIFE INSURANCE #091	Health Support JUNE-24	Personnel 06/03/2024	879.92	06/24/2024
57-81-81-42-281 Specific Premium REGIONAL CARE, INC.	Health Care Internal SPECIFIC PREMIUM	Health Support JUNE 2024	Personnel 06/05/2024	32,929.24	06/24/2024
57-81-81-42-285 Transplant Coverage REGIONAL CARE, INC.	Health Care Internal TRANSPLANT COVERAGE	Health Support JUNE 2024	Personnel 06/05/2024	1,176.24	06/24/2024
57-81-81-42-286 Aggregate Premium REGIONAL CARE, INC.	Health Care Internal AGGREGATE PREMIUM	Health Support JUNE 2024	Personnel 06/05/2024	1,164.80	06/24/2024
57-81-81-42-287 Employee Claims REGIONAL CARE, INC.	Health Care Internal HEALTH CLAIMS	Health Support 06242024-HC	Personnel 06/24/2024	6,163.98	06/24/2024

GL Account and Title Vendor Name	Segment Fund Description	Segment Under Dept Invoice Number	Segment Department Invoice Date	Net Invoice Amount	Date Paid
57-81-81-42-288 Employee Insurance Admin REGIONAL CARE, INC.	Health Care Internal EMPLOYEE INSURANCE ADMIN	Health Support JUNE 2024	Personnel 06/05/2024	2,332.20	06/24/2024
57-81-81-42-289 Vision Premium REGIONAL CARE, INC.	Health Care Internal VISION	Health Support JUNE 2024	Personnel 06/05/2024	1,288.92	06/24/2024
57-81-81-43-379 Other Contract Operating Svcs REGIONAL CARE, INC.	Health Care Internal HAYS PREMIUM	Health Support JUNE 2024	Personnel 06/05/2024	2,500.00	06/24/2024
57-81-81-47-737 Taxes, Governmental Fees INTERNAL REVENUE SERVICE	Health Care Internal PCORI FEE 2022-2023	Health Support 2024 PCORI	Personnel 06/21/2024	366.76	06/24/2024
Total Health Support:				49,656.66	
Total Personnel:				49,656.66	
Total Health Care Internal Service:				49,656.66	
Grand Totals:				826,243.49	

Dated: _____

Mayor: _____

City Manager: _____

City Treasurer: _____

Report Criteria:

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

RESOLUTION NO. 24-57

WHEREAS, The City of Alliance operates the Tourism for the Community;

WHEREAS, Tourism has collected Sponsorship Donations for Bands on the Bricks; and

WHEREAS, The Sponsorship Donations are needed to pay for the Bands on the Bricks expenses; and

WHEREAS, A capital budget transfer in the amount of \$8,100.00 from Council Contingency to CNTSV- Other is necessary to cover the costs.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of Alliance, Nebraska, authorizes a capital budget transfer in the amount of \$8,100.00 from Council Contingency # 01-10-10-47-791 to CNTSV- Other # 01-79-79-44-479 to cover the Bands on the Bricks Events.

PASSED AND APPROVED this 2nd day of July, 2024.

(SEAL)

John McGhehey, Mayor

Attest: _____
Shelbi C. Pitt, City Clerk

Approved as to Form and Legality:

Simmons Olsen Law Office, Legal Counsel



CITY OF ALLIANCE
Budget Transfer

Operating **Capital**

Reason for Transfer/ Resolution No.:
 Bands on the Bricks

<u>Account Name</u>	<u>Account Number</u>	<u>Amount of Transfer (Hundreds of Dollars)</u>	<u>Amended Budget</u>
From Account (s):			
Council Contingency	01-10-10-47-791	\$8,100	\$200,400.00
To Account (s):			
CNTSV-other	01-79-79-44-479	\$8,100	\$34,500.00

Requested by Kavtlin Norris (Tourism)

Date 6/24/2024

Approved by Council on _____

If transfer amount is under \$ 2,500, submitted to Finance Director for approval.
 If transfer amount is \$ 2,500 and over, submitted to City Manager for approval.

 City Treasurer

[Signature] 6/27/24
 City Manager

INTERNAL USE	
Date Transfer Completed	_____
Transfer Completed By	_____
Reference#	

Narrative

July 2, 2024



Staff is requesting a \$10,300.00 transfer from Council Contingency (01-10-10-47-791) into the Senior Center NRCNTSVC-BUILDING PUBLIC WORKS (01-71-72-44-483) line item.

This request is necessary to replace the HVAC unit on the Senior Center side of the facility. Because the unit is over 15 years old, a replacement evaporator coil was not available, and the existing coil had extensive leaking. Rather than invest funds into a unit that is this old and could have additional issues, the unit is recommended for replacement.

RECOMMENDATION: APPROVE TRANSFER OF \$10,300.00 FROM GL 01-10-10-47-791 COUNCIL CONTINGENCY FUNDS TO GL 01-71-72-44-483 NRCNTSVC-BUILDING PUBLIC WORKS.

RESOLUTION NO. 24-58

WHEREAS, The City of Alliance owns and operates the Alliance Senior Center located at 212 Yellowstone Avenue; and

WHEREAS, The Senior Center facility is in need of building improvements with the replacement of the HVAC unit; and

WHEREAS, The buildings HVAC unit is over 15 years old, a replacement evaporator coil is not available, and the existing coil has an extensive leak; and

WHEREAS, A capital budget transfer in the amount of \$10,300.00 from Council Contingency to NRCNTSVC Building Public Works is necessary to cover the costs of the replacement HVAC unit.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of Alliance, Nebraska, authorizes a capital budget transfer in the amount of \$10,300.00 from the Council Contingency # 01-10-10-47-791 to NRCNTSVC Building Public Works # 01-71-72-44-483.

PASSED AND APPROVED this 2nd day of July, 2024.

(SEAL)

John McGhehey, Mayor

Attest: _____
Shelbi C. Pitt, City Clerk

Approved as to Form and Legality:

Simmons Olsen Law Office, Legal Counsel



CITY OF ALLIANCE
Budget Transfer

Operating **Capital**

Reason for Transfer/ Resolution No.:
Pay for replacing HVAC unit at Senior Center

<u>Account Name</u>	<u>Account Number</u>	<u>Amount of Transfer (Hundreds of Dollars)</u>	<u>Amended Budget</u>
From Account (s):			
Council Contingency	01-10-10-47-791	\$10,300	\$198,200.00
To Account (s):			
NRCNTSVC Building Public Works	01-71-72-44-483	\$10,300	\$16,800.00

Requested by *Shana Brown*

Date 6.26.24

Approved by Council on _____

If transfer amount is under \$ 2,500, submitted to Finance Director for approval.
If transfer amount is \$ 2,500 and over, submitted to City Manager for approval

City Finance Director

City Manager

INTERNAL USE	
Date Transfer Completed	_____
Transfer Completed By	_____
Reference#	

RESOLUTION NO. 24-59

WHEREAS, The Alliance Chamber of Commerce annually conducts events celebrating “Heritage Days”; and

WHEREAS, The Heritage Days Committee of the Alliance Chamber of Commerce has requested street closures and traffic direction restrictions to facilitate Heritage Days events; and

WHEREAS, The Nebraska Legislature has passed LB 589 which requires that the City make application to the Nebraska Department of Roads and meet certain requirements including but not limited to:

- 1 The Roadway is located within the official corporate limits or zoning jurisdiction of the City of Alliance.
- 2 The City of Alliance shall have the legal duty to protect the highway property from any damage that may occur arising out of the special event and the State of Nebraska shall have no such duty during the time the City is in control of the property as specified in the notice provided as required under LB 589.
- 3 Any existing statutory or common law duty of the State to protect the public from damage, injury, or death shall become the duty of the City of Alliance while the City makes use of the state highway system for the special event and the State shall not have such statutory or common law duty during the time the City is in control of the property as specified in the notice provided as required under LB 589.
- 4 The City of Alliance to be able to use the state highway system for a special event must formally, by City Council action, acknowledge that the City accepts the duties set forth above and that if a claim is made against the State, the City shall indemnify, defend and hold harmless the State from all claims, demands, actions, damages and liability, including reasonable attorney’s fees, that may arise as a result of the special event.

WHEREAS, Staff has considered the request to use the State of Nebraska Highway System for the Heritage Days Parade and has determined that the proposed route on 3rd Street from Black Hills Avenue east to Mississippi Avenue from 9:00 a.m.. Saturday, July 20, 2024 until completion of the parade, is on Highway 2 that is located within the City limits.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of Alliance, Nebraska, that the City of Alliance does hereby formally acknowledge and affirm that the City of Alliance has and does hereby accept the following responsibilities:

1. The City of Alliance shall have the legal duty to protect the highway property from any damage that may occur arising out of the Heritage Days Parade and the State of Nebraska shall have not such duty during the time the City is in control of the property as specified in the notice provided to the Nebraska Department of Roads as required under LB 589.
2. Any existing statutory or common law duty of the State to protect the public from damage, injury, or death shall be the duty of the City of Alliance while the City makes use of the State Highway 2 for the Heritage Days Parade and the State shall not have such

statutory or common law duty during the time the City is in control of the property as specified in the notice provided to the Nebraska Department of Roads as required under LB 589.

BE IT FURTHER RESOLVED, The City of Alliance hereby formally acknowledges and accepts the duties set forth above and agree that if a claim is made against the State, the City shall indemnify, defend and hold harmless the State from all claims, demands, actions, damages and liability, including reasonable attorney's fees, that may arise as a result of the Heritage Days Parade to be held on Highway 2, Saturday, July 20, 2024 from 9:00 a.m. until the parade ends but no later than 12:00 noon.

BE IT FURTHER RESOLVED, that staff is directed to provide the notice to the Nebraska Department of Roads regarding the use of Highway 2 for the Heritage Days Parade including that the City will assume control of State Highway 2 on July 20, 2024 from 9:00 a.m. and will relinquish control of Highway 2 to the State of Nebraska at the conclusion of the parade but not later than 12:00 noon.

BE IT FURTHER RESOLVED, that staff is directed to provide any additional information that may be required by the State of Nebraska.

PASSED AND APPROVED this 2nd day of July, 2024.

(SEAL)

John McGhehey, Mayor

Attest: _____

Shelbi C. Pitt, City Clerk

Approved as to Form and Legality:

Simmons Olsen Law Office, Legal Counsel

Narrative July 2, 2024



RESOLUTION – PURCHASE OF CONTAINERS FOR LANDFILL

Employees at the landfill have been using a portable outhouse for the past year. Prior to that time, employees often had to leave the landfill to find suitable restroom facilities. Employees also do not have a designated lunch/break room, with flies being a major threat to their health while eating. City Council identified these needs an appropriated \$240,000 in the FY2023-2024 budget for providing these facilities.

Due to challenges with obtaining the services of local builders, for their durability, and for the ability to move these facilities in the future if needed, staff is recommending the purchase of metal shipping containers. Staff sought quotes for two twenty-foot (20') metal containers; one outfitted as a break room and one as a restroom, from ABC containers, Bob's Containers, and Falcon Containers. Quotes were received from ABC and Bob's, however after more than two weeks, Falcon still has not provided any budgetary numbers.

Staff recommends accepting the quote from ABC Containers in an amount not to exceed \$42,000 from funds set aside for this purpose in line item 06-51-55-59-915, being the low bid. Remaining funds will be used for concrete, plumbing and electrical work.

RECOMMENDATION: APPROVE RESOLUTION APPROVING THE PURCHASE OF TWO 20 FOOT CONTAINERS FROM ABC CONTAINERS FOR USE AT THE LANDFILL IN AN AMOUNT NOT TO EXCEED \$42,000.

RESOLUTION NO. 24-60

WHEREAS, The City of Alliance has identified the need to provide sanitary facilities for use at the City Landfill; and

WHEREAS, Current restroom and break room facilities are either temporary, unworkable, or non-existent; and

WHEREAS, The City Council approved funding to provide restrooms as part of the FY2023-2024 budget; and

WHEREAS, The City Council finds it beneficial to employees to provide these facilities.

NOW, THEREFORE, BE IT RESOLVED, By the Mayor and Council of the City of Alliance, Nebraska, that the purchase of two twenty-foot (20') metal containers; one outfitted as a break room and one as a restroom, from ABC containers in an amount not to exceed \$42,000 from funds set aside for this purpose in line item #06-51-55-59-915.

PASSED AND APPROVED this 2nd day of July, 2024.

(SEAL)

John McGhehey, Mayor

Attest:

Shelbi C. Pitt, City Clerk

Approved as to Form and Legality:

Simmons Olsen Law Office, Legal Counsel

Bathroom container and breakroom container quote

Brian Armbrust <abcmobilestorageinc@gmail.com>

Tue 6/18/2024 9:02 AM

To: Seth Sorensen <ssorensen@cityofalliance.net>

Good morning Seth, I finally received the quotes for the containers, please see below:

Spec 1:

new 20' container

2-36"x80" steel walk through doors

2 bathrooms each with sink, shower, toilet

Lighting (interior and exterior) with interior wall outlets and vent fans

1/2" NuPoly wall paneling throughout

Insulation

laminated plank flooring

A/C and heating

delivery

Total- \$22,914

Spec 2:

new 20' container

1-36"x80" steel walk through door

4-36"x36" windows

Lighting (interior and exterior) with interior wall outlets

1/2" NuPoly wall paneling throughout

Insulation

laminated plank flooring

A/C and heating

delivery

Total- \$18,944

--

Brian Armbrust

(402) 860-8550

Bobs Containers

11411 FM 812 Rd
Del Valle, TX 78617
sales@bobscontainers.com

Quote

ADDRESS	SHIP TO	QUOTE	5502
City of Alliance	City of Alliance	DATE	06/03/2024
	Alliance, Nebraska		

SALES REP
Derek

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
The Washbox	This 20 ft container features 2 stalls with a shower, toilet, and sink. -New 20 ft Standard Container -Qty 1 – 12000BTU Mini-split -Custom Exterior Paint -1 in Insulation (Closed cell spray foam) -220v Tankless On-demand Water Heater -FRP Walls (Mold and mildew resistance washdown) Two Stalls Each Has: -Commercial Ceramic Sink -2-piece 1.28 GPF Single Flush Elongated Toilet in White -Tile Flooring -Commercial Hand Railing -Commercial Showerhead -Commercial Shower Trim -Interior light -Exterior light -65 CFM Ventilation Fan -Commercial Door Entrance per Stall -Floor drains for washdown **One stall will contain ADA grab bars	1	45,865.00	45,865.00
20 ft Container Office "The Aransas" Model	DIMENSIONS Exterior – 20 ft (L) x 8 ft (W) x 8 ft 6 in (H) NEW STANDARD Container FRAMING & WALLS 2 in x 4 in wood studs on 16 in centers Whiteboard paneling (can be used as whiteboard) INSULATION R13 Fiberglass These can be modified according to your climate or needs. ELECTRICAL & LIGHTS Qty 1 – 125amp 12 Slot Panel Breaker Box (Outdoor Exterior Mount) Qty 2 – 13 in Brushed Nickel Low Profile Lights Qty 1 – Gray Outdoor Flood Exterior Light	1	28,011.00	28,011.00

Qty 4 – 110v Duplex Outlets

FLOORING

Epoxy Floor

WINDOWS/DOORS

All Windows – Low-e Protection Glass, White Vinyl 3 in frame depth ,
Double Pane, Sealed with Argon Glass

Qty 1 – 36 in Door

Qty 4 – 3 ft x 2 ft Vertical Slider Window

MEP

HVAC – AUX One-ton Ductless Mini-Split Air Conditioner and Heat
(12,000 BTU)

EXTERIOR

Direct to Metal Paint

Custom color, choose your color at <https://www.behr.com/consumer/>
Primer Applied

Shipping Fee	Shipping estimate - Austin TX to Alliance NE - goose neck tilt bed trailer	1 5,375.00	5,375.00
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**Cheaper rates available if sent via flat bed. - Customer required to
have forklift onsite for offload.

SUBTOTAL	79,251.00
----------	-----------

TAX	0.00
-----	------

TOTAL	\$79,251.00
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Accepted By

Accepted Date

Narrative

July 2, 2024



RESOLUTION - OPERATION AND MAINTENANCE MANUAL - BYE MALSR

Background: The Alliance Municipal Airport installed a MALSR (Medium Intensity Approach Lighting with Runway Alignment Indicator Lights) for Runway 30 that was commissioned in 2005. The City of Alliance and Airport Authority were under the impression that the FAA would take over the maintenance and ownership of this (NAVAID) Navigational Aid once commissioned like other systems on the airfield. The request was made to FAA and declined because the MALSR did not support an ILS (Instrument Landing System). The ILS was commissioned at the airport in 2010 and a request was made to the FAA to take over the ownership of the MALSR. The request was denied because the system did not meet current specifications. Staff has been notified that an FAA annual inspection is required of the MALSR because it currently supports an ILS. FAA does not conduct the inspection but observes the inspection conducted by a certified technician. Staff looked into getting City personnel certified as an option for future years, however hiring a company certified to do MALSR inspections remains the best route.

Staff made the recommendation to contract with NEO Electrical Solutions and council approved the agreement on January 16, 2024. NEO Electrical Solutions was recently in Alliance to meet staff, start necessary repairs, and do preliminary inspection with FAA. This Operation and Maintenance Manual is required by the FAA to keep the MALSR in operation. NEO Electrical Solutions, airport staff, and FAA will work together on all compliance requirements.

This is the final administrative step in getting the MALSR inspected and certified. The final step will be completing necessary repairs when all parts are received.

RECOMMENDATION: APPROVE THE RESOLUTION TO AUTHORIZE THE AIRPORT DIRECTOR TO SIGN ALL DOCUMENTS FOR THE OPERATION AND MAINTENANCE MANUAL.

RESOLUTION NO. 24-61

WHEREAS, The City of Alliance owns and operates the Alliance Municipal Airport; and

WHEREAS, The City of Alliance installed a MALSR (Medium Intensity Approach Lighting with Runway Alignment Indicator Lights) for Runway 30; and

WHEREAS, The City requested to the FAA for the maintenance and operation of the MALSAR System; and

WHEREAS, The FAA declined the request because the MALSR did not support an ILS (Instrument Landing System); and

WHEREAS, The City Council entered a contract with NEO Electrical Solutions to keep the MALSAR system operational; and

WHEREAS, The Operation and Maintenance Manual is required by the FAA to keep the MALSR in operation.

BE IT FURTHER RESOLVED by the Mayor and Council of the City of Alliance, Nebraska, that the City of Alliance shall approve the Operation and Maintenance Manual.

BE IT FURTHER RESOLVED, The Airport Director is authorized to sign all documents for the Operation and Maintenance Manual.

PASSED AND APPROVED this 2nd day of July, 2024.

(SEAL)

John McGhehey, Mayor

Attest:

Shelbi C. Pitt, City Clerk

Approved as to Form and Legality:

Simmons Olsen Law Office, Legal Counsel

Advanced Systems Design Service
Non-federal Program
Operation and Maintenance Manual

BYE

Alliance Municipal

ALLIANCE NE

This manual fulfills the requirements of Title 49 of the United States Code (49 USC) Section 44708, Title 14 of the Code of Federal Regulations (14 CFR) Part 171, and the latest version of Federal Aviation Administration (FAA) Order 6700.20, *Approval, Operation, and Oversight of Non-federal Systems* which is mandatory guidance for sponsors of non-federal systems and subsequently non-federally employed maintenance technicians.

Table of Contents

Part 1. Agreement for Operation & Maintenance

Part 2. Operational Requirements

Part 3. Aircraft Accident Procedures

Part 4. FAA Forms

Part 5. Remote Maintenance Monitoring

Part 6. Maintenance Requirements

Part 7. Facility Contact Information

Part 8. Non-federal System Data

Part 9. Primary Technicians

Attachments:

These attachments require signature by the sponsor if they want copies of the order(s).

- Federal Aviation Administration Non-Disclosure Agreement
- Air Traffic Organization Sensitive Unclassified Information Access and Acceptable Use Agreement

Part 1. Agreement for Operation & Maintenance

Part 1. Agreement for Operation & Maintenance
between
The Federal Aviation Administration (FAA) & City of Alliance

In accordance with the relevant requirements set forth in 14 CFR Part 171 and this Operations and Maintenance Manual (OMM) dated **06/04/2024** City of Alliance, having installed navigational aids (“system”) on its airport’s premises or on leased land, hereby agrees to comply with this OMM.

The undersigned agrees to operate and maintain the system in accordance with this OMM and all applicable FAA requirements, standards, and criteria. This includes the latest versions of FAA Order 6700.20, 14 CFR Part 171, and other FAA directives identified later in this document.

The FAA reserves the right to amend the OMM to reflect changes in FAA operating policies and procedures. The sponsor must implement these changes within 10 business days of the FAA issuing written notification to the sponsor. The sponsor is responsible for notifying the non-federally employed maintenance technician(s) identified as having verification authority at this location.

The undersigned agrees that the OMM’s facility contact information must remain current. The sponsor must advise the FAA Inspector of planned changes to the non-federally employed maintenance technician(s) and the FAA Inspector will prepare an updated contact sheet.

If at any point the “verified maintenance technician(s)” listed cease to perform the functions indicated, the sponsor agrees to notify the FAA within 10 business days.

The undersigned agrees that non-compliance with the above requirements are grounds for decommissioning and cancellation of instrument flight procedures (if applicable).

Regarding any liability which may arise from the use and/or the operation of this system, both the sponsor and the FAA expressly agrees that it must be solely and exclusively liable for the negligence of its own representatives or employees, in accordance with applicable law, and that neither party looks to the other to save or hold it harmless for the consequences of any negligence on the part of one of its own representatives or employees.

Sponsor (or Representative)	Signature	Date
CHAD CARTER chad.carter@faa.gov Electronically signed by: Chad Carter via the Non-federal Tool 06/04/24 10:21:35		
FAA Designated Representative	Signature	Date

Part 2. Operational Requirements

Part 2. Operational Requirements

The FAA will not allow operation of system(s)/equipment in the National Airspace System (NAS) unless the following requirements are met. If the sponsor (and/or its representatives, non-federally employed maintenance technician(s), etc.) fail to comply with this manual, the FAA will rescind its approval for the system's operation.

1. Licensing (for systems that transmit radio signals).

- a. System/Equipment. The system's Federal Communications Commission (FCC) license must be conspicuously posted at the facility. The sponsor must ensure that the FAA Inspector has a copy of the license. FCC Licenses require renewal, i.e., the FCC does not issue them for indefinite use (refer to the FCC website for renewal information). The sponsor must obtain an FCC Application for Radio Service Authorization from the FCC. Each application must reference a Non-Government Tracking Number (NGT#) as proof of FAA coordination. See Order 6700.20 for guidance on coordination with the FAA's Spectrum Engineering via the Web-based Frequency Coordination Request (WebFCR) portal.
- b. Non-federally Employed Maintenance Technician(s). The technician(s) who operate and maintain this system must receive FAA approval. They must also meet FCC licensing requirements, if the system transmits radio signals. The technician meets the FCC licensing requirement if the non-federal technician holds a General Radiotelephone Operator License (GROL) issued by the FCC. Non-federal technicians must provide a copy of their GROL to the FAA in accordance with the latest version of Order 6700.20. The FAA will grant verification authority after the successful completion of the following:
 - i. An FAA approved theory course and
 - ii. An FAA administered performance examination.

Note: The non-federal technician will receive a system/equipment specific "verification authority" letter.

2. Notice to Air Missions.

- a. A Notice to Air Missions (NOTAM) contains the establishment, condition, or change in any aeronautical system, service, procedure, or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.
- b. The sponsor must ensure the prompt and accurate announcement of any deviation from normal operation or failure of this system by a NOTAM.
- c. The sponsor must file or ensure their technician files NOTAMs through NOTAM Manager or the appropriate FAA facility (Control Center).

- d. Events requiring NOTAMs include, but are not limited to:
 - i. Confirmed pilot problem report as reported by Air Traffic Control to the Sponsor.
 - ii. Scheduled system maintenance.
 - iii. Planned flight inspections.
 - iv. Unscheduled outages as indicated by sponsor’s monitoring of the system, e.g., for an Automated Weather Observing System (AWOS) via Remote Maintenance Monitoring or for a Ground Based Augmentation System (GBAS) via Remote Maintenance Data Terminal.
- e. In the event of a failure or deviation exceeding (or expected to exceed) 24 hours, the sponsor (or representative) must notify the Control Center identified in Part 7 – *Facility Contact Information*.
- f. If there is a local Airport Traffic Control Tower (ATCT) or Terminal Radar Approach Control Facility (TRACON) the sponsor must enter into a written agreement (such as a Letter of Agreement (LOA), with the ATCT and/or TRACON for facilitation of NOTAM coordination and pilot problem reporting. (See paragraph 5 for additional details.)

3. Sponsor Monitoring.

- a. It is FAA policy that a remote-status monitoring system be provided for all electronic navigational facilities used in support of instrument flight procedures. Suitable monitoring equipment must be provided at an appropriate and secure, yet inspection-accessible location that enables detection of any of the following conditions:
 - i. Malfunction or failure of the transmitter equipment.
 - ii. Malfunction or failure of the monitor equipment.
- b. If an LOA is necessary, it must define the monitoring equipment used and assignment of responsibilities associated with it.
- c. The FAA classifies navigational facilities/systems/equipment in accordance with the way they are monitored. See FAA Order 8260.19, *Flight Procedures and Airspace* for the classification of monitoring categories and their descriptions.

Note: In this sub-section, the term “category” refers to “monitoring category” – not “instrument approach category.”

4. Scheduled Outage for Routine Maintenance. Non-federally employed maintenance technicians must not perform routine maintenance unless all the following conditions exist:

- a. Coordinated interruption of service with the appropriate Control Center, as specified in either this OMM or the LOA, if an LOA is in place.

- b. The ATCT/TRACON approves the service interruption, as specified in the LOA. Only applicable if there is an LOA.
- c. A NOTAM is in effect announcing the scheduled interruption.
 - i. The advance notification of the interruption must state the specific time for the interruption and how long the system will be out of service.
 - ii. The non-federally employed maintenance technician must not shut down the system until the specific time identified.
- d. The system identification signal is disabled while the technician performs maintenance tasks. (Note: For GBAS, this means the technician must either place the system in “test mode” or disable transmission.)

5. Pilot Problem Reports.

Sequence of Events:

- a. The sponsor (or designee) must initiate a NOTAM to remove the system (or impacted approach¹) from service, immediately upon receiving notice of a confirmed² pilot problem report of abnormal operation from Air Traffic. If there is an LOA between the sponsor and Air Traffic, it must define how Air Traffic will confirm pilot problem reports (i.e., ensure that the reports are not indicative of an issue with a single aircraft).
- b. The sponsor must notify the non-federal maintenance technician about the report and the NOTAM.
- c. The system (or impacted approach) must remain out of service until the non-federally employed maintenance technician confirms it is operating correctly and/or the FAA conducts a flight inspection (if necessary).
- d. If there is no ATCT, the sponsor or non-federal technician must NOTAM the system out of service and report the unscheduled outage. Proceed with steps to make repairs, as warranted, validate resolution, and return to service.

¹ For a Ground Based Augmentation System (GBAS), Air Traffic and the sponsor is responsible for deciding whether to remove the entire GBAS from service or just the affected procedures. Repeated pilot reports for the same runway end or vicinity may point to a source of local radio frequency interference (potentially evident because no other runway end is experiencing issues). The LOA must document such decisions and the process for deciding.

² Air Traffic typically confirms pilot reports by soliciting and receiving information from other aircraft in the area.

6. Continuity of Service.

- a. Category (CAT) II and Cat III landing systems must comply with the FAA's Continuity of Service requirements, in accordance with the most recent version of Order JO 6750.57, Instrument Landing System (ILS) Continuity of Service Requirements and Procedures.
- b. The International Civil Aviation Organization (ICAO) Standards and Recommended Practices (SARPS) ensures the level of service provided by each Cat II/III system. Continuity of Service (CoS) requirements ensure that the probability of a cessation or loss of system signal will be very small. The ICAO SARPS base the CoS requirements on operational safety of flight considerations during low visibility operations and apply them to each landing system installation. Each system has a requirement to demonstrate performance that correlates to the system's category of service used. If a system cannot show compliance with the CoS requirements, the sponsor must take immediate action to rectify the problems, or the system or instrument approach may need to be downgraded to a lower category of operation.
- c. The sponsor must notify their assigned FAA Inspector of any service interruptions lasting longer than a 60-second timeframe within 24 hours of the service interruption event. Report service interruptions to the assigned FAA Inspector via the Service Interruption Account (SIA) Form via email. See Part 4 of this OMM.
- d. Upon notice of a service interruption, the FAA Inspector will submit the outage information into the SIA tracking tool. After the first service interruption, within a 6-month period, the system may return to service once corrective maintenance has been completed. Upon the second service interruption, within a 6-month period, the system will remain out of service (OTS) until the FAA's Operations Engineering Support Group (OESG) completes an assessment. Each OTS event may change the system Mean Time Between Outages requirement(s), which OESG will determine. FAA assessment may require a reimbursable agreement to cover OESG's labor and travel expenses. The FAA Inspector will notify the sponsor of any required action(s).
- e. Sponsor noncompliance with the above requirements will be grounds for the cancellation of FAA-approved instrument flight procedures, permanent downgrade of the landing system's category, or removal of the system from the National Air Space.

7. Required Support Items.

- a. The non-federal technician must use FAA-approved test equipment, when performing maintenance on the system. Non-federally employed maintenance technicians may not use FAA-owned test equipment.

- i. Calibration of test equipment used to measure key performance parameters must follow the schedule identified in the system's Commercial Instruction Book (CIB) or the test equipment instruction book, whichever period is shortest.
 - ii. All test equipment calibration must meet standards traceable to the National Institute of Standards and Technology.
- b. The sponsor must ensure that sufficient spare parts are available to ensure that the system's service is reliable. The sponsor must have a spare-parts plan for replacement parts. The plan may include such things as on-site spares, maintenance contracts with an original equipment manufacturer (OEM), or spares located at an OEM facility.

8. Emergencies.

- a. Military. In the case of a national defense alert, the facility must adhere to directions received from the FAA and must remain in compliant status until receiving official notice that the alert is over.
- b. Aircraft Accident. Part 3 of this manual provides guidance in case of an aircraft accident.

Part 3. Aircraft Accident Procedures

NOTE: Part 3 is not pre-filled. This section of the OMM contains the appropriate templates the sponsor/non-federally employed maintenance technician must fill out and submit in case of an aircraft accident or incident. The OMM provides these “templates” as a courtesy to avoid 1) the need to search for them and 2) any confusion that would delay or prevent proper action in the aftermath of an event. The sponsor or non-federal technician will need to print this section, make copies if necessary, or use an electronic version (available on the Non-federal Program’s public website). A separate submittal is mandatory for each system.

Part 3. Aircraft Accident Procedures

General Information. This part of the OMM is provided to help expedite the verification of systems that are suspect in an aircraft accident or incident at a facility. It will also ensure that the sponsor and/or non-federally employed maintenance technician completes all required actions. It contains the following documents:

- a. *General Information Checklist.*
- b. *Facility Restoral Checklist.*

Note: The non-federal technician is responsible for completing these checklists, forwarding the *Facility Restoral Checklist* to the FAA's National Technical Operations Aircraft Accident Representative (NTOAAR), and sending a copy to the Sponsor and the FAA Inspector.

Section 1 - Non-federal Technician who completed the *General Information Checklist* and *Facility Restoration Checklist*:

Name

Signature

Date

Section 2 - Individual who reviewed the Facility Restoral Checklist for completeness and accuracy:

Name

Signature

Date

1. Information and Instructions.

- a. Any non-federal facility employee who becomes aware of an aircraft accident or incident must report the facts immediately.
- b. There are a series of steps to be performed for systems suspected in an aircraft accident. Perform these steps as described to ensure the accurate documentation of the status of the facility/system/equipment. The latest version of Order JO 8020.16, *Air Traffic Organization Aircraft Accident and Incident Notification, Investigation, and Reporting* is the controlling directive. It takes precedence over other instructions if there are conflicts. Perform the steps outlined below in the sequence indicated:
 - i. Initial determination of facility status.
 - ii. Facility status notification to Technical Operations Services/Air Traffic.
 - iii. Technical evaluation of facility.
 - iv. Documentation of the “as-found” condition of the facility.
 - v. Notification to the Technical Operations Aircraft Accident Representative (TOAAR) of “as-found” condition.
 - vi. Flight check, if applicable.
- c. When a facility/system/equipment may be suspect in an aircraft accident or incident:
 - i. The Operations Control Center (OCC) must contact the sponsor, and the Service Area point of contact. (See Part 8, *Facility Contact Information*.)
 - ii. The Service Area point of contact must notify the non-federal maintenance technician(s) listed in Part 8 and instruct the technician to generate the “as-found” required documentation and the Facility Restoral Checklist.
 - iii. If the non-federal technician is not available to document “as-found” conditions in a timely manner:
 - 1) The OCC must identify an FAA Airway Transportation Systems Specialists (ATSS)/FAA Inspector who has completed training for the system type and is familiar with the facility.
 - 2) The sponsor must provide facility access to the ATSS immediately.
 - iv. The ATSS will complete the “as-found” documentation (but not the restoration).

- 2. Initial Determination of Facility Status.** This step is to determine if the facility was operating normally immediately before – or at the time of – the accident.

This step is important because it provides Air Traffic and Technical Operations Services with information needed to make decisions that are vital to public safety.

- a. Unless instructed otherwise, the non-federal technician must not perform this step alone.
 - b. An observer must accompany the non-federal technician to ensure that, in the future, there is no question as to what took place at the facility.
 - c. The observer must attest that the recorded findings and actions by the non-federal technician represent a true and accurate description of the witnessed activities.
 - d. The OCC will locate and dispatch an observer for each potentially suspect facility that is removed from service. (However, the on-duty TOAAR may waive this requirement.)
 - e. The non-federal technician making the initial determination of the facility’s status must have current verification authority on the system.
 - f. Ideally, the observer will be an FAA ATSS. But if need be, the observer can be anyone, to save time.
 - g. The non-federal technician must make log entries that indicate the purpose of the visit, and the results of the initial determination in the Facility Maintenance Log (FML).
 - h. The type of information obtained during an initial determination visit is limited to that which can be visually learned.
 - i. No adjustments or control functions may be made during the initial determination.
 - ii. The initial determination must be made using only that information which can be gathered using a hands-off process, i.e., the technician and observer may only gather information by looking at equipment indicators, meters, etc.
- 3. Notification to Air Traffic/Technical Operations Services of Facility Status.** The information obtained on the system’s status must be given to the TOAAR as soon as possible. A log entry stating who was given this information must be made at the facility.

Note: Complete Section 1 of the Facility Restoration Checklist.

- 4. Technical Evaluation of System.** When the TOAAR notifies a non-federal technician that they are requiring a post aircraft accident technical evaluation of a system, the evaluation process must have two participants. One being the non-federal technician responsible for performing the evaluation and possesses verification authority on the system involved. The other acting as an observer is normally an FAA employee who possesses a current certification authority on the system type. Only the TOAAR can waive the requirement for an observer.

- a. If there is no waiver, the technical evaluation cannot happen if an observer is unavailable.
- b. If there is a waiver, the person conducting the evaluation must not be the last person who verified the system.

Note: Complete Section 2 of the Facility Restoration Checklist.

- 5. Documentation of the Condition of the System.** Complete this step with attention to detail. This includes entries in technical performance records, facility maintenance logs, and ground inspection forms. The text in the Facility Restoration Checklist provides for a standard description that everyone involved in the investigation can uniformly interpret. Entries must be accurate and complete.

Note: Complete Section 3 of the Facility Restoration Checklist.

- 6. Notification to the TOAAR of “As-Found” Condition.** The non-federal technician must provide the TOAAR with the Facility Restoration Checklist and send a copy to the Sponsor and the FAA Inspector. Submit this information as soon as possible so the FAA can make decisions regarding further actions, such as whether to call for a flight inspection. Forward the original documents to the Tactical Operations Programs Team:

Federal Aviation Administration
Tactical Operations Programs Team/AJW-B620
3701 Macintosh Dr
Warrenton, VA 20187
Attn: National Technical Operations Aircraft Accident Representative (NTOAAR)

General Information Checklist

The non-federally employed maintenance technician must complete this checklist. The sponsor must retain a copy on file and send the original to the NTOAAR at the address referenced above.

Section 1 – First Contact (Notification to Non-federal Personnel)

Name of first non-federal individual contacted by Air Traffic

Name of Air Traffic personnel or the individual making contact, if not Air Traffic

Time non-federal individual received notification [all times in Greenwich Mean Time (GMT)]

Section 2 – Notifications by Non-federal Personnel (all times in GMT)

Time of notification to TOAAR:	
Time of notification to Sponsor:	
Time of notification to FAA Non-federal Inspector:	

The TOAAR will determine, with assistance from Air Traffic the systems that may or were in use by the aircraft, as well as the aircraft number, aircraft type, location of crash, time of crash, and type of flight plan.

Facility Restoral Checklist

The non-federally employed maintenance technician must fill out a separate Facility Restoration Checklist for each non-federal system removed from service for possible accident/incident involvement as identified by the duty TOAAR.

Section 1 – System Identified for Restoration

Fac Ident	System Type	Last Non-federal Technician Who Verified

Did the TOAAR issue a waiver for an observer? (If not, provide Observer name and number.)

Yes/No	Observer Name, if the answer is “no”	Phone Number

Section 2 – Site Arrival Details

Arrival Date (mm/dd/yyyy)	
Arrival Time (GMT)	
Reason for Visit	

Current Weather Conditions (not at the time of the accident/incident) – General “unofficial” observation of the weather upon arrival:

Examples of initial log entries: (not intended for use word-for-word)

GMT Log Entry

<i>1258 Arrived site to initiate verification and/or restoration of facility in a post-aircraft accident/incident.</i>
<i>1303 Presently the weather conditions are overcast and snowing with 2 feet of snow on the ground.</i>
<i>1305 Found GS was operating on commercial power with no alarms or transfers indicated. Air traffic reported no pilot reports of malfunction of this facility during the last x hours (where x represents the approximate number of hours)</i>

Section 3 – Verify & Restore

1. Initiate action to verify and restore the system.
 - a. If the system is shut down, record the status of the equipment in the FML. Reset the equipment, and MAKE NO ADJUSTMENTS. If the system fails to restore to normal

after resetting, notify the aircraft accident TOAAR immediately for further instructions. If the system resets successfully, continue with the next step.

- b. Immediately record as-found technical data (see paragraph 2), MAKING NO ADJUSTMENTS. IF OUT-OF-TOLERANCE CONDITIONS ARE FOUND, notify the aircraft accident TOAAR immediately for further instructions.
 - c. If a flight inspection has been requested, MAKE NO ADJUSTMENTS prior to commencing the flight inspection, and then make ONLY those adjustments coordinated with flight inspection personnel.
 - d. After recording the as-found technical data (see paragraph 2), and any flight inspection activities are complete, corrective maintenance in support of system restoration may begin. Record as-left technical data (see paragraph 2).
 - e. Verify the system as required and initiate restoration coordination. Record all activities in the FML.
2. Documentation of the condition of the system.
- a. Record technical performance parameters accurately on the appropriate FAA form, Technical Performance Record (TPR). For Remote Maintenance Monitoring (RMM) systems, capture all screens required to support a verification judgement and retain a hard copy. If the equipment involved is operational, record a set of "as found" readings or screens prior to any corrective maintenance, followed by recording a set of "as left" readings or screens.
 - b. Authentication of the technical readings is a must. Enter an authentication statement immediately below each set of "as found" and "as left" parameter values on each TPR and each screen printed. Be sure to identify whether the values are "as found" or "as left."
 - c. If no adjustment or other maintenance was accomplished, a single statement will suffice.
 - d. The authentication statement for use on each set of readings on each TPR and RMM printed screen is as follows:

I certify that the above post-aircraft accident/incident data is a true record of the Part 3, Section 1 identified system type's parameter values (noted on the screens) [*as-found, or as-left, or as-found and left*] at the date and time indicated.

Non-federal Technician:	
Signature	
Print Name	

Observer:	
Signature	
Print Name	
Title	

Note: Example of an authentication statement: “I certify that the above is a true record of the XYZ GS parameter values **as-found** at the date and time indicated.”

e. Terminate each TPR page that contains accident/incident data in accordance with FAA Order 6000.15, Appendix H, Paper Maintenance Logs (PML) SOP.

3. Completion:

- a. Confirm restoration coordination is complete.
- b. This completes the facility restoral process.

Part 4. FAA Forms

Part 4. FAA Forms

1. **FAA Form 6000-8, *Technical Performance Record (TPR)*** - This form is available electronically on the FAA Non-federal Program's public website, [Maintaining Non-Federal Systems | Federal Aviation Administration \(faa.gov\)](#).
2. **FAA Form 6000-10, *Technical Reference Data Record (TRDR)*** - This form is available electronically on the FAA Non-federal Program's public website, [Maintaining Non-Federal Systems | Federal Aviation Administration \(faa.gov\)](#).
3. **FAA Form 6030-1, *Facility Maintenance Log (FML)*** (NSN 7530-01-512-3604) - This form is available electronically on the FAA Non-federal Program's public website, [Maintaining Non-Federal Systems | Federal Aviation Administration \(faa.gov\)](#). Form 6030-1 is also available as carbon-copy paper pads. For information on ordering the carbon-copy version, visit the FAA's forms website (<https://www.faa.gov/forms>) and type 6030-1 into the search box.
4. **Service Interruption Account (SIA) Form** - This OMM contains the SIA form, see the next page. This only applies to systems subject to the Continuity of Service requirement in Part 2 of this OMM.
5. **Aircraft Accident/Incident Checklists** – Part 3 of this OMM provides instructions and the checklists the non-federal technician must fill out.

Service Interruption Account Form

Submit this form to the FAA Non-federal Inspector via email

System Information

Fac ID		System Type	
Location (City, State)		Fac Code	
Service Area		District	

Outage Information

Serial No		SIA Created Date	
Log ID		Outage Start Date	
Submitted By		Outage End Date	

Part 5. Remote Maintenance Monitoring

Part 5. Remote Maintenance Monitoring (RMM)

1. Applicability. Currently, only AWOS has authorization to use RMM. The FAA must authorize and approve the use of any manufacturer developed RMM capability for any system.

2. Adjustment of AWOS through RMM.

Any non-federal AWOS authorized to use FAA-approved, manufacturer developed RMM capability must have an approved printer or data-storage device that documents all remotely performed maintenance activities. This printer or storage device must make a record of each log-on and equipment adjustment initiated from the remote interface screen. Retention policy for printouts or digital records is 30 calendar days, unless an RMM activity takes place 30 calendar days or less prior to a significant event.

The definition of a “significant event,” for the purposes of a non-federal system, is any unscheduled outage requiring a NOTAM. If such an outage takes place, the non-federally employed maintenance technician must update the FML as soon as possible, referring to the RMM activity. The retention policy for the corresponding RMM log is a minimum of 2 years. Reference the most recent version of Advisory Circular 150/5220-16, Automated Weather Observing Systems (AWOS) for Non-federal Applications, and Order 6700.20.

3. Relevant Procedures.

If a significant event occurs, causing an unexpected outage, the non-federal technician must contact the RMM POC to inquire as to whether any RMM activities occurred during the prior 30 days.

If so, the non-federal technician must take the following actions:

- a. Issue a NOTAM.
- b. Notify the RMM POC to retain the RMM log for the corresponding activity for 2 years.
- c. Create an entry in the FML referring to the RMM activity including the date of performance.

4. RMM Logs. The sponsor and/or non-federally employed maintenance technician must ensure the TOAAR is aware that there is an RMM Log, if the need arises.

Part 6. Maintenance Requirements

Part 6. Maintenance Requirements

Note: Part 6 provides information that pertains to all non-federal system types, unless otherwise noted.

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1. Letter of Agreement.

- a. Under certain circumstances, the most recent version of Order 6700.20 may require a local LOA with the FAA's Air Traffic.
- b. Refer to the "Guidelines for Installation" found in Chapter 4 of Order 6700.20.

2. Non-federally Employed Maintenance Technician.

- a. The non-federal technician must maintain this system in accordance with the manufacturer's instruction book.

Note: The CIB's maintenance schedules and requirements reflect the minimum level of maintenance necessary to comply with this OMM.

- b. The FAA requires that the non-federal technician who maintains the system possess system-specific verification authority issued by the FAA.
 - i. Verification authority must be in writing.
 - ii. The non-federal technician's name and work-contact information must appear in Part 7 of this OMM, Facility Contact Information.
 - iii. The non-federal technician must be on site for all FAA ground inspections.
- c. At all times, the sponsor must have in its employ a non-federal maintenance technician.
- d. Failure to meet any of the requirements in this Part of the OMM may result in the FAA issuing a NOTAM to remove the system from service. The FAA may grant exceptions on a case-by-case basis if the Sponsor (or representative) coordinates with the FAA.

3. Modification of Maintenance Procedures. Such modifications must comply with the same requirements that apply to system modifications. Refer to the following paragraph.

4. System Modification.

- a. A modification is a configuration-managed change to a NAS baseline for hardware, software, firmware, equipment, or documentation. Modifications also include changes to electronic or mechanical components, software or firmware code, documentation (e.g., schematic, wiring diagrams, physical outline, floor plan, plot layout, structural details, FAA directives, equipment instruction books, parts list, or catalog etc.), existing

standards and tolerances/limits, or the need for establishing new standards and tolerances/limits.

- b. Updates to system configuration files (e.g., adaptation data file and measured site data file) that are a part of established installation and/or maintenance activities are not considered to be modifications.
- c. Requirements:
 - i. The FAA does not cover expenses for modifications to non-federally owned systems.
 - ii. The sponsor must submit all proposed modifications for FAA review. Note: Depending on the desired change, the FAA may direct the sponsor to the manufacturer for an official submission to the FAA.
 - 1) The FAA Inspector is the point of contact.
 - 2) Submit requests via email.
 - 3) The proposal must describe the general modification plan and schedule (i.e., the scope of the modification and the relevant timeline).
 - 4) The FAA must approve all modification(s), in writing.
 - 5) This OMM may require updates to reflect the modification(s). However, the update may take the form of an official document to attach to this OMM.
 - 6) The FAA Inspector must complete the latest Ground Inspection Form before the non-federal technician may return the system to service.
 - 7) The FAA Inspector must confirm that the modification(s) and associated return-to-service verification/test activities were completed successfully.
- d. Emphasized Examples.
 - i. The FAA must provide written approval before any modifications are made. This requirement is especially emphasized for the following cases:
 - 1) Relocating the system.
 - 2) Relocating an antenna associated with the system, if applicable.
 - 3) Updating the system's configuration to a new version.
 - 4) Updating the system's components.
 - ii. Reserved

5. Obstructions to System Operation.

- a. The sponsor must control vegetation, snow depth, and other potential obstructions that may adversely affect system operation in accordance with applicable technical documentation.
- b. The sponsor must maintain the system and relevant surroundings in an “as installed” condition, in accordance with the latest versions of the following directives:
 - i. FAA Advisory Circulars and Orders
 - ii. The manufacturer’s Siting Plan, and
 - iii. The manufacturer’s CIB

Note: This OMM identifies specific directives for each system type in paragraph 12, Directives Summary.

6. Relevant FAA Forms & Publications.

- a. General:
 - i. The FAA will provide the sponsor with the forms and publications required for system maintenance or provide where they may locate them.
 - ii. The FAA office responsible for oversight or inspection will provide the forms and publications free of charge.
 - iii. Some FAA forms and orders are publicly available via the following websites:
 - 1) The Federal Aviation Administration public website:
http://www.faa.gov/regulations_policies/faa_regulations
 - 2) The Non-federal Program’s public website: www.FAA.gov/Go/NonFed
- b. TRDR, FAA Form 6000-10. The TRDR provides a snapshot of the system’s parameters at the time of commissioning.
 - i. For a copy of this form, see Part 4 of this OMM, FAA Forms.
 - ii. The non-federal technician must complete it at the time of the system commissioning.
 - iii. The non-federal technician must store the original in the permanent records of the system also referred to as the Facility Reference Data (FRD), and the FAA Inspector must receive a copy.
 - iv. To maintain an accurate record of system operation and adjustment, the non-federal technician must prepare a new TRDR after any major repair, modernization,

adjustment, or re-tuning that alters the system's performance and/or impacts the system's baseline parameters, before returning the system to service.

- v. If a new TRDR is necessary, the system requires a new ground inspection, and the non-federal technician must follow the guidelines in paragraph 6.b.iii. above.
 - vi. Retain TRDRs for two years after system decommissioning or if a revised version supersedes it, unless instructed otherwise per Aircraft Accident/Incident requirements.
- c. TPR, FAA Form 6000-8. The TPR provides a historical record, showing the system's parameters as recorded during each scheduled and unscheduled visit.
- i. For a copy of this form, see Part 4 of this OMM, FAA Forms.
 - ii. The non-federal technician must store the original in the system's records or FRD and provide copies to the FAA Inspector. (Timeframes and methods for submitting TPRs are set forth below.)
 - iii. Retain TPRs for two years, unless instructed otherwise per Aircraft Accident/Incident requirements.
- d. FML, FAA Form 6030-1. The FML is the permanent record of all activities performed to maintain the system at each visit.
- i. For a copy of this form, see Part 4 of this OMM, FAA Forms.
 - ii. Log entries must:
 - 1) Be clear, complete, concise, and recorded in GMT.
 - 2) Include all malfunctions encountered in maintaining the system, as well as information on the kind of work and adjustments made, equipment failures, causes (if determined), and corrective action taken.
 - 3) Provide NOTAM information.
 - 4) Describe periodic maintenance activities required to maintain the system.
 - 5) For systems allowed to use RMM, see Part 5 of this OMM, log any on-site activity related to the system failing to pass a remote test in the on-site FML.
 - 6) Contain system verification statements.
 - a) A statement recording the status of the system, subsystem, or component.
 - b) For this OMM, the word "certification," which is used in FAA orders and other directives, is synonymous with the word "verification."

- c) Verification statements must follow the appropriate FAA orders and other directives.
 - d) Every visit to the site requires a verification statement before returning the system, subsystem, or component to service.
 - e) For systems allowed to use RMM, see Part 5 of this OMM, restoration and/or verification activities conducted remotely also require an entry in the on-site FML.
 - f) Verification statements require the use of specific terms. For instructions, refer to the latest version of the PML SOP found at this link:
https://www.faa.gov/airports/planning_capacity/non_federal/maintaining.
- iii. The non-federal technician must store the original in the system's records or FRD. Retain the original logs at the facility for a period of three years.
 - iv. A copy of the log pages must be sent to the FAA Inspector.
 - v. Timeframes and methods for submitting logs are set forth below.
 - vi. Guidelines for logging requirements can be found in the latest version of the PML SOP.
 - vii. In accordance with FAA policy, the non-federal technician must always create an entry for the following events and activities:
 - 1) Any system outage/interruption regardless of the length of the outage, upon discovery. The non-federal technician must make entries regarding:
 - a) When the outage occurred.
 - b) When verification was complete.
 - c) When the system returned to service.
 - viii. Report unscheduled outages lasting one hour or longer to the appropriate Control Center, even if a NOTAM is not necessary.
 - ix. If the system is not restorable immediately, issue a NOTAM.
- Note:** "Service outages" refers to actual system failures – (in the case of GBAS, this does not include brief constellation-based losses of service).
- e. Timeframe for Submitting FRD to FAA Inspectors.
 - i. General. FAA Inspectors will typically pick up copies of FRD during the periodic inspection. Non-federal technicians may elect to submit their documents more often. If they choose to, discuss submission arrangements with the FAA Inspector.

- ii. **Periodic Inspection.** If FRD documentation is not available for pick up at the time of the periodic inspection, the sponsor must ensure submission to the FAA Inspector within 30 calendar days following the inspection. The FAA Inspector may allow a one-time, limited extension.

Note: If FRD is not readily accessible, it is a deficiency.

- iii. **Failure to Submit on Time.** The FAA may issue a NOTAM, removing the system from service if the FAA Inspector does not receive the FRD in accordance with the guidelines established above. The NOTAM will remain in place until the sponsor submits the system documentation.

7. Security. The sponsor has a responsibility to meet physical and cybersecurity requirements, in accordance with 49 CFR Transportation, Part 1520, Protection of SSI and Part 1542, Airport Security. This includes establishing and carrying out programs that

- a. Provide for the safety and security of persons and property.
- b. Provide protection to ensure unauthorized personnel do not have access to the equipment.
- c. Report cybersecurity incidents to the Federal Government.
- d. Refer requests for Sensitive Security Information (SSI) to the appropriate Federal agency.

8. Flight Inspections.

- a. The FAA will conduct flight inspections in accordance with the latest version of Order 8200.1, United States Standard Flight Inspection Manual. Some system types may not require a flight inspection.
- b. The CIB may outline activities requiring flight inspection.
- c. When required by the FAA, the sponsor must provide ground-to-air communications in support of flight inspection. These communications must be on very high frequency (VHF) 135.85 or 135.95 megahertz (MHz).
- d. The FAA requires that the non-federal technician with verification authority participate in the flight inspection.

9. Ground Inspections.

- a. The FAA will conduct periodic ground inspections.
- b. The FAA office that has inspection responsibility will coordinate the inspection with the sponsor and non-federal technician.

- c. The FAA may NOTAM the system out of service, cancel the system's instrument flight procedures (if applicable), and/or decommission the system if it fails to meet the agency's technical standards for maintenance.
- d. The FAA may conduct a follow-up inspection if a system may have been a factor in an aircraft accident/incident. (See Part 3 of this OMM.)
- e. The FAA requires that the non-federal technician with verification authority participate in the ground inspection.

10. Site Safety. Sponsors must follow all relevant state and local personnel-safety requirements. The FAA Inspector has the right to decide not to inspect the system if the FAA Inspector believes that the site is potentially unsafe. They will discontinue the inspection until the sponsor mitigates the identified unsafe condition(s). This paragraph extends to vegetation to allow safe access to the facility. The sponsor will receive an Inspection Report and a Non-compliance letter that could result in removal of the system from service if not resolved in a timely manner.

11. National Airspace Performance Reporting Service (NAPRS). Non-federal systems are not reportable under the most recent version of Order JO 6040.15, NAPRS and therefore, do not follow or abide by the requirements outlined in the NAPRS desk guides. However, the Non-federal Program requires sponsors and/or non-federal technicians report all non-federal system outages to the appropriate Control Center identified in the OMM, in accordance with the guidelines contained in this document and the most recent version of Order 6700.20.

12. Directives Summary. This paragraph provides separate directive summaries for all non-federal system types. For the purposes of this OMM, sponsors only need to abide by the directives identified specific to systems listed here:

See the most recent versions of the following:

All System Types

- a. Order 6700.20 - Approval, Operation, and Oversight of Non-federal Systems
- b. Order 8260.19 - Flight Procedures and Airspace
- c. Order JO 8020.16 - Air Traffic Organization Aircraft Accident and Aircraft Incident Notification, Investigation, and Reporting
- d. Order 6000.15 - Appendices A and H
- e. Order 8200.1 - US Standard Flight Inspection Manual (USSFIM)
- f. Manufacturer's Instruction Book(s)

ALS - Approach Lighting System (ALSF/SSALR/MALS/MALSR/MALSF)

- a. Order JO 6850.5 – Maintenance of Lighted Navigational Aids

AWOS – Automated Weather Observing System

- a. Order JO 6560.13 – Maintenance of Aviation Meteorological Systems
- b. Order JO 6563.1 – Maintenance of the Automated Weather Observing System-C (AWOS-C)
- c. Order JO 6560.20 – Siting Criteria for Automated Weather Observing Systems (AWOS)
- d. AC 150/5220-16 - Automated Weather Observing Systems (AWOS) for Non-federal Applications

DME – Distance Measuring Equipment

- a. Order JO 6730.2 – Maintenance of Distance Measuring Equipment (DME) Facilities
- b. Order 9840.1 – U.S. National Aviation Handbook for the VOR/DME/TACAN Systems

GBAS

- a. Order 6884.1 - Siting Criteria for Ground Based Augmentation System (GBAS)
- b. Order JO 6750.57 - ILS Continuity of Service Requirements & Procedures

ILS – Instrument Landing System (LOC - Localizer and GS - Glide Slope)

- a. Order JO 6750.49 – Maintenance of Instrument Landing Systems (ILS) Facilities
- b. Order JO 6750.57 – ILS Continuity of Service Requirements & Procedures

Note: This list also pertains to SDF – Simplified Directional Facility

IM, OM, LOM, MM - Markers

- a. Included in ILS Orders.

NDB – Non-Directional Beacon

- a. Order JO 6740.2 – Maintenance of Nondirectional Beacons (NDB)

RVR – Runway Visual Range

- a. Order JO 6560.31 – Maintenance of Runway Visual Range (RVR) Equipment Type FA-10268 and Type FA-19200

VOR – Very High Frequency Omnidirectional Range

- a. Order JO 6820.7 – Maintenance of Navigational Aids Facilities and Equipment – VOR, DVOR, VOR/DME, VORTAC

13. Sensitive Unclassified Information (SUI). The Directives Summary above includes documents that are not available to the public. Some of these documents may contain NAS Sensitive Technical Information (STI). STI is equivalent to SUI, specifically identified as Sensitive Security Information (SSI) in Title 49 CFR, Transportation, Part 1520 Protection of SSI.

- a. In accordance with the most recent version of Order 6700.20, before the FAA will release copies of FAA documentation that contain SUI each individual requesting/receiving the documentation must sign the following agreements:
 - i. FAA Non-Disclosure Agreement (NDA)
 - ii. Air Traffic Organization SUI Access and Acceptable Use Agreement (AAA)
- b. A copy of each agreement is available with this OMM.
- c. The table below identifies FAA documentation **not** publicly accessible and identifies which documents contain SUI. A signed NDA and AAA is a requirement to receive documents containing SUI.

System Type	Document No.	SUI?	Need NDA & AAA?
ALSF/SSALR MALS/R/F	Order JO 6850.5	No	No
AWOS	Order JO 6560.13	No	No
AWOS	Order JO 6563.1	No	No
DME	Order JO 6730.2	Yes	Yes
DME	Order 9840.1	Yes	Yes
ILS	Order JO 6750.49	Yes	Yes
ILS	Order JO 6750.57	Yes	Yes
NDB	Order JO 6740.2	Yes	Yes
RVR	Order JO 6560.31	No	No
VOR	Order JO 6820.7	No	No

All directive(s) received belong to the Federal Aviation Administration and may be used for official Government purposes only. They may not be released without the expressed permission of the Federal Aviation Administration. Refer requests for the document to: FAA Headquarters, Advanced Systems Design Service Team (AJW-121), 800 Independence Avenue SW, Washington, DC 20591-0001

Part 7. Facility Contact Information

Part 7. Facility Contact Information

The Non-federal Program does not require executing a new OMM if any of the information below changes. The FAA Inspector will fill out a replacement page, when needed.

Sponsor/Sponsor Representative	
---------------------------------------	--

Name	Lynn Placek
Title	Airport Director
Organization	City of Alliance
Address	P.O. Box D ALLIANCE, NE 69301
Email Address	lplacek@cityofalliance.net
Phone Number	308-762-5400 308-762-4512 or 308-760-7068

Control Center Telephone Number	
--	--

OCC (for NavAids)	866-4-FAA-OCC (866-432-2622)
NEMC (for AWOS not in AK)	855-FAA-NEMC (855-322-6362)
Alaska Center (for AWOS in AK)	907-269-1102
Other	866-TELL-FAA (866-835-5322)

Service Area Points of Contact

FAA Inspector(s)

Name	Email	Phone
Scott Stookey	scott.stookey@faa.gov	307-621-0922
MALSR		

Name	Email	Phone
Christopher Pasquinely	Christopher.Pasquinely@faa.gov	3085325590
MALSR		

Non-federal Program Liaison

Service Area	Name	Email	Phone
CSA	Franklin Hodge	franklin.hodge@faa.gov	817-222-4247
ESA	Robert Linscheid	robert.linscheid@faa.gov	404-305-7134
WSA	Kasandra Brown	kasandra.brown@faa.gov	206-231-2959

Part 8. Non - federal System Data

This section will contain a completed form for each system represented by this OMM.

Part 8. Non-federal System Data

Airport/Heliport/Etc.

Airport Name	Alliance Municipal
Airport City & State	ALLIANCE, NE

Sponsor/Sponsor Representative

Name	Lynn Placek
Title	Airport Director
Organization	City of Alliance
Address	P.O. Box D ALLIANCE, NE 69301
Email Address	lplacek@cityofalliance.net
Phone Number	308-762-5400 308-762-4512 or 308-760-7068

Facility/System/Equipment – as applicable

System	Latitude	Longitude	Elevation (MSL)
BYE MALSR	42.04235999	-102.794349	3930.6

FCC License Information – if applicable (VHF)

Frequency	123.000MHz
Time Slots	
FCC Licensed Power	
Modulation Class	
Licensee (per FCC License)	CTAF
File No.	
Call Sign	
FCC Registration No.	

Equipment Details

Manufacturer	Astrionics DME (DME Corporation)
Model	FA-11500 w/RMM
Part Number	
Standby Power Type	
Monitoring Type	NO

Part 9. Primary Technicians

Primary Technicians

BYE
MALSR

This document identifies all non-federally employed maintenance technicians with Verification Authority. It must remain attached to the OMM. The inspector may revise this list without obtaining a new signature on the OMM.

Non-federally Employed Maintenance Technician(s)	
Name	Andrew Smuder
Title	Non-Federal Technican
Email Address	andrews@neoelectrical.com
Phone Number	715-808-0463
FCC GROL No.	
System Type(s)	MALSR

Name	Ben Melin
Title	Non-Federal Technician
Email Address	Benm@neoelectrical.com
Phone Number	612-366-6776
FCC GROL No.	
System Type(s)	MALSR

Name	
Title	
Email Address	
Phone Number	
FCC GROL No.	
System Type(s)	

Name	
Title	
Email Address	
Phone Number	
FCC GROL No.	
System Type(s)	

Name	
Title	
Email Address	
Phone Number	
FCC GROL No.	
System Type(s)	

Primary Technicians Continued

BYE
MALSR

This document identifies all non-federally employed maintenance technicians with Verification Authority. It must remain attached to the OMM. The inspector may revise this list without obtaining a new signature on the OMM.

Non-federally Employed Maintenance Technician(s)	
Name	
Title	
Email Address	
Phone Number	
FCC GROL No.	
System Type(s)	

Name	
Title	
Email Address	
Phone Number	
FCC GROL No.	
System Type(s)	

Name	
Title	
Email Address	
Phone Number	
FCC GROL No.	
System Type(s)	

Name	
Title	
Email Address	
Phone Number	
FCC GROL No.	
System Type(s)	

Name	
Title	
Email Address	
Phone Number	
FCC GROL No.	
System Type(s)	

ATO SUI Access and Acceptable Use Agreement

July 2023

The Federal Aviation Administration (FAA) Air Traffic Organization (ATO):

- (1) Requires the use of this *ATO Access and Acceptable Use Agreement* for all recipients of Sensitive Unclassified Information (SUI)¹.
- (2) Must ensure that individuals have the authorization, need-to-know, and duty to protect SUI before providing access to SUI, as specified in the accompanying Non-Disclosure Agreement (NDA)
- (3) Will hold recipients of SUI responsible for the compromise of Government systems, networks, or information through negligence or a willful act, subject to any applicable sanctions as specified in the accompanying NDA.

This *ATO SUI Access and Acceptable Use Agreement* will help guide recipients in the proper handling of SUI, whether the information is marked or unmarked.

In addition to this *ATO SUI Access and Acceptable Use Agreement*, all FAA recipients (employees, contractors, and service providers) are bound to the FAA Rules of Behavior contained in FAA Order 1370.121B, *FAA Information Security and Privacy: Policy, Supplemental Implementing Directive, User Responsibilities and Obligations*.

1.0 RECIPIENT RESPONSIBILITIES

All recipients of ATO Information:

- (1) Must comply with all Federal laws, DOT, FAA, and ATO policies, contracts, and other legal agreements as applicable.
- (2) Must use SUI for lawful, official use, and authorized purposes only.
- (3) Must not further share SUI with any entity unless that entity is validated as an authorized user and/or covered person by ATO System Operations Security (AJR-2) and/or NAS Security Operations (AJW-B) and explicitly approved in writing by the FAA legally designated representative (in most cases the FAA contracting officer).
- (4) Must take personal responsibility for the security and protection of SUI provided to them.
- (5) Must ensure the return or proper destruction of SUI in accordance with FAA Order 1370.121B or National Institute of Standards and Technology (NIST) 800-88 Revision 1, *Guidelines for Media Sanitization*, when the information is no longer needed.

Since written guidance cannot cover every contingency, recipients must use due diligence and the highest ethical standards to guide their actions.

¹ **Sensitive Unclassified Information (SUI)**, per FAA Order 1600.75, *Protecting Sensitive Unclassified Information (SUI)*, SUI is unclassified information – in any form including print, electronic, visual, or aural forms – that we must protect from uncontrolled release to persons outside the FAA and indiscriminate dissemination within the FAA. It includes aviation security, homeland security, and protected critical infrastructure information. SUI may include information that may qualify for withholding from the public under the Freedom of Information Act (FOIA).

2.0 APPLICABILITY

This *ATO SUI Access and Acceptable Use Agreement*:

- (1) Applies to all authorized recipients of SUI (including FAA employees, contractors, interns, service providers, maintainers and other persons or entities) regardless of location or affiliation.
- (2) Must be acknowledged by recipients at least annually or upon request. The ATO will deny access to recipients who do not acknowledge and sign this *ATO SUI Access and Acceptable Use Agreement*.

3.0 SYSTEM AND INFORMATION ACCESS PROTECTIONS

To protect ATO systems and information:

- (1) I will:
 - a. Protect all SUI from unauthorized disclosure.
 - b. Physically protect SUI with at least one physical barrier (e.g., stored in a locked office, locked drawer, or locked file cabinet) when unattended.
 - c. Ensure that when SUI is not in secure storage, it is under the protection and control of an authorized person.
 - d. Only access the information required to perform my official duties.
 - e. Encrypt all SUI in storage and in transit.
 - f. Only use FAA-provided or approved encryption methods that are Federal Information Processing Standards (FIPS) 140-3² validated.
 - g. Only store SUI access credentials in a FIPS 140-3 validated encrypted file or device, or in a locked storage container (e.g., locked drawer, safe).
 - h. Only store SUI on devices, equipment, systems, media, or external services (e.g., cloud) that are approved by ATO for such purpose.
- (2) I will **NOT**:
 - a. Attempt to access systems or information that I am not authorized to access.
 - b. Send, copy, or forward any SUI for which I am not authorized.
 - c. Access, process, store, or share SUI on any device, equipment, system, storage media, or external service (e.g., cloud) that is not approved by ATO for such access, processing, or storage.
 - d. Share access credentials with anyone.

² **FIPS 140-3** is a U.S. Government cryptographic security standard specified by NIST. FIPS 140-3 specifies the security requirements for cryptographic modules and is used to accredit cryptographic modules for use by U.S. Government systems to protect SUI/CUI. FIPS 140-3 encryption protects the confidentiality and integrity of the information that is stored on a computer system or is transmitted across a network or other communications mechanism. FIPS 140-2 validated modules, unless explicitly revoked, can remain active for 5 years after validation or until **September 21, 2026**, when the FIPS 140-2 validations will be moved to the historical list.

4.0 INCIDENT REPORTING

I will immediately report suspected or confirmed incidents involving SUI, whether intentional or accidental, as soon as recognized to the FAA’s Security Operations Center (SOC), NAS Cyber Operations (NCO), and ASH Office of Security and Hazardous Materials, Information Safeguards Division (AXF-200):

FAA SOC: Call 1-866-580-1552 or send an email to SOC@faa.gov

NCO: Call (540) 422-4114 or send an email to 9-AJW-NCO@faa.gov

AXF-200: Send an email to CUI@faa.gov

5.0 ACKNOWLEDGMENT STATEMENT

- (1) I understand and acknowledge that the terms and conditions in this *ATO SUI Access and Acceptable Use Agreement* apply to my access to, and use of, SUI.
- (2) I understand that unauthorized or improper use of SUI may result in a disciplinary or adverse personnel action up to and including removal, as well as civil and criminal penalties.
- (3) I understand that willful unauthorized disclosure of SUI may result in legal liability and consequences for the offender. Individuals who demonstrate egregious disregard or a pattern of failing to comply with the listed requirements will have their access promptly revoked.
- (4) The ATO may revoke, suspend, limit, or modify agreements for any position, at any time, and for any reason.
- (5) By signing this agreement, I acknowledge that I understand and consent to this *ATO SUI Access and Acceptable Use Agreement* when I access ATO systems, network, or information.
- (6) If I do not accept this *ATO SUI Access and Acceptable Use Agreement*, I will not be granted access to any SUI.

I acknowledge that I have read, I understand, and I agree to comply with all terms and conditions of this *ATO SUI Access and Acceptable Use Agreement*.

Recipient: Signature and Date _____

Recipient: Print Name _____

Recipient: Email _____ Telephone Number _____

Recipient: Employer _____



Federal Aviation Administration

NON-DISCLOSURE AGREEMENT

Department of Transportation Federal Aviation Administration

I, _____, an individual official, employee, consultant, contractor, subcontractor, agent, representative, assignee, or affiliate of _____, (the Authorized Entity), intending to be legally bound, consent to the terms in this Agreement in consideration of being granted conditional access to Sensitive Unclassified Information (SUI) provided to me in support of the Non-Federal Program. I understand this information is confidential in the sense that it is not generally available to the public, and I agree to safeguard it against disclosure to individuals or entities not authorized to receive it pursuant to the laws, regulations and policies applicable to the particular type(s) of SUI involved.

As used in this Agreement and as defined in Federal Aviation Administration (FAA) Order 1600.75, Protecting Sensitive Unclassified Information (SUI), SUI is unclassified information – in any form including print, electronic, visual, or aural forms – that must be protected from uncontrolled release to persons outside the FAA and indiscriminate dissemination within the FAA (e.g., disclosure to unauthorized recipients or without using all of the controls required by the laws, regulations, and policies applicable to the type(s) of SUI involved). SUI includes information designated by DOT/FAA and other government agencies as For Official Use Only (FOUO) and all authorized categories and subcategories of Controlled Unclassified Information (CUI) in the CUI Registry, which is maintained by the National Archives and Records Administration's (NARA's) Information Security Oversight Office (ISOO), the Executive Agent for CUI matters. NARA implemented CUI requirements with 32 CFR Part 2002.

I attest that I am familiar with and will comply with the standards for access, dissemination, handling, and safeguarding of SUI to which I may have access in accordance with the terms of this Agreement and the laws, regulations, and/or Federal Executive Branch policies applicable to the specific type(s) of SUI to which I have access. Certain categories of SUI, such as Sensitive Security Information (SSI), are subject to different or tighter controls specific to the particular type of SUI involved. For example, access to, dissemination, handling, and safeguarding of Sensitive Security Information (SSI) is governed by 49 CFR Part 1520, Protection of Sensitive Security Information.

I understand and agree to the following terms and conditions of my conditional access to SUI:

1. I acknowledge that I have been / will be briefed on _____ (insert date) about the nature and protection of SUI, including the requirement that I verify a prospective recipient's duty to protect and need-to-know the information prior to disclosure, and that I understand these procedures.
2. By being granted access to SUI, the United States Government has placed special confidence and trust in me, and I am obligated to handle and safeguard SUI in my possession in a manner that affords sufficient protection from unauthorized disclosure and inadvertent access, in accordance with the terms of this Agreement; FAA Order 1600.75; and the laws, regulations, and/or Federal Executive Branch policies applicable to the specific type(s) of SUI to which I have access.
3. I understand that federal laws and regulations, including but not limited to the following, provide for criminal and civil penalties for improper disclosure of SUI: 5 U.S.C. § 552a and 18 U.S.C. §§ 641, 1832, and 1905.
4. I understand that the United States Government may conduct inspections, at any time or place, for the purpose of ensuring compliance with the conditions for access, dissemination, handling and safeguarding of information under this Agreement.
5. I will not disclose or release any SUI provided to me pursuant to this Agreement without proper authority or authorization. Disclosure of any information pursuant to this agreement will be in accordance with FAA Order 1600.75 and the laws, regulations, and/or Federal Executive Branch policies applicable to the specific type(s) of SUI involved. The Authorized Entity will comply with access restrictions imposed by authorized limited dissemination controls.
6. I understand that all SUI the FAA provides shall remain the property of the FAA and shall be returned to the FAA upon request. Otherwise, all SUI shall be destroyed immediately upon the conclusion of the project or at FAA's request, except as required by law.
7. I agree that I shall return all SUI to which I have access or which is in my possession, 1) upon demand by an authorized individual; and/or 2) upon the conclusion of my duties, association, or support to DOT/FAA; and/or 3) upon determination that my official duties do not require further access to such information.
8. I understand that DOT/FAA may provide SUI to me under this Agreement that is not marked, depending on the medium, and I agree to protect any SUI provided to me under this Agreement in accordance with FAA Order 1600.75 and the laws, regulations, and/or Federal Executive Branch policies applicable to the specific type(s) of SUI involved, whether or not it is marked. I agree that I will not alter or remove markings, which may indicate a type(s) of SUI, specific handling instructions, and/or limited dissemination controls, from any material I may come in contact with, unless such alteration or removal is consistent with FAA Order 1600.75 and the laws, regulations, and/or Federal Executive Branch policies applicable to the specific type(s) of SUI involved. I agree that if I use SUI from a document or other medium, I will carry forward any markings and will protect them in the same manner as the original.
9. I understand that SUI often retains its sensitivity and safeguarding and handling

10. restrictions even when redacted, obscured, anonymized, obfuscated, masked, or otherwise altered. Unless authorized in advance in writing by a duly authorized representative of the FAA, I understand that I am not permitted to redact, obscure, anonymize, obfuscate, mask, or otherwise alter SUI provided to me under this Agreement or to direct or permit anyone else to do so and that I must promptly report any such occurrences to the FAA in accordance with paragraph 10 of this Agreement.
11. I agree that I shall promptly report to the appropriate official, in accordance with FAA Order 1600.75 and the laws, regulations, and/or Federal Executive Branch policies applicable to the specific type(s) of SUI involved, any loss, theft, misuse, misplacement, unauthorized disclosure, or other security violation or incident involving SUI that I have knowledge of and whether or not I am personally involved. I also understand that my anonymity will be kept to the extent possible when reporting security violations and other incidents.
12. If I violate the terms and conditions of this Agreement, such violation may result in the revocation of my access to SUI.
13. I assign to the United States Government all royalties, remunerations, and emoluments that have resulted, will result, or may result from any disclosure, publication, or revelation of SUI not consistent with the terms of this Agreement.
14. This Agreement is made and intended for the benefit of the United States Government and may be enforced by the United States Government or the Authorized Entity. By granting me conditional access to SUI in this context, the United States Government may seek any remedy available to it to enforce this Agreement including, but not limited to, application for a court order prohibiting disclosure of information in breach of this Agreement. I understand that if I violate the terms and conditions of this Agreement, I could be subject to administrative, disciplinary, civil, or criminal action, as appropriate, under the laws, regulations, and/or Federal Executive Branch policies applicable to the specific type(s) of SUI involved and neither the United States Government nor the Authorized Entity have waived any statutory or common law evidentiary privileges or protections that they may assert in any administrative or court proceeding to protect SUI to which I have been granted access under the terms of this Agreement.
15. Unless and until I am released in writing by an authorized representative of the DOT/FAA (if permissible for the particular type(s) of SUI involved), I understand that all conditions and obligations imposed upon me by this Agreement apply during the time that I am granted access, and at all times thereafter.
16. Each provision of this Agreement is severable. If a court should find any provision of this Agreement to be unenforceable, all other provisions shall remain in full force and effect.
17. My execution of this Agreement shall not nullify or affect in any manner any other secrecy or non-disclosure Agreement which I have executed or may execute with the United States Government or any of its departments or agencies.
18. These restrictions are consistent with and do not supersede, conflict with, or otherwise alter my obligations, rights, or liabilities created by Executive Order No. 13526; Section 7211 of Title 5, United States Code (governing disclosures to Congress); Section

2302(b)(8) of Title 5, United States Code, as amended by the Whistleblower Protection Act (governing disclosures of illegality, waste, fraud, abuse or public health or safety threats). The definitions, requirements, obligations, rights, sanctions, and liabilities created by the foregoing Executive Order and statutes are incorporated into this agreement and are controlling.

- 19. Signing this Agreement does not bar disclosures to Congress or to an authorized official of an executive agency or the Department of Justice that are essential to reporting a substantial violation of law.
- 20. I represent and warrant that I have the authority to enter into this Agreement.
- 21. I understand that the Authorized Entity's officials, employees, consultants, contractors, subcontractors, agents, representatives, assignees, or affiliates must each execute separate individual nondisclosure agreements with the FAA before being provided access to SUI covered by this Agreement.
- 22. I have read this Agreement carefully and my questions, if any, have been answered. I acknowledge that the briefing officer has made available to me FAA Order 1600.75 and the laws, regulations, or Federal Executive Branch policies applicable to the specific type(s) of SUI to which the Authorized Entity is being granted access so that I may read them at this time, if I so choose.

I make this Agreement in good faith, without mental reservation or purpose of evasion.

Federal Aviation Administration:

(Authorized Entity)

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____

Business Address:

Business Address: