

**AGENDA FOR THE MEETING  
DUNSMUIR CITY COUNCIL**

**Join Via Zoom**

**Join URL:** <https://us02web.zoom.us/j/84424135442>

**Dial 1 669 900 6833**

**Meeting ID: 844 2413 5442**

**JULY 2<sup>ND</sup> , 2020**

**CLOSED SESSION: None**

**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 AND FLAG SALUTE**
- 2. ROLL CALL**
- 3. SPECIAL PRESENTATIONS AND ANNOUNCEMENTS**
- 4. PUBLIC COMMENT**

Regular City Council meetings are posted on the City’s website to keep City residents informed of City Council actions and deliberations that affect the community. Meetings are scheduled to be televised on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month. Meetings that take place on dates other than the 1<sup>st</sup> and 3<sup>rd</sup> 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.

- 5. COUNCIL AND STAFF COMMENTS**
- 6. COMMITTEE REPORTS**
- 7. APROVAL OF MINUTES – JUNE 18<sup>TH</sup> 2020**
- 8. CONSENT AGENDA:**

**A. CHECK REGISTER - 6/13–6/26/2020**

- 9. PUBLIC HEARING: 1.5 cent sales tax to be put on the November ballot.**

**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.

**10. OLD BUSINESS - None**

**11. NEW BUSINESS**

- A. Discussion of 2020-2022 Draft Budget

**12. FUTURE AGENDA ITEMS**

**Future Agenda Items are topics brought to the City Council for review and/or action. All dates refer to first introductions and can be altered due to time and priority levels.**

**13. ADJOURNMENT**

**Copies of this agenda were posted at City Hall, Dunsmuir City Library, Dunsmuir Park and Recreation District Office and at the Post Office on or before 6:00 PM JUNE 29TH, 2020.**

**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.

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Wendy Perkins, Deputy City Clerk

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Date

**DUNSMUIR CITY COUNCIL  
MINUTES  
JUNE 18TH, 2020**

SPECIAL MEETING CALLED TO ORDER @ 5:32 P.M. Arth arrived late @ 5:35 p.m.  
APPROVE MINUTES of special meeting on 6/4 by Deutsch 2<sup>ND</sup> Keilser

**COUNCIL PRESENT**

ARTH, BRYAN, DEUTSCH, KEILSER, LUCCHESI

STAFF PRESENT: CM JUHASZ, FD MICHAELSEN, CITY CLERK PERKINS

**1. INTRODUCTION OF CANDIDATES FOR PLANNING COMMISSION**

**PLANNING COMMISSIONERS**

Skalko – introduces herself and tells why she should serve as PC.

Thanks for your service

Devon Warner – not able to be with us. Would like to re serve again. Would like to be considered again.

Don Harley – also interested in serving again. He’s a business owner.

Craig Kay – would like to continue. After serving on marijuana task force and getting to serve citizens of Dunsmuir. Born and raised. Loves it here. Wants to help.

Motion by Bruce Deutsch to reapprove the applicants to serve another 4 year term, 2<sup>nd</sup> by Keisler.

Roll Call Vote	AYES: Arth, Bryan, Deutsch, Keisler, Lucchesi
	NOES: None
	ABSENT: None
	ABSTAIN:

5-0-0-0

**PARKS AND REC**

Rami White – New to board, moved here in 2012, Dunsmuir is now her home. Treated her well. Always worked with the community @ CRC as early childhood specialist, after school program, middle school teacher. Loves the Parks and Rec district, brings community together.

Ellen wants to be reinstated. Has been on board a couple months. Wants to serve more in the future.

Kate has lived here 16 years. Loves it as much today as when she first drove through it. First loved botanical gardens, love working in the community. Been on board for 2 years.

Maintaining Pool and keeping that open.

Public comment:

Mike R- Kenna Conway does not want to seek reappointment.

We’re lucky to have Rami

Motion to approve the applicants to parks and rec board by Dave to appoint. 2<sup>nd</sup> by Arth for 4 yr term

UNANIMOUS YES.

Roll Call Vote

AYES: Arth, Bryan, Deutsch, Keisler, Lucchesi

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

5-0-0-0

## REGULAR MEETING

### 1. CALL TO ORDER AND FLAG SALUTE

REGULAR Meeting was called to order at 6:02 p.m. by Mayor Lucchesi

### 2. ROLL CALL

Councilmembers present: Arth, Bryan, Deutsch, Keisler, Lucchesi ALL PRESENT

Staff present: City Manager Juhasz, Finance Director Michaelsen, Deputy City Clerk Perkins, Code Enforcement Officer Allen

### 3. SPECIAL PRESENTATIONS AND ANNOUNCEMENTS - None

4. **PUBLIC COMMENT.** Tim Holt. Regarding Community organizing grants. Wanted to go through them in the last finance committee meeting. Library needs more funds. It is difficult for them to obtain TOT revenue from library. Points out this is just the latest development in a long term trend. Sidewalk repair some years, measure P gradually on path to absorb the \$ in the general fund and less in the specific funds it is intended for. **But** maybe there's a grant? It is difficult for library to obtain TOT funds.

**Leslie Wilde** – asks what this public comment is for. When she was on City Council, she attended a conference. Wanted to learn how to form JPA, joint power authority. Great idea if south county had its own police force. City of Mt Shasta, Weed and Dunsmuir could join their budgets. She met with Mayor Hall and Councilman Palfini, they talked about combining their budgets.

**Steve Bryan** – Wants to distribute goods at the CRC. Go get your commodities.

**Get on the list.**

**Get your Calfresh benefits.**

Please fill out the Census. It will help Dunsmuir.

Barbara Marden – Wants the community pool to be open.

Laura Strandberg – would really like to see the pool open. Her grandchild wants to swim.

Pinky Crayton – Wants to 2<sup>nd</sup> what Laurie said.

Paris wants reminders of Agenda on Facebook.

Barbara Marden – In last few weeks talking about this, we feel like we did not have an opportunity to see what would happen with the funds. Last year it was closed for “minor

repairs” to be done. We got it open despite the odds. Wants the pool open for parents and grandparents.

**5. COUNCIL AND STAFF COMMENTS -**

Council: City Council DID NOT vote to close the pool. It was the parks and rec board. .

**Staff: CM JUHASZ -We rushed through this week for an FAA Grant.** We’re working on final details. They want us to move forward to reconstruct the runway. We want to ensure choppers can land for fire events.

**Deutsch** – Lay out the numbers.

**CM Juhasz** – CLARIFIES the FAA Grant. Have to have State and City funds to match. There is a good chance of CARES act funding. We can construct the approach getting to that runway. Around 2.5 million on the bid.

**Deutsch** – One child could get sick down there.

**Ben Whetstone** – 578 patrol hours. 258 calls for service. 43 traffic. 26 citations, 9 arrests, one felony booking. Domestic Violence Dunsmuir Ave

**CM** – Juhasz – no matter where you land on cannabis. Marijuana is approved for retail and manufacturer. We’ve issued 1<sup>st</sup> cannabis business license. Mentions Element 7 in old bank building. They have one remaining thing with the state. In the first down tax environment, we will be seeing revenues from marijuana soon.

**Keisler** – He agrees with closing the pool. Wants to play it safe rather than sorry.

**Bryan** – Wants to support parks and rec decision. Wishes the pool could be open. It’s Covid 19. It isn’t related to last year. Parks and Rec is sep. entity. Have budget of 160,000 a year. Pool is 2<sup>nd</sup> or 3<sup>rd</sup> in community survey importance.

**Monday there is a finance committee meeting.**

**Arth** – no comments

**Lucchesi** – understands, there are some new things, virtual run /walk, you can do it virtual instead. Sad not to have it. Some families use it for their kid’s activity in summer. She supports parks and rec board for doing that. Go for funds, and do some major changes to pool.

**6. COMMITTEE REPORTS**

**7. APROVAL OF MINUTES: 6/4**

Motion by KESILER to approve the minutes of JUNE 4TH and seconded by BRYAN

Roll Call Vote            AYES: Arth, Bryan, Deutsch, Keisler, Lucchesi  
                                     NOES: None  
                                     ABSENT: None  
                                     ABSTAIN:

5-0-0-0

**8. CONSENT AGENDA:**

**A.** Approval of Check Register 5/30-06/12/2020

**B.** Resolution in support of appointing Wendy Perkins as Deputy City Clerk

- C. Resolution in support of extending solid waste contract with Clemens while negotiations continue on a permanent contract
- D. Introduction and Second Reading of an ordinance establishing a code enforcement administrative and appeals process

Motion to approve by KEISLER 2<sup>nd</sup> by DEUSTCH

Roll call vote:           AYES: Arth, Bryan, Deutsch, Keisler, Lucchesi  
                                   NOES: None  
                                   ABSENT: None  
                                   ABSTAIN:

5-0-0-0

**9. PUBLIC HEARINGS- None**

**10. OLD BUSINESS - None**

**11. NEW BUSINESS**

A. A Resolution requesting the County Elections Clerk to place two measures on the Nov. 7 ballot to enact a 1.5 percent sales tax. There are two Exhibits, A and B  
**John Kenny**- 2 resolutions. 2 ballot questions. 2 competing measures. One is a general one is a special tax. Special Tax = Police and Fire. One is superseded by the other. Only one measure could prevail.

CM Juhasz – this is unusual. To have one superseding the other. 2/3rds vote is most desirable. Doesn't think we will find those votes. Leaning towards general tax. Easier to pass. Just needs a majority vote. Public services and waste focused. If you have 2, no matter how well you write the preamble to one of these measures, they may say just plain no to having 2. But if you just have the 1 on the ballot it may pass better.

John Kenny – Special tax takes 2/3rds vote. Only fire and police. General tax would pass and could be used for general purposes.

Arth asks some question about if the council decides to do both, and we get to Sept, we hear more from community. We think one is stronger than the other, can we kill the weaker one?

City Attorney – No we are stuck with both. We would save on costs if we can get on November ballot.

**City Manager, we can get up to 9.25 % tax. General is 7.25%**

**We have a 5 % sales tax in place that is due to sunset in 2026.**

1. Ex. A To the resolution is the general tax. Requires a majority vote for adoption and the revenues are for general City Purposes.
2. Ex. B. is the special tax. This requires two-thirds vote and the revenues are exclusively for police and fire protection. The ordinance provides that if a general tax is adopted, the special tax will be void.

Public Comment: None

Staff: Arth – reinforces that finance committee spent a long time on it on their meeting. They decided that general tax would be better but hears from Tim Holt we may be better off going with special. Should City be trusted to spend it on what it is meant for? There will be confusion. Let's go with General Tax

Keisler – Truly believe we should put them both on there. But make it clear.

Bryan – one of difficulties, it may not pass when it is both. We take money and use it on other things? Well it's police, fire, code enforcement. We spend half million on just police. we have to cut back hours. We have a loader about to break.

Deutsch – data here. 1<sup>st</sup> one had voting average of about 60%. Taxes in area, 60% will vote. He supports that we pick one and we go with the 50%.

Lucchesi – is in favor of special. Earmarks to dedicate to public safety has a better chance. SPECIAL

Arth – we were going to raise tourism TOT (Transit Occupancy Tax) tax, but that would not be good. We need to give those folks a break because of Covid- 19.

Bruce – we all agree do we go with at least one

Bryan makes motion to go with the option of GENERAL tax.

2<sup>nd</sup>ed by DEUSTCH

APPROVE GENERAL TAX

MOTION TO request a general tax measure of 1.5 %, by Bryan and 2<sup>nd</sup>ed by Arth

## ROLL CALL

Roll call vote:           AYES: Bryan, Deutsch, Arth  
                                  NOES: Lucchesi, Keisler  
                                  ABSENT: None  
                                  ABSTAIN: None

3-2-0-0

**B.** A Resolution (2020-11) authorizing named people to submit ballot arguments in support of the measures.

City Attorney Kenny – explains you may want to have some council members named. Don't want to have more than 2. Your discretion. You can name a City Council member or two, or City Manager or couple other people or Staff.

Juliana and Matthew are named.

Clarifying questions: From Deutsch and Bryan.

Arth has a question. Arth – sounds like there is urgency. Wants to know if it is the people, we authorize to support this measure.

Mayor – These are the arguments in your polling booklet. What we are doing tonight assigning people to construct the argument that goes in the book pamphlet. So we are producing one document to support of.

Lucchesi – People that are registered voters sponsor the argument for the City. Kenny will draft it. It can be amended.

Motion by Keisler to appoint Mayor Lucchesi, Bryan and authorize and select 2 individuals to write the ballot argument to support it. 2<sup>nd</sup> by Arth.

Deutsch – Discussion on the item.

Lucchesi – we could have finance committee to do it.  
Keisler wants mayor and vice mayor.  
Keisler goes on motion, Deutsch 2nds. Wants Vice mayor  
Bryan and Mayor Lucchesi write the arguments.  
Arth – Measure is designed to raise revenue.  
Motion to appoint Mayor Lucchesi and Vice Mayor Bryan to authorize those two to  
select 2 others to write ballot argument in support by : KEISLER 2nded by: ARTH  
Roll call vote: AYES: Bryan, Deutsch, Arth, Keisler, Lucchesi  
NOES: None  
ABSENT: None  
ABSTAIN: None

5-0-0-0

C. Presentation on budget recommendations made by the Finance Committee,  
Motion to MOVE to a later Agenda. Tabled by Bryan 2<sup>nd</sup> by Keisler to table this  
item 11 c. to July 2<sup>nd</sup>.  
Roll call vote: AYES: Bryan, Deutsch, Arth, Keisler, Lucchesi  
NOES: None  
ABSENT: None  
ABSTAIN: None

5-0-0-0

Will be tabled to July 2<sup>nd</sup>, 2020.

D. Authorize staff to use preliminary 2  
year budget 20-22 in accounting system effective 7/1/20.  
Public Comment: NONE  
Discussion: Pay our bills.  
Keisler makes a motion to approve, 2<sup>nd</sup> by Deutsch.  
Roll call vote: AYES: Arth, Bryan, Deutsch, Keisler, Lucchesi  
NOES: None  
ABSENT: None  
ABSTAIN:

5-0-0-0

## **12. FUTURE AGENDA ITEMS - None**

## **13. ADJOURNMENT**

Motion to Adjourn by KEISLER 2<sup>nd</sup> by DEUSTCH.

Consensus by the City Council to adjourn the meeting at 7:54 p.m.

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Mayor Lucchesi

ATTEST:

Wendy Perkins  
Wendy Perkins, Deputy City Clerk

06/19/2020

Date

**RESOLUTION NO. CCR 2020-13**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNSMUIR  
REQUESTING THE ELECTION CLERK OF THE COUNTY  
OF SISKIYOU TO PLACE ON THE NOVEMBER 3, 2020 BALLOT  
A MEASURE TO ADOPT A SALES AND TRANSACTION TAX  
AS A GENERAL TAX REQUIRING A MAJORITY VOTE**

WHEREAS, the City Council of the City of Dunsmuir desires to place on the November 3, 2020 Ballot a ballot measure to authorize the imposition of a 1.5 cents sales tax; and

WHEREAS, the ballot measure (Exhibit "A" attached) is a General Tax with revenues to be used for general City purposes and requiring a majority vote for adoption; and

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Dunsmuir does hereby resolve, declare, determine and order as follows:

Section 1: The City Council requests that the following question be placed on the November 3, 2020 Ballot:

City of Dunsmuir Sales and Transaction Tax to Fund General City Expenses (General Tax)	
Shall an ordinance be adopted authorizing the City of Dunsmuir to collect a sales tax (Transaction and Use Tax) of 1.5 cents to be used for general City purposes and to remain in effect until repealed or amended by the electorate and which will raise approximately \$200,000 annually?	YES
	NO

Section 2: In all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

Section 3: After a legally noticed public hearing the City Council by a two-thirds vote ordered the following ordinance be placed on the November 3, 2020 Ballot:

**MEASURE TO BE SUBMITTED TO THE VOTERS**

**MEASURE \_\_\_\_\_**

Exhibit "A" (attached)  
A General Tax

Section 4: The County Clerk of the County of Siskiyou is authorized, instructed and directed to give all appropriate and convenient notice of the election, inform, time and manner as prescribed by law.

PASSED and ADOPTED this 2nd day of July, 2020 by the following vote.

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_

DATED: July 2nd, 2020

CITY OF DUNSMUIR

\_\_\_\_\_  
Juliana Lucchesi, Mayor

ATTEST:

\_\_\_\_\_  
\_\_\_\_\_, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
John S. Kenny, City Attorney

## EXHIBIT "A"

### AN ORDINANCE OF THE CITY OF DUNSMUIR ADDING CHAPTER 3.21 TO THE MUNICIPAL CODE IMPOSING A TRANSACTIONS AND USE TAX TO BE ADMINISTERED BY THE CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION (GENERAL TAX)

3.21.010. TITLE. This ordinance shall be known as the Enhanced Transactions and Use Tax Ordinance. The City of Dunsmuir hereinafter shall be called "City." This ordinance shall be applicable in the incorporated territory of the City.

3.21.020. OPERATIVE DATE. "Operative Date" means the first day of the first calendar quarter commencing more than 110 days after the adoption of this ordinance, the date of such adoption being as set forth below.

3.21.030. PURPOSE. This ordinance is adopted to achieve the following, among other purposes, and directs that the provisions hereof be interpreted in order to accomplish those purposes:

A. To impose a retail transactions and use tax in accordance with the provisions of Part 1.6 (commencing with Section 7251) of Division 2 of the Revenue and Taxation Code and Section 7285.9 of Part 1.7 of Division 2 which authorizes the City to adopt this tax ordinance which shall be operative if a majority of the electors voting on the measure vote to approve the imposition of the tax at an election called for that purpose.

B. To adopt a retail transactions and use tax ordinance that incorporates provisions identical to those of the Sales and Use Tax Law of the State of California insofar as those provisions are not inconsistent with the requirements and limitations contained in Part 1.6 of Division 2 of the Revenue and Taxation Code.

C. To adopt a retail transactions and use tax ordinance that imposes a tax and provides a measure therefore that can be administered and collected by the California Department of Tax and Fee Administration in a manner that adapts itself as fully as practicable to, and requires the least possible deviation from, the existing statutory and administrative procedures followed by the California Department of Tax and Fee Administration in administering and collecting the California State Sales and Use Taxes.

D. To adopt a retail transactions and use tax ordinance that can be administered in a Manner than will be, to the greatest degree possible, consistent with the provisions of Part 1.6 of Division 2 of the revenue and Taxation Code, minimize the cost of collecting the transactions and use taxes, and at the same time, minimize the burden of record keeping upon persons subject to taxation under the provisions of this ordinance.

3.21.040. CONTRACT WITH STATE. Prior to the operative date, the City shall contract with the California Department of Tax and Fee Administration to perform all functions

incident to the administration and operation of this transactions and use tax ordinance; provided, that if the City shall not have contracted with the California Department of Tax and Fee Administration prior to the operative date, it shall nevertheless so contract and in such case the operative date shall be the first day of the first calendar quarter following the execution of such a contract.

3.21.050. TRANSACTIONS TAX RATE. For the privilege of selling tangible personal property at retail, a tax is hereby imposed upon all retailers in the incorporated territory of the City at the rate of 1.5 cents of the gross receipts of any retailer from the sale of all tangible personal property sold at retail in said territory on and after the operative date of this ordinance.

3.21.060. PLACE OF SALE. For the purposes of this ordinance, all retail sales are consummated at the place of business of the retailer unless the tangible personal property sold is delivered by the retailer or his agent to an out-of-state destination or to a common carrier for delivery to an out-of-state destination. The gross receipts from such sales shall include delivery charges, when such charges are subject to the state sales and use tax, regardless of the place to which delivery is made. In the event a retailer has no permanent place of business in the State of California, the place or places at which the retail sales are consummated shall be determined under rules and regulations to be prescribed and adopted by the California Department of Tax and Fee Administration.

3.21.070. USE TAX RATE. An excise tax is hereby imposed on the storage, use or other consumption in the city of tangible personal property purchased from any retailer on and after the operative date of this ordinance for storage, use or other consumption in said territory at the rate of 1.5 cents of the sales price of the property. The sales price shall include delivery charges when such charges are subject to state sales or use tax regardless of the place to which delivery is made.

3.21.080. ADOPTION OF PROVISIONS OF STATE LAW. Except as otherwise provided in this ordinance and except insofar as they are inconsistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, all of the provisions of Part 1 (commencing with Section 6001) of Division 2 of the Revenue and Taxation Code are hereby adopted and made a part of this ordinance as though fully set forth herein.

3.21.090. LIMITATIONS ON ADOPTION OF STATE LAW AND COLLECTION OF USE TAXES. In adopting the provisions of Part 1 of Division 2 of the Revenue and Taxation Code:

A. Wherever the State of California is named or referred to as the taxing agency, the name of this City shall be substituted therefor. However, the substitution shall not be made when:

1. The word "State" is used as a part of the title of the State Controller, State Treasurer, State Treasury, or the Constitution of the State of California.

2. The result of that substitution would require action to be taken by or against this City or any agency, officer, or employee thereof rather than by or against the California Department of Tax and Fee Administration, in performing the function incident to the administration or operation of this Ordinance.

3. In those sections, including, but not necessarily limited to sections referring to the exterior boundaries of the State of California, where the result of the substitution would be to:

a. Provide an exemption from this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not otherwise be exempt from this tax while such sales, storage, use or other consumption remain subject to tax by the State under the provisions of Part 1 of Division 2 of the Revenue and taxation Code, or;

b. Impose this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not be subject to tax by the state under the said provision of that code.

4. In Sections 6701, 6702,(except in the last sentence thereof), 6711, 6715, 6737, 6797, or 6828 of the Revenue and Taxation Code.

B. The word “City” shall be substituted for the word “State” in the phrase “retailer engaged in business in this State” in Section 6203 and in the definition of that phrase in Section 6203.

1. “A retailer engaged in business in the District” shall also include any retailer that, in the preceding calendar year or the current calendar year, has total combined sales of tangible personal property in this state or for delivery in the State by the retailer and all persons related to the retailer that exceeds five hundred thousand dollars (\$500,000). For purposes of this section, a person is related to another person if both persons are related to each other pursuant to Section 267(b) of Title 26 of the United States Code and the regulations thereunder.

3.21.100. PERMIT NOT REQUIRED. If a seller’s permit has been issued to a retailer under Section 6067 of the Revenue and Taxation Code, an additional transactor’s permit shall not be required by this ordinance.

3.21.110. EXEMPTIONS AND EXCLUSIONS.

A. There shall be excluded from the measure of the transactions tax and the use tax the amount of any sales tax or use tax imposed by the State of California or by any city, city and county, or county pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law or the amount of any state-administered transactions or use tax.

B. There are exempted from the computation of the amount of transactions tax the gross receipts from:

1. Sales of tangible personal property, other than fuel or petroleum products, to operators of aircraft to be used or consumed principally outside the county in which the sale is made and directly and exclusively in the use of such aircraft as common carriers of persons or property under the authority of the laws of this State, the United States, or any foreign government.

2. Sales of property to be used outside the City which is shipped to a point outside the city, pursuant to the contract of sale, by delivery to such point by the retailer or his agent, or by delivery by the retailer to a carrier for shipment to a consignee at such point. For the purposes of this paragraph, delivery to a point outside the city shall be satisfied.

a. With respect to vehicles (other than commercial vehicles) subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, and undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code by registration to an out-of-City address and by a declaration under penalty of perjury, signed by the buyer, stating that such address is, in fact, his or her principal place of residence; and

b. With respect to commercial vehicles, by registration to a place of business out-of-City and declaration under penalty of perjury, signed by the buyer, that the vehicle will be operated from that address.

3. The sale of tangible personal property if the seller is obligated to furnish the property for a fixed price pursuant to a contract entered into prior to the operative date of this ordinance.

4. A lease of tangible personal property which is a continuing sale of such property, for any period of time for which the lessor is obligated to lease the property for an amount fixed by the lease prior to the operative date of this ordinance.

5. For the purposes of subparagraphs (3) and (4) of this section, the sale or lease of tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

C. There are exempted from the use tax imposed by this ordinance, the storage, use or other consumption in this City of tangible personal property:

1. The gross receipts from the sale of which have been subject to a transactions tax under any state-administered transactions and use tax ordinance.

2. Other than fuel or petroleum products purchase by operators of aircraft and used or consumed by such operators directly and exclusively in the use of such aircraft as common carriers of persons or property for hire or compensation under a certificate of public convenience and necessity issued pursuant to the laws of this State, the United States, or any

foreign government. This exemption is in addition to the exemptions provided in Sections 6366 and 6366.1 of the Revenue and Taxation Code of the State of California.

3. If the purchaser is obligated to purchase the property for a fixed price pursuant to a contract entered into prior to the operative date of this ordinance.

4. If the possession of, or the exercise of any right or power over, the tangible personal property arises under a lease which is a continuing purchase of such property of any period of time for which the lessee is obligated to lease the property for an amount fixed by a lease prior to the operative date of this ordinance.

5. For the purposes of subparagraphs (3) and (4) of this section, storage, use, or other consumption, or possession of, or exercise of any right or power over, tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

6. Except as provided in subparagraph (7), a retailer engaged in business in the City shall not be required to collect use tax from the purchaser of tangible personal property, unless the retailer ships or delivers the property into the city or participates within the City in making the sale of the property, including, but not limited to, soliciting or receiving the order, either directly or indirectly, at a place of business of the retailer in the City or through any representative, agent, canvasser, solicitor, subsidiary, or person in the City under the authority of the retailer.

7. "A retailer engaged in business in the City" shall also include any retailer of any of the following: vehicles subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, or undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code. That retailer shall be required to collect use tax from any purchaser who registers or licenses the vehicle, vessel, or aircraft at an address in the City.

D. Any person subject to use tax under this ordinance may credit against that tax and transactions tax or reimbursement for transactions tax paid to a district imposing, or retailer liable for a transactions tax pursuant to Part 1.6 of Division 2 of the Revenue and Taxation Code with respect to the sale to the person of the property the storage, use or other consumption of which is subject to the use tax.

3.21.120. AMENDMENTS. All amendments subsequent to the effective date of this ordinance to Part 1 of Division 2 of the Revenue and Taxation Code relating to sales and use taxes and which are not inconsistent with Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, and all amendments to Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, shall automatically become a part of this ordinance, provided however, that no such amendment shall operate so as to affect the rate of tax imposed by this ordinance.

3.21.130. ENJOINING COLLECTION FORBIDDEN. No injunction or writ of mandate or other legal or equitable process shall issue in any suit, action or proceeding in any court against the State or the City, or against any officer of the State or the City, to prevent or enjoin the collection under this ordinance, or Part 1.6 of Division 2 of the Revenue and Taxation Code, or any tax or any amount of tax required to be collected.

3.21.140. USE OF TAX PROCEEDS. All proceeds of the tax levied and imposed by this ordinance shall be accounted for and paid into a fund designated for use by the City to provide funding for much needed City services and improvement to existing services.

3.21.150. SEVERABILITY. If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the ordinance and the application of such provision to other persons or circumstances shall not be affected thereby.

3.21.160. EFFECTIVE DATE. This ordinance relates to the levying and collecting of the City transactions and use taxes and shall take effect immediately.

3.21.170. DURATION. This ordinance shall remain in effect until repealed or amended by vote of the electorate.

The foregoing Ordinance was approved to be placed on the Ballot at the regular meeting of the City Council of the City of Dunsmuir held on July 2, 2020 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

CITY OF DUNSMUIR

\_\_\_\_\_  
Juliana Lucchesi, Mayor

ATTEST:

FORM APPROVED:

\_\_\_\_\_  
\_\_\_\_\_, City Clerk

\_\_\_\_\_  
John Sullivan Kenny, City Attorney

Check Register Report

Date: 06/25/2020

Time: 4:13 pm

Page: 1

City of Dunsmuir

BANK: U.S. BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>U.S. BANK Checks</b>								
53951	06/19/2020	Printed			2635	BASIC LABORATORY, INC.	waste water biweekly river	727.60
53952	06/19/2020	Printed			4050	BORGES & MAHONEY	contact chamber motor	381.99
53953	06/19/2020	Printed			17013	GOLD NUGGET PRINTING CO.	business card Dellabona	313.77
53954	06/19/2020	Printed			10662	HILL, JOHN	over payment closed acct1011	40.00
53955	06/19/2020	Printed			25317	KENNY & NORINE	legal file#6736	2,962.50
53956	06/19/2020	Printed			33120	MOUNTAIN COUNTIES SUPPLY CO.	gas May 2020	1,598.06
53957	06/19/2020	Printed			10553	MOUNTAIN READY MIX	4 yards mix	731.25
53958	06/19/2020	Printed			39005	PACE ENGINEERING, INC.	mossbrae springs 0204.66	86,501.51
53959	06/19/2020	Printed			39015	PACIFIC POWER	63601721-015 5,street light	1,424.92
53960	06/19/2020	Printed			39015	PACIFIC POWER	Mott airport lights	17.95
53961	06/19/2020	Printed			39015	PACIFIC POWER	willow street pump	9.14
53962	06/19/2020	Printed			47653	SISKIYOU CO. CLERKS OFFICE	NOE historic dist. 5901 Sac	50.00
53963	06/19/2020	Printed			47653	SISKIYOU CO. CLERKS OFFICE	NOE Duns Org Gar 4213 Pine	50.00
53964	06/19/2020	Printed			9918	SISKIYOU MEDIA COUNCIL	City council meetings Jan-May	1,750.00
53965	06/19/2020	Printed			9489	TULLIS, INC.	3/8" cold mix	1,412.48
53966	06/19/2020	Printed			53813	US BANK CORP PAYMENT SYSTEMS	May charges	1,561.83

**Total Checks: 16** **Checks Total (excluding void checks): 99,533.00**

**Total Payments: 16** **Bank Total (excluding void checks): 99,533.00**

**Total Payments: 16** **Grand Total (excluding void checks): 99,533.00**



Home of the Best Water on Earth

# City of Dunsmuir

## Budget 2020-2022

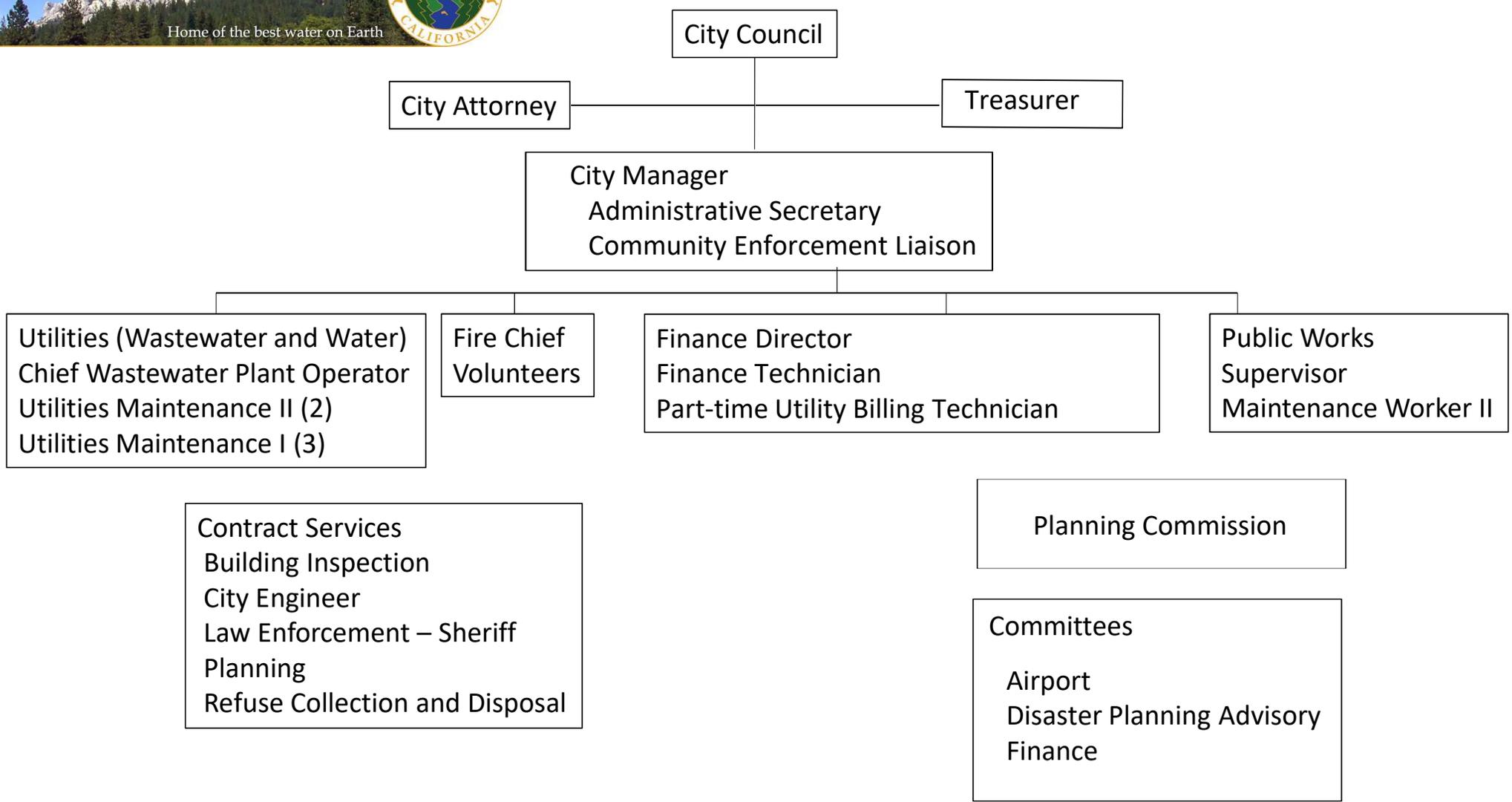


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City of Dunsmuir Organization Chart



A scenic view of a mountain town with colorful autumn foliage. In the foreground, a building with a red roof and a sign that says 'C.A.T.' is visible. The background shows a dense forest of trees in various shades of green, yellow, and orange, set against a backdrop of blue mountains.

# Dunsmuir Vision Statement

In Dunsmuir we commit to building on our heritage  
while enhancing the quality of life for all.

We collaborate to foster pride, develop a vibrant and  
diverse economy, preserve our mountain environment,  
and celebrate our active and creative community.

# Goals

## Fiscal Year 2020-2022

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The City Council to adopt the following goals;

- Improve infrastructure based on needs identified in 2018-2019
- Continuously monitor and improve sidewalks when financial resources are available
- Investigate options for improving law enforcement coverage
- Continue fulltime code enforcement including vigorous work towards compliance with the vacant and distressed building ordinance
- Use planning to further economic development goals. Use awarded grant funds to revamp fee structure to better cover hourly rates for the city planner and code enforcement officer
- Revise bail structure for code enforcement to bring in-line with recently adopted state rates
- Work towards restoring and expanding the tax base post pandemic
- Improve community disaster preparedness and emergency response
- Improve and support tourism offerings in the City through financial allocations and City support

## Goal Outcome

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### **Improve Infrastructure**

Continue major infrastructure improvements to include: the downtown tank replacement project, sewer and water delivery system upgrades, and the Mossbrae Springs delivery system through a combination of USDA grants and loans as well as through an IRWM grant. Continue to seek grants to further upgrade the City's sewage treatment plan and water delivery.

Reconstruct the airport runway in 2020 with an FAA Grant and "dust-off" the ALP plan to be used to seek another no match grant, should the FAA release another notice of availability of CARES Act Grant funds.

### **Sidewalks**

In 2017 the City Council approved the use of four types of deciduous trees to be planted along sidewalks throughout Dunsmuir that do not cause "root heaving" of sidewalks.

The sidewalk/bus stop project was completed.

The Public Works Department leveled and re-laid pavers surrounding tree wells and, in conjunction with the County Public Works Department, replaced 3 sections of sidewalks.

### **Roads**

The Public Works department has been completing street crack fill utilizing the City's gas tax funds. The County is renewing a pavement management study countywide.

### **Investigate options for improving law enforcement**

City staff has worked with the Sheriff Department (Sgt. Whetstine who is the acting Police Chief, and Captain Houtman) to identify expectations. Constant communications between the Police Chief and City Manager has improved law enforcement within the City of Dunsmuir.

The committee formed to negotiate the contract will continue to meet with the Sheriff's office to maintain high levels of communications. Explore ways to save money during contract negotiations.

**Investigate options for improving code enforcement**

The Code Enforcement position has been filled. The Code Enforcement officer has moved to abate problem properties using the Nuisance Abatement provision of municipal code, and is enforcing the Hazardous Vegetation Ordinance to reduce fuel loads on private properties. The City has identified vacant and distressed buildings and will vigorously enforce the related Vacant and Distressed Building Ordinance once Phase 3 of the statewide post-Covid 19 reopening has commenced.

**Create greater financial resiliency and improve reserves**

The Water and Sewer fund have plans in place to maintain reserves. The General fund has a reserve but needs a plan for maintaining or increasing reserve and funding capital projects. Continue to seek a viable income generating land use at the airport to address Airport Enterprise Fund insolvency.

**Improve community disaster preparedness and emergency response**

Continue current work on completing the Local Hazard Mitigation Plan and consolidating it with Siskiyou County's Plan. Continue to support the Dunsmuir Fire Safe Council.

**Improve and support tourism offerings in the City**

Continue to work with SEDC on their Countywide work on tourism promotion and economic resiliency during major disruptive events (e.g. pandemic, fire, earthquakes, others).; Continue Community Promotions funding as feasible.

June 30, 2020

Honorable Mayor and City Council:

In accordance with the Dunsmuir Municipal Code Section 2.08.030 G, the following represents the preliminary budget recommended by staff with proposed amendments made during the adoption process by the Finance Committee and the City Council for 2020-22. This is the first time the City of Dunsmuir is adopting a two-year budget. City staff met with the City Manager and the Finance Director to develop their list of requests for assets needed to meet the needs of their areas of operations. Based on the best information available during this time, preliminary information was shared with the Finance Committee and then presented to City Council for their consideration as a financial plan framework. Within this two-year budget, the City faces deficits in both years, much of which is due to the impacts of Covid 19 on the local economy as well the first time inclusion of costs related to the replacement of large capital equipment.

As mentioned, businesses and households have been shut down for a little more than three months in response to the global pandemic. As expected, sales tax revenue has dropped significantly and the Transient Occupancy Tax levied against entities that provide lodging in Dunsmuir dropped to nearly zero during this period. What has resulted is a significant negative impact to the upcoming budget. This will require us to dip into the City's 'rainy day fund' or reserves. Typically, a City attempts to operate with at least a 20% reserve in case it faces an unexpected event like the one we're currently facing. Based on the proposed budget and with the inclusion of a conservative forecast of a continued decrease in revenue, we are expected to run a reserve of approximately twelve percent in FY 20-21. It is staff's recommendation that we take another look at the budget at the end of the season and readjust the forecast based on how Dunsmuir has fared during the 2020 tourist season. As a side note, early in the season, Dunsmuir is doing unexpectedly well with lodging full through September. However, this budget does not account for the potential for a second mandated shutdown due to a resurgence of the Coronavirus.

In adopting this budget, the City Council also included the following goals and objectives for the years 2020-22:

1. Investigate and pursue a new or increased Transactions and Use Tax through a general tax measure to be included in the November 2020 election. Should the measure pass, it will be dedicated to the general fund to pay for increasing law enforcement costs, animal control, continued community promotions funding, establishing a proactive grant writing program, and the maintenance of a healthy general fund balance/reserve. Should the measure fail, the City will face additional years without the revenue needed to cover ever increasing costs and *the City will continue to see ever expanding deficits. In turn, this would likely result in further cuts to vital services.*
2. Investigate solutions to reduce or eliminate Children's Park expenses by moving it to adjacent City owned property;
3. Review indirect cost allocation account;
4. Investigate any and all options to solidify a new contract for solid waste collection and removal early in the 2020-22 budget cycle. In the meantime, the City passed a one-year extension to the current solid waste contract;

5. If legal, execute a promissory note for the Airport Fund to pay back the General Fund;
6. Continue negotiations with the Dunsmuir Rod and Gun Club and seek a competitive rent rate or exercise the lease's severability;
7. Explore development opportunities at the Airport;
8. Develop an operational plan that reasonably predicts solvency for the Airport Fund;
9. Spend the absolute minimum on the airport until an operational plan is adopted;
10. Use County inmates with required community service debts for cemetery upkeep and terminate the current maintenance contract;
11. Determine ways to cut rent expenses on the City parking lot to the north of City Hall and try to strike a deal with UP for the use of their overflow lots;
12. Revisit assumptions for cannabis revenue now that we have one business license for cultivation, manufacturing, and distribution, a second entity with a retail license, and the issuance of another retail license pending;
13. When feasible, continue to develop cost recovery plans for planning to include; SB2 Funds, LHMP Funds; fees for zoning/planning services for businesses and individuals;
14. Plan on using reserves or "rainy day" fund while we recover from the statewide shutdown. Should the State close for a second time, consider furloughs
15. Stop SCED services for FY 20-21. Reevaluate for FY 21-22
16. Complete the Mossbrae Trail

The General Fund is the most volatile of City funds. As presented today, it is projected to operate at a negative balance of \$150,000 for the 20-21 fiscal year, and a negative balance of \$75,000 for the 21-22 fiscal year.

The single largest expenditure in the General Fund continues to be for law enforcement. The memorandum of understanding with Siskiyou County and the Sheriff's office was renewed with a significant increase in cost per hours of service and overtime costs. The total estimated expenditure reflects a reduction in patrol hours to compensate for increased hourly costs.

\$55,000 is estimated for tax proceeds from cannabis operations. Cannabis permit applications have increased and at the time of this writing the City has issued its first two cannabis business permits and is close to issuing a third. There is a medical retail use permit that has been in operation for some time that will need a commercial business permit and a new state license to operate. There is a tax rate to be applied when these businesses begin operations under state law and Dunsmuir ordinances.

The water bottling facility owned by the City is under lease and rents are being received along with proceeds paid by the commercial entity. The initial lease amounts were smaller than expected but future lease payments will reflect those received by a previous operator.

A new full-time code enforcement position has been filled. When possible, in the future, staff strongly recommends additional manpower in the public works operation. The public works allocation of manpower has been down a full position for about 5 years. The prior year budget (18-19) did provide for a ½ time code

enforcement and a ½ time public works position. During the year a full-time position became available in the water department and the incumbent applied for and was appointed to that position.

Utility funds include water, sewer, and solid waste enterprises. All have had five-year plans adopted by the City Council and rates were adjusted after Proposition 218 elections. The budget includes the recommendations from the five years plans. Also included is a new contract position for a Grade III Wastewater Chief Plant Operator. This position has been filled at a significantly lower rate than what we have been paying PACE Engineering and what had been budgeted for a full-time City staff position. This position was called for in a rate study and in State Board evaluations of Dunsmuir operations.

New sewer rates were implemented as of July 1, 2019. Flat rate fees have increased and commercial rates are to be based on winter usage. The operating deficit in the sewer utility fund will be eliminated by transferring some assets from the Sewer Improvement Fund into the Sewer Enterprise Fund. A balance will be maintained in the Improvement Funds to pay long term indebtedness (bonds) incurred over the many years of sewer system operations. Anticipated fund balances in the Operations Fund will be transferred back into the Improvements Fund each year. Capital improvements to the collection system and to the plant are to be done during the next five fiscal years. Much of the capital work anticipates grant assistance.

In the Water Department, water rates have reached their highest increment according to the five-year plan adopted two years ago. A new position was added to this department in 18-19 but no additional positions are requested. The major projects in process include a new water tank as well as improvements to water main lines serving this tank. Funding for this project are expected from grant sources supplemented by low interest USDA loans. Bond Counsel has been hired using USDA grant dollars for general grant management and for the issuance of "Certificates of Participation." An additional project of high priority includes improvements to the collection and transmission system at the Mossbrae Source Springs. The pipes have reached their functional life span and need to be replaced. Grants and loans are being pursued for this work.

Solid Waste operations will continue under the current contract. City Council has authorized the City Manager to negotiate a new contract/arrangement with either the current waste hauler or from a bidder with a more attractive proposal. Current rates along with a proposed increase was approved by voters during a Proposition 218 election. Any new contract should address the possibility of a franchise fee to pay for inevitable cost increases along with desired additional services such as green waste and recycling, if financially feasible.

Tauhindauli Park continues to be maintained by the Parks District with that contract funded through the annual allocation received from the Endowment Fund.

The Airport Fund continues to operate in a deficit. There are several plans being discussed to provide for long term financial health of the Airport Fund, but none of immediate impact other than the recent increase in hangar fees. The Airport Committee continues to provide valuable guidance regarding suggested operations. The new Airport Layout Plan will provide engineering and construction guidance for future operations and the City has just been awarded an FAA Grant to reconstruct the runway which may lead to a

positive annual cash flow position. The largest untapped opportunity remains the development of the property to the east of the airport with lease revenue providing income for the Airport Fund. This development depends on gaining exclusive rights over a working well to the northwest of the airport and/or developing a pumped water supply.

In this budget it is recommended that the City use Gas Tax Funds for several sidewalk projects. These funds have off-set staff costs in the past. A specific project list has yet to be developed but will be presented to City Council prior to initiation of any work.

The Fire Chief's truck was replaced with a newer vehicle bought at auction through fund 70 – the Fire Assessment Fund.

The Butterfly Bridge Project continues to move forward with assistance from the Siskiyou County Public Works Director who is managing the federal grant received by Caltrans. Preliminary design and construction work are currently underway through a contract with Jacobs Engineering. The City is anticipating the completion of this project within the next two years.

The introduction of a Transactions and Use Tax (TUT) will be placed on the November 2020 Ballot. The current ½ cent sales tax sunsets in 2026. The Finance Committee has assumed the lead role in pursuing the increase through the County ballot process.

This is the first year that the General Fund includes a Capital Improvement line item in the budget. In the past, the cost of equipment replacement or major repairs of vehicles or other capital assets have not been reflected in the budget. In the spirit of true transparency and with the recommendation of the City Auditor, the City has added a line item for these anticipated costs.

The City had several years in which claims were brought before the City and resolved through insurance disbursements. The City continues to pay for the cost of these claims through payments to SCORE, our risk management group. Lately there have been relatively few claims filed. If the trend continues, the City will eventually eliminate our debt to SCORE. This should lead to a reduction in annual premiums.

Payments received towards the fulfillment of CDBG and EDBG loans continues and will be used to fund program deficits as well as provide opportunities to use some of the funds for eligible uses (e.g. Dunsmuir Community Resource Center). New grant awards from CDBG or EDBG will require the creation of a new micro-enterprise grant and loan program. This work is underway and will be designed to provide maximum flexibility towards helping our small business community (e.g. tenant improvements, storefront grants, EDBG Loans).

Staff thanks the City Council for the opportunity to share our thoughts and recommendations for fiscal years 2020-2022.

### 2020/2021 Personnel Budget

Position	City	Finance	Fin.	Admin	Utilities	Pub Works	Pub Works	CSL	Pub Util	Pub Util	Pub Util	Pub Util	Pub Util	Pub Util	Fire	Fire	TOTAL	
	Manager	Director	Asst.	Asst.	Clerk	Sup	MWI		UMII	UMII	UMIII	UMI	UMI	UMI	Chief	Dept		
<i>Incumbent</i>	[REDACTED]																	
<i># of part time or volunteers</i>	[REDACTED]																	
Salaries Regular	110,000	69,883	47,305	46,173		59,078	48,865	35,010	62,355	58,275	60,000	46,563	44,480	44,737	60,245		792,970	
Salaries Part Time	-	-			21,829											10,670	32,499	825,468
FICA	8,415	5,346	3,619	3,532	1,670	4,519	3,738	2,678	4,770	4,458	4,590	3,562	3,403	3,422	4,609	816	63,148	
PERS employer	8,505	5,403	3,658	3,570	1,688	6,194	5,123	2,707	6,537	6,110	6,290	4,882	3,439	3,459	7,858		75,423	
Life Insur.	155	45	45	74	-	409	104	409	441	155	-	409	45	45	409	-	2,743	
Health Insur.	23,342	16,928	16,928	7,760		23,342	23,342	7,760	16,928	23,342	23,342	16,928	7,760	23,342	7,760		238,803	
Workers Comp	1,959	1,245	843	822	389	7,871	6,511	4,665	8,308	7,764	7,994	6,204	5,926	5,960	7,667	20,143	94,271	94,271
Deferred Comp.	2,200	1,398	946	923	-	1,182	977	700	1,247	1,166	1,200	931	890	895	1,205	-	15,859	
<b>Personnel Total</b>	<b>154,576</b>	<b>100,248</b>	<b>73,343</b>	<b>62,855</b>	<b>25,575</b>	<b>102,594</b>	<b>88,661</b>	<b>53,929</b>	<b>100,586</b>	<b>101,270</b>	<b>103,416</b>	<b>79,478</b>	<b>65,942</b>	<b>81,860</b>	<b>89,753</b>	<b>31,629</b>	<b>1,315,717</b>	<b>1,315,717</b>
SCORE share Liability	10,337	6,704	4,905	4,203	1,710	6,861	5,929	3,606	6,727	6,772	6,916	5,315	4,410	5,474	6,002	2,115	87,987	87,987
ERMA	775	503	368	315	128	514	445	270	504	508	519	399	331	410	450	159	6,597	6,597
SCORE Assessment	4,699	3,048	2,230	1,911	778	3,119	2,695	1,640	3,058	3,079	3,144	2,416	2,005	2,489	2,729	962	40,000	40,000
PERS Unfunded Liability	12,835	8,154	5,520	5,388	2,547	6,893	5,702	4,085	7,276	6,800	7,001	5,433	5,190	5,220	7,030	1,245	96,319	96,319
<b>General Fund</b>																	<b>1,546,620</b>	
City Manager - 502	25%	5%		15%													37,920	
City Clerk - 503	5%			35%													21,661	336,738
Planning - 506	5%			20%													14,735	
Finance - 507	5%	45%	38%		10%												57,106	
Code Enforcement - 509	10%							85%									40,759	
Fire - 510															100%	100%	70,915	
Streets - 513	5%	5%				46%	31%										51,318	
Buildings/Grounds - 514						46%	31%										42,324	
Tauhaindauli Park - 14						1%	1%										1,079	1,079
Waste Water - 20	15%	15%	20%	10%	30%			5%	75%	25%	100%	50%	5%	95%			238,700	238,700
Solid Waste - 25	10%	10%	20%	10%	30%	5%	5%										44,013	44,013
Water - 30	15%	15%	20%	10%	30%		30%	5%	25%	75%		50%	95%	5%			191,089	191,089
Airport - 40	5%	5%	2%			2%	2%	5%									13,850	13,850
<b>Check sum</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>825,468</b>	<b>825,468</b>

# Governmental Funds

Fiscal Year 2020-2022

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Governmental funds are those that account for governmental activities funded by general revenues (i.e. taxes and fees) and special revenues (i.e. grants, subventions, special assessments, etc.).

## General Fund

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### **General Fund (10)**

The General Fund is used for all the general revenues of the City not specifically levied or collected for other City funds, and the related expenditures. The major revenue sources for this fund are property taxes, sales taxes, franchise fees, business licenses, unrestricted revenues from the state, fines and forfeitures and interest income.

### **Cannabis (Dept: 420)**

This Department is used to track revenues and expenditures related to the Cannabis tax.

### **Law Enforcement (Dept: 509)**

This Department within the General Fund revenue is used to track appropriation from the state for special law enforcement activities, and used to support the Siskiyou County Sheriff Department in their contract role with the City of Dunsmuir.

### **State Safety (Dept: 511)**

This Department is used to track grant appropriations specifically in support of the Fire Department.

## Special Revenue Funds

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### **Local Transportation Fund (50)**

Fund setup to track revenue and expenditures related to funding programmed through the Siskiyou County Local Transportation Commission.

### **SB-1 Transportation Fund (58)**

The Road Repair and Accountability Act of 2017 provides funding for transportation purposes for local streets and roads from fuel excise taxes, commercial vehicle weight fees, local transactions and use taxes, and federal funds.

### **Gas Tax Funds (59, 64)**

Established to account for revenues and expenditures on road-related projects in the City of Dunsmuir. Financing is provided by the City's share of the statewide tax on gasoline and other fuels. Fund 64 is specifically used for revenue and expenditures related to the removal of snow.

### **Fire Assessment Tax Fund (70)**

The Fire Assessment Fund was established for the sole purpose of providing funding for vehicles and associated equipment for fire protection and emergency medical services to be used by the Dunsmuir Volunteer Fire Department.

**Economic Development Block Grant Fund (82)**

This fund was established to track financing for economic development, housing rehabilitation, public facilities, and large-scale physical development projects.

**Program Income Fund (92)**

This fund was established to track the gross income that is directly generated from a CDBG funded activity; primarily from payments of principal and interest on loans made using CDBG funds.

**South Dunsmuir Sewer Assessment Fund (93)**

This fund is to account for a special assessment on parcels south of Dunsmuir City limits to extend city sewer service to those parcels.

General Fund Revenue

---

Fund: 10 - GENERAL FUND

	18/19	19/20	20/21	21/22
Revenues	Actual	Budget	Budget	Budget
4100.00 SECURED & UNSECURED TAXES	293,898	293,432	293,500	300,000
4120.00 SALES & USE TAX	144,538	155,000	125,000	150,000
4125.00 TRANSACTION & USE TAX	111,359	110,000	90,000	110,000
4130.00 TRANSIENT OCCUPANCY TAX	166,684	155,000	125,000	150,000
4140.00 FRANCHISES	37,088	40,000	38,000	38,000
4150.00 BUSINESS LICENSE FEE	9,867	16,000	16,000	16,000
4160.00 REAL PROPERTY TRANSFER TAX	5,339	5,000	4,500	4,500
4200.00 ANIMAL LICENSE	411	1,000	900	900
4210.00 BUILDING PERMITS	4,177	5,000	5,000	5,000
4215.00 PLAN CHECK FEES	1,515	2,000	2,000	2,000
4230.00 ENCROACHMENT PERMITS	500	500	500	500
4300.00 VEHICLE CODE FINES	580	500	500	500
4310.00 CRIMINAL FINES	186	500	200	200
4320.00 PARKING TICKETS	1,236	4,000	3,000	3,000
4400.00 INTEREST - LAIF	2,508	2,000	3,000	3,000
4405.00 INTEREST - CHECKING	103	80	50	50
4430.00 BUILDING RENTALS	35,023	58,989	63,816	90,000
4500.00 MOTOR VEHICLE IN-LIEU	806	800	500	500
4510.00 HOMEOWNERS' TAX RELIEF	4,171	3,500	3,500	3,500
4540.00 PROP 172 AUG'N-PUB. SAFETY	16,260	15,500	15,500	15,500
4550.00 VLF NET	175,801	175,000	165,000	175,000
4710.00 FISH & GAME IN-LIEU	291	300	300	300
4800.00 ZONING & SUBDIVISION FEES	4,180	4,000	6,000	6,000
4801.00 Environmental Doc. Fees	2,480	3,000	2,000	2,000
4810.00 VARIANCES	300	300	300	300
4820.00 USE PERMITS	750	600	6,000	6,000
4830.00 SIGN PERMITS	385	500	500	500
4850.00 DISTRICT CALLOUT REIMBURSEMENT	20,050	25,000	30,000	30,000
4870.00 MUTUAL AID/BILLABLE SERVICES	127,740	60,000	60,000	60,000
4875.00 EF RECOVERY TRUST ACCT PAYMENT	3,288	5,000	4,000	4,000
4960.00 WATER CHARGES	4,399	10,000	10,000	10,000
4990.00 Grant Admin Revenue	0	0	11,000	0
5000.00 MISC SERVICE	8,496	500	500	500
5150.00 UNCLASSIFIED REVENUES	35	500	500	500
5160.00 INDIRECT COST ALLOCATIONS	85,814	214,536	243,608	243,608
5170.00 TRANSFERS IN	0	0	11,000	0
GENERAL	1,270,455	1,373,137	1,341,174	1,431,858

	18/19	19/20	20/21	21/22
Dept: 420 Cannabis	Actual	Budget	Budget	Budget
4204.20 Cannabis Tax	0	15,000	55,000	55,000
4204.21 Cannabis Fees	3,000	3,000	1,500	1,500
Cannabis	<u>3,000</u>	<u>18,000</u>	<u>56,500</u>	<u>56,500</u>
Dept: 509 LAW ENFORCEMENT	18/19	19/20	20/21	21/22
	Actual	Budget	Budget	Budget
4670.00 OTHER FEDERAL GRANTS	148,747	155,948	125,000	125,000
LAW ENFORCEMENT	<u>148,747</u>	<u>155,948</u>	<u>125,000</u>	<u>125,000</u>
Dept: 511 Fire Grant	18/19	19/20	20/21	21/22
	Actual	Budget	Budget	Budget
4620.00 STATE GRANT FUNDS	0	5,744	2,870	2,500
Fire Grant	<u>0</u>	<u>5,744</u>	<u>2,870</u>	<u>2,500</u>
Total General Fund Revenues	<u>1,422,202</u>	<u>1,552,829</u>	<u>1,525,544</u>	<u>1,615,858</u>

----- **GENERAL FUND** -----

General Fund Reserves: \$300,000

	18/19	19/20	20/21	21/22
	Actual	Budget	Budget	Budget
Total General Fund Revenues	1,422,202	1,552,829	1,525,544	1,615,858
Total General Fund Expenditures	1,389,475	1,612,937	1,578,976	1,635,833
TOTAL GENERAL FUND	32,727	-60,108	-53,432	-19,975

Reserves at start of fiscal year 2020/2021 \$ 300,000

Budget 2020/2021 (53,432)

Reserves at end fiscal year 2020/2021 \$ 246,568

Reserves at start of fiscal year 2021/2022 \$ 246,568

Budget 2021/2022 (19,975)

Reserves at end fiscal year 2021/2022 \$ 226,593

# City Council

## Fiscal Year 2020-2022

The legislative body for the City of Dunsmuir is the City Council. The City Council is advised by the following standing commissions and committees:

- Dunsmuir Planning Commission
- Finance Committee
- Disaster Planning Advisory Committee

The **City Council** for the City of Dunsmuir, comprised of five council members, provides policy direction to the City Manager. The Council adopts ordinances to control the affairs of the City. The Council oversees the fiscal affairs of the City and approves and adopts the annual City budget. The City Council meets on the first and third Thursday of each month at the City Council Chambers.

The City of Dunsmuir **Planning Commission** is a permanent committee of seven persons appointed by the Dunsmuir City Council to review matters related to planning and development. The Planning Commission meets on the first Wednesday of every month at the City Council Chambers for the purpose of considering City land use matters.

The **Finance Committee** is comprised of two City Council members, the City Treasurer, and two citizen members. The City Manager and Finance Director attend these committee meetings as staff support. The Finance Committee meets to review the mid-year budget and draft budgets prior to presentation to the full City Council and receives and approves of the annual audit which is done by an external auditor. The committee also meets to review business loan applications and other city financial issues.

The **Airport Committee** is comprised of two City Council members. City staff (City Manager, Finance Director, and Public Works Supervisor) regularly attend this meeting to update the committee on airport activity.

The **Disaster Planning Advisory Committee** is comprised of five members appointed by the Mayor with consent of the Council. The purpose of the Disaster Planning Advisory Committee shall be to advise the City Council of the City of Dunsmuir on the matters related to disaster preparedness, mitigation, and recovery.

Fiscal Year 2020-2022

Department Detail

Dept. City Council

Fund 10-Dept. 501

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### Department Detail

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Dept: 501 CITY COUNCIL	18/19 Actual	19/20 Budget	20/21 Budget	21/22 Budget
7110.00 OVERTIME	0	0	2,500	2,500
7200.00 TRAINING & EDUCATION	732	7,500	0	7,000
7230.00 SUB/MEMBERSHIP DUES	1,100	1,500	1,500	1,500
7300.00 PROFESSIONAL SERVICES	6,775	6,000	6,000	6,000
7410.00 ADV/NOTICES	116	500	500	500
7730.00 UTILITIES	2,139	1,100	1,200	1,300
7900.00 OFFICE EXPENSES	429	550	500	500
CITY COUNCIL	4,882	17,150	12,200	19,300

# City Manager

Fiscal Year 2020-2022

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Administration is the principal link between the City Council, City staff, and the public. The role of the Department is to provide the best public service possible to all involved with the City, whether they are residents, business, staff, or the City Council.

## City Manager

The City Manager's role is to leverage available resources, whether fiscal, social, or political, towards uses that maximize benefits to the community. In doing so, the City Manager spurs the organization to accomplish Council goals and leads to a high level of citizen satisfaction by providing strong administrative leadership and fostering successful working relationships between the City Council, the public and the staff.

As the City's Chief Executive Officer, the City Manager and staff pursue excellence and professionalism in providing leadership to and management for all departments and services by maintaining transparency, flexibility, clarity, and accountability of the organization to the Council, to the public, and to other agencies. The City Manager is responsible for the enforcement of all laws and City ordinances; appointment of department heads; submission of the annual budget to the City Council and ensure projects are successfully completed to achieve City goals. In addition, the City Manager and staff recommend policies and programs to the City Council based on sound research and advocate Council policy and City interests.

The City Manager also holds the title of: City Clerk, Airport Manager, and Contract Administer for the Sheriff Services, Planning, Building, Solid Waste, Engineering, and City Attorney.

The City Manager's Office will:

- Translate Council policy direction, vision and decisions into reality
- Develop the annual operating budget and present it to the City Council for consideration
- Execute the programs, projects and activities appropriated in the annual budget
- Support the Council's policy making role by ensuring that the Council is provided with timely, accurate, and complete information based on sound research
- Drive fiscal performance to exceed citizen expectations
- Provide support and guidance to City Departments
- Direct the development of special programs that are aligned with the priorities established by the community and the City Council
- Hire and develop City department heads and staff and ensure work performance
- Provide legislative analysis, legislative relations, and coordination of National and California League of Cities events and information sharing
- Provide public education and communicate relevant information to the public, City Council and staff about goals, accomplishments, plans and activities

Fiscal Year 2020-2022  
 Department Detail  
 Dept. City Manager  
 Fund 10-Dept. 502

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**Department Detail**

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Dept: 502 CITY MANAGER	18/19	19/20	20/21	21/22
	Actual	Budget	Budget	Budget
7100.00 SALARIES	35,710	36,263	39,920	39,920
7130.00 FICA	2,883	2,800	3,100	3,100
7140.00 PERS	2,422	2,700	3,100	3,100
7145.00 CALPERS UNFUNDED LIABILITY	1,271	1,600	2,100	2,100
7150.00 GROUP INSURANCE	7,816	9,200	8,000	8,000
7151.00 LIABILITY INSURANCE	1,184	3,200	3,600	3,600
7152.00 SCORE ASSESSMENT	0	1,590	1,700	1,700
7156.00 ERMA employment insurance	0	0	270	270
7160.00 WORKMAN COMP INSURANCE	1,332	670	700	700
7180.00 DEFERRED COMP	675	750	780	780
7200.00 TRAINING & EDUCATION	816	2,000	0	2,000
7230.00 SUB/MEMBERSHIP DUES	972	1,500	1,500	1,500
7900.00 OFFICE EXPENSES	509	500	500	500
CITY MANAGER	19,435	62,773	65,270	67,270

# City Clerk & Treasurer

Fiscal Year 2020-2022

The City Manager is the City Clerk, and appoints duties of the Clerk to the Administrative assistant. The Clerk performs various functions required by the Government Code of the State of California, as well as other duties to provide efficient administration of City services. The Treasurer reviews account activities of all money received and paid, and reports to the City Council as needed.

## Clerk Support Services

- Prepares City Council, and other Commission and Committee Agendas and distributes.
- Prepares minutes of the City Council and Planning Commission meetings.
- Conducts recruitment for various City committees and commissions
- Receives and processes all claims filed against the city
- Provides prospective City Council members with candidate filing packets
- Coordinate with the County of Siskiyou Elections Department to conduct City elections

Fiscal Year 2020-2022  
 Department Detail  
 Dept. City Clerk & Treasurer  
 Fund 10-Dept. 503

<b>Department Detail</b>				
	18/19 Actual	19/20 Budget	20/21 Budget	21/22 Budget
Dept: 503 CITY CLERK & TREASURER				
7100.00 SALARIES	22,363	21,500	23,000	23,000
7130.00 FICA	1,634	1,700	1,800	1,800
7140.00 PERS	1,686	1,900	1,800	1,800
7145.00 CALPERS UNFUNDED LIABILITY	419	2,500	1,300	1,300
7150.00 GROUP INSURANCE	7,584	9,700	4,100	4,100
7151.00 LIABILITY INSURANCE	390	2,200	2,100	2,100
7152.00 SCORE ASSESSMENT	0	1,090	1,000	1,000
7153.00 CRIME INSURANCE PROGRAM	950	950	1,000	1,000
7156.00 ERMA employment insurance	0	0	155	155
7160.00 WORKMAN COMP INSURANCE	440	400	500	500
7180.00 DEFERRED COMP	396	450	500	500
7200.00 TRAINING & EDUCATION	0	1,000	0	1,000
7230.00 SUB/MEMBERSHIP DUES	367	1,000	1,000	1,000
7300.00 PROFESSIONAL SERVICES	600	600	600	600
7400.00 ELECTION EXPENSE	1,444	0	5,000	2,500
7410.00 ADV/NOTICES	0	300	300	300
7900.00 OFFICE EXPENSES	20	50	50	50
CITY CLERK & TREASURER	38,293	45,340	44,205	42,705

# City Attorney

## Fiscal Year 2020-2022

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The City Attorney is responsible for providing legal advice to the City Council and staff in carrying out their duties in the operations of the City government. Advise city officials on all types of legal matters pertaining to city business, draft ordinance and resolutions, and perform other series required by staff and City Council. The Attorney, or special counsel supervised by the Attorney, defends the City in all legal actions and brings about suits on behalf of the City.

### Attorney Support Services

- Attend city council, planning commission, and committee meetings as needed
- Phone call and email responses to staff and elected officials
- Draft basic resolutions and ordinances
- Prepare contracts

Fiscal Year 2020-2022

Department Detail

Dept. City Attorney

Fund 10-Dept. 505

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### Department Detail

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Dept: 505 CITY ATTORNEY	18/19 Actual	19/20 Budget	20/21 Budget	21/22 Budget
7300.00 PROFESSIONAL SERVICES	46,185	45,000	25,000	35,000
7340.00 LITIGATION EXPENSE	5,812	3,000	3,000	3,000
CITY ATTORNEY	39,125	48,000	28,000	38,000

# Planning

## Fiscal Year 2020-2022

Planning is responsible for implementing policies that direct the physical development of the City. This is accomplished through administration of the City's development codes and regulations including the Zoning Ordinance; local, State and Federal environmental regulations; the Dunsmuir General Plan; and related ordinances and policies adopted by the City.

### Planning Support Services

- Answering public inquires for information related to allowable land uses (zoning), property characteristics, site history/prior permits, and other related issues.
- Processing land use applications such as zoning permits, use permits, lot line adjustments, parcel mergers, architectural and design review, new business signs and commercial painting projects.
- Coordination of Planning Commission activities including meeting agendas, public notices, staff reports.
- General Plan updates and implementation of General Plan policies and programs.
- Environmental Review and Mitigation Monitoring.
- Updating existing plans and ordinances and revising or creating new plans and ordinances as needed.
- Submitting reports as needed to State and Federal agencies.

Fiscal Year 2020-2022  
 Department Detail  
 Dept. City Planning  
 Fund 10-Dept. 506

### Department Detail

Dept: 506 PLANNING	18/19 Actual	19/20 Budget	20/21 Budget	21/22 Budget
7100.00 SALARIES	15,239	15,000	15,500	15,500
7130.00 FICA	1,124	1,100	1,250	1,250
7140.00 PERS	1,109	1,300	1,250	1,250
7145.00 CALPERS UNFUNDED LIABILITY	193	715	900	900
7150.00 GROUP INSURANCE	4,812	6,000	2,900	2,900
7151.00 LIABILITY INSURANCE	180	1,450	1,450	1,450
7152.00 SCORE ASSESSMENT	0	700	700	700
7156.00 ERMA employment insurance	0	0	105	105
7160.00 WORKMAN COMP INSURANCE	204	270	300	300
7180.00 DEFERRED COMP	269	300	350	350
7200.00 TRAINING & EDUCATION	1,242	2,000	0	500
7210.00 MEETINGS & TRAVEL	0	1,000	0	1,000
7230.00 SUB/MEMBERSHIP DUES	2,200	2,500	2,500	2,500
7300.00 PROFESSIONAL SERVICES	2,896	5,000	20,000	20,000
7310.00 CONTRACT/SPECIAL SERV	6,256	7,000	15,000	15,000
7410.00 ADV/NOTICES	8,230	8,000	5,000	5,000
<b>PLANNING</b>	<b>43,954</b>	<b>52,335</b>	<b>67,205</b>	<b>68,705</b>

# Finance

## Fiscal Year 2020-2022

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The Finance Department is responsible for the fiscal health of the City as well as the collection and expenditure of funds in accordance with all applicable laws and regulations. This includes managing the processes and recording for day-to-day transactions, providing accurate reporting to the City Council, City Manager and other departments as well as performing high level, broad fiscal analysis of current activities, and evaluating economic trends affecting the local economy. As such, the Department is best viewed as providing two levels of service: internal operations and fiscal analysis and advisory services.

### Finance Analysis and Advisory Support Services

- Primary advisor to the City Manager and City Council on fiscal and financial matters
- Long range financial planning, including forecasting and budgeting
- Ongoing investigation and identification of fiscal opportunities such as significant sources of new revenues or expense reductions
- Administer the City's Investment and Debt Portfolios

### Finance Internal Operation Services

- General accounting services including recording and reporting transactions in accordance with Generally Accepted Accounting Principles (GAAP)
- Provide timely financial detail and summary reports to City management and the City Council to assist them in managing the activities of their respective departments
- Annual budget analysis and document preparation
- Preparation for and management of annual independent fiscal audits
- Grant compliance and reporting
- Utility billing and customer service operations
- Housing and business loan servicing

**Department Detail**

Dept: 507 FINANCE & ADMINISTRATION	18/19	19/20	20/21	21/22
	Actual	Budget	Budget	Budget
7100.00 SALARIES	63,995	60,000	60,000	60,000
7130.00 FICA	4,717	4,600	4,600	4,600
7140.00 PERS	4,123	7,000	4,600	4,600
7145.00 CALPERS UNFUNDED LIABILITY	3,524	3,000	3,300	3,300
7150.00 GROUP INSURANCE	13,377	16,000	15,500	15,500
7151.00 LIABILITY INSURANCE	3,283	5,300	5,900	5,900
7152.00 SCORE ASSESSMENT	-2,205	2,600	2,700	2,700
7156.00 ERMA employment insurance	0	0	430	430
7160.00 WORKMAN COMP INSURANCE	3,696	1,120	1,100	1,100
7180.00 DEFERRED COMP	937	1,200	1,200	1,200
7200.00 TRAINING & EDUCATION	919	3,000	0	1,000
7230.00 SUB/MEMBERSHIP DUES	309	400	400	400
7300.00 PROFESSIONAL SERVICES	10,724	11,000	8,000	8,500
7310.00 CONTRACT/SPECIAL SERV	12,425	14,000	10,000	10,000
7320.00 AUDIT	27,829	28,000	22,000	22,000
7410.00 ADV/NOTICES	581	500	500	500
7500.00 ADMIN. CHARGES-BANK SVC FEES	2,614	2,500	3,500	3,500
7610.00 EQUIP MAINT & RPLC	27	1,500	1,500	1,500
7720.00 MAINTENANCE BUILDINGS/GROUNDS	4,164	4,700	4,000	4,000
7730.00 UTILITIES	5,856	6,500	6,000	6,000
7750.00 PHONE CHARGES	7,194	7,500	4,000	4,000
7760.00 LEASES/RENTALS	11,367	10,200	5,000	6,000
7900.00 OFFICE EXPENSES	1,944	5,000	3,000	3,000
7920.00 SUPPLIES/MATERIALS	254	800	800	800
7930.00 POSTAGE	750	1,200	1,200	1,200
FINANCE & ADMINISTRATION	118,042	197,620	169,230	171,730

# Building Inspection

Fiscal Year 2020-2022

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Building Inspection is responsible for enforcement of Title 24 of the California Code of Regulations, also referenced as the California Building Standards Code, and is established by state law as a code enforcement agency under the administrative and operational control of the Building Official, who is authorized and directed to administer and enforce all the provisions of the Codes with all the powers of a law enforcement officer.

Building Codes are state laws enacted for the purpose of establishing “the minimum requirements to safeguard the public health, safety and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to firefighters and first responders during emergency operations”.

The Building Inspection Division reviews all applications for permits to ensure that submittals are complete and in compliance with Codes and local ordinances. When necessary to expedite reviewing of plans, or for complex or large project applications, an outside plan-review service is needed.

Fiscal Year 2020-2022  
Department Detail  
Dept. Building Inspection  
Fund 10-Dept. 509

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## Department Detail

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Dept: 508 BUILDING INSPECTION	18/19 Actual	19/20 Budget	20/21 Budget	21/22 Budget
7300.00 PROFESSIONAL SERVICES	1,187	3,000	3,000	3,000
7310.00 CONTRACT/SPECIAL SERV	17,000	18,700	19,000	19,000
7900.00 OFFICE EXPENSES	403	4,000	2,000	2,000
BUILDING INSPECTION	18,590	25,700	24,000	24,000

# Law Enforcement

## Fiscal Year 2020-2022

Law Enforcement services are managed through the Sherriff's office by contract where an appointment of a Police Chief is made for the City of Dunsmuir. The Sherriff's office and Police Chief is committed to providing high quality law enforcement services, consistent with professional standards and best police practices, and to protecting and respecting the rights of all citizens.

This department also includes a full time Community Service Liaison who enforces the Dunsmuir Municipal Code, animal control issues, and other similar functions in support of upholding the City Municipal Code.

### Police Support Services

- Order and civility in public places
- Reduction of crime and victimization
- Offenders held accountable
- Efficient and effective use of resources
- Quality service and customer satisfaction

Fiscal Year 2020-2022

Department Detail

Dept. Law Enforcement

Fund 10-Dept. 509

<b>Department Detail</b>				
Dept: 509 LAW ENFORCEMENT	18/19	19/20	20/21	21/22
	Actual	Budget	Budget	Budget
7100.00 SALARIES	9,087	44,236	42,000	42,000
7130.00 FICA	695	3,500	3,400	3,400
7140.00 PERS	621	3,100	3,300	3,300
7145.00 CALPERS UNFUNDED LIABILITY	22,773	22,944	23,028	23,028
7150.00 GROUP INSURANCE	1,464	19,000	9,500	9,500
7151.00 LIABILITY INSURANCE	355	4,650	4,200	4,200
7152.00 SCORE ASSESSMENT	0	2,300	2,400	2,400
7154.00 PROPERTY INSURANCE	3,483	3,500	3,900	3,900
7156.00 ERMA employment insurance	0	0	310	310
7160.00 WORKMAN COMP INSURANCE	400	4,900	4,200	4,200
7180.00 DEFERRED COMP	181	900	900	900
7200.00 TRAINING & EDUCATION	0	200	0	500
7210.00 MEETINGS & TRAVEL	0	100	0	500
7240.00 CLOTHING/CLEANING	0	250	250	250
7300.00 PROFESSIONAL SERVICES	401,734	416,000	416,000	416,000
7410.00 ADV/NOTICES	210	500	500	500
7600.00 EQUIPMENT/REPLACEMENT < \$1000	0	500	500	500
7620.00 VEHICLE FUEL	423	1,000	1,000	1,000
7630.00 VEHICLE MAINTENANCE	0	1,500	1,500	1,500
7730.00 UTILITIES	2,931	2,700	3,000	3,000
7750.00 PHONE CHARGES	0	150	650	650
7920.00 SUPPLIES/MATERIALS	229	1,000	500	500
8000.00 ANIMAL CONTROL	0	0	100	100
<b>LAW ENFORCEMENT</b>	<b>444,586</b>	<b>533,030</b>	<b>521,138</b>	<b>522,138</b>

# Fire

## Fiscal Year 2020-2022

The Fire Department provides all hazard response, preparedness, and prevention services to protect life and property from fire and all other emergencies. This is accomplished through public education, fire code management, fire suppression, paramedic level pre-hospital emergency medical care, hazardous condition mitigation, and rescue services.

The Fire Chief is responsible for administering the California Fire Code, and nationally recognized standards and practices, as well as conformance with fire and life safety requirements established by local, State and Federal governments, as it relates to new and existing businesses, schools, multifamily and permitted occupancies.

### Fire Services

- Operations
- Training
- Fire Prevention

Fiscal Year 2020-2022

Department Detail

Dept. Fire

Fund 10-Dept. 510

#### Department Detail

Dept: 510 FIRE	18/19 Actual	19/20 Budget	20/21 Budget	21/22 Budget
7100.00 SALARIES	69,687	70,000	71,500	71,500
7110.00 OVERTIME	97,241	40,000	40,000	40,000
7130.00 FICA	12,603	8,500	5,600	5,600
7140.00 PERS	6,896	7,700	8,000	8,000
7145.00 CALPERS UNFUNDED LIABILITY	2,204	3,200	4,000	4,000
7150.00 GROUP INSURANCE	8,810	8,300	8,000	8,000
7151.00 LIABILITY INSURANCE	4,123	7,600	8,250	8,250
7152.00 SCORE ASSESSMENT	0	3,700	3,750	3,750
7154.00 PROPERTY INSURANCE	3,732	5,550	6,000	6,000
7156.00 ERMA employment insurance	0	0	610	610
7160.00 WORKMAN COMP INSURANCE	23,844	30,000	29,000	29,000
7180.00 DEFERRED COMP	0	1,200	1,200	1,200
7200.00 TRAINING & EDUCATION	2,134	1,500	0	1,500
7210.00 MEETINGS & TRAVEL	80	225	0	300
7220.00 PHYSICAL EXAMS	5,135	3,200	3,200	3,200
7230.00 SUB/MEMBERSHIP DUES	425	500	700	700
7300.00 PROFESSIONAL SERVICES	3,847	6,000	6,000	6,000
7440.00 FIRE CALLOUTS	4,485	5,000	5,000	5,000
7450.00 EMS CALLOUTS	5,519	5,000	5,000	5,000
7460.00 DISTRICT CALLOUTS	2,262	2,000	2,100	2,100
7470.00 FIRE PRACTICES	4,485	3,600	3,000	3,000

7600.00 EQUIPMENT/REPLACEMENT < \$1000	6,484	5,000	5,000	5,000
7610.00 EQUIP MAINT & RPLC	6,723	2,000	2,000	2,000
7620.00 VEHICLE FUEL	9,109	7,600	7,600	7,600
7630.00 VEHICLE MAINTENANCE	7,960	8,000	8,000	8,000
7720.00 MAINTENANCE BUILDINGS/GROUNDS	4,199	1,600	1,500	1,500
7730.00 UTILITIES	7,800	5,000	6,000	6,000
7750.00 PHONE CHARGES	2,774	2,600	2,700	2,700
7760.00 LEASES/RENTALS	1	1,000	1,000	1,000
7900.00 OFFICE EXPENSES	1,332	1,500	1,500	1,500
7920.00 SUPPLIES/MATERIALS	2,762	2,000	2,000	2,000
8200.00 EQUIPMENT REPLACEMENT	1,176	2,400	2,000	2,000
FIRE	<u>308,259</u>	<u>251,475</u>	<u>250,210</u>	<u>252,010</u>

Dept: 511 FIRE GRANT (50/50 grant - see 50% revenue line item)

	18/19 Actual	19/20 Budget	20/21 Budget	21/22 Budget
7640.00 RADIO REPLC/REPAIR	3,683	11,482	5,741	5,000
Fire Grant	<u>3,683</u>	<u>11,482</u>	<u>5,741</u>	<u>5,000</u>

Fund: 70 - FIRE ASSESSMENT TAX

	18/19 Actual	19/20 Budget	20/21 Budget	21/22 Budget
Revenues				
4100.00 SECURED & UNSECURED TAXES	26,903	27,500	27,000	27,000
4400.00 INTEREST - LAIF	978	0	500	500
Total Revenues	<u>27,881</u>	<u>27,500</u>	<u>27,500</u>	<u>27,500</u>
Expenditures				
7480.00 MANAGEMENT/ADM CHARGES	2,292	2,292	3,228	3,228
Total Expenditures	<u>2,292</u>	<u>2,292</u>	<u>3,228</u>	<u>3,228</u>
FIRE ASSESSMENT TAX	<u>25,589</u>	<u>25,208</u>	<u>24,272</u>	<u>24,272</u>

# Streets & Roads

## Fiscal Year 2020-2022

Streets and Roads provides for the maintenance of public streets and roads, of which, Dunsmuir has 16.83 paved centerline miles. Streets and Roads also maintains all the street lights and sidewalk repairs/grindings.

### Street and Road Services

- Crack sealing/other minor pavement maintenance
- Snow removal
- Street center line striping/painting
- Street sign maintenance
- Sidewalk grinding/ repairs
- Street sweeping

Fiscal Year 2020-2022  
 Department Detail  
 Dept. Streets & Roads  
 Fund 10-Dept. 513

### Department Detail

Dept: 513 STREETS & ROADS	18/19 Actual	19/20 Budget	20/21 Budget	21/22 Budget
7100.00 SALARIES	50,661	50,000	52,000	52,000
7110.00 OVERTIME	359	700	700	700
7130.00 FICA	3,772	3,900	4,100	4,100
7140.00 PERS	3,688	4,500	5,300	5,300
7145.00 CALPERS UNFUNDED LIABILITY	2,239	2,200	3,000	3,000
7150.00 GROUP INSURANCE	16,897	21,000	21,000	21,000
7151.00 LIABILITY INSURANCE	2,086	5,290	6,000	6,000
7152.00 SCORE ASSESSMENT	0	2,600	2,800	2,800
7156.00 ERMA employment insurance	0	0	445	445
7160.00 WORKMAN COMP INSURANCE	2,348	5,850	5,900	5,900
7180.00 DEFERRED COMP	381	1,000	1,000	1,000
7200.00 TRAINING & EDUCATION	235	500	0	500
7240.00 CLOTHING/CLEANING	608	500	500	500
7300.00 PROFESSIONAL SERVICES	0	2,200	2,700	2,700
7305.00 Snow Removal	0	0	5,000	5,000
7600.00 EQUIPMENT/REPLACEMENT < \$1000	255	1,500	3,500	3,500
7610.00 EQUIP MAINT & RPLC	3,304	2,100	3,500	3,500
7620.00 VEHICLE FUEL	83	200	200	200
7630.00 VEHICLE MAINTENANCE	9,918	1,000	1,000	1,200
7640.00 RADIO REPLC/REPAIR	977	800	0	1,000
7730.00 UTILITIES	12,096	8,000	8,000	8,000
7740.00 STREET LIGHTING	17,213	11,000	10,000	10,000
7750.00 PHONE CHARGES	1,220	3,000	1,500	1,500
7900.00 OFFICE EXPENSES	1,173	1,100	1,100	1,100
7920.00 SUPPLIES/MATERIALS	8,235	10,000	10,000	12,000
8130.00 PERMITS & LICENSES	396	500	500	500
8200.00 EQUIPMENT REPLACEMENT	0	0	27,500	27,500
8210.00 VEHICLE REPLACEMENT	0	1	1	7,000
<b>STREETS &amp; ROADS</b>	<b>189,383</b>	<b>144,441</b>	<b>177,246</b>	<b>187,945</b>

# Building & Grounds

Fiscal Year 2020-2022

Building and Grounds provides for the operation and maintenance of Hedge Creek Falls, Children’s Park, Caboose Park, and special use areas in landscaping, grounds, vandalism repairs, painting, and litter abatement as well as; City Hall, Council Chambers, Fire Department, Train Depot/Museum, the Library, and Public Works Facility.

## Building and Grounds Services

Fiscal Year 2020-2022  
 Department Detail  
 Dept. Building & Grounds  
 Fund 10-Dept. 514

### Department Detail

Dept: 514 BUILDING & GROUNDS	18/19 Actual	19/20 Budget	20/21 Budget	21/22 Budget
7100.00 SALARIES	15,382	41,000	43,500	43,500
7110.00 OVERTIME	133	350	350	350
7130.00 FICA	1,150	3,100	3,400	3,400
7140.00 PERS	1,169	3,900	4,600	4,600
7145.00 CALPERS UNFUNDED LIABILITY	257	1,900	2,500	2,500
7150.00 GROUP INSURANCE	5,553	19,900	18,300	18,300
7151.00 LIABILITY INSURANCE	239	4,550	5,100	5,100
7152.00 SCORE ASSESSMENT	0	2,250	2,400	2,400
7154.00 PROPERTY INSURANCE	9,206	5,550	6,000	6,000
7156.00 ERMA employment insurance	0	0	380	380
7160.00 WORKMAN COMP INSURANCE	268	5,690	5,800	5,800
7180.00 DEFERRED COMP	90	900	900	900
7200.00 TRAINING & EDUCATION	25	500	0	300
7240.00 CLOTHING/CLEANING	0	500	500	500
7300.00 PROFESSIONAL SERVICES	8,743	2,200	2,000	3,200
7310.00 CONTRACT/SPECIAL SERV	10,014	9,000	0	0
7610.00 EQUIP MAINT & RPLC	2,324	3,000	3,000	3,000
7620.00 VEHICLE FUEL	0	0	500	500
7630.00 VEHICLE MAINTENANCE	108	1,000	1,000	1,500
7710.00 PROPERTY TAXES	519	600	600	600
7720.00 MAINTENANCE BUILDINGS/GROUNDS	25,219	6,000	6,000	6,500
7730.00 UTILITIES	7,949	8,000	7,000	7,000
7750.00 PHONE CHARGES	0	0	200	200
7760.00 LEASES/RENTALS	213	22,200	25,000	25,000
7920.00 SUPPLIES/MATERIALS	4,366	5,000	5,000	5,000
8200.00 EQUIPMENT REPLACEMENT	0	0	27,500	27,500
8210.00 VEHICLE REPLACEMENT	0	1	1	7,500
<b>BUILDING &amp; GROUNDS</b>	<b>86,578</b>	<b>147,091</b>	<b>171,531</b>	<b>181,530</b>

# Community Promotions Funding

Fiscal Year 2020-2022

Monies from the general fund are allocated to groups who promote and benefit the community.

## Fiscal Year 2020-2022 Requests and Recommendations

Dept: 605 COMMUNITY PROMOTION	18/19 Actual	19/20 Budget	20/21 Budget	21/22 Budget
8295.00 SPECIAL PROJECTS	74,344	76,500	42,500	55,000
COMMUNITY PROMOTION	74,344	76,500	42,500	55,000

City of Dunsmuir Community Promotion Funding 20/21			
What's being requested	Request \$	Finance Committee rec. \$	City Council Adopted \$
Chamber of Commerce	\$15,000	\$15,000	\$0
Dunsmuir Awards Dinner	\$700	\$0	\$0
Community Resource Center	\$10,000	\$5,000***	\$0
Library	\$25,000	\$22,500	\$0
Parks & Rec	\$12,000	\$0	\$0
<b>Total =</b>	<b>\$62,700</b>	<b>\$42,500</b>	<b>\$0</b>

\*\*\* staff recommends increasing this award to \$6,000 and the source of the funding to come from CDBG funds.

# Enterprise Funds

Fiscal Year 2020-2022

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Proprietary funds account for City operations financed and operated in a manner similar to a private business enterprise.

## Enterprise Funds

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### **Tauhaindauli Park (14)**

The Tauhaindauli Park Fund is to support the ongoing maintenance of Tauhaindauli Park.

### **Sewer (20)**

The Sewer Enterprise is to support the maintenance and operation of the wastewater treatment system and the sewer collection system.

### **Sewer Improvement Fund (21)**

The Sewer Improvement Fund is to support the sewer fund with capital improvement needs and projects as well as account for current loans within the sewer enterprise.

### **Solid Waste (25)**

The Solid Waste Enterprise is to support the collection and disposal of solid waste.

### **Water (30)**

The Water Enterprise is to support the maintenance and operation of the water system.

### **Water Improvement Fund (31)**

The water improvement fund is generated from the revenue of the water use above the base amount of 5 units of water. This fund is used for capital improvement needs and projects as well as account for current loans within the water enterprise.

### **Airport (40)**

The Airport Enterprise is to support the maintenance and operation of the airport.

# Tauhaindauli Park

## Fiscal Year 2020-2022

The Cantara River Spill Endowment Fund set up funds for the establishment and maintenance of an outdoor park on the Upper Sacramento River. Those funds were transferred to the Shasta Regional Foundation with the purpose of investing and establishing the Tauhaindauli Park Endowment Fund. The principle is kept with Shasta Regional and the interest earned can be spent on the maintenance and upkeep of Tauhaindauli Park.

Fiscal Year 2020-2022  
 Department Detail  
 Dept. Tauhaindauli Park  
 Fund 14

### Department Detail

Fund: 14 - Tauhaindauli Park		18/19 Actual	19/20 Budget	20/21 Budget	21/22 Budget
Revenues					
4609.00	Tauhaindauli Endowment Fund	16,257	12,000	12,000	12,000
Total Revenues		16,257	12,000	12,000	12,000
Expenditures					
7100.00	SALARIES	1,406	1,126	1,200	1,200
7130.00	FICA	105	100	100	100
7140.00	PERS	96	100	150	150
7145.00	CALPERS UNFUNDED LIABILITY	2	130	130	130
7150.00	GROUP INSURANCE	526	500	500	500
7151.00	LIABILITY INSURANCE	2	125	125	125
7152.00	SCORE ASSESSMENT	-2	65	65	65
7156.00	ERMA employment insurance	0	0	13	13
7160.00	WORKMAN COMP INSURANCE	0	150	175	175
7180.00	DEFERRED COMP	9	25	25	25
7310.00	CONTRACT/SPECIAL SERV	3,850	5,000	5,000	5,000
7480.00	MANAGEMENT/ADM CHARGES	2,700	2,700	1,560	1,560
7720.00	MAINTENANCE BUILDINGS/GROUNDS	400	500	500	500
Total Expenditures		9,094	10,521	9,543	9,543
Tauhaindauli Park		7,163	1,479	2,457	2,457

# Sewer

## Fiscal Year 2019-2020

The Sewer Enterprise provides collection, treatment, and disposal of sewage in a manner compliant with the health and safety needs of the community and the environment. Delivering this service in the safest, most reliable method possible is the highest concern of the Public Works Department. The Sewer Enterprise provides 24- hour service and support to the public by responding to customer concerns, emergency sewer stoppages, and ensures sewer system functionality. The Enterprise operates and maintains 4 sewer lift stations, a tertiary treatment and disposal facility, and a collection system.

### Sewer Services

- Provide daily maintenance to the system to keep it in operation
- Operate the Wastewater Treatment Plant in a manner that meets the regulatory requirements for discharge
- Maintain the plant to keep it fully functioning
- Ensure that the discharge to the Sacramento River meets the National Pollutant Discharge Elimination System (NPDES) permit.

Fiscal Year 2019-2020

Department Detail

Dept. Sewer

Fund 20 & 21

### Department Detail

Fund: 20 - SEWER ENTERPRISE				
	18/19 Actual	19/20 Budget	20/21 Budget	21/22 Budget
Revenues				
4220.00 HOOKUP PERMITS	3,732	1,000	2,000	2,000
4340.00 PENALTIES	8,879	9,300	9,300	9,300
4420.00 INTEREST - OTHER	835	200	50	50
4920.00 SEWER CHARGES	551,344	922,853	825,000	875,000
5180.00 TRANSFERS IN	286,917	0	108,000	108,000
<b>Total Revenues</b>	<b>851,707</b>	<b>933,353</b>	<b>944,350</b>	<b>994,350</b>
Expenditures				
7100.00 SALARIES	173,168	240,156	241,000	241,000
7110.00 OVERTIME	18,474	22,000	22,000	22,000
7130.00 FICA	14,129	18,300	18,500	18,500
7140.00 PERS	6,722	21,000	22,700	22,700
7145.00 CALPERS UNFUNDED LIABILITY	14,365	25,900	27,900	27,900
7150.00 GROUP INSURANCE	58,541	88,900	88,900	88,900
7151.00 LIABILITY INSURANCE	22,702	24,150	26,500	26,500
7152.00 SCORE ASSESSMENT	-3,489	11,900	12,000	12,000
7154.00 PROPERTY INSURANCE	1,742	12,265	14,200	14,200
7156.00 ERMA employment insurance	0	0	985	985
7160.00 WORKMAN COMP INSURANCE	<b>4215,968</b>	27,000	27,000	27,000

7180.00 DEFERRED COMP	2,744	4,700	4,700	4,700
7200.00 TRAINING & EDUCATION	1,983	3,000	3,000	3,000
7220.00 PHYSICAL EXAMS	0	250	250	250
7230.00 SUB/MEMBERSHIP DUES	464	1,000	1,000	1,000
7240.00 CLOTHING/CLEANING	705	1,750	1,500	1,500
7300.00 PROFESSIONAL SERVICES	108,296	20,000	20,000	20,000
7330.00 CONTRACT LAB ANALYSIS	28,048	30,000	35,000	37,000
7340.00 LITIGATION EXPENSE	1,524	1,000	1,000	1,000
7410.00 ADV/NOTICES	272	300	500	500
7480.00 MANAGEMENT/ADM CHARGES	87,106	87,108	67,675	67,675
7610.00 EQUIP MAINT & RPLC	5,172	7,500	6,000	6,000
7620.00 VEHICLE FUEL	6,669	6,000	7,000	7,000
7630.00 VEHICLE MAINTENANCE	3,648	5,000	5,000	5,000
7640.00 RADIO REPLC/REPAIR	0	2,400	500	500
7710.00 PROPERTY TAXES	281	300	300	300
7720.00 MAINTENANCE BUILDINGS/GROUNDS	781	4,500	4,000	4,000
7730.00 UTILITIES	62,413	65,000	60,000	60,000
7750.00 PHONE CHARGES	7,615	8,000	7,500	7,500
7760.00 LEASES/RENTALS	1	900	900	900
7790.00 OXIDATION DITCH MAINTENANCE	7,464	4,000	4,000	4,000
7810.00 SLUDGE BED MAINTENANCE	5,171	6,000	6,000	6,000
7820.00 CHLORINATOR/CONTACT MAINT	33,272	30,000	30,000	30,000
7840.00 PUMP STATION MAINTENANCE	12,970	25,000	15,000	15,000
7860.00 DEPRECIATION/AMORTIZATION	296,793	0	290,000	290,000
7900.00 OFFICE EXPENSES	1,882	3,000	3,000	3,000
7920.00 SUPPLIES/MATERIALS	3,440	2,200	2,000	2,000
7930.00 POSTAGE	2,756	3,000	3,000	3,000
7950.00 MAIN REPAIRS & MAINTENANCE	1,097	7,000	5,000	5,000
7970.00 LAB SUPPLIES/MAINTENANCE	15,608	6,500	6,500	6,500
8130.00 PERMITS & LICENSES	7,209	7,000	8,500	8,500
Total Expenditures	1,005,387	843,979	1,100,510	1,102,510
SEWER ENTERPRISE	-153,680	89,374	-156,160	-108,160

Fund: 21 - SEWER IMPROVEMENT

	18/19 Actual	19/20 Budget	20/21 Budget	21/22 Budget
5180.00 TRANSFERS IN	0	0	50,000	50,000
Total Revenues	0	0	50,000	50,000
Expenditures				
7480.00 Management/Admin Costs			22,302	22,302
8500.00 TRANSFERS OUT	0	0	108,000	108,000
Total Expenditures	0	0	130,302	130,302
SEWER IMPROVEMENT	0	0	-80,302	-80,302

# Solid Waste

## Fiscal Year 2020-2022

Solid waste services are performed by Clemens Disposal, operating under a contract with the City. The solid waste enterprise was established to ensure that services are being provided in a safe and responsive manner and are of the highest quality and most affordable price.

### Solid Waste Services

- Curb side pickup of residential and commercial waste
- Pick-up of the blue recycling bags
- Pick-up of the large recycle bins located near City Hall and the Ballpark
- City staff pickup refuse in all refuse bins located on city streets and parks
- Collection and disposal of refuse on city right of ways

Fiscal Year 2020-2022  
 Department Detail  
 Dept. Solid Waste  
 Fund 25

### Department Detail

Fund: 25 - SOLID WASTE ENTERPRISE				
	18/19 Actual	19/20 Budget	20/21 Budget	21/22 Budget
Revenues				
4340.00 PENALTIES	4,065	4,500	4,000	4,000
4400.00 INTEREST - LAIF	5,433	5,000	4,000	4,000
4620.00 STATE GRANT FUNDS	10,000	5,000	5,000	5,000
4930.00 REFUSE COLLECTION FEES	272,664	320,000	285,000	285,000
4940.00 EXTRA GARBAGE FEES	6,734	6,600	7,000	7,000
4945.00 DUMPSTER RENTAL	5,400	4,500	4,500	4,500
<b>Total Revenues</b>	<b>304,296</b>	<b>345,600</b>	<b>309,500</b>	<b>309,500</b>
Expenditures				
7100.00 SALARIES	49,102	42,000	46,000	46,000
7110.00 OVERTIME	0	250	250	250
7130.00 FICA	3,602	3,200	3,500	3,500
7140.00 PERS	1,409	3,200	3,700	3,700
7145.00 CALPERS UNFUNDED LIABILITY	2,285	5,000	5,300	5,300

7150.00 GROUP INSURANCE	11,565	12,200	11,000	11,000
7151.00 LIABILITY INSURANCE	2,132	3,850	4,400	4,400
7152.00 SCORE ASSESSMENT	-454	1,900	2,100	2,100
7156.00 ERMA employment insurance	0	0	330	330
7160.00 WORKMAN COMP INSURANCE	2,416	1,420	1,520	1,520
7180.00 DEFERRED COMP	513	750	800	800
7300.00 PROFESSIONAL SERVICES	70,500	66,000	66,000	66,000
7310.00 CONTRACT/SPECIAL SERV	173,743	160,000	160,000	160,000
7340.00 LITIGATION EXPENSE	4,570	1,000	1,000	1,000
7410.00 ADV/NOTICES	239	300	300	300
7480.00 MANAGEMENT/ADM CHARGES	32,028	32,028	34,664	34,664
7600.00 EQUIPMENT/REPLACEMENT < \$1000	0	1,000	1,000	1,000
7620.00 VEHICLE FUEL	1,136	1,000	1,000	1,000
7630.00 VEHICLE MAINTENANCE	1,074	1,000	1,000	1,000
7760.00 LEASES/RENTALS	21,807	22,000	22,000	22,000
7900.00 OFFICE EXPENSES	627	500	500	500
7920.00 SUPPLIES/MATERIALS	4,416	5,000	5,000	6,000
7930.00 POSTAGE	2,750	2,000	2,000	2,000
8295.00 SPECIAL PROJECTS	4,400	0	5,000	5,000
Total Expenditures	403,083	367,598	378,364	379,364
SOLID WASTE ENTERPRISE	-98,787	-21,998	-68,864	-69,864

# Water

## Fiscal Year 2020-2022

The Water Enterprise is responsible for the delivery of safe reliable drinking water to the citizens of Dunsmuir. It provides 24-hour service and support to the public by responding to customer concerns, emergency water breaks/repairs, and ensuring the City has high quality drinking water in adequate supply for firefighting, domestic, and commercial use. The Water Enterprise also operates and maintains the water distribution system to the property at the water meter.

The City, and staff of the Water Enterprise, are proud to call Dunsmuir’s water the “Best Water on Earth”.

### Water Services

- Provide daily maintenance to the system to keep it in operation
- Maintain the distribution system to keep it fully functioning

Fiscal Year 2020-2022

Department Detail

Dept. Water

Fund 30

### Department Detail

Fund: 30 - WATER ENTERPRISE				
	18/19 Actual	19/20 Budget	20/21 Budget	21/22 Budget
Revenues				
4220.00 HOOKUP PERMITS	2,597	3,000	1,500	1,500
4340.00 PENALTIES	8,801	7,800	7,000	7,000
4400.00 INTEREST - LAIF	11,468	12,000	13,000	13,000
4960.00 WATER CHARGES	602,514	624,000	665,000	665,000
4995.00 ON/OFF FEE	5,291	4,500	4,000	4,000
<b>Total Revenues</b>	<b>893,980</b>	<b>651,500</b>	<b>690,500</b>	<b>690,500</b>
Expenditures				
7100.00 SALARIES	169,471	182,000	195,000	195,000
7110.00 OVERTIME	4,326	5,500	6,000	6,000
7130.00 FICA	12,676	14,200	14,800	14,800
7140.00 PERS	8,539	15,400	17,900	17,900
7145.00 CALPERS UNFUNDED LIABILITY	21,784	21,400	22,500	22,500
7150.00 GROUP INSURANCE	55,261	61,000	58,000	58,000
7151.00 LIABILITY INSURANCE	29,606	18,300	20,600	20,600
7152.00 SCORE ASSESSMENT	-1,538	9,000	9,400	9,400
7154.00 PROPERTY INSURANCE	4,479	9,000	10,300	10,300
7156.00 ERMA employment insurance	0	0	535	535
7160.00 WORKMAN COMP INSURANCE	23,756	20,100	20,500	20,500
7180.00 DEFERRED COMP	2,262	3,500	3,800	3,800
7200.00 TRAINING & EDUCATION	2,865	5,000	5,000	5,000

7220.00 PHYSICAL EXAMS	250	250	250	250
7230.00 SUB/MEMBERSHIP DUES	1,339	2,500	2,000	2,000
7240.00 CLOTHING/CLEANING	557	1,750	1,500	1,500
7300.00 PROFESSIONAL SERVICES	7,088	2,000	2,500	3,000
7310.00 CONTRACT/SPECIAL SERV	9,070	2,800	3,000	3,000
7330.00 CONTRACT LAB ANALYSIS	4,288	5,000	5,000	5,000
7340.00 LITIGATION EXPENSE	369	0	1,000	1,000
7410.00 ADV/NOTICES	2,852	1,000	1,000	1,000
7480.00 MANAGEMENT/ADM CHARGES	70,729	70,728	73,959	73,959
7610.00 EQUIP MAINT & RPLC	2,764	10,000	7,000	8,000
7620.00 VEHICLE FUEL	8,287	6,000	7,000	7,500
7630.00 VEHICLE MAINTENANCE	2,607	5,000	5,000	6,000
7640.00 RADIO REPLC/REPAIR	0	2,400	1,000	1,000
7710.00 PROPERTY TAXES	2,150	500	1,000	1,000
7720.00 MAINTENANCE BUILDINGS/GROUNDS	541	500	500	500
7730.00 UTILITIES	22,885	22,000	24,000	24,500
7750.00 PHONE CHARGES	1,200	1,500	1,500	1,500
7770.00 SPRINGS MAINTENANCE	807	75,500	50,000	50,000
7830.00 VALVE/HYDRANT REPAIR	5,819	7,500	5,000	5,000
7840.00 PUMP STATION MAINTENANCE	416	500	500	500
7860.00 DEPRECIATION/AMORTIZATION	163,905	0	165,000	165,000
7900.00 OFFICE EXPENSES	934	800	1,000	1,000
7920.00 SUPPLIES/MATERIALS	12,324	2,000	2,000	2,000
7930.00 POSTAGE	2,750	2,000	3,000	3,000
7950.00 MAIN REPAIRS & MAINTENANCE	16,539	97,000	50,000	50,000
7960.00 ROAD BASE/ASPHALT	4,418	5,000	5,000	5,000
8130.00 PERMITS & LICENSES	3,097	7,000	6,000	6,000
8200.00 EQUIPMENT REPLACEMENT	79	3,000	3,000	3,000
8210.00 VEHICLE REPLACEMENT	0	5,000	5,000	5,000
8270.01 WATER MAIN PROJECTS	466	5,000	5,000	5,000
Total Expenditures	667,132	708,628	822,044	825,544
WATER ENTERPRISE	226,848	-57,128	-131,544	-135,044

Fund: 31 - WATER IMPROVEMENT

	18/19 Actual	19/20 Budget	20/21 Budget	21/22 Budget
Revenues				
4400.00 INTEREST - LAIF	8,442	0	5,000	5,000
4960.00 WATER CHARGES	176,546	0	176,000	176,000
4965.00 WATER REV-VAN FOSSEN/MASON	3,107	0	3,100	3,100
Total Revenues	348,226	0	184,100	184,100
Expenditures				
7480.00 MANAGEMENT/ADM CHARGES	0	0	22,026	22,026
8500.00 TRANSFERS OUT	261,563	0	100,000	100,000
Total Expenditures	280,504	0	122,026	122,026
WATER IMPROVEMENT	67,722	0	62,074	62,074

# Airport

## Fiscal Year 2020-2022

The Dunsmuir Mott Airport provides an alternative form of transportation and emergency access in and out of South Siskiyou County. Maintenance services include, brush/weed control adjacent to runway, sweeping, drainage, snow removal, painting, and water system.

### Airport Services

- Manage programs for the development of airport facilities.
- Hangars, Runways/Taxiways, and Tie-down areas.

Fiscal Year 2020-2022  
 Department Detail  
 Dept. Airport  
 Fund 40

### Department Detail

Fund: 40 - AIRPORT ENTERPRISE				
	18/19 Actual	19/20 Budget	20/21 Budget	21/22 Budget
<b>Revenues</b>				
4430.00 BUILDING RENTALS	19,249	20,000	18,000	18,000
4440.00 LEASE OF GROUND AREA	2,184	2,300	2,300	2,300
4460.00 AIRPORT PARKING/TIEDOWNS	3,755	8,000	5,000	5,000
4650.00 CA DOT-Aid to Airports	0	10,000	10,000	10,000
5000.00 MISC SERVICE	8,300	100	100	100
<b>Total Revenues</b>	<b>274,777</b>	<b>191,600</b>	<b>35,400</b>	<b>35,400</b>
<b>Expenditures</b>				
7100.00 SALARIES	11,979	12,400	14,800	14,800
7130.00 FICA	881	1,000	1,150	1,150
7140.00 PERS	668	1,000	1,250	1,250
7145.00 CALPERS UNFUNDED LIABILITY	143	1,500	1,800	1,800
7150.00 GROUP INSURANCE	2,694	3,300	3,800	3,800
7151.00 LIABILITY INSURANCE	3,079	4,200	4,200	4,200
7152.00 SCORE ASSESSMENT	-14	700	650	650
7154.00 PROPERTY INSURANCE	2,239	2,300	2,300	2,300
7156.00 ERMA employment insurance	0	0	105	105
7160.00 WORKMAN COMP INSURANCE	152	700	800	800
7180.00 DEFERRED COMP	179	250	300	300
7210.00 MEETINGS & TRAVEL	506	1,000	1,000	1,000
7230.00 SUB/MEMBERSHIP DUES	0	75	75	75
7480.00 MANAGEMENT/ADM CHARGES	3,804	3,804	4,019	4,019
<b>Total Expenditures</b>	<b>150,900</b>	<b>191,549</b>	<b>36,249</b>	<b>36,249</b>
<b>AIRPORT ENTERPRISE</b>	<b>123,877</b>	<b>51</b>	<b>-849</b>	<b>-849</b>

# Local Transportation

Fiscal Year 2020-2022

Local Transportation funds are from Siskiyou County and support the STAGE Bus line and other transportation needs.

Fiscal Year 2020-2022  
 Department Detail  
 Dept. Local Transportation  
 Fund 50

## Department Detail

Fund: 50 - LOCAL TRANSPORTATION				
	18/19 Actual	19/20 Budget	20/21 Budget	21/22 Budget
Revenues				
4600.00 LOCAL TRANSPORTATION	62,132	50,000	50,000	50,000
Total Revenues	108,350	50,000	50,000	50,000
Expenditures				
7475.00 TRANSIT ASSISTANCE	42,326	38,000	38,000	38,000
7480.00 MANAGEMENT/ADM CHARGES	4,176	4,176	2,400	2,400
7740.00 STREET LIGHTING	0	0	1,000	1,000
8260.00 SIDEWALK IMPROVEMENT PROJECTS	55,322	5,000	5,000	5,000
Total Expenditures	104,687	47,176	46,400	46,400
LOCAL TRANSPORTATION	3,663	2,824	3,600	3,600

# Gas Tax

## Fiscal Year 2020-2022

Revenues from the gas tax are apportioned by the State Controller and are provided for in *Streets and Highways Code* Sections 2103 to 2122. Funds are for; any street or road purpose, snow removal, and engineering costs and administrative expenses.

Fund: 58 - SB1 - Road Maintenance/Rehab		18/19	19/20	20/21	21/22
		Actual	Budget	Budget	Budget
Revenues					
4601.00	SB1 - Section 2032 Revenue	26,320	27,611	28,358	28,500
Total Revenues		26,320	27,611	28,358	28,500
Expenditures					
7480.00	MANAGEMENT/ADM CHARGES	0	0	3,158	3,158
8230.00	ROAD REPAIR PROJECTS	0	13,805	12,600	12,600
8260.00	SIDEWALK IMPROVEMENT PROJECTS	26,321	13,806	12,600	12,600
Total Expenditures		26,321	27,611	28,358	28,358
SB1 - Road Maintenance/Rehab		-1	0	0	142

Fund: 59 - GAS TAX		18/19	19/20	20/21	21/22
		Actual	Budget	Budget	Budget
Revenues					
4520.00	GAS TAXES	5,612	74,619	71,412	71,500
Total Revenues		5,612	74,619	71,412	71,500
Expenditures					
7480.00	MANAGEMENT/ADM CHARGES	624	4,488	4,739	4,739
7610.00	EQUIP MAINT & RPLC	0	15,000	15,000	15,000
7630.00	VEHICLE MAINTENANCE	0	18,000	15,000	15,000
7740.00	STREET LIGHTING	0	15,000	20,000	20,000
7920.00	SUPPLIES/MATERIALS	0	1,000	1,000	1,000
7940.00	TRAFFIC SIGN/REPAIR & REPLACE	0	1,500	3,000	3,000
8210.00	VEHICLE REPLACEMENT	0	0	1	10,000
Total Expenditures		5,726	54,988	58,740	68,739
GAS TAX		-114	19,631	12,672	2,761

Fund: 64 - GAS TAX 2107.SR - SNOW REMOVAL		18/19	19/20	20/21	21/22
		Actual	Budget	Budget	Budget
Revenues					
4520.00	GAS TAXES	12,852	17,000	17,000	17,000
Total Revenues		57,841	17,000	17,000	17,000
Expenditures					
7480.00	MANAGEMENT/ADM CHARGES	5,736	5,736	1,542	1,542
7600.00	EQUIPMENT/REPLACEMENT < \$1000	174	0	5,000	5,000
7610.00	EQUIP MAINT & RPLC	2,111	0	1,700	1,700
7630.00	VEHICLE MAINTENANCE	1,781	0	5,000	5,000
7920.00	SUPPLIES/MATERIALS	1,635	0	1,750	1,750
8200.00	EQUIPMENT REPLACEMENT	0	0		9,000
8210.00	VEHICLE REPLACEMENT	0	0		12,000
Total Expenditures		36,061	5,736	14,992	35,992
GAS TAX 2107.SR - SNOW REMOVAL		21,780	11,264	2,008	-18,992

# Economic Development Block Grant

Fiscal Year 2020-2022

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This fund represents revenues generated from the Community Development Block Grant program associated with the program to support for profit businesses within the city.

Fund: 82 - EDBG - RLF	18/19 Actual	19/20 Budget	20/21 Budget	21/22 Budget
Revenues				
4410.00 INTEREST - LOANS	7,973	0	5,000	5,000
Total Revenues	<u>9,663</u>	<u>0</u>	<u>5,000</u>	<u>5,000</u>
Expenditures				
7480.00 MANAGEMENT/ADM CHARGES	660	660	957	957
8500.00 TRANSFERS OUT	46,004	0	4,000	4,000
Total Expenditures	<u>46,664</u>	<u>660</u>	<u>4,957</u>	<u>4,957</u>
EDBG - RLF	<u>-37,001</u>	<u>-660</u>	<u>43</u>	<u>43</u>

# Community Development Block Grant

Fiscal Year 2020-2022

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This fund represents revenues generated from the Community Development Block Grant program associated with the housing rehabilitation program.

Fund: 92 - PROGRAM INCOME	18/19 Actual	19/20 Budget	20/21 Budget	21/22 Budget
Revenues				
4410.00 INTEREST - LOANS	2,639	0	6,000	6,000
Total Revenues	<u>2,639</u>	<u>0</u>	<u>6,000</u>	<u>6,000</u>
Expenditures				
7480.00 MANAGEMENT/ADM CHARGES	816	816	317	317
8500.00 TRANSFERS OUT	0	0	5,500	5,500
Total Expenditures	<u>816</u>	<u>816</u>	<u>5,817</u>	<u>5,817</u>
PROGRAM INCOME	1,823	-816	183	183

# South Dunsmuir Sewer Assessment

## Fiscal Year 2020-2022

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This fund represents revenues generated from the assessment on parcels in south Dunsmuir. The revenues pay for a loan taken out to include those parcels into the sewer system.

Fund: 93 - SOUTH DUNSMUIR SEWER ASSMT.	18/19 Actual	19/20 Budget	20/21 Budget	21/22 Budget
Revenues				
4100.00 SECURED & UNSECURED TAXES	8,864	0	6,500	6,500
5170.00 TRANSFERS IN	0	0	4,064	4,064
Total Revenues	8,864	0	10,564	10,564
Expenditures				
7480.00 MANAGEMENT/ADM CHARGES	0	0	1,064	1,064
8310.00 PRINCIPAL PAYMENTS	5,000	0	4,500	4,500
8310.01 PRINC. PMT. - FUND 20 SEWER	0	0	5,000	5,000
Total Expenditures	10,010	0	10,564	10,564
SOUTH DUNSMUIR SEWER ASSMT.	-1,146	0	0	0

**RESOLUTION 2020-xx**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNSMUIR  
ADOPTING THE 2020-2022 OPERATING BUDGET**

**WHEREAS**, the City of Dunsmuir adopts a bi-annual operating budget which constitutes a fiscal and operating plan for the City; and

**WHEREAS**, the City Council of the City of Dunsmuir reviewed and approved the staff-proposed operating budget for the 2020-2022 fiscal years.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Dunsmuir that it:

1. Adopts the City of Dunsmuir 2020-2022 Budget as introduced by staff,
2. Directs and authorizes the City Manager to:
  - A. Administer the Budget for 2020-2022
  - B. To provide these documents to the City Council and make them available to the public in final format as soon as possible.

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**IT IS HEREBY CERTIFIED** that the foregoing Resolution 2020-xx was introduced and duly adopted by the City Council of the City of Dunsmuir at a regular meeting held on the 2<sup>nd</sup> day of July 2020, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Mayor Lucchesi

ATTEST:

\_\_\_\_\_  
Deputy City Clerk Perkins