

**REGULAR MEETING
DUNSMUIR CITY COUNCIL
COUNCIL CHAMBERS
5902 DUNSMUIR AVE, DUNSMUIR, CA
APRIL 16, 2015
CLOSED SESSION: NONE
REGULAR SESSION: 6:00 p.m.**

As a courtesy, please turn off cell phones and electronic devices while the meeting is in session. Thank you.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. CLOSED SESSION**
- 4. FLAG SALUTE**
- 5. APPROVAL OF AGENDA**
- 6. APPROVAL OF MINUTES**
 - A. Minutes of special meeting of September 25, 2014
 - B. Minutes of regular meeting of March 19, 2015
 - C. Minutes of regular meeting of April 2, 2015
- 7. COMMITTEE REPORTS**
 - A. April 9, 2015 Dunsmuir Recreation and Parks District, Board of Directors
 - B. April 9, 2015 Neighborhood Watch meeting
 - C. Report from Media Committee
 - D. Other Commissions, Committees, Assignments, Appointments
- 8. ANNOUNCEMENTS AND PUBLIC COMMENT**

This time is set aside for citizens to address the City Council on matters listed on the Consent Agenda as well as other items **not** included on the Regular Agenda. If your comments concern an item noted on the Regular Agenda, please address the Council when that item is open for public comment. **Each speaker is allocated three (3) minutes to speak. Speakers may not cede their time.** Comments should be limited to matters within the jurisdiction of the City. Speaker forms are available from the City Clerk, 5915 Dunsmuir Ave, Dunsmuir, on the City's website, or at the back of the meeting hall. The City Council can only take action on matters that are on the Agenda, but may place matters brought to their attention at this meeting on a future Agenda for consideration. If you have documents to present to members of the City Council, please provide a minimum of seven (7) copies.

9. ANNOUNCEMENTS AND REPORTS FROM COUNCIL AND STAFF:

Members of the Council or staff may ask questions, request reports for a later meeting, or ask that an item be placed on a future agenda on any subject within the Council's jurisdiction.

10. CONSENT AGENDA

The Consent Agenda consists of proposed actions on business matters which are considered routine and for which approval is based on previously approved City policy or practice. The Consent Agenda will be approved by a single motion to "Adopt the Consent Agenda" and Council Members will vote without debate. Council Members may remove a Consent Agenda matter for any reason and request that it be placed on the Agenda for discussion and consideration. Matters removed from the Consent Agenda will be placed on the agenda as an item of "New Business" for discussion and consideration.

A. Authorization for Mayor to execute letter consenting to Amtrak Exhibit Train participation in Dunsmuir Railroad Days event

11. PUBLIC HEARING - NONE

Public Hearing Protocol:

- a. Mayor will describe the purpose of the Public Hearing
- b. City Staff will provide the Staff Report
- c. City Staff will respond to questions by the City Council
- d. Mayor will open the Public Hearing
- e. Citizens wanting to comment will come to the podium, provide the City Clerk with their name and address and provide their comments.
- f. Mayor will close the Public Hearing

12. OLD BUSINESS

A. Consideration and review of roster of City Council appointments and assignments, consideration of amending public safety membership to include neighborhood watch representative, and consideration of adding two ad hoc committees

B. Consideration and adoption of City Council protocols

C. Consideration and review of recommendations from February 28 Town Hall meeting

D. Consideration and approval for Forest Service to lease space at Mott airport for heliport landing/takeoff and storage of materials during fire emergencies

13. NEW BUSINESS

- A. Consideration of appointment and authorization for participation on Ad Hoc intergovernmental committee to study bike and pedestrian trail from Weed to Dunsmuir through Mt. Shasta
- B. Consideration and approval of request for \$1,000 to support Dunsmuir Autumn ArtWalk on October 10, 2015 and adoption of Resolution 2015-07
- C. Consideration and authorization to proceed with CDBG grant funded improvements to Community Center building
- D. Consideration and review of Burn Day information.
- E. Introduction and first reading of Ordinance No. 544 Adopting Dunsmuir City Code, and setting May 7, 2015 for Public Hearing thereon
- F. Consideration of and adoption of Resolution 2015-__ authorizing roof repairs of Amtrak Depot Building

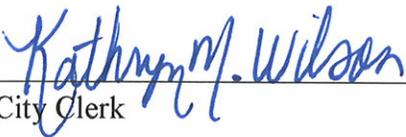
14. ADJOURNMENT:

Copies of this agenda were posted at City Hall, Dunsmuir City Library, Dunsmuir Park and Recreation District Office and at the Post Office on or before 6:00 pm, Sunday, April 12, 2015.

The City of Dunsmuir does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disability or any other legally protected classes in employment or provision of services. Persons who need accommodations for a disability at a public meeting may call City Hall at (530) 235-4822 for assistance. Notification 48 hours prior to the meeting will enable the City reasonable arrangements to accomodate participation in the meeting.

CERTIFICATION

This is the official Dunsmuir City Council Agenda created and posted in accordance with the Dunsmuir City Council Protocols.



City Clerk



Date

**CITY OF DUNSMUIR
CITY COUNCIL MEETING MINUTES
APRIL 2, 2015**

1. CALL TO ORDER:

Meeting was called to order by Mayor Keisler at 5:00 pm.

2. ROLL CALL:

Council members present: Syrrist, Spurlock, Kelby, Craig, Mayor Keisler
City officials present: Interim City Manager Johnsen, City Attorney Kenny and Deputy
City Attorney Hensleigh

3. CLOSED SESSION:

RECONVENE TO THE CITY COUNCIL MEETING

Julie Iskra, Deputy City Clerk arrived at 6:00 pm

Results of Closed Session: Mayor Keisler announced that no action was taken, Interim City Manager Johnsen and City Attorney Kenny were given direction regarding the agenda items.

5. APPROVAL OF AGENDA: Motion by Councilmember Kelby to continue items 12A, 12B and 12C to City Council Agenda of April 16, 2015. Second by Councilmember Spurlock. Voice Vote: 5-0-0-0
Motion by Councilmember Kelby to approve the agenda as modified. Second by Councilmember Spurlock. Voice Vote: 5-0-0-0

6. APPROVAL OF MINUTES: Minutes were not available for the March 19, 2015 regular meeting. Continued to the April 16, 2015 meeting.

7. COMMITTEE REPORTS:

- A) Interim City Manager Johnsen reported on the April Planning Commission meeting. Three new commissioners were sworn in. Planning Consultant Dinges reviewed the general plan and reviewed the concept of an update of the Housing Element with the commissioners. A color change for trim paint to 4100 – 4120 Pine Street in the Historic District was also approved.
- B) Councilmember Spurlock reported that the Economic Development/Tourism Committee met informally and have tentatively scheduled a public meeting for April 7, 2015.
- C) Mayor Keisler reported that the Public Safety Committee met. The Fire Equipment is in good shape and the Sheriff's Dept is doing a good job.
- D) Interim City Manager Randy Johnsen reviewed the SCORE meeting where it was recommended agencies update job descriptions, the need for documented safety training, the upcoming premiums due by the City of Dunsmuir, and ergonomics training scheduled for April 9, 2015 at City Hall.

Councilmember Craig reported that the Media Improvement Committee met and is working on a proposal to upgrade the broadcast/recording system. The fiberoptic issue is not resolved and the line may have been damaged in a recent fire. The committee is also working on a proposal for new hardware updates for high definition and a draft is in place for Siskiyou Media Council.

8. ANNOUNCEMENTS AND PUBLIC COMMENT:

Sgt Rees encouraged everyone to attend the Neighborhood Watch meeting on April 9, 2015 at 6:00 pm.. It will be a potluck. Please bring a dish to share.

Ricard Dinges, Director of the Chamber of Commerce announced that the annual Dunsmuir Easter Egg Hunt was cancelled. The Chamber of Commerce has received donations and will be giving away 100 Easter baskets to children under 10 years old on Saturday, April 4 at 10:00 am at the Chamber office.

9. ANNOUNCEMENTS AND REPORTS FROM COUNCIL AND STAFF:

A) Interim City Manager Johnsen met with the Friends of the Library and discussed their interest in putting the Sales Tax Measure on the November ballot. The Friends will discuss it further at their next meeting.

B) Mayor Keisler announced that posts have been installed at the Dunsmuir Cemetery as requested by Caretaker Lilly Jones. Swords Construction was very helpful in this project. The Mayor also asked for volunteers to help paint the front of the Dunsmuir Library before Railroad Days. Mayor Keisler has asked for a catalog for handicapped playground equipment for our Children's Park.

10. CONSENT AGENDA:

Motion by Councilmember Syrrist to approve the Consent Agenda item A) March 2015 check register as presented. Second by Councilmember Kelby. Voice Vote: 5-0-0-0

11. PUBLIC HEARING: NONE

12. OLD BUSINESS: NONE

13. NEW BUSINESS:

A) Interim City Manager Johnsen received a request from Laurie Barnes-Harley to have a City Councilmember attend the Neighborhood Watch meetings. The Mayor has been attending but is not always available. Ms. Barnes-Harley explained that it was great to have a councilmember attend the meeting and discuss issues in a relaxed setting. Mayor Keisler said he would try to attend on a regular basis and when he could not, another councilmember would take his place.

Councilmember Craig asked that the Neighborhood Watch be added to the Public Safety Committee and that this request be placed on the April 16, 2015 agenda.

B) Introduction of the Wage Compliance Monitoring by Interim City Manager Johnsen. This monitoring is required due to federal grant funding for the renovation of the Community Building, and replacement of the water mains. Jim Cook requested proposals, evaluated responses and recommends Adams Ashby Group.

There was no comment from the public or City Council.

Motion by Mayor Keisler to authorize Interim City Manager to execute contract for Wage Compliance monitoring services with Adams Ashby Group in an amount not to exceed \$19,500. Second by Councilmember Craig. Voice vote: 5-0-0-0

C) Introduction by Interim City Manager Johnsen to authorize PACE to prepare applications for RWMP funding of three water projects. This funding is completely grant money.

There was no public comment.

Councilmember Craig stated that this is an application that will compete with other municipalities. In past applications, municipal water infrastructure projects have scored high. Councilmember Syrrist asked about the timeframe. This grant should be awarded in December and there may be a few more rounds of funding.

Motion by Councilmember Craig to authorize PACE to prepare a preliminary application for RWMP funding of three water projects in an amount not to exceed \$2,500 and to prepare final applications for RWMP in an amount not to exceed \$6,500. Second by Councilmember Kelby. Voice vote: 5-0-0-0

Councilmember Craig stated a community member said the revised agenda had not been published online.

Councilmember Spurlock asked to put the Forest Service contract for airport use on the April 16, 2015 agenda.

14. ADJOURNMENT:

Motion to adjourn at 6:40 pm

Deputy City Clerk

Mayor Keisler

**CITY OF DUNSMUIR
CITY COUNCIL SPECIAL MEETING MINUTES
SEPTEMBER 25, 2014**

1. CALL TO ORDER:

Meeting was called to order by Mayor Keisler at 6:00 pm.

2. ROLL CALL:

Councilmembers present: Kelby, Welch, Steele, Mayor Keisler

Councilmembers absent: Padula

City staff present: Iskra, Harvey

3. CLOSED SESSION: NONE

4. FLAG SALUTE

5. APPROVAL OF AGENDA AND MINUTES/AGENDA REVISIONS:

Motion by Councilmember Kelby to approve the agenda. Second by Councilmember Steele. Voice vote: 4-0-1-0 Padula absent

6. ANNOUNCEMENTS AND PUBLIC COMMENT:

Mario Rubino suggested that the Council should consider three things: there is a new City Council in November, the new City Council should be involved in the selection of a CFO or City Manager and finally this is our town and the citizens need to consider what our town needs

7. ANNOUNCEMENTS AND REPORTS FROM COUNCIL AND STAFF:

Alan Harvey stated that this is a difficult time with three council seats open, losing our senior Councilmember, Ed Steele, and working to find an Interim City Manager/CFO. Alan said he will continue to work as an advisor to keep the City functioning.

There was a sewer backup involving two properties owned by Mr. Arth. Staff cleared the blockage and SCORE employed a firm to help the recovery process.

October 4 will be a city wide cleanup and tire amnesty event.

Mayor Keisler reminded everyone of a work day in the Community Gardens on Saturday from noon to 5:00 pm. He extended a thank you to Alan Harvey for stepping up. He is an asset to the community.

Councilmember Steele sent best wishes to Brenda Bains for her recovery. She was doing two full time jobs for 3 ½ years.

Councilmember Welch reminded everyone that this is a lesson for the City having one person doing two jobs. It can have a devastating effect on a person.

8. NEW BUSINESS: Discussion/possible action concerning City Manager/CFO

Brenda Bains medical leave status and possible temporary assignment of City Manager and Finance Officer responsibilities.

Alan Harvey stated that Brenda was on medical leave with SDI and Worker's Comp. It is for an undetermined amount of time. The City will continue to have her on the payroll until her sick leave and vacation time run out, then it will transfer to SDI/Worker's Comp. Alan is working to find an Interim and has seven potential candidates as well as a contact with the City Manager Range Rider, a non-compensated position that provides assistance in finding replacements for the City Manager/CFO position.

Councilmember Kelby said we are in a predicament. We do not know Brenda's status, we must hire someone on a short term basis with no promise of permanent employment then find a permanent City Manager if Brenda does not return. A temporary person needs to be trained and have experience small towns. We do not have a personnel department, the City Manager is in charge of the employees. One of our serious concerns is the annual audit.

Alan Harvey said he will talk to the City of Mt Shasta and see if we might borrow someone who is familiar with our computer programs so that we can be prepared for the audit.

Councilmember Steele suggested we contact the League of California Cities and see if they can make some recommendations for us.

Motion by Councilmember Steele to adopt Resolution 2014-56.

Councilmember comment: Mayor Keisler asked who trained Brenda. Alan Harvey explained that Jim Lindley trained her but she had an ability in finance and understood what was needed. Alan Harvey explained that this would be a short term commitment.

Public comment: Several citizens spoke in favor of Alan Harvey becoming the Temporary City Manager. Peter Arth said Alan has been a City Manager in eight cities in his career. It was a mistake combining two positions into one. The City needs to have a City Manager and a CFO. Mario Rubino said Alan Harvey is capable and financially astute.

Councilmember Kelby amended the motion to read "temporary City Manager" and seconded the amended motion. Voice vote: 4-0-1-0 Padula absent

9. ADJOURNMENT

Meeting adjourned at 7:00 pm

Deputy City Clerk

Mayor

Joe McHugh
Vice President, Government Affairs &
Corporate Communications



March 25, 2015

The Honorable Dave Keisler
Mayor of the City of Dunsmuir
5915 Dunsmuir Avenue
Dunsmuir, CA 96025

Dear Mayor Keisler:

As one of our valued community partners, I am pleased to share with you the launch of a new Amtrak program. Last year, more than 313 communities in all 50 states demonstrated their love of trains on National Train Day. Due to the growing success and the concentrated resources required in supporting a one-day celebration, we realized that to better support all communities, the program should evolve into a traveling, community-centric experience under the new name of **Amtrak Train Days (ATD)**.

Throughout 2015 and in over 20 communities across the country, attendees at ATD celebrations will have the opportunity to explore passenger train travel through two unique concepts: the Amtrak Exhibit Train and the Amtrak Experience display.

The **Amtrak Exhibit Train**, which has been in service since 2011, has two locomotives with historic paint schemes and uses three renovated Heritage baggage cars each outfitted with educational exhibits focusing on various aspects of our business. Displays include vintage advertising, past menus and dinnerware, period uniforms, photographs, and other items of memorabilia from Amtrak's creation in 1971 to a model of today's modern sleeping accommodations and high-speed rail service displays. Interactive displays include railroad horns, trivia questions, workable signals and an engineer's stand.

The **Amtrak Experience** display is an on-ground mobile display. Featured in select markets, the display provides for a dynamic experience which will allow attendees to see, hear, and feel the benefits of train travel; showcasing "Reasons to Ride" on Amtrak. The linear framework emulates the structure of the Amtrak train and is combined with real furniture, interactive elements, and informative graphics.

We are delighted to have an Amtrak Train Days celebration on:

- **June 13, 2015** during the **Dunsmuir RR Days** at the **Dunsmuir Amtrak Station**
(Combination of the Amtrak Exhibit Train, Amtrak Experience & Outside Exhibitors*)

**Outside Exhibitors to include Chuggington Depot, Operation Lifesaver, Tourism Boards, etc.*

We ask that you provide your consent to host Amtrak Train Days, for the use of the station facilities and any related activities. Your Amtrak contact for any questions or concerns regarding these planned activities is:



The Honorable Dave Keisler

March 25, 2015

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Fran Berk
National Railroad Passenger Corporation
60 Massachusetts Ave, NE
Washington, D.C. 20002
Francine.Berk@Amtrak.com
202.906.4839

Thank you in advance for your help with these exciting events. We are sure will it will be rewarding for all who participate.

Sincerely,

Joe McHugh
Vice President
Government Affairs and Corporate Communications

cc: Fran Berk
Alex Khalfin

Dunsmuir, CA

_____ consents to the use of Dunsmuir Amtrak Station facilities in accordance with the foregoing letter this _____ day of _____, 2015.

By: _____

Name: _____

Title: _____

Joe McHugh
Vice President, Government Affairs &
Corporate Communications



March 25, 2015

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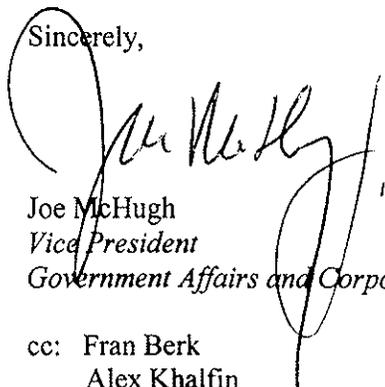


The Honorable Dave Keisler
March 25, 2015
Page 2

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Vice President
Government Affairs and Corporate Communications

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Alex Khalfin

Dunsmuir, CA

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By: _____

Name: _____

Title: _____

City Council Agenda Item

Interim City Manager Staff Report

Item No: 12.A.
Date: April 16, 2015
Subject: City Council appointments and assignments

Staff has listed all appointments and assignments of which we have been made aware. The list can be amended/updated as additional information is received. An overview of the roster attached shows council assignments as follows:

| | Comm | Ad Hoc | Assignments |
|----------|------|--------|-------------|
| Keisler | 2 | 1 | 1 |
| Kelby | 3 | 1 | 3 |
| Craig | 2 | 3 | 2 |
| Spurlock | 2 | 3 | 1 |
| Syrrist | 1 | | |

In answering the question about which bodies need to have agendas and minutes, the following was considered. Brown Act defines legislative body as governing body and commissions; may also include committees, boards or other body created by formal action of a legislative body. Advisory Committees are not legislative bodies if less than a majority of council are not members, except that standing committees, irrespective of their composition, which have a continuing subject matter (CSM), or a meeting schedule fixed (fixed meeting schedule FMS) by formal action of the Council are legislative bodies for purposes of Brown Act.

- City Council is legislative body and thus agenda and minutes required.
- Planning Commission is legislative body and thus agenda and minutes required.
- Economic Development/Tourism committee has CSM and FMS and thus agenda and minutes required.
- Finance Committee has CSM and FMS and thus agenda and minutes required.
- Public Facilities and Services Committee has CSM and thus agenda and minutes required.
- Public Safety Committee has CSM and FMS and thus agenda and minutes required.
- Master Water Plan update and Utility Rate Study Committee does not have CSM or FMS and thus agenda and minutes are not required.
- City Manager and CFO Process Committee does not have CSM or FMS and thus agenda and minutes are not required.
- Protocols Committee does not have CSM or FMS and thus agenda and minutes are not required.
- Audio and Video Committee does not have CSM or FMS and thus agenda and minutes are not required.
- Airport Task Force would have CSM and thus agenda and minutes would be required.
- Solid Waste Task Force would have CSM and thus agenda and minutes would be required.
- IRWMP agenda and minutes are responsibility of IRWMP.
- SCORE agenda and minutes are responsibility of SCORE.

Neighborhood Watch is independent organization and city not required to comply with Brown Act for them.

City Web site committee does not have CSM or FMS and thus not agenda or minutes required.

LAFCo agenda and minutes are responsibility of LAFCo.

Siskiyou County Transportation Commission agenda and minutes are responsibility of SCTC.

Regional Integrated Waste Management Commission agenda and minutes are responsibility of RIWMC.

Dunsmuir Recreation and Parks District agenda and minutes are responsibility of DR&PD.

Actions to be considered by City Council:

Suggestion to add Neighborhood Watch representative to Public Safety Committee: Staff would note that Neighborhood Watch organization is independent and not affiliated with City. Representative(s) from Neighborhood Watch can come to any Public Safety Committee meeting and participate. The meetings are public and noticed. There is no voting on items discussed, just exchange of information between safety providers and then report to City Council by one of the Councilmembers present. There is no advantage to Neighborhood Watch having membership on this committee.

Suggestion to create Airport Task Force: Staff would note that Public Facilities Committee is already assigned review of airport operations. There is little appearance of "things happening" at the airport. Creating a Task Force to create more attention to airport happenings may instigate some "happenings". In the near future long term leases will need to be negotiated. Staff has been asked by FAA to submit long term capital needs program and has not done so at this time due to lack of airport operations knowledge. Councilman Craig is also suggesting that committee, if created, consider possibility of solar farm and business park. These may not if allowed under FAA regulations. Council could also create airport committee as sub-committee to report to Public Facilities Committee.

Suggestion to create Solid Waste Task Force: Staff would note that Siskiyou County and small cities appear to be less than complying with State mandates on waste diversion/recycling. This could be an effort to come closer to diversion goals and other needs that may be expressed by community. Suggestion is for Task Force to look at small can options, bi-weekly pickups, green waste recycling, etc. If this committee is formed, your contract hauler, Clemens Waste Removal, should have membership, and should make reports on operations within the City of Dunsmuir. While the single intent of the Task Force should not be Clemens Waste Removal operations, their operations should also be discussed. As a note, staff has been advised that Regional Integrated Waste Management Council for Siskiyou County is getting more organized and will be active in the near future.

Recommendation: Move to accept list of appointments and assignments as presented.

Move to amend membership of Public Safety Committee to add representative from Neighborhood Watch, or not.

Move to approve creation of Airport Task Force, or create as sub-committee of Public Facilities Committee, or not. If created, determine membership and purpose.

Move to approve creation of Solid Waste Task Force, or not. If created, determine membership and purpose.

City of Dunsmuir

Appointments and Assignments

As of 2015

City Council

Meets twice monthly currently on 1st and 3rd Thursdays

| | | |
|---------------|-----------------------|--------------------------|
| Bryce Craig | elected November 2014 | term ends December, 2018 |
| Dave Keisler | elected November 2012 | term ends December, 2016 |
| Dick Kelby | elected June 2014 | term ends December, 2016 |
| Josh Spurlock | elected November 2014 | term ends December, 2018 |
| Nick Syrrist | elected November 2014 | term ends December, 2018 |

Planning Commission

Meets once monthly currently on 1st Wednesday

| | | |
|---------------|---------------------------|----------------------|
| Kenna Conway | appointed January, 2014 | term ends June, 2016 |
| Barbara Cross | appointed May, 2013 | term ends June, 2016 |
| Rick Galassi | appointed August, 2014 | term ends June, 2018 |
| Don Harley | appointed January, 2014 | term ends June, 2016 |
| Forrest Lamb | appointed September, 2014 | term ends June, 2016 |
| John Poston | appointed September, 2014 | term ends June, 2018 |
| Ann Powers | appointed September, 2014 | term ends June, 2018 |

Committees:

Economic Development/Tourism

Purpose: To develop an economic development strategy and incentive program

Councilmembers: Spurlock, Syrrist

Meets fourth Tuesday of month as needed

Finance

Purpose: To provide oversight of city finances and debt management, bond ratings, grants and loans

Councilmembers: Craig, Kelby

Staff: CFO, Treasurer

Meets second Tuesday of month as needed

Public Facilities and Services

Purpose: To develop and monitor policy and operations of Utilities (water, sewer, and solid waste), Airport, Historic District, and Railroad.

Councilmembers: Craig, Kelby

Staff: City Manager

Meets as needed

Public Safety

Purpose: To address local and regional policing issues, fire service issues, emergency plan, code enforcement, and animal control

Councilmembers: Keisler, Spurlock

Staff: City Manager, Sheriff, Fire Chief, Code Enforcement

Meets third Wednesday as needed

Ad Hoc Committees

Purpose: To review and report findings and recommendations to City Council and once project is completed the committee will cease

Master Water Plan Update and Water Utility Rate Study

To review progress and provide feedback on 2015 update reports

Councilmembers: Craig, Spurlock

Citizens: Bruce Deutsch, Richard Dinges, Ed Steele

Staff: City Manager, Public Utilities Supervisor

Meets as needed

City Manager and CFO Process

Purpose: To review and assist in process for hiring City Manager and Chief Financial Officer

Councilmembers: Keisler, Kelby

Planning Commissioner: Rick Galassi

Citizen: Mario Rubino

Staff:

Meets as needed

Protocols

Purpose: To develop and maintain protocols for conduct of Council business

Councilmembers: Craig, Spurlock

Staff: City Manager

Meets as needed

Audio and Video system in Council Chambers

Purpose: To develop recommendation(s) for improvements to audio and video systems to allow televising of City Council and other meetings held in Council Chambers

Councilmembers: Craig, Spurlock

Citizens:

Meets as needed

Airport Task Force (suggested but not created)

Purpose: To consider feasibility of municipal solar farm or public/private partnership of same, and new business park

Solid Waste Task Force (suggested but not created)

Purpose: To consider status of solid waste fund, what equipment was purchased in 2014, green waste dump/recycling program, community garden support, State mandated recycling requirements, small can option, bi-weekly pick-ups instead of weekly

Assignments:

Purpose is to represent City and report back findings and recommendations to the City Council.

League of Local Agencies (LOLA)

Purpose: Mayor's select committee makes appointments of Councilmembers to serve on County Boards/Commission representing City interests, LOLA meets in open session to discuss Countywide concerns of cities

Councilmembers: Keisler/Kelby

Staff: City Manager

IRWMP (Integrated Regional Water Management Plan)

Purpose: To attend Board, TAC, and other meetings of IRWMP and oversee city's participation in concert with other governmental and non-governmental agencies

Councilmembers: Craig, Kelby

Staff: City Manager

Citizen: Ed Steele

Meets on call of IRWMP Board and TAC chairmen

SCORE (Small Cities Organized Risk Effort)

Purpose: To participate in SCORE quarterly meetings to discuss risk management and insurance issues, pooled risk and financial information.

Councilmember: Kelby

Staff: City Manager

Meets quarterly

Neighborhood Watch

Purpose: To attend monthly meetings of Neighborhood Watch in Dunsmuir
Councilmembers: Keisler, Spurlock
Staff: Sheriff's Department representative
Meets as called

City Web Site

Purpose: To improve and maintain the City's web site
Councilmember: Craig
Reports to Council as needed.

Local Agency Formation Commission (LAFCo)

Purpose: To represent the City of Dunsmuir and other cities of Siskiyou County in considering planning matters that affect County and Cities
Councilmember: Kelby
Meets second Tuesday of the month.

Siskiyou County Local Transportation Commission

Purpose: To review and approve matters related to transportation and street needs throughout Siskiyou County and its Cities often involving grant funding. Membership is three Supervisors and three City representatives with one city alternate.
Councilmember: no Dunsmuir member at the moment, appointments are made by LOLA
Staff: City Manager, Public Works Supervisor attend TAC meetings
Commission meets first Tuesday of the month. TAC meets as called.

Regional Integrated Waste Management Council

Purpose: Consider solid waste and recycling matters often to seek compliance with State mandates. This Council is still forming and appointments have yet to be made.
Councilmember:
Staff:
Meets as called

Appointments:

Mayor and Council appoint citizens to serve and represent City and report to City Council

Dunsmuir Recreation and Parks District, Board of Directors

Three appointments: Guy Shopp, Jerry Totten, Brian Wilson
Terms expire June 30, 2016

City Council Agenda Item

Interim City Manager Staff Report

Item No: 13.C.
Date: March 19, 2015
Subject: Review, discussion and possible action on City Council committees and assignments

Included in your packets is City Council Committees Assignments list as of December 18, 2014, and excerpts from the Brown Act.

Councilmember Craig is suggesting that an Airport Task Force, and a Solid Waste Task Force be considered for addition to the list. The Airport Task Force would consider feasibility of a municipal solar farm or public/private partnership of same, and new business park. The Solid Waste Task Force would consider status of solid waste fund, what equipment was purchased in 2014, green waste dump/recycling program, community garden support, State mandated recycling requirements, small can option, bi-weekly pick-ups instead of weekly.

It is also suggested that a complete listing of all committees and meeting times be made available, including a listing of chairpersons. A determination should be made about need for each to comply with Brown Act noticing provisions, need for taking of minutes, and public participation. Which committees are to make reports to the City Council on their meetings and activities?

Staff supports the need for a more complete listing of committees and advisory bodies, how members appointed, how chairperson appointed, which are to be supported by staff, and determination as to which are or are not under provisions of the Brown Act.

Recommendation: After discussion and possible action on request for addition of Airport Task Force and Solid Waste Task Force, move to direct staff to return with complete listing of commissions, committees, which have regular meeting dates, member names, how appointed, terms, if created by Statute or resolution or minute action, and City Attorney's opinion as to which are under the provisions of the Brown Act.

**City of Dunsmuir
City Council Committee Assignments
Updated 12.18.2014**

FINANCE: Members: Kelby, Craig, CFO, Treasurer
Purpose: created to provide council oversight of city finances but should also include debt management, bond ratings, and grant and loan oversight.
Meets: Second Tuesday of the month as needed.

PUBLIC FACILITIES AND SERVICES: Members: Kelby, Craig, City Manager
Purpose: created to develop and monitor policy and operations of Utilities (sewer, water and solid waste), airport, historic district and railroad.
Meets: TBD.

ECONOMIC DEVELOPMENT/TOURISM: Members: Spurlock, Syrrist ~~Dinges~~ ~~Skre~~
Purpose: created to develop an economic development strategy and incentive program.
Meets: Fourth Tuesday of the month as needed.

PUBLIC SAFETY: Members: Spurlock, Keisler, Fire Chief, Code Enforcement, Sheriff, City Manager *next monthly*
Purpose: created to address policing issues in Dunsmuir but should include code enforcement, animal care, emergency plan and control and fire issues. *include Chamber*
Meets: Third Wednesday of each month as needed

IRWMP (INTEGRATED REGIONAL WATER MANAGEMENT PLAN):
Members: Kelby Craig, City Manager Citizen: Ed Steele
Purpose: created to oversee city's participation creating the IRWMP with various governmental and nongovernmental agencies.
Meets: As needed

S.C.O.R.E. (SMALL CITIES ORGANIZED RISK EFFORT):
Members: City Manager, Kelby
Purpose: attend mandatory S.C.O.R.E. quarterly meetings to discuss insurance matters, financial information and pooled risk.
Meets: quarterly

AD HOC COMMITTEES

1. Master Water Plan Update and Water Utility Rate Study
Council Members: Craig, Spurlock
Citizens: Bruce Deutsch, Ed Steele, Richard Dinges
2. City Manager and CFO Process
Council Members: Mayor Dave Keisler, Richard Kelby
Citizens: Mario Rubino Planning Commissioners: Rick Galassi
Staff: Julie Iskra
3. Protocols
Council Members: Craig, Spurlock, *City Manager*

*Brown Act
Attorney General
2003 publication*

54952. Definition of legislative body

As used in this chapter, "legislative body" means:

- (a) The governing body of a local agency or any other local body created by state or federal statute.
- (b) A commission, committee, board, or other body of a local agency, whether permanent or temporary, decisionmaking or advisory, created by charter, ordinance, resolution, or formal action of a legislative body. However, advisory committees, composed solely of the members of the legislative body that are less than a quorum of the legislative body are not legislative bodies, except that standing committees of a legislative body, irrespective of their composition, which have a continuing subject matter jurisdiction, or a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body are legislative bodies for purposes of this chapter.
- (c) (1) A board, commission, committee, or other multimember body that governs a private corporation, limited liability company, or other entity that either:
 - (A) Is created by the elected legislative body in order to exercise authority that may lawfully be delegated by the elected governing body to a private corporation, limited liability company, or other entity.
 - (B) Receives funds from a local agency and the membership of whose governing body includes a member of the legislative body of the local agency appointed to that governing body as a full voting member by the legislative body of the local agency.
- (2) Notwithstanding subparagraph (B) of paragraph (1), no board, commission, committee, or other multimember body that governs a private corporation, limited liability company, or other entity that receives funds from a local agency and, as of February 9, 1996, has a member of the legislative body of the local agency as a full voting member of the governing body of that private corporation, limited liability company, or other entity shall be relieved from the public meeting requirements of this chapter by virtue of a change in status of the full voting member to a nonvoting member.
- (d) The lessee of any hospital the whole or part of which is first leased pursuant to subdivision (p) of Section 32121 of the Health and Safety Code after January 1, 1994, where the lessee exercises any material authority of a legislative body of a local agency delegated to it by that legislative body whether the lessee is organized and operated by the local agency or by a delegated authority.

A. Governing Bodies

The governing bodies of local government agencies are the most basic type of body subject to the Act's requirements. These include the board of supervisors of a county, the city council of a city or the governing board of a district. (§ 54952(a).) In addition, the Act expressly applies to local bodies created by state or federal statute. (§54952(a).) The board of directors for a joint powers authority would be covered as a governing body of a local agency; joint powers authorities are also covered because they are created according to a procedure established by state law. (§ 6500 et seq.)

B. Subsidiary Bodies

Any board, commission, committee or other body of a local agency created by charter, ordinance, resolution or formal action of a legislative body is itself a legislative body. (§ 54952(b).) Generally, this is the case regardless of whether the body is permanent or temporary, advisory or decisionmaking. However, there is a specific exemption for an advisory committee which is comprised solely of less than a quorum of the members of the legislative body that created the advisory body. (§ 54952(b).) This exception does not apply if the advisory committee is a standing committee. (§ 54952(b).) A standing committee is a committee which has continuing jurisdiction over a particular subject matter (e.g., budget, finance, legislation) or if the committee's meeting schedule is fixed by charter, ordinance, resolution or other formal action of the legislative body that created it. (See examples, *infra*, p. 6.)

The term "formal action" is used twice in section 54952(b) in connection with advisory committees and standing committees. The term "formal action of a legislative body" appears to be a term intended to distinguish between the official actions of the body and the informal actions of particular board members. For example, in *Joiner v. City of Sebastopol* (1981) 125 Cal.App.3d 799, 805, the court concluded that the city council had taken formal action by designating two of its members to sit on an advisory committee and establish the committee's agenda, even though the council did not act by formal resolution. Similarly, in *Frazer v. Dixon Unified School District* (1993) 18 Cal.App.4th 781, 792-793, the court indicated that a school board's authorization to the superintendent to appoint a committee under specified circumstances constituted a creation of an advisory committee by formal action of the board. "Formal action of a legislative body" is not limited to a formal resolution or a formal vote by the body.

When a legislative body designates less than a quorum of its members that does not constitute a standing committee to meet with representatives of another legislative body to exchange information and report back to their respective bodies, a meeting between the representatives would be exempt from the Act. (*Joiner v. City of Sebastopol* (1981) 125 Cal.App.3d 799, 805.) However, if a legislative body designates less than a quorum of its members to meet with representatives of another legislative body to

perform a task, such as the making of a recommendation, an advisory committee consisting of the representatives from both bodies would be created. Such a committee would be subject to the open meeting and notice provisions of the Act. (*Joiner v. City of Sebastopol* (1981) 125 Cal.App.3d 799, 805.) The fact that the advisory committee was contingent upon the second body's compliance does not detract from the conclusion that the creation of the committee must be attributed to the first body's action. (*Joiner v. City of Sebastopol* (1981) 125 Cal.App.3d 799, 805.)

The following illustrates how section 54952(b) operates. A city council creates four bodies to address various city problems.

- Commission comprised of councilmembers, the city manager and interested citizens: This committee is covered by the Act because there is no exemption for it regardless of whether it is decisionmaking or advisory in nature.
- Advisory committee comprised of two councilmembers for the purpose of reviewing all issues related to parks and recreation in the city on an ongoing basis: This committee is a standing committee which is subject to the Act's requirements because it has continuing jurisdiction over issues related to parks and recreation in the city.
- Advisory committee comprised of two city councilmembers for the purpose of producing a report in six months on downtown traffic congestion: This committee is an exempt advisory committee because it is comprised solely of less than a quorum of the members of the city council. It is not a standing committee because it is charged with accomplishing a specific task in a short period of time, i.e., it is a limited term ad hoc committee.
- Advisory committee comprised of two councilmembers to meet on the second Monday of each month pursuant to city council resolution: This committee is subject to the Act as a standing committee because its meeting schedule is fixed by the city council.

C. Private or Nonprofit Corporations and Other Entities

Under specified circumstances, meetings of boards, commissions, committees or other multi-member bodies that govern private corporations, limited liability companies or other entities may become subject to the open meeting requirements of the Act. Ordinarily, these private corporations or other entities will be nonprofit corporations. In some instances, they are created by the governmental entity to support the efforts of the governmental entity. Other times they are privately created and, to some degree, may partner with a governmental entity to accomplish a common goal. (See Ed. Code, § 47604(a) [concerning possible application to charter schools].) The circumstances

City Council Agenda Item Interim City Manager Staff Report

Item No: 12.B.
Date: April 16, 2015
Subject: Consideration and adoption of City Council protocols (Continue to May 7, 2015 regular meeting)

The protocol committee was unable to meet and provide direction on this project. A commitment for a meeting has been made for next week which should allow this project to be on your May 7, agenda.

Recommendation: Move to continue consideration and adoption of City Council protocols to May 7, 2015 regular meeting

City Council Agenda Item Interim City Manager Staff Report

Item No: 12.C.
Date: April 16, 2015
Subject: Consideration and adoption of recommendations from February 28 Town Hall meeting
(Continue to May 7, 2015 regular meeting)

Staff has not been able to start on this project. It should not take long if uninterrupted time is available to finish.

Recommendation: Move to continue consideration and adoption of recommendations from February 28 Town Hall meeting to May 7, 2015 regular meeting

City Council Agenda Item Interim City Manager Staff Report

Item No: 12.D.
Date: April 16, 2015
Subject: Consideration and approval for Forest Service to lease space at Mott airport for standby heliport landing/takeoff and storage of materials during fire emergencies

This item was originally considered by the City Council at its October 30, 2014 regular meeting. At that time it was tabled until new City Council could be seated and research done on like lease at Weaverville airport in Trinity County. A copy of the Weaverville lease is included in your packet.

The difference in proposed terms is that Forest Service is offering Dunsmuir lease at \$60 per day. Weaverville lease provides \$60 per day but also \$150 per week and \$300 per month, with a minimum payment of \$500 per year, regardless of length of use. The Dunsmuir lease requires water be available. The Weaverville lease requires gas, electricity, water, toilet supplies, janitorial services and supplies, trash removal.

It was noted in packet from October 30 meeting that Cal Fire leases airport facilities for much more. It appears they expect more available than Mott airport can provide.

The lease in concept is to provide a facility to accommodate a helicopter that would be on standby for use in initial observation of an incident. If a major fire incident occurred and Forest Service staged more equipment at Mott airport, the compensation would be significantly greater to reflect the number of units involved.

Staff has not contacted Forest Service to determine if they are still interested in this proposed lease. Staff felt it prudent to determine first if the City Council is interested.

Note: The staff report for when Weaverville lease was presented and approved is also included in your packet.

Recommendation: Move to approve Emergency Facilities & Land Use Agreement with Forest Service for space at Mott airport for Helibase Operation Base including landing/takeoff and storage of materials during fire emergencies, and authorize Interim City Manager to execute agreement.

EMERGENCY FACILITIES & LAND USE AGREEMENT

| | | |
|---|--|--|
| INCIDENT AGENCY (name, address, phone number) Shasta Trinity National Forest 3644 Avtech Parkway Redding CA 96002 | AGREEMENT NUMBER MUST APPEAR ON ALL PAPERS RELATING TO THIS AGREEMENT AGREEMENT NUMBER | |
| OWNER (name, address, phone number-include day/night/cell/fax) City of Dunsmuir 5915 Dunsmuir Ave Dunsmuir CA 96025-2355 DUNS: 004952586 EIN/SSN: _____ PAYMENT ADDRESS: [] Same as above, or | EFFECTIVE DATES a. beginning 08 Oct 2014 | b. ending End of Occupancy/Incident |
| INCIDENT NAME: INCIDENT NUMBER: RESOURCE ORDER NUMBER: JOB CODE (P#) AND OVERRIDE: | | |

TYPE OF CONTRACTOR ("X" APPROPRIATE BOXES)

Government Entity
 LARGE BUSINESS
 SMALL DISADVANTAGED OWNED
 WOMEN OWNED
 HUBZONE
 SERVICE DISABLED VETERAN

The owner of the property described herein, or the duly appointed representative of the owner, agrees to furnish the land/facilities for use as **Helibase Operation Base**

DESCRIPTION OF LAND/FACILITIES: Address or specific location. If street or highway address is unavailable, use distance from nearest city, crossroads, or other significant landmark. The local description of how to get to the land/facilities is also acceptable.

Dunsmuir Municipal/Mott Airport is located 3 miles North of Dunsmuir, right off I-5. The facilities include runways/taxiways, shaded canopy area and parking. No electricity, phone, bathrooms or additional building are available for use. Minimal water is available. Additional security was also provided.

ORDINARY WEAR AND TEAR: Ordinary wear and tear is based on the customary use of the land/facilities, and not the use resulting from the incident.

RATE: For each day that the land/facilities are used, the Government will pay the rate of **\$ 60.00/day**. Ordinary wear and tear is included in the rate. The minimum amount guaranteed to be paid under this agreement shall be **\$ 60.00** regardless of the length of use. Payment shall be in accordance with the incident Agency payment procedures.

UTILITIES AND SERVICES: (check only one)

[] The above rate includes utility charges for the following:
 GAS ELECTRICITY WATER TOILET SUPPLIES
 JANITORIAL SERVICES & SUPPLIES TRASH REMOVAL SEPTIC SERVICE EXISTING TELECOMMUNICATIONS

[] The above rate excludes utility charges. The Government will pay to the owner the sum determined due by the Contracting Officer based on: _____

RESTORATION: Restoration beyond ordinary wear and tear. (check only one)

[] The above sum includes Government restoration of land/facilities. Restoration shall be performed to the extent reasonably practical. Restoration work includes: _____

The above sum excludes restoration of land/facilities. Reasonable costs incurred by the owner in restoring land/facilities to their prior condition shall be submitted to the Contracting Officer.

ALTERATIONS: The Government may make alterations, attach fixtures or signs, erect temporary structures in or upon the land/facilities, install temporary culverts, trenching for utilities, which shall be the property of the Government. Alterations will be removed by the Government after the termination of the emergency use, unless otherwise agreed.

ORAL STATEMENTS: Oral statements or commitments supplementary or contrary to any provisions of this Agreement shall not be considered as modifying or affecting the provisions of this Agreement.

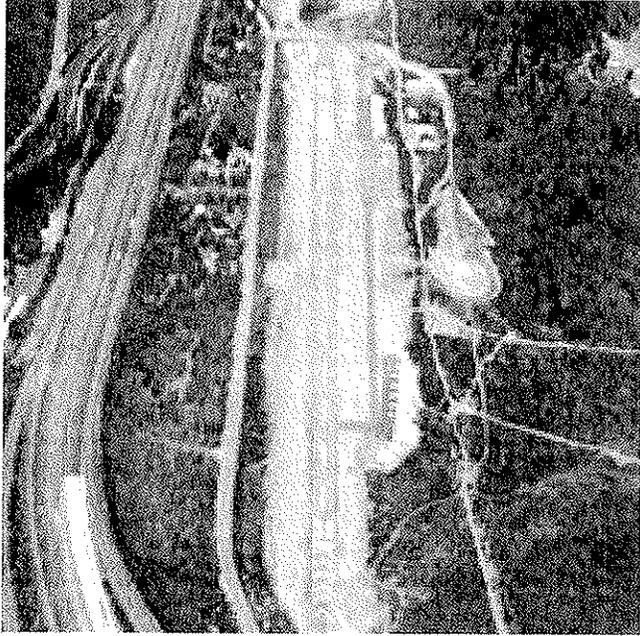
CONDITION REPORTS: A joint pre and post-use physical inspection report of the land/facilities shall be made and signed by the parties; the purpose of the inspections shall be to reflect the existing site condition. Refer to attached Checklists.

OTHER: Describe in detail: The Government will provide portable toilets for the site when occupied longer than 24hrs.

TERMS AND CONDITIONS: See attachment.

CHECKLIST(s): See attachment.

Fill in the following drawing showing the land/facilities under agreement. Include buildings, roads, paved areas, utility lines, fences, ditches, landscaping and any other physical features which help describe the area.



ADDITIONAL CLAUSES:

The Attached Federal Acquisition Regulation (FAR) Clauses apply to this agreement.

| | | | |
|--|-------|--|-------|
| OWNER / OWNER'S AGENT SIGNATURE: | DATE: | CONTRACTING OFFICER'S SIGNATURE: | DATE: |
| PRINT NAME AND TITLE: PHONE NUMBER: | | PRINT NAME AND TITLE: PAMELA J VILHAUER (PJ) Contracting Officer PHONE NUMBER: 530-226-2454 | |

PRE-USE INSPECTION: Description or photos (no digital) or condition immediately prior the Government's occupancy. Refer to attached checklist.

SITE ACCEPTABLE FOR INTENDED USE

Owner/Agent: _____
(Print Name)

Government Agent: _____
(Print Name)

Signature: _____

Signature: _____

Date: _____

Date: _____

POST-USE INSPECTION: Description of photos (no digital) or condition immediately following the Government's occupancy.

TOTAL AMOUNT DUE \$ _____

RELEASE OF CLAIMS STATEMENT: Contract release for and in consideration of receipt of payment in the amount shown in 'total amount due'. Contractor hereby releases the Government from any and all claims arising under this agreement except as reserved in remarks.

REMARKS:

Owner/Agent: _____
(Print Name)

Government Agent: _____
(Print Name)

Signature: _____

Signature: _____

Date: _____

Date: _____

EMERGENCY FACILITIES & LAND USE AGREEMENT

INCIDENT AGENCY (name, address, phone number)

USDA Forest Service
Shasta Trinity National Forest
3644 Avtech Parkway
Redding CA 96002

AGREEMENT NUMBER MUST APPEAR ON ALL PAPERS
RELATING TO THIS AGREEMENT
AGREEMENT NUMBER

AG-9A28-P-14-5701

EFFECTIVE DATES

a. beginning 06/10/2014

b. ending End of Incident, no
later than 11/30/2014.

OWNER (name, address, phone number-include day/night/cell/fax)

TRINITY COUNTY AIRPORTS DIVISION
31301 STATE HWY 3
PO BOX 2490
WEAVERVILLE, CA 96093-2490
Contact: Rick Tippett P.E. T.E. 530-623-1365 ext. 3425
Cell 530-739-3055
rtippett@trinitycounty.org
DUNS: 883965394
EIN/SSN: 94-6000544
PAYMENT ADDRESS: [] Same as above, or

INCIDENT NAME: 2014 SHF ONC Aviation Staging

INCIDENT NUMBER: CA-SHF-000038

RESOURCE ORDER NUMBER: S-4

JOB CODE (P#) AND OVERRIDE: 0520 P5EKR7

CONTRACT NUMBER
14-150

COUNTY ORIGINAL

TYPE OF CONTRACTOR ("X" APPROPRIATE BOXES)

SMALL BUSINESS LARGE BUSINESS SMALL DISADVANTAGED OWNED WOMEN OWNED HUBZONE SERVICE DISABLED VETERAN

The owner of the property described herein, or the duly appointed representative of the owner, agrees to furnish the land/facilities for use as **Wildland Fire Air Support Area.**

DESCRIPTION OF LAND/FACILITIES: Address or specific location. If street or highway address is unavailable, use distance from nearest city, crossroads, or other significant landmark. The local description of how to get to the land/facilities is also acceptable.
TRINITY COUNTY AIRPORTS LOCATED IN WEAVERVILLE. FACILITIES INCLUDE FULL USE OF THE RUNWAYS, APRONS, PARKING AREAS, PILOTS'S LOUNGE, OFFICE AND ASSOCIATED AREAS.
Pre-Positioning / Staging ONLY.

County: Trinity State: California Township: _____ Range: _____ Section: _____

ORDINARY WEAR AND TEAR: Ordinary wear and tear is based on the customary use of the land/facilities, and not the use resulting from the incident.

RATE: The Government shall pay a rate of \$ 60 /DAY, \$ 150 /WEEK \$ 300 /MONTH, PER BASE. Ordinary wear and tear is included in the rate. The minimum amount guaranteed to be paid under this agreement shall be \$500.00, regardless of the length of use. Payment shall be in accordance with the incident Agency payment procedures. Payment for a lesser period shall be prorated based on a month being 30 days and rounded to the nearest dollar. ****Daily rate days 1 thru 7. Weekly rate applies on Day 8. Monthly rate applies first day of week 5, and every 31st day thereafter and shall not be prorated.**

UTILITIES AND SERVICES: (check only one)

The above rate includes utility charges for the following: GAS ELECTRICITY WATER TOILET SUPPLIES

JANITORIAL SERVICES & SUPPLIES TRASH REMOVAL SEPTIC SERVICE EXISTING TELECOMMUNICATIONS

The above rate excludes utility charges. The Government will pay to the owner the sum determined due by the Contracting Officer based on: _____

RESTORATION: Restoration beyond ordinary wear and tear. (check only one)

The above sum includes Government restoration of land/facilities. Restoration shall be performed to the extent reasonably practical. Restoration work includes: _____

The above sum excludes restoration of land/facilities. Reasonable costs incurred by the owner in restoring land/facilities to their prior condition shall be submitted to the Contracting Officer.

ALTERATIONS: The Government may make alterations, attach fixtures or signs, erect temporary structures in or upon the land/facilities, install temporary culverts, trenching for utilities, which shall be the property of the Government. Alterations will be removed by the Government after the termination of the emergency use, unless otherwise agreed.

ORAL STATEMENTS: Oral statements or commitments supplementary or contrary to any provisions of this Agreement shall not be considered as modifying or affecting the provisions of this Agreement.

CONDITION REPORTS: A joint pre and post-use physical inspection report of the land/facilities shall be made and signed by the parties; the purpose of the inspections shall be to reflect the existing site condition. Refer to attached Checklists.

OTHER: Describe in detail: _____

TERMS AND CONDITIONS: See attachment.

CHECKLIST(S): See attachment.

Fill in the following drawing showing the land/facilities under agreement. Include buildings, roads, paved areas, utility lines, fences, ditches, landscaping and any other physical features which help describe the area.

Recent use from 6/10/14 to 7/4/14 is at Weaverville Airport using 10% or less of an area for a helicopter and using the 'pilot's lounge' which is a derelict building used mostly for shade. The area used will be on the western side of the airstrip in the tie down area. There will also be a fuel truck and mechanic truck parked near the helicopter to support operations. The helicopter and support vehicles will not in any way inhibit operations at the airport for general aviation. It will remain out of all taxiways and minimize flight time in pattern when entering or exiting airspace.

ADDITIONAL CLAUSES:

The Attached Federal Acquisition Regulation (FAR) Clauses apply to this agreement.

| | | | |
|--|--|---|-------------------------------|
| OWNER / OWNER'S AGENT SIGNATURE: <i>Wendy G. Tyler</i> | DATE: <i>8/4/14</i> | CONTRACTING OFFICER'S SIGNATURE: <i>Lara Newburn</i> | DATE: <i>7/7/14</i> |
| PRINT NAME AND TITLE: Wendy G. Tyler, County Administrative Officer | PHONE NUMBER (if different from Owner's): <i>530-623-1382</i> | PRINT NAME AND TITLE: LARA NEWBURN | PHONE NUMBER: 530-226-2453 |

PRE-USE INSPECTION: Description or photos (no digital) or condition immediately prior the Government's occupancy. Refer to attached checklist.

The area to be utilized has cracking of asphalt with little to moderate grass and vegetation encroachment. The support vehicles will be immediately west of the tie down location but still parked on asphalt.

Owner/Agent: _____
(Print Name)

Government Agent: LARA NEWBURN
(Print Name)

Signature: _____

Signature: Lara Newburn

Date: _____

Date: 7/7/14

POST-USE INSPECTION: Description of photos (no digital) or condition immediately following the Government's occupancy.

The area utilized showed no use while the helicopter was assigned. The helicopter was there from 6/10/2014 to 7/4/2014, and only flew one time. There are no residues left behind from fueling the helicopter, no oil patches from servicing and not indentions in the asphalt from landing and taking off multiple times. See pictures attached.

TOTAL AMOUNT DUE \$ 0.00

RELEASE OF CLAIMS STATEMENT: Contract release for and in consideration of receipt of payment in the amount shown in 'total amount due'. Contractor hereby releases the Government from any and all claims arising under this agreement except as reserved in remarks.

REMARKS:

Owner/Agent: Wendy G. Tyler, County Administrative Officer
(Print Name)

Government Agent: LARA NEWBURN
(Print Name)

Signature: Wendy G. Tyler

Signature: Lara Newburn

Date: 7/31/14

Date: 7/7/14

| | | |
|--------------------------|-----------------|----------------|
| APPROVED ASTO FORM | 14-150 | |
| | INITIAL | DATE |
| CC | <u>attached</u> | |
| AUD | <u>de</u> | <u>7/28</u> |
| CAO | <u>WT</u> | <u>7/31/14</u> |

**FEDERAL ACQUISITION REGULATION (FAR) CLAUSES
EMERGENCY FACILITIES AND LAND USE AGREEMENT**

**52.213-4 Terms and Conditions—Simplified Acquisitions (Other Than Commercial Items).
(Jan 2011)**

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses that are incorporated by reference:

(1) The clauses listed below implement provisions of law or Executive order:

(i) 52.222-3, Convict Labor (June 2003) (E.O. 11755).

(ii) 52.222-21, Prohibition of Segregated Facilities (Feb 1999) (E.O. 11246).

(iii) 52.222-26, Equal Opportunity (Mar 2007) (E.O. 11246).

(iv) 52.222-50, Combating Trafficking in Persons (Feb 2009) (22 U.S.C. 7104(g)).

(v) 52.225-13, Restrictions on Certain Foreign Purchases (June 2008) (E.o.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

(vi) 52.233-3, Protest After Award (Aug 1996) (31 U.S.C. 3553).

(vii) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(2) Listed below are additional clauses that apply:

(i) 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (Jul 2010) (Pub. L. 109-282) (31 U.S.C. 6101 note).

(ii) 52.232-1, Payments (Apr 1984).

(iii) 52.232-8, Discounts for Prompt Payment (Feb 2002).

(iv) 52.232-11, Extras (Apr 1984).

(v) 52.232-25, Prompt Payment (Oct 2008).

(vi) 52.233-1, Disputes (July 2002).

(vii) 52.244-6, Subcontracts for Commercial Items (Jan 2011).

(viii) 52.253-1, Computer Generated Forms (Jan 1991).

(b) The Contractor shall comply with the following FAR clauses, incorporated by reference, unless the circumstances do not apply:

(1) The clauses listed below implement provisions of law or Executive order:

(i) 52.222-19, Child Labor—Cooperation with Authorities and Remedies (Jul 2010) (E.O. 13126). (Applies to contracts for supplies exceeding the micro-purchase threshold.)

(ii) 52.222-20, Walsh-Healey Public Contracts Act (Oct 2010) (41 U.S.C. 35-45) (Applies to supply contracts over \$15,000 in the United States, Puerto Rico, or the U.S. Virgin Islands).

(iii) 52.222-35, Equal Opportunity for Veterans (Sep 2010) (38 U.S.C. 4212) (applies to contracts of \$100,000 or more).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (Oct 2010) (29 U.S.C. 793). (Applies to contracts over \$15,000, unless the work is to be performed outside the United States by employees recruited outside the United States.) (For purposes of this clause,

PRE-USE INSPECTION: Description or photos (no digital) or condition immediately prior the Government's occupancy. Refer to attached checklist.

The area to be utilized has cracking of asphalt with little to moderate grass and vegetation encroachment. The support vehicles will be immediately west of the tie down location but still parked on asphalt.

Owner/Agent: _____
(Print Name)

Government Agent: LARA NEWBURN
(Print Name)

Signature: _____

Signature: Lara Newburn

Date: _____

Date: 7/7/14

POST-USE INSPECTION: Description of photos (no digital) or condition immediately following the Government's occupancy.

The area utilized showed no use while the helicopter was assigned. The helicopter was there from 6/10/2014 to 7/4/2014, and only flew one time. There are no residues left behind from fueling the helicopter, no oil patches from servicing and not indentions in the asphalt from landing and taking off multiple times. See pictures attached.

TOTAL AMOUNT DUE \$ 0.00

RELEASE OF CLAIMS STATEMENT: Contract release for and in consideration of receipt of payment in the amount shown in 'total amount due'. Contractor hereby releases the Government from any and all claims arising under this agreement except as reserved in remarks.

REMARKS:

Owner/Agent: _____
(Print Name)

Government Agent: LARA NEWBURN
(Print Name)

Signature: _____

Signature: Lara Newburn

Date: _____

Date: 7/7/14

| | | |
|--------------------------|---------------|----------------|
| APPROVED ASTO FORM | <u>14-150</u> | |
| | INITIAL | DATE |
| CC | <u>SN</u> | <u>7/28/14</u> |
| AUD | | |
| CAO | | |

United States includes the 50 States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, and Wake Island.)

(v) 52.222-37, Employment Reports on Veterans (Sep 2010) (38 U.S.C. 4212) (applies to contracts of \$100,000 or more).

(vi) 52.222-41, Service Contract Act of 1965 (Nov 2007) (41 U.S.C. 351, et seq.) (Applies to service contracts over \$2,500 that are subject to the Service Contract Act and will be performed in the United States, District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, Johnston Island, Wake Island, or the outer continental shelf lands.)

(vii) 52.223-5, Pollution Prevention and Right-to-Know Information (Aug 2003) (E.O. 13148) (Applies to services performed on Federal facilities).

(viii) 52.223-15, Energy Efficiency in Energy-Consuming Products (DEC 2007) (42 U.S.C. 8259b) (Unless exempt pursuant to 23.204, applies to contracts when energy-consuming products listed in the ENERGY STAR® Program or Federal Energy Management Program (FEMP) will be—

(A) Delivered;

(B) Acquired by the Contractor for use in performing services at a Federally-controlled facility;

(C) Furnished by the Contractor for use by the Government; or

(D) Specified in the design of a building or work, or incorporated during its construction, renovation, or maintenance.)

(ix) 52.225-1, Buy American Act—Supplies (Feb 2009) (41 U.S.C. 10a-10d) (Applies to contracts for supplies, and to contracts for services involving the furnishing of supplies, for use in the United States or its outlying areas, if the value of the supply contract or supply portion of a service contract exceeds the micro-purchase threshold and the acquisition—

(A) Is set aside for small business concerns; or

(B) Cannot be set aside for small business concerns (see 19.502-2), and does not exceed \$25,000).

(x) 52.232-33, Payment by Electronic Funds Transfer—Central Contractor Registration (Oct 2003). (Applies when the payment will be made by electronic funds transfer (EFT) and the payment office uses the Central Contractor Registration (CCR) database as its source of EFT information.)

(xi) 52.232-34, Payment by Electronic Funds Transfer—Other than Central Contractor Registration (MAY 1999). (Applies when the payment will be made by EFT and the payment office does not use the CCR database as its source of EFT information.)

(xii) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. App. 1241). (Applies to supplies transported by ocean vessels (except for the types of subcontracts listed at 47.504(d).)

(2) Listed below are additional clauses that may apply:

(i) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (Dec 2010) (Applies to contracts over \$30,000). (Not applicable to subcontracts for the acquisition of commercially available off-the-shelf items).

(ii) 52.211-17, Delivery of Excess Quantities (Sept 1989) (Applies to fixed-price supplies).
(iii) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (Mar 2009) (Pub. L. 110-247) (Applies to contracts greater than \$25,000 that provide for the provision, the service, or the sale of food in the United States.)

(iv) 52.247-29, F.o.b. Origin (Feb 2006) (Applies to supplies if delivery is f.o.b. origin).

(v) 52.247-34, F.o.b. Destination (Nov 1991) (Applies to supplies if delivery is f.o.b. destination).

(c) FAR 52.252-2, *Clauses Incorporated by Reference (Feb 1998)*. This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

[Insert one or more Internet addresses]

(d) *Inspection/Acceptance*. The Contractor shall tender for acceptance only those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or reperformance of nonconforming services at no increase in contract price. The Government must exercise its postacceptance rights—

(1) Within a reasonable period of time after the defect was discovered or should have been discovered; and

(2) Before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

(e) *Excusable delays*. The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence, such as acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the Contracting Officer in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.

(f) *Termination for the Government's convenience*. The Government reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges that the Contractor can demonstrate to the satisfaction of the Government, using its standard record keeping system, have resulted from the termination. The Contractor shall not be required to comply with the cost accounting standards or

contract cost principles for this purpose. This paragraph does not give the Government any right to audit the Contractor's records. The Contractor shall not be paid for any work performed or costs incurred that reasonably could have been avoided.

(g) *Termination for cause.* The Government may terminate this contract, or any part hereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any contract terms and conditions, or fails to provide the Government, upon request, with adequate assurances of future performance. In the event of termination for cause, the Government shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the Government for any and all rights and remedies provided by law. If it is determined that the Government improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

(h) *Warranty.* The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

(End of clause)



NBA
ROUTING FORM
COUNTY ADMINISTRATIVE OFFICE

DATE: July 8, 2014
PREPARED BY: Richard Tippett *RT*
DEPARTMENT: Department of Transportation

RECEIVED
JUL 09 2014

Trinity County
Administrator's Office

NAME OF CONTRACTOR: USFA – Shasta Trinity NF

DISCUSSION: For years it has been common practice to enter into a lease agreement with the Forest Service to operate emergency equipment out of the airport during a fire. Current rates established are \$600 day, \$1,500 a week, and \$3,000 a month. While the rates are established, Federal Contracting Code and USFS Account processing rules require that a new agreement is executed for each fire or incident.

What is unique about this agreement is that it is for Fire Aviation Staging, which is not related to a particular fire incident. Standard overnight tie down fees are \$3.00 per night, however, due to the size of equipment, support required, and facilities used, as the Airport Manager, I felt that a more equitable fee needed to be established for pre staging of fire equipment. While equitable for use, it also needs to be maintained at a level that encourages continual advance staging in the future. After a discussion, it was determined that a rate be used for each airport of 10% of the overall established rates for active firefighting activities. Further, this fee would be based on the seasonal use considering the total number of days used, and would not reset for each individual piece of equipment staged at the airport.

The Airport Advisory Committee has been advised of this action and has expressed support.

FISCAL IMPACT: Anticipated revenue of \$1,000.

SOURCE OF FUNDING: Airport Special Services Budget (Hangers) 1854.

CLERKS USE ONLY:

FILECODE: _____ CONTRACT/AMEND NO: 14-150

CROSSFILE: _____ AMEND. NO'S : _____

COPIES: _____ ORIGINAL NO: _____

COMMENTS:

Ed. 7/9/14

7/10 DP
7/20 AB
7/29 WT

17-120

17-120
17-120

City Council Agenda Item

Interim City Manager Staff Report

Item No: 13.A.
Date: April 16, 2015
Subject: Consideration of appointment and authorization for participation on Ad Hoc intergovernmental committee to study bike and pedestrian trail from Weed to Dunsmuir through Mt Shasta

Mike Williams, Chair of Mt. Shasta Active Transportation Committee, is asking that City Council appoint someone interested in this proposed project to represent Dunsmuir. He has provided little information but it is included in your packet. It is assumed he is asking for Council member to serve on the committee. You may also want to appoint others to represent City of Dunsmuir that fit in categories he lists as affiliated members.

Recommendation: Move to authorize participation on Ad Hoc intergovernmental committee to study bike and pedestrian trail from Weed to Dunsmuir through Mt. Shasta.

Move to appoint _____ to serve on the committee representing City of Dunsmuir.

City Manager

From: ATAC Williams <tmwillyatac@gmail.com>
Sent: Thursday, April 02, 2015 9:28 AM
To: City Manager
Cc: Paul Eckert
Subject: Weed/MS/Dunsmuir Trail
Attachments: Purpose of Weed Dunsmuir Trail Committee.docx

Hi Randy,

Attached is a one page description of the committee we are forming and its purpose. The Mt. Shasta City Council will consider this committee and their participation at the April 13 council meeting. Weed has already appointed a person to work on this project.

There is an existing project that is working on a recreationally-oriented mountain bike trail that connects Dunsmuir to the area around Snowman's Hill and to the trail system in the Mt. Shasta area. That is a different trail and a different project.

This goal of this project is to create a trail that can be used for active transportation (walking or cycling) between the cities and to destinations lying between the cities. Because this would be a regional trail and it's length would be significant, it also has a major recreational aspect. A regional trail can also be quite competitive in grant environments because they serve more people and remedy issues for a greater number of people.

I have done a little exploratory work on route finding for a MS to Dunsmuir leg. There are a number of corridors which can be pursued for this leg and quite a few landowners in each corridor. This leg is much more complex than the MS to Weed leg and will take a fair amount of work.

Let me know if you have any questions about this effort and what you folks might like to do around participating in this project.

cheers,

Michael Williams

Chair, Mount Shasta Active Transportation Committee
530-859-3468

Weed/MS/Dunsmuir Trail Committee

An opportunity exists to create a non-motorized trail connecting Weed, Mt. Shasta and Dunsmuir. At this point, all of the right of way needed to connect Mt. Shasta and Weed has already been pledged by the USFS and Timber Products.

An ad hoc committee is proposed as a mechanism for enabling cooperation between the involved governmental agencies and with other interested or involved entities.

Purpose of this Committee

The purpose of this committee is to:

1. Create an invested group that is willing to work to move this project forward
2. Secure continued support from governmental agencies and NGOs.
3. Perform route finding and right of way identification.
4. Insure alignment of this trail with trail systems within each city
5. Secure funding for right of way acquisition, design and construction of the trail.

Proposed Members

Members of this committee are divided between two groups. The core group consists of members that are concerned with the entire project and have significant investment. The affiliated group would be members that are only concerned with parts of the trail or are involved as a means to keep them abreast of progress. This stratification of members will allow meetings to be scheduled with a reasonable number of key members with affiliated members attending as they are able. All members will be welcome to attend meetings. Other members may accrue as we identify important stakeholders (eg Mott Airport).

Members of this committee are proposed to be representatives from the following entities:

Core Members

Cities of Weed, MS and Dunsmuir, (a Weed representative has already been appointed)
the County,
the County Health Department,
Mercy Medical Center.

Affiliated Members

the Local Transportation Commission,
Caltrans,
Timber Products,
US Forest Service,
Weed, Mt. Shasta and Dunsmuir Recreation Districts,
Siskiyou Land Trust,
Mt. Shasta Trail Association,
Great Shasta Rail Trail,
BikeShasta.

City Council Agenda Item

Interim City Manager Staff Report

Item No: 13.B.
Date: April 16, 2015
Subject: Consideration of request for \$1,000 to support Dunsmuir Autumn ArtWalk on October 10, 2015 and adoption of Resolution No. 2015- approving donation

This request has been annually submitted and approved since 2003.

Recommendation: Move to adopt Resolution No. 2015- approving \$1,000 donation supporting Dunsmuir Autumn ArtWalk 2015

March, 2015

Dear City Council Members and City Manager Randy Johnsen:

The Dunsmuir Autumn ArtWalk is again requesting your help in putting on ArtWalk 2015 this fall, Oct. 10. ArtWalk started in 2003 and has been a popular event since then. As usual, we are requesting \$1,000. Last year we had over 500 attendees, with over 400 alone counted in the Siskiyou Arts Museum by Judy Harvey who made them all vote for the Peoples' Choice photograph in the Dunsmuir Botanical Gardens Photo Contest.

I have enclosed a budget for 2015. I think you can see we get our and your money's worth, and the participating artists do also pay a fee to join.

Several restaurant owners have told me that ArtWalk day is their best revenue day of the year. Also the local stores participate fully.

Dunsmuir is becoming known as an art town with the opening of the Siskiyou Arts Museum in 2013. We invite you all to come down and visit our gallery, museum space and Gift Shop and attend one of our SAM Second Saturday art openings, the next one being April 11 from 5-7pm.

Thank you for you on-going assistance and support. The City of Dunsmuir will be listed in all our press and publicity and on our flyers, posters, and postcards.

Sincerely yours,



Barbara Cross
ArtWalk Committee Member

235-9866

bbccross@yahoo.com

2015 Autumn ArtWalk Budget

| | | |
|----------------|----------------|----------------------------------|
| INCOME: | \$1,000 | City of Dunsmuir |
| | 333 | Pacific Power |
| | 750 | 30 Artist fees @ \$25each |

TOTAL: \$2,083

EXPENSES:

| | |
|--------------|---|
| \$50 | Banner information update |
| \$450 | Date Magazine, R-S News |
| \$250 | Enjoy Magazine |
| \$308 | JPR radio spots |
| \$180 | Mt Shasta News |
| \$150 | Channel 3 |
| \$75 | Poster Design |
| \$58 | 1,000 Postcards |
| \$175 | 200 8 1/2x11 and 20 11x17 flyers |
| \$156 | Maps, 8x11 |
| \$70 | Jefferson Backroads |
| \$120 | Refreshments for 400 plus |

**TOTAL:
\$2,042**

RESOLUTION 2015-07

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNSMUIR
AUTHORIZING A DONATION TO THE 2015 ARTWALK COMMITTEE**

WHEREAS, the Artwalk Committee volunteers have collaborated on an annual basis since 2003 to support the artistic community; and

WHEREAS, Artwalk 2015 is scheduled for October 10, 2015; and

WHEREAS, Artwalk 2014 attracted over 500 attendees to the City of Dunsmuir and showcased many north state artists; and

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Dunsmuir, to authorized a donation of \$1,000 to Artwalk 2015 to help meet the funding requirements for promotional materials.

* * * * *

IT IS HEREBY CERTIFIED that the foregoing Resolution 2015-07 was introduced and duly adopted by the City Council of the City of Dunsmuir at a regular meeting held on the 16th day of April, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor Keisler

ATTEST:

Deputy City Clerk

City Council Agenda Item

Interim City Manager Staff Report

Item No: 13.C.
Date: April 16, 2015
Subject: Consideration and authorization to proceed with CDBG grant funded improvements to Community Center building

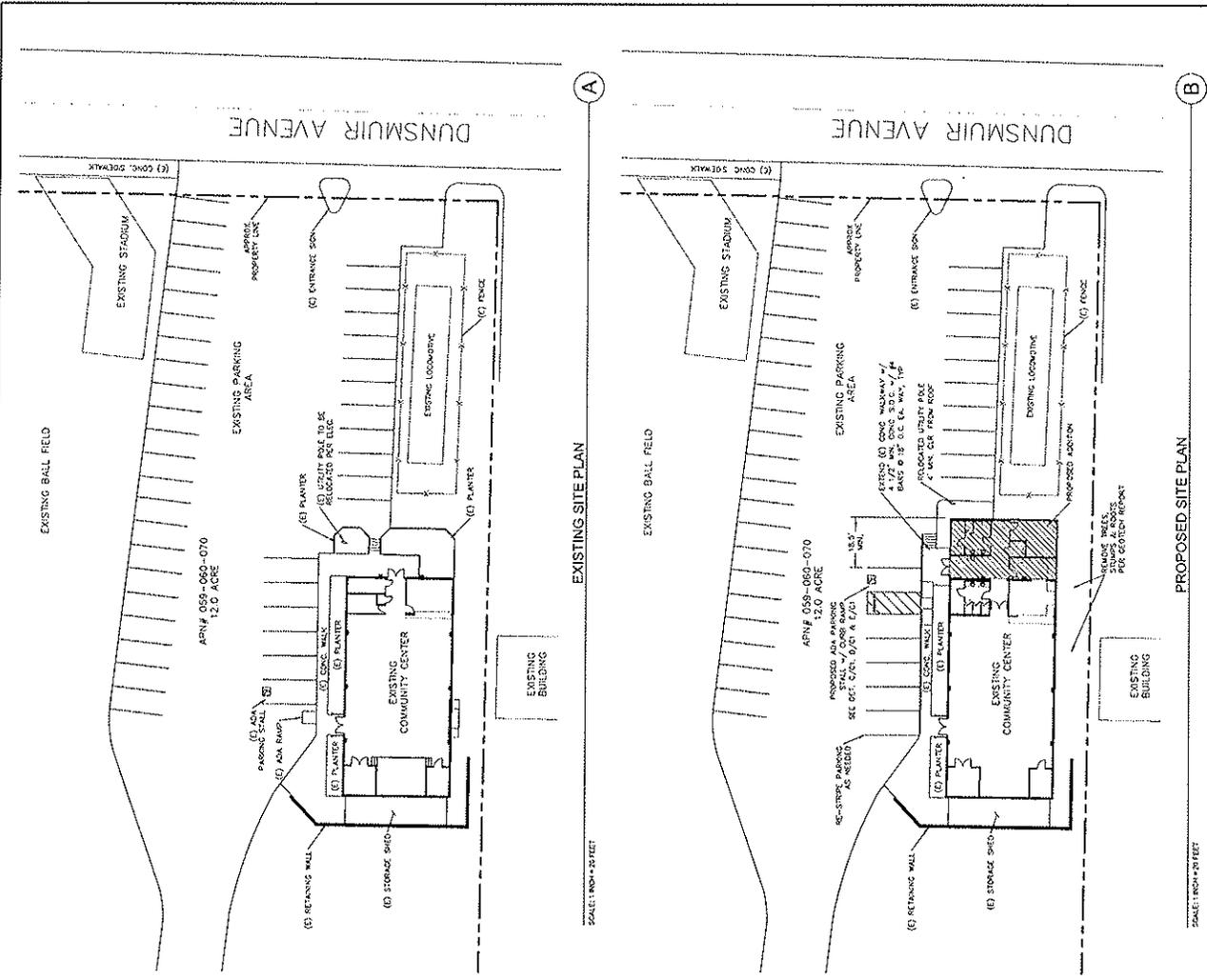
For several years attempts have been on going to improve the Community Center building. The building is owned by the City of Dunsmuir and leased to the Dunsmuir Recreation and Parks District. Working with Community Development on Call, the City was able to obtain CDBG grant to make improvements to the building. The Dunsmuir Recreation and Parks District was assigned to work with Schlumpberger Consulting Engineers to development improvement concept and plans for the building within the parameters of grant funds available. Total grant is \$372,093, with \$18,200 for architecture/engineering, with \$27,000 for activity delivery services, and \$326,331 for construction. Activity delivery services include environmental clearance, wage compliance, general and special condition clearance, HUD reporting, HCD reporting and CDBG reporting.

The building is concrete and originally designed for storage. The building is now used for meetings, receptions, and various programs. Improvements proposed to 3,267 sq ft structure include addition of 881 sq ft for total of 4,148 sq ft. The added space will facilitate making kitchen equivalent to commercial kitchen, replace bathrooms with ADA compliant bathrooms, and provide enclosed office space. Additional work includes removal of no longer code compliant stage, and relocation of ADA parking space to make code compliant. If moneys permit, new floor treatment will be provided, windows will be replaced to double pane, and no longer in use chimney will be removed.

Prior to this work, grant was obtained for new stove and refrigerator. HVAC system was upgraded. Roof repaired approximately 8 years ago.

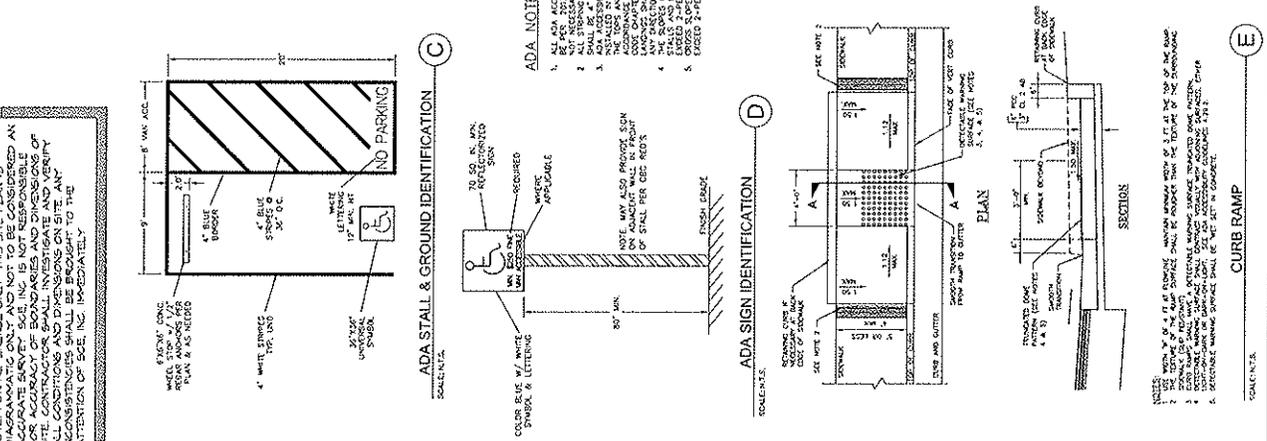
Included in your packet are drawings of the improvements. Charles Schlumpberger will be available at your meeting to present improvements and answer any questions. Jim Cook will also be in attendance. Engineer is hoping to start construction as early as June 1.

Recommendation: Move to approve concept of improvements and authorize advertising for bids for the construction work once building permit has been approved.



EXISTING SITE PLAN
APN# 059-060-070
12.0 ACRE
SCALE: 1"=20'-0" FEET

PROPOSED SITE PLAN
APN# 059-060-070
12.0 ACRE
SCALE: 1"=20'-0" FEET



ADA NOTES:

- ALL ADA ACCESSIBILITY REQUIREMENTS SHALL BE PER 2010 ADA CHAPTER 11B, AND SHALL BE APPLIED TO ALL NEW CONSTRUCTION.
- ALL SIGNAGE SHALL BE PER PLAN, SIGNAGE SHALL BE 48" HIGH, 48" WIDE, AND PER PLAN, SIGNAGE SHALL BE 48" HIGH, 48" WIDE, AND PER PLAN.
- ALL SIGNAGE SHALL BE 48" HIGH, 48" WIDE, AND PER PLAN, SIGNAGE SHALL BE 48" HIGH, 48" WIDE, AND PER PLAN.
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- ALL SIGNAGE SHALL BE 48" HIGH, 48" WIDE, AND PER PLAN, SIGNAGE SHALL BE 48" HIGH, 48" WIDE, AND PER PLAN.

DRAINAGE:

- ALL NEW CONSTRUCTION SHALL BE PER 2010 ADA CHAPTER 11B, AND SHALL BE APPLIED TO ALL NEW CONSTRUCTION.
- ALL SIGNAGE SHALL BE PER PLAN, SIGNAGE SHALL BE 48" HIGH, 48" WIDE, AND PER PLAN.
- ALL SIGNAGE SHALL BE 48" HIGH, 48" WIDE, AND PER PLAN, SIGNAGE SHALL BE 48" HIGH, 48" WIDE, AND PER PLAN.
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SCHLUMPERGER
CONSULTING
ENGINEERS, INC.
424 S. MOUNT SHASTA BLVD.
TEHAMA COUNTY, CA 96097
FIN. (909) 441-1000
FAX (909) 441-1001

SCE SPECIALIZES IN:
STRUCTURAL ENGINEERING,
ENVIRONMENTAL ENGINEERING,
CONSTRUCTION MANAGEMENT,
CONSTRUCTION SUPERVISION,
AND ARCHITECTURAL DESIGN.

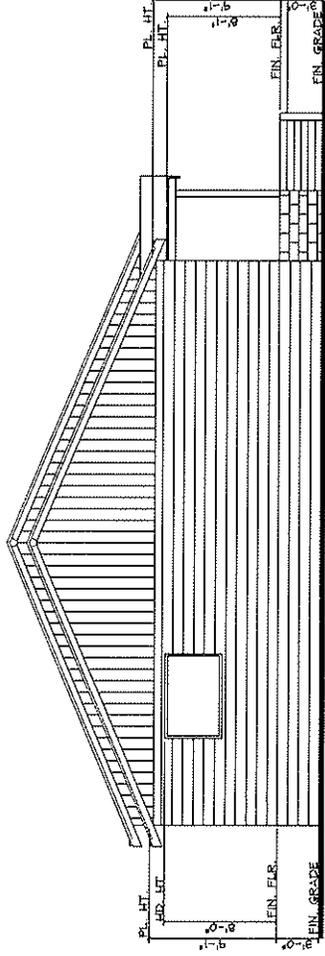
PROJECT NO. 13018.1

DANSHUIR RECREATION AND
PARKS DISTRICT
COURTNEY BUILDING ADDITION
DANSHUIR, CA 96008

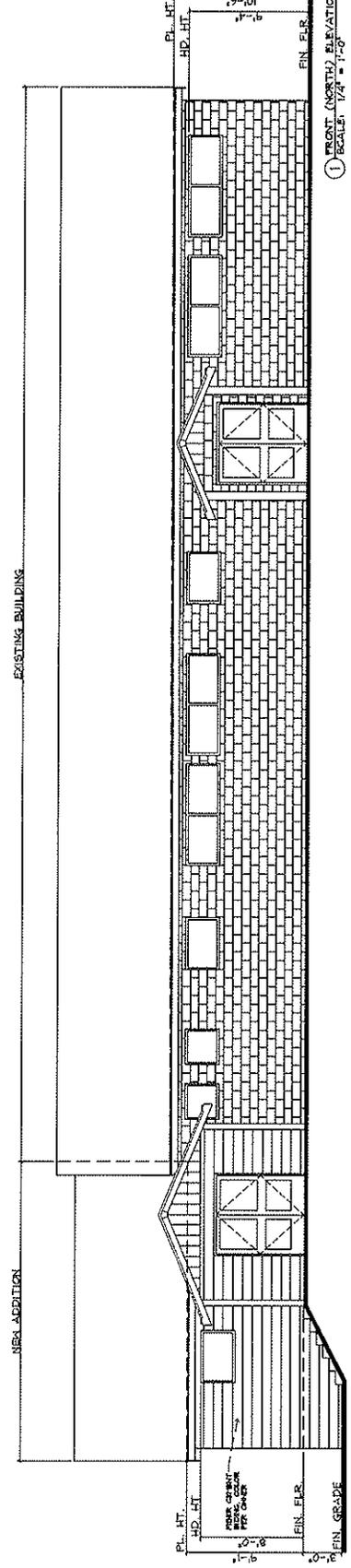
SHEET NAME:
PLAN & LEFT
ELEVATIONS

REVISIONS:

PROJECT NUMBER:
13018.1
DRAWN DATE:
03-18-15
SCALE:
AS NOTED
DRAWN BY:
RDM/BJL
CHECKED BY:
CPS
SHEET:
A2.1



② LEFT (EAST) ELEVATION
SCALE: 1/4" = 1'-0"



① FRONT (NORTH) ELEVATION
SCALE: 1/4" = 1'-0"

SCHLUMPERGER CONSULTING ENGINEERS, INC. RESERVES THE COPYRIGHT AND OTHER PROPERTY RIGHTS IN THESE PLANS.

City Council Agenda Item

Interim City Manager Staff Report

Item No: 13.D.
Date: April 16, 2015
Subject: Consideration and review of Burn Day information

Mentioned at February 28 Town Hall meeting and several times since then is concern about leaf burning and clean air. Included in your packet is handout provided when anyone asks about burn day. It is staff's understanding that many of the complaints have been about smoke from legal burning. Fire Department staff investigates all complaints received at City Hall.

Recommendation: For policy direction of the City Council.

Options: Request newspapers publish this information
Prepare news release to inform community about rules
Post notices about leaf burning and burn days

BURN DAY INFO

CALL 842-8123 FOR BURN DAY INFO

- Number of Days: 1. The maximum number of days of permissible leaf burning will be 181 days.
- Permissible Conditions: 1. Low fire danger (November 1 to May 1)
2. Light to moderate wind (5-20 mph)
- Requirements: “
1. Responsible adult on site, no unattended fires
2. Water immediately available
3. 10 foot clear area.
4. No damp or wet leaves
5. No burning in streets or gutters
6. All ash and debris to be properly disposed of.
7. Burning permitted from 8:00 AM to 5 PM.”
8. No piles larger than 3 (three) feet in diameter.
9. No Burn Barrels
- Penalty: 1. First Offense-Warning
2. Second Offense-Citation \$50.00
3. Subsequent Offenses-Citation \$100.00

City Council Agenda Item Interim City Manager Staff Report

Item No: 13.E.
Date: April 16, 2015
Subject: Consideration of Introduction and first reading of Ordinance No. 544 adopting Dunsmuir City Code, setting May 7 for public hearing thereon along with second reading and adoption thereof

It has been brought to the attention of the City that one or more ordinances codified in the Dunsmuir City Code may not have been published in accordance with requirements of State law and Dunsmuir City Code. In order to insure that all provisions of the Dunsmuir code are current and valid, it is recommended by Municipal Code Corporation, publisher of the Dunsmuir City Code, City Attorney and Interim City Manager that Ordinance No. 544 be enacted to clarify authenticity of all Titles, Chapters, Sections and Sub Sections within the Dunsmuir City Code. Adoption of Ordinance No. 544 will not change any provisions currently codified in the Dunsmuir City Code and available for public view on City web page.

Ordinance No. 543, An Ordinance of the City of Dunsmuir City Council adding Chapter 16.26, Merger of Lots, to the Dunsmuir City Code, is also included in this recodification effort though it has yet to be codified. It was adopted in December 2013 and not a part of Supplement 6, the last supplement. However, by reference it is re-adopted by Ordinance No. 544.

Recommendation: Move to read Ordinance No. 544 by Title and Number only and waive full reading (This must be by unanimous vote or someone will be required to read the entire Ordinance)

Move to approve first reading of Ordinance No. 544, an Ordinance of the City Council of the City of Dunsmuir, California, adopting the Dunsmuir City Code, and set May 7, 2015 for public hearing thereon followed by consideration of approval of second reading and adoption thereof.

Note, please have roll call vote on each separate motion.

ORDINANCE NO. 544

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUNSMUIR, CALIFORNIA, ADOPTING THE DUNSMUIR CITY CODE

WHEREAS, it has been alleged that one or more Ordinances adopted by previous City Councils may not have been properly processed, more specifically not published in a newspaper of general circulation in accordance with Government Code Section 36933; and

WHEREAS, Dunsmuir City Code Section 2.04.030 B. states the manner of publication of ordinances shall be as specified in California Government Code Section 36933; and

WHEREAS, this City Council finds and determines that it is in the best interest of the City of Dunsmuir to clarify that all prior ordinances codified in the Dunsmuir City Code be considered in effect and valid.

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

SECTION 1. Pursuant to the provisions of Government Code Sections 50022.1 through 50022.8 and 50022.10, there is hereby adopted the Code entitled "The Code of the City of Dunsmuir, California" (2015 Edition), also known as the "Dunsmuir City Code" (2015 Edition), originally published in 1995 by LexisNexis Municipal Codes, which also published supplements 1, 2, 3, and 4 to the Dunsmuir City Code, after which Municipal Code Corporation succeeded LexisNexis Municipal Codes and published supplements 5 and 6 to the Dunsmuir City Code, consisting of Titles 1, 2, 3, 5, 6, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, each inclusive, together with those secondary codes adopted by reference as authorized by the California State Legislature, save and except those portions of the secondary codes as are deleted, modified or amended by the provisions of the Dunsmuir City Code.

SECTION 2. All ordinances of a general and permanent nature enacted on or before December 13, 2012, and not included in the Code or recognized and continued in force by reference therein, are repealed.

SECTION 3. The repeal provided for in section 2 hereof shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance.

SECTION 4. The adoption of the Dunsmuir City Code is intended by the City Council to be a continuation of existing ordinances and nothing is intended to modify or enact any new taxes. To the extent the provisions of the 2015 Edition of the Dunsmuir City Code are substantively the same as existing law, the provisions of the Dunsmuir City Code (2015 Edition) shall be considered a continuation of existing law and not new enactments.

Section 5. The recodification and adoption of the Dunsmuir City Code (2015 Edition) and the repeal provided for in section 2 of this Ordinance shall not affect the following matters or municipal legislation:

- a) Action and proceedings that began before the effective date of this Ordinance.
- b) Civil, criminal and administrative proceedings concerning ordinance violations committed before the effective date of this Ordinance.
- c) The amount of or collection of license, fee, penalty debt, forfeiture or obligation due and unpaid as of the effective date of this Ordinance.
- d) Bonds and cash deposits required to be posted, filed or deposited pursuant to any ordinance, resolution or regulation.
- e) Matters of record that refer to or are connected with a provision of the Code as originally published in 1995 by LexisNexis Municipal Codes, which also published supplements 1, 2, 3, and 4 to the Code, after which Municipal Code Corporation succeeded LexisNexis Municipal Codes and published supplements 5 and 6 to the Dunsmuir City Code, as amended. Such references shall be construed to apply to the corresponding provisions of the Dunsmuir City Code (2015 Edition).
- f) Ordinance No. 543 adopted December 13, 2012.

Section 6. Unless another penalty is expressly provided, every person convicted of a violation of any provision of the Code or any ordinance, rule or regulation adopted or issued in pursuance thereof shall be punished according to the penalties set forth in the Dunsmuir City Code which are as follows:

- a) Any person violating any of the provisions or failing to comply with any of the mandatory requirements of the ordinances of the city shall be guilty of an infraction unless the violation is made a misdemeanor by ordinance.
- b) Except in cases where a different punishment is prescribed by any ordinance of the city, any person convicted of a misdemeanor for violation of an ordinance of the city is punishable by a fine of not more than one thousand five hundred dollars (\$1,500.00) or by imprisonment not to exceed six months or by both such fine and imprisonment.

c) Except in cases where a different punishment is prescribed by any ordinance of the city, any person convicted of an infraction for violation of an ordinance of the city is punishable by a penalty of not more than one thousand dollars (\$1,000.000).

d) Each such person shall be guilty of a separate offense for each and every day during any portion of which any violation of any provision of the ordinances of the city is committed, continued or permitted by any such person, and he shall be punishable accordingly.

e) Each act of violation and each day upon which any such violation shall continue or occur shall constitute a separate offense. The penalty provided by this section, unless another penalty is expressly provided, shall apply to the amendment of any Code section, whether or not such penalty is reenacted in the amendatory ordinance. In addition to the penalty prescribed above, the City of Dunsmuir may pursue other remedies such as abatement of nuisances, injunctive relief and revocation of licenses or permits.

SECTION 7. Additions or amendments to the Code when passed in such form as to indicate the intention of the City Council of the City of Dunsmuir to make the same a part of the Code shall be deemed to be incorporated in the Code, so that reference to the Code includes the additions and amendments.

SECTION 8. Ordinances adopted after Ordinance No. 544, that amend or refer to ordinances that have been codified in the Code, shall be construed as if they amend or refer to like provisions of the Code.

SECTION 9. CEQA. This ordinance is not a "project" subject to the California Environmental Quality Act (CEQA). "Project" does not include "general policy and procedure making" or "organization or administrative activities of governments that will not result in direct or indirect physical changes in the environment" pursuant to CEQA Guidelines 15378(b).

SECTION 10. Severability. If any section, subsection, sentence, clause, phrase or portion of the Ordinance or its application to any person or circumstance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances. The City Council of the City of Dunsmuir hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase or portion thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional and, to that end, the provisions hereof are hereby declared to be severable.

SECTION 11. Publication. The City Clerk shall cause this Ordinance to be published or posted in accordance with California Government Code section 36933 and shall certify to the adoption of this Ordinance.

Section 12. Effective Date. This Ordinance shall take effect thirty days after its adoption pursuant to California Government Code section 36937.

Introduced and first read at a regular meeting of the City Council on the 16th day of April, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

FINAL PASSAGE AND ADOPTION by the City Council of the City of Dunsmuir occurred at a regular meeting thereof held on the 7th day of May, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

Dave Keisler, Mayor

ATTEST:

Kathryn Wilson, City Clerk

City Council Agenda Item Interim City Manager Staff Report

Item No: 13.F.
Date: April 16, 2015
Subject: Consideration of and adoption of Resolution No. 2015- authorizing roof repairs to Amtrak Depot building

It has been presented to staff by Dunsmuir Railroad Depot Historical Society representative that the depot roof is leaking. Public Works Supervisor inspected and reports it has been repeatedly repaired by staff but more is needed at this time.

Maintenance of the Amtrak building is the responsibility of the City as provided in lease for building dated July 1, 2003. Article VI.A. reads in part that "lessee (City of Dunsmuir) accepts all responsibility for necessary repairs and maintenance. . . including. . . repairs to the roof.

Representing the society Neil Chichizola obtained proposal from Benson Roofing to do repairs or replace the roof. This is not in accordance with purchasing procedures of the city which primarily cover supplies and equipment. Under normal circumstances the request for repair should have been submitted to City and the City would do the work or obtain proposal, probably three from which to pick lowest responsible bidder.

Nevertheless, the proposal is felt to be appropriate by Public Works Supervisor in the description of work and cost. There is some urgency to getting this work done. It is therefore asked that Council adopt Resolution No. 2015- authorizing roof repairs to Amtrak Depot building by Benson Roofing in an amount not to exceed \$1,975.00, with one year guarantee against leakage.

Recommendation: Move to adopt Resolution No. 2015- authorizing Interim City Manager to execute March 4, 2015 proposal from Benson Roofing for repairs to Amtrak Depot building roof.

RESOLUTION 2015-

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF DUNSMUIR
AUTHORIZING INTERIM CITY MANAGER TO
EXECUTE PROPOSAL FROM BENSON ROOFING
FOR REPAIRS TO AMTRAK DEPOT BUILDING ROOF**

WHEREAS, the City of Dunsmuir executed lease for Amtrak depot building July 1, 2003; and

WHEREAS, said lease requires the City of Dunsmuir be responsible for repairs to the building including necessary repairs to the roof; and

WHEREAS, it has been determined by Amtrak depot museum representatives and Public Works Supervisor that the roof is leaking and repairs need to be done as soon as possible; and

WHEREAS, a proposal has been obtained from Benson Roofing to complete repairs for an amount not to exceed \$1,975.00 with a one year guarantee against leakage.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Dunsmuir that the Interim City Manager is authorized and directed to execute said proposal dated March 4, 2015 for repairs to Amtrak Depot roof and request that the work be done as soon as possible.

IT IS HEREBY CERTIFIED that this Resolution was introduced and duly adopted by the Dunsmuir City Council at a regular meeting held on April 16, 2015 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

MAYOR

ATTEST:

CITY CLERK

From: Gary Benson <gbenson@nctv.com>
 Subject: Amtrak Depot Dunsmuir roof proposal
 Date: March 4, 2015 8:48:48 AM PST
 To: haebob@snowcrest.net
 1 Attachment, 1.2 MB

Neil, attached is the roof proposal for a replacement and a repair. If you choose the repairs we can give it a one year guarantee against leakage.

Let us know,
 Gary Benson

| | | |
|---|--|--|
| Proposal | | |
| Benson Roofing | | |
| P.O. Box 525 Dunsmuir, Ca. 96025 Telephone (530) 926-4700 Fax: 235-4931 LIC. NO. 353376 | | |
| Submitted to: Neil & June Chichizola | Phone/Fax: (650) 591-4136 | Date: 3/4/2015 |
| Company: Amtrak Depot | Address: 1379 Geneva Ave. | City, State, and Zip Code: San Carlos, CA 94070-4820 |
| Job Name: Amtrak Depot-Dunsmuir | Job Location (if Different): Sacramento Ave. | City: Dunsmuir, CA |
| Job Type: Tear Off / Re-Roof | Job Phone: | Other: Email: haebob@snowcrest.net |
| We hereby submit specifications and estimates for: | | |
| Removal of the existing metal roof on the upper section of the Amtrak train depot building in Dunsmuir. Installation of new 26 gauge PBR metal panels, over synthetic underlayment. Includes flashing details, and trim as needed. **Total Material, Labor, Cleanup & Permit: \$15,985.00 | | |
| OPTION: General maintenance to the existing roof, to include tightening loose screws and nails, and sealing roof penetrations and trim flashing. Also install membrane transition flashing at tie-in to lower metal roof. **Total Material, Labor & Cleanup: \$1,975.00 | | |
| Note: Any carpentry work, wood or sheet metal replacement as needed, not mentioned above, would be extra. | | |
| We propose hereby to furnish material and labor complete in accordance with specifications above for the sum of: | | |
| See the above bid amount / option; initial the work you are approving. | | |
| Payments to be made as follows: | | |
| In full upon completion | | |
| <small>All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra costs will be completed only upon owner's approval, and will become an extra charge over and above the proposal. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.</small> | | Authorized Signature <u><i>Gary Benson</i></u> Note: This proposal may be withdrawn by us if not accepted within: <u>30</u> Days. |
| TERMS: All past due amounts are subject to a SERVICE CHARGE compounded by a periodic rate of 1 1/2 % PER MONTH with is an ANNUAL PERCENTAGE RATE OF 18% | | |
| NOTICE: Purchaser will pay usual and reasonable collection cost occasioned by breach of this obligation hereunder. Purchaser will pay reasonable attorney fees and all cost of litigation if their purchase is referred to an attorney for collection or enforcement. | | |
| Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the | | |