

**RESOLUTION NO #2016-30**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF ALTURAS**

**BE IT RESOLVED**, by the Alturas City Council that the final amended budget for the 2015/16 Fiscal Year is hereby adopted in the amount of \$4,502,445.

**PASSED AND ADOPTED** by the City Council of the City of Alturas at a regular meeting held on the 15th day of November, 2016, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
**JOHN E. DEDERICK, Mayor**

**ATTEST:**

\_\_\_\_\_  
**CARY L. BAKER, City Clerk**

City of Alturas  
Final Budget  
2015/2016

	FUND	FUND BALANCE	ACTUAL REVENUE	TRANSFER IN	TRANSFER OUT	ACTUAL EXPENDITURES	ESTM.FUND
1	GENERAL	\$ 164,757	\$ 1,316,518		\$ (32,334)	\$ (1,155,970)	\$ 292,971
2	COPS	\$ 11,437	\$ 116,608		\$ (15,150)	\$ 27,587	\$ 140,482
3	FMHA WATER PROJ	\$ 140,323	\$ 243,187			\$ (251,090)	\$ 132,420
4	CAPITAL PROJECTS	\$ 181,961	\$ 591,995			\$ (34,236)	\$ 739,720
5	TRAFFIC SAFETY	\$ (6,577)	\$ 2,667	\$ 6,557			\$ 2,647
7	LAFCO	\$ 35,469	\$ 22,851	\$ 20,777		\$ (45,626)	\$ 33,470
8	MILL SITE	\$ 42,851	\$ 9,415			\$ (3,021)	\$ 49,245
9	RECYCLE GRANT	\$ 6,047	\$ 5,008			\$ (7,594)	\$ 3,460
106	Task Force Seizures	\$ 4,189	\$ 11				\$ 4,200
12	AIRPORT ENTERPRISE	\$ (49,804)	\$ 44,728	\$ 10,151		\$ (110,495)	\$ (105,420)
13	PARSAC GRANT		\$ 6,463			\$ (6,199)	\$ 263
130	BIOMASS	\$ (4,324)		\$ 4,324			
192	FAA GRANT SS	\$ 27,758	\$ 419,267		\$ (10,151)	\$ (421,408)	\$ 15,466
193	FAA GRANT		\$ 23,940			\$ (27,123)	\$ (3,183)
194	FAA GRANT OS					\$ (121)	\$ (121)
195	FAA GRANT PM					\$ (29)	\$ (29)
196	FAA GRANT HPA		\$ 1,770			\$ (1,966)	\$ (196)
21	NUISANCE ABATEMENT	\$ 1,021		\$ 5,000		\$ (10,775)	\$ (4,754)
23	PD GRANT 1 MAN	\$ (10,803)	\$ 35,987	\$ 15,150		\$ (62,605)	\$ (22,271)
24	PPM						
30	AIRPORT ANNUAL CREDIT	\$ (27,244)	\$ 10,000				\$ (17,244)
31	COPS IN SCHOOL	\$ (14,884)	\$ 65,265			\$ (67,487)	\$ (17,106)
33	HOME/SECURITY	\$ 0.21					\$ 0.21
37	PEDESTRAIN IMPROV	\$ (8,757)	\$ 92,071			\$ (81,439)	\$ 1,875
40	MOSQUITO ABATEMENT	\$ 70,281	\$ 24,826			\$ (13,078)	\$ 82,029
42	CHIP SEAL GRANT	\$ (18,608)	\$ 645,567			\$ (628,746)	\$ (1,788)
44	GAS TAX	\$ 64,478	\$ 66,188	\$ 1,148		\$ (62,496)	\$ 69,317
45	SNOW REMOVAL	\$ 12,856	\$ 5	\$ 9,893		\$ (20,559)	\$ 2,195
48	GAS TAX	\$ 1,148			\$ (1,148)		
50	SPECIAL ROAD	\$ 409,678	\$ 271,733		\$ (9,893)	\$ (249,309)	\$ 422,209
56	OAK & JUNIPER						
60	SEWER O&M	\$ 130,730	\$ 564,159		\$ (50,260)	\$ (521,234)	\$ 123,394
61	SEWER SRF	\$ 356,346	\$ 96,781			\$ (95,844)	\$ 357,283
62	SEWER CAP OUTLAY	\$ 27,057	\$ 66				\$ 27,123
64	SEWER PLANT PROJECT	\$ (260,502)					\$ (260,502)
67	WCRF SEWER FUND	\$ 100,811	\$ 16,639				\$ 117,450
68	SEWER RPRO. CLOSE OUT	\$ (260,846)		\$ 50,260			\$ (210,586)
70	WATER O & M	\$ 357,400	\$ 480,404			\$ (531,771)	\$ 306,033
71	WATER CAP. OUTLAY	\$ 8,690	\$ 22				\$ 8,712
72	WATER RESERVE	\$ 748,371	\$ 166,196				\$ 914,567
79	ARENA SHOW GROUNDS	\$ (2,316)	\$ 1,755	\$ 5,000		\$ (5,312)	\$ (873)
80	MUNICIPAL POOL	\$ 20,575	\$ 55,331			\$ (49,913)	\$ 25,993
82	RECREATION	\$ 14,493	\$ 8,067			\$ (1,711)	\$ 20,849
83	COMMUNITY PROJ.	\$ 26,730	\$ 16,117	\$ 981	\$ (4,324)	\$ (5,004)	\$ 34,499
84	BUSINESS ENHANCE.	\$ 32,074	\$ 2,570			\$ (3,254)	\$ 31,391
85	JOHN WALL TRUST	\$ 998,031	\$ 1,464,583		\$ (5,000)	\$ (54,616)	\$ 2,402,997
86	PROP. 40 RECREATION	\$ 980.64			\$ (981.00)		\$ (0.36)
<b>TOTAL</b>		<b>\$ 3,331,876</b>	<b>\$ 6,888,757</b>	<b>\$ 129,241</b>	<b>\$ (129,241)</b>	<b>\$ (4,502,445)</b>	<b>\$ 5,718,187</b>

**RESOLUTION NO #2016-31**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF ALTURAS**

**BE IT RESOLVED**, by the Alturas City Council that the 2016/2017 Fiscal Year Budget is hereby adopted in the amount of \$6,034,857.

**PASSED AND ADOPTED** by the City Council of the City of Alturas at a regular meeting held on the 15th day of November, 2016, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
**JOHN E. DEDERICK, Mayor**

**ATTEST:**

\_\_\_\_\_  
**CARY L. BAKER, City Clerk**

City of Alturas  
Proposed Budget  
2016/2017

	FUND	CASH BALANCE 7/1/2016	ESTIMATED REVENUES	TRANSFERS IN	TRANSFERS OUT	ESTIMATED EXPENDITURES	ENDING BALANCE 6/30/17
1	GENERAL	\$182,014	\$1,191,936	\$25,000.21	(\$35,357)	(\$1,272,383)	\$91,211
2	COPS	\$83,210	\$110,000		(\$75,000)	(\$23,746)	\$94,464
3	FMHA WATER PROJ	\$134,784	\$250,000			(\$250,600)	\$134,184
4	CAPITAL PROJECTS	\$739,720	\$10,000		(\$49,000)	(\$250,000)	\$450,720
5	TRAFFIC SAFETY	\$2,448	\$3,850			(\$1,046)	\$5,252
7	LAFCO	\$29,467	\$20,357	\$20,357		(\$76,714)	(\$6,533)
8	MILL SITE	\$49,245	\$9,440			(\$7,368)	\$51,317
9	RECYCLE GRANT	\$3,460	\$5,000			(\$7,600)	\$860
106	Task Force Seizures	\$4,200					\$4,200
12	AIRPORT ENTERPRISE	(\$89,931)	\$152,040	\$58,539		(\$110,252)	\$10,396
13	PARSAC GRANT	\$263	\$10,000				\$10,263
192	FAA GRANT	\$15,466			(\$15,466)		\$0
193	FAA GRANT	(\$3,183)	\$3,500		(\$317)		\$0
194	OBSTRUCTION SURVEY	(\$121)	\$89,195			(\$89,935)	(\$861)
195	PAVEMENT MANAGEMENT	(\$29)	\$77,900			(\$78,335)	(\$464)
196	FAA GRANT	(\$1,966)	\$1,310,337	\$24,000		(\$1,379,050)	(\$46,679)
21	NUISANCE ABATEMENT	(\$5,587)		\$15,000		(\$9,240)	\$173
23	PD GRANT 1 MAN	(\$22,271)	\$40,000	\$50,000		(\$64,000)	\$3,729
30	AIRPORT ANNUAL CREDIT	(\$17,244)	\$60,000		(\$42,756)		\$0
31	COPS IN SCHOOL	(\$17,106)	\$68,433	\$25,000		(\$75,175)	\$1,152
33	HOME/SECURITY	\$0.21			(\$0.21)		\$0.00
37	PEDESTRAIN IMPROV	(\$46,933)	\$26,192			(\$26,945)	(\$47,686)
40	MOSQUITO ABATEMENT	\$82,029	\$24,000			(\$58,285)	\$47,744
42	CHIP SEAL GRANT	(\$1,788)					(\$1,788)
44	GAS TAX	\$69,317	\$64,930			(\$98,700)	\$35,547
45	SNOW REMOVAL	\$2,195		\$25,042		(\$27,237)	\$0
50	SPECIAL ROAD	\$420,900	\$266,800		(\$25,042)	(\$447,076)	\$215,582
56	OAK & JUNIPER	\$0	\$81,000			(\$81,000)	\$0
60	SEWER O&M	\$160,877	\$560,300		(\$50,130)	(\$586,229)	\$84,818
61	SEWER RESERVE	\$357,221	\$16,000				\$373,221
62	SEWER CAP. OUTLAY	\$27,123					\$27,123
64	SEWER PLANT PROJECTS	(\$260,502)					(\$260,502)
67	SEWER LOAN FUND (SRF)	\$117,450	\$95,844			(\$95,844)	\$117,450
68	SEWER RPRO. CLOSE OUT	(\$311,106)		\$50,130			(\$260,976)
70	WATER O & M	\$404,184	\$472,500			(\$562,260)	\$314,424
71	WATER CAP. OUTLAY	\$8,712					\$8,712
72	WATER RESERVE	\$964,035	\$162,000				\$1,126,035
79	ARENA SHOW GROUNDS	(\$493)	\$1,600	\$3,878		(\$4,985)	\$0
80	MUNICIPAL POOL	\$27,669	\$53,500			(\$55,040)	\$26,129
82	RECREATION	\$20,734	\$8,000		(\$3,878.36)	(\$630)	\$24,226
83	COMMUNITY PROJ.	\$34,019	\$16,000			(\$5,912)	\$44,107
84	BUSINESS ENHANCE.	\$31,391	\$2,750			(\$2,750)	\$31,391
85	JOHN WALL TRUST	\$2,402,371				(\$286,520)	\$2,115,851
86	PROP. 40 RECREATION	(\$0.36)		\$0.36			\$0.00
	<b>TOTAL</b>	<b>\$5,596,246</b>	<b>\$5,263,404</b>	<b>\$296,947</b>	<b>(\$296,947)</b>	<b>(\$6,034,857)</b>	<b>\$4,824,793</b>

**RESOLUTION NO #2016-32**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF ALTURAS**

**WHEREAS**, the City Council of the City of Alturas hereby adopts the attached *Computer, Email and Internet Usage Policy*.

**PASSED AND ADOPTED** by the City Council of the City of Alturas at a regular meeting held on the 15<sup>th</sup> day of November, 2016, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

**JOHN E. DEDERICK, Mayor**

**ATTEST:**

---

**CARY L. BAKER, City Clerk**

## Computer, Email and Internet Usage Policy

### Objective

The City of Alturas recognizes that use of the Internet and e-mail has many benefits and can make workplace communication more efficient and effective. Therefore, employees are encouraged to use the Internet and e-mail systems appropriately. Unacceptable use of the Internet and e-mail can place the City and others at risk. This policy outlines the company's guidelines for acceptable use of the Internet and e-mail.

### Scope

This policy must be followed in conjunction with other City policies governing appropriate workplace conduct and behavior. The City complies with all applicable federal, state and local laws as they concern the employer/employee relationship, and nothing contained herein should be construed to violate any of the rights or responsibilities contained in such laws.

### Use Guidelines

The City has established the following guidelines for employee use of the company's technology and communications networks, including the Internet and e-mail, in an appropriate, ethical and professional manner.

1. All technology provided by the City, including computer systems, communications networks, company-related work records and other information stored electronically, is the property of the City and not the employee. In general, use of the company's technology systems and electronic communications should be job-related and not for personal convenience.
2. Employees may not use the City's Internet, e-mail or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference may be transmitted. Harassment of any kind is prohibited.
3. Disparaging, abusive, profane or offensive language; materials that might adversely or negatively reflect on the City or be contrary to its legitimate business interests; and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the Internet or e-mail—are forbidden.
4. Copyrighted materials belonging to entities other than the City may not be transmitted by employees on the company's network without permission of the copyright holder. Employees must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy for reference only. Saving copyright-protected information to a network drive without permission is prohibited. Sharing the URL (uniform resource locator or "address") of an Internet site with other interested persons for business reasons is permitted.

5. Employees may not use the system in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and "spamming" (sending e-mail to thousands of users.)
6. To prevent contamination of the City's technology and communications equipment and systems by harmful computer viruses, downloaded files should be checked for possible infection through the IT department/contractor. Also, given that many browser add-on packages (called "plug-ins") may not be compatible with other programs and may cause problems for the systems, downloading plug-ins is prohibited without prior permission from IT.
7. Every employee of the City is responsible for the content of all text, audio or image files that he or she places or sends over the company's Internet and e-mail systems. No e-mail or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else. The City's corporate identity is attached to all outgoing e-mail communications, which should reflect corporate values and appropriate workplace language and conduct.
8. E-mail and other electronic communications transmitted by the City's equipment, systems and networks are not private or confidential, and they are the property of the City. Therefore, the City reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite.
9. Internal and external e-mail, voice mail, and text messages are considered business records and may be subject to discovery in the event of litigation. Employees must be aware of this possibility when communicating electronically within and outside the company.

#### The City's Right to Monitor and Consequences for Misuse

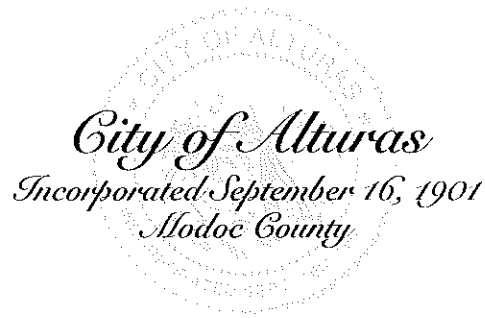
All company-supplied technology, including computer systems, equipment and company-related work records, belongs to the City and not to the employee user. Employees understand the company routinely monitors use patterns, and employees should observe appropriate workplace discretion in their use and maintenance of such company property.

Because all the computer systems and software, as well as e-mail and Internet connections are the property of the City, all City policies apply to their use and are in effect at all times. Any employee who abuses the company-provided access to e-mail, the Internet, or other electronic communications or networks, including social media, may be denied future access, and, if appropriate, be subject to disciplinary action up to and including termination, within the limitations of any applicable federal, state or local laws.

#### Questions Regarding the Use of the City's Technology

If you have questions regarding the appropriate use of the City's electronic communications equipment or systems, including e-mail and the Internet, please contact your supervisor, manager or the City Council.

200 W. North St.  
Alturas, CA 96101-3938



(530) 233-2512  
Fax (530) 233-3559

November 8, 2016

Last Frontier Hospital District  
228 W. McDowell Avenue  
Alturas, CA 96101

ATTN: District Directors

The City of Alturas Council thanks you very much for the contribution of \$100,000.00 from the Last Frontier Hospital District for the use of improvements to the P. J. McHugh Memorial Pool facilities. We intend to use those funds wisely in conjunction with the generous donation to the City from the John Wall estate to build a new geothermal heated pool, therapy/wading pool, and equipment building in the existing footprint. We will also upgrade the locker/change room to meet American Disabilities Act (ADA) and other safety and health requirements related to community swimming pools.

We feel a new pool and facilities will offer top notch aquatic experience for our residents including programs for our youth and senior citizens. The new facilities will make it easier for people with disabilities to have access, ingress and egress to the pool. In addition, the pool will enable all users an affordable, safe and modern facility to meet their recreation and overall health and fitness goals. This would not be possible without your generous donation.

The City of Alturas Council and the Swimming Pool Committee will remain closely involved during the upcoming phases of our upgraded pool facility from design through construction to opening day. The Swimming Pool Committee, in particular, will focus on developing partnerships with community groups, businesses, and individuals to develop multiple user activities to increase pool use. The committee will also work to search for alternative and complementary funding for pool operation and maintenance.

Thank you again for your generous financial contribution to the Alturas Swimming Pool.

Sincerely,

ALTURAS CITY COUNCIL

By: \_\_\_\_\_  
John E. Dederick, Mayor



**Alturas City Council**

**Regular Meeting**

City Hall Council Chambers

October 18, 2016 2:00 p.m.

The meeting was called to order by Mayor Pro-Tem Bobby Ray at 2:00 p.m. **Councilmembers present:** Cheryl Nelson, Mark Steffek. **Councilmembers absent:** John E. Dederick, Jim Irvin. **Staff present:** City Clerk Cary L. Baker, City Treasurer Sara Peet, DPW Joe Picotte, Police Chief Sid Cullins, Fire Chief Keith Jacques. **Public attending:** 6. All present joined together in the pledge of allegiance followed by a moment of silence.

No one is present under the public forum.

Councilmember Steffek, along with Councilmember Nelson, Dick Steyer, Dee Funk, and Karen Shimamoto are present representing the Alturas Pool Committee, and review their proposal which includes constructing two new pools in the existing footprint. The wading pool will be replaced with a therapy/wading pool and will be made larger. The project also includes a new slip resistant pool deck, improved pool deck drainage, the construction of a new sealed and ventilated chemical room/equipment room, high efficiency indirect pool water heating system using geothermal heated water, a concessions area and lifeguard office, and provide geothermal capped pipes in close proximity to the shower/locker building for future energy use.

The total project cost is \$2,213,000. \$2,113,000 is requested from the John Wall Trust Fund with the remaining \$100,000 coming from a donation from the Last Frontier Healthcare District.

Councilmember Ray states he is concerned that the proposal does not include updating the existing shower/dressing rooms; these need to be brought up to current ADA standards. He personally would like to see this included in the proposal at an added cost of \$151,000.

**MOTION** by Councilmember Steffek, **SECONDED** by Councilmember Nelson to approve the amended Alturas Swimming Pool proposal, submitted by the Alturas Swimming Pool Committee, to include the addition of upgrades to the existing shower/dressing rooms at an additional cost of \$151,000. Total cost from the John Wall Trust Fund is amended to \$2,264,000. **ALL AYES.**

**MOTION** by Councilmember Nelson, **SECONDED** by Councilmember Steffek to hire Alea Bagwell as Police Clerk/Dispatch starting November 16, 2016 contingent upon passing the background investigation, and that Police Chief Cullins is given authorization to negotiate the starting salary step. **ALL AYES.**

DPW Picotte reports the State Housing Department agreed to allow the City and County to do a joint Housing Element update. The City's cost will be \$18,175, with a completion date of August 2017. The City will need to complete some minor changes to the current Zoning Ordinance. The County will be acting on their portion of the agreement at their next meeting.

**MOTION** by Councilmember Steffek, **SECONDED** by Councilmember Nelson to authorize DPW Picotte and Mayor Dederick to enter into an agreement with Price Consulting Services to update the City's Housing Element at a cost of \$18,175. **ALL AYES.**

**MOTION** by Councilmember Nelson, **SECONDED** by Councilmember Steffek to approve the consent agenda as follows: a) Approve minutes of September 20, 2016 meeting; b) Approve City warrants for September 2016 in the amount of \$167,971.81; c) Adopt **Resolution #2016-28** removing inactive water & sewer accounts in the amount of \$1,062.06. **ALL AYES.**

**COUNCIL/STAFF REPORTS:** Fire Chief Jacques reports there were five contractors at the pre-bid meeting for the new Fire Barn; may have to call a special City Council meeting to award the bid.

City Treasurer Peet will have an email policy for consideration and adoption at the next regular meeting.

DPW Picotte reports the Airport Helicopter Parking Apron project is moving slowly; there has been some issues with compliance; the Geothermal project is also moving slowly; had a visit from Cal-OSHA at the City's wastewater treatment plant regarding the chemicals that are kept on site; also, has been working on a solution and options to get the cleaning of the Pit River completed.

Councilmember Nelson reports she is still receiving comments from citizens regarding the condition of the landscaping at the Alturas Post Office. A letter to Representative Doug LaMalfa might help get it resolved.

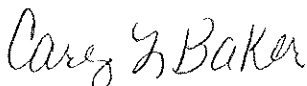
Councilmember Steffek reports he will attend the Ethics Training on November 3<sup>rd</sup>, and will be attending the R.A.D.D./Residents Against Drug Dealers meeting tomorrow night in the City council chambers.

At this time, 2:59 p.m., the Mayor Pro-tem announced the Council would be meeting in closed session under G.C. Section 54956.9(b) Conference with Legal Counsel – Anticipated Litigation: potential cases (1); and G.C. Section 54957/Employee Performance Evaluation – Titles: Asst. Finance Director.

The City Council reconvened in open session at 3:18 p.m. with the following to report out: The Employee Evaluation for the Asst. Finance Director was completed and placed in her file.

With no further business to come before Council, meeting adjourned at 3:23 p.m. to return in regular session on Tuesday, November 15, 2016 at 2:00 p.m., City Hall.

Respectfully,



Cary L. Baker  
City Clerk

**RESOLUTION NO #2016-29**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF ALTURAS**

**BE IT RESOLVED**, by the Alturas City Council that the inactive water & sewer accounts (attached) be removed from regular billing in the amount of \$698.36.

**PASSED AND ADOPTED** by the City Council of the City of Alturas at a regular meeting held on the 15<sup>th</sup> day of November, 2016, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

**JOHN E. DEDERICK, Mayor**

**ATTEST:**

---

**CARY L. BAKER, City Clerk**

**RESOLUTION # 2016-29**

**CITY OF ALTURAS**

**INACTIVE WATER AND SEWER ACCOUNTS**

**NOVEMBER 2016**

<b>NAME</b>	<b>CUST-ID</b>	<b>CLOSED</b>	<b>CDL#</b>	<b>SS#</b>	<b>TOTAL</b>
DURAN, BRANDON	DUR0012	08/10/16			\$ 248.87
LARRY BIRGE ESTATE	BIR0003	06/13/16			\$ 83.92
MORRIS, MELISSA	MOR0080	07/11/16			\$ 273.75
WILSON, JASON	WIL0118	07/10/16			\$ 91.82

**TOTAL:** \$ 698.36

THE ABOVE INACTIVE LIST WAS APPROVED BY THE CITY COUNCIL ON NOVEMBER 15TH, 2016

---

John E. Dederick, Mayor  
City of Alturas