

**AGENDA FOR THE REGULAR MEETING
DUNSMUIR CITY COUNCIL
COUNCIL CHAMBERS
5902 DUNSMUIR AVE, DUNSMUIR, CA
FEBRUARY 4, 2016
CLOSED SESSION: 5:00 PM
REGULAR SESSION: 6:00 PM**

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

1. **CALL TO ORDER 5:00 PM**
2. **ROLL CALL**
3. **PUBLIC COMMENT ON CLOSED SESSION ITEMS**
4. **ADJOURN TO CLOSED SESSION**
 - A. **PUBLIC EMPLOYMENT – pursuant to Section 54957**
Title: City Manager
 - B. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
Section 54956.8
Properties: Engine House and Childrens' Park (Spruce Street section)
Agency Negotiator: Interim City Manager
Negotiating party: Benson Roofing
Under Negotiation: Lease terms, price, terms of payment
5. **RECONVENE AND REPORT FROM CLOSED SESSION 6:00 PM**
6. **FLAG SALUTE**
7. **APPROVAL OF AGENDA**
8. **APPROVAL OF MINUTES**
 - A. **Adjourned Regular meeting of January 14, 2016**
 - B. **Special meeting of January 26, 2016**
9. **COMMITTEE REPORTS**
 - a. **Economic Development/Tourism**
 - b. **Finance**
 - c. **Public Facilities and Services**
 - d. **Public Safety**
 - e. **Airport**
 - f. **Solid Waste**
 - g. **Mossbrae Falls Trail**

10. ANNOUNCEMENTS AND PUBLIC COMMENT

Regular City Council meetings are televised on Channel 15 to keep City residents informed of City Council actions and deliberations that affect the community. Meetings are scheduled

to be televised on the 1st and 3rd Thursday of each month. Meetings that take place on dates other than the 1st and 3rd Thursday will not be televised.

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 to another speaker.** 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 on the podium. 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.

11. 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.

12. 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. Approve Check Register Reports dated January 15, 2016 and January 29, 2016**
- B. Approve payment of League of California Cities annual dues and litigation surcharge for a total of \$1,087.84**
- C. Authorize write off of late fees and interest on utility billing account for Department of Fish and Wildlife account for 4350 Upper Soda Road**
- D. Receive and file notice from League of California Cities that Assembly Bill 21 (Wood) to delete March 1 deadline for marijuana cultivation ordinances was approved by State Assembly and has been forwarded to Governor's desk for signature.**

13. PUBLIC HEARING

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 from 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.**

- A. Consider, approve second reading of, and adopt Ordinance No. 553, An Ordinance amending Section 17.12.070 of the Dunsmuir City Code to allow Single Family Houses in Central Commercial (C-2) Zone by Right and in the Historic District (C-2HD) Combining Zone with an Approved Conditional Use Permit**

14. OLD BUSINESS

- A. Consider and authorize agreement with MuniCode to republish Dunsmuir City Code
- B. Consider and authorize agreement with Candace Miller to provide professional assistance in evaluating street trees along Dunsmuir Avenue in the Historic District for an amount not to exceed \$300.
- C. Authorize award of bid to A Cut Above Tree Service for removal and trimming of trees in the public right of way
- D. Presentation of 2014-15 Audit Report and 2015-16 budget comparison report for the period July 1, 2015 to December 31, 2015

15. NEW BUSINESS

- A. Consider and appoint City Council member liaison to League of California Cities
- B. Receive and provide direction regarding petition to not remove three Douglas Fir trees in front of 4307 Wood Street or widening Wood Street
- C. Consider and adopt Resolution No. 2016- authorizing submittal of applications for payment and related authorizations pursuant to Public Resources Code section 48000 et seq for programs administered by CalRecycle (Department of Resources Recycling and Recovery)
- D. Consider and approve new Mott Airport hangar lease rate for non-aviation (commercial) leases and lease form
- E. Consider and approve different design of garbage cans in downtown and authorize replacement of broken concrete garbage cans for an estimated cost of \$1,756.
- F. Consider and discuss development of work plan

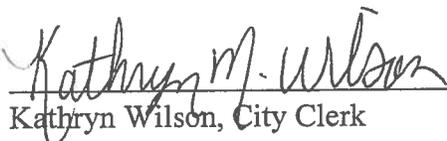
16. ADJOURNMENT:

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 5:00 PM January 31, 2016.

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 to make reasonable arrangements to accommodate participation in the meeting.

CERTIFICATION

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



Kathryn Wilson, City Clerk

1/31/16
Date

**ADJOURNED REGULAR CITY COUNCIL MEETING
CITY OF DUNSMUIR
JANUARY 14, 2016**

CALL TO ORDER:

Meeting was called to order at 6:13 by Vice Mayor Craig.

ROLL CALL:

Council members present: Keisler, Deutsch, Craig

Council members absent: Spurlock, Syrrist

City staff present: Johnsen

City official present: Wilson

REPORT ON CLOSED SESSION:

A. Liability Claim: City Council accepted and authorized payment of claim submitted by D. Marlatt. Voice vote (3-0-0-2)

B. Public Employment: Staff given direction regarding position of City Manager.

FLAG SALUTE

APPROVAL OF AGENDA:

Motion to approve the agenda by Keisler, second by Deutsch. Voice vote: 3-0-0-2, motion carried. (Ayes: Keisler, Deutsch, Craig. Absent: Spurlock, Syrrist)

APPROVAL OF MINUTES:

Motion to approve the minutes by Keisler, second by Deutsch. Voice vote: 3-0-0-2, motion carried. (Ayes: Keisler, Deutsch, Craig. Absent: Spurlock, Syrrist)

COMMITTEE REPORTS:

a. Economic Development/Tourism: Committee to meet January 28.

b. Finance: Interim City Manager Johnsen stated the committee intends to meet upon receipt of 2014-15 draft audit report.

e. Airport: Council member Deutch explained that the committee is working with consultant to finalize grant applications. ICM Johnsen discussed setting a new lease rate for hangars not storing aircraft. He explained that the rate will be increased for use as a "commercial hangar" as required by the FAA.

g. Mossbrae Trail: ICM Johnsen stated that the Mt. Shasta Trail Association had sent a letter to St. Germain Foundation listing options for acquisition of property to create the trail. Mr. Johnsen stated that he had received a letter from St. Germaine asking if Dunsmuir was no longer interested in owning or operating a trail, and that he had replied that the City of Dunsmuir is supporting the Trail Association in its efforts to create a trail.

ANNOUNCEMENTS AND PUBLIC COMMENT:

ICM Johnsen read a letter submitted by Mr. Peter Arth for public comment.

JANUARY 14, 2016
CITY OF DUNSMUIR MEETING MINUTES
PAGE 2

Audience member Linda Gnesa stated that she had met with the senior county Planning Commission officer, and that she was in the process of acquiring state maps which she would be providing to Council for discussion on February 4.

Audience member David Edmondson discussed the proposal to hire PACE engineering for a traffic survey. He quoted the vehicle code and explained that the definition of a speed trap does not apply to Dunsmuir's roads. He felt that the study would be unnecessary to enforce the speed limit.

ICM Johnsen explained that the study is being completed in order for the Sheriff's deputies to begin using radar when writing speeding tickets.

ANNOUNCEMENTS AND REPORTS FROM COUNCIL AND STAFF:

Vice Mayor Craig stated that he would look into the vehicle code and discuss with the S.O. before action would be taken on traffic and speed studies.

Council member Keisler requested research into who is responsible for maintaining the bus stops as they are in a state of disrepair.

Vice Mayor Craig spoke regarding proposed council chamber improvements, explaining that the suggested changes are meant to improve the sound quality of the room, allowing for those viewing from home to hear and understand.

Vice Mayor Craig stated Assembly Bill 21 regarding medical marijuana is moving forward. ICM Johnsen stated most city are moving forward with banning in order to preserve local control. Vice Mayor Craig stated that the Department of Water Resources grant was awarded to the Upper Sacramento area, with \$1.2 million being awarded to Dunsmuir. ICM Johnsen explained that the grant is for replacement of water mains in North and South Dunsmuir, and that the project is currently out to bid.

Vice Mayor Craig spoke again regarding medical marijuana, stating that he would not be in favor of an outright ban.

Council member Deutsch suggested forming a small group to compare county and state ordinances to come up with a solution. Discussion.

CONSENT AGENDA:

- A. Receive and file notice of Shasta Lake Water Resources Investigation Final Feasibility Report and Final Environmental Impact Statement
- B. Approve Check Register Report dated December 18, 2015
- C. Receive and file email dated December 25, 2015 and email dated January 1, 2016 from Dr. Ed Miller regarding maintenance of City of Dunsmuir Mott Airport
- D. Receive and file agreement with Siskiyou Media Council amended in accordance with direction received at your December 17, 2015 regular meeting

JANUARY 14, 2016
CITY OF DUNSMUIR MEETING MINUTES
PAGE 3

E. Receive and file notice that January 14, 2016 Dunsmuir City Council meeting will not be broadcast on January 14, 2016 but will be available on the City's web site by the end of the day on January 16, 2016

F. Approve Check Register Report dated January 8, 2016

G. Authorize Interim City Manager to execute One Day ABC license for Rotary Club fundraiser on February 6, 2016 at Community Building, Chili Cook Off

Motion to approve by Keisler, second by Deutsch. Voice vote: 3-0-0-2, motion carried. (Ayes: Keisler, Deutsch, Craig. Absent: Spurlock, Syrrist)

OLD BUSINESS:

A. Consider and approve additional Engineering work by PACE for engineering and traffic survey on Sacramento Avenue required by State law to support issuance of speeding tickets
Staff report by ICM Johnsen.

Motion to approve by Deutsch, second by Keisler. Roll call vote:

Ayes: 3 Deutsch, Keisler, Craig

Noes: 0

Abstain: 0

Absent: 2 Syrrist, Spurlock Motion carried, 3-0-0-2.

NEW BUSINESS:

A. Introduction and first reading of Ordinance No. 553

Report by ICM Johnsen, explaining that the Ordinance came up as part of the process to get the Housing Element certified.

Motion to read Ordinance No. 553 by number and title only by Keisler, second by Craig. Roll call vote:

Ayes: 3 Deutsch, Keisler, Craig

Noes: 0

Abstain: 0

Absent: 2 Syrrist, Spurlock Motion carried, 3-0-0-2.

Motion to introduce and pass the first reading of Ordinance No. 553, An Ordinance of the City Council of the City of Dunsmuir Amending Section 17.12.070 of the Dunsmuir City Code to allow Single Family Houses in Central Commercial (C-2) Zone by right and in the Historic District (C-2HD) Combining Zone with an Approve Conditional Use Permit, and to set February 4, 2016 for public hearing thereon and consideration of approval of second reading and possible adoption thereof by Keisler, second by Craig. Roll call vote:

Ayes: 3 Deutsch, Keisler, Craig

Noes: 0

Abstain: 0

Absent: 2 Syrrist, Spurlock Motion carried, 3-0-0-2.

**JANUARY 14, 2016
CITY OF DUNSMUIR MEETING MINUTES
PAGE 4**

B. Consider and approve and authorize Mayor to execute supplemental agreement for Lease of railroad property off Sacramento Ave

ICM Johnsen explained that property leased from the railroad by the City was meant to be beautified, but that a portion had been used to create parking. He explained that there was no documentation allowing this, and that Union Pacific is requesting an annual lease payment of \$3,000.

Clarifying questions.

Motion to approve Supplemental Agreement for Lease of Railroad Property adjacent to Sacramento Avenue for continuing use as parking and landscaped area and fence, and authorize Mayor to execute said agreement with an initial annual lease payment of \$3,000 by Keisler, second by Deutsch. Roll call vote:

Ayes: 3 Deutsch, Keisler, Craig

Noes: 0

Abstain: 0

Absent: 2 Syrrist, Spurlock Motion carried, 3-0-0-2.

C. Consider and approve transitioning to ParcelQuest online

Review by ICM Johnsen.

Motion to approve transition to ParcelQuest online, accept \$1,000 as initial annual fee, and authorize staff to negotiate a fixed annual fee for future years by Keisler, second by Deutsch.

Roll call vote:

Ayes: 3 Deutsch, Keisler, Craig

Noes: 0

Abstain: 0

Absent: 2 Syrrist, Spurlock Motion carried, 3-0-0-2.

ICM Johnsen explained that Council may need to hold a special meeting to interview for the City Manager position.

Council member Craig requested an item to be added to the next agenda for Council to develop a 2016 work plan. Council agreed.

Town Hall meeting to be scheduled for Wednesday, February 3, to discuss proposed water rate increases.

ADJOURNMENT: 7:13 pm

Vice Mayor Craig

ATTEST:

City Clerk Wilson

**CITY OF DUNSMUIR
SPECIAL CITY COUNCIL MEETING MINUTES
JANUARY 26, 2016**

1. CALL TO ORDER:

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

2. ROLL CALL:

Councilmembers present: Deutsch, Keisler, Craig, Spurlock

Councilmember absent: Syrrist

City staff present: Johnsen

3. PUBLIC COMMENT ON CLOSED SESSION ITEM

None

4. RECESS TO CLOSED SESSION

A. Public Employment – pursuant to Section 54957 Title: City Manager

5. REPORT FROM CLOSED SESSION:

Mayor Spurlock announced that direction had been given.

6. ADJOURNMENT: Meeting adjourned at 8:02 pm

Mayor Spurlock

ATTEST:

Kathryn Wilson, City Clerk

**SPECIAL MEETING
DUNSMUIR CITY COUNCIL
COUNCIL CHAMBERS
5902 DUNSMUIR AVE.
JANUARY 26, 2016
CLOSED SESSION: 6:00 P.M.**

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

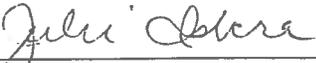
1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT ON CLOSED SESSION ITEM
4. RECESS TO CLOSED SESSION
5. CLOSED SESSION
 - A) PUBLIC EMPLOYMENT – pursuant to Section 54957 Title: City Manager
6. REPORT FROM CLOSED SESSION
7. ADJOURNMENT

Copies of this agenda were posted at City Hall, the Library, the Post Office and Park and Recreation District Office on or before 6:00 PM Friday, January 22, 2016.

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Deputy City Clerk

01-22-2016

Date

Check Register Report

1-15-16 A/P

Date: 01/14/2016

Time: 2:33 pm

Page: 1

City: Dunsmuir

BANK: U.S. BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
U.S. BANK Checks							
47733	01/15/2016	Printed		9277	A CUT ABOVE TREE SERVICE, INC	REMV OAK ON SIDEWLK NO OF CALI	1,450.00
47734	01/15/2016	Printed		1223	ADAMS ASHBY GROUP, INC.	12-1-15/12-31-15 13-CDBG-8968	1,125.00
47735	01/15/2016	Printed		1215	ALSCO	PW&WWTP CVRALLS RNTLS	32.00
47736	01/15/2016	Printed		9447	AUS SMALL BUSINESS	C.H.MATS,WKLY LNDRY 1-13-16	194.40
47737	01/15/2016	Printed		2635	BASIC LABORATORY, INC.	MONTHLY TESTING	2,736.00
47738	01/15/2016	Printed		2800	BAXTER AUTO PARTS, INC.	1-STOP & TAIL	26.13
47739	01/15/2016	Printed		10292	DAVID BELL	REFND DEP D. BELL	3,666.00
47740	01/15/2016	Printed		10293	JOHN BIRIMISA	REFND DEP J. BIRIMISA #103220	11.05
47741	01/15/2016	Printed		3572	BLUE CROSS OF CALIF	2-1-16/3-1-16 LIFE INS PREM	162.90
47742	01/15/2016	Printed		9437	BLUE STAR GAS	198.3 GALLONS LIBRARY	428.23
47743	01/15/2016	Printed		10296	JOSH BOLI	REFND DEP J BOLI #2048	76.28
47744	01/15/2016	Printed		9245	JERRY A BROWN	OCT,NOV,DEC`15 CALL OUTS	7.50
47745	01/15/2016	Printed		5325	REBECCA CATLETT	CLN SVC 1-10,11-16	57.75
47746	01/15/2016	Printed		10291	CHIEF AIRCRAFT	AIRPORT RADIO'S	429.82
47747	01/15/2016	Printed		9820	CITY OF DUNSMUIR	APLY DEP J BOLI #2049	658.25
47748	01/15/2016	Printed		6630	ANTHONY CONGI	OCT,NOV,DEC`15 CALL OUTS	276.00
47749	01/15/2016	Printed		6950	CROSS PETROLEUM	5-CHEV HIPERSYN OIL 150	174.46
47750	01/15/2016	Printed		7899	JOHN A. DELGADO	OCT,NOV,DEC`15 CALL OUTS	15.00
47751	01/15/2016	Printed		9830	DUNSMUIR VOL. FIREMAN'S ASSOC	OCT,NOV,DEC`15 CALL OUTS	648.00
47752	01/15/2016	Printed		12122	EMERGENCY MEDICAL PRODUCTS,INC	INFECTION CONTROL KIT	248.70
47753	01/15/2016	Printed		9303	FASTENAL COMPANY	TOOL REPL	363.08
47754	01/15/2016	Printed		10096	ANTONIO D. FLORES	OCT,NOV,DEC`15 CALL OUTS	15.00
47755	01/15/2016	Printed		10294	JUSTIN GELB	REFND DEP J. GELB #10013	154.00
47756	01/15/2016	Printed		17013	GOLD NUGGET PRINTING CO.	BUS CRD 250 EA KEISLER,SPURLOC	95.08
47757	01/15/2016	Printed		9273	RONALD L. GRIFFITH	OCT,NOV,DEC`15 CALL OUTS	66.00
47758	01/15/2016	Printed		18600	JOSEPH HATTEN	OCT,NOV,DEC`15 CALL OUTS	152.50
47759	01/15/2016	Printed		18610	A.C. HEILMAN	OCT,NOV,DEC`15 CALL OUTS	126.50
47760	01/15/2016	Printed		9246	JERRY L HILL	OCT,NOV,DEC`15 CALL OUTS	8.50
47761	01/15/2016	Printed		19592	MARLENE HINES	OCT,NOV,DEC`15 CALL OUTS	8.50
47762	01/15/2016	Printed		19597	MARTIN HINES	OCT,NOV,DEC`15 CALL OUTS	107.00
47763	01/15/2016	Printed		19595	PATRICK J. HINES	OCT,NOV,DEC`15 CALL OUTS	100.50
47764	01/15/2016	Printed		19500	TOM HONEY	OCT,NOV,DEC`15 CALL OUTS	159.00
47765	01/15/2016	Printed		26425	KEN ELGIN	#300 RPL RT SIDE WIPER ARM	194.37
47766	01/15/2016	Printed		28650	RON LA RUE	OCT,NOV,DEC`15 CALL OUTS	21.50
47767	01/15/2016	Printed		31625	MEYER & SONS HEATING	MISC PIPE ETC	83.73
47768	01/15/2016	Printed		31605	EUGENE MEYER	OCT,NOV,DEC`15 CALL OUTS	152.50
47769	01/15/2016	Printed		31610	LOU MEYER	OCT,NOV,DEC`15 CALL OUTS	100.50
47770	01/15/2016	Printed		10290	LOUIS MEYER	REIMB FOR 1 DOT MED PHYSICAL	75.00
47771	01/15/2016	Printed		9274	WILLIAM R. O'CONNOR	OCT,NOV,DEC`15 CALL OUTS	35.50
47772	01/15/2016	Printed		37106	OFFICEMAX CONTRACT INC.	10 REAM PAPER,POST ITS, FILE P	364.32
47773	01/15/2016	Printed		9468	JOSHUA S. PAULUS	OCT,NOV,DEC`15 CALL OUTS	22.50
47774	01/15/2016	Printed		10295	LEAH ROBINSON	REFND DEP L. ROBINSON #12013	49.42
47775	01/15/2016	Printed		47100	S.C.O.R.E.	1-1-16/3-31-16 WRKR'S QTRLY PR	15,566.00
47776	01/15/2016	Printed		10289	SISKIYOU CO TOURISM IMPROV DIS	SCTID COLLEC 1% TOT W/HLDNGS	4,465.09
47777	01/15/2016	Printed		47680	SISKIYOU CO. COMMUNITY DEVELOP	2016ANLCUPA FAC1-1-16/12-31-16	180.00
47778	01/15/2016	Printed		57228	SOLANO'S HOME IMPROVEMNT CTR	SAW BLADE, ICE MELTER	65.06
47779	01/15/2016	Printed		10077	JOSHUA M. SPURLOCK	OCT,NOV,DEC`15 CALL OUTS	321.50
47780	01/15/2016	Printed		9497	MATTHEW A. STANFORD	OCT,NOV,DEC`15 CALL OUTS	55.00
47781	01/15/2016	Printed		21016	BRIAN A. TAYLOR	OCT,NOV,DEC`15 CALL OUTS	354.00
47782	01/15/2016	Printed		5050	THOMPSON, DAVE	OCT,NOV,DEC`15 CALL OUTS	217.50

Total Checks: 50

Checks Total (excluding void checks):

36,102.62

Total Payments: 50

Bank Total (excluding void checks):

36,102.62

Check Register Report

1-15-16 A/P

Date: 01/14/2016

Time: 2:33 pm

Page: 2

City: Dunsmuir

BANK: U.S. BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
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Total Payments: 50

Grand Total (excluding void checks):

36,102.62

Check Register Report

1-29-16 A/P

Date: 01/28/2016

Time: 2:20 pm

Page: 1

City of Dunsmuir

BANK: U.S. BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
U.S. BANK Checks							
47783	01/29/2016	Printed		9277	A CUT ABOVE TREE SERVICE, INC	EMERGENCY WRK, REMV BRANCHES	1,000.00
47784	01/29/2016	Printed		1225	ACME COMPUTER	MONTHLY CNTRCT SVCS FEB' 16	833.00
47785	01/29/2016	Printed		514	ADVANCE INFOSYSTEMS	PRE-PROC DATA, SUPPLIES, MATRLS	408.79
47786	01/29/2016	Printed		1000	AIELLO, GOODRICH, TEUSCHER	PROG BILLING FOR AUDIT 6-3-15	4,500.00
47787	01/29/2016	Printed		1215	ALSCO	PW&WWTP CVRALL RNTLS 1-26-16	32.00
47788	01/29/2016	Printed		1550	APPLIED INDUSTRIAL TECHNOLOGIS	1-MOTOR FOR SEAL PUMP	335.55
47789	01/29/2016	Printed		1910	AT&T	JAN '16 PHONE SVCS	1,752.03
47790	01/29/2016	Printed		9447	AUS SMALL BUSINESS	C.H.MATS,WKLY LNDRY 1-27-16	194.40
47791	01/29/2016	Printed		4125	B.S.B. CINDER COMPANY	15 CINDERS	419.25
47792	01/29/2016	Printed		2635	BASIC LABORATORY, INC.	DRINKING WA MONITORING	678.00
47793	01/29/2016	Printed		2800	BAXTER AUTO PARTS, INC.	CR FOR ALTERNATOR CORE	237.03
47794	01/29/2016	Printed		5325	REBECCA CATLETT	CLN SVC 1-14,17,18,24,25-16	132.00
47795	01/29/2016	Printed		9999999849	CAVE SPRINGS	2-1THRU 2-4-16 LOOKOUT	448.00
47796	01/29/2016	Printed		9820	CITY OF DUNSMUIR	APLY DEP A. MOORE #7038	1,684.21
47797	01/29/2016	Printed		6325	CLEMENS WASTE REMOVAL	RECYCLING/SORTING	13,601.44
47798	01/29/2016	Printed		10097	COMMUNITY DEVELOPMENT ON CALL	PROJ 13-CDBG-8968	2,275.00
47799	01/29/2016	Printed		48731	DEPARTMENT OF TRANSPORTATION	OCT '15 THRU DEC '15 SIGNL&LIG	209.85
47800	01/29/2016	Printed		10185	ARLENE DINGES	REMAINDER OF BAL FOR INV#15-09	262.50
47801	01/29/2016	Printed		10148	DIVERSIFIED ELECTRICAL SVC, INC	STREET LIGHTS	1,573.95
47802	01/29/2016	Printed		9885	DUNSMUIR TIRE	RAIN-X WIPER BLADE #22 -2	40.83
47803	01/29/2016	Printed		9605	DXE MEDICAL, INC	RE-CERT ZOLL AED+	1,080.63
47804	01/29/2016	Printed		12122	EMERGENCY MEDICAL PRODUCTS, INC	INVECTION CNTRL KITS	248.70
47805	01/29/2016	Printed		9303	FASTENAL COMPANY	DRILL PRESS	412.20
47806	01/29/2016	Printed		9999999515	FORD AVIATION CONSULTANTS, INC	FAA A/P GRNT PREP & ADMN SVC	800.00
47807	01/29/2016	Printed		17297	GRAINGER	SOLENOID VALVE	574.29
47808	01/29/2016	Printed		18200	HACH COMPANY	NUTRIENT BFR SOLN PLWS 3ML	50.47
47809	01/29/2016	Printed		23425	JIM WILSON MOTORS	EXHAUST EMISS DISP	12.74
47810	01/29/2016	Printed		24875	LILLY JONES	JAN '16 CEMETERY MAINT	583.33
47811	01/29/2016	Printed		26425	KEN ELGIN	CK FOR ELEC PROBLM, RPL BATR	429.16
47812	01/29/2016	Printed		25317	KENNY, SNOWDEN & NORINE	DEC '15 LEGAL SVCS	4,222.07
47813	01/29/2016	Printed		1224	LONGHAIR COLLISION WORKS	RPR TRK '2013 SMEAL	2,099.45
47814	01/29/2016	Printed		10281	DENA MARLATT	REIMB OVRCHRG FOR GA 73 MO.	987.69
47815	01/29/2016	Printed		33120	MOUNTAIN COUNTIES SUPPLY CO.	DEC '15 VEHICLE FUEL	2,113.54
47816	01/29/2016	Printed		9870	MT SHASTA AREA NEWSPAPERS	LEGAL #7459 PLN COMM PUB HR	101.30
47817	01/29/2016	Printed		33130	MT SHASTA CITY	1-LIVE SCAN J.STRONG	74.00
47818	01/29/2016	Printed		33151	MT SHASTA RECREATION	DEC '15 SENIOR NUTRITION	117.00
47819	01/29/2016	Printed		35505	NORTHLAND CABLE TELEVISION	JAN '16 HIGH SPEED INTERNET	144.13
47820	01/29/2016	Printed		37106	OFFICEMAX CONTRACT INC.	3CT 1- REAM PAPER, 1-MNTH PLNR	130.83
47821	01/29/2016	Printed		39005	PACE ENGINEERING, INC.	DWNTWN TANK RELOCAT&REPLC PROJ	34,100.13
47822	01/29/2016	Printed		39015	PACIFIC POWER & LIGHT	DEC 16,2015 TO JAN 18,2016 ELEC	9,309.61
47823	01/29/2016	Printed		39825	PITNEY BOWES, INC	OCT30,2015 TO JAN 30,2016 RNTL	143.61
47824	01/29/2016	Printed		9999992154	ROME CREEK TIMBER LLC	MT BRADLEY 10/2014 TO 9/2016	1,200.00
47825	01/29/2016	Printed		9999999473	SISKIYOU CO. SHERIFF DEPT	2ND QTR OCT,NOV,DEC '2015,OVRT	100,638.00
47826	01/29/2016	Printed		9918	SISKIYOU MEDIA COUNCIL	2-PUB BRDCST DEC'2015 CTYCNCCL	400.00
47827	01/29/2016	Printed		49875	TERMINIX INTERNATIONAL	PEST CNTRL LIB 5714 DUNS AVE	215.34
47828	01/29/2016	Printed		53813	U.S. BANK CORP PAYMENT SYSTEMS	CHIEF AIRCRAFT-RADIOS	1,330.44
47829	01/29/2016	Printed		53806	USA BLUE BOOK, INC	CAP MEMBRN KIT, COPR	386.69

Check Register Report

1-29-16 A/P

Date: 01/28/2016

Time: 2:20 pm

Page: 2

C Dunsmuir

BANK: U.S. BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
U.S. BANK Checks							
47830	01/29/2016	Printed		10045	RA MARTIN CONSTRUCTORS INC	2015 WA MAIN REPL PROJ	152,469.34
Total Checks: 48						Checks Total (excluding void checks):	344,992.52
Total Payments: 48						Bank Total (excluding void checks):	344,992.52
Total Payments: 48						Grand Total (excluding void checks):	344,992.52

January 6, 2016

TO: City Managers and City Clerks in non-manager cities

FROM: Officers of the League of California Cities
Dennis Michael, President, and Mayor of Rancho Cucamonga
JoAnne Mounce, First Vice-President, and Council Member of Lodi
James Goodhart, Second Vice-President, and Mayor of Palos Verdes Estates
Stephany Aguilar, Immediate Past President, and Council Member of Scotts Valley
Chris McKenzie, Executive Director

SUBJECT: League Dues for 2016
Voluntary Surcharge to Support Vital Litigation

Thank you for your City's membership in the League of California Cities. We understand the City's financial resources are precious and value your commitment to keep the League strong now, and into the future.

League Membership – A Great Investment

Enclosed is your city's 2016 dues statement and related supporting documentation. The value your city derives from membership in the League of California Cities makes the payment of League dues a wise investment. Please review the enclosed customized "Return on Investment" report for your city. It reflects financial benefits your city enjoys as a direct result of the League's legislative and ballot measure advocacy. A strong and effective League is central to your city's strength and vitality.

For 2016, the Board of Directors authorized a two percent dues increase. Following an unprecedented eight year period with no increases, this year's modest adjustment reflects the board's desire to return to its pre-great recession approach of increasing dues to keep pace with inflation, ensure adequate funding to maintain the League's work program, and carry out stable and predictable adjustments that minimize the potential for significantly larger increases in the future.

Annual Report – Advancing the Mission

The League is the leading voice for California cities. Working in concert with cities, partners, and coalition members, protecting local control through advocacy and education remains the cornerstone of League activities. Through numbers, the enclosed 2015 Annual Report provides an informative glimpse of the organization and the activities dedicated to advancing the League's mission. The strategies, activities and advocacy behind these numbers are made possible because of continuing commitments from cities like yours.

Voluntary Litigation Surcharge – Defending Local Control

The League and city officials have invested tremendous human and financial resources over the past decade to secure meaningful constitutional protection of city revenue sources. Proposition 1A (2004) and

*Our mission is to expand and protect local control for cities
through education and advocacy to enhance the quality of life for all Californians.*

INVOICE



1400 K Street, Sacramento, California 95814
Phone: 916.658.8200; Fax: 916.658.8240
www.cacities.org

To: City Manager
City of Dunsmuir
5915 Dunsmuir Avenue
Dunsmuir, CA 96025

Invoice: 158524

Terms: Jan. 31, 2016

<u>Date</u>	<u>Description</u>	<u>Amount</u>
January 4, 2016	Membership dues for calendar year 2016	\$1,046.00
	Optional litigation surcharge (4%)	\$41.84
	Total Amount	\$1,087.84
	City of Dunsmuir	
	Official Population 1,647	

Strategic Priorities for 2016

- Increase Funding for Critical Transportation and Water Infrastructure;
- Improve Housing Affordability; and
- Update the Local Government Tax Structure to Respond to the New Economy and Stimulate Economic Growth.

Our mission is to expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

League Membership - Your Best Investment

www.cacities.org

**Please make checks payable to
LEAGUE OF CALIFORNIA CITIES
and mail to the Sacramento address above.**

LEAGUE MEMBERSHIP -- A GREAT INVESTMENT

Customized Return on Investment Report
December 2015

	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14	FY2014-15	FY2015-16	Total
DUNSMUIR's Dues	1,172	1,172	1,172	1,025	1,025	1,025	1,025	1,046	8,662
VLF/Property Tax Swap ⁽¹⁾	62,399	74,166	87,943	72,572	75,619	73,481	73,528	73,138	592,847
Prop. 42 (local streets)	15,778	17,319	↓	↓	↓	↓	↓	↓	33,097
HUTA state taking blocked		70,364	↓	↓	↓	↓	↓	↓	70,364
HUTA and Prop. 42 protected by Prop. 22 ⁽²⁾			82,081	87,346	75,264	86,165	85,999	72,040	488,894
Property Tax loan securitized / prohibited by Prop. 22 ⁽³⁾		36,801							36,801
VLF shift prohibited by Prop. 22 ⁽⁴⁾			7,846						7,846
SB89 VLF Shift				-6,784	-6,613	-6,740	-6,886	-7,092	-34,114
Redevelopment TI protected by Prop. 22			0	>>>	0	<<<	<<<	<<<	0
Redevelopment Disolution (net of ROPS) ⁽⁵⁾									0
Police Grants - Supplemental Budget							6,406	48,569	54,975
Pre-2004 Mandate Claims payment	78,177	198,651	177,870	153,134	144,270	152,907	152,642	138,085	1,195,735
Total Return	67:1	169:1	152:1	149:1	141:1	149:1	149:1	132:1	138:1

1. Net gain in revenues by virtue of the VLF/Property Tax Swap. Growth in PropTax in Lieu of VLF versus estimated growth in VLF had it remained.
2. Prop. 22 ended the Legislature's ability to borrow or delay HUTA and Prop. 42 gas tax funds.
3. Prop. 22 ended the Legislature's ability to borrow local property taxes. The FY09-10 loan was securitized. Under Prop1A('04) another borrowing could have occurred in 3 years.
4. Prop. 22 ended the Legislature's ability to shift revenue allocations from the 0.65% state Vehicle License Fee.
5. Actual redevelopment TI from RPTTF returned to affected taxing agencies other than the city through Sept 2013.

Our mission is to expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

**League of California Cities
2016 Dues Schedule**

For cities having a population of:				2008-2015 Dues	2016 Increase	2016 Dues
1	to	500	...	\$72	\$1	\$73
501	to	600	...	191	4	195
601	to	700	...	381	8	389
701	to	800	...	417	8	425
801	to	900	...	500	10	510
901	to	1,000	...	586	12	598
1,001	to	1,250	...	732	15	747
1,251	to	1,500	...	879	18	897
1,501	to	1,750	...	1,025	21	1,046
1,751	to	2,000	...	1,172	23	1,195
2,001	to	2,250	...	1,318	26	1,344
2,251	to	2,500	...	1,465	29	1,494
2,501	to	2,750	...	1,611	32	1,643
2,751	to	3,000	...	1,758	35	1,793
3,001	to	4,000	...	2,344	47	2,391
4,001	to	5,000	...	2,929	59	2,988
5,001	to	7,500	...	3,953	79	4,032
7,501	to	10,000	...	4,562	91	4,653
10,001	to	15,000	...	5,507	110	5,617
15,001	to	20,000	...	6,342	127	6,469
20,001	to	25,000	...	7,940	159	8,099
25,001	to	30,000	...	9,534	191	9,725
30,001	to	40,000	...	11,736	235	11,971
40,001	to	50,000	...	14,278	286	14,564
50,001	to	60,000	...	16,447	329	16,776
60,001	to	70,000	...	18,076	362	18,438
70,001	to	80,000	...	18,988	380	19,368
80,001	to	90,000	...	20,240	405	20,645
90,001	to	100,000	...	22,172	443	22,615
100,001	to	125,000	...	25,288	506	25,794
125,001	to	150,000	...	27,836	557	28,393
150,001	to	200,000	...	31,636	633	32,269
200,001	to	500,000	...	33,220	664	33,884
				<i>Plus</i> 1,585	32	1,617
				<i>per each full 10,000 of population over 200,001</i>		
500,001	to	640,000		80,637	1,613	82,250
				<i>Plus</i> 1,465	29	1,494
				<i>per each full 10,000 of population over 500,001</i>		
	Over	640,000		100,476	2,010	102,486

A bylaws provision states that no city's dues may increase by more than \$5,000.

City Council Agenda Item Interim City Manager Staff Report Consent Calendar

Item No:

Date: February 4, 2016

Subject: Authorize write off of late fees and interest on utility billing account for Department of Fish and Wildlife account for 4350 Upper Soda Road

Well prior to 2013 State Department of Fish and Wildlife account for 4350 Upper Soda Road has been accruing late fees, interest, and turn on fees because the State pays utility bills after the normal City deadline. The City mails out utility bill just as we do with everyone else. By the time the State processes the bill and payment is received, it is always late.

To bring their account current and to insure that additional late fees are not accrued, it is asked that past late fees, etc. be waived in the amount of \$503.68 and staff be authorized to not charge further such fees on this account. The State is not going to pay late fees and will pay actual charges.

It is asked that this account be treated the same as schools and Recreation District which do not pay late fees as their bills are paid by Siskiyou County and their processing of payments cannot meet our deadlines. And we are assured they will pay.

Recommendation: Move to authorize write off of late fees and other penalties totaling \$503.68 through January 2016 on utility billing account for Department of Fish and Wildlife account for 4350 Upper Soda Road, and authorize staff to not charge late fees on this account as long as it is secured by State agency.

City Manager

From: Charles Anderson <canderson@cacities.org>
Sent: Thursday, January 28, 2016 11:33 AM
Subject: Memo on AB 21 (Wood): Removal of the March 1st Deadline for Medicinal Marijuana Cultivation Ordinance State Preemption

Sacramento Valley Division Members,
The following memo is being forwarded on behalf of Chris McKenzie, Executive Director, League of California Cities

January 28, 2016

TO: City Managers
FR: Christopher McKenzie, Executive Director, League of California Cities
Tim Cromartie, Legislative Representative, League of California Cities
RE: AB 21 (Wood): Removal of the March 1st Deadline in the Medical Marijuana Regulations & Safety Act

AB 21 (Wood), the bill to strike from state law the March 1st deadline to have marijuana cultivation ordinances in effect or face state pre-emption, was approved by the State Assembly today and is now on its way to the Governor's desk. The Governor is expected to sign it. As an urgency measure, AB 21 will take effect immediately upon the Governor's signature, which is expected shortly.

This development will remove the threat of state pre-emption, and consequently the urgency many local governments have felt to enact cultivation bans, since the Governor first approved the Medical Marijuana Regulation and Safety Act last October. It will allow ample time for cities and counties to engage in thoughtful research, deliberation, and debate on the local regulation that best reflects the priorities and needs of their respective communities in this area, without the pressure of the need to act hastily to preserve their local regulatory authority. This important legislation also provides cities that have already adopted medical marijuana ordinances the time to consider the advisability of any possible refinements or amendments to those local laws now that the unfortunate pre-emption deadline has been removed from state law. Materials available on the League website also can assist cities that may desire to reconsider their prior actions.

The League commends and is grateful to Dr. Wood for his leadership and diligence in securing prompt legislative action as he promised last year when the mistaken deadline was discovered in the medical marijuana legislation. The full Legislature should be commended as well for acting promptly to preserve this essential element of local control in the state's medical marijuana legislative program.

Charles Anderson
Regional Public Affairs Manager, Sacramento Valley Division
League of California Cities

400 K Street, Sacramento, CA 95814

M: 916-798-2231 | F: 866-593-2927 | E: canderson@cacities.org

[Website](#) |

City Manager

From: League of CA Cities <cacitiesadvocate@cacities.org>
Sent: Thursday, January 28, 2016 1:57 PM
To: City Manager
Subject: CA Cities Advocate Issue #9: Medical Marijuana Clean-Up Bill Heads to Governor



Jan. 28, 2016
Issue #9

Editor's Note

For a PDF copy of the newsletter please visit the League's [website](#). For more updates from the League, follow us on [Twitter](#) and like us on [Facebook](#).

Medical Marijuana Clean-Up Bill Heads to Governor

League-Supported AB 21 Eliminates March 1 Cultivation Deadline for Local Governments

The Assembly today unanimously passed AB 21 (Wood) on a vote of 66-0, sending the bill to Gov. Jerry Brown for his expected signature. As an urgency measure, it will take effect immediately upon the Governor's signature. This important League-supported legislation removes the March 1, 2016 deadline for cities and counties to pass cultivation ordinances or face state pre-emption. Introduced on Jan. 5, the final action on AB 21 late this week culminates a mere 24 days of legislative work by Assembly Member Jim Wood (D-Healdsburg) with the strong backing of the League of California Cities, the California Police Chiefs Association, patient advocates, industry and other stakeholders.

Legislation, Public Safety, Medical Marijuana Regulation

1400 K Street ■ Sacramento, CA 95814 ■ (916) 658-8200

You can unsubscribe here: [Unsubscribe](#)

City Council Agenda Item Public Hearing Staff Report

Item No: 13.A.
Date: February 4, 2016
Subject: Consider, approve second reading of, and adopt Ordinance No. 553, An Ordinance of the City Council of the City of Dunsmuir amending Section 17.12.070 of the Dunsmuir City Code to allow Single Family Houses in Central Commercial (C-2) Zone by Right and in the Historic District (C-2HD) Combining Zone with an Approved Conditional Use Permit

PMC, City's consultant for updating the Housing Element recommended changes first to the Zoning Ordinance that were required to comply with State law and had been agreed to be done by the City in 2010. When those changes were booked it was found that single family housing residential use was eliminated from C-2 Zone and C-2HD zone. This was not intended and is not required to comply with State law or get Housing Element certified.

The Planning Commission reviewed this situation at several meetings and took public input. The draft Ordinance follows the resolution of intent adopted by the Planning Commission to correct the elimination of single family residential uses in C-2 and C-2HD.

Recommendation: Move to read Ordinance No. 553 by number and title only.

Move to pass second reading and adopt Ordinance No. 553, An Ordinance of the City Council of the City of Dunsmuir Amending Section 17.12.070 of the Dunsmuir City Code to allow Single Family Houses in Central Commercial (C-2) Zone by right and in the Historic District (C-2HD) Combining Zone with an Approved Conditional Use Permit.

**City Council Agenda Item
Interim City Manager Staff Report
New Business**

Item No: 15.A.
Date: January 14, 2016
Subject: Consider and introduce and approve first reading of Ordinance No. 553, An Ordinance of the City Council of the City of Dunsmuir amending Section 17.12.070 of the Dunsmuir City Code to allow Single Family Houses in Central Commercial (C-2) Zone by Right and in the Historic District (C-2HD) Combining Zone with an Approved Conditional Use Permit

PMC, City's consultant for updating the Housing Element recommended changes first to the Zoning Ordinance that were required to comply with State law and had been agreed to be done by the City in 2010. When those changes were booked it was found that single family housing residential use was eliminated from C-2 Zone and C-2HD zone. This was not intended and is not required to comply with State law or get Housing Element certified.

The Planning Commission reviewed this situation at several meetings and took public input. The draft Ordinance follows the resolution of intent adopted by the Planning Commission to correct the elimination of single family residential uses in C-2 and C-2HD.

Recommendation: Move to read Ordinance No. 553 by number and title only. *DK+BC(3-0)*

Move to introduce and pass first reading of Ordinance No. 553, An Ordinance of the City Council of the City of Dunsmuir Amending Section 17.12.070 of the Dunsmuir City Code to allow Single Family Houses in Central Commercial (C-2) Zone by right and in the Historic District (C-2HD) Combining Zone with an Approved Conditional Use Permit, and to set February 4, 2016 for public hearing thereon and consideration of approval of second reading and possible adoption thereof.

DK+BC(3-0)

ORDINANCE NO. 553

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUNSMUIR AMENDING SECTION 17.12.070 OF THE DUNSMUIR CITY CODE TO ALLOW SINGLE FAMILY HOUSES IN CENTRAL COMMERCIAL(C-2) ZONE BY RIGHT AND IN THE HISTORIC DISTRICT (C-2HD) COMBINING ZONE WITH AN APPROVED CONDITIONAL USE PERMIT

WHEREAS, amendments to Title 17 may be initiated by the Planning Commission on the adoption of a Resolution of Intent, per 17.24.020.C; and,

WHEREAS, the Planning Commission did approve such Resolution of Intent No. 2015-20 at its December 9, 2015 Planning Commission meeting; and,

WHEREAS, single family houses were deleted as an allowable use in the C-2-zone when Ordinance 546 was adopted on May 21, 2015, to accommodate updates required to bring City of Dunsmuir Zoning Ordinance into compliance with State law regarding housing; and,

WHEREAS, the deletions of single family houses was inadvertent and not necessary; and,

WHEREAS, the City of Dunsmuir promotes a walkable, mixed use town, but also wishes to protect the historic core (HD combining District) as primarily commercial; and,

WHEREAS, a public hearing has been duly noticed and held on January 14, 2016.

NOW, THEREFORE, IT IS ORDAINED by the Dunsmuir City Council as follows:

Section 1. That certain text in Section 17.12.070 of the Dunsmuir Municipal Code is amended as shown on Attachment A.

Section 2. 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 3. 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 4. Effective Date. This Ordinance shall take effect thirty days after its adoption pursuant to California Government Code section 36937.

* * * * *

Ordinance No. 553

Page 3 of 3

Introduced and first read at a regular meeting of the City Council on the 14th day of January, 2016, 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 4th day of February, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

Josh Spurlock, Mayor

ATTEST:

Kathryn Wilson, City Clerk

ATTACHMENT A to ORDINANCE No. 553

Existing Municipal Code text shown with new text in bold and underlined

• **Chapter 17.12 - USE REGULATIONS FOR SPECIFIC DISTRICTS**

Sections:

- **17.12.010 - Use regulations.**

The following uses will be allowed and the following regulations shall apply in the districts established under Section 17.08.010.

17.12.070 - Central commercial C-2 district. 17.12.070 – Central commercial C-2 district.

Uses: None but the following uses, or uses which in the opinion of the planning commission are similar will be allowed	Use Permit Required	Maximum Allowable Height (Feet)	Minimum Building Site Required (Feet)		Minimum Lot Width Required (Feet)	Maximum Allowable Lot Coverage by Buildings or Structures
			Corner Lot	Interior Lot		
			Corner Lot	Interior Lot	Corner Lot	
Churches, schools, parks, playgrounds, and public buildings <u>and Single Family structures in the Historic District</u>	Yes		As specified in the R district, Sections 17.12.020, 17.12.030, 17.12.040			

Uses: None but the following uses, or uses which in the opinion of the planning commission are similar will be allowed	Use Permit Required	Maximum Allowable Height (Feet)	Minimum Building Site Required (Feet)		Minimum Lot Width Required (Feet)		Maximum Allowable Lot Coverage by Buildings or Structures
			Corner Lot	Interior Lot	Corner Lot	Interior Lot	
Residential uses, second floor and above only	No	As specified in the R district, Sections 17.12.020, 17.12.030, 17.12.040					
<u>single family structures not in the Historic District</u>	<u>No</u>	<u>As specified in the R district, Sections 17.12.020, 17.12.030, 17.12.040</u>					
Employee housing - small, second floor and above only	No	30	6,500	5,500	65	55	40%
Supportive housing, second floor and above only	No	30	6,500	5,500	65	55	40%

Uses: None but the following uses, or uses which in the opinion of the planning commission are similar will be allowed	Use Permit Required	Maximum Allowable Height (Feet)	Minimum Building Site Required (Feet)		Minimum Lot Width Required (Feet)		Maximum Allowable Lot Coverage by Buildings or Structures
			Corn er Lot	Interior Lot	Corn er Lot	Interior Lot	
Transitional housing, second floor and above only	No	30	6,500	5,500	65	55	40%
Group care homes - small, second floor and above only	No	30	6,500	5,500	65	55	40%
Emergency Shelter ¹	No	35	6,500	5,500	65	55	75%

¹See Section 17.16.120

Uses	Minimum Front Yard Required (Feet)	Minimum Side Yard Required (Feet)		Minimum Rear Yard Required (Feet)		Minimum Lot Area Per Family Unit	Minimum Off-Street Parking Space Required	
		Corner Lot	Interior Lot	Corner Lot	Interior Lot			
Churches, schools, parks, playgrounds, public buildings, and single family structures	As specified in the R districts, Sections 17.12.020, 17.12.030, 17.12.040						The planning commission may prescribe the amount of parking for uses not listed herein	
Residential uses, second floor and above only	As specified in the R districts, Sections 17.12.020, 17.12.030, 17.12.040							
Employee housing - small	20	10		5	20	20	5,500	One garage or carport per

Uses	Minimum Front Yard Required (Feet)	Minimum Side Yard Required (Feet)		Minimum Rear Yard Required (Feet)		Minimum Lot Area Per Family Unit	Minimum Off-Street Parking Space Required
		Corner Lot	Interior Lot	Corner Lot	Interior Lot		
Supportive housing	20	10	10	5	20	20	One garage or carport per dwelling
Transitional housing	20	10	10	5	20	20	One garage or carport per dwelling
Group care homes - small	20	10	10	5	20	20	One garage or carport per dwelling
Emergency Shelter ¹	20	10	10	5	10	20	See 17.12.120

¹See Section 17.12.120

- (Prior code App. A § 4.06)
- * Minimum 10-foot setback from adjacent residential or commercial zones with screen required.
- (Ord. 487 § 2, 1994; prior code App. A § 4.06A)

**City of Dunsmuir Planning Commission
Staff Report**

Prepared By Arlene Dinges, Planning Consultant

- Date of Meeting: December 9, 2015
- Item no.: 8. B.
- Proposed Action: Re-establishing single family houses as an allowable use in the C-2 zone, except for the Historic District combining zone.
- Existing Conditions: Single Family residences were inadvertently eliminated as allowed uses during the adoption of revised Zoning Ordinance text recommended by the consultant preparing the Housing Element Update. This elimination is not required by the State. The elimination was an oversight and has the potential to create financial hardships for existing owners (See June 3rd staff report).
- Status: The Commission considered this matter on June 3, 2015 and requested staff to bring back additional information. On November 11th, staff set various options to consider, ranging from simple reinstatement of the previous rights to block-by-block study of what might be appropriate in specific locations based on existing conditions. The Commission recommended that single-family houses (existing and new) be allowed in the C-2 zone, but not the C-2 HD zone (Historic District combining zone) since the purpose of the historic district is generally core commercial. Residences will still be allowed in the historic district and in the regular C-2 district on upper stories of commercial buildings.
- Environmental review: Houses used to be allowed in the C-2 Zone by right and therefore ministerial projects as recently as July 2015. Returning them to the list of allowable uses as ministerial projects will not create a negative environmental impact. An Exemption from CEQA has been prepared per Section 21084 of the Public resources Code.

15300.1. Relation to Ministerial Projects

Section 21080 of the Public Resources Code exempts from the application of CEQA those projects over which public agencies exercise only ministerial authority. Since ministerial projects are already exempt, categorical exemptions should be applied only where a project is not ministerial under a public agency's statutes and ordinances. The inclusion of activities which may be ministerial within the classes and examples contained in this article shall not be construed as a finding by the Secretary for Resources that such an activity is discretionary.

Note: Authority cited: Section 21083, Public Resources Code; Reference: Section 21084, Public Resources Code.

Recommendation:

Hear public comments. Review draft resolution of intention prepared in accordance with Section 17.24 of the Dunsmuir Municipal Code, and amend as appropriate. Consider CEQA exemption. Act on CEQA and resolution.

Attachments:

- A. Resolution of Intent
- B. June 3, 2015 Staff report
- C. Matrix re Single family houses in C-2

Item 8. B.
Attachment A

4-FL (6-c)

RESOLUTION OF INTENTION NO. PC-2015-21

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF DUNSMUIR EXPRESSING THE INTENTION TO INITIATE A ZONE TEXT AMENDMENT REINSTATING SINGLE FAMILY HOUSES AS AN ALLOWABLE USE IN THE C-2 CENTRAL COMMERCIAL ZONE AND AS A CONDITIONAL USE IN THE HISTORIC DISTRICT COMBINING ZONE

WHEREAS, Section 17.24.020 B. of the Dunsmuir Municipal Code authorizes the Planning Commission to initiate amendments to the zoning ordinance; and,

WHEREAS, it has been found that the public convenience and general welfare of the city would be served by re-instating single family houses as allowable uses in the C-2 zone but will require individual consideration in the Historic District; and,

WHEREAS, a public hearing was advertised on Monday, November 30 in the Siskiyou Daily news; and,

WHEREAS, the Planning Commission has held a public hearing on December 9, 2015 and considered public testimony on the matter.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

The Planning Commission finds this matter is exempt from CEQA as a simple reinstatement of a ministerial use per Section 21084 of the Public Resources Code; and

The Planning Commission further requests City staff to initiate a zone text amendment to reinstate single family houses as an allowable use in the C-2 Central Commercial zone and as a conditional use in the C-2 Historic District Combining Zone.

Resolution of Intention No. PC-2015-_____

Page 2 of 2

IT IS HEREBY CERTIFIED that the foregoing PC Resolution 2015-_____ was duly presented and adopted this 9th day of December, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: December 9, 2015

ATTEST:

Kathryn Wilson, City Clerk

Chairperson

Item 8. B.
Attachment B

City of Dunsmuir Planning Commission
Staff Report
Prepared By Arlene Dinges, Planning Consultant

Date of Meeting:	June 3, 2015
Proposed Action	Discussion regarding Single Family houses used as residences in the non-residential zones.
Purpose of Review	Acknowledge the potential financial impact to home owners or prospective home owners of existing houses in non-commercial zones. Determine the will of the Planning Commission and Discuss options to clarify that how to codify that intent.
Existing Conditions.	<p>Dunsmuir currently is comprised of many houses that are historic in nature. Many of those are in neighborhoods that are now zoned commercial. This was to accommodate expansion of the commercial core as Dunsmuir grows. In many towns, older homes are converted to office or retail use as the downtown core expands due to economic growth. In reality, Dunsmuir has experienced a significant reduction in population, and the push for expansion has not been realized.</p> <p>Dunsmuir recognizes the cultural and aesthetic value of its older homes, and has adopted a mixed use philosophy in its commercial zones, however, there are some difficulties and challenges for home owners. Finance policies have changed in recent years making it difficult to sell or refinance a house, particularly in the -2 Central commercial zone unless because the code does not clearly state the structure and the use have legal status to exist, exercise typical rights of home ownership, and even rebuild. The recent code revisions prepared by PMC for the housing element have removed the ability for a single family structure to survive as a house, as a Conditional Use Permit will no longer be available as a vehicle to allow it to remain a residence. Once in effect it will put all single family residences in the C-2 zone into the category of non-conforming use, and houses will be non-conforming structures.</p>

Table A on the following page summarizes how Dunsmuir currently addresses residential uses all zones.

- Supplemental Issues: Non-conforming uses and Non-conforming structures have limited viability in any zone. "Nonconforming use" means a use that does not conform to the regulations for the district in which it is situated. See attachment #2 for more information.
- Environmental review: This action does not meet the definition of a project under the California Environmental Quality Act and therefore does not require review.
- Recommendation: Direct staff to proceed with a specific course of action to clarify or amend the code with regard to houses in the Commercial zone.
- Attachments: Table A summarizing Residential uses by zone
Copy of Code Sections on non-conforming uses and non-conforming buildings

Table A – Summary of Residential Uses by Zone

<u>Zone</u>	<u>Residential type</u>	<u>Restrictions</u>
R-1 Single family residential	Single Family	By right
R-2 Duplex residential	Single Family	By right
	Duplex	By right
R-3 Multiple family residential	Single family and Duplex	By right
	Multiple family	By right
	Single room occupancy	Conditional use permit
R-4 Multiple-residential and professional	Single family, Duplex and Multiple Family	By right
	Hotels and Motels and Single room occupancy	Conditional use permit
C-1 Neighborhood commercial	Single family, Duplex and Multiple Family	By right
	Hotels, motels and Single room occupancy	Conditional Use Permit
C-2 Central commercial	Living quarters in any commercial building or use	By right on the second floor or above
	Churches, schools, parks, playgrounds, public buildings and residential uses	Conditional use permit This has been deleted from the code per the PMC code changes
C-M Service commercial	Living quarters for watchmen or owner-operator only	Conditional use permit
L-M Light industrial	Living quarters for watchmen or owner-operator only	By-right
M Industrial	None	

7.16.070 - Nonconforming uses.

A.

The lawful use of land or buildings existing under and pursuant to Ordinance No. 220, zoning ordinance of the city of Dunsmuir and existing at the time of the adoption of the ordinance codified in this title although such use does not conform to the regulations herein specified for the district in which such land is located, may be continued provided no such use shall be enlarged or increased, nor be extended to occupy a greater area than that occupied by such use at the time of the adoption of the ordinance codified in this title, and that if any such use ceases, the subsequent use of such land shall be in conformity to the regulations specified by this title for the district in which such land is located.

B.

The nonconforming use of a portion of a building may be extended throughout the building; provided, that in each case a use permit shall first be obtained.

C.

If nonconforming uses cease voluntarily by the owner for a continuous period of six months, it shall be considered abandoned and shall thereafter be used only in accordance with the regulations for the district in which it is located.

(Prior code App. A § 5.50)

€ 17.16.080 - Nonconforming buildings.

A.

Nonconforming buildings damaged or destroyed by fire, explosion, earthquake or other act to the extent of more than fifty (50) percent of their reasonable value as determined by the building inspector, may be restored only if made to conform to all of the regulations of the district in which located, except that dwellings in R districts may be so restored on lots having width of not less than forty-five (45) feet and areas of not less than four thousand five hundred (4,500) square feet without the requirement that use permits first be secured.

B.

Nonconforming buildings damaged or partially destroyed by fire, explosion, earthquake, or other act to an extent of less than fifty (50) percent of their reasonable value, may be restored and the use thereof may be continued on condition that said restoration is started within six months and diligently continued to completion; provided, that such nonconforming building or use shall not be enlarged.

C.

Ordinary maintenance and repairs may be made to any nonconforming building provided no structural alterations are made, and providing, that such work in any one-year period does not exceed fifteen (15) percent of the reasonable value of said building. Other repairs may be permitted; provided, that a use permit shall first be secured in each case.

(Prior code App. A § 5.60)

Attachment D - Matrix on the Issue of Single Family houses in the C-2 Zone

The way the revised code reads, no residential uses would be allowed in the C-2 zone unless above commercial. They become legal, non-conforming uses. However residential uses need to be legal in the C-2 zone, at least in existing houses. The lending institutions are looking for letters from the City that make these uses legal to continue in case of a disaster like a fire burning more than half of the structure, so they can be rebuilt and will not be considered non-conforming.

	Option to Consider	PROS	CONS	Effect
1	Add the CUP ability back in for residences in houses	Restores to property owners the same right they had before.	They Still need a CUP for a 1 st floor residence or a single family house	Leaves everyone else neutral
2	Allow residences in houses without a CUP	Slightly more permissive	PC does not have the ability to study on a case by case basis	A new business could be wary of locating adjacent to residential due to noise etc.
3	Rezoned some blocks to C-1	Already allows single family homes, so that problem goes away	Affects neighbors by allowing different uses adjacent to them than they may have had before Also may jeopardize other existing commercial in the block.	At least 7 existing businesses would need CUP's if new or sold. At least 2 existing business would not be allowed if new or sold.
4	Rezoned some blocks to R-4	Already allows single family homes, so that problem goes away, and other uses are generally quieter -less commercial, more professional	Affects neighbors by allowing different uses adjacent to them than they may have had before. Also may jeopardize other existing commercial in the block	At least 5 existing businesses would need CUP's if new or sold. At least 6 existing businesses would not be allowed if new or sold.
5	Rezoned some lots to C-1 or R-4	Very case specific but requires more work and more time.	Be careful with spot zoning – it needs to make sense – logical progression of uses with buffers. And if you don't think it should be re-zoned, then they have been given no relief.	Requires additional study
6	Issue CUP's for all of the non-conforming parcels such that they become conforming as they currently as constructed.	Restores to property owners the same right they had before.	Time Consuming and financially burdensome in that a public hearing would be required for each.	Same effect as #1 after the CUP's are heard and granted.

City Council Agenda Item Interim City Manager Staff Report Old Business

Item No: 14.A.
Date: February 4, 2016
Subject: Consider and authorize agreement with MuniCode to republish Dunsmuir City Code

MuniCode, and its predecessor companies, has published the Dunsmuir City Code since 1995. In 2014 the City Council chose to re-adopt the City Code in its entirety to insure that lack of publication of some ordinances would not lead to legal challenges. Since that time there have been several other ordinances adopted that have yet to be codified.

MuniCode has evaluated the work needed to update all code books existent and City web site, update State law references, and provide for on line updates of future ordinances. They are requesting a one-time amount of \$7,628 plus \$1,000 annually for on line services to keep code current.

Your 2015-16 budget anticipated this project and an amount of \$6,000 was budgeted.

Recommendation: Move to authorize staff to enter into agreement with MuniCode to republish the Dunsmuir City Code for an amount not to exceed \$7,628 plus \$1,000 for on line updates of new ordinances.

Pam Stock

From: Stephen Hall <SHall@municode.com>
Sent: Wednesday, January 27, 2016 11:13 AM
To: Pam Stock
Cc: Steffanie Rasmussen; Nadia Khoury
Subject: RE: City of Dunsmuir

Hello Pam, you have it correct – contact me if you need anything else, thank you, Stephen

Stephen VZ Hall
California Representative
Office (310) 577-1000
Cell (310) 422-2095
shall@municode.com



From: Pam Stock [mailto:CFO@ci.dunsmuir.ca.us]
Sent: Tuesday, January 26, 2016 9:36 AM
To: Stephen Hall <SHall@municode.com>
Subject: City of Dunsmuir

Stephen, thank you for the phone all this morning. I wanted to let you know what we are thinking and make sure I have a complete understanding of both the initial and annual cost.

We are considering the Option 2	\$6,848
10 3 ring binders with insert	\$ 180
Updating State Law Reference	<u>\$ 600</u>
	\$7628.00

Supplement Service Rate is \$23.50 per page

Online Code	\$500 annually
Online Code (10 ord. per yr.)	\$350 annually
CodeBank	<u>\$150</u> annually
	\$1000

Feel free to correct anything I may have wrong.

Thank you,

Pamela Stock
Finance Director
City of Dunsmuir
CFO@ci.dunsmuir.ca.us
530-235-4822 ext. 109



Municipal Code Corporation • P.O. Box 2235 Tallahassee, FL 32316
info@municode.com • 800.262.2633
fax 850.564.7492 • www.municode.com

January 15, 2016

Mr. Randy Johnsen
Interim City Manager
City of Dunsmuir
5915 Dunsmuir Avenue
Dunsmuir, CA 96025

Sent via Email: citymanager@ci.dunsmuir.ca.us

Cover Letter

Mr. Johnsen:

Thank you for corresponding with Gregory Dudiak, regional representative, and Nadia Khoury, Sales Office Manager, to update the code with the inclusion of the new adoption ordinance. Gregory has recently retired. Stephen Hall has been working very closely with our West Coast customers, and he is happy to help you with anything you may need. We have reviewed your code and are pleased to submit the following information for your review.

Our team is driven by the desire to serve you and your citizens. We believe that quality customer relationships and exceptional service are what have set us apart in the legal codification industry since 1951. Our commitment to service inspires us to: provide you with the highest quality legal codification services in the industry; set the standard for online and mobile services; ensure that you receive the most accurate and timely supplements possible and to work with you as a long-term partner. Our desire to serve you is why we have chosen this profession.

Why Municode?

Integrity. *"Our word is our bond."* We believe that long-term relationships built on trust are built to stand the test of time. Our goal is to serve you and your citizens for the next 30 years or more.

Attorneys. We have a team of full-time attorneys. All of your legal work will be completed by our experienced team of in-house attorneys.

Experience. With over 3,700 customers in all 50 states, we are the most trusted and experienced codifier of local government codes in the nation. Our team of attorneys has an average of over 20 years of codification experience. With over 180 professionals committed to serving you, we have the depth of knowledge and experience that it takes to stay at the forefront of legal and technological developments.

Relationships. For over 64 years, we have earned the trust, loyalty and respect of our customers by focusing on what is most important to us: our customers. We have a team of customer service professionals dedicated to serving you, your team and your citizens. No matter what the challenge, we are here for you.

Quality. We are committed to excellence in every product that we create. Our team of legal editors and legal proofreaders, each averaging over eight years of service, is dedicated to providing you with the most accurate and timely product available in the nation.

Technological Leadership. MunicodeNEXT is the nation's most advanced, accessible and intuitive website. With MunicodeNEXT, your staff and citizens can have access to your code of ordinances, all archived versions of your code, every official copy of your ordinances, the power to compare versions of your code over time, the ability to be notified every time your code is updated and a powerful search engine capable of simultaneously searching your code, ordinances, minutes, resolutions, budgets and more. Our web tools are designed to make your job easier, your code more accessible and your citizens more informed.

Why Our Clients Love Us

Applying our Legal Experience. We have a large team of full-time attorneys. This is a crucial factor to consider when assessing the qualifications of a codification company that is being considered for legal publication and supplementation services. We have been in business for over 64 years and have worked for decades serving the biggest and most advanced municipalities in the nation, as well as 217 clients located in California. No other codification company has this level of experience and knowledge that can be harnessed for your benefit.

Team Approach. We have 14 legal editorial teams, over 35 legal editors and over 20 legal proofreaders. By partnering with us, you are provided with a depth of legal talent that is unmatched in the industry. You and your citizens deserve the best and deserve to have a team that will be here to serve you no matter what the situation.

Customer Service. Our goal is to fully understand your unique needs. In order to do so, we will establish a routine meeting schedule with you. Your Municode representative, Gregory Dudiak, is able to meet with you in person anytime. Gregory can also provide onsite training or host webinars throughout the term of the contract. Steffanie Rasmussen will serve as your internal customer service "go to" person.

Your Representative. Municode's West Coast Sales Representative, Stephen Hall, is located in Long Beach, California. He is available to answer questions and meet with you, as needed. Stephen worked in governmental sales for over 16 years. Stephen is new to the Municode team and he looks forward to visiting California often and will regularly attend the California Municipal League Conference, Clerks Conference and IIMC Conference. Stephen is supported by our entire team in Tallahassee.

Real People. If you have a question, our response time is normally less than a few minutes via e-mail (constantly monitored) or within the half-hour for phone correspondence. When you call us, you will find that our phones are answered by our employees...not an automated answering service.

Personal Touch. We are a family-owned, medium size business which means you will receive a level of personal service that is unparalleled in the industry. We earn our reputation by providing exceptional customer service, offering helpful suggestions and developing solutions for your unique situation.

Responsible Citizen. We are proud to support numerous Clerk, Attorney, Municipal and County Associations. Additionally, we partner with the International Institute of Municipal Clerks and International Municipal Lawyers Association to provide services to their members. Our Vice President of Sales, Dale Barstow, is the President of the Municipal Clerks Education Foundation. We are also extremely active within our community, supporting the United Way, Boys Town and Ability First through quarterly employee volunteer days.

If you have any questions or desire additional information, please call and speak with our West Coast Sales Representative, Stephen Hall or our Assistant Vice President of Sales, Steffanie Rasmussen. We are also happy to schedule a conference call or webinar with all interested parties, or meet with you personally. We are here to serve you!

Sincerely,

W. Eric Grant
President

WEG/nk
Enc.
cc: Steffanie Rasmussen, Assistant Vice President of Sales
steff@municode.com
800-262-2633 ext. 1148
Stephen Hall, West Coast Regional Sales Representative
shall@municode.com
(310) 422-2095

Pricing Quotation Sheet

Option 1 – Supplement

Under this option Municode will codify the new adoption ordinance No. 544 on in the preliminary pages of the code, update the supplement history table, ordinance table, and add an editor's note in Title 1 – General Provisions regarding the new adoption ordinances. The codification of ordinance No. 543 through No. 550 will also be included in this supplement. This will be completed as a supplement and only the pages amended in the code will be provided to the City. Please note that this is just an estimate.

We estimate the supplement to be 126 pages at \$23.50 = \$2,961.00
 We estimate the supplement to include 7 images, graphics, or tabular matter at \$10.00 each = \$70.00
 Estimated total = \$3,031.00
 This includes updating the website and providing 10 copies of the supplement to the City

Option 2 - Republication base cost, includes **\$6,848**

Under this option we will include everything listed under option 1 and add a history note to every section in the code. As we will be touching every code page we recommend a full republication to include new page numbers and will provide complete new copies of the code.

- Updating of preliminary pages (title page, officials page and preface)
- Adding a history note to every section of the code referencing the adoption ordinance No. 544
- Inclusion of legislation No. 543 - 550
- Receipt, review and organization of materials
- New page numbers
- Editing
- Proofreading
- Graphics and tabular matter
- Proofs
- 10 Printed¹ copies with divider tabs
- Double column format, 10- point, Times New Roman font

Base cost does not include:

- Reorganizing, renumbering or legally reviewing code content
 - 3-post expandable binders with stamping, \$57 each qty _____ \$ _____
 - 3-ring leatherette binders with stamping, \$47 each qty _____ \$ _____
 - * 3-ring vinyl binders with insert, \$18 each qty 10 \$ 180.00
- Binder Color:** Semi-Bright Black Dark Blue Hunter Green Burgundy
Binder Stamping Color: Gold Silver White

Please check one option for State Law Reference Footnotes:

- Updating State Law Reference Footnotes (internal citations not changed) \$600.00
- Removing State Law Reference Footnotes (internal citations not changed) No Charge
- Leaving State Law Reference Footnotes as they are in the code (internal citations remain the same)

Items Not Included In Base Cost

- Pages over 450 10 point double column pages, per page \$18
- Freight Actual
- State sales tax If applicable

Payments for Republication Services

- Execution of agreement \$2,740
- Submission of proofs \$2,400
- Delivery Balance

Supplement Service Page Rate² Quotation Sheet

Supplement Service Page Rate

Page Format	Base Page Rate
Double Column	\$23.50 per page

Base page rate above includes:

- ☐ Acknowledgement of material
- ☐ Data conversion, as necessary
- ☐ Editorial work
- ☐ Proofreading
- ☐ Updating the index
- ☐ Schedule as selected by Client³
- ☐ Updating electronic versions⁴ and online code
- ☐ Printing 10 copies

Base page rate above excludes:

- ☐ Freight
- ☐ State Sales Tax
- ☐ Graphics⁵ & tabular⁶ matter, per graphic or table
- ☐ Blank pages
- ☐ MyMunicode or online code

**Actual freight
if applicable**
\$10
No Charge
Selections on page 5

Electronic media options for Code of Ordinances (Sent via download)⁷

- | | | |
|--------------------------|------------------------------|---------------------------------------|
| <input type="checkbox"/> | Folio Bound Views | \$295 initially then \$100 per update |
| <input type="checkbox"/> | WORD (DOCX) | \$150 initially then \$75 per update |
| <input type="checkbox"/> | Adobe PDF of the code | \$150 initially then \$75 per update |
| <input type="checkbox"/> | Adobe PDF of each supplement | \$150 initially then \$75 per update |

Payment for Supplements and Additional Services:

- ☐ Invoices will be submitted upon shipment of project(s).

² All prices quoted in this section may be increased annually in accordance with the Producer Price Index – Internet Publishing and web search portals (NAICS 519130) as reported by US Department of Labor – Bureau of Labor Statistics.

³ Schedule for Supplements can be weekly, bi-weekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic Updates can occur more frequently than printed Supplements.

⁴ We do not charge a per page rate for updating the internet; however a handling fee is charged for PDF, Word, Folio or additional electronic media items ordered.

⁵ Includes printing all copies. Additional fees will apply if graphics are printed in color.

⁶ Tabular matter is defined as tables, algebraic formula, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

⁷ "delivery" is defined as making updated electronic data available to you via download or FTP. Fee applies whenever content is delivered as HTML, PDF, XML, Folio or Word, via one of the afore-mentioned mediums.

Online Services Quotation Sheet

Elections below will be implemented upon adoption of your new code.

All of the following features would be included if you upgrade to MyMunicode for only \$195 more per year! Given that the annual code on the internet fee this past October, we will prorate the MyMunicode fee monthly until October 2015.

Please check the appropriate box (es) to indicate your selection:

Value Pricing:

- MyMunicode⁸ includes the following: **\$895 annually⁹**
- Online Code = MunicodeNEXT
 - OrdBank
 - CodeBank
 - MuniPRO
 - Custom Banner

A la carte pricing:

In lieu of purchasing the above package, online services can be purchased a la carte at the following rates:

- | | |
|--|-------------------------------------|
| Existing order - Online Code = <i>MunicodeNEXT</i> , (annually each October) | \$500 |
| Existing order - CodeBank (annually each October) | \$150 |
| <input type="checkbox"/> CodeBank Compare + eNotify ¹⁰ (annually) | \$250 |
| <input type="checkbox"/> MuniPRO Service (annually) | \$295 |
| <input type="checkbox"/> Custom Banner, onetime fee | \$250 |
| <input type="checkbox"/> MuniDocs | Quote available upon request |

ORDINANCES PENDING CODIFICATION

Option 1) OrdBank

- Per ordinance fee (10 ordinances per year x \$35 = \$350) **\$35**

Option 2) OrdBank + OrdLink

- Per ordinance fee (10 ordinances per year x \$60 = \$600) **\$60**

Municode does not charge a per page rate to update the internet – this is all included in the supplement per page rate.

⁸ Municode does not charge a per page rate for updating the Internet – this is included in the supplement per page rate.

⁹ Total Value if each item purchased a la carte would be approximately \$1,210 per year with participation in our OrdBank service.

¹⁰ Enrollment in CodeBank is required in order to receive the CodeBank Compare/eNotify technology.



Municipal Code Corporation • P.O. Box 2235 Tallahassee, FL 32316
info@municode.com • 900 262.2633
fax 850.564.7492 • www.municode.com

This proposal shall be valid for a period of ninety (90) days from the date appearing below unless signed and authorized by Municode and the Client.

Term of Agreement. This Agreement shall begin upon execution of this Agreement and end three years after the publication date of the new Code. Thereafter, the supplement service shall be automatically renewed from year to year provided that each party may cancel or change this agreement with sixty (60) days written notice.

Submitted by:

MUNICIPAL CODE CORPORATION

Municode Officer: *[Signature]*

Title: _____

Date: January 15, 2016

Accepted by:

CITY OF DUNSMUIR, CALIFORNIA

- Option 1 – Supplement including only updating the preliminary pages only with ordinance No. 544.
- Option 2 – Republication including adding history notes to all sections for ordinance No. 544.

By: _____

Title: _____

Date: _____

MunicodeNEXT – Website Tools Defined

STANDARD FEATURES:

- Ⓒ **Modern Design** – MunicodeNEXT was designed by our team with an emphasis on mobile devices. This means that tablet users will be directed to the full version of your site. This advance was made possible thanks to the responsive user interface that we have created. Being able to access the full version of MunicodeNEXT from a tablet means that your users will enjoy a more dynamic and satisfying user experience.
- Ⓒ **Tablet friendly** – Tablet users are directed to the full desktop version of the site. The advanced user interface uses large buttons and icons, making it extremely touch friendly.
- Ⓒ **Searching** – Search results begin in a popover, then move to a persistent left-hand tab as you cycle through the results. You can toggle between search and browse modes by selecting the appropriate tab. This enables you to quickly move through search results without clicking “back” to a search results page. The code is also indexed by the section, returning more accurate, granular results.
 - Ⓒ **Advanced Searching** – You and your power users can conduct searches using Normal Language, Boolean Logic, Stemming, Fuzzy Search and Synonym search.
 - Ⓒ **Searchable ordinances** – If you use our OrdBank service, ordinances posted pre and post-codification are full-text searchable with hit highlighting.
 - Ⓒ **Searching all content types** – If you use our OrdBank or MuniDocs service, you can search any combination of the code, ordinances, and MuniDocs simultaneously. Search results are color coded and labeled for easy identification.
 - Ⓒ **Narrow Searching** – Your users have the ability to search selected chapters or titles.
- Ⓒ **Print/Save/Email** – Users can print, save (as Word) or email files at the section level as well as at the article or chapter level. You will also be able to print, save or email non-sequential sections from multiple portions of your code(s).
- Ⓒ **Multiple publications** – If you have multiple publications (code, zoning, etc.) they will all be searchable from one interface.
- Ⓒ **Social Media Sharing** – You and your users are able to share code sections via Facebook and Twitter. This will make it easier for you and your team to utilize social media in order to engage your citizenry and enhance your level of transparency.
- Ⓒ **Internal Cross-Reference Linking** – Cross-references within your code are linked to their respective destination Article, Chapter, or Section.
- Ⓒ **Mouseover (cluetips)**. Navigate to your code and any linked cross-reference will quickly display the pop-up preview window.
- Ⓒ **Static Linking** – Copy links of any section, chapter or title to share via email or social media.
- Ⓒ **Scrolling Tables and Charts** – Headers stay fixed while you scroll through the table/chart.
- Ⓒ **GIS** - We can provide a permalink to any code section and assist staff to create a link from your GIS system to relevant code sections.
- Ⓒ **In-line Images & PDFs**. We take great care to ensure that your images match online and in print, and are captured at the highest quality possible. Our online graphics can be enlarged with a frameless view to maximize the image. We can also incorporate PDFs of certain portions of the code that have very specific viewing and layout requirements.
- Ⓒ **Collapsible TOC**. The table of contents collapses and is re-sizeable, providing additional real estate with which you may view your code. Easily view your maps, graphs and charts by simply enlarging the item.
- Ⓒ **Support** - Phone, email and web support for citizens and staff: 24 hour email response; phone support from 8:00 a.m. to 8:00 p.m. Eastern Standard Time.

MunicodeNEXT Premium Features

(Take Your Online Code to the NEXT Level with these Exclusive, Premium Features!)

OrdBank. With our OrdBank solution, newly adopted legislation will be posted online in between supplements. Upon the completion of your supplement, the ordinances will be linked in your history notes and stored in your OrdBank repository under the "ordinances" tab.

(Hyperlinked Ordinance in Text)

The screenshot shows the MunicodeNEXT interface with a search bar at the top right. Below the search bar are navigation tabs: Codes, Archives, Ordinances, Municode, and Links. A sidebar on the left contains a 'SUPPLEMENT HISTORY TABLE' with a tree view showing chapters 1 through 14, and articles under Chapter 14. The main content area displays the text of Ordinance No. 2010-07, 'Restraint of animals by owners.' The text includes three subsections: (a) 'Running at large', (b) 'Control of animals generally', and (c) 'Female dogs and cats in heat'. A red arrow points to a blue hyperlink '(Ord. No. 2010-07)' within the text of subsection (c). Below the ordinance text, another ordinance, 'Sec. 14-29 - Impoundment', is partially visible.

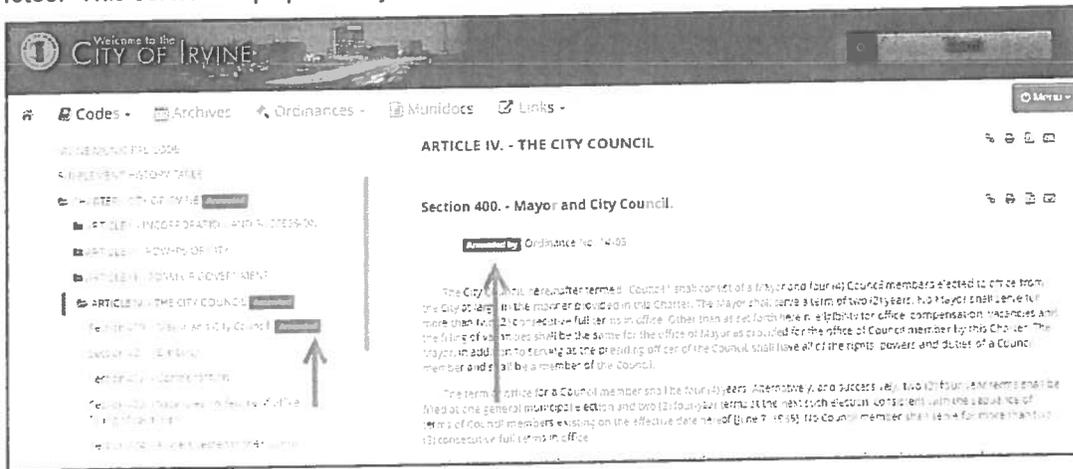
(One-Click Access to the Original Ordinance)

The screenshot shows the MunicodeNEXT interface with a search bar at the top right. Below the search bar are navigation tabs: Codes, Archives, Ordinances, Municode, and Links. A sidebar on the left contains a 'SUPPLEMENT HISTORY TABLE' with a tree view showing chapters 1 through 14, and articles under Chapter 14. The main content area displays the text of Ordinance No. 2010-07, 'Animal and Shelter and Control (rewrite of ordinance), Chapter 14, Article II'. A red arrow points to a blue hyperlink '(Ord. No. 2010-07)' within the text of subsection (c). Below the ordinance text, another ordinance, 'Sec. 14-29 - Impoundment', is partially visible.

(OrdBank Repository)

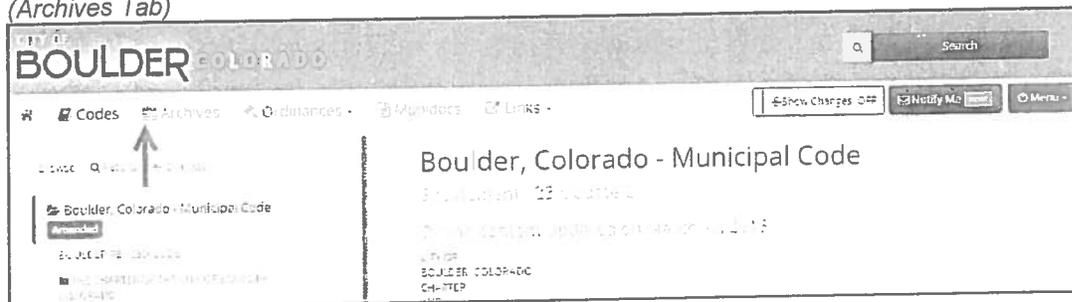
The screenshot shows the MunicodeNEXT interface with a search bar at the top right. Below the search bar are navigation tabs: Codes, Archives, Ordinances, Municode, and Links. The main content area displays the 'Ordinances for Boulder, CO Municipal Code' page. The page title is 'Ordinances for Boulder, CO Municipal Code' and the date is '11/18/2010'. Below the title is a table of contents with a search bar. The table of contents lists various ordinances and supplements, including 'Municipal Code', 'Supplement 100-01-01', 'Supplement 100-01-02', 'Supplement 100-01-03', 'Supplement 100-01-04', 'Supplement 100-01-05', 'Supplement 100-01-06', 'Supplement 100-01-07', 'Supplement 100-01-08', 'Supplement 100-01-09', 'Supplement 100-01-10', 'Supplement 100-01-11', 'Supplement 100-01-12', 'Supplement 100-01-13', 'Supplement 100-01-14', 'Supplement 100-01-15', 'Supplement 100-01-16', 'Supplement 100-01-17', 'Supplement 100-01-18', 'Supplement 100-01-19', 'Supplement 100-01-20', 'Supplement 100-01-21', 'Supplement 100-01-22', 'Supplement 100-01-23', 'Supplement 100-01-24', 'Supplement 100-01-25', 'Supplement 100-01-26', 'Supplement 100-01-27', 'Supplement 100-01-28', 'Supplement 100-01-29', 'Supplement 100-01-30', 'Supplement 100-01-31', 'Supplement 100-01-32', 'Supplement 100-01-33', 'Supplement 100-01-34', 'Supplement 100-01-35', 'Supplement 100-01-36', 'Supplement 100-01-37', 'Supplement 100-01-38', 'Supplement 100-01-39', 'Supplement 100-01-40', 'Supplement 100-01-41', 'Supplement 100-01-42', 'Supplement 100-01-43', 'Supplement 100-01-44', 'Supplement 100-01-45', 'Supplement 100-01-46', 'Supplement 100-01-47', 'Supplement 100-01-48', 'Supplement 100-01-49', 'Supplement 100-01-50', 'Supplement 100-01-51', 'Supplement 100-01-52', 'Supplement 100-01-53', 'Supplement 100-01-54', 'Supplement 100-01-55', 'Supplement 100-01-56', 'Supplement 100-01-57', 'Supplement 100-01-58', 'Supplement 100-01-59', 'Supplement 100-01-60', 'Supplement 100-01-61', 'Supplement 100-01-62', 'Supplement 100-01-63', 'Supplement 100-01-64', 'Supplement 100-01-65', 'Supplement 100-01-66', 'Supplement 100-01-67', 'Supplement 100-01-68', 'Supplement 100-01-69', 'Supplement 100-01-70', 'Supplement 100-01-71', 'Supplement 100-01-72', 'Supplement 100-01-73', 'Supplement 100-01-74', 'Supplement 100-01-75', 'Supplement 100-01-76', 'Supplement 100-01-77', 'Supplement 100-01-78', 'Supplement 100-01-79', 'Supplement 100-01-80', 'Supplement 100-01-81', 'Supplement 100-01-82', 'Supplement 100-01-83', 'Supplement 100-01-84', 'Supplement 100-01-85', 'Supplement 100-01-86', 'Supplement 100-01-87', 'Supplement 100-01-88', 'Supplement 100-01-89', 'Supplement 100-01-90', 'Supplement 100-01-91', 'Supplement 100-01-92', 'Supplement 100-01-93', 'Supplement 100-01-94', 'Supplement 100-01-95', 'Supplement 100-01-96', 'Supplement 100-01-97', 'Supplement 100-01-98', 'Supplement 100-01-99', 'Supplement 100-01-100'. The page also includes a search bar and a 'Menu' button.

OrdLink + OrdBank. Prior to incorporating the ordinances into your code via supplementation, the OrdLink system can hyperlink newly adopted ordinances to the section being amended. Linked sections are highlighted in the table of contents and links are created from the amended sections to the new ordinances. Once the linked ordinances are incorporated into your code, they are added to your OrdBank repository and hyperlinked to your history notes. This service helps put everyone on notice that new ordinances have been adopted.

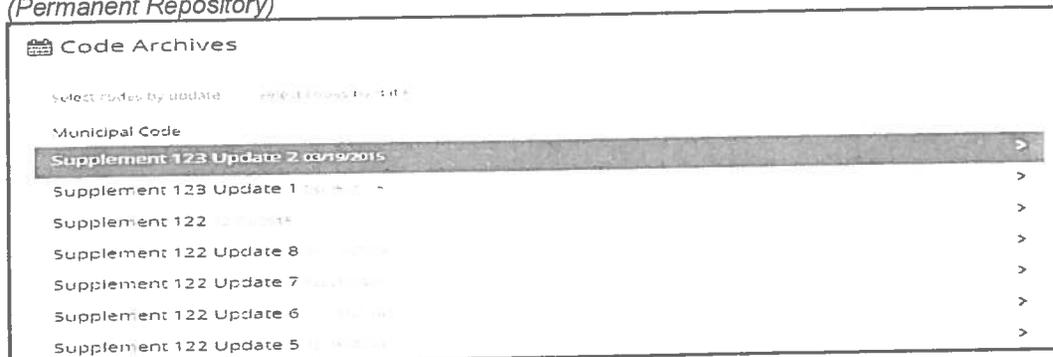


CodeBank. Our CodeBank service serves as an online archival platform for previous supplements of your code. Empower your staff and citizens to access every previous version of your code with one click.

(Archives Tab)

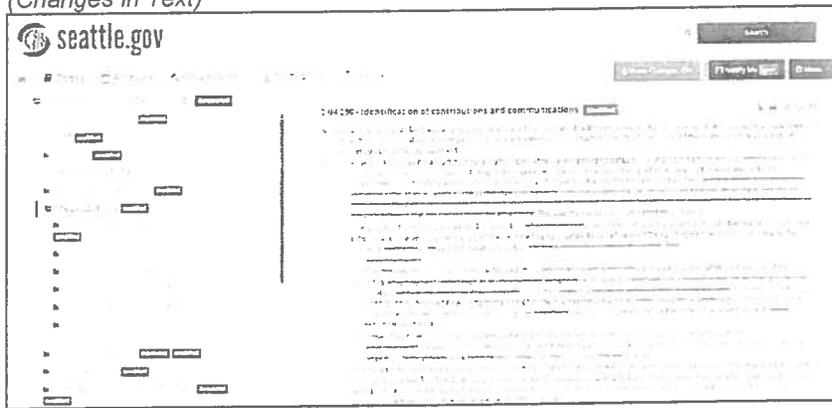


(Permanent Repository)



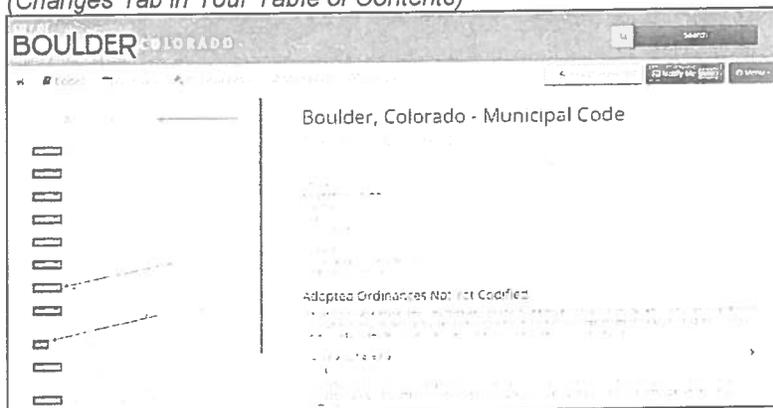
CodeBank Compare. Our CodeBank Compare service is a powerful feature that provides users the ability to select a past version of your online code and compare it to any other version of your online code. The differences will be shown via highlights (added material) or strikethrough (deleted material).

(Changes in Text)



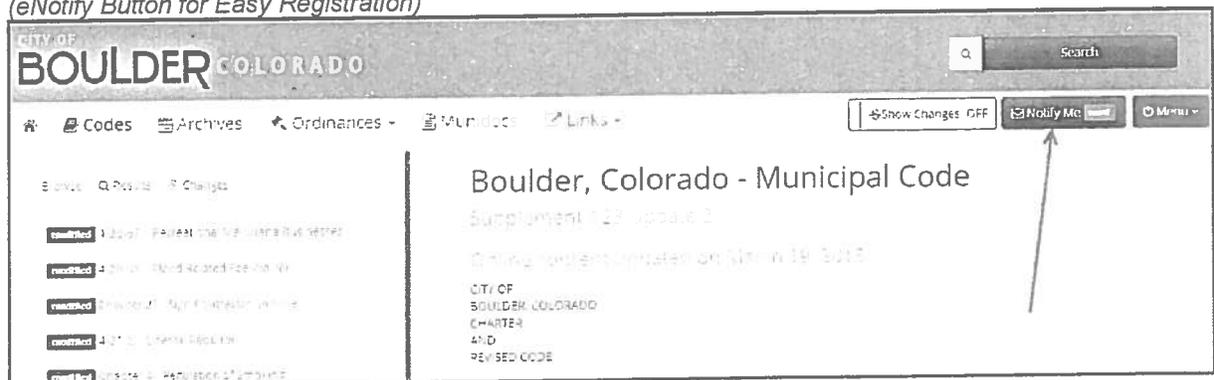
Users will be notified of the changes in the table of contents and within the text of the code via “modified,” “new,” or “removed” badges. Users can also select an option to view all of the changes in a single view, complete with strikethrough and highlights showing the specific textual changes that were made. The CodeBank Compare service will show all amendments to your code that were implemented during the most recent update.

(Changes Tab in Your Table of Contents)



eNotify. Our eNotify service allows users to enroll online and receive email notifications each time your online code is updated. This will empower your staff and citizens to receive instant notifications every time your online code is updated.

(eNotify Button for Easy Registration)



MuniPRO. MuniPRO Searching allows you to search the nearly 3,100 codes we host (the entire country, a single state, or individually selected codes of your choosing). MuniPRO Searches are ideal for researching local regulations of special interest, or to find out how other communities are dealing with similar issues. If the IP based model is selected, only Multiple Code Searching is available. MuniPRO provides subscribers with the following tools:

- **Multiple Code Search.** Search all codes within one state, multiple codes within one state, or search all 3,100 codes in the entire U.S. hosted by Municode! Search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
- **MuniPRO Favorites.** Create a “favorites” list of frequently visited codes or sections. This will save time by making navigation a one-click process from your dashboard.
- **MuniPRO Notes.** Create a note and attach it to any document in any publication. Note icons will show in both the Table of Contents and search results page, alerting the user to a previously written note. Notes can be shown or hidden when browsing and searching a publication, and a global listing of notes can be accessed with a single click from your dashboard.
- **MuniPRO Drafts.** Begin a new ordinance draft to keep track of pending legislation. Drafts icons will appear in the table of contents and search results, and can also be accessed from a single click.

YOUR ADVANTAGES WITH



	municode	MY municode
Basic Search	●	●
Print/Save/Email	●	●
All-in-One Search	●	●
Advanced Search	●	●
Modem Design	●	●
Fully Searchable PDF documents	●	●
Twitter & Facebook Sharing	●	●
Enhanced for Tablet Use	●	●

PREMIUM FEATURES

*OrdBank	○	●
*OrdLink	○	●
*CodeBank	○	●
*CodeBank Compare	○	●
*eNotify	○	●
*MuniPro	○	●
*Custom Site Theming	○	●

*For each's optional, premium offer is also associated with MunicodeNEXT, Cn3 or email for details.

Resumes and Project Contacts

Lawton Langford, Esq., Chairman & CEO. Lawton attended Vanderbilt University with a double major in Economics and Business Administration. His post-graduate degrees are a Juris Doctor from the FSU College of Law and a Masters of Business Administration from the FSU College of Business. Lawton is a member of the Florida Bar.

Eric Grant, Esq., President. B.S., U.S. Naval Academy; M.A., Georgetown University; J.D., University of Virginia School of Law. Member of the Florida Bar. Eric served as a Tank Platoon Commander in the United States Marine Corps. As a Marine, Eric served both stateside and abroad. Eric and his unit were deployed during Operation Enduring Freedom shortly after September 11, 2001. While serving as a United States Marine, Eric served in Virginia, Kentucky, California and abroad as a member of the 15th Marine Expeditionary Unit.

Project Coordinators/Customer Service:

Dale Barstow, Vice President of Sales & Pilot of Municode's Corporate Airplane. Graduate from Embry-Riddle Aeronautical University; Honorary Town Clerk in 5 States; Municipal Clerks Education Foundation President; Dale has over 40 years of experience in client sales. Dale meets with our customers to ensure face to face communication and coordination.

Steffanie W. Rasmussen, Assistant Vice President of Sales. M.S., Industrial & Organizational Psychology, Kansas State University; B.S., Business Psychology, Florida State University; Certificate in Performance Management, Florida State University. She is Communication, Efficiency and Customer Service driven.

Stephen Hall, West Coast Regional Sales Representative. B.S., State University of New York. Stephen has worked with the Federal Government, State and local municipalities for over 16 years throughout the United States with Laserfiche where he served as Vice President of Business Development and Sales. Stephen resides in Southern California.

Dennis J. Sinnett, Vice President of Supplements. B.S., United States Naval Academy; M.A.S., Embry-Riddle Aeronautical University. A former Naval aviator with over 30 years of leadership experience, he is the Supervisor of the Supplement Department.

Legal:

H. E. "Rick" Grant, Esq., Executive Vice President and COO. B.S., U. S. Naval Academy; J.D., Florida State University. Rick is a former naval aviator and Navy attorney (JAG Corps) who retired as the Navy's senior attorney, the Judge Advocate General of the Navy. He will have overall supervision of the Legal work for the code project. He will assign the Municode attorney, and will ensure that the final product is up to Municode's demanding standards.

Roger D. Merriam, Esq., B.A. (cum laude), Mercer University; J.D., Emory University; more than 39 years of experience in local government law; Member of Florida Bar. Roger has reviewed codes in all 50 states.

Alyce A. Whitson, J.D., B.A., University of South Florida; J.D., University of Florida; more than 37 years of experience in local government law; Member of Florida Bar. Alyce has completed over 600 codes and various other legal projects throughout the United States.

Daniel F. Walker, Esq., B.S., Florida Southern College; J.D., Georgia State University College of Law; 8 years of private practice; 10 years of experience in local government law; member of Florida and South Carolina Bars. Also admitted to practice before the U.S. Court of International Trade and the U.S. Court of Appeals for the Armed Forces.

William J. Carroll Jr., Esq., B.S., Penn State University; J.D., Florida State University; more than 35 years of experience in local government law; Member of Florida Bar. Bill has completed hundreds of codes and legal projects throughout the United States.

Sandra S. Fox, Esq., B.A, Florida State University; J.D., Florida State University; 13 years of experience in legal research and writing. Sandra has completed codes in Alaska, Alabama, Georgia, Illinois, Kansas, Maine, Michigan, Minnesota, Montana, Oklahoma, Missouri, Rhode Island, South Dakota, Tennessee, Texas, and Wisconsin.

Sally E. Raines, Esq., B.A. (cum laude), University of Florida; J.D., University of Florida Levin College of Law. Sally started with Municode in 2013 and is gaining experience working in local government law in Florida, Texas, and Georgia. Member of the Florida Bar. Member of the Texas Bar.

Jim Jenkins, Esq., B.A., Eckerd College; J.D., University of Maryland School of Law; Former Appellate Attorney and Trial Prosecutor for the Kings County District Attorney's Office, Brooklyn, NY; 19 years of experience in complex legal research and litigation; 8 years of experience in local government law. Jim has completed codes in Alabama, California, Georgia, Louisiana, New Hampshire, South Carolina, Texas, Utah, Washington and Wisconsin.

Information Technology:

Phillip Claiborne, Chief Information Officer. B.S., Management Information Systems, Florida State University; M.B.A., University of Florida; CompTIA Certified A+, Net+, Security+, Microsoft Certified Systems Administrator. Phil has over 13 years of extensive experience supporting, designing and administering corporate network environments.

Elliot Haworth, Senior Web Application Developer. B.A., Computer Science, Mercer University. Elliot has over 11 years' experience developing desktop and web applications. Relevant areas of expertise include the .Net MVC Framework, client-side MVC/MVVM frameworks such as backbone and angular and restful API development.

Philip Holly, Senior Web Application Developer. B.S., Computer Science, Georgia Tech. Philip has over 8 years of experience architecting and building enterprise web applications.

George Powell, IT Director. B.S., Management, Park University; Microsoft Certified Systems Engineer, VMWare VCP 4.0. 18 years of extensive experience supporting, designing and administering corporate computing environments.

Web Accessibility

Our information technology team is here to ensure that your Code is presented correctly online. Our legal editors will work diligently with your team to implement the Code according to the specifications as outlined in the RFP down to the last step – posting the Code online. We have a “Can do!” attitude and are confident that you will be impressed with the finished product!

Internet Stability – Geographic Redundancy. We house our public facing website in a secure, SAS70, PCI compliant data center owned and operated by Peak 10 in Atlanta, Georgia. This page outlines the features of Peak 10’s datacenter, including redundant Internet providers, redundant power and cooling, and secure biometric access to the physical facility (<http://www.peak10.com/about-peak-10/data-center-locations/atlanta/>). All systems are backed up and synchronized between our Tallahassee, Florida and Atlanta, Georgia locations for full geographic redundancy should one of the sites become inaccessible.

ADA Compliance. ADA Law Accessibility & Compliance - We will take all reasonable steps necessary to meet the Priority 1 checkpoints of the Web Content Accessibility Guidelines 1.0 (<http://www.w3.org/TR/WCAG10/>) outlined by the W3C. In the event that a particular page or feature of our site is not WCAG Level 1.0 compliant, we will make our best effort to provide an alternative, compliant page.

Our current website is Section 508 compliant. We provide a version of each Code we host for Disability Access, accessible via our mobile site. This version of the code contains no frames and is also mobile friendly for access from any modern smartphone or tablet running iOS, Android, Windows Phone 7 or higher, WebOS, or Blackberry OS. Sample ADA/Mobile Link: <https://www.municode.com/library/mn/minneapolis?forceview=mobile>

Publishing software will support all modern browsers. Our web application runs on the .Net platform and is written in C# using the MVC framework. All content is rendered in standard HTML and is viewable in all modern browsers including PC: Microsoft Internet Explorer 8 or later**, Firefox 3.6 or later, Chrome 18 or later. **Macintosh®:** Safari™ 5.0 or later, Firefox 3.6 or later, Chrome 18 or later.

** For the best experience using Internet Explorer, IE 9 and higher is ideal. Our application will function in IE 8 but with slower response times.

Security assessment for the hosted facility (SOC Report). Our public facing systems are co-located in a datacenter operated by Peak 10 in Atlanta, GA. This data center is SAS 70 Type II and PCI compliant, employing all modern data center best practices with regard to physical security. All individuals entering the data center must be active customers or authorized vendors with badge and PIN access to the front door. Biometric authentication is required to enter the data center facility, and each rack is locked with a combination lock to prevent unauthorized access. The facility is monitored by camera 24/7 to further provide physical security.

We secure our systems using enterprise grade security products. We employ firewalls from Palo Alto networks to secure the perimeter and endpoint security from Symantec to provide anti-virus scanning and threat detection on all servers, desktops, laptops, virtual machines, and mobile devices. Symantec actively scans all file access on all endpoints on our network and immediately quarantines any suspected malware, immediately sending notification to our systems administration staff.

Backups of data performed. We utilize Veeam Backup & Recovery to take daily snapshots of all servers in our Atlanta and Tallahassee datacenters. Snapshots are performed from 8 pm EST to 5 am EST and are replicated between sites. Atlanta snapshots are copied to Tallahassee and vice versa. We routinely test our backups.

Antivirus protection. We utilize Symantec Endpoint Protection to protect all desktops, laptops, virtual desktops, and servers from viruses and malware. Signatures are updated every 4 hours and pages are sent immediately to a team of admins if an infection is detected.

Data redundancy. We use Equallogic iSCSI SANs for all our storage needs. Each SAN member is fully redundant – redundant power supplies, controllers, NICs, etc. The drives on each array are configured as either RAID 5, RAID 50, or RAID 60 arrays.

Additional Services

As an additional service/product under this contract, the following optional services are available:

Distribution. Fulfillment services are available to distribute individual printed copies of codes and supplements to departments or subscribers at no additional fee to the Client. We can sell your codes, supplements, chapter reprints, binders and tabs at a pre-determined price. We assume all risk and expense for providing these items. Orders can be placed through our online ordering, via fax, mail or telephone. More detailed information about distribution services will be provided after the return of the proofs.

Future Legal Review. At any point during the term of this Agreement, or extensions thereof, we can provide additional legal reviews to identify inconsistencies, obsolete provisions or compare the Code to current State Law. State Law references can be updated in conjunction with this legal review or as a separate engagement.

Utility Billing and Revenue Management Services. MCCadvantage (MCCa), a fully integrated division of Municipal Code Corporation, offers industry leading end-to-end utility bill presentment services for the local government market. MCCa's revenue management services include utility bill print and mailing, e-bill fulfillment, proactive notifications and electronic payment options. Currently, almost 60 municipal owned utilities trust MCCa to process approximately 7 million bill statements annually. Our utility billing processes create flexible, efficient and customer-centric solutions that allow municipalities to better leverage existing billing resources. Costs for bill presentment services, including custom bill design, data formatting, printing and mailing services are competitively priced based on billing volume.

Enterprise Content Management Software (Laserfiche). With a client base of over 600 government agencies, we are the largest provider of Laserfiche solutions in the country.

Electronic Agenda and Legislative Management (Legistar). MCCi, a subsidiary of Municipal Code Corporation, offers the Granicus Legislative Management Suite (Legistar) and related services which provides electronic automation and creation of Agendas and Minutes. Options for integrating Legistar with Laserfiche and MunicodeNEXT are also available.

Digital Imaging Services. MCCi offers scanning, indexing and integration of hard copy documents, electronic documents, and microfilm/microfiche. MCCi integrates the records with Laserfiche Software to provide the Client with the most powerful search engine available.

Open Records Request Solution (JustFOIA). MCCi offers its JustFOIA solution to help agencies track Open Records Requests. JustFOIA is a hosted solution that is user-friendly, affordable, and integrated with Laserfiche ECM.

Contract Management Software (Contract Assistant). MCCi offers the Contract Assistant Software (developed by Blueridge Software) which is a solution designed to provide control and automation of the contract management process, while also offering Laserfiche integration options.

What Our Clients Say about Partnering With Us

"We were not only impressed with the services and products provided by Municode but the speed in which it all took place. Our Legislative Body and Administration were pleased with the new code books and the pricing we received. Thank you for producing this great product with such professionalism. We look forward to our continued relationship with Municode."

"We certainly couldn't have done it without your team. MCC is a very customer oriented company."

"I find everyone at Municode delightfully friendly and helpful. You are all very professional. It's apparent that you all care a great deal about good customer service. That is wonderfully refreshing as it is so hard to find anymore."

"I am extremely satisfied with Municipal Codes Corporation's performance and customer assistance. Not many companies provide such excellent services."

"You have personally demonstrated excellent service, diligence and concern for the integrity of our code and the integrity of the product your company produces. Please know your efforts are very much appreciated!"

"We appreciate the superior customer service you have provided. I can't tell you how nice it is to have people that will work with you."

"You are true professionals and great to work with!"

"Thank you for the tremendous job that you do for us. You always make me look good as the Clerk and I truly appreciate your services."

"WONDERFUL!!! Thanks for making my life easier, I really appreciate all that you do!"

"Your diligence, care, command over the process and attention to details have been exceptional. Moreover, what also helps set you apart from most of those in your line of work is that, you are readily accessible and exceedingly responsive. I hope that my clients are as pleased with me as I am with you."

"I really enjoy working with you! Your responsiveness and enthusiasm are greatly appreciated!!!"

City Council Agenda Item Interim City Manager Staff Report Old Business

Item No: 14.B.
Date: February 4, 2016
Subject: Consider and authorize agreement with Candace Miller to provide professional assistance in evaluating street trees along Dunsmuir Avenue in the Historic District for an amount not to exceed \$300

Some time ago staff was directed to evaluate street trees in the downtown. Public Works Supervisor and Interim City Manager subsequently talked with Candace Miller who manages the Botanical Gardens. We were informed she previously looked at these trees with former City Manager Alan Harvey.

She is willing to work with Public Works Supervisor to design a plan and implementation program to replace trees needing to be replaced, allow for memorial plaques to be relocated adjacent to replacement trees, and provide for replacement of damaged sidewalks, curbs and gutters. In reading her writing enclosed she understands the need for trees not to hide the historic architecture of the downtown but to provide ambiance and shade.

She will provide billing according to the hours she works in an amount not to exceed \$300 upon completion of the project.

Recommendation: Move to authorize staff to enter into agreement with Candace Miller to provide professional assistance in evaluating street trees along Dunsmuir Avenue in the Historic District for an amount not to exceed \$300.

Meeting w/ Candace Miller, Bill Willman
9 am

1/26/2015

Meeting with Randy Johnsen and Bill Willman about Dunsmuir downtown street trees.

Background:

What area to be evaluated?

Any records on when trees were planted?

Plat or scale drawing of downtown area?

Watering and fertilizing plan for new trees?

What is goal: shade, seasonal interest, diversity, ornamental specimens?

Preparing for replacement:

Will trees go back in same hole (stump grinding) or can move over to new spot?

Best if 3-4' planting area in sidewalk – curving walk, expansion joints a possibility?

Suggest filling in planting area with decomposed granite.

Trees to avoid with shallow roots:

Maples, poplars, cottonwoods, willows, ash, sweetgum, tuliptree.

Trees over 35' high at maturity.

Desirable trees:

Small trees 20 – 30' high at maturity with “well-behaved” roots.

Litter free as much as possible.

Able to allow for pedestrian traffic under canopy.

Some suggestions:

Cercis canadensis – Eastern redbud. 25-35' H. Many varieties with different flower and leaf color. Full sun to light shade. Beanlike seed pods persist into winter.

Cornus kousa - Korean dogwood. Good street tree, 15-30'H, flowers, good fall color, Dunsmuir's signature tree. Red fruits resembling large red raspberries. Full sun to light shade.

Ginkgo biloba – Madenhair tree. 35-50' H, fan-shaped leaves with outstanding golden fall color. Full sun. Plant only male trees so no smelly fruit.

Koelreuteria paniculata – Goldenrain tree. 25-40'H, showy 8-14" flower clusters, red fruit capsules. Full sun.

All take moderate to regular water.

Timeline:

I'll need to evaluate the trees as they leaf out in spring to determine overall health before drawing up the plan.

Should be able to complete it by early April.

Something to consider:

Uplighting trees for dramatic, night-time effect.

She will submit written proposal
for city to accept

City Manager

From: Candace Miller <miller13art@yahoo.com>
Sent: Thursday, December 17, 2015 10:05 AM
To: City Manager
Cc: Arlene Dinges
Subject: Re: Street Trees

Hi Randy,

In 2014, Alan Harvey (then acting city manager) asked me to take a look at some of the trees downtown that were uprooting the sidewalk. He wanted me to identify them and give feedback about removing their roots. These were trees in front of Cornerstone Restaurant, FireWhat and near the Video Store as best I remember. I gave him the botanical names of the trees, but referred him to Nick Borgatti, owner and certified arborist of A Cut Above Tree service, for advice about removing the roots. Is it possible Alan left those notes for your reference? It's usually not a good idea to remove tree roots. It introduces disease, attracts insects and impacts the tree's stability. It would be better to remove the tree, grind out the stump and replant.

I can draw up a plan identifying the street trees downtown (from the Dunsmuir Brewery to the Chamber of Commerce on both sides of the street or other areas as you direct), prepare a report on their status (general health and whether they interfere with the sidewalk) and list suggestions for replacement trees. We can prioritize trees for removal and replacement so the work could be done in stages over time.

I estimate it would cost \$300.00 for me to do the plan as described above. I have a Dunsmuir city business license under Miller Botanical. As background, I have a BS in Ornamental Horticulture, retired as a botanist from Caltrans, have been the horticulturalist for the Dunsmuir Botanical Gardens since 2006 and have prepared commercial landscape designs for Pop's Jazz Club, Buttercup Bakery and the Siskiyou Arts Museum in Dunsmuir, plus drawn up many residential designs for homes in the Dunsmuir and Mt. Shasta area.

Thank you,
Candace

From: City Manager <citymanager@ci.dunsmuir.ca.us>
To: Candace Miller <miller13art@yahoo.com>
Cc: arlene dinges <arlenedinges@gmail.com>
Sent: Wednesday, December 16, 2015 5:37 PM
Subject: RE: Street Trees

Hi Candace,

Thanks for agreeing to help. There is no timeline. I was asked to look into this sometime ago and haven't had time.

What is needed is a plan to make all street trees correct. The cost of that will be prohibitive but over time much could be done. The first step is to get City Council and business community to buy in.

We need a plan first. Plan may need to include which trees go first and so on. We may to evaluate which are the worst offenders. Public Works Supervisor Bill Willman should be included in this as he will be "getting the work done".

Randy

From: Candace Miller [mailto:miller13art@yahoo.com]
Sent: Wednesday, December 16, 2015 4:27 PM
To: City Manager <citymanager@ci.dunsmuir.ca.us>
Subject: Street Trees

Hi Randy,

Arlene forwarded an email concerning street trees for downtown. There are some "well behaved" trees that are proven to not cause problems in a street setting. I'll be glad to do some homework to see which would be best suited for Dunsmuir climate-wise and let you know varieties and costs.

Are you thinking to replace all the trees downtown or just the ones that were scheduled for removal? What is the timeline?

Candace Miller
Horticulturalist Dunsmuir Botanical Gardens
Biologist/Botanist Caltrans (retired)

City Council Agenda Item
Interim City Manager Staff Report
Old Business

Item No: 14.C.
Date: February 4, 2016
Subject: Consider and authorize award of bid to A Cut Above Tree Service for removal and trimming of trees in the public right of way

Council previously authorized staff to go out to bid for proposals to cut and remove or trim several trees deemed by the Public Works Supervisor to be unhealthy or dead or dangerous. City Council previously reviewed and approved this list and the bid process.

There were eleven vendors for this service contacted but only one bid response.

Recommendation: Move to award bid to A Cut Above Tree Service for an amount not to exceed \$36,410.



RECEIVED
JAN 11 2016

CITY OF DUNSMUIR

opened 4:00 pm

J

A Cut Above Tree Service, Inc
209 N. Mount Shasta Blvd.
Mt Shasta, CA 96067

January 11, 2016

Randy L. Johnson
Interim City Manager
City of Dunsmuir
5915 Dunsmuir Ave
Dunsmuir, CA 96025

Dear Mr. Johnson/City of Dunsmuir:

Attached is our bid for the City of Dunsmuir Tree Removal Arborist Services project.

This bid assumes that if it is granted, all parties will work together to develop a mutually agreeable schedule for completion. This bid is also based on information provided in the bid packet dated 12/10/2015. Any revisions required at a later date will be subject to price review at that time. We reserve the right to withdraw this bid if it is not accepted within 45 days.

Thank you for giving us this opportunity. We look forward to hearing from you.

Sincerely,

Nick Borgatti
Vice President

Enclosure

City of Dunsmuir
Tree Removal Arborist Services RFP,
January 11, 2016



Question 1 – Itemized Proposal

Removals - \$30,430.00

Trims - \$5,980.00

Total - \$36,410.00

1. Remove Sycamore tree at Cedar and Dunsmuir. This is the street adjacent to Council Chambers/ Police Station building - \$850.00
2. Remove Oak tree in sidewalk at Pine and Dunsmuir Ave 5759 – \$600.00
3. Remove oak tree in sidewalk at 5733 Dunsmuir Ave - \$600.00
4. Remove dead Oak tree at 4837 Dunsmuir Ave - \$500.00
5. Remove Dead Cedar at 4763 Siskiyou - \$500.00
6. Remove dead and scrub trees along top of retaining wall on west side of Shasta Ave - \$1100.00
7. Remove dead Apple tree along top of retaining wall across from 5412 Shasta Ave - \$600.00
8. Remove Walnut tree in island across from 5422 Shasta Ave - \$980.00
9. Remove Cedar Tree(s) at northwest corner of Oak and Dunsmuir that are leaning towards house and disrupting sidewalk - \$2500.00
10. Remove Oak tree in middle of Lower Oak street, east end - \$3500.00
11. Remove trees on the North side of Wood street just east of Elinore Way – 2 oaks \$4500.00, 3 Cedars \$3100.00
12. Remove dead and/or dying tree southeast corner of Hill and Wood adjacent to 4214 Wood St - \$600.00
13. Remove 3 to 5 trees at 6040 Butterfly off Wooden street - \$8000.00
14. Remove dead tree at 5607 Sacramento Ave and dead tree across from street - \$2500.00

15. Trim 3 Sycamore trees in parkway in front of Children's Park - \$1950.00
16. Trim tree at 5508 Dunsmuir ave (light thinning and sidewalk clearance) - \$945.00
17. Trim Walnut tree at 5507 Dunsmuir ave - \$650.00
18. Trim Oak at 4144 Dunsmuir Ave overhanging road and interfering with utilities - \$1000.00
19. Trim overhanging limbs from black oak at 4817 Siskiyou - \$785.00
20. Trim and limb up tree across from 5830 Shasta Ave – \$650.00

Question 2 – Contractor Corporate Information

Company Name: A Cut Above Tree Service Inc

Mailing Address: 209 N. Mount Shasta Blvd, Mt Shasta, CA 96067

Street Address: 5941 Truck Village Drive, Mt Shasta, CA 96067

Contact: Nick Borgatti, Vice President, (530) 340-2074, acutabovetreeservice@hotmail.com

CSLB: 949456

CSLB Info: A Cut Above Tree Service Inc, Nicholas Borgatti, 209 N. Mt Shasta Blvd., Mt Shasta, CA 96067, (530) 340-2074

CSLB License category: D49

CSLB License Valid Dates: 6/29/2010-6/30/2016

City of Dunsmuir Business License Number: On File

Woman Owned Business, Mico Business Certification: See Attached

Question 3 – Subcontractor Corporate Information

None

Question 4 – Assigned Employee Qualifications

Project Manager: Nicholas Borgatti

Employer: Owner/Vice President, A Cut Above Tree Service Inc

Arborist Cert: WE8697A

Education: BS – Business Management

Experience: Owner/Entrepreneur – A Cut Above Tree Service Inc – 2005-2015

Crew Forman: Tom Brenan

Employer: Estimator, A Cut Above Tree Service Inc.

Arborist Cert: WE5479A

Experience: Consulting Arborist 25 years

Tree Worker: Jeff Silver

Employer: A Cut Above Tree Service Inc.

Cert: EHAP – Line Clearance ANSI Z133.1

Education: Industry Specific Field Training

Experience: Climber 5 years

Biologist/Geneticist: Dean Davis

Employer: Geneticist, A Cut Above Tree Service Inc

Education: Humbolt State University

Experience: Geneticist for 35 years with the US Forest Service

Question 5 – Contractor Project History

Project 1 – Roseville Sub Clearing Project

Owner: UPRR, Marybeth Farley, Roseville CA, (916) 789-6356

Contract Amount: \$4.8 Million

Contract Date: Nov 2014-Nov 2016

Project Description: 153 miles of Vegetation management/removal for UPRR Right Of Way

Project 2 – Roseville Service Unit Vegetation Management

Owner: UPRR, Tom Savage, Roseville CA, (916) 789-6258

Contract Amount: \$2 Million Per Year, Total \$6 Million

Contract Date: June 2015- June 2018

Project Description: As needed/full time vegetation management/removal for the entire UPRR Roseville Service Unit (Oregon Boarder, to Winnemucca NV, to Bay Area, to Coast)

Project 3 – Trinity Public Utility District

Owner: TPUD, Andy Lethbridge, (530) 623-5537

Contract Amount: \$535,000/Year

Contract Date: January 2013-2015-December 2013-2015 and January 2016-December 2016

Project Description: Utility Right of Way Vegetation Management/Removal.

Project 4 – Residential

Owner: Various

Contract Amount: \$250-\$15,000 per contract (Approx \$500,000/year)

Contract Date: Multiple/various 2005-2015

Project Description: Vegetation Management/removal for residential, business, and municipal departments throughout California

Question 7 – Equipment Inventory

A Cut Above Tree Service Inc owns all of its equipment. Equipment for this project will be determined once project commences.

Sample of equipment to be used:

Altec LRV 60-E70 75' Forestry Bucket Truck(s)

Morbark 12" Beaver Brush Chipper w/Chip Safe

CAT Skid Steer(s) – 279D w/grapples and or bucket

Big Tex 16' Dump Trailer(s)

Vermeer SC222 Stump Grinder

Freightliner FL70 Chip Truck

Stihl Chainsaws