

**AGENDA FOR THE REGULAR MEETING
DUNSMUIR CITY COUNCIL
COUNCIL CHAMBERS
5902 DUNSMUIR AVE, DUNSMUIR, CA
AUGUST 15, 2019
CLOSED SESSION: 5:30 PM
REGULAR SESSION: 6:00 PM**

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

1. CALL TO ORDER AND FLAG SALUTE

2. ROLL CALL

3. PUBLIC COMMENT ON CLOSED SESSION ITEM

4. ADJOURN TO CLOSED SESSION

A. CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Gov't Code Section 54957.6

Agency designated representative: **Interim City Manager**

Under negotiation: **Employee Organization: Operating Engineers**

Local Union No.3

5. CALL REGULAR MEETING BACK TO ORDER

6. REPORT FROM CLOSED SESSION

7. SPECIAL PRESENTATIONS AND ANNOUNCEMENTS

Presentation of Key to the City to oldest citizen living in City of Dunsmuir and to person with most years living in City of Dunsmuir

8. 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 1st and 3rd Thursday of each month. Meetings that take place on dates other than the 1st and 3rd Thursday will not be televised. This time is set aside for citizens to address the City Council on matters listed on the Consent Agenda as well as other items **not** included on the Regular Agenda. If your comments concern an item noted on the Regular Agenda, please address the Council when that item is open for public comment. Each speaker is allocated three (3) minutes to speak. Speakers may not cede their time to another speaker. Comments should be limited to matters within the jurisdiction of the City. Speaker forms are available from the City Clerk, 5915 Dunsmuir Ave, Dunsmuir, on the City's website, or on the podium. The City Council can only take action on matters that are on the Agenda, but may place matters brought to their attention at this meeting on a future Agenda for consideration. If you have documents to present to members of the City Council, please provide a minimum of seven (7) copies

9. COUNCIL AND STAFF COMMENTS

10. COMMITTEE REPORTS

11. APPROVAL OF MINUTES

A. August 1, 2019

12. CONSENT AGENDA

A. Approve Check Register: 08.02.2019 – 08.09.2019

B. Authorize City Manager to execute ABC Beer and Wine License for Chamber of Commerce to provide beer and wine sales September 21 and 22, 2019 as part of Steampunk Festival in downtown Dunsmuir

13. PUBLIC HEARINGS: Second reading and adoption of Ordinance 562 providing for implementation, administration and enforcement of fats, oils, and grease source control program

14. OLD BUSINESS

A. Review of community promotions funding request recommendations from Finance Committee and approve or amend fund requests for 2019-2020

15. NEW BUSINESS - None

16. FUTURE AGENDA ITEMS

17. ADJOURNMENT

Copies of this agenda were posted at City Hall, Dunsmuir City Library, Dunsmuir Park and Recreation District Office and at the Post Office on or before 5:30 PM August 12, 2019.

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

CERTIFICATION

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



Julie Iskra, Deputy City Clerk

08-09-2019
Date

**DUNSMUIR CITY COUNCIL
AUGUST 1, 2019
MINUTES**

1. CALL TO ORDER AND FLAG SALUTE

Meeting was called to order by Mayor Lucchesi at 5:35 pm.

2. ROLL CALL

Council members present: Arth, Bryan, Deutsch, Keisler, Lucchesi

Staff present: ICM Johnsen, Attorney Jonz Norine

3. PUBLIC COMMENT ON CLOSED SESSION ITEM - None

4. ADJOURN TO CLOSED SESSION

A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Gov't Code Section 54956.8

Property: City property adjacent to Mott Airport Parcel 059-351-020

Agency negotiators: City Manager and City Attorney

Negotiation parties: Jerry Hurt, Rod and Gun Club; David Fabbrini

Under negotiation: Terms, Conditions, and other matters related to Leases

5. CALL REGULAR MEETING BACK TO ORDER

Regular meeting was called to order at 6:13 pm.

6. REPORT FROM CLOSED SESSION

Mayor Lucchesi reported that the council members unanimously voted to give staff direction on both items.

7. SPECIAL PRESENTATIONS AND ANNOUNCEMENTS

Wendi Grochol, president of the Dunsmuir Rotary, showed a collector for fishing line and hooks she would like to mount near popular fishing areas to keep the line and hooks out the rivers/lakes. The line and hooks are hazardous to wildlife and people.

Arth asked if empty fishing egg jars could also be placed in this collector.

Steven Bryan from the Community Resource Center spoke about a special event that the Community Care Team is sponsoring. They want to honor the oldest residing and the longest residing in Dunsmuir. Nominations are accepted by August 14 at the Resource Center. The residents will receive \$2 for each year of their residence or age living in Dunsmuir.

8. PUBLIC COMMENT - None

9. COUNCIL AND STAFF COMMENTS

ICM Johnsen stated that the DPAC committee is working on a Green Waste Day for Dunsmuir. The first cannabis inspection was completed at 4100 Pine Street, but the other applicant asked for an extension until later in August.

Deputy City Clerk Iskra notified the Council that the City of Weed has offered to host the LOLA dinner in place of the City of Dunsmuir.

Council Comment: Deutsch stated the Chamber of Commerce is hosting the Steampunk Festival. It is a costume celebration of the Victorian era in the future. The City of McCloud is upset because they planned on doing a similar event. Chamber Director Dinges is now working for the Weed Chamber of Commerce.

Keisler congratulated Bryan on his recent marriage. The Dunsmuir Pool will have a yard sale on August 17 and donations are being accepted. Engine 1727 is under construction and there will be no climbing on it in the future. This Saturday is Brewfest and any firefighter will receive a 20% discount.

Arth stated that the City of Dunsmuir has now ranked the highest with a score of 24 out of 25 for funding at the Waste Water Treatment Plant projects. Included in this evaluation are the cities of Weed and Mt Shasta, the local Native American tribes, Pacific Trust, CalTrout and others. He would like to organize a community meeting with the Dunsmuir businesses and the new City Manager for a meet and greet in the first week of September.

Keisler recommended attending the Pacific Crest youth concert and the Farmer's Market. Mayor Lucchesi commented on a letter from Planning Commissioner Devon Warner about her concerns about the Hazardous Materials Plan.

10. COMMITTEE REPORTS

Lynda Scheben, chair of the DPAC committee, discussed the recent committee meeting and highlighted some items of interest including evacuation plans for the City, concerns about the emergency horns/sirens in Dunsmuir, Code Red participation, the Hazardous Vegetation Plan, and a green waste disposal day. She encouraged residents to attend and participate with the committee.

Mayor Lucchesi stated airport grants are still viable, but the City needs to apply again to extend the apron on the runway. Short and long term viability needs to be considered. Deutsch suggested a solar farm at the airport.

Arth asked about a business plan and budget for the airport. The airport still owes \$100,000 to the General Fund.

Bryan asked about the airport layout plan.

ICM said the FAA has had staff turnover. ICM sent comments to Jim Harris at Coffman. Construction projects for the next 10 years include Capital Improvement Plan, ACIP and Airport Layout Plan.

Arth asked about the Public Works Committee and the committee members from the public. Has the meeting been scheduled?

Bryan stated the next Finance Committee will be August 7 at 5:00 pm. The agenda items will be discussion about the possibility of increasing the TUT rate and review of the Community Promotion Funding applications and interviews.

11. APPROVAL OF MINUTES

A. July 9, 2019

B. July 18, 2019

Motion by Keisler to approve the minutes of July 9 and July 18, 2019, seconded by Bryan.

Voice vote: AYES: Arth, Bryan, Deutsch, Keisler, Lucchesi
NOES: None
ABSENT: None
ABSTAIN: None 5-0-0-0

12. CONSENT AGENDA

A. Check Register 07.19.19 – 07.26.2019

B. Authorize commitment to League of California Cities Statewide Local Streets and Roads Needs Assessment Funding Project

C. Approve road closure of Dunsmuir Ave at Spruce and Cedar Streets and Pine Street at Sacramento Ave and Shasta Ave, use of parking north of City Hall and electrical connections, September 20-22 for the Chamber of Commerce Steampunk Festival
Keisler requested to amend the map for the Steampunk Festival to show barricades at Pine Street and Shasta Avenue.

Motion by Keisler to approve the amended Consent Agenda items A, B and C, seconded by Bryan.

Voice vote: AYES: Arth, Bryan, Deutsch, Keisler, Lucchesi
NOES: None
ABSENT: None
ABSTAIN: None 5-0-0-0

13. PUBLIC HEARINGS – None

14. OLD BUSINESS

A. Adopt Resolution amending City of Dunsmuir Protocols

ICM Johnsen stated the protocols have been amended to reflect the order of the agenda on page 38.

Public Comment: None

Motion by Keisler to adopt Resolution 2019-19 by title only, seconded by Bryan.

Voice vote: AYES: Arth, Bryan, Deutsch, Keisler, Lucchesi
NOES: None
ABSENT: None
ABSTAIN: None 5-0-0-0

15. NEW BUSINESS

A. Introduction of Ordinance amending Fats, Oil and Grease (FOG) program requirements

ICM Johnsen reported that the State law requires every agency to have a FOG ordinance. The City had one sentence in our Municipal Code. This ordinance was prepared by

PACE and is compliant with the State. Businesses should remove FOG from their business. This ordinance will require businesses to keep records and allow enforcement.
Public Comment: None

Motion by Keisler to introduce Ordinance 562 and read by number and title only, seconded by Deutsch.

Voice vote:

AYES: Arth, Bryan, Deutsch, Keisler, Lucchesi

NOES: None

ABSENT: None

ABSTAIN: None 5-0-0-0

Motion by Keisler to pass the first reading of Ordinance 562, seconded by Deutsch

Voice vote: AYES: Arth, Bryan, Deutsch, Keisler, Lucchesi

NOES: None

ABSENT: None

ABSTAIN: None 5-0-0-0

B. Presentation and review of Public Works Supervisor initial recommendation for 2019-2020 Sidewalk Projects

ICM Johnsen stated this was a list of projects from the Public Works Supervisor. He proposed working on these projects as the money comes in. If other projects are identified, the list will be amended.

Bryan stated that gas tax is projected to be \$25,000, why are these projects only \$10,000. Arth stated a priority list needs to be made.

Public Comment: Michael Bush asked if the recommendation list is funded.

Council Comment:

ICM reported that the projects can be done and the money will be reimbursed.

Bryan suggested spending the \$25,000 and consider the highest liability and most used areas to make the most efficient use of the funds.

Discussion among Council members regarding who is responsible for maintenance of trees. Suggestion to schedule a future meeting to discuss trees.

Motion by Keisler to accept the preliminary list provided by Public Works Supervisor, schedule work to begin as soon as City Manager and Public Works supervisor see fit and to prepare a list of recommended sidewalk improvements from City Hall to Spruce Street, seconded by Deutsch. Voice vote:

AYES: Arth, Bryan, Deutsch, Keisler, Lucchesi

NOES: None

ABSENT: None

ABSTAIN: None 5-0-0-0

C. Authorization for Mayor to execute letter to Union Pacific requesting status of inquiry about parking lot on Sacramento Avenue

ICM Johnsen explained that a letter had been written to Union Pacific regarding a parking lot on Sacramento Ave. No response was received. Should the City try again?

Public Comment: None

Council Comment: Council members felt this was an opportunity to contact a business partner a second time.

Motion by Bryan to authorize the Mayor to execute follow up letter to Union Pacific requesting status of inquiry about parking lot on Sacramento Ave, seconded by Keisler.

Voice vote: AYES: Arth, Bryan, Deutsch, Keisler, Lucchesi

NOES: None

ABSENT: None

ABSTAIN: None 5-0-0-0

16. FUTURE AGENDA ITEMS

Arth stated the City does not have a vision/plan for future discussion. Keisler seconded the recommendation.

Lucchesi stated that a suggestion and a second does not mean the item will be on the next agenda.

Arth asked for the broadband idea and the fulltime Code Enforcement Officer be considered. Lucchesi stated that the City is waiting for the new City Manager.

17. ADJOURNMENT

Consensus to adjourn the meeting at 8:04 pm.

Mayor Lucchesi

Julie Iskra, Deputy City Clerk

Date

Check Register Report

08/09/2019

Date: 08/09/2019

Time: 11:28 am

Page: 1

City of Dunsmuir

BANK: U.S. BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
U.S. BANK Checks							
52749	08/02/2019	Printed		10579	ABRAMS LAKE	ALAK unit72 ACC#1205 Johnsen	451.35
52750	08/02/2019	Printed		1910	AT&T	PhoneWWTP235 0850	80.11
52751	08/02/2019	Printed		1910	AT&T	530 235-4067river lift 7/17/19	80.11
52752	08/02/2019	Printed		1910	AT&T	530 235-4841 474look out	65.92
52753	08/02/2019	Printed		1910	AT&T	530 235-4363 910 I5 lift	80.11
52754	08/02/2019	Printed		1910	AT&T	530 235-0715 825,lift07/7/19	69.51
52755	08/02/2019	Printed		1910	AT&T	530 235-2208 420 7/17/19 lift	80.11
52756	08/02/2019	Printed		9447	AUS WEST LOCKBOX	15153,28767,85619	133.62
52757	08/02/2019	Printed		2635	BASIC LABORATORY, INC.	Drink Wtr Domestic Monthly	331.80
52758	08/02/2019	Printed		2800	BAXTER AUTO PARTS, INC.	221957,222003,221721	404.37
52759	08/02/2019	Printed		9820	CITY OF DUNSMUIR	Acct24433 WTR DEP RETURN	180.00
52760	08/02/2019	Printed		6325	CLEMENS WASTE REMOVAL	2471, Can Rent & Recycling	2,124.65
52761	08/02/2019	Printed		6325	CLEMENS WASTE REMOVAL	Contract XGA 07/19	12,732.72
52762	08/02/2019	Printed		10185	ARLENE DINGES	19-08 Planning	612.50
52763	08/02/2019	Printed		10596	EVENS, JANET	Water Dep RETRN 5350Shasta	180.00
52764	08/02/2019	Printed		9303	FASTENAL COMPANY	CARE158250 Twl 250 ct	70.88
52765	08/02/2019	Printed		10597	FLIGHT LIGHT INC	0068836, wind socks	171.15
52766	08/02/2019	Printed		17041	GOODYEAR COMMERCIAL TIRE	187-1051728, tires#301	784.53
52767	08/02/2019	Printed		24875	LILLY JONES	July2019	825.00
52768	08/02/2019	Printed		35505	NORTHLAND COMMUNICATIONS	172-211930PW	102.70
52769	08/02/2019	Printed		35505	NORTHLAND COMMUNICATIONS	172-211909,Sewer plant	64.07
52770	08/02/2019	Printed		39015	PACIFIC POWER	63601721-001 7/17/19	8,086.32
52771	08/02/2019	Printed		39015	PACIFIC POWER	81096055-007 River Ave lift	21.23
52772	08/02/2019	Printed		39853	PURCHASE POWER	postage,1057-4063 7/22/19	1,000.00
52773	08/02/2019	Printed		45110	MARIO J. RUBINO	July 2019	50.00
52774	08/02/2019	Printed		47520	SHASTA AUTO SUPPLY	767620,768068,769002 NAPA	169.62
52775	08/02/2019	Printed		57228	SOLANO'S CONTRACTOR	225577 PW concrete paver sand	190.71
52776	08/02/2019	Printed		48255	SOUSA READY MIX, LLC.	1321976, chips	20.00
52777	08/02/2019	Printed		10503	THATCHER CO. OF CALIFORNIA	266522Chlorine, sulfur dioxide	3,869.58
52778	08/02/2019	Printed		9999999388	VALLEY INDUSTRIAL COMM.,INC.	9241Radio work	262.33
52779	08/02/2019	Printed		50850	VERIZON WIRELESS	9834558491, 570733275-00001	149.56
52780	08/02/2019	Printed		50850	VERIZON WIRELESS	9834531935,ACT#270733346-00001	56.68
52781	08/09/2019	Printed		514	ADVANCED INFOSYSTEMS	14853, billing/postage	386.76
52782	08/09/2019	Printed		2635	BASIC LABORATORY, INC.	ww test Weekly LND	450.80
52783	08/09/2019	Printed		5325	REBECCA CATLETT	24603739 July2019	181.50
52784	08/09/2019	Printed		9820	CITY OF DUNSMUIR	250800 I-5 Lift Aug2019	448.80
52785	08/09/2019	Printed		6325	CLEMENS WASTE REMOVAL	2476, weight dump fees	6,951.42
52786	08/09/2019	Printed		10161	COFFMAN ASSOCIATES	1/MP05-19 ALP Update Narr	4,382.00
52787	08/09/2019	Printed		9393	DUNSMUIR RECREATION DISTRICT	Tauhindauli park July2019	590.00
52788	08/09/2019	Printed		9850	DUNSMUIR TRUE VALUE	July 2019	398.35
52789	08/09/2019	Printed		17013	GOLD NUGGET PRINTING CO.	45549Fire Patient care report	486.11
52790	08/09/2019	Printed		26425	KEN ELGIN	021671 Duns Fire	204.71
52791	08/09/2019	Printed		26425	KEN ELGIN	021938,C-800 AC system	164.78
52792	08/09/2019	Printed		29012	LEAGUE OF CALIFORNIA CITIES	105002,Local streets &Roads	200.00
52793	08/09/2019	Printed		31212	MANFREDI'S DEPOT	Gas Fire19,15,22,25,23 July19	384.21
52794	08/09/2019	Printed		10600	NEWTON, PAT	Water Dep Return #14012	180.00
52795	08/09/2019	Printed		10289	SISKIYOU CO TOURISM IMPROV DIS	4th QTR 2019TOT	9,150.24
52796	08/09/2019	Printed		47669	SISKIYOU OPPORTUNITY CENTER	Bluebag program July2019	539.16
52797	08/09/2019	Printed		47676	SMITH BUILDING SERVICES, LLC	Building services,604, July19	1,558.33
52798	08/09/2019	Printed		57228	SOLANO'S CONTRACTOR	245209, Parks sprinklers	168.68
52799	08/09/2019	Printed		53810	US BANK EQUIPMENT FINANCE	391153848, July/Aug 2019	922.29
52800	08/09/2019	Printed		53806	USA BLUE BOOK, INC	964323,flourofilm with credit	118.14
52801	08/09/2019	Printed		10598	VARGAS, NICHOLE	Wtr Dep return ACT150960	97.20
52802	08/09/2019	Printed		10369	CALEB WEBB	Work Boots 2019/2020	150.00
52803	08/09/2019	Printed		10599	WILLOWS, COURTNEY	WTR Dep Return 6124 Duns Ave	135.00

Check Register Report

08/09/2019

Date: 08/09/2019

Time: 11:28 am

Page: 2

City of Dunsmuir

BANK: U.S. BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
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U.S. BANK Checks

52804	08/09/2019	Printed		10481	YREKA MOTORS	15453,battery insulation cover	21.59
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Total Checks: 56

Checks Total (excluding void checks):

61,771.31

Total Payments: 56

Bank Total (excluding void checks):

61,771.31

Total Payments: 56

Grand Total (excluding void checks):

61,771.31

CITY COUNCIL AGENDA ITEM

PUBLIC HEARING

Item No:

Date: August 15, 2019

Subject: Second reading and adoption of Ordinance No. 562 providing for implementation, administration and enforcement of fats, oils, and grease source control program

State law requires local agencies enforce program to require those who would otherwise dispose of fats, oils, and greases into sewer system to divert these by products and be able to prove they did. There were 15 backups in the Dunsmuir system in the last 12 months that have been determined were FOG related. The present Dunsmuir Municipal Code Sections do not fully address or provide the authority that State law now requires local agencies operating sewer systems to use. This ordinance was drafted and recommended by City Engineer PACE and will be included in grant applications for sewer system improvements that are pending. In the near future PACE representative will present the comprehensive SSMP (Sewer System Management Plan). Portions of plan are addressed in attached letter to Cal Rural Water.

Staff will periodically be required to visit generators of fats, oils, and greases, and inspect their grease traps and interceptor system, their collection system, and review their receipts from company disposing of fats, oils, and greases. If there are backups in the system due to fats, oils, and greases, it will be back tracked and penalties assessed against polluter(s).

Failure to adopt this ordinance or one providing the authorities included therein could jeopardize sewer system improvement grants pending and State Board permits to operate the treatment plant and sewer collection system.

Recommendation: Move to read Ordinance No. 562 by title and number only. (This must be unanimously adopted or someone will need to read the entire ordinance into the record.)

Mayors reads by title and number.

Move to approve second reading and adoption of Ordinance No. 562 providing for implementation, administration and enforcement of fats, oils, and grease source control program.

562
ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL
OF THE CITY OF DUNSMUIR, CALIFORNIA,
PROVIDING FOR IMPLEMENTATION, ADMINISTRATION AND
ENFORCEMENT OF FATS, OILS, AND GREASE SOURCE CONTROL PROGRAM**

WHEREAS, Dunsmuir sewer collection system has experienced stoppages due in part to fats, oils, and greases discharged into the system with stoppages requiring staff response and often hours of work to restore the system; and

WHEREAS, State law requires public sewer systems adopt and enforce FOG programs to reduce or eliminate such stoppages which create a large expense to enterprise rate payers;

WHEREAS, proposed updates to existing FOG ordinance provisions increases authority for inspections and enforcement.

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

SECTION 1. Section 13.08.360 – Control of Fats, Oils and Grease is hereby added to the Dunsmuir Municipal Code to read as follows:

13.08.360 - Control of Fats, Oils and Grease

- A. This section facilitates implementation of a comprehensive FOG Source Control Program to keep fats, oils, and grease (FOG) out of the City’s sewer system, and compliance with the City’s current National Pollutant Discharge Elimination System (NPDES) permits and the Sanitary Sewer Overflow Waste Discharge Requirements (WDRs) permit, which are issued by the Central Valley Regional Water Quality Control Board and the United States Environmental Protection Agency (US EPA).
- B. The primary objective of this section is to reduce FOG discharges from local food service establishments (FSEs), whether they serve food part-time or full-time, automotive service facilities, machine shops, and other non-residential facilities that contribute FOG (FOG Dischargers) into the City’s sewerage system. All FOG Dischargers must meet all sections of the Uniform Plumbing Code and this section in regard to control of fats, oils, and grease. All FOG Dischargers that are existing or meet the definition of FOG Discharger as defined herein shall comply with this section.
- C. This section will:
 - 1. Provide standards for the types of grease capturing equipment that must be installed by FOG Dischargers;
 - 2. Provide for the effective long-term use of grease capturing equipment through related operational requirements and prohibitions, and periodic inspections;

3. Increase opportunities for recovering from wastewater discharge lines both food solids (which can be composted) and waste grease (which can be recycled, and may also be able to be converted to biofuel);
 4. Aid in preventing sanitary sewer blockages and obstructions from contributions and accumulation of FOG in the sanitary sewerage system;
 5. Prevent the uncontrolled introduction of FOG into the sewage system that will interfere with its operation; and
 6. Facilitate City compliance with applicable federal and state laws regarding sewerage system operations.
- D. **Applicability.** This section is intended to complement, rather than supersede, the provisions of City building codes and regulations applicable to the installation and operation of grease capturing equipment.
- E. **Definitions.** In addition to the definitions provided in Section 13.08.030 of this Chapter, the following definitions are applicable to the discharge and control of FOG:
1. **Best Management Practices (BMPs).** Operational activities, prohibitions, maintenance procedures, and other management activities that implement the requirements of this Chapter, state and federal law, and City rules, regulations, permits, or authorizations.
 2. **Fats, Oils, and Grease (FOG)** shall mean a material either liquid or solid, composed primarily of fat, oil, including Floatable Oil, and/or grease from animal or vegetable sources and hydrocarbons of petroleum origin. The terms “fats, oils, and grease,” “oil and grease,” or “oil and grease substances” shall all be included within this definition.
 3. **FOG Discharger.** Any food service establishments that serve food either full-time or part-time, automotive service facilities, machine shops, and other non-residential facilities that contribute FOG into the City’s sewerage system.
 4. **Food Service Establishment (FSE).** A non-residential wastewater discharger that engages in activities of preparing, serving, or otherwise making available food for consumption by the public or on the premises, including restaurants, commercial kitchens, caterers, hotels and motels, schools, hospitals, prisons, correctional facilities, nursing homes, care institutions, and any other facility preparing and serving food for public consumption.
 5. **Gravity Grease Interceptor (GGI).** A plumbing appurtenance or appliance that is installed in a sanitary drainage system to intercept non-petroleum FOG from a wastewater discharge and is identified primarily by gravity separation and a minimum total volume of 300 gallons.

6. Grease Capturing Equipment. A plumbing appurtenance or appliance that is installed in a sanitary drainage system to separate FOG from a wastewater discharge. Grease capturing equipment includes gravity grease interceptors, hydromechanical grease interceptors, grease removal devices, and any other grease capturing equipment authorized by the City Administrator.
7. Grease Capturing Equipment Waste. Material collected in and from grease capturing equipment, including any solids resulting from dewatering processes.
8. Grease Removal Device (GRD). Any hydromechanical grease interceptor that automatically, mechanically removes non-petroleum FOGs from the interceptor, the control of which are either automatic or manually initiated.
9. Hydromechanical Grease Interceptor (HGI). A plumbing appurtenance or appliance that is installed in a sanitary drainage system to intercept non-petroleum FOG from a wastewater discharge and is identified primarily by a design that incorporates hydromechanical separation.

F. Prohibitions and Limitations.

1. Disposal of FOG or any food waste containing FOG directly into drains leading to the sewer system is prohibited, except in accordance with this Chapter, the City's rules and regulations, and applicable building codes and regulations.
2. Installation of garbage grinders in new FSEs is prohibited. Garbage grinders in existing FSEs shall be removed or rendered permanently inoperative.
3. Discharge of wastewater with temperature higher than 140°F to or through grease capturing equipment is prohibited.
4. Discharge of wastewater from dishwashers to or through grease capturing equipment is prohibited.
5. Discharge of water closets, urinals, and other plumbing fixtures conveying human waste to or through any type of grease capturing equipment is prohibited.
6. The concentration of FOG discharged from FOG Dischargers into the City's sewerage system shall not exceed the discharge limit for total recoverable oil and grease established pursuant to Section 13.08.320.
7. The discharge of solvents or other additives that emulsify grease into drainage pipes leading to grease capturing equipment is prohibited.
8. The use of biological additives, including, but not limited to enzymes, into drainage pipes leading to grease capturing equipment is prohibited.

G. General Requirements.

1. All FOG Dischargers shall install, operate, maintain, and service Grease Capturing Equipment and implement specified BMPs, in accordance with this Chapter, any permits, authorizations, rules and regulations issued by the City Administrator, and applicable City building codes and regulations.
2. All FOG Dischargers shall properly store and recycle or dispose of FOG diverted from their liquid waste streams in accordance with all laws and regulations applicable to such storage, recycling, and disposal.
3. All FOG Dischargers must at all times comply with the provisions of this Chapter, all other applicable local, state, and federal laws, including but not limited to applicable provisions of the Public Health Code, Uniform Building and Plumbing Codes, and applicable rules, regulations, permits and authorizations issued by the City Administrator.
4. All FSE kitchen fixtures connected to drainage pipes that lead to grease capturing equipment or sewer laterals shall have small-mesh food strainers that are intact and functional.
5. All FSEs shall ensure that all pots, pans, dishware, and work areas are wiped prior to washing of such equipment and areas; and shall implement any other BMPs deemed appropriate by the City Administrator.
6. All FOG Dischargers shall apply for a wastewater discharge permit or other authorization if required by the City Administrator.

H. Grease Capturing Equipment Requirements.

1. All grease capturing equipment shall be installed in accordance with this Chapter, the Uniform Plumbing Code, and permits, authorizations, rules and regulations issued by the City Administrator and the applicable City building codes and regulations.
2. All grease capturing equipment shall be properly sized, constructed, installed, and maintained in a location to provide an adequate retention time for settling and accumulation of FOG.
3. FOG Dischargers shall install Grease Capturing Equipment (Grease Removal Device or a Gravity Grease Interceptor) in accordance with the provisions of this Chapter and within a time period specified by the City Administrator, if one or more of the following conditions applies, as determined by the City Administrator.
 - a. When notification is given to the discharger by the City Administrator,

- b. The pre-existing grease capturing equipment is not properly sized, properly installed, fully operational, or properly maintained and serviced.
 - c. The wastewater discharge from the discharger does not comply with the City's wastewater discharge limit for total recoverable oil and grease.
 - d. The discharger is causing or contributing to grease accumulation problems in sewer laterals or sewer mains.
 - e. Some, or all, of the FOG waste containing discharge lines are not connected to pre-existing grease capturing equipment and connecting these to pre-existing grease capturing equipment is not appropriate.
4. A FOG Discharger may file a request to the City Administrator for a variance from the Grease Capturing Equipment installation requirements of this Chapter if the FOG Discharger can demonstrate that it is not feasible for Grease Capturing Equipment to be installed. The FOG Discharger requesting such a variance shall bear the burden of demonstrating that the installation of Grease Capturing Equipment is not feasible. The determination as to whether a FOG Discharger qualifies for a variance shall be at the sole discretion of the City Administrator.

I. New Construction, Changes in Ownership, and Remodeling

- 1. The following requirements shall apply when ownership of an existing FOG Discharger changes:
 - a. Within 30 days of the official transfer of ownership and prior to requesting transfer of the business license, the new owner shall have the grease capturing equipment cleaned and inspected. Record of cleaning and inspection shall be provided to the City with the application to transfer the Business License. A Business License shall not be issued without a cleaning and inspection record that is less than a year old.
- 2. The following requirements shall apply to newly constructed FSE and to facilities that, at the discretion of the City Administrator, may contribute FOG to the City's sewer system:
 - a. FOG Dischargers shall install Grease Capturing Equipment and the equipment shall be operational prior to commencing the discharge of wastewater from FOG producing facilities into the City's sewerage system.

- b. No City department shall issue a Business License to a new FSE or FOG generating facility until it has complied with this section.
3. Any existing non-FOG generating business that expands or renovates its operations to include the contribution of FOG to the sewer system shall comply with the requirements of this section.
4. Existing FOG Dischargers proposing remodeling or renovations that require a plumbing permit for work in FOG generating areas or meet the criteria below shall be required to install, as part of their project, Grease Capturing Equipment that complies with this Chapter and applicable City building codes:
 - a. Modifications are proposed to under-slab plumbing in the food processing or kitchen areas; and/or
 - b. An increase in the size of the kitchen area is proposed; and/or
 - c. Changes to the size and/or type of food preparation equipment are proposed which will increase the amount of FOG discharged into the sewerage system.

J. Maintenance and Operations

1. The owner of the Grease Capturing Equipment is responsible for, at his or her own expense, to maintain and perform regular cleaning and inspection of the Grease Capturing Equipment.
2. Grease Capturing Equipment must be operated and maintained effectively and properly at all times, and in accordance with any rules and regulations issued by the City Administrator. FOG Dischargers shall be required to keep and provide equipment cleaning, maintenance, inspection, and service logs or receipts to City officials during annual renewal of Business Licensure.
3. Grease Capturing Equipment shall be maintained at a frequency such that the combined FOG and solids accumulation does not exceed 25% of the total hydraulic depth of the equipment, or annually, whichever occurs first.
4. FOG Dischargers shall comply with any City directive to increase the frequency of Grease Capturing Equipment servicing, only if the frequency of servicing is adequate to ensure that the combined FOG and solids accumulation does not exceed 25% of the total hydraulic depth of the equipment.
5. In addition to the specific Grease Capturing Equipment operation and maintenance requirements in this Chapter, FOG Dischargers must follow the manufacturers' recommendations and guidelines for appropriate operation and maintenance of the Grease Capturing Equipment. Information of the

- manufacturer-recommended operations and maintenance of the Grease Capturing Equipment shall be retained on-site by the FOG Discharger.
6. Gravity Grease Interceptors shall be serviced and emptied of accumulated waste content as required to maintain efficient operations and shall be pumped out and cleaned only by a waste hauler certified by the California Department of Food and Agriculture.
 7. Grease Capturing Equipment Waste that is removed by any means other than self-cleaning must be removed by a grease hauler certified by the California Department of Food and Agriculture. The maintenance records signed by the certified grease hauler shall be retained on-site by the FOG Discharger for three years.
 8. Materials removed from grease capturing equipment shall not be reinserted into the interceptor or allowed to pass into the sewerage system.
 9. BMPs regarding maintenance and operations of Grease Capturing Equipment, specified by the City, shall be implemented by all FOG Dischargers at the Discharger's expense.

K. Inspection

1. Grease Capturing Equipment shall be accessible at all times for the purpose of inspection by City staff or building official.
2. Any Grease Capturing Equipment that has been legally and properly installed before the effective date of this adopted section shall be acceptable, provided such equipment is effective in removing floatable and settleable materials and can be inspected and properly maintained.
3. If the City staff or representative finds, by observation, that Grease Capturing Equipment is incapable of adequately retaining the floatable and settleable material in the wastewater flow, is in poor condition, or is undersized for the facility, they shall condemn such Grease Capturing Equipment and declare it does not meet the requirements of this Chapter. The FOG Discharger will be required to install, at his or her own expense, an acceptable replacement Grease Capturing Equipment.

SECTION 2. Subparagraph F. of Section 13.08.320 is amended to read as follows:

13.08.320 - Prohibitions on discharges.

F. Grease, Oil and Fats. Any liquid or other waste containing floatable and/or dispersible grease, oil or fat of animal, vegetable or mineral origin in excess of one hundred (100) parts per million by weight; all buildings that serve food either full time or part time (such as restaurants) must meet all sections of the Uniform Plumbing Code and Section 13.08.360 Control of Fats, Oils, and Grease.

SECTION 3. Subparagraph D of Section 5.04.070 is included to read as follows:

5.04.070 - Statement and affidavit required—Original license.

D. Any person upon applying for their first license, to be issued under this chapter, who is required to own and maintain grease capturing equipment under Chapter 13, shall be required to furnish installation, cleaning, inspection, and/or maintenance records of all grease capturing equipment prior to issuance of business license. All Cleaning, inspection, and maintenance records shall be no older that one year prior to application date.

SECTION 4. Additional paragraph of Section 5.04.080 is added to read as follows:

Any applicant for the renewal of a license, who is required to own and maintain grease capturing equipment under Chapter 13, shall be required to furnish cleaning, inspection, and maintenance records of all grease capturing equipment prior to issuance of renewal of business license. All cleaning, inspection, and maintenance records shall be no older than one year prior to application date.

SECTION 5. CEQA. This ordinance is not a “project” subject to the California Environmental Quality Act (CEQA). “Project” does not include “general policy and procedure making” or “organization or administrative activities of governments that will not result in direct or indirect physical changes in the environment” pursuant to CEQA Guidelines 15378(b).

SECTION 6. Severability. If any section, subsection, sentence, clause, phrase or portion of the Ordinance or its application to any person or circumstance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances. The City Council of the City of Dunsmuir hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase or portion thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional and, to that end, the provisions hereof are hereby declared to be severable.

SECTION 7. Publication. The City Clerk shall cause this Ordinance to be published or posted in accordance with California Government Code section 36933 and shall certify to the adoption of this Ordinance.

Section 8. Effective Date. This Ordinance shall take effect thirty days after its adoption pursuant to California Government Code section 36937.

Introduced and first read at a regular meeting of the City Council on the first day of August, 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

FINAL PASSAGE AND ADOPTION by the City Council of the City of Dunsmuir occurred at a regular meeting thereof held on the ___ day of _____, 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Juliana Lucchesi, Mayor

ATTEST:

Julie Iskra, Deputy City Clerk

May 10, 2019

SENT BY EMAIL ONLY

dlafontaine@calruralwater.org

Dan Lafontaine P.E., Wastewater Specialist
California Rural Water Association
1234 North Market Blvd.
Sacramento, CA 95834

Dear Dan,

Re: SSMP document development

Thank you for your assistance with creating a SSMP for the City and we appreciate your patience as we gathered this information. Per your email dated August 22, 2018, we have addressed your questions and hope the information provided below is adequate to complete the City's SSMP.

The following is a summary of your questions along with the City's responses in bold:

Overflow emergency response plan: Need a description of the reporting of an SSO and agencies that would need to be contacted. Typically a response plan should be a stand alone document and summarized in this document. Do you have an overflow Emergency response plan document? If not we need to add to that section in the document about reporting and impact mitigation. If you could tell me how you determine if the event is an SSO that triggers 24 hour reporting and how agencies are contacted and monitored.

- **The City has a separate Sanitary Sewer Overflow and Backup Response Plan (SSO and Backup Response Plan), adopted in 2009, that appears to remain consistent with required documents. PACE Engineering, Inc. (PACE) updated the contact information in the 2009 SSO and Backup Response Plan earlier this year. Attachment 1 describes the City's reporting and response procedures in the event of an SSO or backup.**

Fats, oils, and grease (FOG) control program: I know you mentioned that you do not have a FOG program, we just need to provide justification as to why it is not appropriate or needed. Could be due to size or simplicity or the system.

- **PACE assisted City staff in compiling a FOG Program for inclusion in the SSMP. It describes the program, methods of reducing FOG, and locations where FOG is typically generated. It has been recommended in the FOG Program that the City modify their**

current sewer ordinance to include the means to prevent accidental discharge of prohibited substances. Food Service Establishments shall provide annual cleaning, inspection, and certification of pretreatment devices upon renewal of their business license.

Measures and activities to maintain the wastewater collection system. Need to include/discuss:

Maps - Need the type of map currently used by your sewer system. Need to add a map that has at least basic information ie. Manholes pipes and pump stations (number and location of all).

- **The map provided in the FOG program contains all this information.**

Resources and budget – funding and budgetary support for operation the collection system.

- **The collection system Operation and Maintenance (O&M) is completed by City staff in the Water/Wastewater department. It is estimated that approximately 30% of their annual budget is spent on collection system O&M which is funded through wastewater rates.**

Prioritized preventative maintenance – this section is used for the priority of plans for improving the system as needed to maintain integrity (assume that the engineering firm will have input on this).

- **The City currently cleans lift stations with a degreaser weekly. It has been recommended in the FOG Program that the City develop a routine maintenance schedule for FOG-prone areas. Furthermore, the City is in the process of identifying areas that contribute inflow and infiltration (I&I) and developing a project to improve their collection system. With the assistance of PACE, they are also in the process of updating their capital improvement plan, which will further identify which projects, between their collection system and wastewater treatment plant, are of higher priority. Attachment 2 includes figures of the collection system with the preliminary recommended immediate and near-term improvements. The table included therein was taken from the Rate Study completed in March 2019 and is currently being further refined into an updated Capital Improvement Plan.**

Scheduled inspections and condition assessment – Need to discuss the frequency of inspections and the assessment of the system in whole.

- **Inspections and assessment of the condition of the collection system have been completed in the last few years while the City has been working to identify major sources of I&I. CCTV inspection, smoke testing, and I&I flow**

monitoring have all been completed in the collection system to prioritize the City's needs. These areas are identified in Attachment 2. On behalf of the City, PACE is currently working on a preliminary engineering report to identify a project to correct these areas. The last collection system condition assessment was completed in 2010 and is documented in the City's Sewer Collection System Master Plan.

Training – need to mention when you provide additional training to your operators.

- **City wastewater staff review seminars annually on topics such as, but not limited to, competent person certification, operation of the Hydro-Jetter, Vactruck, and Rodder, and video inspection camera equipment. New employees are given on-the-job training of equipment until they feel safe and competent using the equipment alone. Safe working practices are also reviewed annually which include but are not limited to confined space entry, safe lifting techniques, traffic control safety, fall and trip awareness, fire suppression, first aid, CPR, and the recognition of hazardous wastes and their management.**

Design and construction standards: Need to determine if existing design standards are appropriate and up to date. Assume you have a specific standard in place for design and construction and inspection. We just need to reference that document.

- **The City of Dunsmuir has adopted the Construction Standards of the City of Redding available at: <https://www.cityofredding.org/departments/public-works/engineering/construction-standards>.**

Monitoring plan for SSMP program effectiveness. Need to discuss:

SSO's over past 12 months (volume of SSO's, cause, results):

- **The City has experienced one SSO that required reporting in the last 12 months. The SSO occurred at the I-5 lift station where a fitting on the force main came uncoupled crossing the Sacramento River. It was repaired with a thrust protected mega-lug gland.**

Stoppages over past 12 months (number, cause, average response time).

- **The City has responded to approximately 15 stoppages in the last 12 months. These stoppages were caused by FOG, a sag in the line that silted in with grit, roots, a collapsed pipe, and a force main that came uncoupled. Average response time was under 2 hours, which prevented the majority of the stoppages from becoming a reportable SSO. A cleaning contractor shall be employed if an SSO occurs in a residence.**

Back log of repair rehabilitation and replacement projects:

- **See Attachment 2 for the preliminary projects identified in the collection system. The City is currently in the process of updating their Capital Improvement Plan which will further identify projects in both the collection system and at the wastewater treatment plant.**

General discussion on what the city will do to keep the plan up to date. Review every 12 months or something like that.

- **As part of the City's ongoing infrastructure management policies, they intend to review the SSMP on an annual basis.**

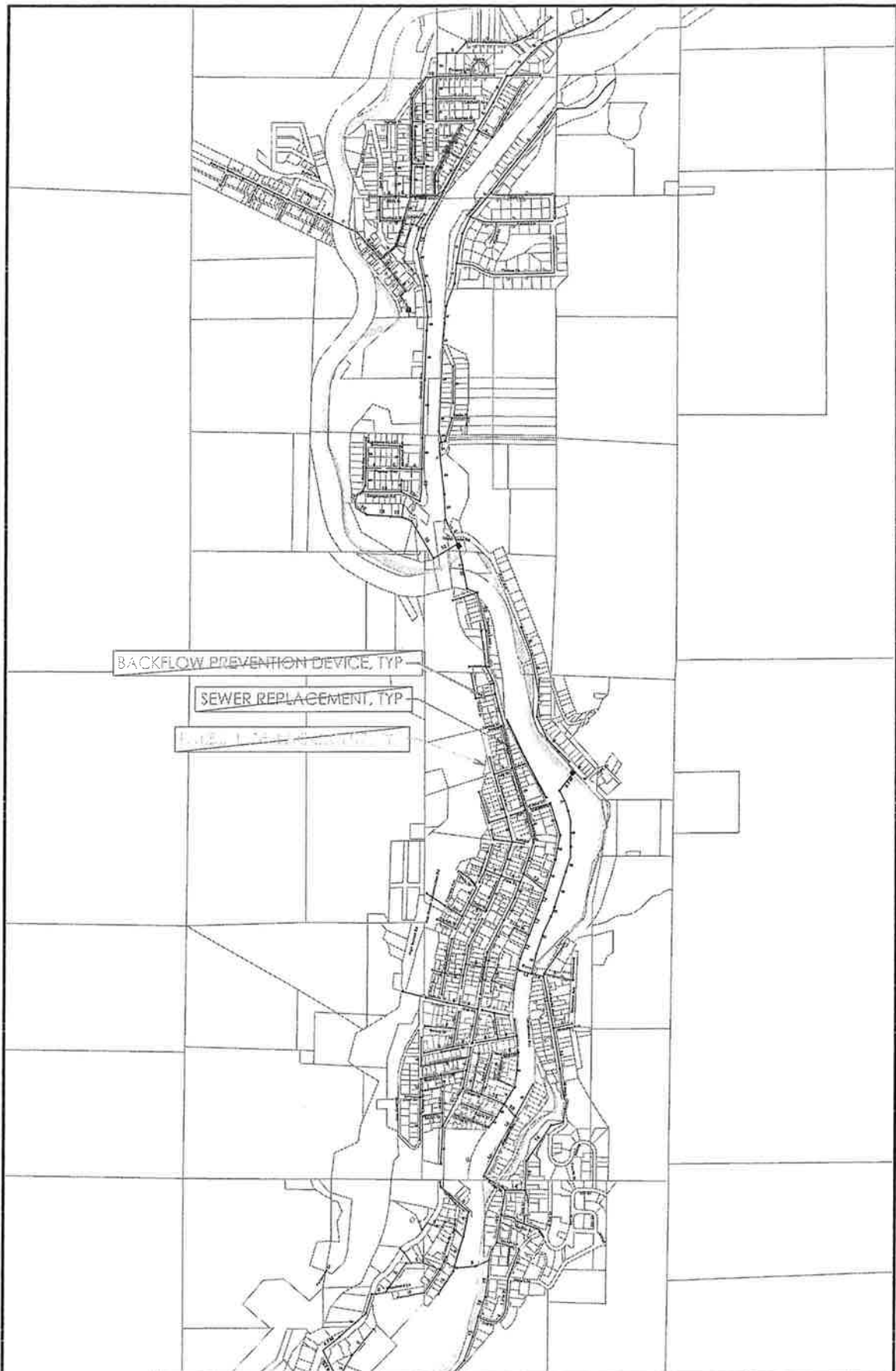
Please contact me or Jessica Chandler P.E., at PACE Engineering (530-244-0202 or jchandler@paceengineering.us) with any additional questions. We appreciate your assistance in compiling this report to meet the SWRCB's requirement.

Thank you,

Ronald D. LaRue
Utilities Supervisor
City of Dunsmuir Wastewater Treatment Plant

Attachments

M:\Jobs\0204\0204.49 WWTP Contract Operations\SSMP\SSMP Response LTR.doc



BACKFLOW PREVENTION DEVICE, TYP

SEWER REPLACEMENT, TYP

PUMP LIFT STATION, TYP



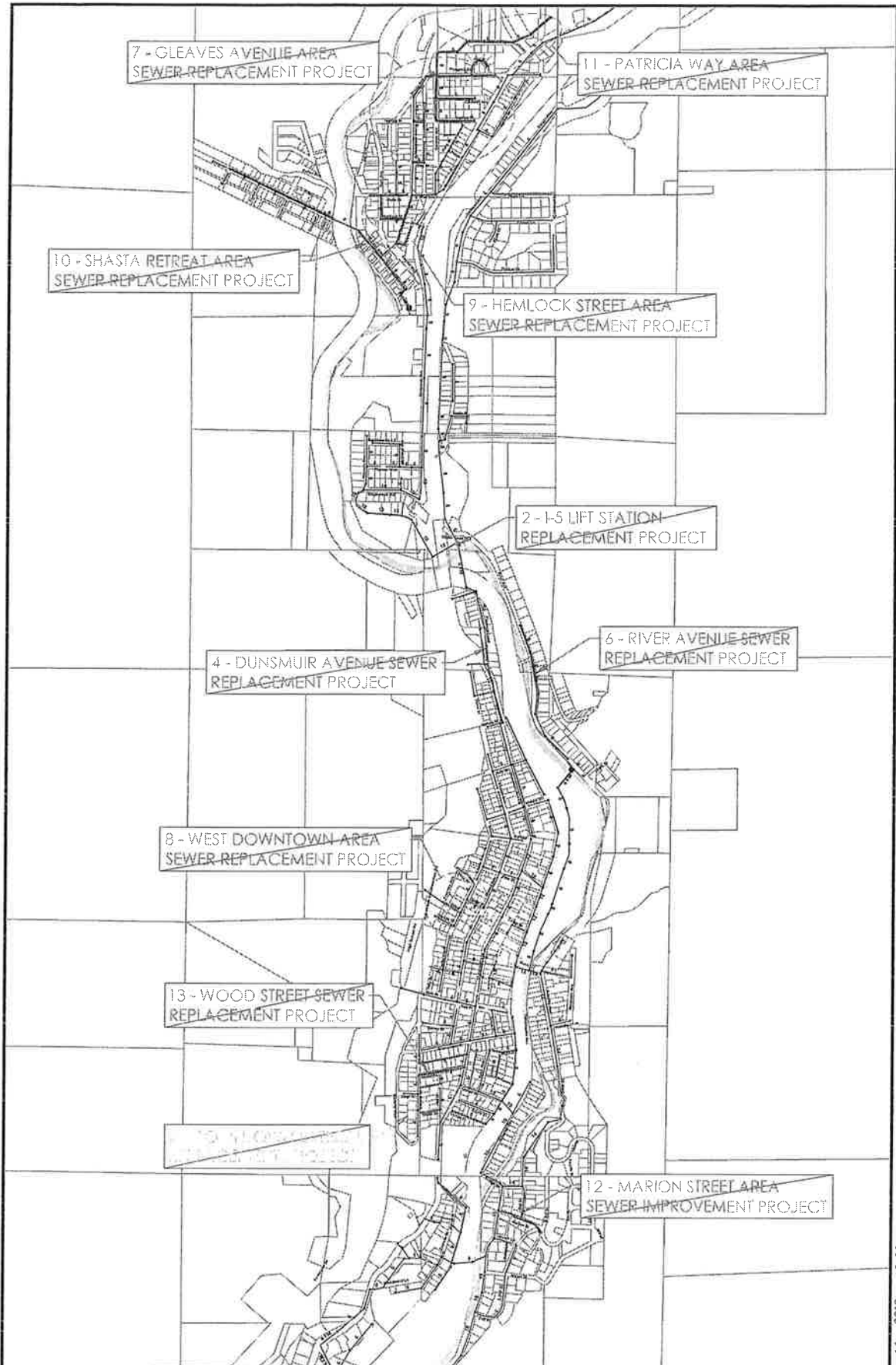
CITY OF DUNSMUIR
 COLLECTION SYSTEM
 IMPROVEMENT PROJECT
 (IMMEDIATE IMPROVEMENTS)

FIGURE 2

DATE: 3/19

JOB #204.59

Plot Date: March 14, 2019 - 10:01:01 AM
 Name: cpaget
 File Name: M:\Land Projects\0204.59_CWSRF_Collection Planning Project\Sewer Rate Study\Proposed Improvements.dwg



CITY OF DUNSMUIR
 NEAR-TERM IMPROVEMENTS
 (NO FUNDING SOURCE YET)

FIGURE 3
DATE: 3/19
JOB #204.59

Plot Date: March 14, 2019 — 10:06am
 File Name: M:\Land Projects\0204.59_CWSRF_Collection Planning Project\Sewer Rate Study\Proposed Improvements.dwg

CITY OF DUNSMUIR

FOG SOURCE CONTROL PROGRAM

The City of Dunsmuir (City) is required by the City's Waste Discharge Requirements (WDRs) Order No. R5-2018-0087, National Pollutant Discharge Elimination System (NPDES) No. CA0078441 to comply with State Water Board 2006-0003-DWQ, Statewide General WDRs for Sanitary Sewer Systems, as amended by State Water Board Order WQ 2013-0058-EXEC and any subsequent order. Section D.13.vii of the Statewide General WDRs for Sanitary Sewer Systems requires the City to evaluate its service area to determine whether a Fats, Oils, and Grease (FOG) program is needed. If FOG is found to be a problem, the City must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system that result in sanitary sewer overflows (SSOs).

Residual FOG are by-products that food preparation, food service establishments (FSEs), automotive service facilities, and machine shops should constantly manage. Typically, FOG enters a facility's plumbing from wash sinks and floor drains during daily operations. Sanitary sewer systems are not designed or equipped to handle accumulating FOG on the interior of sewer collection systems. In a study conducted by the US Environmental Protection Agency (EPA) in 2009, over 65% of SSOs nationwide were caused by FOG. As such, the City has found FOG to be a problem within its service area and has developed this FOG Source Control Program with the following elements:

- Public education and outreach.
- Best management practices (BMPs) for FOG control.
- Disposal methods for FOG generated within the City service area.
- Legal authority to prohibit discharge of FOG to the City sanitary sewer system.
- Requirements for grease removal devices within the City service area.
- Authority to inspect grease producing facilities, enforcement authorities, and whether the City has sufficient staff to inspect and enforce the FOG ordinance.
- Identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section.

PUBLIC EDUCATION AND OUTREACH PROGRAM

The City is in the process of developing a public education and outreach program for its sewer system customers about FOG. FOG in the local sewer system can be a prime contributor to an SSO. Information on proper disposal of FOG and other SSO prevention measures, including installation of grease removal devices or “grease traps”, backwater valves, sewer lateral maintenance, etc. is being developed into brochures, individual notices to property owners, and business license renewal notices. These notifications provide descriptions of grease control efforts that can be undertaken by both homeowners and businesses. The City plans to send these brochures annually with the customer’s city utility bill. These methods are usually effective in relaying information to the community on proper disposal of FOG and other SSO prevention methods.

Other effective ways to communicate with the public are being considered, such as use of the City's home web page, and both radio and local cable television announcements. Another helpful tool is the exchange of outreach information between agencies, and use of bilingual posters, developed by the California Restaurant Association (CRA) and larger agencies, for direct distribution to FSEs as a BMP tool for training and reminding those who work with FOG producing products. For information on available FOG training to local cities, information, documents, and guidelines for public outreach the City can visit the Cal FOG website at <http://calfog.org>.

Related health and safety issues can also result from the discharge of pharmaceuticals and pesticides into the wastewater collection system. Although not usually a factor in sewer overflows, these chemicals have the potential to be toxic and disrupt environmental and biological effects. Discharges of such chemical compounds into the sewers, should be part of the City’s education and outreach program.

BEST MANAGEMENT PRACTICES (BMP) FOR FATS, OILS, AND GREASE

The following are general suggestions for proper BMPs and FOG Management:

Bulk or Dry Clean-Up

- Practice bulk and dry materials clean-up before using wet methods.
- Remove bulk or other solid food and grease-laden substances into a suitable container before rinsing or washing the initial containers or surfaces that will drain into the plumbing system.
- Keep drain screens in place and fully serviceable to avoid clogging drains or accumulating FOG or grit on the interiors of pipes.
- Do not pour grease, fats, or oils down the drain; nor place food scraps in the drain.
- Use paper towels to wipe down surfaces and work areas and to soak up oils and grease and dispose of appropriately. Cloth towels require washing and thereby introducing FOG back into the drains.
- Success of bulk or dry clean-up is dependent upon the behavior of individuals and their access to tools and materials for use in removing bulk and dry materials before washing.

Spill Prevention

- Preventing spills reduce the amount of waste that will require clean-up.
- A dry workplace is safer for everyone in avoiding slips, trips, and falls.
- Capture bulk or dry materials and place them into an appropriate container.
- Empty FOG containers before they are full to avoid spills.
- Cover any FOG container before transporting to the rendering storage container.
- Provide employees with proper tools to transport materials without spilling.

Maintenance

- Equipment used to collect, filter, and store FOG should be regularly maintained.
- Employees should be aware of and trained to perform scheduled cleaning procedures.
- A daily and weekly maintenance schedule is highly recommended.

- Contract with a responsible service company to regularly and thoroughly clean larger components and spaces requiring specialized equipment and skills (e.g. large hood filters, hot tanks, floor drain pipes, specialty tools).
- Smaller and less complex elements can be cleaned by the user (e.g. small hood filters, counter/bench tops, sinks, storage areas, daily tools).
- Skim/filter fryer grease daily and test the oil to determine when the oil needs to be replaced. Build-up of carbon deposits on the bottom of the fryer acts as an insulator that forces the fryer to heat longer, thus causing the oil to break down sooner. Daily maintenance extends the life of both the fryer and the oil.
- Fryer oil shall not be discharged into a drain or grease trap but rather disposed into a rendering container for transport to a rendering company.
- Cleaning intervals depend upon the type of product being prepared and the typical deposition of materials experienced. The larger the volume produced and deposits incurred, the more frequent the cleaning. This may warrant setting up a system of high use, high deposition work to be done in certain equipment that is cleaned more frequently.

Grease Traps and Interceptors

The California Retail Food Code, Chapter 7, Article 2 Outlines the requirements for grease traps. For grease traps and interceptors to be effective, the units must be properly sized, constructed and installed in a location to provide an adequate retention time for settling and accumulation of the FOG.

- For information on properly locating, constructing, and sizing grease traps and interceptors, contact the local governmental agency and examine EPA guidance documents and UPC criteria.
- Ensure all grease-bearing drains discharge to the grease trap/interceptor.
- No toilet or shower waste should be plumbed to the trap/interceptor
- Automatic dishwashers should not be plumbed through a grease trap/interceptor.

Oil and Grease Collection/Recycling and Food Donations

- FOG consists of commodities that if handled properly can be treated as a valuable resource.
- Some rendering companies will offer services free of charge and others will give a rebate on the materials collected. Contact the local rendering company, SeSequential at 1-800-447-3794 to discuss specific information and details. Reports for clients served by SeSequential in the Dunsmuir sewer system are available upon request.

DISPOSAL METHODS FOR FOG GENERATED WITHIN THE CITY SERVICE AREA

The City does not currently have a location within the City limits for FOG disposal. However, residents are encouraged to take their oil to the Mt. Shasta transfer station or dispose of it in a sealed container and then placed in their waste container. The City has trained their personnel to control/manage grease discharges in the system to prevent SSOs. Solidified FOG found in the sewer system during regularly scheduled cleaning operations or clearing of a blockage is trapped and collected along with solid debris (roots, grit, etc.), and removed from the system. Solid debris in a dumpster is taken to a permitted FOG disposal facility, such as a landfill. FOG in liquid form is flushed down by hydro jetting to a designated treatment facility for disposal. Lift stations are cleaned with a degreaser weekly. FOG is also removed as floatable in the WWTP grit chamber.

LEGAL AUTHORITY TO PROHIBIT DISCHARGES TO THE CITY SANITARY SEWER SYSTEM

The City Municipal Code (CMC) Section 13.08 is specific to the City sewer system. CMC section 13.08.320 lists the prohibitions on discharges to the City's sanitary sewer system, including "any liquid or other water containing floatable and/or dispersible grease, oil, or fat on animal, vegetable or mineral origin in excess of one hundred (100) parts per million by weight." Per Section 13.08.350 of the CMC, "every person violating any provision of this chapter, including the failure to pay any fees, charges or surcharges imposed hereby, or any condition or limitation of a permit or plan approval issued pursuant thereto, is guilty of an infraction and upon conviction is punishable as set forth in Section 36900 of the California Government Code. Each day during which any violation continues shall constitute a separate

and subsequent offense punishable as provided in said Section 36900. The City may sue to recover any amounts due the City under the provisions of this chapter.”

Discharges from industrial classification facilities are usually controlled under the terms of an industrial wastewater discharge permit, which is issued and monitored by the City. However, the City doesn't have any industrial wastewater users at this time.

REQUIREMENTS FOR GREASE TRAPS WITHIN THE CITY SERVICE AREA

CMC Section 13.08.320.F requires “all buildings that serve food either full time or part time (such as restaurants) must meet all sections of the Uniform Plumbing Code (UPC) in regard to grease traps.” The City Building Official is authorized to monitor and enforce the terms of the Plumbing Code and the Public Health Code. This includes domestic waste disposal from residential and commercial facilities. The City is in the process of updating the CMC to require businesses to submit a certification that their grease trap has been inspected with their annual business license renewal.

The City administrator will approve plans for sewerage construction and issue a permit under Chapter 13.08 of the CMC only if it appears to the City administrator that the sewerage construction, sewer connection, or other procedure conforms to the requirements of Chapter 13.08 of the CMC. However, according to Section 13.08.140 of the CMC, the approval of plans and issuance of a permit does not relieve the discharger of any duty imposed upon him pursuant to Chapter 13.08 of the CMC.

Grease trap devices should be operated in a manner to control discharges of FOG into the wastewater collection system. If there is a FOG-related problem, the City shall give notice of the violation in writing and serve in person or by registered mail to the customer.

The effectiveness of any grease trap is dependent upon routine maintenance and monitoring/inspection for conformance with its intended purpose. It is recommended the City modify their sewer ordinance to include means of preventing accidental discharge of prohibited substances by requiring annual cleaning, inspection, and certification of pretreatment devices, including grease traps. Every industrial user and FSE shall be required to provide protection

from accidental discharge of the materials, substances, liquids, waters, or wastes as described in Section 13.08.320 of the CMC at the expense of the industrial user or FSE. The owner of any protective device, including grease traps, shall be required to maintain and keep records of regular cleaning, maintenance, and inspection of the protective device, and furnish these records to the City on an annual basis with their business license renewal. It is recommended protective devices be cleaned as often as is necessary to ensure that sediment and floating materials do not accumulate and impair the efficiency of the protective device. The use of emulsifiers, bacterial additives, or other chemical agents to dissolve grease should be prohibited. All wastes removed from protective devices shall be properly disposed of. A protective device is not considered properly maintained if it is not in good working condition with all internal required plumbing or if the operational fluid capacity has been reduced by more than 25% by the accumulation of floating and settled solids, oils, and greases. If the protective device is not maintained adequately under the conditions of use, the protective device shall be resized, and the FSE owner shall be responsible for installation of one which is effective for its intended purpose.

Protective devices shall be accessible at all times for the purpose of inspection by City staff or building official. Any protective device that has been legally and properly installed before the effective date of the adopted ordinance shall be acceptable, provided such protective device is effective in removing floatable and settleable materials and can be inspected and properly maintained. If the City staff or representative finds, by observation, that a protective device is incapable of adequately retaining the floatable and settleable material in the wastewater flow, is in poor condition, or is undersized for the facility, they shall condemn such protective device and declare it does not meet the requirements of the adopted ordinance. This will require the industrial user or FSE owner to install, at his or her own expense, an acceptable replacement protective device.

AUTHORITY TO INSPECT GREASE PRODUCING FACILITIES, ENFORCEMENT AUTHORITIES,
AND EVIDENCE OF ADEQUATE STAFFING TO INSPECT AND ENFORCE THE FOG CONTROL
ORDINANCE.

The City has legal authority to inspect and enforce the local sewer ordinances for every facility that directly discharges to the City's sewage system. Per CMC Section 13.08.100 any owner or tenant refusing to allow inspection shall be served with a duly issued search warrant before such inspection may proceed. CMC Section 13.08.320 lists all materials, substances, liquids, waters, or wastes that shall not be discharge into the City sewer system. However, as indicated herein, it is recommended the City adopt an ordinance specific to FOG in that all protective devices shall be accessible at all times for the purpose of inspection by the City staff or representative. If an industrial user or FSE is found to be the source of FOG blockages, enforcement should be conducted as needed in response to problems identified by the City administrator or representative. The ordinance should also be updated to include annual cleaning certifications submitted with a business license renewal.

The City has staff available to conduct annual inspections of the FSEs, where protective devices are connected to the City sewer system.

CLEANING SCHEDULE FOR IDENTIFIED FOG-PRONE SEWER SEGMENTS

Studies have shown that FOG contributes to approximately 65% of the total SSO events that occur in a community sewer system. Root intrusion and other structural causes usually contribute the remaining 35%. Sections of the City's sewer system that are prone to FOG have been identified during routine maintenance operations and investigation. These FOG and SSO locations, shown on Figure 1, are typically cleaned by hydro jetting and rodding, or cutting if roots are encountered. These portions of the system are inspected and cleaned more frequently, depending on the magnitude of the problem. A list of business that should be inspected on an annual basis is included herein.

BUSINESSES TO INSPECT

Hardware Stores

Dunsmuir Hardware
5836 Dunsmuir Ave.
530-235-4539

Restaurants

Manfredi's Food and Gas Depot
6920 Dunsmuir Ave.
530-235-2141

Hotel Dunsmuir Restaurant & Rentals
5740 Dunsmuir Ave.
530-235-9801

Chevron-Stage Stop
4929 Dunsmuir Ave.
530-235-2461

La Perla de Nayarit Mexican Restaurant
5855 Dunsmuir Ave.
530-235-7060

Dunsmuir Super Market
5529 Dunsmuir Ave.
530-235-4751

Micki's Better Burgers
4905 Dunsmuir Ave.
530-235-4004

All Aboard Espresso
5345 Dunsmuir Ave.
530-235-4575

Oak Tree Inn
4000 Siskiyou Ave.
530-235-4100

The Wheelhouse (Brown Trout)
5841 Sacramento Ave.
530-235-0754

Burger Barn
5942 Dunsmuir Ave.
530-235-2902

Sengthong's Blue Sky Room
5941 Dunsmuir Ave.
530-235-4770

Café Maddalena
5801 Sacramento Ave.
530-235-2725

Tony & Eileen's BBQ & Catering
4341 Branstetter St.
530-235-2312

Cornerstone Bakery and Café
5759 Dunsmuir Ave.
530-235-4677

YAKS
4917 Dunsmuir Ave.
530-678-3517

Dunsmuir Grill & Creamery
5740 Dunsmuir Ave.
530-235-4585

Dunsmuir Brewery Works
5701 Dunsmuir Ave.
530-235-1900

Gary's Pizza Factory
5804 Dunsmuir Ave.
530-235-2461

Penny's Diner
4000 Siskiyou Ave.
530-235-4100

The Dough Hook
5853 Sacramento Ave.
530-500-2160

Spirits Bar & Lounge
5827 Dunsmuir Ave.
530-235-4661

Miscellaneous

Benson Roofing
5707 Sacramento Ave.
530-926-4700

Community Building Dunsmuir Recreation &
Park
5835 Dunsmuir Ave.
530-235-4740

Clemens Waste Removal
500 S 1st St.
530-235-2984

The Clean Machine
4215 Pine St.
530-235-4084

Eagles Hall
5941 Sacramento Ave.
530-235-2307

Union Pacific Railroad
5700 & 5750 Sacramento Ave.
530-235-0300

Castle Rock Water Company
4121 Dunsmuir Ave.
877-804-5090

Meyer Heating & Plumbing
4514 Dunsmuir Ave.
530-235-2400

Dunsmuir High School
100 High School Way.
530-235-4835

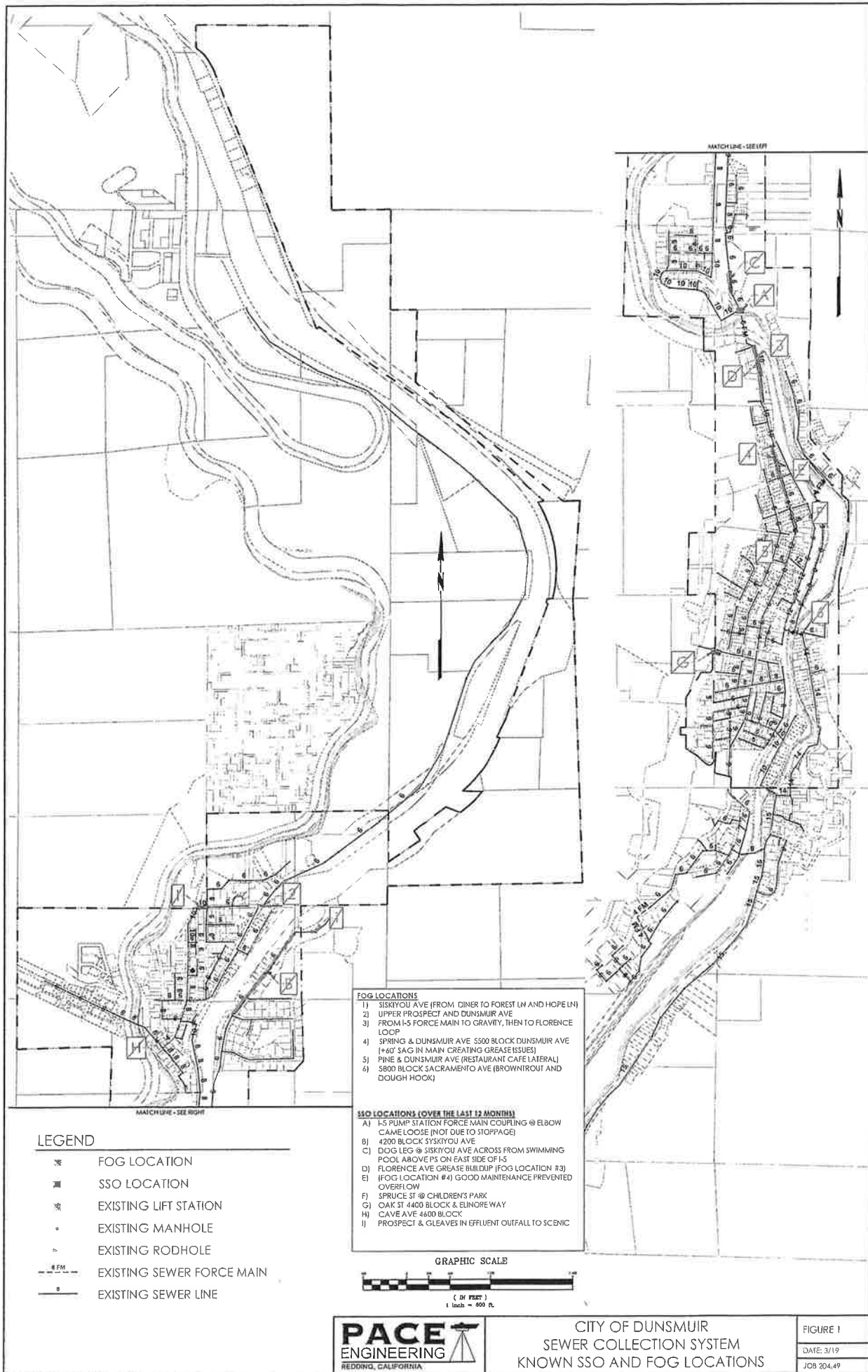
Dunsmuir Elementary School
4760 Siskiyou Ave.
530-235-4828

St. John's Parish Hall (Catholic Church)
56005 Shasta Ave.
530-926-4477

Automotive Services

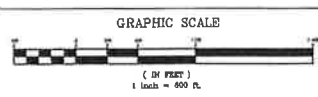
Dunsmuir Tire Service
6134 Dunsmuir Ave.
530-235-2407

STS Garage Auto Repair
6715 Dunsmuir Ave.
530-235-2733



- LEGEND**
- ☉ FOG LOCATION
 - SSO LOCATION
 - ⊕ EXISTING LIFT STATION
 - EXISTING MANHOLE
 - ⋈ EXISTING RODHOLE
 - 8" CM EXISTING SEWER FORCE MAIN
 - EXISTING SEWER LINE

- FOG LOCATIONS**
- 1) SISKIYOU AVE (FROM DINER TO FOREST LN AND HOPE LN)
 - 2) UPPER PROSPECT AND DUNSMUIR AVE
 - 3) FROM I-5 FORCE MAIN TO GRAVITY, THEN TO FLORENCE LOOP
 - 4) SPRING & DUNSMUIR AVE S500 BLOCK DUNSMUIR AVE (+60' SAG IN MAIN CREATING GREASE ISSUES)
 - 5) PINE & DUNSMUIR AVE (RESTAURANT CAFE LATERAL)
 - 6) 5800 BLOCK SACRAMENTO AVE (BROWNROUT AND DOUGH HOOK)
- SSO LOCATIONS (OVER THE LAST 12 MONTHS)**
- A) I-5 PUMP STATION FORCE MAIN COUPLING @ ELBOW CAME LOOSE (NOT DUE TO STOPPAGE)
 - B) 4200 BLOCK SISKIYOU AVE
 - C) DOG LEG @ SISKIYOU AVE ACROSS FROM SWIMMING POOL ABOVE'S ON EAST SIDE OF I-5
 - D) FLORENCE AVE GREASE BUILDUP (FOG LOCATION #3)
 - E) (FOG LOCATION #4) GOOD MAINTENANCE PREVENTED OVERFLOW
 - F) SPRUCE ST @ CHILDREN'S PARK
 - G) OAK ST 4400 BLOCK & ELINORE WAY
 - H) CAVE AVE 4600 BLOCK
 - I) PROSPECT & GLEAVES IN EFFLUENT OUTFALL TO SCENIC



CITY OF DUNSMUIR
SEWER COLLECTION SYSTEM
KNOWN SSO AND FOG LOCATIONS

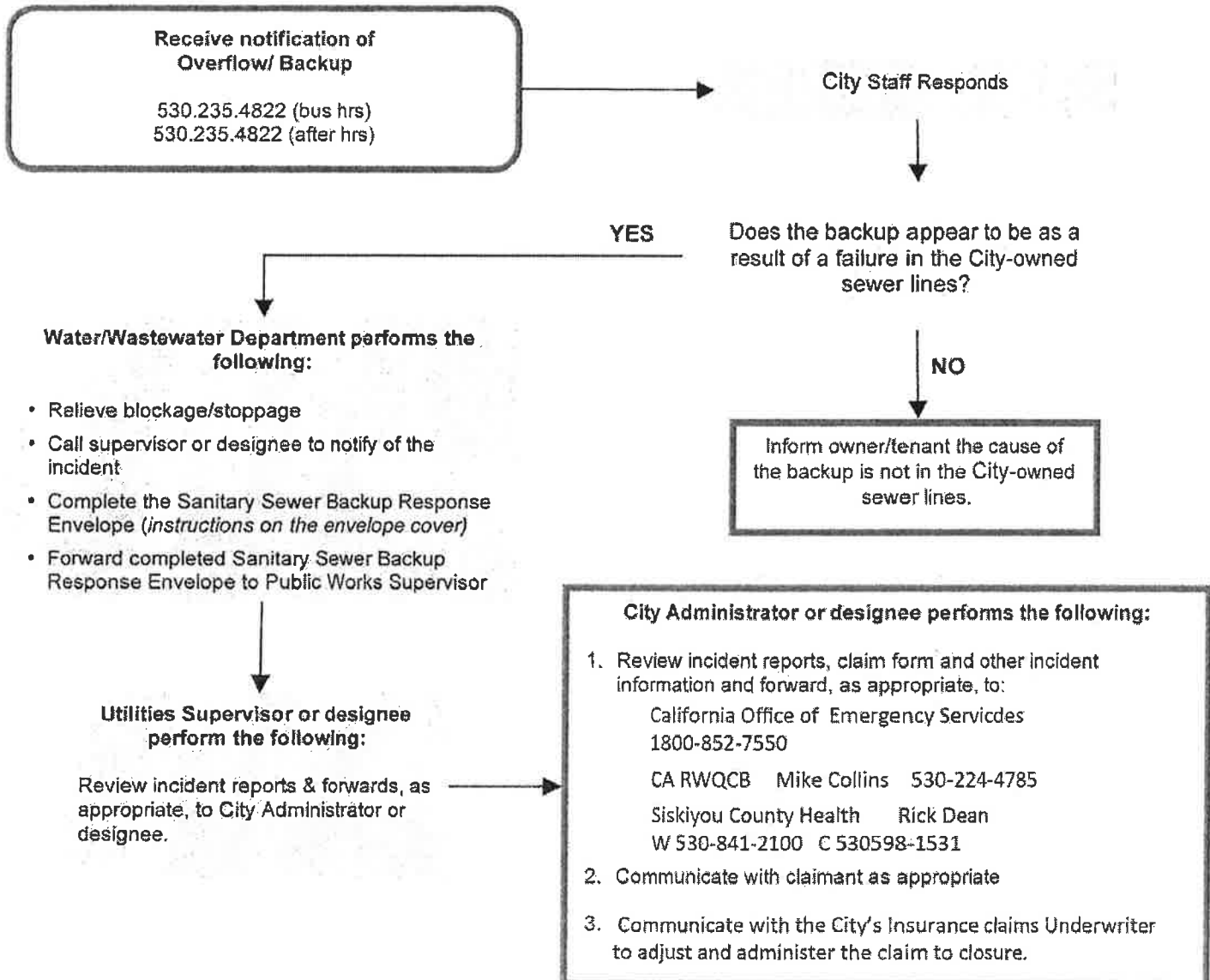
FIGURE 1
DATE: 3/19
JOB 204.49

Sewer Backup Claims Handling Procedure Summary

SEWER BACKUP CLAIMS HANDLING POLICY

It is the Policy of the City of Dunsmuir CA (City) that claims forms shall be offered to anyone wishing to file a claim. The following procedures will be observed for all sewer backup claims:

1. City staff will provide instructions on how to obtain a claim form where it is possible that the sanitary sewer backup may have resulted from an apparent blockage in the City-owned sewer lines or whenever a customer requests a claim form. The claim may later be rejected if subsequent investigations into the cause of the loss indicate the City was not at fault. The claim will be processed pursuant to City procedures.
2. It is the responsibility of City staff to gather information regarding the incident and notify the Assistant City Manager or their designee.
3. It is the responsibility of the Assistant City Manager or their designee to review all claims and to oversee the adjustment and administration of the claim to closure.



Fats, Oils, and Grease are naturally produced during cooking and baking.

Common sources of FOG include:

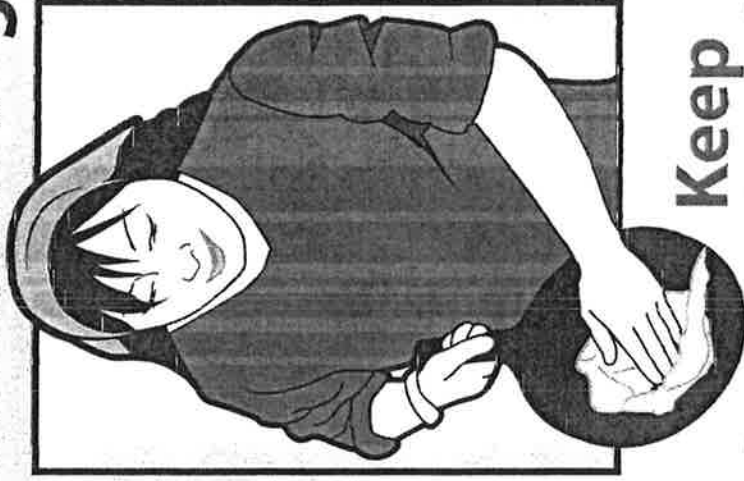
- Meat fats
- Lard
- Shortening
- Butter
- Margarine
- Fatty/greasy food scraps
- Baked goods and pastries
- Cream-based sauces
- Cooking oil
- Oily salad dressing

Call EBMUD's Environmental Services Hotline at 510-287-1651 or visit www.ebmud.com/cleanbay where you can:

- Request a free grease scraper
- Find the closest grease disposal location
- Get additional information



Avoid a Clog




Keep Grease Out of Your Drain

EBMUD Pollution Prevention

Helping to Protect the Environment

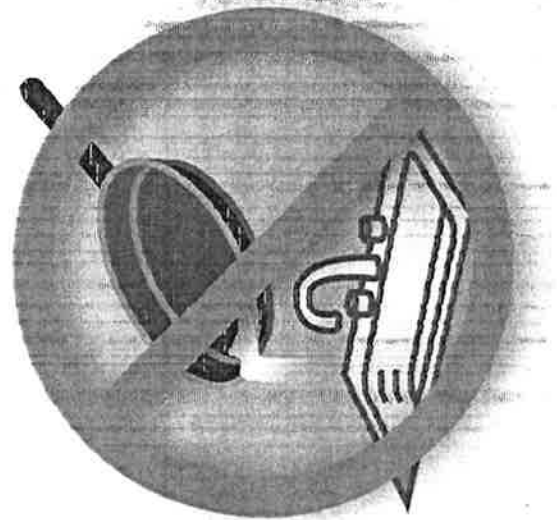


 EAST BAY MUNICIPAL UTILITY DISTRICT



Do Not Put Any of These Items Down the Drain

When **fats, oils** and **grease (FOG)** are put down your drain they can cause many problems further down the sewer pipe. Liquefied grease and fat from animal products will solidify and clog pipes much like a clog in a human artery. Liquid oils can also coat pipes and contribute to blockages. Blockages may cause a sewage backup into your home, resulting in expensive clean up costs and repairs to your sewer pipes, home and belongings. Blockages may also trigger an overflow or backup of sewage into streets or waterways creating a public health risk and threatening the environment.



You Can Help! Please Do Not Dispose of Any Cooking Oils or Grease Down the Drain

By following the guidelines below you may avoid sewer overflows, backups, and costly repairs:

- ✓ Pour all cooled cooking fats, oils and grease that will harden (bacon grease, meat drippings) into a waxed food container such as a milk carton or container with a lid and dispose of it in the garbage or your kitchen scrap recycling.
- ✓ Mix small amounts of liquid grease into your kitchen scrap recycling (where available) or place in a lidded container with an absorbent material such as cat litter, and dispose of in the garbage.
- ✓ Wipe down greasy pots, pans or dishes with a paper towel or newspaper before washing. Dispose of paper in the garbage or your kitchen scrap recycling (where available).
- ✓ Using your EBMUD scraper, scrape greasy food scraps from pots, pans, and dishes into the garbage or kitchen scrap recycling (where available), not a garbage disposal.
- ✓ Do not wash grease down the drain or garbage disposal.
- ✓ For cooking oil (liquid oil/vegetable oil) please see drop-off locations at www.ebmud.com/cleanbay

CITY COUNCIL AGENDA ITEM OLD BUSINESS

Item No:

Date: August 15, 2019

Subject: Review of community promotions funding request recommendations from Finance Committee and approve or amend funding requests for 2019-2020

Previously the City Council approved process for review of community funding applications to include first review and recommendation by Finance Committee, with second and final review to be before the City Council. The Finance Committee met August 7 with all applicants represented and answering questions about their programs and monetary requests. Finance Committee recommendations are shown below along with original requested amounts and committee votes on the motion to fund.

Chamber Christmas Committee requested \$973 to replace/repair Christmas wreaths and tree lights, with project to be done over three years with additional requests for funding in years two and three, committee recommends \$2,403 to fund entire project this year

Dunsmuir Awards Dinner committee requested \$700 to fund dinners, plaques, and flowers for annual Citizen of the Year/Business of the Year event, committee recommends \$700

Farmer's Market requested \$250 financial support for startup costs (matching funds) and \$50 for replacement banner, total request is \$300, committee recommends \$300

Dunsmuir Railroad Day event requested funds for \$500 scholarship and \$1,500 for entertainment during event, committee recommends \$2,000

Motion to approve the four requests above passed on 4-1 vote

Dunsmuir Botanical Garden requested partial funding support for handicap ramp project totaling \$49,800, requested \$5,000 from City for part of project that includes solar lighting, irrigation, landscaping, and erosion control, committee recommends \$0, motion passed on 3-2 vote

Community Resource Center requested \$5,000 to fund staff support for playgroups and parenting classes and \$5,000 to fund staff support for pantry program, supplies for pantry, and senior services; committee recommends \$2,500 for each activity or \$5,000 total, motion passed on 3-1 vote with 1 abstention.

Dunsmuir Chamber of Commerce requested \$15,000 for special events (\$5,000) marketing (\$8,000) Networking (\$1,500) and repairs (\$500), committee recommends \$10,000 with the comment that more information was needed to fully understand what requested moneys were for, motion passed on 3-2 vote

Friends of Dunsmuir Library requested \$25,000 to pay for person to manage the Library and its operations, committee recommends \$22,500, motion passed on 3-2 vote

Dunsmuir Recreation & Parks District requested \$25,000 to subsidize pool operations, staffing/payroll \$12,000, utilities \$7,000, and pool maintenance/chemicals \$6,000, committee recommends \$22,500, motion passed on 3-2 vote

All applying for funds have been informed that City Council will review applications and hear comments from applicants about their request(s), and review recommendations of Finance Committee at this meeting. Applicants were also informed that City Council may amend recommendations and adopt a different allocation for some or all applicants.

Recommendation: Move to approve \$65,403 in community promotions funding for 2019-20 allocated as follows:

Chamber Christmas committee	\$2,403
Dunsmuir Awards Dinner	700
Dunsmuir Farmer's Market	300
Dunsmuir Railroad Days	2,000
Dunsmuir Botanical Gardens	0
Community Resource Center	5,000
Dunsmuir Chamber of Commerce	10,000
Friends of Dunsmuir Library	22,500
Dunsmuir Parks & Recreation District	22,500

Attachments include applications, generic questions asked of applicants by Finance Committee

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JAN 31 2019

CITY OF DUNSMUIR

5915 Dunsmuir Ave
Dunsmuir, CA 96025
530.235.4822
530.235.4824 fax

City of Dunsmuir

2018 / 2019 Application Form

Transactions and Use Tax (TUT) Grant Request

Instructions: One application to be completed for each project

Organization:

Name: Chamber Christmas Committee Phone: 530-925-3055

Address: _____

Contact Person: Joanne Steele

Project:

Name of Project: Christmas Wreath Refurbishment & Display Enhancement

Purpose of Project (check one):

- Education
- Recreation
- Other
- Economic Enhancements
- Community Events

Type of project (check one):

- Purchase of equipment or installation of improvement
- Maintenance of Equipment or improvement previously purchased with TUT
- Annual funding for current operation of program
- One-time funding for event or operation
- Other _____

Project description purchase new greenery & lights for downtown Christmas displays

Funding Request: \$ 973

If submitting request for more than one project, our organization considers this project a (first, second, third, etc.) _____ priority.

Please attach to this application a proposed budget that details the expenditure of the requested funds. You may also attach any other information you feel will be helpful in weighing this application with others. If prior year funding has been expended, a copy of the final report shall be submitted.

Submitted by: Joanne Steele

Budget for Christmas light post wreath refurbishment

In the mid 1990's 22 large wire frames were created and decorated to enhance the historic light posts in the downtown district at Christmas. It was a collaboration involving the Dunsmuir Lions Club and high school members of the Future Business Leaders of America.

They were wrapped with artificial greenery that has a typical lifespan of 5 years.

In 2014 petty cash funds were used to update two of the wreaths. The rest continue to deteriorate to the point that soon they will be unusable. Updating the greenery for all 20 wreaths in one year would be prohibitively expensive. This proposal anticipates a multi-year ongoing process for updating and continuing to refurbish the wreaths that are a vitally important part of Dunsmuir's Christmas tradition.

Additionally, the Christmas Committee of the Chamber of Commerce would like to continue their project of enhancement of the downtown Christmas Tree Display, with high quality LED lighting that will have a multi-year life span.

Garland and bows to refurbish 7 light post wreaths @\$110 per wreath	\$770
Outdoor LED lights for downtown Christmas displays @ \$29 per 100 bulb string	\$203
TOTAL REQUEST	\$973

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JAN 25
CITY OF DUNSMUIR



CITY OF DUNSMUIR "Home of the Best Water on Earth"

**City of Dunsmuir
Fiscal Year 2019/2020 Application Form
Transactions and Use Tax (TUT) Grant Request**

Instructions: One application to be completed for each project or service request

Organization:

Name: Dunsmuir Awards Dinner Phone: 935-4688
Address: P.O. Box 95, Dunsmuir Ca 96025
Contact Person: Jeanie Rogers

Project or Service:

Is this request for a Project, or Service? (please circle one) Project/Service

Project: A onetime funding request needed to complete a plan.

Service: Funding needed to supplement, or fully fund the cost to provide an action(s).

Name of Project or Service: Service

Please provide a detailed description of the project or service for which TUT Grant Funds are being requested. (Attach a separate page if needed.)

Funds would be used to pay for dinners for recipients + one guest. Totaling 8. Plaques for recipients and flowers for recipients.

Please describe how this request will benefit the City of Dunsmuir. (Attach a separate page if needed.)

We are acknowledging people from our community who have donated their time to helping our town + promoting our town.

Is this project or service located within the City of Dunsmuir? Yes/No Yes No

CITY OF DUNSMUIR

"Home of the Best Water on Earth"



Fund Request:

Funding Request: \$ 350.00

Budget: Please provide a budget detailing how the funds will be used from highest priority, to lowest. (Attach a separate page if needed.)

- | | |
|-------------------|-----------------|
| 1. <u>Dinners</u> | <u>\$900.00</u> |
| 2. <u>Plaques</u> | <u>\$150.00</u> |
| 3. <u>Flowers</u> | <u>\$ 50.00</u> |
| 4. _____ | <u>\$</u> |

Total: \$ ~~350.00~~ \$ 400.00 → 700.00

Will the funding of this request reduce future costs? Yes NO. If yes, please explain.

Will the funding of this request improve Dunsmuir's Economics? Yes/No. If yes, please explain.

Did you receive TUT Grant Funds in the past? Yes/No If yes, please provide details of how the funds were used, and how it benefited the community. (Attach additional information, if needed)

This is an annual Event. We have combined our Citizen of The Year and Business of The Year to be now called Dunsmuir Awards Dinner

You may also attach any other information you feel will be helpful in weighing this application with others.

Submitted by: Jean E. Rogers Date: 1-25-19

Signature: Jean E Rogers

R E C E I V E D
MAR 08 2019

CITY OF DUNSMUIR CITY OF DUNSMUIR



"Home of the Best Water on Earth"

**City of Dunsmuir
Fiscal Year 2019/2020 Application Form
Transactions and Use Tax (TUT) Grant Request**

Instructions: One application to be completed for each project or service request

Organization:

Name: Dunsmuir Farmers Market Phone: 530-925-4355
Address: 4740 Simpson Ave., Dunsmuir CA 96025
Contact Person: Andrea Herr, Manager

Project or Service:

Is this request for a Project, or Service? (please circle one) Project/Service

Project: A onetime funding request needed to complete a plan.

Service: Funding needed to supplement, or fully fund the cost to provide an action(s).

Name of Project or Service: Dunsmuir Farmers Market

Please provide a detailed description of the project or service for which TUT Grant Funds are being requested. (Attach a separate page if needed.)

See attached description for more information -
Initial support for EBT and WIC Market Match program which helps low-income families, individuals, and seniors to be able to buy more local, fresh produce and food. A new banner would also be bought
Please describe how this request will benefit the City of Dunsmuir. (Attach a separate page if needed.)

Many low-income people are helped to buy more local, fresh produce and healthy food because of the match for the EBT dollars they spend. The program helps the vendors and the market as well. Many community members appreciate the delicious,
Is this project or service located within the City of Dunsmuir? Yes No

fresh produce and come regularly. The vendors are local and their businesses benefit. The market brings customers from throughout the south county to Dunsmuir and Dunsmuir businesses and attractions.

CITY OF DUNSMUIR

"Home of the Best Water on Earth"



Fund Request:

Funding Request: \$ 300.00

Budget: Please provide a budget detailing how the funds will be used from highest priority, to lowest. (Attach a separate page if needed.)

1. Support for beginning of Market Match \$ 250.00
 2. News banner (plasticized) to be hung at market \$ 50.00
 3. _____ \$ _____
 4. _____ \$ _____
- Total: \$ 300.00

Will the funding of this request reduce future costs? Yes No. If yes, please explain.

The last banner lasted several years. This one should as well. The EBT Match funds will stretch the food dollars of low income families, individuals, & seniors. After the market is underway, it is generally self-sufficient.

Will the funding of this request improve Dunsmuir's Economics? Yes No. If yes, please explain.

It makes quality produce and food more available for families, seniors, & individuals. It benefits the participating vendors, who are local. It brings more foot traffic to Dunsmuir businesses. People come from all over the south county for

Did you receive TUT Grant Funds in the past? Yes No. If yes, please provide details of how the funds were used, and how it benefited the community. (Attach additional information, if needed)

last year we received \$300 and used it to support the beginning of the Market Match program. We had a fair season but it was affected by the smoke and highway construction. Still many low-income and other community members came out for the market. The delicious, fresh produce is

You may also attach any other information you feel will be helpful in weighing this application with others.

Submitted by: Andrea Ders

Date: 3/8/19

Signature: Andrea Ders

the peaches and tomatoes and other great food
very appreciated
local business benefited as well as participating vendors.

DUNSMUIR FARMERS MARKET FUNDING REQUEST BUDGET

2019 Market Season

Proposed expenditure of the requested City funds

Matching Funds for EBT, WIC, and Senior Farmers Market purchases:	\$250
New, large plasticized banner to hang on street side of market pop up to bring attention to the market	50
Total:	\$300

Last season the \$300 City grant was used for the EBT/WIC Market Match to enable low-income families, seniors, and other individuals to buy more locally grown, fresh vegetables and fruit and other locally produced, healthy food. Our season was affected by the smoke and highway construction. Still, many low income families, seniors, and individuals came to the market as well as many other community members. We continue to have people from throughout the south county come for the peaches and tomatoes and other fresh, delicious produce and food. Local businesses benefit from the people coming to the market. More low income people are learning about the market and are utilizing their EBT and WIC funds and the Market Match to stretch their food dollars and enjoy quality produce and food.

March 8, 2019
City Council
City of Dunsmuir

Dear City Council Members,

Please consider providing \$300 to help support the Dunsmuir Farmers Market and its EBT/WIC Market Match program.

Our Market Match program helps low-income families, seniors, and other individuals afford more local, fresh vegetables, fruit, and other food. We match up to \$15 of their EBT purchases or WIC or Senior Farmers Market coupons. In other words, if a family spends \$15 on their EBT card at the market, they receive \$15 in tokens to use on vegetables and fruit or other food at the market. The matching is dependent on funds being available.

In addition to helping low income families and individuals stretch their food dollars and enjoy fresh, tasty produce and other quality food, the market provides an outlet for local farmers and artisans. Local vendors also sell such home-made items as bread, tamales, pies and desserts, jams and jellies, mushrooms, vegetable and other plant starts, and handmade soaps and health products. Customers come from around the county for these items and the fresh peaches, nectarines, tomatoes, onions, squash, greens, cucumbers, and other delicious products.

The Dunsmuir Community Garden is one of our regular vendors. The Market Match helps make it possible for low income people to afford the delicious, organic produce of the Community Garden and helps the Community Garden in its mission of bringing more affordable, quality produce to Dunsmuir residents.

Dunsmuir Farmers Market is asking for \$250 to help provide a starting base for our EBT and WIC Market Match program and \$50 to help us purchase a new banner advertising the market. Once the market is underway, vendor fees help to provide the matching funds. More low-income families and seniors and others are utilizing the program as they see how it helps them stretch their dollars and afford fresh produce and quality food.

The 2018 market was successful in spite of some very smoky days. Many local customers and many other south county visitors came regularly and were very enthusiastic and appreciative.

The requested funding will help initiate our Market Match program, making it possible for many people to stretch their food dollars and better afford fresh, locally grown vegetables, fruit, and other quality food. It will help bring more local produce and healthy food to our community

and provide an outlet for the products of local farmers, growers, and artisans. A new banner will help bring attention to the market.

Thank you for considering the Dunsmuir Farmers Market for assistance.

A handwritten signature in cursive script that reads "Andrea Herr". The signature is written in black ink and is positioned above the printed name and contact information.

Andrea Herr, Market Manager, Dunsmuir Farmers Market
530-925-4355

CITY OF DUNSMUIR

"Home of the Best Water on Earth"



City of Dunsmuir Fiscal Year 2018/2019 Application Form Transactions and Use Tax (TUT) Grant Request

Instructions: One application to be completed for each project or service request

Organization:

Name: Dunsmuir Railroad Days Phone: 530-515-8005
Address: P.O. Box 524, Dunsmuir, CA 96025-0524
Contact Person: Sandra A Hood

Project or Service:

Is this request for a Project, or Service? (please circle one) Project Service

Project: A onetime funding request needed to complete a plan.

Service: Funding needed to supplement, or fully fund the cost to provide an action(s).

Name of Project or Service: Dunsmuir Railroad Days - June Event

Please provide a detailed description of the project or service for which TUT Grant Funds are being requested. (Attach a separate page if needed.)

Dunsmuir Railroad Days continues as a celebration of a once vibrant railroad town. It provides a chance for the entire community to come and celebrate living in Dunsmuir.

Please describe how this request will benefit the City of Dunsmuir. (Attach a separate page if needed.)

This event draws visitors to our town who spend money at our local businesses. Our committee frequently receives calls asking when the next event is scheduled. (Also email and Facebook inquiries.)

Is this project or service located within the City of Dunsmuir? Yes No

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APR 09 2019

CITY OF DUNSMUIR *Bm*

CITY OF DUNSMUIR

"Home of the Best Water on Earth"



Fund Request:

Funding Request: \$ 2,000.00

Budget: Please provide a budget detailing how the funds will be used from highest priority, to lowest. (Attach a separate page if needed.)

1. <u>Scholarship Fund</u>	\$ <u>500.00</u>
2. <u>Entertainment</u>	\$ <u>1,500.00</u>
3. _____	\$ _____
4. _____	\$ _____
Total:	\$ <u>2,000.00</u>

Will the funding of this request reduce future costs? Yes NO If yes, please explain.

Will the funding of this request improve Dunsmuir's Economics? Yes No If yes, please explain.

Railroad Days draws visitors to our town who not only attend the event, but stay to shop at our stores, eat at our restaurants and stay over at our motels and inns.

Did you receive TUT Grant Funds in the past? Yes No If yes, please provide details of how the funds were used, and how it benefited the community. (Attach additional information, if needed)

You may also attach any other information you feel will be helpful in weighing this application with others.

Submitted by: Sandra A. Hood

Date: 9 Apr 19

Signature: Sandra A. Hood

CITY OF DUNSMUIR



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MAY 30 2019

"Home of the Best Water on Earth"

City of Dunsmuir CITY OF DUNSMUIR Fiscal Year 2019/2020 Application Form Transactions and Use Tax (TUT) Grant Request

Instructions: One application to be completed for each project or service request

Organization:

Name: Dunsmuir Botanical Gardens Phone: 235-4372
Address: P.O. Box 242 (City Park), Dunsmuir, CA 96025
Contact Person: ELLEN McARRON

Project or Service:

Is this request for a Project, or Service? (please circle one) Project/Service

Project: A onetime funding request needed to complete a plan.

Service: Funding needed to supplement, or fully fund the cost to provide an action(s).

Name of Project or Service: Stage Handicap Ramp Project

Please provide a detailed description of the project or service for which TUT Grant Funds are being requested. (Attach a separate page if needed.)

See # 1 ATTACHED

Please describe how this request will benefit the City of Dunsmuir. (Attach a separate page if needed.)

See # 2 ATTACHED

Is this project or service located within the City of Dunsmuir? Yes/No Yes

CITY OF DUNSMUIR

"Home of the Best Water on Earth"



Fund Request:

Funding Request: \$ 5,000

Budget: Please provide a budget detailing how the funds will be used from highest priority, to lowest. (Attach a separate page if needed.)

1.	_____	\$ _____
2.	<u>SEE 'BUDGET' ATTACHED</u>	\$ _____
3.	_____	\$ _____
4.	_____	\$ _____
Total:		\$ _____

Will the funding of this request reduce future costs? Yes/NO. If yes, please explain.

SEE #3 ATTACHED

Will the funding of this request improve Dunsmuir's Economics? Yes/No. If yes, please explain.

SEE #4 ATTACHED

Did you receive TUT Grant Funds in the past? Yes/No If yes, please provide details of how the funds were used, and how it benefited the community. (Attach additional information, if needed)

You may also attach any other information you feel will be helpful in weighing this application with others.

Submitted by: ELEN MARRON Date: 5-30-19

Signature: *Elen M. Marrow*

Dunsmuir Botanical Gardens

#1 The Dunsmuir Botanical Gardens is currently working to provide an ADA Compliant ramp and railing to the stage and meadows areas of the Dunsmuir City Park. At the completion of the ramp and railing phase of this project, there will be a need for lighting, irrigation, landscaping and erosion control in this area of the park.

#2 The benefit to the City of Dunsmuir includes greater access for elderly, handicapped and disabled persons to the many events that occur regularly in the park.

Budget:

Solar Lighting \$2,300

Irrigation \$1,000

Landscaping \$ 500

Erosion Control \$ 200

Total \$5,000

#3 Yes, the contribution to the ramp and railing project will reduce the risks associated with potential liability regarding ADA compliance and accessibility issues.

#4 Yes, the Dunsmuir Botanical Gardens brings many visitors to Dunsmuir. The continued improvement and enhancement of the gardens will encourage many more to enjoy and appreciate this area of northern California. This addition to the gardens will increase TUT and general tax revenue. There is a direct link between visitors and increased economic benefits to our shops, motels, restaurants and small businesses downtown.

Completed Project Budget

Ford Family Foundation Grant	\$ 7,800	approved
Union Pacific 'Community Ties' Grant	\$17,000	pending
Dunsmuir Botanical Gardens	\$15,000	spent (Engineering plans)
Dunsmuir Botanical Gardens	\$ 5,000	In-Kind (restoration of stage)
City of Dunsmuir	\$ 5,000	pending

CITY OF DUNSMUIR

"Home of the Best Water on Earth"

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JUN 27 2019



CITY OF DUNSMUIR

Fund Request:

Funding Request: \$ 5000 -

Budget: Please provide a budget detailing how the funds will be used from highest priority, to lowest. (Attach a separate page if needed.)

1. Staff Support for Playgroups and Parenting classes \$ 5000 -
 2. _____ \$ _____
 3. _____ \$ _____
 4. _____ \$ _____
- Total: \$ 5000 -

Will the funding of this request reduce future costs? Yes No. If yes, please explain.

The Dunsmuir Community Resource Center has become a gathering place for all in the community. Families are traveling from around the County to attend our playgroups, parenting classes and gardening classes. We cannot staff accordingly with current funding.

Will the funding of this request improve Dunsmuir's Economics? Yes No. If yes, please explain.

More visitors to the city enjoying the Dunsmuir Community Garden and on-going playgroups at the Resource Center. Parenting classes support healthy lifestyles and the future of our children.

Did you receive Community Promotion Funding in the past? Yes No. If yes, please provide details of how the funds were used, and how it benefited the community. (Attach additional information, if needed)

You may also attach any other information you feel will be helpful in weighing this application with others.

Submitted by: Stacy Bryan

Date: 6/25/19

Signature: _____



5840 Dunsmuir Ave Ste. A

(530)235-4400

Open: Tuesday- Thursday 9 AM to 4 PM

Fridays 9 AM-1PM

LIKE US ON FACEBOOK:

<https://www.facebook.com/dunsmuir.crc.9>

What Does Your Resource Center Offer?

- **Child development activities: children and parents**
- **Kindergarten readiness: children ages 0-5**
- **Play groups: Thursdays from 10:30 AM to noon**
- **The Garden Connection: Wednesdays children's class through harvest**
- **Youth projects: Girls Circle in schools**
- **Literacy promotion: books distributed through schools**
- **Parenting workshops: enhancing parenting practices & behaviors**
- **MHSA workshops: mental health stigma reduction activities**
- **Application assistance: CalFresh, Medi-Cal, CMSP, GNS**
- **Resource and referral: assistance in identifying and linking services**
- **Computer lab, copy, and fax services**
- **HICAP services: volunteers provide Medicare enrollment and information**
- **Older adult job placement and training**
- **Community events: FREE events throughout the year**

“Resources for All”

CITY OF DUNSMUIR

"Home of the Best Water on Earth"



RECEIVED
JUN 27 2019

Fund Request:
Funding Request: \$ 5000⁰⁰

CITY OF DUNSMUIR

Budget: Please provide a budget detailing how the funds will be used from highest priority, to lowest. (Attach a separate page if needed.)

1.	STAFF support with commodities, pantry, ^{data} input	\$ 4000 -
2.	Supplies for pantry and storage	\$ 500 -
3.	Senior services mail and communications	\$ 500 -
4.		\$
Total:		\$ 5000 -

Will the funding of this request reduce future costs? Yes No. If yes, please explain.

The Dunsmuir Community Resource Center relies on support from Siskiyou County Board of Supervisors, Behavioral Health and First 5 Siskiyou. Without city support, we will have to close our doors more.

Will the funding of this request improve Dunsmuir's Economics? Yes No. If yes, please explain.

The funding will ease the city's burden to support the elderly, by providing more social connections, food pantry for commodities a more productive society.

Did you receive Community Promotion Funding in the past? Yes No If yes, please provide details of how the funds were used, and how it benefited the community. (Attach additional information, if needed)

You may also attach any other information you feel will be helpful in weighing this application with others.

Submitted by: Steven Bryan Date: 6/25/19

Signature: [Handwritten Signature]



5840 Dunsmuir Ave Ste. A

(530)235-4400

Open: Tuesday- Thursday 9 AM to 4 PM

Fridays 9 AM-1PM

LIKE US ON FACEBOOK:

<https://www.facebook.com/dunsmuir.crc.9>

What Does Your Resource Center Offer?

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- **Community events: FREE events throughout the year**

“Resources for All”

CITY OF DUNSMUIR

"Home of the Best Water on Earth"



City of Dunsmuir Fiscal Year 2019/2020 Application Form Transactions and Use Tax (TUT) Grant Request

Instructions: One application to be completed for each project or service request

Organization:

Name: Dunsmuir Chamber of Commerce & Visitors Center Phone: 530.235.2177

Address: 5915 Dunsmuir Avenue

Contact Person: Richard Dinges, Executive Director

Project or Service:

Is this request for a Project, or Service? *(please circle one)* Project/Service

Project: *A onetime funding request needed to complete a plan.*

Service: *Funding needed to supplement, or fully fund the cost to provide an action(s).*

Name of Project or Service: Marketing & Advertising the City of Dunsmuir

Please provide a detailed description of the project or service for which TUT Grant Funds are being requested. *(Attach a separate page if needed.)*

Grant Funds are being requested to help support the Dunsmuir Visitors Center . The Visitors Center is responsible for purchasing ad space in various vacation and travel periodicals, putting on events updating the visitors center to be more informative and welcoming.

Please describe how this request will benefit the City of Dunsmuir. *(Attach a separate page if needed.)*

Marketing and Advertising will increase travelers to the area to enjoy what Dunsmuir has to offer. The events will promote vacationers & visitors to the area to stay and benefit the local hotels and businesses. Visiting fishermen will continue to fish in the Sacramento River with the Big Fish Program

Is this project or service located within the City of Dunsmuir? Yes/No

CITY OF DUNSMUIR

"Home of the Best Water on Earth"



Fund Request:

Funding Request: \$ \$15,000 _____

Budget: Please provide a budget detailing how the funds will be used from highest priority, to lowest. (*Attach a separate page if needed.*)

1. Marketing & Advertising	_____	\$10,000
2. Visitor Center Upgrades - Computer, Storage Shelves etc.	_____	\$2,500
3. Brochures, Maps and information	_____	\$1,200
4. Local Events (i.e. Easter Egg Hunt, Holiday Dinner & Candles in the Canyon)	_____	\$1,300
Total:		\$15,000

Will the funding of this request reduce future costs? Yes/NO. *If yes, please explain.*

Yes, Visitor upgrades will reduce as improvements are made.

Will the funding of this request improve Dunsmuir's Economics? Yes/No. *If yes, please explain.*

Yes, Funding will continue to increase traffic to the city, bring more people to Dunsmuir to vacation and enjoy the attributes the City has to offer. the Visitors Center is planning one and two day adventures in Dunsmuir and surrounding areas.

Did you receive TUT Grant Funds in the past? Yes/No If yes, please provide details of how the funds were used, and how it benefited the community. (*Attach additional information, if needed*)

Not sure if TUT Funds were utilized. The City has contributed to the Visitors Center in the past, which in turn has helped sustain the operation of the visitors center and the Visitors Center welcomes 1,200 visitors throughout the year. Each year we continue to grow and receive more visitors to the area and we want to continue to do so.

You may also attach any other information you feel will be helpful in weighing this application with others.

Submitted by: Richard A. Dinges _____ Date: October 3, 2018 _____

Signature: Richard A. Dinges

**Dunsmuir Chamber of Commerce
City of Dunsmuir Request**

Amount: \$15,000

Chamber Budget categories funds will be spent

<u>Special Events:</u>	\$5,000
<u>Marketing:</u>	\$8,000
<u>Networking:</u>	\$1,500
<u>Repairs:</u>	\$500

	<u>2017/2018</u>	<u>2018/2019</u>
Events	\$33,245	\$12,064
Marketing	\$15,751	\$6,850
Networking	\$2,522	\$1,324
Repairs	\$775	465
<u>Total Budget</u>	\$93,586.06	\$49,419.49

R E C E I V E D

JAN 22 2019

CITY OF DUNSMUIR

CITY OF DUNSMUIR

"Home of the Best Water on Earth"



City of Dunsmuir
Fiscal Year 2019/2020 Application Form
Transactions and Use Tax (TUT) Grant Request

Instructions: One application to be completed for each project or service request

Organization:

Name: Friend of Dunsmuir Library Phone: 530-235-2035

Address: 5714 Dunsmuir Ave. Dunsmuir CA 96025

Contact Person: Tim Holt 235-2035 or 925-9209
timothyholt@gmail.com

Project or Service:

Is this request for a Project, or Service? (please circle one) Project/Service

Project: *A onetime funding request needed to complete a plan.*

Service: *Funding needed to supplement, or fully fund the cost to provide an action(s).*

Name of Project or Service: Dunsmuir Library

Please provide a detailed description of the project or service for which TUT Grant Funds are being requested. (Attach a separate page if needed.)

Library Management Compensation

Please describe how this request will benefit the City of Dunsmuir. (Attach a separate page if needed.)

This request will staff the library at its current hours of operation.

Is this project or service located within the City of Dunsmuir? Yes/No

Yes.

CITY OF DUNSMUIR

"Home of the Best Water on Earth"



Fund Request:

Funding Request: \$ 25,000

Budget: Please provide a budget detailing how the funds will be used from highest priority, to lowest. (Attach a separate page if needed.)

- | | | |
|----|--------------------------------|------------------|
| 1. | <u>Management Compensation</u> | <u>\$ 25,000</u> |
| 2. | <u>/</u> | <u>\$</u> |
| 3. | <u>/</u> | <u>\$</u> |
| 4. | <u>/</u> | <u>\$</u> |
| | | Total: <u>\$</u> |

Will the funding of this request reduce future costs? Yes/NO. If yes, please explain.

No

Will the funding of this request improve Dunsmuir's Economics? Yes/No. If yes, please explain.

The Library is a vital component of the community.

Did you receive TUT Grant Funds in the past? Yes/No If yes, please provide details of how the funds were used, and how it benefited the community. (Attach additional information, if needed)

Yes. Management Compensation. Actual starting compensation for the 2018 calendar year was \$24,632.30.

You may also attach any other information you feel will be helpful in weighing this application with others.

Submitted by: Robert Banning Date: 1.14.2019

Signature: Robert Banning

Attachments

Friends of the Dunsmuir Library
5714 Dunsmuir Avenue
Dunsmuir, CA 96025

January 10, 2019

Mr. Mark Brannigan, City Manager
City of Dunsmuir
5915 Dunsmuir Avenue
Dunsmuir, CA 96025

Dear Mr. Brannigan:

The Board of The Friends of the Dunsmuir Library (FODL) is requesting a grant of \$25,000 from the City of Dunsmuir's Transaction and Use Tax revenue for the fiscal year 2019-2020.

FODL's goal is to support the library at its current level of service for our community. More than a repository for books, the Dunsmuir Library provides access to the Siskiyou County Library collection as well as computer access for our patrons. Our programs include a Summer Reading Program for our youngest community members, Family Movie Afternoons, 3-D Printing Workshops, monthly Book Club meetings, and the Voices in the Canyon presentations on subjects vital to our community such as the recent City Council Forum.

FODL is requesting funds to meet our Library's staffing requirements to ensure that our Library maintains its current hours of operation and our programs for the entire community. These funds will be used solely for Library Management compensation. Led by our iconic Library Manager, Karen O'Quinn, our dedicated volunteers, including Krisy Virgona, Wes Wantland, Ann Powers, Billie Mathes, and Jan Connelly, function as the heart of the critical services we provide for the City of Dunsmuir and our guests.

Our Library is not able to access funds from the Union Pacific Railroad until the fall of 2019, and Siskiyou County has not allocated funds for its libraries for the next fiscal cycle. In addition to local memberships and donations, FODL continues to explore other funding opportunities, but our most important funding continues to come from the City of Dunsmuir.

Please note that even with the city's \$25,000 contribution, the projected 2019 library budget shows a \$4,595 deficit. Past funding from the City of Dunsmuir's Transaction and Use Tax has funded our Library to maintain a space open for our community, and welcome new patrons to one of the best small town libraries in Northern California.

We are proud of the services we are able to offer to our citizens. And we thank you for helping to make this possible for the City of Dunsmuir.

Sincerely,



Robert Bonning, Treasurer
Friends of the Dunsmuir Library

Attachments

Friends of the Dunsmuir Library
5714 Dunsmuir Ave.,
Dunsmuir, CA 96025

Projected Income and Expenses for January 01, 2019 through December 31, 2019

INCOME

Donations Cash/Checks	2,000.00
Memberships	750.00
Memorials	500.00
Misc. (Copies, FAX, Misc.)	400.00
Alibris Books	150.00
Avenue Books Daily Sales	1,000.00
Avenue Books Monthly Sales	
Book Sales	200.00
Baked Goods	100.00
Dunsmuir City Use Tax Funds	25,000.00
Siskiyou County Funds	-
Interest	5.00
UP Grant	-
TOTAL INCOME	\$30,105.00

EXPENSE

Compensation	
Library Manager	25,000.00
Assistant Stipend	1,000.00
Accounting Services	-
Management Contract Review	1,500.00
Worker's Compensation	-
Voices in the Canyon Honoria	250.00
D&O Liability Insurance	1,200.00
Subscriptions	750.00
Postage	400.00
Library Supplies	250.00
Summer Reading Program	350.00
Maintenance [annual]	500.00
Capital [5 year purchase]	500.00
Technology	
Computers	2,500.00
Printers	100.00
A/V	100.00
TECH. TOTAL	2,700.00
Mics.	200.00
Petty Cash Reimbursement	100.00
TOTAL EXPENSE	34,700.00

INCOME - EXPENSE [TOTAL] Projected Net Loss: (\$4,595.00)

Completed by R. Bonning, 29617 Riverside Road, Castella CA 96017

Dunsmuir Recreation & Parks District

Post Office Box 636
Dunsmuir, CA 96025
(530)235-4740



March 15, 2019

Mark Brannigan, City Manager
City of Dunsmuir
5915 Dunsmuir Ave.
Dunsmuir, CA 96025

Dear Mark,

RE: Measure "P" Funds allocation 2019-2020

As per our request, the District would like to submit the following project in the amount of \$25,000. The District has identified one (1) main project:

Dunsmuir Community Pool	
• Staffing / Payroll	\$12,000
• Utilities	\$ 7,000
• Pool Maintenance / Chemicals	<u>\$ 6,000</u>
TOTAL	\$25,000

Thanks for you continued support.

Respectfully,
DUNSMUIR RECREATION AND PARKS DISTRICT

A handwritten signature in black ink, appearing to read "Michael G. Rodriguez". The signature is written in a cursive style and is positioned above the printed name.

Michael G. Rodriguez
District Administrator

Cc. District file

CITY OF DUNSMUIR

"Home of the Best Water on Earth"



City of Dunsmuir Fiscal Year 20¹⁹/20²⁰ Application Form Transactions and Use Tax (TUT) Grant Request

Instructions: One application to be completed for each project or service request

Organization: Dunsmuir Recreation

Name: and Parks District Phone: (530) 235-4740

Address: 4841 Dunsmuir Ave. Dunsmuir, CA 95025

Contact Person: Michael G. Rodriguez, District Administrator

Project or Service:

Is this request for a Project, or Service? (please circle one) Project/Service

Project: *A onetime funding request needed to complete a plan.*

Service: *Funding needed to supplement, or fully fund the cost to provide an action(s).*

Name of Project or Service: Dunsmuir Community Pool

Please provide a detailed description of the project or service for which TUT Grant Funds are being requested. (Attach a separate page if needed.)

The District is faced with a serious challenge to keep the pool open. Reasons: staffing, structure repair and financial impact.

Please describe how this request will benefit the City of Dunsmuir. (Attach a separate page if needed.)

The requested funds will be solely used to supplement and keep the pool open by providing staffing, utilities and pool maintenance.

Is this project or service located within the City of Dunsmuir? Yes/No

CITY OF DUNSMUIR

"Home of the Best Water on Earth"



Fund Request:

Funding Request: \$ 25,000

Budget: Please provide a budget detailing how the funds will be used from highest priority, to lowest. (*Attach a separate page if needed.*)

1.	<u>Pool Staffing</u>	<u>\$ 12,000</u>
2.	<u>Utilities</u>	<u>\$ 7,000</u>
3.	<u>Maintenance / Chemicals</u>	<u>\$ 6,000</u>
4.	<u></u>	<u>\$</u>
		Total: <u>\$ 25,000</u>

Will the funding of this request reduce future costs? Yes/NO. *If yes, please explain.*

This is the Districts main investment for our community, residents and visitors. Financial resources are needed to supplement the ongoing operating cost of this popular facility.

Will the funding of this request improve Dunsmuir's Economics? Yes/No. *If yes, please explain.*

Definitely, the District will assist the City with keeping the pool open for the many pool patrons that visit and utilize this popular, well-known recreational facility.

Did you receive TUT Grant Funds in the past? Yes/No If yes, please provide details of how the funds were used, and how it benefited the community. (*Attach additional information, if needed*)

Last years allocation was targeted for: Continued pool repairs, City Park tree maintenance /removal and Ballfield maintenance.

You may also attach any other information you feel will be helpful in weighing this application with others.

Submitted by: Michael G. Rodriguez Date: 3/15/19

Signature: 

FINANCIAL REVIEW

POOL OPERATION COST ANALYSIS COMPARISON

		REVENUE							
		2012	2013	2014	2015	2016	2017	2018	2019
Pool Passes	\$	345.00	135.00	90.00	\$	195.00	\$	150.00	\$
Public Swim	\$	5,542.00	4,630.00	4,675.00	\$	4,601.00	\$	6,179.00	\$
Swim Lessons	\$	2,979.00	2,048.00	2,422.00	\$	3,340.00	\$	2,170.00	\$
Baby & Me	\$	40.00	-	-	\$	120.00	\$	-	\$
Donations	\$	5,933.00	6,318.00	9,440.00	\$	6,780.00	\$	9,065.00	\$
Pool Rental	\$	675.00	576.00	1,226.00	\$	200.00	\$	720.00	\$
Pool Booklets	\$	590.00	550.00	440.00	\$	345.00	\$	330.00	\$
Reimbursements	\$	233.68	-	73.90	\$	-	\$	-	\$
TOTAL	\$	16,337.68	14,257.00	18,366.90	\$	15,581.00	\$	18,614.00	\$
		EXPENDITURES							
Payroll	\$	14,546.72	11,942.01	10,564.92	\$	16,153.71	\$	18,527.67	\$
Insurance & Taxes	\$	2,699.80	3,709.92	2,306.60	\$	-	\$	-	\$
Utilities	\$	7,117.57	6,951.56	7,923.63	\$	8,929.15	\$	8,875.41	\$
Maintenance	\$	7,719.40	8,076.23	10,029.76	\$	7,701.12	\$	9,027.22	\$
TOTAL	\$	32,083.49	30,679.72	30,824.91	\$	32,783.98	\$	36,430.30	\$
BALANCE	\$	(15,745.81)	(16,422.72)	(12,458.01)	\$	(17,202.98)	\$	(17,816.30)	\$
Public Swim = Day & Night Swim & Lap Swim									
Donations = Pool Bucks									
Pool Rental = Private Parties									
Expenses = Payroll, Insurance, Taxes, Utilities & Maintenance									

N/A

	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017		
Revenues	\$ 8,481.50	\$ 7,523.00	\$10,290.00	\$ 9,446.00	\$12,026.00	\$10,663.00	\$ 7,545.45	\$12,973.38	\$ 9,904.94	\$12,559.24	\$13,667.13	\$13,802.00	\$15,291.00	\$13,400.65	\$13,459.69	\$14,091.74	\$16,337.68	\$14,257.00	\$18,366.90			\$15,581.00	\$18,614.00	
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\$10,000.00																								
\$5,000.00																								

	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017		
Expenditures	\$19,336.23	\$20,524.39	\$20,811.90	\$19,864.06	\$19,069.33	\$19,439.03	\$30,347.30	\$33,743.34	\$21,079.36	\$21,613.50	\$26,982.31	\$33,347.12	\$31,073.61	\$40,868.12	\$30,359.35	\$34,221.71	\$32,083.49	\$30,679.72	\$30,824.91			\$32,783.98	\$36,430.30	
\$40,000.00																								
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	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017		
Deficit	(\$10,854.73)	(\$13,001.39)	(\$10,521.90)	(\$10,418.06)	(\$7,043.33)	(\$8,776.03)	(\$22,801.85)	(\$20,769.96)	(\$11,174.42)	(\$9,054.26)	(\$13,315.18)	(\$19,545.12)	(\$15,782.61)	(\$27,467.47)	(\$16,899.66)	(\$20,129.97)	(\$15,745.81)	(\$16,422.72)	(\$12,458.01)			(\$17,202.98)	(\$17,816.30)	
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(\$15,000.00)																								
(\$20,000.00)																								
(\$25,000.00)																								
(\$30,000.00)																								

Advanced Pool Coatings

6141 Angelo Court
Loomis, CA 95650
info@advancedpoolcoatings.com
Phone: (916) 773-1883
Fax: (916) 773-8422
CA Lic#684147 NV Lic#47067

Your HELP IS GREATLY Appreciated

Proposal & Contract

Proposal Date: 06/13/19
Proposal Number: 16967

Owner/Owner's Representative "Owner":

Mike Rodrriguez
PO Box 314
Mt. Shasta, CA 96067

Service Address:

Dunsmuir Pool
4835 Dunsmuir Avenue
Dunsmuir, CA 96025

1. Description of Work. Contractor will furnish all labor, materials, equipment, supervision to complete in a workmanlike manner the following:

	Total Price
Fiberglass Repairs. Minimum charge to repair up to 50 sq ft of cracked, delaminated or loose fiberglass. In the cracked areas, no fiberglass will be removed - we will grind around the cracked areas, install fiberglass, resin and finish coat. No warranty is provided on these repairs.	\$10,000.00

Please be aware that additional delamination of the fiberglass may occur even by draining the pool, or by the vibration of the saw used if we need to remove any loose fiberglass. If this occurs, additional square footage of repair will be required. Additional square feet of repairs, if required, will be billed at the rate of \$30.00 per square foot. The fiberglass repairs will be white in color and we cannot guarantee an exact match to existing color.

Payment Schedule	Amount	Due	Contract Price:	\$10,000.00
Down Payment	\$1,000.00	with Contract		
Progress Payment		at Start		
Final Payment	\$9,000.00	at Completion		

For all the above work to be performed under this Contract, Owner shall pay Contractor the fixed sum of the "Contract Price", via check or cash, according to Payment Schedule, subject to additions and deductions pursuant to change orders agreed upon in writing by the parties. Owner agrees to pay interest at an annual rate of 10% on any amount unpaid five days after completion.

2. Start and Completion of Work. To be determined and finalized based on discussions of mutually agreeable project schedule. The work to be performed under this Contract shall be commenced on a date to be determined, based on date signed contract is received, and Contractor's existing workload, as long as any required permits are received and any agreed upon funds are paid to Contactor.

3. Terms and Conditions. The attached terms and conditions are expressly incorporated into this contract. **BE ADVISED that permits may be required for this work, and the issuing entities may require improvements be made that are not included in our scope of work. This may include adding or making changes to: pool fencing/enclosure, steps, gates, alarms, covers, carbon monoxide alarms, gas safety-shut-off valves, etc. These items, or any other items they may require are the sole responsibility of Owner at Owner's expense.**

Contractors are required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within 10 years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, CA 95826.

Note about Commercial General Liability insurance (CGL): Advanced Pool Coatings carries commercial general liability insurance which we are happy to provide upon request in order to check the contractor's insurance coverage.

Note about Workers' Compensation Insurance: Advanced Pool Coatings carries workers' compensation insurance for all employees.

Respectfully Submitted,
Advanced Pool Coatings
By: Dave Walter
ID Number: President

Accepted

Owner (Print): _____
Signature: _____
Date: _____

TERMS AND CONDITIONS

1. **Materials & Additional Work:** Unless otherwise specified in the plans and specifications, Contractor shall have the right to select all materials. When specified materials are unavailable, Contractor shall have right to substitute other materials of equal or better quality. Additions, alterations, or deviations can vary based on project scope and other factors. Plastic covers, fitting & jets become brittle with age and can crack/crumble during surface preparation, and will be replaced at additional charge to Owner.
2. **Contract Payments:** The Contractor shall not be required to proceed with the installation of the work if the payments applying on same have not been made as specified in the Contract. If project is mutually agreed to stop due to the conditions at the site, it is agreed that Contractor is due their cost to that point including sales time, permits, labor, material and equipment.
3. **Unavoidable Interruptions & Transfer of Title:** It is hereby mutually agreed that the Contractor shall not be held responsible or liable for any loss, damage or delay caused by fire, strikes, civil, or military authority, or by any other cause beyond its control. All start and completion dates are tentative, and subject to change depending on weather conditions or other significant unforeseen events leading up to, and during, your project. If the Owner shall enter into a sale or shall sell, all or any part of the premises herein involved, the full amount remaining unpaid on this Contract becomes due and payable within 48 hours after date of such sale or agreement of sale at the option of the Contractor.
4. **Permits & Utilities:** Any required permits are to be obtained by Owner. Price excludes permits, bonds, re-enforcing hardware and materials not pertaining to pool remodel. All utilities not visible are the responsibility of the Owner. All items listed are the responsibility of the Owner unless otherwise stated. Requirements and inspections of Government Building Codes or Officials of Governmental Building Departments, not provided for in the plans and the specifications, shall be considered as additional work and shall be charged for as provided in the 2nd Paragraph above.
5. **Complete Agreement:** This document contains the entire agreement of the Parties, including all pre-contract negotiations and understandings, and its execution binds all Parties signing it, jointly and severally, as well as their respective heirs, assigns, representatives and successors. This Contract is nontransferable. It is understood and agreed that this Contract does not include any labor and materials not specifically mentioned in this agreement, including condition of plumbing, tile, coping, decking, pool equipment. Contractor reserves the right to cancel this contract after inspection of the empty pool, if, in the opinion of the Contractor, extensive adverse conditions make it impractical to achieve a satisfactory bond of fiberglass to pool surface.
6. **Draining Pool:** Owner is responsible for draining pool, unless otherwise stated above. When a swimming pool is drained, a natural hazard is temporarily created, caused by an absence of water in the pool. As a result of this hazard, it is possible that, despite any precautions taken by Contractor, the following conditions may occur: The pool might "float" due to hydrostatic pressure of surcharge conditions; the pool shell may crack; there may be checking in the plaster; a person or thing could fall into the empty pool, injuring themselves and/or the pool; or the pool light is cooled by water. If turned on while not immersed, it will be damaged or blow up. Disconnect breaker or tape switch to prevent accidental turn on. Owner agrees to save and hold Contractor harmless from any liability caused by above or by high water table. Contractor agrees to take all reasonable precautions for prevention of pool floatation.
7. **Guarantee:** Contractor warrants that it shall repair any failure of fiberglass or pool finish to bond to the pool surface caused by defects in material and workmanship for the period of time specified in this contract. If a warranty period is not specified in scope of work, the warranty period shall be: 1 year for new installations; 30 days for repair work. Warranty will be valid when contract amount is paid in full, from the date installation is completed, and subject to normal use and care upon notice within the warranty period. This warranty is not transferable to subsequent purchasers. Owner shall immediately notify Contractor of any defects. The Contractor shall not be liable for failures resulting from normal wear and tear, mistreatment, neglect, improper maintenance, or defects in construction of the pool or pool surface, including: a) Further deterioration of plaster after installation of fiberglass, or separation of fiberglass from vermiculite, sand, or other similar type surface; b) Staining caused by foreign objects in pool, or improper use or levels of chlorine or other chemicals; c) Damage due to lack of water in pool; or, d) Damage, including cracks, caused by change in water table, ground conditions, or accidental or natural causes beyond Contractor's control. Contractor is not liable for any incidental and consequential damages due to defects or failures, including the costs of start-up and chemicals necessary to put pool back in balance. All guarantees on labor & materials shall be void if, during the life of said guarantee any work is done, or other product is applied on the coating by others.
8. **Cracking:** Due to the inherent movement in soil and concrete, and to the possible lack of structural integrity of the pool or concrete substrate, no guarantee (either expressed or implied) is granted concerning cracks or movement in substrate or resulting cracks and damage to the resurfacing application caused by these underlying cracks or movement. Excessive movement of the pool shell could still crack the fiberglass finish. Owner is advised that whenever you go over an existing fiberglass surface without stripping it back to the substrate, the performance of the new fiberglass is subject to the condition of the underlying fiberglass layer, and there is no guarantee that the old fiberglass won't move and/or crack.
9. **Leaks:** Contractor strongly recommends a leak detection be performed prior to repair or resurfacing work if Owner believes pool is leaking. Owner understands that the fiberglass surface installed by Contractor does not involve removal of the pool drain, pool light or skimmer, therefore, leaks associated with these areas are not the responsibility of Contractor. If pool leaks after resurfacing and a leak detection is required, owner will be responsible for ordering and paying for leak detection. If problem is due to work performed by Contractor, Contractor will reimburse owner for cost of leak detection.
10. **Colors:** Owner understands that a strong possibility exists that any color coat other than white will fade, appear milky, appear waxy, or have some other final appearance which may be undesirable or be impossible to match in the event repair work is necessary. Owner also understands that the color may vary from the color samples provided prior to installation due to many causes, which may include, but is not limited to, shape of the pool, depth of water, and natural light. Owner understands that Contractor makes absolutely no warranty or guarantee as to the final appearance of color either immediately after application or over an extended period of time. All colors could vary, fade or become un-uniform due to the process, pigment and coloring agents used in the coating product. Owner understands that Contractor will not be responsible for variance in color from that which the Owner selects from various samples shown the Owner by Contractor or from color chips supplied by Owner. Contractor may at its discretion require an additional color waiver signed by Owner.
11. **Undetermined Conditions & Access:** Conditions not determinable until existing surface covering has been inspected or removed, i.e. structural cracking, unstable substrate and similar conditions are not included in the price, unless specifically mentioned as included and will be charged for in a change order when a determination of the additional cost is known. Access: Owner is to provide reasonable access and to assume all liability for damage to driveway, walks, curbs, underground lines, plantings or lawns, resulting from installation. The Owner is completely responsible for all required fencing as well as removing and replacing fence for access. Contractor is not responsible for any damage to driveways, sidewalks, sprinkler systems or landscape caused by construction equipment. Owner agrees to save and hold the Contractor harmless in the event access must be obtained over a third (3rd) person's property. In the event reasonable access is not furnished at Owner's cost, this contract may be canceled and Owner shall pay all costs incurred by Contractor. Owner will provide receptacle for all debris. Hauling is not included unless stated on page 1.

12. Startup & Cleanup: Owner is responsible for any costs associated with refilling pool and balancing chemicals, including any charges resulting from local water ordinances and laws. Upon completion of the work Contractor will remove debris and surplus material from Owner's property and leave it in a neat condition, however Contractor is not responsible for cleaning dust that may have accumulated on property near project area. Contractor is not responsible for moving items onto pool/project area after completion.

13. Owner understands that there will be a textured imprint on the surface of the fiberglass finish. A non-skid additive will be applied in accordance with normal procedure unless specifically stated otherwise.

14. Title to any of the material sold or installed hereunder by the Contractor shall remain in the Contractor until all the terms hereof have been complied with, and in the event such materials are affixed to realty, it is expressly understood & agreed that they shall remain personally subject to removal as herein under provided, and further that the Owner hereby waives any and all claims for damage to said realty or building caused by the removal of said materials or any part hereof.

15. Owner authorizes the placement of a temporary 'Advanced Pool Coatings' sign at the project job site.

16. Dispute Resolution: In the event of any dispute arising under this agreement, the Parties agree that they will first engage in a good faith process to meet and confer in an attempt to resolve the dispute. A) Should the Parties be unable to resolve the matter through an informal "meet and confer" process, the Parties hereby agree that the matter shall be submitted to mediation by a neutral third party; B) Should mediation fail to resolve the dispute, the Parties agree that proper venue for any legal action filed to resolve any dispute arising out of this Agreement shall be Placer County Superior Court, California, or the U.S. District Court for the Eastern District of California in Sacramento, California. This Agreement is entered into and shall be construed and interpreted in accordance with the laws of the State of California; C) In the event that any action, suit or other proceeding is instituted to remedy, prevent or obtain relief from a breach of this Agreement, arising out of a breach of this Agreement, or pertaining to a declaration of rights under this Agreement, the prevailing party shall recover all of such party's attorneys' fees incurred in each and every such action, suit or other proceeding, including any and all appeals or petitions therefrom. The party filing any such action shall be entitled to attorney's fees if, and only if, that party has first availed itself of the "meet and confer" process and mediation, as set forth in sections above.

OPTIONS SELECTIONS & DISCLAIMERS

Owner (undersigned), chooses and takes full responsibility for the choice of Options and Colors. Owner's choice(s) is/are:

TILE SELECTIONS		
TILE CHOICE # Waterline Tile:	GROUT White/Gray/Tan	WATERSTOP White/Gray/Tan
1.		
2.		
3.		
Step/Trim/Lane Tile:		
1.		
2.		

While every effort will be made to install Choice #1, Contractor has my authorization to proceed with Choice #2 or Choice #3 should previous choices be unavailable. Please note that standard grout and waterstop is white in color.

COPING SELECTION: **Brick** **Cement**

DEC-O-SEAL/MASTIC COLOR: **Gray** **Tan** **Other:**

Contractor warrants that it will repair failure of the above material caused by defect in material & workmanship for a period of one (1) year. Owner shall immediately notify Contractor of any defects. Contractor will NOT BE LIABLE for failures of tile, coping or deck mastic resulting from normal wear and tear, mistreatment, neglect or defects in construction of substrate, including further deterioration of substrate after installation of tile. Contractor is not responsible for any incidental and/or consequential damages due to defects or failures. This warranty is not transferable to subsequent purchasers.

Owner: _____

Date: _____

COLOR WAIVER

Owner hereby acknowledges that they have enquired about, and are requesting that a colored gel-coat or colored pigment pigment to the final coat of resin. Owner acknowledges that Contractor has explained, and that Owner understands the following:

- Because the colored system is not installed in a controlled environment (i.e. an indoor factory), many variables can impact the final outcome and appearance of a colored finish.
- A strong possibility exists that the color coat (or portions of the color coat) may fade, appear milky, appear waxy or have some other final appearance which may be undesirable or be impossible to match in the event repair work is necessary.
- The color may vary from the color sample shown to me by Contractor.
- Portions of the colored finish may react differently, and look differently, once water is added back to the pool or water feature. The pool surface and color may appear different, mottled or inconsistent once water is added.
- Contractor makes absolutely no warranty or guarantee as to the final appearance of color either immediately after application or over a long period of time.

With the above understanding, Owner hereby requests that a colored gel-coat or colored pigment be used in the resin be applied to their pool/water feature surface, and will hold Contractor harmless in all matters relating to colors.

Color Selection: _____

Owner: _____

Date: _____

Advanced Pool Coatings

CO#1

6141 Angelo Court Loomis Phone: (916) 773-1883
CA 95650 Fax: (916) 773-8422

To : Dunsmuir Park and Recreation District:Dunsmuir Pool Job #: 2019-094
Phone #: 530-926-2494 Date: 06/24/19
Email : district.adm.mshastarec@gmail.com Time: 03:30:00 PM

From : Advanced Pool Coatings Pages Sent:
Phone #: (916) 773-1883 License #: 684147
Email : info@advancedpoolcoatings.com

Work Requested By: Dunsmuir Park and Recreation District:Dunsmuir Pool

Subject: Additional Fiberglass Repairs

Description of Change:

Item	Amount
280 Additional Sq. Ft. of Fiberglass Repairs	\$6000.00
Total:	\$6,000.00

Comments

Work to fulfill this change order has has not begun and has has not been completed.

The Original Contract Sum was: \$10,000.00
 Net Change by Previously Authorized Change Orders: \$0.00
 The Contract Sum Prior to Thie Change Order was: \$10,000.00
 This Change Order in the Amount of: \$6,000.00
 The New Contract Sum Including This Change Order will be: \$16,000.00
 The Contract Time will be increased / decreased by:

This Change Order is not complete UNTIL both parties have signed and approved

SUBMITTED BY:

Signature : _____
 Print: _____
 Title: _____
 Company: _____
 Date: _____

ACCEPTED BY:

Signature : *Mike Rodriguez*
 Print: MIKE RODRIGUEZ
 Title: DISTRICT ADMINISTRATOR
 Company: DUNSMUIR REC & PLS DIST
 Date: 7/1/19

Please be aware that all Finance Committee members have copy of your application for funding and do not need information in application repeated. Finance Committee is asking that presentation from organizations requesting Community Funding include the following:

- 1) Self-introduction of person making presentation of request for funding, and that person state relationship to organization making the request. Introduce any board members or partners present to support request.
- 2) Briefly state the outcome(s) anticipated if the funding request is approved. Briefly state the outcome if only a portion of funding requested is approved.
- 3) Briefly state the impact on organization making request/Dunsmuir community if funding not approved. Are there other sources organization can access for funding?
- 4) Will organization provide report/accounting on how funding, if approved, is actually spent and benefits to Dunsmuir community? When?
- 5) Will additional resources be needed to complete/implement your program/project? If so, how will these resources be secured/arranged for? Volunteers?
- 6) Please present any additional information you feel the Finance Committee should be made aware of.