

**AGENDA FOR THE REGULAR MEETING
DUNSMUIR CITY COUNCIL
COUNCIL CHAMBERS
5902 DUNSMUIR AVE, DUNSMUIR, CA
APRIL 21, 2016
CLOSED SESSION: 5:15 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**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT ON CLOSED SESSION ITEM(S)**
- 4. ADJOURN TO CLOSED SESSION: Two Items**
 - (1) Closed Session Conference with Legal Counsel
Existing Litigation – Government Code § 54956.9
One Case: “Wilde v. City of Dunsmuir**
 - (2) Conference with Real Property Negotiators
Section 54956.8
Properties: Castle Rock Water Lease
Agency Negotiator: Paul Poczobut
Negotiating Party: Castle Rock Water
Under Negotiation: Lease terms, price, terms of payment**
- 5. REPORT FROM CLOSED SESSION**
- 6. FLAG SALUTE**
- 7. APPROVAL OF AGENDA**
- 8. APPROVAL OF MINUTES: April 7, 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**
- 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 registers dated April 8, 2016 and April 15, 2016

B. City Wide Clean up scheduled for June 18, 2016

C. Annual Authorization to submit application for CalRecycle

D. Application for Clean Water State Revolving Fund (CWSRF) Planning Financial Assistance Application

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.

NONE

14. OLD BUSINESS

A. Update list of elected, appointed and assigned appointments/committees

B. Discussion and possible action to pay accounts payable checks weekly

15. NEW BUSINESS

A. Discussion and possible action to place Union Pacific light on City of Dunsmuir property on Dunsmuir Ave (north of YAKS)

B. Update authorized signers on bank accounts

C. Discussion and possible action: California Statewide Community Development Authority

- D. Discussion and possible action: Authorization to fill vacant employee positions and add one position to City Hall**
- E. Discussion and possible action: Rent increase for Children's Park**
- F. Discussion and possible action regarding the Appeal of Notice of Abatement by Fred Taylor**

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 5:15 pm April 17, 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.



Julie Iskra, Deputy City Clerk

04-15-16
Date

**CITY OF DUNSMUIR
CITY COUNCIL MEETING MINUTES
APRIL 7, 2016**

CALL TO ORDER:

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

ROLL CALL:

Council members present: Craig, Keisler, Deutsch, Spurlock

City staff present: Poczobut

City official present: Wilson

REPORT FROM CLOSED SESSION:

Council gave direction to the City Attorney regarding current litigation.

Flag salute

APPROVAL OF AGENDA:

City Manager Poczobut requested that New Business items B and E be moved up to before Old Business.

Motion to approve agenda as amended by Keisler, second by Deutsch. Voice vote: 4-0-0-0, motion carried.

APPROVAL OF MINUTES:

Motion to approve minutes of March 3 and March 17 by Keisler, second by Craig. Voice vote: 4-0-0-0, motion carried.

COMMITTEE REPORTS:

a. Economic Development/Tourism

Council member Deutsch reviewed the date of the next meeting and gave an update on fiber optics for the south county. He reviewed other items that the Committee is looking into as well, such as vehicle charging stations, creating a tram in Dunsmuir, and park expansion.

b. Finance- Next meeting April 18.

d. Public Safety

Lieutenant Carl Houtman of the Siskiyou County Sheriff's Office explained that Jeremiah LaRue is the new acting Chief of Police in Dunsmuir. He reviewed hours of coverage in the City when asked by Council Member Craig, and stated that he would work with the City Manager to increase coverage hours.

e. Airport

Council member Duetsch gave an update on the grant process for the airport, explaining that documentation needs to be caught up. He reviewed possible future issues with trees around the airport.

f. Solid Waste

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CITY OF DUNSMUIR MEETING MINUTES
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Council member Craig stated that the Committee has not met due to current litigation regarding Solid Waste.

g. Mossbrae

Council member Craig stated that he has met with County Supervisor Ed Valenzuela and has begun planning the next phase of efforts regarding the trail. He stated that he and Mayor Spurlock would be creating an informational presentation to present to the County Board of Supervisors.

ANNOUNCEMENTS AND PUBLIC COMMENT:

Audience member Dena chastised Mayor Spurlock for his use of social media, stating that as a person with implied authority, he is influential and that his actions send a negative message to the people.

Audience member Leslie Wilde likened Mayor Spurlock's actions on social media to throwing rocks. She stated that as Mayor, he has more stature and that he is being watched by everybody, and that actions such as his can make people afraid that they will be attacked on social media.

Audience member Peter Arth encouraged Council to start working with the youth to get them involved and to teach them about democracy. He suggested a shadowing program to give the students a sense of participation.

Mr. Arth stated that it is very insulting that Council has not spent time organizing a green waste program. He also asked when a plan would be made for pavement maintenance, and expressed disappointment that the Veteran's Fountain has not been repaired.

Council member Keisler, speaking as a citizen, spoke regarding the Soapbox Derby. He explained that he would like to see the derby become bigger, and stated that he would be working with others to possibly move the races to Mott Road.

ANNOUNCEMENTS AND REPORTS FROM COUNCIL AND STAFF:

Council member Keisler reviewed three stoplights donated by Union Pacific, stating that one has been placed and that he would like Council to discuss the placement of the other two at the next meeting. Staff directed to add the item to the next agenda, and to make sure that Public Works Supervisor Willman is in attendance.

Council Member Craig stated that a shadowing program would be great to implement. Mr. Arth volunteered to be a mentor. Council member Craig spoke regarding the sidewalks and fountain, stating that efforts are underway to repair these areas. He also spoke regarding a green waste program, stating that it had been considered, but that it is not economically vital to the town, and that the Solid Waste Committee has been unable to discuss the subject as it has not met due to current litigation.

Council member Craig spoke regarding public comment about social media. He stated that he is generally not in favor of engaging on social media, however, council members are citizens of

APRIL 7, 2016
CITY OF DUNSMUIR MEETING MINUTES
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the town and have the right to comment as they like. He stated that they should be aware of the impact they can make, but not to be afraid to speak their minds.

Mayor Spurlock stated that the item he had 'liked' on Facebook was regarding the 218 process, a process that he had been working on for a year before it was blocked. He expressed frustration regarding the issue, and stated that if someone does not like what he does on Facebook, there are features available to prevent those folks from seeing him.

Council member Deutsch stated that he would like to see something better than the Veteran's Fountain as a memorial, such as a portion of a new Centennial Park. He also stated that he would like to look into creating a digital education center for students, and that there is grant money available for such a project. Mr. Deutsch also stated that he would like to find a way to get Adobe Acrobat DC Pro so that it would be easier to maneuver through the agenda on a laptop in order to get away from using paper. Council agreed to add the item to a future agenda.

City Manager Poczobut stated that the City-Wide Cleanup day would be June 18.

CONSENT AGENDA:

A. Approve check registers dated March 18, 2016, March 25, 2016, and April 1.

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

Ayes: 4 Craig, Keisler, Deutsch, Spurlock

Noes: 0

Abstain: 0

Absent: 0 Motion carried 4-0-0-0

PUBLIC HEARING:

A. Interview and possible appointment to fill City Council vacancy

Audience members Ana Mulvaney, Michael Bush, and Glen Peterson expressed support for Mari Shanta as council member.

Council interviewed three applicants: Mari Shanta, Dylan Lennan, and Fuzz Leonard.

Council discussion.

Council member Craig nominated Mari Shanta for the position of council member. Nomination seconded by Deutsch. Roll call vote:

Ayes: 4 Craig, Keisler, Deutsch, Spurlock

Noes: 0

Abstain: 0

Absent: 0 Motion carried 4-0-0-0

Oath of office administered by City Clerk Wilson.

NEW BUSINESS:

E. Discussion and possible action to accept Hosted PBX (Internet) phone system

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CITY OF DUNSMUIR MEETING MINUTES
PAGE 4

Representative Mark Raunick reviewed the program recommendations and savings. He reviewed services available.

Clarifying questions.

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

Ayes: 5 Craig, Keisler, Deutsch, Spurlock, Shanta
Noes: 0
Abstain: 0
Absent: 0 Motion carried 5-0-0-0

B. Report from Richard Dinges, Dunsmuir Chamber of Commerce Director
Chamber of Commerce Director Richard Dinges reviewed a report from the 'Visit California' meeting that he had attended as the Collier Interpretive and Information Center representative.

OLD BUSINESS:

A. Review, receive, and award purchase of DFD Assistant Fire Chief Truck

CM Poczobut reviewed bids received.

Fire Chief Padilla reviewed the truck and the bid from SJ Denham.

Clarifying questions.

Motion to purchase a 2016 Ram 2500 Crew Cab 4WD Diesel as proposed by Fire Chief Padilla from SJ Denham for \$39,836 by Craig, second by Keisler. Roll call vote:

Ayes: 5 Craig, Keisler, Deutsch, Spurlock, Shanta
Noes: 0
Abstain: 0
Absent: 0 Motion carried 5-0-0-0

B. Discussion and possible action to approve signing accounts payable checks each Friday

Motion to continue the item to the next City Council meeting by Craig, second by Deutsch.

Voice vote: 5-0-0-0, motion carried.

C. Discussion and possible action to approve the Butterfly Bridge maintenance invoice

CM Poczobut reviewed the item and requested authorization to pay the invoice.

Clarifying questions. Motion to approve the payment of \$10,115.32 from the General Fund, to be reimbursed, to the Department of Transportation Federal Highway Administration for work done on the Butterfly Bridge Project by Keisler, second by Craig. Roll call vote:

Ayes: 5 Craig, Keisler, Deutsch, Spurlock, Shanta
Noes: 0
Abstain: 0
Absent: 0 Motion carried 5-0-0-0

D. Review and make changes to City of Dunsmuir "Elected, Appointed, and Assigned" List

Council member Craig reviewed three letters of interest received for the Mossbrae Committee.

Motion to appoint Mark Ostrom, Jerry Totten, and Peter Arth to the Mossbrae Committee as citizen members. Second by Keisler. Voice vote: 5-0-0-0, motion carried.

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CITY OF DUNSMUIR MEETING MINUTES
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Motion to continue the remainder of the item to the next meeting by Keisler, second by Craig.
Voice vote: 5-0-0-0, motion carried.

NEW BUSINESS:

A. Discussion and possible action regarding City Clerk vacancy

ICM Poczobut reviewed the item, stating that it is often difficult to fill an elected position. He reviewed elected versus appointed, and explained what other cities do. He requested that the position be changed from elected to appointed, and that the item would have to go to the ballot for a vote. He stated that in the meantime, the Deputy Clerk would cover the position for the same stipend that the City Clerk receives.

Council members Craig and Shanta both expressed that they are not in favor of taking and elected position away, but that the people could decide in November.

City Clerk Wilson, when asked, expressed her opinion that the position should continue to be elected as an appointed person would answer to the City Manager or Council, potentially preventing the individual from remaining unbiased.

Discussion.

Council member Craig suggested requesting letters of interest, and made a motion to direct staff to circulate the intent to receive letters of interest to be appointed to the position of City Clerk. Motion fails for lack of a second.

Discussion.

Motion to place a ballot measure asking the public to decide if the position should be elected or appointed, and for Deputy Clerk Iskra to take on the duties of City Clerk, paid the \$450 monthly stipend by Keisler, second by Craig. Roll call vote:

Ayes: 5 Craig, Keisler, Deutsch, Spurlock, Shanta

Noes: 0

Abstain: 0

Absent: 0 Motion carried 5-0-0-0

CM Poczobut to discuss the item with the City Attorney for additional clarification.

C. California Statewide Communities Development Authority-Property Assessed Clean Energy

Motion to continue the item by Keisler, second by Craig. Voice vote: 5-0-0-0, motion carried.

D. Discussion and possible action: 2017 California League of Cities sponsored educational opportunities

CM Poczobut reviewed recommended training and cost. Discussion regarding number of council members to attend each training.

Motion to add \$1,325 to send additional council members to training, and to approve the full amount of \$18,387 to be budgeted for California League of Cities training as identified on the March 23, 2016 staff report by Keisler, second by Shanta. Roll call vote:

Ayes: 5 Craig, Keisler, Deutsch, Spurlock, Shanta

Noes: 0

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CITY OF DUNSMUIR MEETING MINUTES
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Abstain: 0
Absent: 0 Motion carried 5-0-0-0

ADJOURNMENT: 10:08 pm

Mayor Spurlock

ATTEST:

Deputy City Clerk Iskra

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							
48049	04/08/2016	Printed		9277	A CUT ABOVE TREE SERVICE, INC	TOP TWO OAKS OVR WA VLVS	450.00
48050	04/08/2016	Printed		514	ADVANCE INFOSYSTEMS	APR`15 PREPROCESS DATA	412.19
48051	04/08/2016	Printed		1215	ALSCO	FORMS	32.00
48052	04/08/2016	Printed		1550	APPLIED INDUSTRIAL TECHNOLOGIS	PW&WWTP CVRALLS RNTLS	2,121.85
48053	04/08/2016	Printed		9447	AUS SACRAMENTO MC LOCKBOX	REXNORD	96.05
48054	04/08/2016	Printed		9999999174	BENSON ROOFING	C.H.MATS,WKLY LNDRY #4-6-16	625.00
48055	04/08/2016	Printed		9437	BLUE STAR GAS	CHILDREN'S PARK RENT APR`16	251.49
48056	04/08/2016	Printed		9421	BLUETARP FINANCIAL	FUEL 114.8	555.33
48057	04/08/2016	Printed		9245	JERRY A BROWN	1000-LB PICKUP TRUCK	6.50
48058	04/08/2016	Printed		9000	CABITTO'S SMALL ENGINE REPAIR	JAN,FEB,MAR`16 CALL OUTS	89.59
48059	04/08/2016	Printed		9999991045	CAFE MADDALENA	CHAINSAW SVC	193.50
48060	04/08/2016	Printed		10017	CAL-ORE COMMUNICATIONS	LOLA MTG 4-13-16 DINNERS	19.95
48061	04/08/2016	Printed		5227	CALIFORNIA RURAL WATER ASSN	COMMUNICATIONS SVC APR`16	684.00
48062	04/08/2016	Printed		5325	REBECCA CATLETT	MEMBERSHIP 5-16/5-17	148.50
48063	04/08/2016	Printed		9820	CITY OF DUNSMUIR	CLN SVC 3-27,28/4-3-16	1,362.41
48064	04/08/2016	Printed		6325	CLEMENS WASTE REMOVAL	APR BILLING `16	4,512.12
48065	04/08/2016	Printed		10097	COMMUNITY DEVELOPMENT ON CALL	DUMP FEES MAR `16	1,820.00
48066	04/08/2016	Printed		6630	ANTHONY CONGI	13-CDBG-8968	276.00
48067	04/08/2016	Printed		9603	ANTHONY CONGI	JAN,FEB,MAR`16 CALL OUTS	90.00
48068	04/08/2016	Printed		10330	CONTECH ENGINEERED SOLUTIONS	1ST QTR`16 PHONE CHRGS	217.44
48069	04/08/2016	Printed		9999992267	CROSS, BARBARA	REIMB	230.04
48070	04/08/2016	Printed		7899	JOHN A. DELGADO	PLAIN ENDS, ELBOW	87.50
48071	04/08/2016	Printed		12752	DENNIS DELLA BONA	4-16-16 MI 426 @.54	302.76
48072	04/08/2016	Printed		10185	ARLENE DINGES	JAN,FEB,MAR`16 CALL OUTS	230.04
48073	04/08/2016	Printed		9830	DUNSMUIR VOL. FIREMAN'S ASSOC	PERDIUM,FUEL	636.00
48074	04/08/2016	Printed		11255	ELECSYS INTERNATIONAL CORP	4-16-16 PLN WRKSHP MI 426@.54	223.50
48075	04/08/2016	Printed		9303	FASTENAL COMPANY	JAN,FEB,MAR`16 DUES	46.56
48076	04/08/2016	Printed		5219	FERGUSON ENTERPRISES INC,1423	MAY`16 MO MAINT CHRGS	408.78
48077	04/08/2016	Printed		10326	FLIGHT LIGHT INC.	10 LG NATLTX GLOVES	162.40
48078	04/08/2016	Printed		10096	ANTONIO D. FLORES	CK FOR BUSH ST MISC PRTS	61.50
48079	04/08/2016	Printed		15650	GAMETIME	ORANGE WINDSOCK	57.71
48080	04/08/2016	Printed		9197	GCS ENVIRONMENTAL EQUIP SVCS	JAN,FEB,MAR`16 CALL OUTS	142.67
48081	04/08/2016	Printed		10333	GME SUPPLY	5/16"PIN TORXBIT TT-40	474.88
48082	04/08/2016	Printed		17041	GOODYEAR COMMERCIAL TIRE	RELIEF VALVE	597.12
48083	04/08/2016	Printed		10332	GRANT WRITING USA	AVIATION PAINT	455.00
48084	04/08/2016	Printed		9273	RONALD L. GRIFFITH	TIRES (4)	48.50
48085	04/08/2016	Printed		18600	JOSEPH HATTEN	P.POCZOBUT JR. GRANT WRITING C	100.50
48086	04/08/2016	Printed		10328	HD SUPPLY FACILITIES	JAN,FEB,MAR`16 CALL OUTS	543.91
48087	04/08/2016	Printed		18610	A.C. HEILMAN	FIDO HOUSE HEADER, GRAB&GO	250.00
48088	04/08/2016	Printed		9246	JERRY L HILL	JAN,FEB,MAR`16 CALL OUTS	7.50
48089	04/08/2016	Printed		19592	MARLENE HINES	JAN,FEB,MAR`16 CALL OUTS	48.50
48090	04/08/2016	Printed		19597	MARTIN HINES	JAN,FEB,MAR`16 CALL OUTS	100.50
48091	04/08/2016	Printed		19595	PATRICK J. HINES	JAN,FEB,MAR`16 CALL OUTS	94.00
48092	04/08/2016	Printed		19500	TOM HONEY	JAN,FEB,MAR`16 CALL OUTS	146.00
48093	04/08/2016	Printed		22145	INTERSTATE SALES	JAN,FEB,MAR`16 CALL OUTS	144.65
48094	04/08/2016	Printed		26425	KEN ELGIN	50-BRACKET, 26-T PROOF CAP	20.00
48095	04/08/2016	Printed		28650	RON LA RUE	CHG OUT TIRES	26.00
48096	04/08/2016	Printed		31212	MANFREDI'S DEPOT	JAN,FEB,MAR`16 CALL OUTS	355.46
48097	04/08/2016	Printed		31605	EUGENE MEYER	2-3/3-3-16 VEH FUEL	152.50
48098	04/08/2016	Printed		31610	LOU MEYER	JAN,FEB,MAR`16 CALL OUTS	87.50

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							
48099	04/08/2016	Printed		9274	WILLIAM R. O'CONNOR	JAN,FEB,MAR`16 CALL OUTS	107.00
48100	04/08/2016	Printed		37106	OFFICEMAX CONTRACT INC.	1-BX JCKT LGL	40.05
48101	04/08/2016	Printed		10331	PARCEL QUEST	PARCELQUEST ACCT	1,000.00
48102	04/08/2016	Printed		9468	JOSHUA S. PAULUS	JAN,FEB,MAR`16 CALL OUTS	29.00
48103	04/08/2016	Printed		10324	PAUL POCZOBUT JR.	MO. VEH ALLOWANCE APR `16	150.00
48104	04/08/2016	Printed		44242	RAY MORGAN COMPANY	RMC CONNECTPAK RENEWL	295.00
48105	04/08/2016	Printed		44616	REDDING FREIGHTLINER	B/O RELEASE FLAP HANGER	75.74
48106	04/08/2016	Printed		47213	SCHLUMBERGER CONSULTING	13018.1 COMMUNITY BLDG DUNSMU	692.90
48107	04/08/2016	Printed		9999992009	SCHWAAB, INC.	9-NAME PLTS,4-NAME BADGES	251.85
48108	04/08/2016	Printed		24163	SISKIYOU CO. CLERK	VERIFYING SIGNATURES FOR REFER	146.72
48109	04/08/2016	Printed		47676	SMITH BUILDING SERVICES, LLC	BLDG INSPC SVCS MAR`16	1,416.67
48110	04/08/2016	Printed		57228	SOLANO'S HOME IMPROVEMNT CTR	MTRLS FOR T.PRK BENCH	96.09
48111	04/08/2016	Printed		10077	JOSHUA M. SPURLOCK	JAN,FEB,MAR`16 CALL OUTS	419.00
48112	04/08/2016	Printed		21016	BRIAN A. TAYLOR .	JAN,FEB,,MAR `16 CALL OUTS	484.00
48113	04/08/2016	Printed		5050	THOMPSON, DAVE	JAN,FEB,MAR`16 CALL OUTS	432.00
48114	04/08/2016	Printed		53810	US BANK EQUIPMENT FINANCE	PRINTER&COPIER RNTLS3-20/4-20	526.73
48115	04/08/2016	Printed		58075	BRIAN WITHERELL	JAN,FEB,MAR`16 CALL OUTS	7.50
Total Checks: 67						Checks Total (excluding void checks):	26,376.15
Total Payments: 67						Bank Total (excluding void checks):	26,376.15
Total Payments: 67						Grand Total (excluding void checks):	26,376.15

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							
48116	04/15/2016	Printed		9447	AUS SACRAMENTO MC LOCKBOX	CTRPUL WHITE PAPER 12-31-15	151.76
48117	04/15/2016	Printed		3572	BLUE CROSS OF CALIF	5-1-16/6-1-16 LIFE INS PREM	209.85
48118	04/15/2016	Printed		9820	CITY OF DUNSMUIR	APLY DEP N.FULKERSON,K.NEAL	111.32
48119	04/15/2016	Printed		10334	DOT FHWA	BUTTERFLY BRIDGE #263990	10,115.32
48120	04/15/2016	Printed		9850	DUNSMUIR HARDWARE	MAR `16 SUPPLIES/MATRL'S	659.47
48121	04/15/2016	Printed		9885	DUNSMUIR TIRE	DISMNT/MNT 4 TIRES & BAL	50.00
48122	04/15/2016	Printed		9470	EMERGENCY EQUIPMENT	GFG MICRO IV GAS DETC CRBN MON	476.49
48123	04/15/2016	Printed		26425	KEN ELGIN	REPL FRNT BRK PADS&ROTORs	316.69
48124	04/15/2016	Printed		9870	MT SHASTA AREA NEWSPAPERS	LEGAL #7500 RESO #2016-02	317.90
48125	04/15/2016	Printed		10336	MUNICIPAL EMERGENCY SERVICES	CASE -8.12IN LX 6.56	886.50
48126	04/15/2016	Printed		10337	N.FULKERSON & K.NEAL	REFND DEPFULTERSON/MEAL #11044	63.68
48127	04/15/2016	Printed		9999999449	NATIVE GROUNDS NURSERY	3-DOGWOOD TREES	398.51
48128	04/15/2016	Printed		10335	NELLE, INC.	FABRICATION OF PART	75.00
48129	04/15/2016	Printed		9201	O'REILLY AUTO PARTS	LOCKING CAP	17.95
48130	04/15/2016	Printed		39005	PACE ENGINEERING, INC.	CITY ENG SVCS	31,902.25
48131	04/15/2016	Printed		45110	MARIO J. RUBINO	APR `16 TREASURER MO. STIPEN	50.00
48132	04/15/2016	Printed		47100	S.C.O.R.E.	4th Quarter Workers Comp	15,566.00
48133	04/15/2016	Printed		47520	SHASTA AUTO SUPPLY	SPARK PLG,AIR FLTR	16.98
48134	04/15/2016	Printed		48255	SOUSA READY MIX, LLC.	BASE ROCK 24.6300 LB	407.83
48135	04/15/2016	Printed		9413	STATEWIDE TRAFFIC SAFETY	STREET SIGNS	225.76
48136	04/15/2016	Printed		10338	TERPENNING, M.	REFND DEP M TERPENNING #24362	180.00
48137	04/15/2016	Printed		53810	US BANK EQUIPMENT FINANCE	TRANSITION BILLING COPIER,PRNT	701.91
48138	04/15/2016	Printed		57207	WAUSAU TILE INC.	3-WASTE CONTAINERS	1,755.35

Total Checks: 23 Checks Total (excluding void checks): 64,656.52

Total Payments: 23 Bank Total (excluding void checks): 64,656.52

Total Payments: 23 Grand Total (excluding void checks): 64,656.52



City of Dunsmuir

Free

**City Wide Clean Up
& Tire Disposal**

See Tire Flyer for more information

Saturday, June 18, 2016

9:00 am to 1:00 pm

City Hall Parking Lot

Garbage & yard waste must be bagged

No Hazardous Waste No paint, chemicals, oil, pesticides

Call City Hall for more info – 235-4822

City of Dunsmuir residents only – ID required

MEMORANDUM

April 11, 2016

From: City Manager



To: Mayor and City Council

RE: Recycling and Recovery Grant Resolution

Each year the City of Dunsmuir submits a request to the Department of Resources Recycling and Recovery (CalRecycle) grant. Some years this grant was \$10,000 and some it has been \$5,000.

The money is used for during the Citywide Cleanup and tire cleanup.

RECOMMENDED MOTION: Move to approve Resolution _____ authorizing submittal of application for payment programs and related authorization.

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNSMUIR, CA
AUTHORIZING SUBMITTAL OF APPLICATION FOR PAYMENT PROGRAMS AND
RELATED AUTHORIZATION**

WHEREAS, pursuant to Public Resources Code sections 48000 et seq. 14581, and 42023.1(g), the Department of Resources Recycling and Recovery (CalRecycle) has established various payment programs to make payments to qualifying jurisdictions; and

WHEREAS, in furtherance of this authority CalRecycle is required to establish procedures governing the administration of the payment programs; and

WHEREAS, CalRecycle's procedures for administering payment programs require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of the payment program.

NOW, THEREFORE, BE IT RESOLVED that City of Dunsmuir is authorized to submit an application to CalRecycle for any and all payment programs offered; and

BE IT FURTHER RESOLVED that the Finance Director or his/her designee, is hereby authorized as Signature Authority to execute all documents necessary to implement and secure payment; and

BE IT FURTHER RESOLVED that this authorization is effective until rescinded by the Signature Authority or this governing body.

PASSED AND ADOPTED this 21st day of April, 2016 by the following vote, to wit:

AYES: Council Members _____

NOES: Council Members _____

ABSENT: Council Members _____

ABSTAIN: Council Members _____

City Manager

From: Donnell Duclo <Donnell.Duclo@CalRecycle.ca.gov>
Sent: Tuesday, April 05, 2016 4:33 PM
To: City Manager
Subject: Resolution Requirements for FY 2015-16 Funding Requests
Attachments: Payment Program Resolution Individual.doc; Payment Program Resolution Regional.doc

Importance: High

Good Afternoon,

All jurisdictions are required to upload a **Payment Program Resolution** to their Funding Request no later than **June 1, 2016**.

If you have an existing resolution and it authorizes submittal of **Applications for all CalRecycle Grants**, it **cannot** be used for the Beverage Container Recycling City/County Payment Program. CalRecycle *grant* and *payment programs* are administered differently and a grant-specific resolution cannot be used for our payment programs.

1. Please draft your Resolution using one of the attached templates found at [Payment Program Resolutions](#). Use either the **Individual Jurisdiction** or **Regional Lead Participant**. **Do not use the Grant template.**
2. The **Name of Applicant/Jurisdiction** must be a city or a county (i.e. City of Sacramento or Sacramento County).
3. The **Job Title(s)** must be the authorized Signature Authority (to sign the Funding Request Certification and Expenditure Reports throughout the cycle). Do not insert a person's name.

If you plan on using language that differs from our payment program template, you may email your draft to me at grantassistance@CalRecycle.ca.gov for review prior to seeking approval from your city council or board of supervisors.

Failure to upload an approved Payment Program Resolution by June 1, 2016 may result in funding being delayed or not approved.

Thank you,

Ms. Donnell Duclo

Fiscal Process and Oversight



Resolution and Letter Examples: CalRecycle Grants and Payment Programs

All CalRecycle grant and payment program applicants must provide certain documentation in order to submit a grant or payment application. Use the resolution and letter examples shown below for the applicable grant or payment program. Please consult with your attorney before using the sample language.

For more information, please reference the Application Guidelines and Instructions or Payment Program Guidelines document of the grant or payment program that you are applying for.

[Grant Resolutions](#) | [Payment Program Resolutions](#) | [Grant and Payment Program Letters](#)

Grant Resolutions

Resolution Types	Used for the Following Grants	Word
Individual Applicant	Beverage Container Recycling Grant Farm and Ranch Solid Waste Cleanup and Abatement Grant Household Hazardous Waste Grant Local Enforcement Agency Grant Local Government Waste Tire Amnesty Grant Local Government Waste Tire Cleanup Grant Local Government Waste Tire Enforcement Grant Organics Grant Recycled Fiber, Plastic, and Glass Grant Rubberized Pavement Grant Program Solid Waste Disposal and Site Cleanup Grants Tire Incentive Program Tire-Derived Aggregate Grant Tire-Derived Product Grant Used Oil Competitive Grant	Word , 27 KB
Regional Lead Participant	Beverage Container Recycling Grant Household Hazardous Waste Grant	Word , 27 KB
Regional Participant	Local Government Waste Tire Cleanup Grant Local Government Waste Tire Amnesty Grant Organics Grant Recycled Fiber, Plastic, and Glass Grant Rubberized Pavement Grant Program Tire-Derived Product Grant Used Oil Competitive Grant	Word , 27 KB
Lead Collaborative Jurisdiction (Applicant)	Local Government Waste Tire Enforcement Grant	Word , 27 KB
Participating Collaborative Jurisdiction (Participant)		Word , 27 KB

Payment Program Resolutions

Resolution Types	Use for Beverage Container Recycling City/County Payment Program and Used Oil Payment Program	Word
Individual Jurisdiction	For applicants subject to governing body and applying on its own behalf.	Word , 24 KB
Regional Lead Participant	For applicants subject to governing body and applying as a Lead Participant as part of a regional application.	Word , 28 KB 17

Regional Participant	Used by a Regional Participant to submit to the Regional Lead Participant.	Word , 17 KB
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Grant and Payment Program Letters

Letter Types	Description	Word
Letter of Designation	This letter is required ONLY when the authorized Signature Authority delegates his/her authority to another person.	Word , 25 KB
Letter of Authorization	Used in grants and payment programs that allow for Regional Applications.	Word , 27 KB
Letter of Commitment	Individual applicants that do not have a governing body must use a Letter of Commitment in place of a resolution.	Word , 29 KB
Letter of Permission	Used ONLY by the Local Government Waste Tire Enforcement Grant.	Word , 23 KB

General Resources and Links Home

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Last updated: February 29, 2016
 Financial Assistance, <http://www.calrecycle.ca.gov/Funding/>
 Contact: grants@calrecycle.ca.gov (916) 341-5062

[Conditions of Use](#) | [Privacy Policy](#) | [Language Complaint Form](#)

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MEMORANDUM

April 14, 2016

From: City Manager



To: Mayor and City Council

RE: Application for Clean Water State Revolving Fund Planning Financial Assistance Application.

This application was previously explained by Paul Reuter from PACE as funding for the planning of Water Main Replacement Project, Downtown Tank Replacement Project, Collection System of I & I Improvement Project and the Wastewater Treatment Plant Improvement Project.

The documents attached are to obtain final signatures in the application process. All required documents will be submitted as noted in the letter from Curtis Paget.

RECOMMENDATION: Move to approve resolution no. 2016 authorizing submittal of application for Clean Water State Revolving Fund and Drinking Water State Revolving Fund.



April 7, 2016

204.57

SENT BY EMAIL ONLY

CFO@ci.dunsmuir.ca.us

Pam Stock, Finance Director
City of Dunsmuir
5915 Dunsmuir Avenue
Dunsmuir, CA 96025

Dear Pam,

Subject: CWSRF Planning Financial Assistance Application (FAA)
Information Needed

The following indicates the results of our initial review of the necessary information needed in order to complete the FAA:

1. Signed Applications (2 applications attached)
2. Copy of the Wastewater Rate Adoption Resolution
3. Certification for compliance with Water Metering Form (form attached).
4. Authorizing Resolution (form attached).

The DWSRF Planning Financial Assistance Application (FAA) information needs is currently being compiled and will follow shortly. Getting the CWSRF information, specifically the signed applications, is more critical because uploading these items to the State's website will start the reimbursement clock.

Please call with any questions that you have concerning this request.

Sincerely,

A handwritten signature in black ink that reads "Curtis Paget". The signature is written in a cursive style.

Curtis Paget
Staff Engineer

CP

Enclosures

M:\Jobs\0204\0204.57 2016 SRF Planning Grant Applications\CWSRF\Info Needs\Memo Info Needed CWSRF.doc

PLANNING OR DESIGN FINANCIAL ASSISTANCE APPLICATION

I. APPLICANT INFORMATION

Applicant (Entity) Name: City of Dunsmuir

Entity Type: Public - Local Public - State Indian Tribe Nonprofit Other: Specify _____

Charter City/County: Yes No

Street Address: 5915 Dunsmuir Avenue	City: Dunsmuir	State: CA	Zip+4 Code: 96025
Mailing Address: 5915 Dunsmuir Avenue	City: Dunsmuir	State: CA	Zip+4 Code: 96025

Congressional District(s): 1

State Senate District(s): 1

State Assembly District(s): 1

County (or Counties): Siskiyou

Regional Water Board: 1 (North Coast) 2 (San Francisco Bay) 3 (Central Coast) 4 (Los Angeles)
 5 (Central Valley) 6 (Lahontan) 7 (Colorado River) 8 (Santa Ana) 9 (San Diego)

Federal ID No.: 94-6000324 Data Universal Numbering System (DUNS) No.: 004952586

Authorized Representative Name, Title: Paul Poczobut, City Manager

Phone No.: (530) 235-4822 ext 103	Email Address: citymanager@ci.dunsmuir.ca.us
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General Contact Person Name: Pam Stock

Phone No.: (530) 235-4822 ext 104	Email Address: CFO@ci.dunsmuir.ca.us
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Financial Contact Person Name: Pam Stock

Phone No.: (530) 235-4822 ext 104	Email Address: CFO@ci.dunsmuir.ca.us
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Legal Counsel Name: John Kenny

Phone No.: (530) 225-8990	Email Address: jskenny@lawksn.com
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Bond Counsel Name (if applicable):

Phone No.: ()	Email Address:
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II. PROJECT INFORMATION

Project Title: Collection System Improvement Project

CWSRF Planning/Design Financing Amount Requested: \$ 500,000.00

III. PROJECT SERVICE AREA DEMOGRAPHICS

Active Service Connections			<input type="checkbox"/> Not Applicable
Connection Type	Number of Connections	Current Monthly Service Charge	Projected Monthly Service Charge at Planning Completion*
Residential	1,021	\$ 40.08	\$ Will depend based on Rate Study
Commercial	174	\$ Varies	\$ Will depend based on Rate Study
Industrial	1	\$ 593.29	\$ Will depend based on Rate Study
Other	2	\$ Varies	\$ Will depend based on Rate Study
TOTAL	1198	\$	\$ Will depend based on Rate Study

*Rate increase effective date for projected monthly service charges:

State Use Only	
CWSRF Project #	
Project Manager	
Date Received	

Date of the most recent Proposition 218 public hearing: February 19, 2010	
Current Year Median Household Income: \$ 29,464.00	Current Year Estimated Population Served: 1,482
Are less than 50% of residences permanently occupied? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
IV. REGULATORY INFORMATION	
NPDES Permit and/or WDR Order No.: NPDES No. CA0078441, WDR Order No. R5-2012-0085	
Has enforcement action occurred as a result of the water quality problem? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
V. COMPLIANCE WITH URBAN WATER MANAGEMENT AND WATER RIGHTS REQUIREMENTS	
Are you an Urban Water Supplier*? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
• If yes, have you submitted an Urban Water Management Plan to the Department of Water Resources?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
*An Urban Water Supplier provides water for municipal purposes either directly or indirectly to more than 3,000 customers or supplies more than 3,000 acre-feet of water annually. The Urban Water Management Planning Act, Water Code, Section 10631.5, requires every urban water supplier to prepare and adopt an Urban Water Management Plan that includes specific elements.	
Is your entity a water diverter and subject to section 5103 of the Water Code? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
VI. DISCUSSION OF MATERIAL EVENTS, MATERIAL OBLIGATION CONDITIONS, AND ANY DEBT LIMIT	
Identify any current, prior or pending material events such as bankruptcy, defaults, litigation, grant jury findings, unscheduled draws on reserve funds, substitution of insurers or their failure to perform, unscheduled draws on credit enhancements, actions taken in anticipation of filing Chapter 9, rating changes, relevant conditions in material obligations, and any local debt limit.	
None.	
VII. ATTACHMENTS	
<input type="checkbox"/>	1 – Plan of Study
<input type="checkbox"/>	2 – Certification for Compliance with Water Metering Form
<input type="checkbox"/>	3 – Regional Water Quality Control Board Requirements
<input type="checkbox"/>	4 – Authorizing Resolution/Ordinance
<input type="checkbox"/>	5 - Relevant Service, Management, Operating or Joint Powers Agreements
<input type="checkbox"/>	6 - Audited Financial Statements
<input type="checkbox"/>	7 – Rate Adoption Resolution/Ordinance
The following attachments are not required for Small Disadvantaged Communities applying for 100% grant:	
<input type="checkbox"/>	8 – Pledged Revenues and Fund(s) Resolution/Ordinance
<input type="checkbox"/>	9 – Related Debt

CERTIFICATION AND SIGNATURE OF AUTHORIZED REPRESENTATIVE	
To the best of my knowledge and belief, I certify that I am authorized to submit this application; the information provided in this application is true and correct; the documentation has been duly authorized by the governing body of the applicant; and the entity possesses the legal authority to apply for the financing and enter into a financing agreement with the State Water Resources Control Board and to finance and construct the proposed facilities.	
Name of Authorized Representative: <u>Paul Poczobut</u>	Title: <u>City Manager</u>
Signature of Authorized Representative: _____	Date: _____

PLANNING OR DESIGN FINANCIAL ASSISTANCE APPLICATION

I. APPLICANT INFORMATION			
Applicant (Entity) Name: City of Dunsmuir			
Entity Type: <input checked="" type="checkbox"/> Public - Local <input type="checkbox"/> Public - State <input type="checkbox"/> Indian Tribe <input type="checkbox"/> Nonprofit <input type="checkbox"/> Other: Specify _____			
Charter City/County: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Street Address: 5915 Dunsmuir Avenue	City: Dunsmuir	State: CA	Zip+4 Code: 96025
Mailing Address: 5915 Dunsmuir Avenue	City: Dunsmuir	State: CA	Zip+4 Code: 96025
Congressional District(s): 1			
State Senate District(s): 1			
State Assembly District(s): 1			
County (or Counties): Siskiyou			
Regional Water Board: <input type="checkbox"/> 1 (North Coast) <input type="checkbox"/> 2 (San Francisco Bay) <input type="checkbox"/> 3 (Central Coast) <input type="checkbox"/> 4 (Los Angeles) <input checked="" type="checkbox"/> 5 (Central Valley) <input type="checkbox"/> 6 (Lahontan) <input type="checkbox"/> 7 (Colorado River) <input type="checkbox"/> 8 (Santa Ana) <input type="checkbox"/> 9 (San Diego)			
Federal ID No.: 94-6000324		Data Universal Numbering System (DUNS) No.: 004952586	
Authorized Representative Name, Title: Paul Poczobut, City Manager			
Phone No.: (530) 235-4822 ext 103		Email Address: citymanager@ci.dunsmuir.ca.us	
General Contact Person Name: Pam Stock			
Phone No.: (530) 235-4822 ext 104		Email Address: CFO@ci.dunsmuir.ca.us	
Financial Contact Person Name: Pam Stock			
Phone No.: (530) 235-4822 ext 104		Email Address: CFO@ci.dunsmuir.ca.us	
Legal Counsel Name: John Kenny			
Phone No.: (530) 225-8990		Email Address: jskenny@lawksn.com	
Bond Counsel Name (if applicable):			
Phone No.: ()		Email Address:	
II. PROJECT INFORMATION			
Project Title: WWTP Improvement Project			
CWSRF Planning/Design Financing Amount Requested: \$ 500,000.00			
III. PROJECT SERVICE AREA DEMOGRAPHICS			
Active Service Connections			<input type="checkbox"/> Not Applicable
Connection Type	Number of Connections	Current Monthly Service Charge	Projected Monthly Service Charge at Planning Completion*
Residential	1,021	\$ 40.08	\$ 40.08
Commercial	174	\$ Varies	\$ Varies
Industrial	1	\$ 593.29	\$ 593.29
Other	2	\$ Varies	\$ Varies
TOTAL	1198	\$	\$
*Rate increase effective date for projected monthly service charges:			
			State Use Only
			CWSRF Project #
			Project Manager
			Date Received

Date of the most recent Proposition 218 public hearing: February 19, 2010	
Current Year Median Household Income: \$ 29,464.00	Current Year Estimated Population Served: 1,482
Are less than 50% of residences permanently occupied? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
IV. REGULATORY INFORMATION	
NPDES Permit and/or WDR Order No.: NPDES No. CA0078441, WDR Order No. R5-2012-0085	
Has enforcement action occurred as a result of the water quality problem? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
V. COMPLIANCE WITH URBAN WATER MANAGEMENT AND WATER RIGHTS REQUIREMENTS	
Are you an Urban Water Supplier*? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<ul style="list-style-type: none"> If yes, have you submitted an Urban Water Management Plan to the Department of Water Resources? 	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
*An Urban Water Supplier provides water for municipal purposes either directly or indirectly to more than 3,000 customers or supplies more than 3,000 acre-feet of water annually. The Urban Water Management Planning Act, Water Code, Section 10631.5, requires every urban water supplier to prepare and adopt an Urban Water Management Plan that includes specific elements.	
Is your entity a water diverter and subject to section 5103 of the Water Code? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
VI. DISCUSSION OF MATERIAL EVENTS, MATERIAL OBLIGATION CONDITIONS, AND ANY DEBT LIMIT	
Identify any current, prior or pending material events such as bankruptcy, defaults, litigation, grant jury findings, unscheduled draws on reserve funds, substitution of insurers or their failure to perform, unscheduled draws on credit enhancements, actions taken in anticipation of filing Chapter 9, rating changes, relevant conditions in material obligations, and any local debt limit.	
None.	
VII. ATTACHMENTS	
<input type="checkbox"/>	1 – Plan of Study
<input type="checkbox"/>	2 – Certification for Compliance with Water Metering Form
<input type="checkbox"/>	3 – Regional Water Quality Control Board Requirements
<input type="checkbox"/>	4 – Authorizing Resolution/Ordinance
<input type="checkbox"/>	5 - Relevant Service, Management, Operating or Joint Powers Agreements
<input type="checkbox"/>	6 - Audited Financial Statements
<input type="checkbox"/>	7 – Rate Adoption Resolution/Ordinance
The following attachments are not required for Small Disadvantaged Communities applying for 100% grant:	
<input type="checkbox"/>	8 – Pledged Revenues and Fund(s) Resolution/Ordinance
<input type="checkbox"/>	9 – Related Debt

CERTIFICATION AND SIGNATURE OF AUTHORIZED REPRESENTATIVE	
To the best of my knowledge and belief, I certify that I am authorized to submit this application; the information provided in this application is true and correct; the documentation has been duly authorized by the governing body of the applicant; and the entity possesses the legal authority to apply for the financing and enter into a financing agreement with the State Water Resources Control Board and to finance and construct the proposed facilities.	
Name of Authorized Representative: <u>Paul Poczobut</u>	Title: <u>City Manager</u>
Signature of Authorized Representative: _____	Date: _____

**CERTIFICATION FOR COMPLIANCE WITH WATER METERING
REQUIREMENTS FOR FUNDING APPLICATIONS**



Funding Entity name: State Water Resources Control Board

Funding Program name: Clean Water State Revolving Fund

Applicant (Entity name): City of Dunsmuir

Please check one of the boxes below and sign and date this form.

As the authorized representative for the applicant Entity, I certify under penalty of perjury that the Entity is not an urban water supplier, as that term is understood pursuant to the provisions of section 529.5 of the Water Code.

As the authorized representative for the applicant Entity, I certify under penalty of perjury that the applicant Entity has fully complied with the provisions of Division 1, Chapter 8, Article 3.5 of the California Water Code (sections 525 through 529.7 inclusive) and that the ordinances, rules, or regulations submitted with this certification as listed below have been duly adopted and are in effect as of this date.

I understand that the Funding Entity will rely on this signed certification in order to approve funding and that false and/or inaccurate representations in this Certification Statement may result in loss of all funds awarded to the applicant for its project. Additionally, for the aforementioned reasons, the Funding Entity may withhold disbursement of project funds, and/or pursue any other applicable legal remedy.

Paul Poczobut
Name of Authorized Representative
(Please print)

City Manager
Title

Signature of Authorized Representative

Date

RESOLUTION NO: 2016-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNSMUIR AUTHORIZING SUBMITTAL OF APPLICATION FOR CLEAN WATER STATE REVOLVING FUND AND THE DRINKING WATER STATE REVOLVING FUND

WHEREAS, the City of Dunsmuir intends to apply for funding through the State Water Resources Control Board Drinking Water State Revolving Fund and Clean Water State Revolving Fund; and

WHEREAS, the funds would be used to improve the City’s Wastewater Treatment Plant and other improvements.

NOW, THEREFORE BE IT RESOLVED THE CITY COUNCIL OF THE CITY OF DUNSMUIR (the “Entity”), AS FOLLOWS:

The City Manager (the “Authorized Representative”) or designee is hereby authorized and directed to sign and file, for and on behalf of the Entity, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, design, and construction of the Water Main Replacement Project, Downtown Tank Replacement Project, Collection System Improvement Project, and WWTP Improvement Project (the “Project”).

This Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

The Authorized Representative, or his/her designee, is designated to represent the Entity in carrying out the Entity’s responsibilities under the financing agreement, including certifying disbursement requests on behalf of the Entity and compliance with applicable state and federal laws.

CERTIFICATION

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the City of Dunsmuir City Council held on 21st day of April 2016 by the following vote, to wit:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Josh Spurlock, Mayor

ATTEST:

Julie Iskra, Deputy City Clerk

MEMORANDUM

April 14, 2016

From: City Manager 
To: Mayor and Council Members

RE: Fence abatement appeal by Mr. Fred Taylor 6128 Rose Avenue

The fence at 6128 Rose Avenue was constructed without a permit and not in accordance with Dunsmuir Municipal Code 17.16.090.

Mr. Taylor indicated that the former City Manager Brenda Bains indicated that if the fence costs less than \$500 it does not need a permit. There is nothing in the DMC indicating this. A copy of DMC 17.16.090 is attached. DMC 17.16.090(E) states "A fence permit shall be obtained from the city prior to the installation of any fence or wall." Ordinance 527 was adopted on April 1, 2010.

Additionally, DMC 17.16.090(B) states "In any district with the requirement of a front yard setback, no fence, hedge, wall or equivalent screening over four (4) feet in height shall be erected in any front yard, etc." Mr. Taylor's address for this property is 6128 Rose Avenue therefore the six foot fence is in violation of DMC 17.16.090(B), as indicated by the attached picture.

The purpose of this requirement not to exceed four feet in the front yard is for safety reasons. One is to preclude a hiding place for some evading the law. Second is to preclude illegal activity from being hidden behind the fence. Third so that nuisances that could cause a health risk from rodents and other undesirable critters would not be allowed. At this time the staff cannot visually see inside the fenced area, and there is suspected nuisance activity. Previously a stack that extended above the fence was seen and smoke was coming from that stack in the early morning hours. Accessory buildings are not allowed without a residential building. It is believed an accessory building may be within the fenced area.

Mr. Taylor was provided notice on February 4, 2016 that the fence was in violation of the DMC. An additional notice was provided on March 18, 2016 with a copy of the DMC as well as pictures. A copy of these letters, DMC and picture are attached.

Mr. Taylor is appealing staffs findings that his front yard fence is in violation of the DMC 17.16.090 and that a permit is not needed because the former City Manager Brenda Bains told him he would not need one if the cost was under \$500.

RECOMMENDATION: Motion that Mr. Taylor's appeal is denied and that the front yard fence must be reduced to four feet from the ground level of location of the fence. Mr. Taylor has 30 days to comply or legal action to remedy the issue will be taken.

City of Dunsmuir
5915 Dunsmuir Ave
Dunsmuir, CA 96025

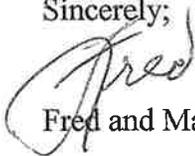
Dear Sir:

This letter is intended as a formal appeal in regards to the "Notice of Abatement" which was issued by you concerning the fence erected on our property at 6128 Rose Avenue.

As the fence was erected to specifications suggested by you it is our contention that no violation of city code exists. Should the city continue to harass us and threaten fines against us, as property owners in this city for over 40 years, we are prepared to take legal action Against you and the City of Dunsmuir.

If there is an appeal process that needs to be followed we are prepared to proceed with that avenue of resolution as well.

Sincerely;

A handwritten signature in cursive script, appearing to read "Fred", is written over the printed name "Fred and Mary Taylor".

Fred and Mary Taylor

CITY OF DUNSMUIR

"Home of the Best Water on Earth"



February 4, 2016

Fred and Mary Taylor
5526 Dunsmuir Ave., #16
Dunsmuir, CA 96025

RE: Your property at 6128 Rose Avenue, Dunsmuir CA – APN 058-183-230

Dear Mr. and Ms. Taylor,

I have written you before about the condition of this property. You have caused clean up to happen in the past and we appreciate that. You allowed City crew access to property to clean out adjacent creek and substantially improve the capacity of the City's storm drain system. The City and your neighbors very much appreciate that. The property, however, is again in very questionable condition.

- There is no indication in City files that a fence permit was obtained prior to or at any time since the fence was installed. The placement of the fence does not meet Dunsmuir City Code requirements.
- Fire Chief has observed heating appliance of some sort venting above some type of building structure. Neither heating appliance nor building structure have been permitted or inspected.
- There is also a pipe entering creek to the north side of property that appears to enter the embankment and service the building or property. Such would be a violation of State water laws. Any diversion of water from creeks or other water ways must be permitted by the State and the City has no record of such diversion being requested or approved.
- There appear to be two non-operable vehicles stored on the property in violation of Dunsmuir City Code Chapter 10.20.

Your attention to correcting these and any other issues that may later be detected by you, your neighbors or the City is appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Randy L. Johnsen".

Randy L. Johnsen
Interim City Manager



Notice Of Abatement

3-18-2016

Fred and Mary Taylor

5526 Dunsmuir Ave., #16
Dunsmuir, CA 96025

During the last year a fence was built at a height of six feet on your parcel at 6128 Rose Ave Dunsmuir Ca. 96025. Several verbal warnings were given stating the code violations were explained to your son Ross Taylor. Since the fence was first built. Who resides at the property. Nothing has been done to bring the fence to compliance.

This is a letter stating that the fence on your property must be in compliance. Accordingly to the City Of Dunsmuir Municipal Codes.

17.16.090 Fences, hedges, walls and equivalent screening.

1.06.010 Applicability

1.06.020 Fines

1.06.030 Contents of administrative citation.

1.08.010 General penalty-Continuing violations.

A copy of the City Of Dunsmuir codes is enclosed for your reading.

A picture of the fence in violation is enclosed showing the height of six feet,

A copy of a diagram issued by the city to the public showing allowable fence heights in the City Of Dunsmuir.

This notice of the Municipal Code Violation on your property provided. By the "City Of Dunsmuir" and the (15) days shall begin from the date of this notice. If you need additional time, please notify the City Manager of Dunsmuir of the additional time needed within the (15) days from the date of this letter.

If you have questions about this notice, please contact me at 530-235-4822 x102.

Sincerely,

A handwritten signature in black ink, appearing to read "Ryan Leaty", written over the printed name.

Ryan Leaty
Community Service Officer

17.16.090 - Fences, hedges, walls and equivalent screening.

Fences, hedges, walls or equivalent screening may be erected in any district subject to the following conditions:

- A. Fences, hedges, walls, and equivalent screening shall not exceed six (6) feet in height from original grade on the lot or within all rear and side property lines on interior lot lines, and on or to the rear of all front yard setback lines.
- B. In any district with the requirement of a front yard setback, no fence, hedge, wall or equivalent screening over four (4) feet in height shall be erected in any front yard, or in the side yard on the street side of either a corner lot or on a lot, the rear line of which abuts the side line of an adjoining lot.
- C. In any district lacking the requirement of a front yard setback, the maximum height of any fence within a front yard or along the front lot line shall be restricted to six feet, unless located within twenty-five (25) feet of a street corner, in which case the fence height shall conform to Section 17.16.090(D).
- D. The street intersection of a corner lot shall have no fence, hedge, wall or equivalent screening exceeding three feet in height within a triangle of twenty-five (25) feet along the side of each street, or ten (10) feet along the side of each alley, as measured from the intersection unless it can be demonstrated to the satisfaction of the planning director, or his or her designee(s), that no hazard exists to vehicular or pedestrian traffic.
- E. A fence permit shall be obtained from the city prior to the installation of any fence or wall.
- F. In any district, the maximum height of any fence, wall, hedge or equivalent screening may be increased by a maximum of two feet where the topography of sloping sites or a difference in grade between adjoining sites warrants such increase in height to maintain a level of privacy or to maintain effectiveness of screening as generally provided by such fence, wall, hedge or screening in similar circumstances, subject to the obtaining of a use permit therefore. However, a six-foot fence, hedge, wall or equivalent screening may be located not closer than five feet from the edge of pavement on the street side of any corner lot.
- G. Ordinary maintenance and repairs may be made to any nonconforming fence or wall provided the fence or wall is not enlarged or expanded. However, at the time ten (10) or more linear feet of fence or wall require replacement within a one-year period, the entire fence or wall shall be brought into compliance.

- C. For the purpose of this chapter, each and every day a violation of any provision of the municipal code exists constitutes a separate and distinct violation.
- D. This chapter establishes the administrative procedures for the imposition, enforcement, collection, and administrative review of civil fines pursuant to Government Code Section 53069.4.

(Ord. No. 539, 12-15-2011)

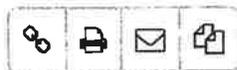
1.06.020 - Fines. Added



- A. The administrative fine shall be imposed by means of an administrative citation issued by an enforcement officer, and shall be paid directly to the city within thirty (30) calendar days from the date of the administrative citation. Payment of a fine shall not excuse a failure to correct a violation, nor shall it bar concurrent or further enforcement actions by the city. The enforcement officer shall be a city employee authorized by the city manager to enforce any provisions of the municipal code.
- B. The city manager, or a designee thereof, may dismiss a citation at any time if a determination is made that it was issued in error, in which event any deposit of a fine shall be refunded. Notice of such action shall be given to the person to whom the citation was issued in writing.
- C. The amounts of the fines for code violations imposed pursuant to this chapter shall be set forth in the schedule of fines established by resolution of the city council.
- D. A ten (10) percent late payment fee shall be imposed on any fine which is not paid within thirty (30) days of the issuance of the citation.
- E. Fines and late fees shall be paid to the city at such location or addresses stated on the citation, or as may otherwise be designated by the city manager.
- F. The civil fines and/or late charges shall be a personal obligation and debt of the recipient of the administrative citation.
- G. The city shall be entitled to recover its attorney fees and all related collection costs arising from any action to collect or foreclose any confirmed, final or uncontested civil fines, late charges or other fees imposed and unpaid pursuant to the procedures set forth in this chapter.

(Ord. No. 539, 12-15-2011)

1.06.030 - Contents of administrative citation. Added



Each administrative citation issued pursuant to this chapter shall contain the following information:

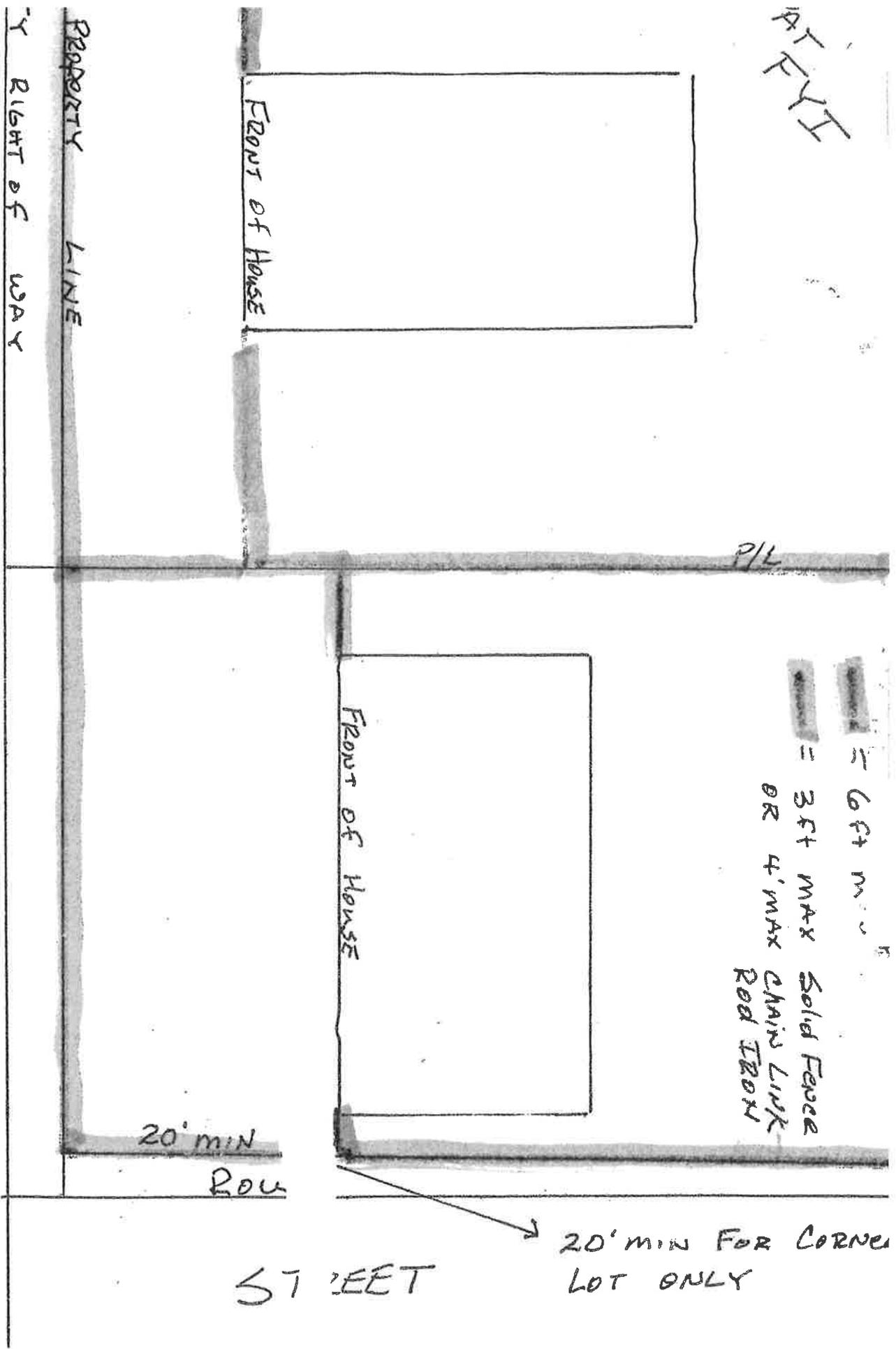
- A. The date of the violation;
- B. The address or a definite description of the location where the violation occurred;
- C. The section of the Dunsmuir Municipal Code violated and a description of the violation;

1.06.030 - Contents of administrative citation. Added

Each administrative citation issued pursuant to this chapter shall contain the following information:

- A. The date of the violation;
- B. The address or a definite description of the location where the violation occurred;
- C. The section of the Dunsmuir Municipal Code violated and a description of the violation;
- D. The amount of the fine for the code violation;
- E. A description of the fine payment process, including a description of the time within which and the place to which the fine shall be paid;
- F. An order prohibiting the continuation or repeated occurrence of the code violation described in the administrative citation;
- G. A description of the administrative citation review process, including the time within which the administrative citation may be contested and the place to obtain a request for hearing form to contest the administrative citation; and
- H. The name and signature of the citing enforcement officer.

41 FT



= 6 FT MAX
 = 3 FT MAX Solid Fence
 OR 4' MAX CHAIN LINK
 Red IRON

20' MIN
ROW

20' MIN FOR CORNER LOT ONLY

STREET

PROPERTY LINE
RIGHT OF WAY

FRONT OF HOUSE

FRONT OF HOUSE

P/L

STREET

2



March 21, 2016

MEMORANDUM

From: City Manager 
To: Mayor and City Council Members

RE: STAFF REPORT SIGNING CHECKS EACH FRIDAY

It is apparent, by the date received and the due date of the invoices that these invoices need to be paid each Friday so they are not delinquent.

These invoices are either commitments in the budget during the budget approval or are expenditures that have been approved by the council prior to receiving the invoice.

Therefore, staff recommends invoices be paid before the check register is approved.

RECOMMENDED MOTION: I make the motion to prepare and have checks paying invoices each Friday that were budgeted for or previously approved.



Vendor # 39005 Purchase Order
 Account No. 31-000-700 Date 2/25/16
 Amount 8240.52
 Approved By Total

PACE Engineering, Inc.
 1730 South Street
 Redding, CA 96001
 530-244-0202

CITY OF DUNSMUIR
 RANDY JOHNSEN
 5915 DUNSMUIR AVE
 DUNSMUIR, CA 96025

Invoice number 26292
 Date 03/08/2016

Project **0204.53 South Dunsmuir Water Main Replacements**

BALANCE IS DUE AND PAYABLE WITHIN 30 DAYS
 For Professional Services from January 31, 2016 to February 27, 2016

Task 1 - Project Management
 Professional Fees

	Date	Units	Rate	Billed Amount
Managing Engineer				
Paul J. Reuter				
Engineering				
	02/23/2016	1.00	194.00	194.00
	02/24/2016	0.50	194.00	97.00
	02/25/2016	0.50	194.00	97.00
	02/26/2016	1.00	194.00	194.00
Project Coordination/Mgmt.				
	02/20/2016	1.50	194.00	291.00
Subtotal		4.50		873.00
Phase subtotal				873.00

Task 8 - Design
 Professional Fees

	Date	Units	Rate	Billed Amount
Admin Clerk I				
Karrie A. Nunes				
Word Processing				
	02/02/2016	0.50	55.00	27.50
<i>Proof, edit, PDF, upload to CIP List - Addendum 1</i>				
	02/03/2016	0.50	55.00	27.50
<i>Addendum 2</i>				
Subtotal		1.00		55.00

CLEMENS WASTE REMOVAL, LLC

P.O. BOX 12
 450 SOUTH 2ND ST.
 DUNSMUIR, CA 96025

Invoice

Date	Invoice #
3/15/2016	2100

Bill To
CITY OF DUNSMUIR 5915 DUNSMUIR AVE. DUNSMUIR, CA 96025

P.O. No.	Terms	Project
	Due on receipt	ROLL OFF

Item	Quantity	Description	Rate	Serviced	Amount
023		COD 20 YD.	225.00		225.00
02		weight/dump fees	521.55	2/23/2016	521.55
		Purchase Order Vendor # <u>6325</u> Date <u>3/25/16</u> Account No. <u>25-000-7300</u> Amount <u>746.55</u> _____ _____ _____ _____ Approved By Total _____			
Your garbage is our bread and butter.			Total		\$746.55

Phone #	Fax #
(530) 235-2984	(530) 235-4117



Remit to
Fastenal Company
P.O. Box 1286
Winona, MN 55987-1286

INVOICE

Page 1 of 1

Cust. No. CAYRE0076
Cust. P.O.
Job No. RON
Contract No. 7-11-51-01

For billing questions
1015 S. Main Street
YREKA, CA 96097

Invoice Date
03/04/2016

Invoice No.
CAYRE4953

Invoice Total
42.98 USD

Phone 530-842-5941
Fax 530-842-5986

Due Date
04/03/2016

Sold To

0006382 01 AB 0.413 **AUTO TO 3 1016 96025-2-06382



CITY OF DUNSMUIR
5915 DUNSMUIR AVE
DUNSMUIR, CA 96025-2355



Ship To
CITY OF DUNSMUIR
5915 DUNSMUIR AVE
DUNSMUIR, CA 96025-2355

This Order and Document is subject to the "Terms of Purchase" posted on www.fastenal.com.

Line No	Quantity Ordered	Quantity Shipped	Quantity Backordered	Description	Control No.	Part No.	Price / Hundred	Amount
1	1	1	0	Wht Eng Grade Rflectv	NHUB1000	1014662	1,998.7500	19.99 TY
2	1	1	0	Blu Eng Grade Rflectv	120187107	1014664	1,998.7500	19.99 TY

*File No
Tape*

Purchase Order
Vendor # 9303 Date 3/25/16
Account No. 30-202-7830 Amount 42.98

Approved By Total _____

Received By

Tax Exemption

Comments

Contact: DEFAULT

Subtotal	39.98
Shipping & Handling	0.00
CA State Tax	2.50
County Tax	0.50
City Tax	0.00
Total	42.98

Reasonable collection and attorneys fees will be assessed to all accounts placed for collection.

No materials accepted for return without our permission. All discrepancies must be reported within 10 days.

If you re-package or re-sell this product, you are required to maintain integrity of Country of Origin to the consumer of this product.

Please pay from this invoice.



INVOICE

Invoice #

11546

Date

3/1/2016

P.O. Box 3512 • Visalia, CA 93278-3512
 (800) 558-1326 • (559) 627-1327 Fax

Bill To:

City of Dunsmuir/ Wastewater
 5915 Dunsmuir Ave.
 Dunsmuir, Ca 96025

Ship To:

City of Dunsmuir/ Wastewater
 5915 Dunsmuir Ave.
 Dunsmuir, Ca 96025
 Attn. Ron

P.O. Number

Ron

Terms

Net 30

Rep

MM

Account #

5160

Ship

3/1/2016

Shipping Met...

Truck

Qty	Item Code	Description	Price Each	Amount
55	320055 SH	Float Away/ Citrus Floating Degreaser Shipping	44.00 115.00	2,420.00T 115.00
<p><i>Purchase Order</i></p> <p>Vendor # <u>1923</u> Date <u>3/25/16</u></p> <p>Account No. <u>20-000-7340</u> Amount <u>2,716.50</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Approved By Total _____</p>				
			Subtotal	\$2,535.00
			Sales Tax (7.5%)	\$181.50
			Total Invoice	\$2,716.50
			Balance Due	\$2,716.50

Thank you for your business.



Ann Towers
Barbara Cross
Arlene Dinges

American Planning Association
California Chapter
Sacramento Valley
Making Great Communities Happen
<http://www.svsapa.org/>

PLANNING COMMISSIONER TRAINING WORKSHOP

The Sacramento Valley Section of the American Planning Association is pleased to announce a Planning Commission Training Workshop.
Open to Planning Commissioners, Appointed Officials, and the public within the Sacramento Valley.

Sacramento Valley APA
We are a professional community of land use and natural resource planners, planning commissioners, students, and those in related professions who support planning, building, and maintaining great communities.

The Workshop will be held on:
Saturday, April 16, 2016
9:00 am to 3:00 pm
West Sacramento Community Center
(1075 West Capitol Avenue, West Sacramento)
Cost \$25 x 3

[registration cost covers coffee and light breakfast in the morning, lunch and afternoon cookies]

Time	Topic
9:00 am	Welcome and Introductions
10:00 am	Module 1: Procedural Basics <ul style="list-style-type: none"> • Planning Overview • Commissioner Conduct • Decision-Making Process
10:30 am	Module 2: The General Plan <ul style="list-style-type: none"> • General Plan Basics • Housing Element • Zoning and Implementation
11:30 am	Module 3: California Environmental Quality Act (CEQA)
12:30 pm	Lunch and Networking (provided by APA-SVS)
1:00 pm	Keynote Speaker: Planning for Healthy Communities
1:30 pm	Module 4: Quality & Sustainable Urban Design <ul style="list-style-type: none"> • Urban Design • Sustainability
3:00 pm	Adjourn

RECEIVED
MAR 21 2016
CITY OF DUNSMUIR

WORKSHOP REGISTRATION

There are two ways to register:

- 1. Register on-line at:**
<https://www.eventbrite.com/e/planning-commissioner-training-workshop-tickets-22119445858>
Please note that a surcharge applies for on-line registration.

- 2. Make payments directly:**
By check: please make checks payable to "SVS-APA" and mail payment to:
Elaine Sledge, SVS-APA account manager
P.O. Box 1794, Fair Oaks, CA 95628

By credit card: call/email Elaine Sledge at 916-234-9329 or elaine@business-svcs.com



**S.C.A.T.
SISKIYOU COUNTY
ARSON TEAM
P.O. BOX 128
YREKA, CA 96097**

March 17, 2016

Chief Dan Padilla
Dunsmuir CFD
5902 Dunsmuir Avenue
Dunsmuir, CA 96025

Dear Chief Padilla:

On February 17, 2016, the members of SCAT voted to increase the SCAT dues from \$25 per year to \$75 per year. These fees are used to provide continuing education and training for SCAT investigators. The fees also cover the cost of items used for evidence collection and processing.

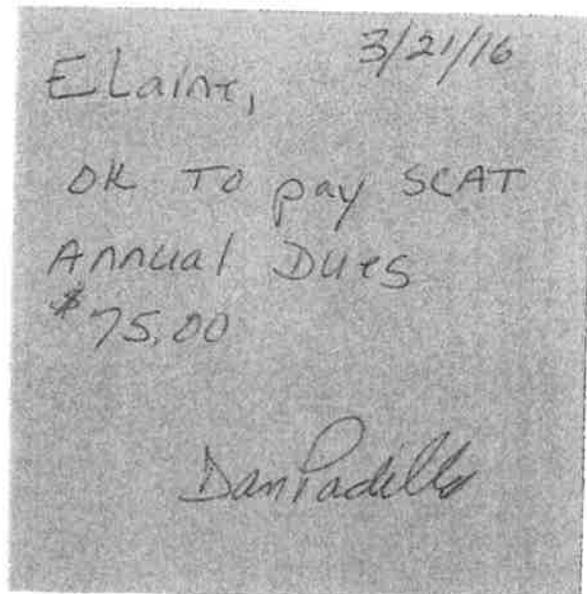
The 2016 SCAT dues in the amount of \$75 are now due. Please make the check payable to Siskiyou County Arson Team and remit to

Siskiyou County Arson Team (SCAT)
c/o California Department of Forestry & Fire Protection
Fire Captain Monte Whipple
P.O. Box 128
Yreka, CA 96097

Thank you for your continued support.

Yours truly,

Monte Whipple
Monte Whipple
Secretary/Treasurer



R E C E I V E D
MAR 21 2016
CITY OF DUNSMUIR

P.O. BOX 6343
FARGO ND 58125-6343



ACCOUNT NUMBER 4246 0445 5570 0511
STATEMENT DATE 03-10-2016
AMOUNT DUE \$1,858.09
NEW BALANCE \$1,858.09

PAYMENT DUE ON RECEIPT

000000092 1 SP 0.500 106481428102356 P

CITY OF DUNSMUIR
ATTN CITY MANAGER
5915 DUNSMUIR
DUNSMUIR CA 96025-2355

AMOUNT ENCLOSED
\$

Please make check payable to "U.S. Bank"

U.S. BANK CORPORATE PAYMENT SYSTEM
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

4246044555700511 000185809 000185809

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY

CITY OF DUNSMUIR 4246 0445 5570 0511	Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Late Payment Charges	- Credits	- Payments	New = Balance
Company Total	\$1,518.59	\$339.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,858.09

NEW ACTIVITY

RANDY L JOHNSEN **CREDITS** **PURCHASES** **CASH ADV** **TOTAL ACTIVITY**
4246-0400-2074-6336 \$0.00 \$54.00 \$0.00 \$54.00

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-16	02-15	24430996046091265001390	MSFT * E07001UWON 800-642-7676 NV	54.00
Department: 00000 Total:				\$54.00
Division: 00000 Total:				\$54.00

DAN PADILLA **CREDITS** **PURCHASES** **CASH ADV** **TOTAL ACTIVITY**
4246-0400-1743-6157 \$0.00 \$285.50 \$0.00 \$285.50

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-12	02-10	24247606042100754404379	ACTIVE911 INC 541-223-7992 OR	51.00
02-26	02-24	24906416055023467580733	DYN*DYN.COM/CHARGE 603-6684998 NH	15.00
02-29	02-25	24760626058391800209542	RODS RADIATORS INC REDDING CA	124.00
03-09	03-08	24247606068100796745028	DISPLAYS2GOCOM 401-247-0333 RI	95.50

CUSTOMER SERVICE CALL

RECEIVED
MAR 21 2016

ACCOUNT NUMBER
4246-0445-5570-0511

STATEMENT DATE 03/10/16 **DISPUTED AMOUNT** .00

AMOUNT DUE
1,858.09

ACCOUNT SUMMARY

PREVIOUS BALANCE	1,518.59
PURCHASES & OTHER CHARGES	339.50
CASH ADVANCES	.00
CASH ADVANCE FEES	.00
LATE PAYMENT CHARGES	.00
CREDITS	.00
PAYMENTS	.00
ACCOUNT BALANCE	1,858.09

SEND BILLING INQUIRIES TO:
CITY OF DUNSMUIR
U.S. Bank National Association
C/O U.S. Bancorp Purchasing Card Program
P.O. Box 6335
Fargo, ND 58125-6335

INVOICE

RETURN THIS PORTION
WITH PAYMENT

PAGE

1



MT SHASTA CO.
P O BOX 1717
MT SHASTA, CA 96067-1717
(530) 926-5862

CITY OF DUNSMUIR
5915 DUNSMUIR AVE
DUNSMUIR, CA 96025

INVOICE NUMBER: 0890906-IN

INVOICE DATE: 3/17/2016

SALESPERSON:

SALES TAX CODE:

CHECK

CUSTOMER NO.: 04-1018843

SHIP VIA: 144
TERMS: NET 10 DAYS

CODE	DESCRIPTION	QUANTITY	PRICE	AMOUNT
PROPANE02	COMMERCIAL FUEL	178.5	1.969	351.47
/60	REGULATORY COMPLIANCE FEE			5.25
/61	FUEL SURCHARGE			3.25

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MAR 21 2016

CITY OF DUNSMUIR

SN: 5HC00872/5714 DUNSMUIR AVE
LIBRARY TANK

Net Invoice: 359.97

Sales Tax: 26.36

INVOICE TOTAL

386.33

TERMS: NET 10 DAYS FROM THE DELIVERY AND/OR SERVICE INVOICE DATE. VAPOR METERS ARE DUE AND PAYABLE IN FULL 15 DAYS FROM THE CLOSE OF THE BILLING CYCLE. Failure to pay the full account balance on said delivery, service or vapor meter due date will result in default and the assessment of a FINANCE CHARGE and or RE-BILLING FEE will be applied. The assessment fee shall be equal to the greater of 1-1/2% (18% ANNUM) per month of the past due balance or \$2.00 per month.

INVOICE NUMBER	CUSTOMER	PAGE
1159549	409984	1 of 1

3995 OLD 44 DRIVE
REDDING, CA 96003-0000

R E C E I V E D
MAR 18 2016

PLEASE REFER TO INVOICE NUMBER WHEN MAKING PAYMENT AND REMIT TO:

FERGUSON ENTERPRISES INC 1423
DBA GROENIGER & COMPANY
PO BOX 740827
LOS ANGELES, CA 90074-0827

Please contact with Questions: 916-381-6100

CITY OF DUNSMUIR

SHIP TO:

7775 1 MB 0.439 E0120X I0191 D1667801797 P3166340 0001:0001



CITY OF DUNSMUIR
5915 DUNSMUIR AVE
DUNSMUIR CA 96025-2355

SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH ID
1425	1425	CA47	1/8 RR GASKT MATL	425	1/8 RR GASKT MATL	03/14/16	53710

ORDERED	SHIPPED	ITEM NUMBER	DESCRIPTION	UNIT PRICE	UM	AMOUNT
1	1	SP-V1/8RR3'X3'GASK	Have you visited our Ferguson.com 3'X3' 1/8 THICK RR GASKT MATL	36.290	EA	36.29
			INVOICE SUB-TOTAL			36.29
			FREIGHT			13.05
			TAX	Siskiyou		2.72

LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION. PRODUCTS WITH *NP IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.

Thank you for your business



TERMS: NET 10TH PROX	ORIGINAL INVOICE	TOTAL DUE	\$52.06
----------------------	------------------	-----------	---------

All past due amounts are subject to a service charge of 1.5% per month, or the maximum allowed by law, if lower. If Buyer fails to pay within terms, then in addition to other remedies, Buyer agrees to pay Seller all costs of collection, including reasonable attorney fees. Complete terms and conditions are available upon request or at http://wolseley.com/terms_conditionsSales.html and are incorporated by reference. Seller may convert checks to ACH.

3995 OLD 44 DRIVE
REDDING, CA 96003-0000

RECEIVED
MAR 18 2016
CITY OF DUNSMUIR

Please contact with Questions: 916-381-6100

INVOICE NUMBER	1159532
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CUSTOMER	409984
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PAGE	1 of 1
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PLEASE REFER TO INVOICE NUMBER WHEN MAKING PAYMENT AND REMIT TO:

FERGUSON ENTERPRISES INC 1423
DBA GROENIGER & COMPANY
PO BOX 740827
LOS ANGELES, CA 90074-0827

7230 1 MB 0.439 E0039X I0059 D1666310375 P3164409 0001:0001



CITY OF DUNSMUIR
5915 DUNSMUIR AVE
DUNSMUIR CA 96025-2355

SHIP TO:

SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH ID
1425	1425	CA47	4" BELL REST DIP	425	4" BELL REST DIP	03/10/16	53706

ORDERED	SHIPPED	ITEM NUMBER	DESCRIPTION	UNIT PRICE	UM	AMOUNT
1	1	R611480	4 611 DC BELL JT REST DI	63.620	EA	63.62
			Have you visited our Ferguson.com website? Log on today!			
			INVOICE SUB-TOTAL			63.62
			FREIGHT			34.23
			TAX	Siskiyou		4.77

LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION. PRODUCTS WITH "NP IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.

Thank you for your business



TERMS: NET 10TH PROX	ORIGINAL INVOICE	TOTAL DUE	\$102.62
----------------------	------------------	-----------	----------

All past due amounts are subject to a service charge of 1.5% per month, or the maximum allowed by law, if lower. If Buyer fails to pay within terms, then in addition to other remedies, Buyer agrees to pay Seller all costs of collection, including reasonable attorney fees. Complete terms and conditions are available upon request or at http://wolseley.com/terms_conditionsSale.html and are incorporated by reference. Seller may convert checks to ACH.

FREMONT, CA 94538

CITY OF DUNSMUIR

Shipped To:
 CITY OF DUNSMUIR
 5915 DUNSMUIR AVE
 DUNSMUIR CA 96025-2355

Page No. 1 of 2
 Invoice # 506725
 Invoice Date 03/15/16
 Purchase Order 03/14/16
 Account # 576965

Customer Service

Call us with any questions at

1-877-969-6629

MDG2005 00002774 1 MB 0439 09231S



CITY OF DUNSMUIR 86
 5915 DUNSMUIR AVE
 DUNSMUIR CA 96025-2355

002774

Visit Our Web Site
 at
www.officemaxworkplace.com



Loc	Order Date	Ship Date	Ordered By	Shipped Via	Shipping Terms - FOB	Federal I.D.
86	03/14/16	03/15/16	JULIE ISKRA	0723	PREPAID	34-1573735

Detail

Qty.	Unit	Product Code	Description	Price Per Unit	Amount
2	EA	A5 TZE-S231CS	PHONE#(530)235-4822 E#100 BRTH LT BLK ON WHT 1/2" ALTSRC=ODP 2EA 830583473 Shipping from whse in FREMONT, CA Item will arrive separately	9.27& EA	18.54
1	EA	M1 TI-1795SV	TI-1795SV 8-DIGIT CALCUL ALTSRC=S30 1EA Shipping from whse in SACRAMENTO, CA Item MAY arrive separately	9.75& EA	9.75
	EA	K3 264005V04	ORG VERT/5 CONTEMP BK ORD 2EA ALTSRC=LA 2EA 94506935 Shipping from whse in GARDEN GROVE, CA Item will arrive separately	&	
2	BX	F1 OD810838	FILE FLDR LTR 1/3CUT MAN REQ PROD #F10M97182 ALTSRC=ODP 2BX 830583473 Shipping from whse in FREMONT, CA Item will arrive	6.32& BX	12.64

Continued

See www.officemaxworkplace.com for return information and other terms and conditions...

0 W4 00 W-F 888

Our W-9 is available at http://about.officemax.com/html/officemax_company_facts.shtml

Sold To:

CITY OF DUNSMUIR
 5915 DUNSMUIR AVE
 DUNSMUIR CA 96025-2355

86 **Send Payment To:**
 OfficeMax
 75 REMITTANCE DR #2698
 CHICAGO, IL 60675-2698

Account # 576965
 Invoice # 506725
 Invoice Date 03/15/16
 Payment Terms NET 20 DAYS
 Invoice Amount 51.73
 Payment Due 04/04/16

MAR 18 2016
 Shipped To:
 CITY OF DUNSMUIR
 5915 DUNSMUIR AVE
 DUNSMUIR CA 96025-2355

Page No. 1 of 1
 Invoice # 506935
 Invoice Date 03/15/16
 Purchase Order 03/14/16
 Account # 576965

Customer Service
 Call us with any questions at
1-877-969-6629

MDG2005 00002773 1 MB 0439 Q9231S



CITY OF DUNSMUIR 86
 5915 DUNSMUIR AVE
 DUNSMUIR CA 96025-2355

002773

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Loc	Order Date	Ship Date	Ordered By	Shipped Via	Shipping Terms - FOB	Federal I.D.
85	03/14/16	03/15/16	JULIE ISKRA	UPSL	PREPAID	34-1573735

Detail

Qty.	Unit	Product Code	Description	Price Per Unit	Amount
2	EA	K3 264005V04	PHONE#(530)235-4822 E#100 ORG VERT/5 CONTEMP BK	17.49& EA	34.98
LOCAL -					
					MDSE AMOUNT 34.98
					SALES TAX 2.63
					S & H CHARGED 9.68
					S & H ALLOWED 9.68-
Payment Due 04/04/16				TOTAL DUE	37.61

See www.officemaxworkplace.com for return information and other terms and conditions...

0 W4 00 WIN 888

Our W-9 is available at http://about.officemax.com/html/officemax_company_facts.shtml

Sold To:

CITY OF DUNSMUIR
 915 DUNSMUIR AVE
 DUNSMUIR CA 96025-2355

86 **Send Payment To:**
 OfficeMax
 75 REMITTANCE DR #2698
 CHICAGO, IL 60675-2698

Account #	576965
Invoice #	506935
Invoice Date	03/15/16
Payment Terms	NET 20 DAYS
Invoice Amount	37.61
Payment Due	04/04/16



OFFSET, DIGITAL, WIDE
 FORMAT PRINTING,
 BANNERS, PROMOTIONAL
 ITEMS, LAMINATING &
 MAILING SERVICES

INVOICE

DATE:	INVOICE #:
3/11/2016	41518

BILL TO:

CITY OF DUNSMUIR
 5915 DUNSMUIR AVE
 DUNSMUIR, CA 96025

**PAY FROM THIS INVOICE;
 NO STATEMENT WILL BE SENT.**

P.O.# / NAME:	TERMS:	PMT DUE DATE:	REP:	SHIP VIA:
J. ISKRA	NET 15 DAYS	3/26/2016	MIKE	LOCAL DELIVERY

QTY:	DESCRIPTION:	ITEM CODE:	AMOUNT:
1,000	BUSINESS CARDS - POCZOBUT	Sales	95.60T

R E C E I V E D
 MAR 18 2016

CITY OF DUNSMUIR

Subtotal:	\$95.60
Sales Tax: (7.5%)	\$7.17
Total:	\$102.77
Payments / Credits:	\$0.00

BALANCE DUE: \$102.77

RECEIVED BY: _____

City of Dunsmuir Elected, Appointed and Assigned As of April 1, 2016

ELECTED

City Council

Meets twice monthly, currently on 1st and 3rd Thursdays

Dave Keisler	elected November, 2012	term ends December, 2016
Josh Spurlock	elected November, 2014	term ends December, 2018
Bryce Craig	elected November, 2014	term ends December, 2018
Bruce Deutsch	appointed June 4, 2015	term ends December, 2016
Nick Syrrist		term ends December, 2018

City Clerk

Kathryn Wilson	elected November 2012	term ends December, 2016
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City Treasurer

Mario Rubino	appointed June 4, 2015	term ends December, 2016
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APPOINTED

Planning Commission

Meets once monthly currently on 1st Wednesday

Kenna Conway	appointed January, 2014	term ends June, 2016
Barbara Cross	appointed May, 2013	term ends June, 2016
Paul Martin	appointed July 16, 2015	term ends June, 2018
Don Harley	appointed January, 2014	term ends June, 2016
Forrest Lamb	appointed September, 2014	term ends June, 2016
Will Newman	appointed February, 2016	term ends June, 2018
Ann Powers	appointed September, 2014	term ends June, 2018

Committees:

Economic Development/Tourism

Purpose: To develop an economic development strategy and incentive program

Councilmembers: Spurlock, Deutsch

Staff: Director of Dunsmuir Chamber of Commerce, City Manager

Meets as needed

City Manager documents/Council appointments as of 2015 11.5.15

Finance

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

Councilmembers: Craig, Deutsch

Officials: City Treasurer

Staff: City Manager, Finance Director

Meets as needed

Public Facilities and Services

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

Councilmembers: Craig, Spurlock

Staff: City Manager

Meets as needed

Public Safety

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

Councilmembers: Keisler, Spurlock

Staff: City Manager, Sheriff, Fire Chief

Meets as needed

Airport

Purpose: To consider and review all activities of Mott airport including the feasibility of municipal solar farm or public/private partnership of same, new business park

Councilmember: Deutsch, Spurlock

Staff: Airport Manager

Citizen Members: Denham, Dinges, Miller, Ford

Meets as needed

Solid Waste

Purpose: To consider and review all operations and activities related to solid waste, including green waste recycling, state mandates regarding recycling, possible grants, biweekly pickup, and smaller can pickup

Councilmembers: Craig, Deutsch

Staff: City Manager

Citizen Members: Steele, Mulvaney

Contractor: Clemens

Meets as needed

CDBG Loan Committee

Purpose: To review and approve applications for business and residential loans funded by CDBG and program income

Councilmember: Keisler

Members:

Staff: City Manager and Finance Director

Meets on call in executive session

Beautification Committee

Purpose:

Members: Helen Cartwright, Barbara Cross, Tim Holt

Meets as needed

Ad Hoc Committees

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

Mossbrae Falls trail

Purpose: To assist stakeholders in obtaining, constructing and maintaining an ADA compliant public access to Mossbrae Falls.

Councilmembers: Spurlock, Craig

Staff: City Manager

Meets as needed

Members: Ostrom, Totten, Arth

Protocols

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

Councilmembers: Craig, Spurlock

Staff: City Manager

Meets as needed

Audio and Video system in Council Chambers

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

Councilmembers: Spurlock, Deutsch

Meets as needed

Assignments:

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

League of Local Agencies (LOLA)

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

Councilmembers: Keisler/Spurlock

Staff: City Manager

IRWMP (Integrated Regional Water Management Plan)

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

Councilmembers: Craig, Syrrist

Staff: City Manager

Citizen Member: Ed Steele

Meets on call of IRWMP Board and TAC chairperson

SCORE (Small Cities Organized Risk Effort)

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

Board member: City Manager

Alternate member: Craig

Neighborhood Watch

Purpose: To attend monthly meetings of Neighborhood Watch in Dunsmuir

Councilmembers: Keisler, Spurlock

Staff: Sheriff's Department representative

Meets second Thursday of month

City Web Site

Purpose: To improve and maintain the City's web site

Councilmembers: Craig, Spurlock

Reports to Council as needed.

Local Agency Formation Commission (LAFCo)

Purpose: To represent the City of Dunsmuir and other cities of Siskiyou County in considering planning matters that affect County and Cities

Councilmember: appointed by LOLA

Meets second Tuesday of the month.

Siskiyou County Local Transportation Commission

Purpose: To review and approve matters related to transportation and street needs throughout Siskiyou County and its Cities often involving grant funding. Membership is three Supervisors and three City representatives with one city alternate.

Councilmember: no Dunsmuir member at the moment, appointments are made by LOLA

Staff: City Manager, Public Works Supervisor attend TAC meetings

Commission meets first Tuesday of the month. TAC meets as called.

Weed/Mt. Shasta/Dunsmuir Trail Committee

Purpose: To create a non-motorized trail connecting Weed, Mt. Shasta and Dunsmuir.

Councilmembers: Syrrist, Keisler

Meets as called

Regional Integrated Waste Management Council

Purpose: Consider solid waste and recycling matters often to seek compliance with State mandates.

This Council is still forming and appointments have yet to be made.

Councilmember: Craig, Alternate Deutsch

Staff: City Manager

Meets as called

Dunsmuir Recreation and Parks District, Board of Directors

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

Three appointments: Guy Shoop, Jerry Totten, Brian Wilson

Terms expire June 30, 2016

Big Fish/Trophy Trout

Mayor and Council appoint citizens to organize Big Fish program

Councilmember: Keisler

Citizens: Richard Dinges; Mike Robinson; Carol Rivard; Brian Wilson

Meets as called

MEMORANDUM

April 15, 2016

From: City Manager 
To: Mayor and City Council Members

RE: Installation of Union Pacific Railroad Stop Light

The City received a railroad stop light from Union Pacific and it was thought that Caboose Park at Siskiyou Ave. loop across from YAK's. After investigating who the property belonged to it was discovered that the property was relinquished to the City by Caltrans.

The installation of the stop light would be very minimal as a contractor has volunteered to put the stop light up inside the loop for the cost of materials only. Councilman Keisler has more information.

RECOMMENDATION: Move to approve the installation of the railroad stop light in Siskiyou Ave loop.

Julie Iskra

From: Julie Iskra
Sent: Thursday, April 07, 2016 8:18 AM
To: 'Barnes, Stacey@DOT'
Subject: RE: Question

Thank you so much! I will pass this map on to our Public Works Supervisor for his reference. I really appreciate your promptness in getting this info to us!
Julie

From: Barnes, Stacey@DOT [mailto:stacey.barnes@dot.ca.gov]
Sent: Thursday, April 07, 2016 8:07 AM
To: Julie Iskra <utilitybilling@ci.dunsmuir.ca.us>
Cc: Quigley, Tamy D@DOT <tamy.quigley@dot.ca.gov>; Hernandez Harvey, Lisa@DOT <lisa.harvey@dot.ca.gov>
Subject: RE: Question

Julie,

The Right of Way record map shows that whole area around the Siskiyou Ave. loop was relinquished to the City in 1981. If you intend to place the light in that area near the caboose, you don't need to work through us. Thanks for checking!

Stacey Barnes, PE
District Permit Engineer
Caltrans District 2
Office of Encroachment Permits
1657 Riverside Drive
Redding, CA 96001
(530) 225-3314

From: Barnes, Stacey@DOT
Sent: Thursday, April 07, 2016 7:29 AM
To: 'utilitybilling@ci.dunsmuir.ca.us' <utilitybilling@ci.dunsmuir.ca.us>
Cc: Quigley, Tamy D@DOT <tamy.quigley@dot.ca.gov>; Hernandez Harvey, Lisa@DOT <lisa.harvey@dot.ca.gov>
Subject: FW: Question

Good morning Julie,

Lisa and I are looking into the right of way there and will get back to you soon.

Thanks!

Stacey Barnes, PE
District Permit Engineer
Caltrans District 2
Office of Encroachment Permits

MEMORANDUM

April 11, 2016

From: City Manager 

To: Mayor and City Council Members

RE: Authorized signors for City bank accounts

The City Council on April 8, 2016 appointed Mari C. Shanta to fill Nick Syrrist position on the City Council.

Each time the City Council or City Treasurer has a new member a City Resolution must be completed removing the off-going Council member (Nick Syrrist) and add the new Council member (Mari C. Shanta).

RECOMMENDED MOTION: Move to approve resolution 2016- A resolution of the City Council of the City of Dunsmuir authorizing signors of City Bank Accounts.

RESOLUTION 2016-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNSMUIR
AUTHORIZING SIGNORS OF CITY BANK ACCOUNTS**

WHEREAS, the City Council of the City of Dunsmuir has filled the one vacancy of the City Council Member and Treasurer, and

WHEREAS, checks, drafts or other orders for the payment on the City bank accounts must have three (3) signatures; and

WHEREAS, the City council has full power and lawful authority to adopt the resolution and confer the powers herein granted to the persons named and that such persons have full power and authority to exercise the same.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Dunsmuir, effective this date:

- The following individuals are authorized signors on the City's bank accounts at US Bank and Premier West Bank:
Dave Keisler, Council Member
Bruce Deutsch, Council Member
Bryce Craig, Council Member
Josh Spurlock, Council Member
Mari C. Shanta, Council Member
Mario Rubino, Treasurer
- The following city official will be removed from the list of authorized signers:

Nick Syrrist

The Deputy City Clerk is authorized to certify this is a true and correct resolution.

IT IS HEREBY CERTIFIED that the foregoing Resolution 2016- was introduced and duly adopted by the City Council of the City of Dunsmuir at a regularly meeting held on the 21th day of April, 2016 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Julie Iskra, Deputy City Clerk

Mayor

March 28, 2016

MEMORANDUM

From: City Manager 
To: Mayor and City Council

RE: Property Assessed Clean Energy Program (PACE)

This is a program developed by the California Statewide Community Development Authority (CSCDA). I have worked with them before in Orland on the Statewide Community Infrastructure Program.

What the proposed resolution would do is allow property and business owners to purchase renewable energy, such as solar or vehicle recharger for a home or business. The PACE program would be a loan to the property owner and would be placed on their taxes. It is a pass through the city. The City would have no responsibilities if the property would go into foreclosure or tax sale. It is important to read the entire resolution.

This is an excellent vehicle for citizens and businesses of the Dunsmuir community. I have discussed this with the City Managers of Mt. Shasta City, Weed and Yreka who are all proposing the same resolution to their council members. Ron Stock of Weed has also forwarded the proposal to the Siskiyou County Board of Supervisors.

Should you have further questions I can request that a representative from CSCDA attend a future meeting to explain this program in more detail.

RECOMMENDED MOTION: Motion to adopt Resolution No. _____ RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNSMUIR, CA CONSENTING TO THE INCLUSION OF PROPERTIES WITHIN THE TERRITORY OF THE CITY OF DUNSMUIR, CA IN THE CSCDA OPEN PACE PROGRAMS; AUTHORIZING THE CALIFORNIA STATEWIDE COMMUNITIES DEVELOPMENT AUTHORITY TO ACCEPT APPLICATIONS FROM PROPERTY OWNERS, CONDUCT CONTRACTUAL ASSESSMENT PROCEEDINGS AND LEVY CONTRACTUAL ASSESSMENTS WITHIN THE TERRITORY OF THE CITY OF DUNSMUIR, CA; AND AUTHORIZING RELATED ACTIONS

Julie Iskra

From: City Manager
Sent: Friday, March 25, 2016 10:38 AM
To: Julie Iskra
Subject: Council agenda
Attachments: CSCDA OPEN PACE Opt In Resolution (3).doc

Julie,

I have attached a resolution for the city council meeting on April 7th. The title of the agenda will be California Statewide Communities Development Authority's (CSCDA) – Property Assessed Clean Energy (PACE).

Very respectfully,

Paul H. Poczobut Jr.
City Manager
City of Dunsmuir
5915 Dunsmuir Ave.
Dunsmuir, CA 96025
(530) 235-4822 (office)
(530) 925-3806 (cell)

Provide Your Community with Access to CSCDA's Open PACE Network



CSCDA
OPEN PACE
PROPERTY ASSESSED CLEAN ENERGY



CSCDA's Open PACE Network delivers a complete energy efficiency and renewable energy program for your community

- Prequalified PACE Program Administrators
- Managed contractor networks
- 100% funding for energy efficiency projects and renewable energy
- Support of residential and commercial projects
- Repayment through property tax bill
- Constituent satisfaction through CSCDA's quality controls

To opt in to the Open PACE Network contact:

James Hamill | jhamill@cscda.org Jon Penkower | jpenkower@cscda.org (925) 476-5644 | www.cscda.org



CSCDA

CALIFORNIA STATEWIDE COMMUNITIES
DEVELOPMENT AUTHORITY



California State Association of Counties

LEAGUE
OF CALIFORNIA
CITIES

Benefits of the CSCDA Open PACE Program

www.cscda.org



CSCDA

CMV

PACE

100

Benefits of Open PACE Program to CSCDA Members

- ✓ **Highest Standards.** CSCDA recently adopted a PACE Consumer Protection Policy containing the highest standards of any PACE program.
- ✓ **Competition is Good.** Only CSCDA brings you multiple programs to compete for your homeowners business. Our programs interest rates are the lowest in the industry.
- ✓ **No City/County Obligation.** Similar to conventional assessment financing, the City/County is not obligated to repay the bonds or pay the assessments levied on the participating properties.
- ✓ **No City/County staff support required.** All Open PACE, assessment administration, bond issuance and bond administration functions are handled by CSCDA and its pre-qualified program administrators. No City/County staff time is required to participate in Open PACE.
- ✓ **Prequalified PACE Administrators.** CSCDA has pre-qualified the PACE Administrators based on their business practices, qualifications, experience, and capital commitment to the PACE market.

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNSMUIR, CA
CONSENTING TO THE INCLUSION OF PROPERTIES WITHIN THE TERRITORY
OF THE CITY OF DUNSMUIR, CA IN THE CSCDA OPEN PACE PROGRAMS;
AUTHORIZING THE CALIFORNIA STATEWIDE COMMUNITIES DEVELOPMENT
AUTHORITY TO ACCEPT APPLICATIONS FROM PROPERTY OWNERS,
CONDUCT CONTRACTUAL ASSESSMENT PROCEEDINGS AND LEVY
CONTRACTUAL ASSESSMENTS WITHIN THE TERRITORY OF THE CITY OF
DUNSMUIR, CA; AND AUTHORIZING RELATED ACTIONS**

WHEREAS, the California Statewide Communities Development Authority (the “Authority”) is a joint exercise of powers authority, the members of which include numerous cities and counties in the State of California, including the City of Dunsmuir; and

WHEREAS, the Authority is implementing Property Assessed Clean Energy (PACE) programs, which it has designated CSCDA Open PACE, consisting of CSCDA Open PACE programs each administered by a separate program administrator (collectively with any successors, assigns, replacements or additions, the “Programs”), to allow the financing or refinancing of renewable energy, energy efficiency, water efficiency and seismic strengthening improvements, electric vehicle charging infrastructure and such other improvements, infrastructure or other work as may be authorized by law from time to time (collectively, the “Improvements”) through the levy of contractual assessments pursuant to Chapter 29 of Division 7 of the Streets & Highways Code (“Chapter 29”) within counties and cities throughout the State of California that consent to the inclusion of properties within their respective territories in the Programs and the issuance of bonds from time to time; and

WHEREAS, the program administrators currently active in administering Programs are the AllianceNRG Program (presently consisting of Deutsche Bank Securities Inc., CounterPointe Energy Solutions LLC and Leidos Engineering, LLC), PACE Funding LLC and Renewable Funding LLC, and the Authority will notify the City Dunsmuir, CA in advance of any additions or changes; and

WHEREAS, Chapter 29 provides that assessments may be levied under its provisions only with the free and willing consent of the owner or owners of each lot or parcel on which an assessment is levied at the time the assessment is levied; and

WHEREAS, the City of Dunsmuir, CA desires to allow the owners of property (“Participating Property Owners”) within its territory to participate in the Programs and to allow the Authority to conduct assessment proceedings under Chapter 29 within its territory and to issue bonds to finance or refinance Improvements; and

WHEREAS, the territory within which assessments may be levied for the Programs shall include all of the territory within the City’s official boundaries; and

WHEREAS, the Authority will conduct all assessment proceedings under Chapter 29 for the Programs and issue any bonds issued in connection with the Programs; and

WHEREAS, the City of Dunsmuir, CA will not be responsible for the conduct of any assessment proceedings; the levy of assessments; any required remedial action in the case of delinquencies in such assessment payments; or the issuance, sale or administration of any bonds issued in connection with the Programs;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Dunsmuir, CA as follows:

Section 1. This City Council hereby finds and declares that properties in the territory of the City will benefit from the availability of the Programs within the territory of the City and, pursuant thereto, the conduct of special assessment proceedings by the Authority pursuant to Chapter 29 and the issuance of bonds to finance or refinance Improvements.

Section 2. In connection with the Programs, the City hereby consents to the conduct of special assessment proceedings by the Authority pursuant to Chapter 29 on any property within the territory of the City and the issuance of bonds to finance or refinance Improvements; provided, that

(1) The Participating Property Owners, who shall be the legal owners of such property, execute a contract pursuant to Chapter 29 and comply with other applicable provisions of California law in order to accomplish the valid levy of assessments; and

(2) The City will not be responsible for the conduct of any assessment proceedings; the levy of assessments; any required remedial action in the case of delinquencies in such assessment payments; or the issuance, sale or administration of any bonds issued in connection with the Programs.

Section 3. The appropriate officials and staff of the City are hereby authorized and directed to make applications for the Programs available to all property owners who wish to finance or refinance Improvements; provided, that the Authority shall be responsible for providing such applications and related materials at its own expense. The following staff persons, together with any other staff persons chosen by the City Manager of the City from time to time, are hereby designated as the contact persons for the Authority in connection with the Programs: Finance Director.

Section 4. The appropriate officials and staff of the City are hereby authorized and directed to execute and deliver such certificates, requisitions, agreements and related documents as are reasonably required by the Authority to implement the Programs.

Section 5. The City Council hereby finds that adoption of this Resolution is not a "project" under the California Environmental Quality Act, because the Resolution does not involve any commitment to a specific project which may result in a potentially significant

physical impact on the environment, as contemplated by Title 14, California Code of Regulations, Section 15378(b)(4).

Section 6. This Resolution shall take effect immediately upon its adoption. The City Clerk is hereby authorized and directed to transmit a certified copy of this resolution to the Secretary of the Authority at: Secretary of the Board, California Statewide Communities Development Authority, 1400 K Street, Sacramento, CA 95814.

PASSED AND ADOPTED this 7th day of April, 2016 by the following vote, to wit:

AYES: Council Members _____

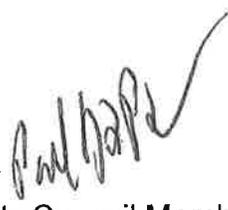
NOES: Council Members _____

ABSENT: Council Members _____

ABSTAIN: Council Members _____

MEMORANDUM

April 14, 2016

From: City Manager 
To: Mayor and City Council Members

RE: Authorization to fill vacant employee positions and add one position to City Hall

It is requested that City Council authorize the City Manager to move forward with the hiring of a Utility Maintenance Operator-In-Training full-time. This was budgeted for the full fiscal year but has not been hired pending completion of an updated job description. The attached job description has been reviewed by Utility Maintenance Supervisor Ron LaRue and the City Manager. This position would start at \$13.69.

RECOMMENDATION: Move to authorize the City Manager to fill the vacant Utility Maintenance Operator-In-Training at \$13.69 per hour.

The second employee, a seasonal employee (May 2nd to October 31st 2016) for the Public Works department. See the attached job description. The City Manager along with Public Works and Utility Maintenance supervisor felt it would be best to slow into this position by seeing the effect on the General Fund budget without going full-time. The idea is to hire a person through Personnel Preference at a rate of \$12.00 per hour. The cost by the City to Personnel Preference would be \$20.04 per hour. If the hourly rate for the employee would be \$15.00 per hour the Personnel Preference cost would be \$25.05 per hour. Weed and Mt. Shasta use them whenever they need temporary help.

Personnel Preference is the quick way of hiring a temporary person without having to advertise and screen applicants. They also take care of the payroll and other administrative work. The City would receive applications that Personnel Preference screens and feels would make a good fit for the position. The PW supervisor and City Manager would interview the applicant and the PW supervisor would determine he wanted to hire that person or not.

RECOMMENDATION: Move to authorize the City Manager to hire a Public Works Maintenance Seasonal Worker through Personnel Preference for \$12.00 per hour (employee).

A third employee would be a part-time employee (5 hours a day (10:00 am – 3:00 pm), 25 hours a week). The attached job description would entail assisting the Deputy City Clerk/Utility Billing Clerk with utility billing and be responsible for customer service at the front counter. This individual could also be trained in their spare time for accounts payable. The Deputy City Clerk/Utility Billing Clerk has added the preparation, distribution of the council and planning agenda as well as recording/typing the minutes for the council and planning meetings. This would not relieve the Deputy City Clerk/Utility Billing Clerk of her duties but assist her in completing her duties. The classification would be as an assistant Utility Billing Clerk with the ability to help the accounting clerk when need for data entry only. This position would start at \$15.00 per hour and have a term limit of no longer than 16 months.

RECOMMENDATION: Move to authorize the City Manager to hire a part time Assistant Utility Billing Clerk at \$15.00 per hour not to exceed 16 months.

CITY OF DUNSMUIR

CLASS TITLE: PUBLIC UTILITIES MAINTENANCE – OPERATOR IN TRAINING (OIT)

BASIC FUNCTION:

Under the direct supervision, performs semi-skilled and skilled duties involved in the operation and maintenance of the Wastewater Treatment Facility; and performs a variety of related work which could include operation and maintenance with the water system..

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

In a learning capacity, participate in the operation and periodic maintenance of a variety of wastewater treatment equipment.

Work closely with certified Plant Operators to learn the various aspects of the wastewater treatment process.

Obtain continuing education units for Wastewater certification by correspondence courses and/or other applicable training courses.

Read meters and maintain operating logs.

Inspect and maintain various plant equipment.

Follow safe work methods and safety precautions related to the work.

Maintain buildings and grounds.

Work various shifts and flexible hours, including weekends and holidays.

Operate various sizes of power-driven equipment.

Assist with the removal and replacement of various plant equipment.

Work on water system leaks and repairs.

Meter reading in water system is required.

Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

Use, purpose, and maintenance of hand tools.

Operation, care, and routine maintenance of basic mechanical equipment.

Safe work practices and procedures.

Ability to:

Establish and maintain cooperative relationships with those contacted in the course of work.

Understand and follow oral and written instructions.

Read and interpret gauges and recording devices reflecting plant operations.

Perform a variety of skilled and semi-skilled tasks in general construction and maintenance activities.

Maintain, repair, and adjust wastewater treatment equipment.

Keep records and make reports.

Computer work required, Microsoft word, excel and outlook.
Understand and apply basic wastewater mathematics.
Operate a variety of power-driven equipment.
Perform heavy manual labor and lift up to 50 pounds.
Tolerate changes in outside temperatures from winter to summer, and tolerate dust, pollen, wind and rain.
Sit or stand for periods of up to four hours in duration.
Walk on uneven or steep ground.
Run snow removal equipment; snowplow, loader, backhoe, dump truck.

EDUCATION AND EXPERIENCE

Equivalent to completion of twelfth grade, in addition to any combination of experience and education that could likely provide the required knowledge and abilities to qualify for this position.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Class C California Driver's License as required for plant operation functions.

Ability to obtain a Grade I California Wastewater Operator's Certificate within two years of appointment with ongoing progress towards obtaining a Grade II California Wastewater Operator's Certificate.

Must be able to be on call during off hours and weekends to respond to emergency call outs and weekend plant operations.

CITY OF DUNSMUIR

CLASS TITLE: PUBLIC WORKS SEASONAL WORKER

BASIC FUNCTION:

Under the direction of the Public Works Supervisor, assist with a variety of activities involved in the maintenance and repair of City streets, storm drain, assist when needed the water and sewer systems, lines and equipment; ability to operate and repair lawn mowers, weed eaters, chain saws, hedge trimmer, DR trimmer and leaf blowers.

REPRESENTATIVE DUTIES:

Maintenance of guard rails, street signs, installation of street signs, pick up roadside trash, and pick up trash from city owned garbage cans.

Some carpentry work, assist with street maintenance, painting, clean graffiti, clean drains and drainages.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Some knowledge of proper work site safety (cones, signs around working area).

Proper use/knowledge of radio communications.

Must be able to work on own as well as with other employee's.

Use of standard tools, equipment, materials, methods and techniques used in general construction, maintenance and repair.

Appropriate safety precautions and procedures.

Operation of hand and power tools and equipment.

Proper lifting techniques.

Legal and defensive driving practices.

ABILITY TO:

Observe health and safety regulations.

Take proper precautions when working around public or where vehicles are parked near a work zone.

Perform heavy physical labor

Understand and follow oral and written instructions.

Meet the physical requirements necessary to safely and effectively perform required duties.

Must be able to read and speak English.

EDUCATION AND EXPERIENCE:

One year of general maintenance experience.

LICENSE AND OTHER REQUIREMENTS:

Must have a Class C motor vehicle license in good standing.

WORKING ENVIRONMENT:

Indoor and outdoor work environment.
Seasonal heat and cold or adverse weather conditions.
Exposure to fumes, dust, odors, oil/grease, gases and chemicals.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate equipment.
Bending at the waist, kneeling, stooping or crouching.
Reaching overhead, above the shoulders and horizontally,
Lifting, carrying, pushing and pulling heavy objects as assigned by the position, a minimum of 50 pounds.
Seeing to operate equipment and read a variety of materials.
Sitting or standing for extended periods of time.
Climbing ladders.
Heavy physical labor.
Hearing and speaking to exchange information.

HAZARDS:

Subject to noise and fumes from equipment operation.
Working around and with machinery having moving parts.
Working at heights.
Traffic hazards.
Working in a cramped or restrictive work chamber.
Infectious materials from wastewater.
Chemical fumes.

CITY OF DUNSMUIR

CLASS TITLE: PART-TIME ASSISTANT UTILITY BILLING CLERK/RECEPTIONIST

BASIC FUNCTION:

Assist the Utility Billing Clerk with maintenance of water/sewer/solid waste utility accounts; answer phone calls, greet customers and receive utility bill payments; data entry into utility billing software system for correct customer; direct customer to appropriate employee. Additional duties may include learning accounts payables and receivables.

REPRESENTATIVE DUTIES:

Responsible for entering meter readings, payments, and posting penalties into the utility billing software system.

Identify customers that are late with monthly utility payments and generate appropriate reports as needed and post late fees for utility billing.

Identify customers who are who have not made payments and require shut off notices; when appropriate provide utility department with list of customers requiring the shut off of water service.

Create new utility accounts and close other accounts when required or requested by the customer.

Update meter readers and enter the meter readings.

Receive payments, balance cash drawers and customer payments and writes receipts for customers.

Answer telephone and direct calls.

Assist with and complete as directed or assigned various financial activities such as accounts receivable, payable, special assignments, and other activities.

Sorts and distributes mail and prepares outgoing mail for pick-up.

Performs other duties as apparent or assigned.

Provide assistance with the Building Department issuing appropriate permits.

KNOWLEDGE AND ABILITIES

Use of computers and proficiency with Microsoft Office (Word, Excel and Outlook).

Receiving payments and ability to provide accurate change if required.

Ability to make data entries into appropriate software and to utilize the software to produce various reports when required.

Ability to apply understand and carry out instructions furnished in written, oral or diagram form.

Ability to deal with problems involving several concrete variable in standardized situations.

Knowledge and ability to provide customer service in a friendly and courteous manner, either in person or on the telephone.

Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to calculate daily interest, sales tax, and water/wastewater usage.

General knowledge of operations and upkeep of all office equipment.

Ability to operate multi-line telephone system.

QUALIFICATION REQUIREMENT

To perform this job successfully, an individual must be able to perform each duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform these duties.

EDUCATION AND/OR EXPERIENCE

Training in the use of computers above the high school level, a minimum of one-year of office experience and some previous accounting experience.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

MEMORANDUM

April 15, 2016

From: City Manager 
To: Mayor and City Council Members

RE: Rental Increase for Children's Park

The City received a letter from Mr. Gary Benson indicating he will be increasing the rent on the Children's Park from \$625 per month to \$725 per month.

There are two choices: (1) is to pay the increase, (2) is to close the Children's Park. The third option is not available, exchanging and authorizing Mr. Benson the use of the Engine House. This option is not available because of the liability of asbestos. The City cannot sell, rent or lease the Engine House without removing the asbestos. The estimated cost by a profession asbestos removal is \$65,000.

RECOMMENDATION: Move to increase the payment to Mr. Benson from \$625 to \$725 for the Children's Park.

Benson Roofing

P.O. Box 525
Dunsmuir, CA 96025
(530) 926-4700 Fax: (530) 235-4931
Lic. No. 353376

Date: April 1, 2016

City of Dunsmuir
5915 Dunsmuir Ave.
Dunsmuir, CA 96025

To Whom It May Concern:

Please be advised that effective May 1, 2016, the monthly lease payment on the Children's Park will increase to \$725.00 per month, payable on or before the 10th of each month. This is a change from your present lease payment of \$625.00 per month.

Sincerely,



Gary Benson
Benson Roofing
gbenson@nctv.com