

# Mt. Shasta City Council Regular City Council Meeting Agenda

Mt. Shasta Community Center, 629 Alder Street  
Monday, October 24, 2016; 5:30 p.m.

“Our mission is to maintain the character of our “small town” community while striking an appropriate balance between economic development and preservation of our quality of life. We help create a dynamic and vital City by providing quality, cost-effective municipal services and by forming partnerships with residents and organizations in the constant pursuit of excellence.”

Page	Item	STANDING AGENDA ITEMS
	1.	Call to Order and Flag Salute
	2.	Roll call
	3.	Special Presentations & Announcements: Review of CCO-98-05, Extraction and Exportation of Groundwater – Juliana Lucchesi, City Planner
	4.	<p><b>Public Comment:</b> Welcome to our City Council meeting. The Council invites the public to address the Council on matters on the Consent Agenda and matters not listed on the agenda that are within the Council’s subject matter jurisdiction. If the Public wishes to comment on matters that are on the agenda, the Council will request comment when the matter is heard. The Council reserves the right to limit public comment on matters that are outside its subject matter jurisdiction.</p> <p>The City Council may regulate the total amount of time on particular issues and for speakers (typically 3 minutes). The Council may place additional time limits on comments, to ensure members of the public have an opportunity to speak and the Council is able to complete its business. A group may be asked to choose a spokesperson to address the Council on a subject matter, or the Council may limit the number of persons addressing the Council whenever a group of persons wishes to address the council on the same subject matter. Speakers may not cede their time to another.</p> <p>The Mayor manages the City Council meeting with a commitment to effective engagement while maintaining a positive, respectful decorum. The Mayor will typically start the Public Comment period sharing the following reminders relating decorum and Brown Act compliance efforts:</p> <ul style="list-style-type: none"> <li>✓ This is the time for the public to address the Council on matters on the Consent Agenda or matters NOT on the Council Agenda. This will be a comment period only. If the public wishes a response they may provide their contact information to the Deputy City Clerk.</li> <li>✓ The Mayor will recognize each speaker in an orderly fashion. Most often, the Mayor will call the speakers whom have signed in first and shall then call for those who would like to address the Council but whom did not sign in by inviting them to come to the front of the room and wait to be recognized to speak. Once the speaker is recognized, the speaker will address the Council only and shall provide comment from the public microphone. Public Comment will typically not be taken from any person shouting from the audience.</li> <li>✓ No heckling or shouting from the audience at a speaker shall be permitted.</li> <li>✓ The City Council may ask “clarifying” questions only. Due to equity and Brown Act concerns, the Council will avoid engaging in dialogue or debate.</li> <li>✓ If there is an item of great community significance/interest and is within the Council’s subject matter jurisdiction, the Council may request the item be agendized for further consideration at a subsequent Council meeting.</li> </ul>

	5. Meeting Recess (As Necessary)
	6. Council and Staff Comments
	<b>CITY COUNCIL BUSINESS</b>
Page 5-31	<p>7. Consent Agenda - The City Manager recommends approval of the following Consent Agenda items. All Resolutions and Ordinances on this agenda, or added hereto, shall be introduced or adopted, as applicable, by title only, and the full reading thereof is hereby waived.</p> <ul style="list-style-type: none"> <li>a. Approval of Minutes: October 10, 2016 Regular City Council Meeting; October 10, 2016 Special City Council Meeting</li> <li>b. Acceptance of Brown Act Committee Minutes: LTAC May 26, 2016</li> <li>c. Approval of Disbursements: Accounts Payable, 10/10/16 and 10/13/16; Total Gross Payroll and Taxes: For Period Ending 10/9/16. (Finance Director)</li> <li>d. Monthly Financial/Investment Report September 2016 (Finance Director)</li> <li>e. Approval of Resolution Number CCR-16-46 Authorizing the City Manager to sign Certificates of Acceptance. (Public Works Director)</li> </ul>
Page 32-36	<p>8. Landing Costs Accrued to Date</p> <p><u>Background:</u> Council has requested an overview of the historical cost to the City for the Landing property. The City has spent a significant amount of money since the property was acquired.</p> <p><u>Report By:</u> Muriel Howarth-Terrell, Finance Director</p> <p><u>Recommended Council Action:</u> None, informational report only.</p>
Page 37-41	<p>9. Possible Downtown Traffic Flow Feasibility Study/Request for Qualifications</p> <p><u>Background:</u> The subject of a change in traffic flow on Mt. Shasta Boulevard and Chestnut Street from two-way to one-way complimentary streets has been a subject of debate since 1999. A study conducted by Martin and Kane for the 2000 State Transportation Improvement Program (STIP) introduced the idea for future circulation in the Mt. Shasta downtown.</p> <p><u>Report By:</u> Juliana Lucchesi, City Planner and Rod Bryan, Public Works Director</p> <p><u>Recommended Council Action:</u> Direct staff</p>

<p>Page 42-49</p>	<p>10. Approval of Resolution to Implement Approved Job Description, Title and Associated Compensation of Assistant City Manager</p> <p><u>Background:</u> Staff has determined that the responsibilities of the city manager has grown to the point where the appointment of an assistant manager now appears prudent and needed.</p> <p><u>Report By:</u> Parish Cross, Chief of Police</p> <p><u>Recommended Council Action:</u> Staff respectfully requests the City Council approve attached resolution authorizing the City Manager to appoint Chief Parish D. Cross, Assistant City Manager.</p>
<p>Page 50-51</p>	<p>11. Community Building Use Agreement</p> <p><u>Background:</u> Since July of this year the City has been involved in informal negotiations with the Siskiyou Masonic Lodge #297 regarding a rental agreement outlining the terms of the rental of the Community Center for Council and Planning Commission meetings.</p> <p><u>Report By:</u> Parish Cross, Chief of Police</p> <p><u>Recommended Council Action:</u> Staff requests that Council provide a counter proposal to the Siskiyou Masonic Lodge #297 Siskiyou Temple Association’s last agreement proposal for the use of the Community Center.</p>
<p><b>CITY COUNCIL/STAFF REPORTING PERIOD</b></p>	
	<p>13. Council Reports on Attendance at Appointed/Outside Meetings</p>
	<p>14. Future Agenda Items (Appearing on the agenda within 60-90 days):</p> <ul style="list-style-type: none"> <li>a. Illegal Campfire Ordinance, First Reading – 11/14/16</li> <li>b. Presentation – Overview of the last four years – 11/14/16</li> <li>c. Presentation – Proclamation of support for North State Giving Tuesday – 11/14/16</li> <li>d. Orchard Property Annexation – 11/28/16</li> <li>e. Discussion Regarding Senate Bill 628 – 12/12/16</li> <li>f. Re-Adoption of Sewer Management Plan – 1/9/17</li> <li>g. General Plan Annual Report – 1/23/17</li> <li>h. Smoking Limitations – TBD</li> <li>i. Purchase of Mini-Rescue and New Fire Chief’s Vehicle – TBD</li> <li>j. Crystal Geyser Industrial User Permit – TBD, Pending County CEQA</li> </ul>
	<p>15. Closed Session: Anticipated Litigation pursuant to §54956.9(b), one potential case</p>

## 16. Adjourn

Availability of Public Records: All public records related to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at City Hall located at 305 North Mt. Shasta Blvd., Mt. Shasta, CA at the same time the public records are distributed or made available to the members of the legislative body. Agenda related writings or documents provided to a majority of the legislative body after distribution of the Agenda packet will be available for public review within a separate binder at City Hall at the same time as they are made available to the members of the legislative body.

The City of Mt. Shasta does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services. In compliance with the Americans with Disabilities Act, persons requiring accommodations for a disability at a public meeting should notify the City Clerk or Deputy City Clerk at least 48 hours prior to the meeting at (530) 926-7510 in order to allow the City sufficient time to make reasonable arrangements to accommodate participation in this meeting.

**Mt. Shasta City Council Regular City Council Meeting **DRAFT** Minutes**

Mt. Shasta Community Center, 629 Alder Street  
Monday, October 10, 2016; 5:30 p.m.

“Our mission is to maintain the character of our “small town” community while striking an appropriate balance between economic development and preservation of our quality of life. We help create a dynamic and vital City by providing quality, cost-effective municipal services and by forming partnerships with residents and organizations in the constant pursuit of excellence.”

**STANDING AGENDA ITEMS**

**1. Call to Order and Flag Salute:** At the hour of 5:38 p.m. Mayor Jeffrey Collings called the meeting to order and led the audience in the Pledge of Allegiance.

**2. Roll Call:** Council Members Present: Morter, Burns, Harkness, Stearns, Mayor Collings  
Council Members Absent: None

**3. Special Presentations & Announcements:** Trends in the Cannabis Industry – Juliana Lucchesi, City Planner

**4. Public Comment:**

Jon Thomas – Comments regarding empty downtown storefronts and expressing support for a one-year Conditional Use Permit for a Medical Marijuana Dispensary in the downtown district.

Roslyn McCoy – Questions regarding Crystal Geyser and the groundwater extraction ordinance.

Angelina Cook – Expressing support for Measure H.

**5. Meeting Recess:** None

**6. Council and Staff Comments:**

Jeffrey Collings, Mayor – Welcoming City Manager Bruce Pope.

Tim Stearns, Councilmember – New restaurant opening on Chestnut.

Muriel Howarth-Terrell, Finance Director – Money received from Crystal Geyser for expenses.

Parish Cross, Chief of Police – Waiting for feedback from Business Walk.

Bruce Pope, City Manager – Future Ad-hoc committee for The Landing.

**CITY COUNCIL BUSINESS**

**7. Consent Agenda:**

COUNCIL ACTION: Approved the following Consent Agenda items. All Resolutions and Ordinances on this agenda, or added hereto, shall be introduced or adopted, as applicable, by title only, and the full reading thereof is hereby waived.

a. Approval of Minutes: September 29, 2016 Special City Council Meeting

b. Approval of Brown Act Committee Meeting Minutes: Planning Commission August 2016

c. Approval of Disbursements: (Finance Director)

Accounts Payable: 9/29/16; Total Gross Payroll and Taxes for the Period Ending: 9/25/16.

MOTION TO APPROVE: Councilmember Stearns

SECOND: Councilmember Morter

AYES: Councilmembers Morter, Burns, Harkness, Stearns, Mayor Collings

NOES: None

ABSENT: None

ABSTAIN: None

**8. Public Hearing: Cannabis Dispensary Permit Denial Appeal**

Juliana Lucchesi, City Planner – Review of application and review process, reasons for denial.

Ali Taghau and Jennifer Merritt, Applicants – Review of their desired business and comments regarding the denial of the application.

**Public Hearing Open: 6:54 p.m.**

Lonna Smith – Comments opposing a dispensary in the downtown district.

Leslie Thomas – Comments supporting the dispensary and questioning the denial of the application.

Bruce Catlin – Comments opposing the dispensary.

Bryan Pierson – Comments opposing a dispensary in the downtown district.

Dee Sponsler – Comments opposing the dispensary.

Bryan Pierson Jr. – Comments opposing the dispensary in the downtown.

Ali Taghau and Jennifer Merritt – Rebuttal comments.

**Public Hearing Closed: 7:16 p.m.**

Clarifying questions from Council and Council discussion. Councilmembers Harkness and Morter expressed concern about the process regarding the posting of signage and suggested allowing it to be carried out completely and thoroughly.

**COUNCIL ACTION:** Deny the appeal and uphold the decision of the administrative review body.

**MOTION TO APPROVE:** Councilmember Stearns

SECOND: Councilmember Burns

AYES: Councilmembers Stearns and Burns, Mayor Collings

NOES: Councilmembers Morter and Harkness

ABSENT: None

ABSTAIN: None

**9. Meeting Recess: 8:07 p.m. – 8:17 p.m.**

**10. Public Hearing: First Reading of the Ordinance Amending Mt. Shasta Municipal Code Section 18.96 allowing Medical Marijuana Dispensaries in the City Limits of Mt. Shasta**

Juliana Lucchesi, City Planner – Review of changes recommended by the Planning Commission and other changes needed.

Clarifying questions and comments from Council. Staff directed to take the item back to the Planning Commission with recommendations from Council.

**11. Public Hearing: For the Re-Zoning of 403 Orem Street, Mt. Shasta, CA 96067, APN 057-382-020**

Juliana Lucchesi, City Planner – Review of the item

Council discussion.

**COUNCIL ACTION:** Approve the rezoning application for 403 Orem Street from an R-1 “Low Density Residential” to an R-1-U “Low Density Residential Urban”

**MOTION TO APPROVE:** Councilmember Stearns

SECOND: Councilmember Morter

AYES: Councilmembers Morter, Harkness, Stearns, Burns, Mayor Collings

NOES: None

ABSENT: None

ABSTAIN: None

**12. Community Building Use Agreement**

Parish Cross, Chief of Police – Review of item and changes needed.

Council discussion about cost and alternative locations.

**COUNCIL ACTION:** Table the item to the October 24, 2016 City Council Meeting.

**MOTION TO APPROVE:** Councilmember Stearns

SECOND: Councilmember Morter

AYES: Councilmembers Morter, Harkness, Stearns, Burns, Mayor Collings

NOES: None ABSENT: None ABSTAIN: None
<b>13. Temporary Adjustment to Authorized Positions at Police Department</b> <u>Parish Cross, Chief of Police</u> – Review of item. Clarifying questions. <b>COUNCIL ACTION:</b> Approve the recommendation to temporarily adjust the authorized positions within the Police Department. <b>MOTION TO APPROVE:</b> Councilmember Stearns <b>SECOND:</b> Councilmember Morter <b>AYES:</b> Councilmembers Morter, Harkness, Stearns, Burns, Mayor Collings <b>NOES:</b> None <b>ABSENT:</b> None <b>ABSTAIN:</b> None
<b>CITY COUNCIL/STAFF REPORTING PERIOD</b>
<b>14. Council Reports on Attendance at Appointed/Outside Meetings:</b> <u>Kathy Morter, Councilmember</u> – Open for Business Meeting, meeting with Planning Commission members. <u>Tim Stearns, Councilmember</u> – Start-up Weekend Meeting <u>Geoff Harkness, Councilmember</u> – Regional Water Action Group
<b>15. Future Agenda Items (Appearing on the agenda within 60-90 days):</b> <b>COUNCIL ACTION:</b> Reviewed Items a through k. <ol style="list-style-type: none"><li>a. Illegal Campfire Ordinance – 10/24/16</li><li>b. Landing Costs for Future Discussion with the County – 10/24/16</li><li>c. Review of CCO-98-05, Extraction and Exportation of Groundwater – 11/14/16</li><li>d. Presentation – Overview of the last four years – 11/14/16</li><li>e. Discussion Regarding Senate Bill 628 – 12/12/16</li><li>f. Possible Downtown Traffic Flow Changes/Request for Qualifications (RFQ) – TBD</li><li>g. Orchard Property Annexation – TBD</li><li>h. Smoking Limitations – TBD</li><li>i. Purchase of Mini-Rescue and New Fire Chief’s Vehicle – TBD</li><li>j. Crystal Geyser Industrial User Permit – TBD, Pending County CEQA</li></ol>
<b>15. Closed Session:</b> Pursuant to Government Code 54957.6 – Acting City manager <b>COUNCIL ACTION:</b> Item tabled.
<b>16. Adjourn:</b> There being no further business, the meeting was adjourned at 9:30 p.m.
<b>Respectfully Submitted by:</b> Kathryn M. Wilson, Administrative Assistant/Deputy City Clerk

**Mt. Shasta City Council Special City Council DRAFT Meeting Minutes**

Mt. Shasta Community Center, 629 Alder Street  
October 10, 2016; 5:00 p.m.

“Our mission is to maintain the character of our “small town” community while striking an appropriate balance between economic development and preservation of our quality of life. We help create a dynamic and vital City by providing quality, cost-effective municipal services and by forming partnerships with residents and organizations in the constant pursuit of excellence.”

**STANDING AGENDA ITEMS**

**1. Call to Order and Flag Salute:** At the hour of 5:00 p.m. Mayor Collings called the meeting to order and led the audience in the Pledge of Allegiance.

**2. Roll Call:** Council Members Present: Councilmembers Morter, Harkness, Stearns, Burns, Mayor Collings

**3. Introduction of Committee Candidates to City Council:**  
Berry Deal – Downtown Enhancement Advisory Committee  
Nick Riddle – Active Transportation Committee

COUNCIL ACTION:

MOTION TO APPOINT BERRY DEAL TO THE DEAC AND NICK RIDDLE TO THE ATC: Councilmember Stearns

SECOND: Councilmember Burns

AYES: Mayor Collings, Councilmembers Morter, Harkness, Stearns, Burns

NOES: None

ABSENT: None

ABSTAIN: None

**4. Adjourn:** There being no further business, the meeting was adjourned at 5:28 p.m.

**Respectfully Submitted by:** Kathryn M. Wilson, Administrative Assistant/Deputy City Clerk

MT. SHASTA LIBRARY TAX ADVISORY COMMITTEE  
SPECIAL MEETING MINUTES  
MT. SHASTA LIBRARY  
515 East Alma Street  
Thursday, May 26, 2016 at 2:00 p.m.  
Approved as Submitted

1. CALL TO ORDER:

The meeting was called to order at 2:07 p.m. by Chair Murray

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2. ROLL CALL:

Present: Chair Michael Murray, Vice-chair Dennis Johnson, Secretary Evelyn Callas, Barbara Wagner

Absent: Dean Whetstine

Also present: City Council member Geoff Harkness, Operations Manager Courtney Laverty, Technology Committee member John Cumming, Friends of the Library Board member Cheryl Bauer.

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3. REVIEW AND APPROVAL OF MINUTES: MAY 19, 2016, REGULAR MEETING DRAFT MINUTES:

The minutes were approved as corrected on a motion by Dennis Johnson, seconded by Barbara Wagner. The vote was 4 aye, 0 no, 1 absent.

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4. PUBLIC COMMENT:

John Cumming commented that he wished to encourage participation of outside experts in committee work.

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5. APPROVAL OF LIBRARY BUDGET RECOMMENDATION FOR COUNCIL APPROPRIATION:

The library budget for the fiscal year 2016-2017 was approved on a motion by Dennis Johnson, seconded by Barbara Wagner. The vote was 4 aye, 0 no, 1 absent.

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6. APPROVAL OF CONTRACT SERVICES FOR THE MT. SHASTA LIBRARY:

The Professional Services Agreement for Library Management Services between the City of Mt. Shasta and Community Staffing Services, LLC, was approved on a motion by Dennis Johnson, seconded by Barbara Wagner. The vote was 4 aye, 0 no, 1 absent.

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7. APPROVAL OF DRAFT MINUTES OF MAY 19, 2016 AND DISCUSSION REGARDING MINUTES FORMAT:

The minutes of May 19, 2016 were corrected and approved under item 3 of this agenda. The Committee considered options for format of the minutes. A motion was made by Dennis Johnson to record the minutes in action-oriented form. The motion was seconded by Barbara Wagner. The vote was 4 aye, 0 no, 1 absent.

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8. FUTURE AGENDA ITEMS:

Reports from:

1. Mission and Values Committee
  2. Oversight Committee
  3. Building Committee
  4. Executive Director
- 

9. ADJOURN AND NEXT MEETING:

The next regular meeting was set for October 13, 2016, at 1:00 P.M. on a motion by Michael Murray, seconded by Evelyn Callas. The vote was 4 aye, 0 no, 1 absent. The meeting was adjourned at 3:10 P.M.

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Submitted by Evelyn Callas, Secretary

**City Council Agenda Item # 7c**  
Staff Report

**Meeting Date:** October 24, 2016  
**To:** Mayor and City Council  
**From:** Muriel Howarth Terrell, Finance Director  
**Subject:** Approval of Warrants and Payroll

	Regular
x	Consent
	Closed
	Presentation

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**Recommendation:**

Staff requests the Mayor and City Council Approve warrants paid including payroll benefits and withholding, and payroll distribution, in the amount of \$501,718.49.

**Background & Summary:**

Approval of Check Numbers 38751-38850	\$ 429,028.02
Total Payroll Distribution	\$ 51,997.29
Total Payroll Taxes	<u>\$ 20,693.18</u>
	\$ 501,718.49

**Financial Impact:**

Expenditures are consistent with the Budget that the City Council has adopted.

**Compliance with 2014-17 City Council Strategic Plan:**

The City Council’s leadership efforts to ensure adherence to the best possible financial practices and overall transparency falls under Strategic Focus IV – Grow Mt. Shasta Pride and Quality and the Municipal Responsibilities of Progressive Leadership and Financial Health and Economic Opportunity.

**Attachments:**

- 1.) Check Registers – 10/10/16, 10/13/16
- 2.) ACH Payroll Distribution – 10/12/16
- 3.) EFTPS Reports – 10/18/16



Check Register Report

Date: 10/10/2016

Time: 3:44 pm

Page: 1

City of Mt. Shasta

BANK: TRI COUNTIES BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>TRI COUNTIES BANK Checks</b>							
38761	10/10/2016	Printed		10228	ALTA VISTA MANOR	Security Deposit -Anallia Croy	700.00
38762	10/10/2016	Printed		10373	ARAMARK	Sep 16 linen service CH,PD,FD	423.75
38763	10/10/2016	Printed		25050	AT&T	Sep 16 CLETS phone service	547.03
38764	10/10/2016	Printed		25050	AT&T	Aug-Sep phone & fax service	397.20
38765	10/10/2016	Printed		11146	BAXTER AUTO PARTS	Sep 16 equipment parts	395.45
38766	10/10/2016	Printed		12100	C.W.E.A.	2016-17 Lab Cert - B Boyer	83.00
38767	10/10/2016	Printed		12200	CALIFORNIA SAFETY COMPANY	Oct 16 Shop alarm service	171.50
38768	10/10/2016	Printed		12322	PAUL CAUSEY	SSMP revisions	4,137.00
38769	10/10/2016	Printed		12540	CITY OF MONTAGUE	Sodium Hypochlorite - Water	17.28
38770	10/10/2016	Printed		12551	CITY OF MT SHASTA	Oct 16 Library irrigation h2o	18.35
38771	10/10/2016	Printed		12880	D-BEST JANITORIAL	Sep 16 cleaning services	550.00
38772	10/10/2016	Printed		13199	DIGITAL PATH INC	Oct 16 WWTP internet	99.95
38773	10/10/2016	Printed		13198	DIVISION OF THE STATE	Jul - Sep 16 DAE fees	189.90
38774	10/10/2016	Printed		15030	FERGUSON ENTERPRISES, INC.	WWTP valve repair kits	591.73
38775	10/10/2016	Printed		15180	FISCHER'S SISKIYOU BACKHOE	Car Show portable toilets	373.88
38776	10/10/2016	Printed		16040	GENERAL PRODUCE	Fresh Produce Program	89.00
38777	10/10/2016	Printed		17100	HEATON STEEL & SUPPLY	Steel for MSFPD #4630	159.00
38778	10/10/2016	Printed		17147	HOSPITALITY DINNER HOUSE & PUB	LOLA dinner 10/12/16	165.20
38779	10/10/2016	Printed		18023	IN SYNCH SYSTEMS, LLC	Remote server configuration-PD	395.00
38780	10/10/2016	Printed		18063	INTERSTATE BATTERY	Shop drill battery	57.04
38781	10/10/2016	Printed		25130	JO PETERSON DESIGNWORKS	Sep 16 plan checks	2,133.12
38782	10/10/2016	Printed		21010	DALE LA FOREST	Overpaid business license	86.00
38783	10/10/2016	Printed		21155	LITHIA MOTORS	Fire #1661 parts	69.22
38784	10/10/2016	Printed		22066	MCLANE MAINTENANCE	Sep 16 Parker Plaza maintenanc	1,990.00
38785	10/10/2016	Printed		22059	MERCY MEDICAL CENTER	Pre-employ drug test - B Pope	50.00
38786	10/10/2016	Printed		28620	MT SHASTA AREA NEWSPAPERS	Legal #7666 Marijuana Disp	262.72
38787	10/10/2016	Printed		22302	MT SHASTA IT SERVICES	Sep 16 IT services	2,861.25
38788	10/10/2016	Printed		22200	MT. SHASTA CHAMBER OF COMMERCE	Jul - Sep 16 VCB Allocation	16,250.00
38789	10/10/2016	Printed		22240	MT. SHASTA ELECTRIC INC	Street light repairs	311.80
38790	10/10/2016	Printed		22343	MT. SHASTA POINT S TIRE & AUTO	Flat repair and change - PD	120.00
38791	10/10/2016	Printed		22320	MT. SHASTA SPRING WATER	Sep 16 WWTP water	9.70
38792	10/10/2016	Printed		24003	KATE OBRIEN	Fresh Produce Program	85.75
38793	10/10/2016	Printed		24000	OFFICE DEPOT	Color labels	71.35
38794	10/10/2016	Printed		24048	RACHEL OULES	Court mileage reimbursement	20.52
38795	10/10/2016	Printed		25100	PAPE' MACHINERY INC	PW #41 Loader parts	87.94
38796	10/10/2016	Printed		25120	PERSONNEL PREFERENCE INC	Credit report - Alexis Pope	18.00
38797	10/10/2016	Printed		25121	PITNEY BOWES INC	EZ Sealing solution	76.12
38798	10/10/2016	Printed		25192	ALEXIS POPE	Reimburse -live scan admin fee	25.00
38799	10/10/2016	Printed		25191	BRUCE POPE	Moving expense reimbursement	1,739.96
38800	10/10/2016	Printed		25499	QUAIL HILL ESTATES INC	Quail Hill easements	28,700.00
38801	10/10/2016	Printed		27000	RAMSHAW'S ACE HARDWARE INC	Sep 16 misc charges	400.26
38802	10/10/2016	Printed		27074	JANICE REGNANI	Refund utility credit balance	171.90
38803	10/10/2016	Printed		28268	DANIELLE ROSE	Sep 16 website maintenance	41.00
38804	10/10/2016	Printed		28120	SHASTA AUTO SUPPLY	Sep 16 equipment parts	971.84
38805	10/10/2016	Printed		28210	SHASTA VALLEY CHAINSAW	Chainsaw oil - Fire	15.59
38806	10/10/2016	Printed		28372	SISKIYOU COUNTY ECONOMIC	PEV ARV-14-058	16,016.33
38807	10/10/2016	Printed		28380	SISKIYOU COUNTY PUBLIC HEALTH	First Responder flu shots	99.00
38808	10/10/2016	Printed		28440	SISKIYOU COUNTY PUBLIC WORKS	Chip seal services	47,223.60
38809	10/10/2016	Printed		28451	SISKIYOU COUNTY SHERIFF	Jul - Sep 16 Dispatch services	2,500.00
38810	10/10/2016	Printed		28594	SMITH BUILDING SERVICES LLC	Building Inspector services	2,500.00
38811	10/10/2016	Printed		28595	JOHN SMITH SANITATION INC	Sep 16 extra garbage pickups	189.95
38812	10/10/2016	Printed		28600	SNOWCREST INC	Oct 16 Library internet	59.69
38813	10/10/2016	Printed		32060	SOLANOS INC	Sep 16 misc charges	1,839.61
38814	10/10/2016	Printed		28637	SONSRAY MACHINERY	PW #18 Loader parts	306.35







## Approval History

Select the appropriate criteria for the approvals you want to see and click Submit. When approvals display, click a batch ID for more detail.

<b>Type:</b>	<b>Originator:</b>	<b>Approver:</b>
All	All	All
<b>From Initiated Date:</b>	<b>To Initiated Date:</b>	<input type="button" value="Submit"/>
10/7/2016	10/12/2016	

Type	ID	Name	Initiated Date	Effective Date	Approval Expiration Date	Approval Action Date	Originator	Approver	Transfer From	Transfer To	Action	Amount
ACH PPD Credits (PPD, PPD+)	<a href="#">168967</a>		10/12/2016	10/13/2016	10/12/2016	10/12/2016	Polk, Jodi	Howarth Terrell, Muriel	City of Mt Shasta		Approved	\$51,997.29

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FEDERAL PAYROLL TAX PAYMENT (EFTPS-941)

PAYROLL PERIOD ENDING: 10/09/16  
 PAYROLL DATE: 10/13/16

ACCOUNT NAME:	ACCT.#	AMOUNT
SOCIAL SECURITY	11-000-2110	\$9,420.58
MEDICARE	11-000-2110	\$2,203.16
FED. WITHHOLDING	11-000-2120	\$6,718.27
TOTAL DEPOSIT:		\$18,342.01

EFTPS CONFIRMATION NO: 30743409

EFTPS BANK DEBIT DATE: 10/18/2016

APPROVED:

STATE PAYROLL TAX PAYMENT (EDD)

PAYROLL PERIOD ENDING:	10/09/16
PAYROLL DATE:	10/13/16

ACCOUNT NAME:	ACCT.#	AMOUNT
STATE WITHHOLDING	11-000-2130	\$1,683.69
STATE DISABILITY INS	11-000-2140	\$457.02
TOTAL DEPOSIT:		\$2,140.71

EDD CONFIRMATION # (STATE):	439531
-----------------------------	--------

EDD CONFIRMATION # (SDI):	439570
---------------------------	--------

EDD BANK DEBIT DATE:	10/18/2016
----------------------	------------

APPROVED:

STATE DISBURSEMENT UNIT - CHILD SUPPORT

PAYROLL PERIOD ENDING: 10/09/16  
 PAYROLL DATE: 10/13/16

PARTICIPANT NUMBER	CASE NUMBER	AMOUNT
930000056061	0930073919-01	\$210.46
TOTAL DEPOSIT:		\$210.46

SDU CONFIRMATION # : VOIJBQ66657

SDU BANK DEBIT DATE: 10/14/2016

APPROVED:

**City Council Agenda Item # 7d**  
Staff Report

**Meeting Date:** October 24, 2016  
**To:** Mayor and City Council  
**From:** Muriel Howarth Terrell, Director of Finance  
**Subject:** Monthly Investment and Financial Report for the Period Ending September 30, 2016

	Regular
<b>x</b>	Consent
	Closed
	Presentation

**Recommendation:**

Staff respectfully requests the City Council review the provided information regarding the City's investments.

**Background & Summary:**

As of September 30, 2016 the combined funds the City of Mt. Shasta had invested in the Local Agency Investment Fund (L.A.I.F.) totaled \$2,062,768.99. The September 2016 LAIF statement is attached along with the performance data for the month of September. Most surplus funds over which the City has control are currently invested in LAIF. The balance of the City's cash funds are held in the pooled checking account with Tri Counties Bank and the CDBG Fund CD's held at Scott Valley Bank and with ProEquities.

Current investment rates are:

L.A.I.F.	September 30, 2016	0.634%
Treasury Note – 3 month	September 30, 2016	0.28%
Treasury Note – 2 Yr.	September 30, 2016	0.76%
Treasury Note – 5 Yr.	September 30, 2016	1.15%
Treasury Note – 10 Yr.	September 30, 2016	1.42%
Treasury Note – 30 Yr.	September 30, 2016	2.32%

Bloomberg as reported by Chandler Asset Management

Local Rates:

Tri Counties Bank	September 30, 2016	CD 1 year	0.20%
Scott Valley Bank	September 30, 2016	CD 1 year	0.25%

The LAIF average increased slightly last month, other rates across most of the Treasury yield curve decreased. We continue to anticipate the LAIF rate staying in a narrow range around .50% The LAIF yield is lower than the 2 Yr. Note. Short term CD rates are no better than the

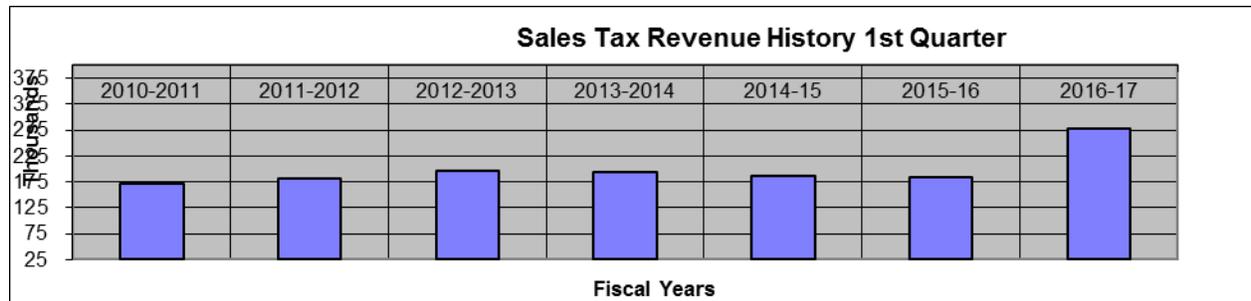
LAIF rate and longer term notes may offer better yields it does not give us the liquidity we need. The LAIF rate remains the best available rate that meets the City's requirement for liquidity and safety.

**Revenues:**

**Property Tax Revenue:** The City received \$483,840 through June 2016 which is what was anticipated for the fiscal year. We will not receive any property tax revenue until December of 2016.

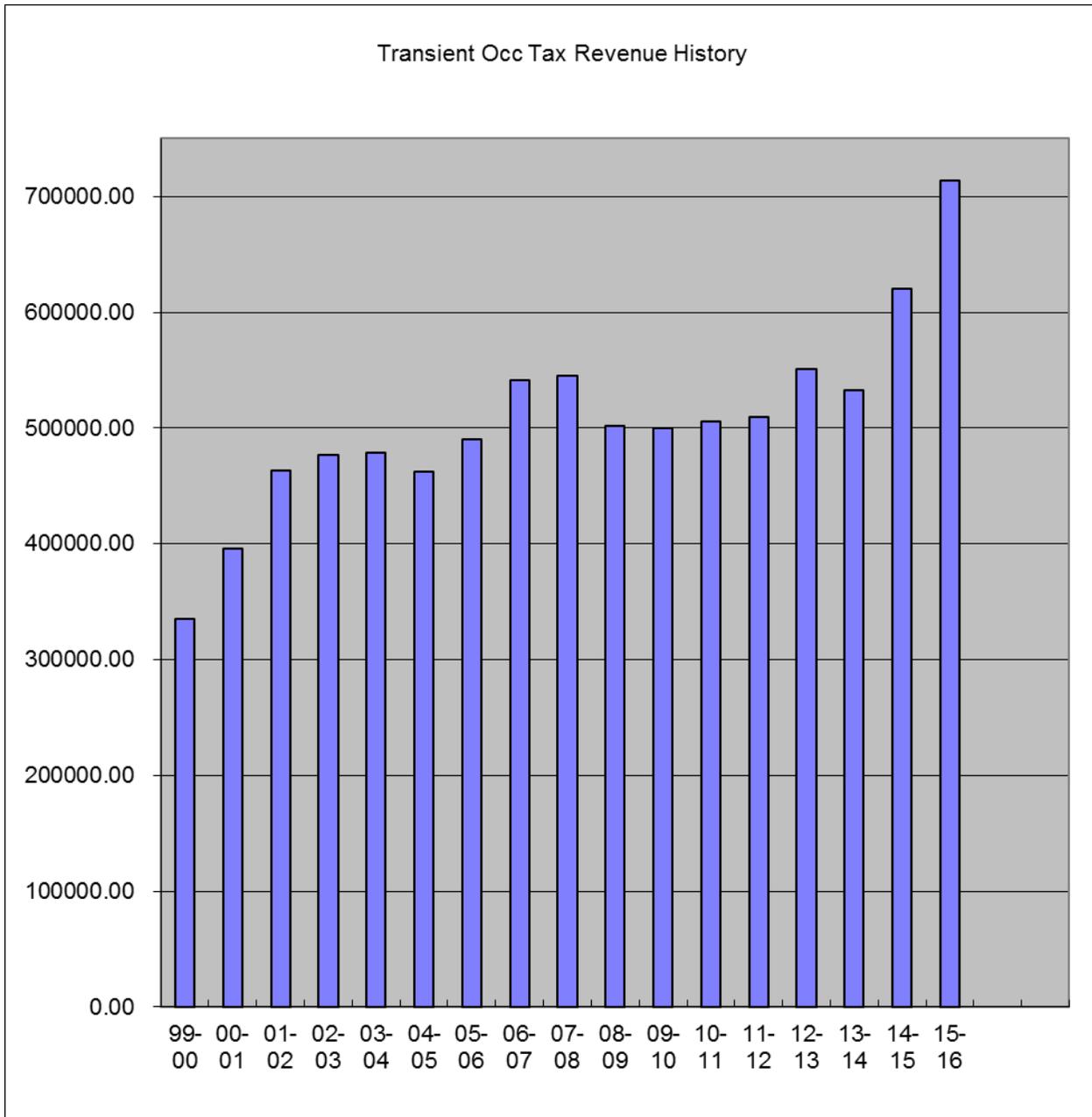
**Sales Tax Revenue:**

The chart below illustrates the trend of sales tax revenue for the 1st quarter in the last few years. We have collected \$278,787 through September 2016 which is \$95,910 more than was collected through September of last year.



**Transient Occupancy Tax:**

The collection of the fourth quarter TOT came in above what was anticipated. The total TOT collected equaled \$713,000 which is \$93,000 more than the previous fiscal year. The chart on the next page represents the 4th quarter TOT over the last few years. We will not have first quarter amounts for fiscal year 16/17 until the end of October 2016.



**Financial Impact:**

The investments are in compliance with the City’s investment policy and provide for meeting the City’s cash flow needs for the next month and 6 month periods.

**Compliance with 2014-17 City Council Strategic Plan:**

The City Council’s leadership efforts to ensure adherence to the best possible financial practices and overall transparency falls under Strategic Focus IV – Grow Mt. Shasta Pride and Quality and the Municipal Responsibilities of Progressive Leadership and Financial Health and Economic Opportunity.

**Attachments:**

- LAIF Monthly Statement
- LAIF Performance Report
- LAIF Monthly Balances
- Chandler Asset Management September 2016 Newsletter

Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001  
(916) 653-3001

[www.treasurer.ca.gov/pmia-laif/laif.asp](http://www.treasurer.ca.gov/pmia-laif/laif.asp)  
October 17, 2016

CITY OF MT SHASTA

DIRECTOR OF FINANCE  
305 NORTH MT SHASTA BLVD  
MT SHASTA, CA 96067

**PMIA Average Monthly Yields**

Account Number:  
98-47-572

Tran Type Definitions

September 2016 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
9/13/2016	9/13/2016	RW	1514021	JODI M. POLK	-250,000.00

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	2,312,768.99
Total Withdrawal:	-250,000.00	Ending Balance:	2,062,768.99



**JOHN CHIANG  
TREASURER  
STATE OF CALIFORNIA**



**PMIA Performance Report**

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
09/12/16	0.63	0.61	163
09/13/16	0.63	0.61	163
09/14/16	0.63	0.61	161
09/15/16	0.64	0.61	163
09/16/16	0.63	0.61	161
09/17/16	0.63	0.61	161
09/18/16	0.63	0.61	161
09/19/16	0.63	0.61	158
09/20/16	0.63	0.61	156
09/21/16	0.63	0.61	156
09/22/16	0.64	0.61	155
09/23/16	0.64	0.61	160
09/24/16	0.64	0.61	160
09/25/16	0.64	0.61	160
09/26/16	0.64	0.61	157
09/27/16	0.64	0.61	157
09/28/16	0.64	0.61	160
09/29/16	0.64	0.61	162
09/30/16	0.65	0.61	165
10/01/16	0.65	0.65	165
10/02/16	0.65	0.65	165
10/03/16	0.65	0.65	169
10/04/16	0.65	0.65	170
10/05/16	0.65	0.65	170
10/06/16	0.65	0.65	169
10/07/16	0.65	0.65	171
10/08/16	0.65	0.65	171
10/09/16	0.65	0.65	171
10/10/16	0.65	0.65	168
10/11/16	0.65	0.65	169
10/12/16	0.65	0.65	168

\*Daily yield does not reflect capital gains or losses

[View Prior Month Daily Rates](#)

**LAIF Conference  
October 25, 2016  
[Register Now!](#)**

**LAIF Performance Report**

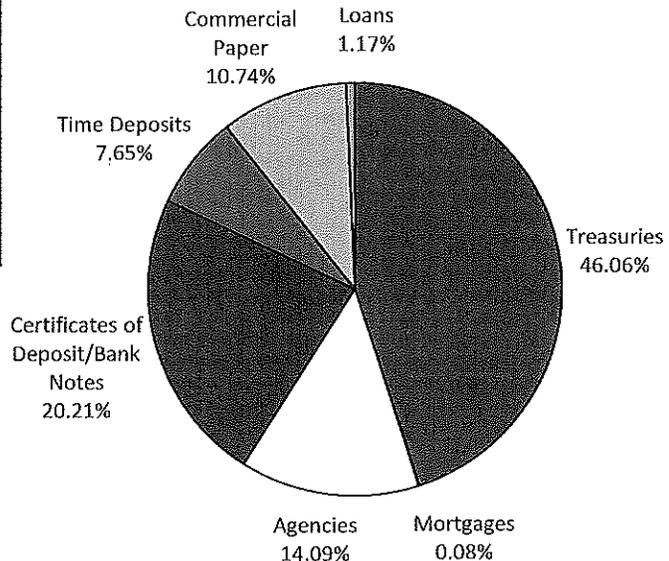
**Quarter Ending 09/30/16**

Apportionment Rate: 0.60%  
 Earnings Ratio: .00001651908048883  
 Fair Value Factor: 1.000306032  
 Daily: 0.65%  
 Quarter to Date: 0.61%  
 Average Life: 165

**PMIA Average Monthly Effective Yields**

Sep 2016 0.634%  
 Aug 2016 0.614%  
 Jul 2016 0.588%

**Pooled Money Investment Account  
Portfolio Composition  
09/30/16  
\$68.3 billion**



Based on data available as of 10/14/16



**State of California  
Pooled Money Investment Account  
Market Valuation  
9/30/2016**

		Carrying Cost Plus			
Description	Accrued Interest	Purch.	Amortized Cost	Fair Value	Accrued Interest
1*	United States Treasury:				
	Bills	\$ 11,401,506,250.08	\$ 11,424,324,705.67	\$ 11,428,957,500.00	NA
	Notes	\$ 20,045,572,538.49	\$ 20,043,793,876.45	\$ 20,060,297,000.00	\$ 28,241,781.50
1*	Federal Agency:				
	SBA	\$ 720,861,955.68	\$ 720,861,955.68	\$ 713,031,386.07	\$ 457,100.69
	MBS-REMICs	\$ 54,197,494.37	\$ 54,197,494.37	\$ 57,380,084.72	\$ 255,981.62
	Debentures	\$ 874,936,111.43	\$ 874,932,465.60	\$ 875,566,000.00	\$ 1,420,035.50
	Debentures FR	\$ -	\$ -	\$ -	\$ -
	Discount Notes	\$ 7,676,506,236.05	\$ 7,687,765,499.99	\$ 7,691,065,000.00	NA
	GNMA	\$ -	\$ -	\$ -	\$ -
1*	Supranational Debentures	\$ 349,980,433.20	\$ 349,980,433.20	\$ 350,734,500.00	\$ 653,124.50
2*	CDs and YCDs FR	\$ 400,000,000.00	\$ 400,000,000.00	\$ 400,000,000.00	\$ 656,791.92
2*	Bank Notes	\$ 800,000,000.00	\$ 800,000,000.00	\$ 800,059,819.97	\$ 2,270,333.35
2*	CDs and YCDs	\$ 12,600,028,335.66	\$ 12,600,009,446.78	\$ 12,600,111,931.68	\$ 22,649,236.08
2*	Commercial Paper	\$ 7,333,219,055.55	\$ 7,341,231,833.25	\$ 7,340,803,513.90	NA
1*	Corporate:				
	Bonds FR	\$ -	\$ -	\$ -	\$ -
	Bonds	\$ -	\$ -	\$ -	\$ -
1*	Repurchase Agreements	\$ -	\$ -	\$ -	\$ -
1*	Reverse Repurchase	\$ -	\$ -	\$ -	\$ -
	Time Deposits	\$ 5,222,440,000.00	\$ 5,222,440,000.00	\$ 5,222,440,000.00	NA
	AB 55 & GF Loans	\$ 803,510,000.00	\$ 803,510,000.00	\$ 803,510,000.00	NA
	<b>TOTAL</b>	<b>\$ 68,282,758,410.51</b>	<b>\$ 68,323,047,710.99</b>	<b>\$ 68,343,956,736.34</b>	<b>\$ 56,604,385.16</b>

Fair Value Including Accrued Interest \$ 68,400,561,121.50

\* Governmental Accounting Standards Board (GASB) Statement #72

Repurchase Agreements, Time Deposits, AB 55 & General Fund loans, and Reverse Repurchase agreements are carried at portfolio book value (carrying cost).

The value of each participating dollar equals the fair value divided by the amortized cost (1.000306032). As an example: if an agency has an account balance of \$20,000,000.00, then the agency would report its participation in the LAIF valued at \$20,006,120.64 or \$20,000,000.00 x 1.000306032.

# BOND MARKET REVIEW

A MONTHLY REVIEW OF  
FIXED INCOME MARKETS



## WHAT'S INSIDE

Market Summary ..... 1  
Yield Curve  
Current Yields

Economic Round-Up..... 2  
Credit Spreads  
Economic Indicators

Since 1988, Chandler Asset Management has specialized in the management of fixed income portfolios. Chandler's mission is to provide fully customizable, client-centered portfolio management that preserves principal, manages risk and generates income in our clients' portfolios.

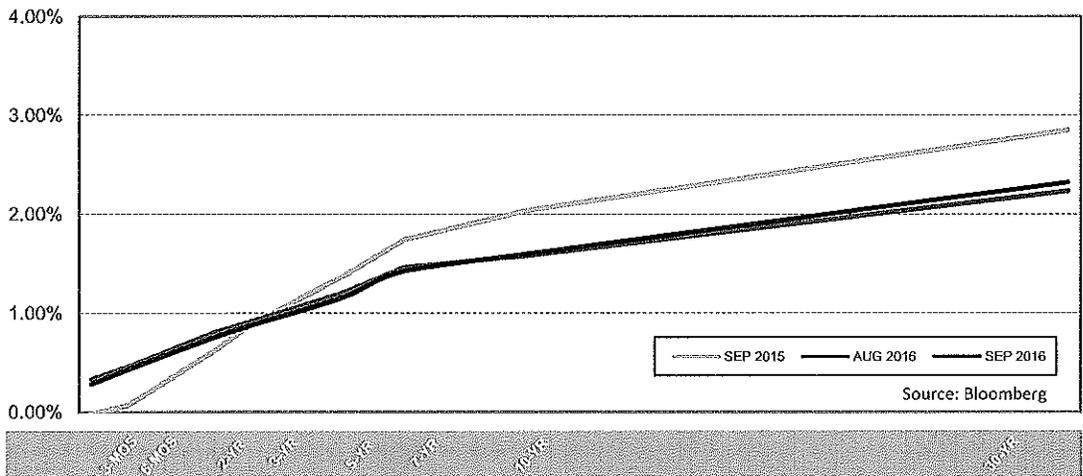
## Market Summary

The Federal Open Market Committee (FOMC) kept the fed funds rate unchanged at a range of 0.25%-0.50% in September. However, there were three dissenting votes (out of ten), as Esther George (Kansas City), Loretta Mester (Cleveland), and Eric Rosengren (Boston) preferred to raise the target range by a quarter percent. The Fed's overall assessment of the economy was little changed from July. In the policy statement, the Committee noted the labor market has continued to strengthen but inflation remains below target. In deciding whether or not to raise the fed funds target rate, the Committee said "the case for an increase in the federal funds rate has strengthened but decided, for the time being, to wait for further evidence of continued progress toward its objectives." In her press conference, Fed Chair Yellen remarked that the next meeting on November 1-2 is a "live" meeting but given its proximity to the US Presidential election on November 8, we think the Fed is likely to keep monetary policy on hold until December. If economic data remains modestly favorable over the next few months, we expect the Fed will hike the fed funds rate range by 25 basis points in December.

Market participants estimate the economy grew at an annualized pace of about 2.9% in the third quarter. If accurate, that represents a pick-up from first and second quarter GDP growth of 0.8% and 1.4%, respectively. The consensus forecast calls for GDP growth of about 2.5% in the fourth quarter. Labor market trends remain favorable, which should continue to provide a tailwind to economic growth. The unemployment rate was 5.0% in September, wage growth ticked higher, and payrolls increased by 156,000 (more than enough to absorb new entrants into the labor market). Consumer confidence is strong. Housing trends remain positive even though home price appreciation has softened. Oil prices have rebounded from earlier this year. The manufacturing sector, though still under pressure, has slightly improved. Overall, domestic economic data remains indicative of slow growth.

In September, the 2-year Treasury yield decreased four basis points and the 10-year Treasury yield increased one basis point. Leading up to the FOMC meeting in September, the yield curve steepened slightly. After the FOMC meeting in September, yields modestly declined. More recently, yields across the curve have increased as the market-implied probability of a fed funds rate hike before year-end has risen to more than 65%.

### THE TREASURY YIELD WAS LITTLE CHANGED



In September, the Treasury yield curve was little changed. However, on a year-over-year basis the yield curve flattened with the 2-year Treasury yield up about 13 basis points and the 10-year Treasury yield down more than 44 basis points. Over the past year, financial market volatility has been elevated due to weak global economic growth, volatile commodity prices, political uncertainty, and divergent global central bank monetary policy.

TREASURY YIELDS	9/30/2016	8/31/2016	CHANGE
3 Month	0.28	0.33	(0.05)
2 Year	0.76	0.81	(0.05)
3 Year	0.88	0.92	(0.04)
5 Year	1.15	1.20	(0.05)
7 Year	1.42	1.46	(0.04)
10 Year	1.60	1.58	0.02
30 Year	2.32	2.23	0.09

Source: Bloomberg

# Economic Roundup

## Consumer Prices

The Consumer Price Index (CPI) was up 1.1% year-over-year in August, versus up 0.8% year-over-year in July. Core CPI (CPI less food and energy) was up 2.3% year-over-year in August, vs. 2.2% in July. The Personal Consumption Expenditures (PCE) index was up 1.0% year-over-year in August, versus 0.8% in July. Core PCE (excluding food and energy) was up 1.7% year-over-year in August vs. up 1.6% year-over-year in July. Although Core CPI is trending above 2.0%, the Fed's primary inflation gauge is PCE which remains below the Fed's 2.0% target.

## Retail Sales

On a year-over-year basis, total retail sales were up 1.9% in August, compared with a 2.4% increase in July. On a month-over-month basis, retail sales declined 0.3% in August, below expectations. Excluding autos, retail sales fell 0.1% in the month.

## Labor Market

Nonfarm payrolls were lower than expected in September, up 156,000 versus the consensus forecast of 172,000. July and August payrolls were revised down by a net total of 7,000. On a trailing 3-month and 6-month basis, payrolls increased by an average of 192,000 and 169,000 per month, respectively. The unemployment rate inched up in September to 5.0% from 4.9% in August, as the participation rate increased to 62.9% from 62.8%. A broader measure of unemployment called the U-6, which includes those who are marginally attached to the labor force and employed part time for economic reasons, remained unchanged in September at 9.7%. Wages increased 0.2% in September, following a 0.1% increase in August. On a year-over-year basis, wages were up 2.6% in September, versus 2.4% in August.

## Housing Starts

Total housing starts fell 5.8% in August, following growth of 1.4% in July. Single-family starts fell 6.0% in August while multi-family starts declined 5.4%. Housing starts tend to be volatile on a month-to-month basis but the underlying trend remains favorable. Notably, single-family permit growth was strong in August.

## Credit Spreads Widened Slightly in September

CREDIT SPREADS	Spread to Treasuries (%)	One Month Ago (%)	Change (%)
3-month top-rated commercial paper	0.30	0.32	(0.02)
2-year A corporate note	0.57	0.47	0.10
5-year A corporate note	0.72	0.64	0.08
5-year Agency note	0.15	0.14	0.01

Source: Bloomberg

Data as of 9/30/2016

## Economic Data Points to Continued Slow Growth

ECONOMIC INDICATOR	Current Release	Prior Release	One Year Ago
Trade Balance	(40.7) \$Bln AUG 16	(39.5) \$Bln JULY 16	(44.6) \$Bln AUG 15
GDP	1.4% JUN 16	0.8% MAR 16	2.6% JUN 15
Unemployment Rate	5.0% SEP 16	4.9% AUG 16	5.1% SEP 15
Prime Rate	3.5% SEP 16	3.5% AUG16	3.25% SEP 15
CRB Index	186.31 SEP 16	180.21 AUG 16	193.76 SEP 15
Oil (West Texas Int.)	\$48.24 SEP 16	\$44.70 AUG 16	\$45.09 SEP 15
Consumer Price Index (y/o/y)	1.1% AUG 16	0.8% JUL 16	0.2% AUG 15
Producer Price Index (y/o/y)	(2.1%) AUG 16	(2.2%) JUL 16	(3.1%) AUG 15
Dollar/EURO	1.12 SEP 16	1.12 AUG 16	1.12 SEP 15

Source: Bloomberg

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**City Council Agenda Item # 7e**  
Staff Report

**Meeting Date:** October 24, 2016  
**To:** Mayor and City Council  
**From:** Rod Bryan, Public Works Director  
**Subject:** Certificate of Acceptance

	Regular
<b>X</b>	Consent
	Closed
	Presentation

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**Recommendation:**

Staff respectfully requests the City Council adopt the proposed Resolution No. CCR-16-46 authorizing the City Manager to sign deeds, certificates of acceptance, and other necessary documents to complete land transactions with Quail Hill Estates.

**Background & Summary:**

The previously adopted Resolution No. CCR 16-17 authorizes the City Manager or his Designee to *accept* interests in real property conveyed to the City, but does not technically authorize him to *grant* interests in real property. The attached Resolution allows the City Manager to sign all documents necessary to complete the required land transactions with Quail Hill Estates for the Supply Line Replacement Project.

**Attachments:**

1. Resolution No. CCR-16-17
2. Proposed Resolution No. CCR-16-46

**RESOLUTION NO. CCR-16-17**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MT. SHASTA AUTHORIZING THE CITY MANAGER TO EXECUTE CERTIFICATES OF ACCEPTANCE**

WHEREAS, Gov. Code §27281 requires a Certificate of Acceptance from a public entity prior to recordation of a Deed conveying interest in real property to public entity; and

WHEREAS, the City Council may authorize a public official to sign the Certificate of Acceptance, pursuant to Section 27281;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Mt. Shasta authorizes the City Manager, or the City Manager's designee, to sign Certificates of Acceptance of interest in real property conveyed to the City.

PASSED and ADOPTED this 11 day of April, 2016 by the following vote:

AYES: 4 Burns, Harkness, Stearns, Collings

NOES: 0

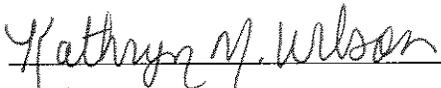
ABSENT: 1 Morter

ABSTAIN: 0

DATED: April 11, 2016

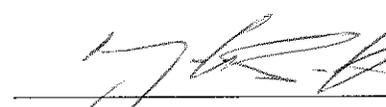
ATTEST:

CITY OF MT. SHASTA:

  
Deputy City Clerk

  
Jeffrey Collings, Mayor

APPROVED AS TO FORM:

  
John S. Kenny, City Attorney

RESOLUTION NO. CCR-16-46

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MT. SHASTA  
AUTHORIZING THE CITY MANAGER TO SIGN DEEDS, CERTIFICATES OF  
ACCEPTANCE AND OTHER NECESSARY DOCUMENTS TO COMPLETE LAND  
TRANSACTIONS WITH QUAIL HILL ESTATES

WHEREAS, the City of Mt. Shasta is seeking to secure land and easements necessary for the water tank and waterline projects; and

WHEREAS, the agreement with Quail Hill Estates, requires execution and acceptance of deeds and easements necessary for the water tank and waterline projects; and

NOW, THEREFORE, BE IT RESOLVED, that the City Manager is authorized to sign deeds, conveyances and Certificates of Acceptance necessary to complete the land transaction for Quail Hill Estates.

PASSED and ADOPTED this 24<sup>th</sup> day of October, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF MT. SHASTA

\_\_\_\_\_  
Jeffrey Collings, Mayor

ATTEST:

\_\_\_\_\_  
Kathryn M. Wilson, Deputy City  
Clerk

APPROVED AS TO FORM:

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

**City Council Agenda Item # 8**  
Staff Report

**Meeting Date:** October 24, 2016  
**To:** Mayor and City Council  
**From:** **Muriel Terrell, Finance Director**  
**Subject:** City Cost for The Landing or Roseburg Property

<b>X</b>	Regular
	Consent
	Closed
	Presentation

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**Recommendation:**

None, informational report only.

**Background & Summary:**

Council has requested an overview of the historical cost to the City for the Landing property. The City has spent a significant amount of money since the property was acquired. In the twenty-six years of City ownership we have spent in excess of \$690,000 for various studies, annexation, assessments, planning and cleanup. At this point we are very close to having the entire site cleared with the majority of the site already cleared for development. It is important to note that the majority of the money spent by the City was for matching grant funds of over 1.75 million dollars.

Development depends on the need for infrastructure installation throughout the site. We have received a grant to fund the Tank 1 Roseburg Water System Improvement Project to plan for the water infrastructure. We have additionally received EPA cleanup funding for another small area of the mill site. This is good progress toward our goals, however, we are still years away from the site experiencing its full potential.

**Historical Information**

Historical Information regarding "The Landing" or The Roseburg Property

City costs highlighted bold

Compiled from various reports prepared by Ted Marconi and Muriel Terrell

**LUMBER OPERATIONS:**

Lumber Mill from the late 1800's to 1985

Two Mill Sites – Old Mill with a pond, New Mill with dry decks

Box Factory

Two teepee burners on site

#### ACQUISITION:

Roseburg Forest Products donated four parcels to the City on April 30, 1990  
The City agreed as part of the deed to indemnify RFP from liability  
The City was more interested in the water rights that came with the property  
The property consists of 146 acres

#### BARK PILE CLEANUP:

At the time of acquisition Roseburg had a 1987 waste wood pile closure plan in process which had not been accepted by the Regional Water Quality Control Board  
The 3 acre log pond was filled with 35 feet of bark waste

#### BARK PILE CLEAN UP GRANT:

The City received a site cleanup grant from Solid Waste Disposal for 50% of the cost  
The RWQCB agreed to the plan, moving the bark to a landfill, and installation of monitoring wells  
Cleanup was completed in 1996 the grant amount was \$299,000 with the Water Fund paying the **matching \$299,000**. (This was pre Prop 218)

#### COMMUNITY ACTION PLAN:

In 1996 the City adopted the 1<sup>st</sup> Community Action Plan  
Targeted development of a Master Plan for the Roseburg Property & Annexation as goals  
Creation of Roseburg Commerce Park

#### ANNEXATION PLANNING:

In 1997 the City Contracted with Pacific Mutual Consultants to create a Draft Development Plan and EIR for rezoning  
Cost was \$81,000 with a CDBG Grant paying for \$35,000 of the cost **\$46,000 match**  
City restarted tax sharing negotiations with Siskiyou County

#### EPA BROWNFIELD TARGETED SITE ASSESSMENT:

1998 Grant to support EIR for Roseburg Commerce Park and annexation  
Report indicated that there were only four areas of concern and concluded that there was “relatively little” contamination.  
There was a caveat that additional investigation and communication with State regulatory agencies were recommended. (See below)

#### PUD AND PREZONING:

1998 Draft PUD – Outlined a Commerce Park with industrial and retail focus, creative artists center  
Created specific development areas  
Business Advisory Focus Group created (BAFG)

**BAFG:**

1999 With CEDAC drafted new statement of intent for Roseburg Commerce Park (RCP)  
They recommended eliminating all retail commercial from RCP unless associated with tourism lodging facility, and dual layer review process for any development at RCP

**PREZONING:**

Negotiated tax sharing with Siskiyou County for split of property tax and TOT tax, but retain 100% of sales tax  
2000 Council adopted the BAFG recommendations as “attachment H” for the PUD zoning for RCP

**DEVELOPMENT FINANCING:**

Dec 1998 Grant from US Forest Service Mill Site Reuse funding to SCED, \$8,000 with **\$8000 match**  
March 1999 Contract with Applied Development Economics to create Redevelopment Strategic Plan, Final plan January 2000, recommends subdividing and engaging development partner

**UTILITIES PLANNING:**

1999 CDBG Planning and Technical Assistance and 2<sup>nd</sup> EDA Mill Reuse Grant for Utilities Planning  
Hired Sharrah, Dunlap, Sawyer, July 2001 revised conceptual site plan, Utilities layout  
CDBG grant \$12,900 **match \$8,400**  
EDA Grant \$25,175

**SISKIYOU REGIONAL DEVELOPMENT ASSOCIATION:**

Dunsmuir, Weed and Mt. Shasta comprised the SRDA  
2000 CDBG Grant for Business Attraction and Retention  
Hired Chapin Concepts through SRDA \$35,000 **match \$1,500**  
Did a business survey, brought in outside consultant to evaluate communities

**MARKETING STRATEGY:**

2001 3<sup>rd</sup> Mill Site Reuse Grant \$9,000 Chapin Concepts  
CTTCA Grant for Site Marketing and Promotion \$8000 Chapin Concepts  
Provided marketing information to ten potential development partnerships  
June 2002 presented strategy lots of examples no real prospects

**EDA GRANT-INFRASTRUCTURE:**

July 2003 applied for \$1.193 million dollar grant for infrastructure with requirement of \$1 million match  
Grant required job creation based on potential of Discovery Center, Hotel Conference Center and satellite businesses.  
EDA reimbursed \$136,331 of the total cost of \$261,964, **\$125,633 match**

MASTER DEVELOPMENT CONSULTING:

November 2003 Agreement with Natelson Group for assistance with selection and evaluation of Master Development Proposals. **\$17,229**

2005 Natelson Group negotiation assistance **\$16,514**

City rejects Natelson proposal to conduct full blown market study

Contracts with McDonough, Holland & Allen for legal review of agreement **\$ 7,314**

MASTER DEVELOPER:

January 2005 entered into agreement to negotiate exclusively with Lewis Pipgras Associates  
Negotiating Committee formed

Agreement terminated when L-P indicated that it would not be feasible without majority residential development on the west side of the property

ASSESSMENT DISTRICT:

Time constraint regarding EDA Grant, finding match

Contracted with Northcross, Hill & ACH for financing plan for Infrastructure Project **\$7,800**

Formed assessment district No. 2006-01

Appraisal and Phase 1 Environmental **\$74,298**

NO BOND SALE:

City lets bids for infrastructure project

Unable to market assessment bonds, apprehension about foreclosure on City owned property and potential for hazardous waste liability

Project conditionally awarded but rescinded due to lack of funds

EAST SIDE SALE

City seeks buyer for east 51 acres to raise matching funds for infrastructure

City entered into negotiations with Pennbrook Homes

Pennbrook Homes pulls out long litigation process over earnest money deposit

City retains earnest money

FOLLOWUP BROWNFIELD ASSESSEMENT AND CLEANUP

2004-2005 Targeted Brownfields Assessment Grant to delineate and confirm hot spots from 1998 investigation

Department of Toxic Substances Control requested additional work to prepare Risk Assessment (PEA) and Removal Action Work Plan (RAWP)

DTSC and EPA have provided two additional assessment grants between 2005 and 2009. No cost to the City

The previous targeted site assessments and Investigations (TSI) analyzed soil and groundwater both across the site and in specific regions of the Old and New Mills. These assessments raised more questions as these assessments were limited in size and scope and have required further investigation to determine cleanup needs.

2011 EPA award for \$400,000 for Hazardous Material and Petroleum

2013 EPA award for \$400,000 for Multipurpose Assessment and Cleanup with a **\$40,000** match

These two large grants have since allowed the City to make major progress in fully assessing and characterizing the property. Additionally public outreach has been a portion of these grants and has funded for example a “marketing file” located at [thelandingmthsasta.com](http://thelandingmthsasta.com). Cleanup has begun and additional funding has been awarded. EPA Brownfield award of \$200,000 to begin September 1, 2016 to end October 31, 2019 City match **\$40,000**

## Planning Department Staff Report

Monday, October 24, 2016

Project Title: Staff Comment on One-Way Traffic Study

Prepared by: Juliana Lucchesi, City Planner

### ***\*\*Information Only\*\****

#### **Background:**

The subject of a change in traffic flow on Mt. Shasta Boulevard and Chestnut Street from two-way to one-ways complimentary streets has been a subject of debate since 1999. A study conducted by Martin and Kane for the 2000 State Transportation Improvement Program (STIP) introduced the idea for future circulation in the Mt. Shasta downtown. The STIP study aimed to:

- Improve downtown circulation, access, and parking
- Increase safety
- Provide capacity for future growth
- Foster expansion of the downtown commercial district

The recommendations made after an evaluation of the existing conditions consisted of infrastructure improvements and did not include changing the flow of traffic. The cost of a change in traffic flow outweighed the benefit seen in increasing traffic safety when compared to other recommendations.

A review of a possible traffic flow change was conducted by the Public Works Director and the City Engineer in 2007 (Attachment 1). The intersection of Chestnut and Lake Street, at the time, was a safety concern for both traffic and pedestrians. A review of the Martin and Kane study and a 2001 study by Y & C Transportation Consultants, Inc. indicated that a change in street traffic flow was not necessary.

The costs to conduct a feasibility study and change the infrastructure of Mt. Shasta Boulevard and Chestnut Street were too high at the time for the City to move forward. In addition to the cost, the Public Works Director and City Engineer found the Level of Service (LOS) acceptable. LOS is a measure to evaluate the quality of traffic service. The

quality of traffic service includes speed, density, safety, etc. A low LOS would have given the City the ability to apply for street improvement programs and given reason for a change in flows.

**General Plan Connection:**

The 2007 City of Mt. Shasta General Plan Circulation Element contains one mention of one-way street designation. Goal C 3-1 indicates that the City may consider one-way street design for the exclusive purpose of reducing the amount of area that must be paved. Investment into a circulation project to create a complimentary one-way system would not be considered internally consistent with the current Circulation Element.

**Discussion:**

If the City Council wishes to pursue the improvement of traffic safety and LOS in the downtown area a traffic flow study should be conducted. A traffic flow study would require the hiring of traffic engineering professionals to evaluate the effects of one-way streets on:

- LOS at peak and off-peak hours
- Infrastructure changes and cost to existing roadways
- Safety vehicle response routes and times
- Off-street parking
- Snow storage and weather response
- Pedestrian and cyclist safety

All of the factors that should be included in a traffic study are related to improving traffic conditions; not economic conditions of the downtown district.

Measuring the economic impact of an infrastructure improvement is impossible due to the excessive number of external factors. A successful downtown economy relies on a number of factors like nearby population density, multifunctionality of urban space, and sense of place to generate collective income. Effective infrastructure does contribute positively to these factors but the return on investment is difficult to calculate in this case.

If the City Council's intentions are to improve the economic conditions of the Downtown Commercial District, City Staff recommends to conduct an economic development based study instead of a traffic flow study.

**Attachments:**

- 1. 2007 City Council Public Work Report on Chestnut and Lake Street**

**City Council Agenda Item No. 10**  
**Meeting Date: July 9, 2007**

**TO:** Honorable Mayor & City Council

**THROUGH:** City Manager

**FROM:** Rod Bryan  
Public Works Director

**SUBJECT:** Mt. Shasta Blvd./Chestnut St. Intersection

**DATE:** June 26, 2007

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**RECOMMENDATIONS:**

No recommended action at this time.

**BACKGROUND & SUMMARY:**

At the June 25, 2007 Council meeting, concerns were raised regarding traffic and pedestrian safety at the intersection of North Mt. Shasta Boulevard and Chestnut Street.

There are basically two issues at hand: Pedestrian safety and traffic safety. As far as pedestrian safety, the problem is with people jaywalking and crossing where they shouldn't be. The addition of a crosswalk across Mt. Shasta Boulevard at this location is not recommended. An April 2001 letter from Y&C Transportation Consultants, Inc. explains that "striped crosswalks may give the pedestrian a false sense of security which can result in a lack of caution. This lack of caution may be detrimental, especially at crosswalks which cross uncontrolled vehicle movements." The recommendation was not to install crosswalks where there is no traffic control, such as signage or signalization. In fact, several crosswalks on South Mt. Shasta Boulevard were removed for this reason. Pedestrians can, and should only cross the Boulevard at Alpine St. and or Lake St.

There have been two recent traffic analyses done on the intersection in question. In 1999, Martin & Kane, Inc. performed a traffic analysis in the Project Study Report for the 2000 STIP Project, which evaluated existing conditions on the roads and intersections associated with the Project. This report indicated that the intersection was operating at an acceptable Level of Service (LOS). Improvements were made to the intersection by adding a median in the center of Chestnut Street. This improvement helps to channelize traffic and also serves as a halfway "safe-zone" for pedestrians.

Another analysis was done with the Environmental Impact Report for the General Plan. This analysis also concluded that the intersection was operating at an acceptable LOS.

Accident Data from the 1999 Traffic Analysis indicated that there were 4 accidents at this location from 1995-1998, which was 2 times the statewide average for similar facilities. Post-improvement data indicates that there have been 12 accidents at this location since 2000, which averages at 1.7 per year. It should be noted that this information was difficult to compile and the actual numbers may be higher.

**Options:**

The City Engineer and I made a site visit to review existing conditions and alternatives for changing traffic flow. While there are options for changing the traffic flow at this intersection, as stated in the Memo from SCE, the costs may be excessive. Some of such alternatives include making Chestnut St. a dead end, making the Boulevard and Chestnut St one way, or signalization of the intersection.

**Recommendation:**

Since this intersection is functioning at an acceptable LOS and the excessive costs involved with making changes to this intersection, staff is in agreement with the City Engineer that no changes need be done at this time.

**ATTACHMENTS:**

July 30, 1999 Martin & Kane, Inc. PSR Traffic Analysis  
September 2006 General Plan Update Draft EIR Section 4.3  
April 5, 2001 Y&C Transportation Consultants, Inc. Letter  
June 27, 2007 SCE Letter

**City Council Agenda Item # 10**  
Staff Report

**Meeting Date:** October 24, 2016

**To:** Mayor and City Council

**From:** **Bruce Pope, City Manager/P. Cross**

**Subject:** Approval of Resolution to Implement Approved Job Description, Title and Associated Compensation of Assistant City Manager.

<b>X</b>	Regular
	Consent
	Closed
	Presentation

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**Recommendation:**

Staff respectfully requests the City Council approve attached resolution authorizing the City Manager to appoint Chief Parish D. Cross, Assistant City Manger.

**Background & Summary:**

Staff has determined that the responsibilities of the City Manager has grown to the point where the appointment of an assistant manager now appears prudent and needed. Over the years the needs of the City have grown and have exponentially become more complicated as well. These changes have created areas where the city manager could use help in day to day operations. The growing expectation of paying closer attention to economic development and what is needed in terms of time, expertise and tasks related to the much needed economic growth our our city. Furthermore, the City is facing challenges related to the state mandate treatment plant upgrade and staff feels the implementation of an assistant city manger could prove extremely help in achieving the challenge ahead. City planning also has shown much needed assistance in this area as well. Staff believes that an assistant city manger could be helpful toward assisting the planner in many areas such as special event approval, working with the public and assisting with meetings as needed.

Staff has also determined that in terms of a solid succession plan, this implementation can enable the police chief to receive valuable training in areas that will prove helpful as possibly becoming city manger allowing the City to not suffer any setback in terms of leadership and tasks.

In 2007 Council approved a resolution accepting Ewing Consulting Services job description and point scale of responsibilities related to compensation for an assistant city manager. Based on Ewing Consultant’s recommendation of points related to responsibility, the equation works to an 11.8% increase in the chief’s current salary of \$6632/month. The 11.8% increase would be \$7415/month increase in compensation.

Attached is also the job description constructed from Ewing Consultant Services which was approved by Council in 2007 with the resolution which as stated is attached.

**Financial Impact:**

11.8% increase to Chief of Police salary. \$783 more per month to the salary of the police chief.

**Attachments:**

Ewing Consultant Services memo describing point system related to job description and responsibilities.

Class Title Job Description (Adjunct Assistant City Manager)

Resolution CCR-07-68

Recommended Proposed Resolution CCR-16-47

RESOLUTION NO. CCR-07-68

A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF MT. SHASTA  
APPROVING A JOB DESCRIPTION, TITLE AND  
ASSOCIATED COMPENSATION STRUCTURE FOR A NEW  
"ADJUNCT" POSITION OF ASSISTANT CITY MANAGER, AS  
RECOMMENDED BY EWING CONSULTING  
EFFECTIVE JULY 1, 2007

WHEREAS, it is not uncommon in smaller cities for a Department Head or other member of the City's Management Team to also serve in the role of Assistant City Manager; and

WHEREAS, it has been determined to therefore formally recognize and create a job description for Adjunct Assistant City Manager as a set of duties and responsibilities that may be assigned as the City Manger deems appropriate to a Department Head or other member of the City's Management Team; and

WHEREAS, these additional responsibilities have been recently reviewed by Ewing Consulting, who has made recommendations as to title and additional compensation based on the nature and extent of Assistant City Manager job dimensions that would thereby become associated with any such position.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mt. Shasta that, effective July 1, 2007:

1. The Classification Job Title of Adjunct Assistant City Manager, and the job description of its functions and responsibilities, attached herein as Exhibit "A", are hereby approved.
2. The EFS point-based calculated salary for this position is established as 10% of the base salary of the applicable Department Head or other Management position.

ROLL CALL VOTE:

AYES: Council Members Spelliscy, Zapffe and Porterfield

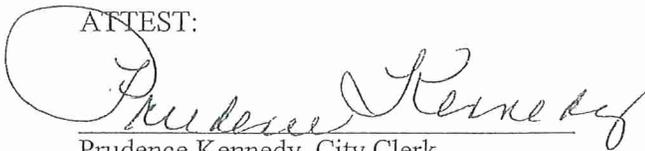
NOES: Mayor Valenzuela

ABSENT: Council Member Stearns

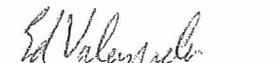
ABSTAIN: None

DATED: September 10, 2007

ATTEST:

  
Prudence Kennedy, City Clerk

CITY OF MT. SHASTA:

  
Ed Valenzuela, Mayor

## CITY OF MT. SHASTA

### **CLASS TITLE: ADJUNCT ASSISTANT CITY MANAGER**

#### **PURPOSE:**

It is intended that this job description be applied as an additional role to the functions and responsibilities of a Department Head or other management level City employee.

#### **BASIC FUNCTION:**

Assists the City Manager in coordinating and directing the activities and operations of all City departments; oversees and directs assigned programs and functions of the City; performs responsible and complex administrative work including to direct or conduct special projects; coordinates activities with other City officials, departments, outside agencies, organizations, and the public; provides responsible and complex staff support to the City Council and City Manager; and serves as Acting City Manager as required.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Assist the City Manager in developing, planning, and implementing goals, objectives and policies to meet the operational needs of the City.

Participate along with the City Manager in all aspects of economic development; including serving on or assisting the City's negotiation committee for redevelopment of City owned property, negotiating purchase, sale and lease agreements and related transactions, working with state and federal agencies, if necessary, and serving on the multi-jurisdictional Enterprise Zone Steering Committee.

Assist the City Manager and the rest of the City's management team with the development and implementation of the City's Capital Improvement Plan and the formalization and ongoing maintenance of the City's Municipal Code.

Assist the City Manager with the implementation of the City's Affordable/Workforce Housing Strategy, including the application of CDBG, HOME and other grant funds for various affordable housing programs and the determination, negotiation and application of various development agreements and conditions of approval.

Research, prepare, submit and administer grant and other funding applications for various City projects and programs, or assist others in doing so as assigned.

Provide various program, policy and project assistance and support to other City Departments and Divisions. Interpret and clarify City procedures, policies and practices to City staff and the public.

Carry out a wide range of general administrative assignments at the direction of, or on behalf of, the City Manager, including management and budgeting, research, analysis and preparation of reports and recommendations for the City Manager and/or the City Council, as well as program and project

development and administration.

Assist the City Manager with the negotiation and implementation of and oversee various project, program and service contracts and agreements with outside parties.

Provide staff assistance to City boards, commissions and committees, as assigned and serve as a City representative in a variety of regional and state forums.

Exercise considerable initiative and independent judgment in representing the City Manager within assigned areas of responsibility, and exercise delegated representative authority over other employees in such areas.

Serve as the Acting City Manager in the City Manager's absence, unless otherwise delegated.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Advanced principles and practices of public and local government administration.

Principles and practices of labor relations, collective bargaining and labor contract administration.

Methods and techniques for goal setting and program evaluation.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations.

Principles and practices of economic development, including property redevelopment and sale, purchase and lease agreements.

Methods and techniques of research, statistical analysis, and report presentations.

**ABILITY TO:**

Provide effective leadership and delegate authority and responsibility.

Participate in the development and administration of City-wide goals, objectives, work standards, internal controls, and methods for evaluating achievement and performance levels.

Analyze and define problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.

Prepare clear and concise administrative reports.

Negotiate and resolve complex issues.

Respond to inquiries or complaints and explain regulations and procedures to the general public, members of the business community, and representative of other agencies and organizations.

Represent the City Manager to the general public and representatives of other agencies.

Facilitate group participation and consensus building and deal constructively with conflict and developing consensus.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in business administration, public administration or related field and five years increasingly responsible municipal experience including three years in an administrative capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

# Ewing Consulting Services

## Human Resources Consulting

(www.ewingconsulting.org)

2582 N. Santiago Blvd., Suite B

Orange, California 92867

(714) 279-8200 - (714) 279-8205 fax

August 20, 2007

Jeff Butzlaff  
City Manager  
City of Mt. Shasta

Dear Jeff,

It was nice to hear from you again. We are delighted that the study was implemented with such positive feelings. We have reviewed the two positions you submitted and have suggested below the recommended salary calculation using the formula determined in the '05 study. This is based on data which is now two years old and should be adjusted by whatever factor the City used for general increases since the study was implemented to arrive at a "current value."

Assistant City Manager

This position has indeed evolved to a new level with sufficient additional duties to require adjustment in EFS points. If you recall, we evaluated a "theoretical Assistant City Manager" during the study in order to consider an alternative line. The evaluation used at that time assumed that all operating departments reported through the Assistant City Manager to the City Manager. Since that is not the case in the new role for Ted, the evaluation is slightly lower than the one we used for the determination of the line.

Based on our analysis of the additional duties, we propose the following EFS evaluation:

Assistant City Manager F3 700 +2 F3 350 G1 460 A1 10 Total: 1520

= 11.8%

This computes to a recommended level based on the '05 line of \$5,620. This evaluation places the position in a more proper relationship with the City Manager and the Police Chief and establishes the position as second-in-command in the management structure.

Senior Finance Technician/Personnel Specialist

This position also has taken on more responsibility in the human resources area. We are pleased to see this assigned in a more formal manner to someone with background in the human resources field. This position was evaluated as a first line supervisor as follows:

D3 264 +1 D3 152 D2 152 A1 10 Total: 578 Calculated salary: \$3,039

Based on the augmented duties, we believe the body of knowledge and accountability associated with this classification has increased with the more purposeful human resources duties in addition to the financial responsibilities. Based on the additional duties, we suggest this position has evolved to a professional level as follows:

E1 304 +1 E1 176 E1 200 A1 10 Total: 690 Calculated salary: \$ 3,346

We would also suggest using the more current title of human resources in place of personnel specialist.

We hope this is helpful. Please call if you have questions.

Very truly yours,

William A. Ewing  
President

**RESOLUTION NO. CCR-16-47**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MT. SHASTA APPROVING THE IMPLEMENTATION OF THE PRIOR APPROVED ADJUNCT ASSISTANT CITY MANAGER POSITION INCLUDING DESCRIPTION, TITLE, AND ASSOCIATED COMPENSATION STRUCTURE RECOMMENDED BY EWING CONSULTANT SERVICES.**

**WHEREAS**, it has been determined that the increasing and complex responsibilities of the city manager constitutes the implementation of an assistant city manager to assist in all areas of the city's operations; and

**WHEREAS**, when the City Manager deems as necessary and appropriate to assign duties to a Department Head or other member of the City's Management Team; and

**WHEREAS**, staff feels that solid succession planning will prepare the City of the future and will prevent the City from having a vacuum in leadership and inattention to current tasks during such future transition; and

**WHEREAS**, the City Manager appoints and assigns the duties of Adjunct Assistant City Manager to Chief Parish D. Cross and related increase in compensation for additional responsibilities listed in the job description; and

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Mt. Shasta does hereby authorize the City Manager to assign Chief Parish D. Cross the title, duties and compensation recommended and approved by Ewing Consultant Services and City Council of Adjunct Assistant City Manager with an increase of compensation of 11.8%.

The foregoing Resolution was approved this 24 day of October, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: October 24, 2016

**ATTEST:**

**CITY OF MT. SHASTA**

\_\_\_\_\_  
Kathy Wilson, Deputy City Clerk

\_\_\_\_\_  
Jeffrey Collings, Mayor

**City Council Agenda Item # 11**  
Staff Report

**Meeting Date:**

<b>X</b>	Regular
	Consent
	Closed
	Presentation

**To:** Mayor and City Council

**From:** Parish D. Cross

**Subject:** Continued Rental Agreement Negotiations between the City of Mt. Shasta and Siskiyou Masonic Lodge #297 Temple Association for the use of the Community Center for Council and Planning Commission Meetings.

**Recommendation:**

Staff requests that Council provide a counter proposal to the Siskiyou Masonic Lodge #297 Siskiyou Temple Association's last agreement proposal for the use of the Community Center.

**Background & Summary:**

Since July of this year the City has been involved in informal negotiations with the Siskiyou Masonic Lodge #297 regarding a rental agreement outlining the terms of the rental of the Community Center for Council and Planning Commission meetings.

This item was brought to Council on the October 10, 2016 Council Meeting in the form of a proposed resolution and agreement. After Council's review and discussion of the item, it was determined and staff instructed to go back to Siskiyou Masonic Lodge #297 and inform them the City's position. The City's position at this time was a month to month verbal contract with no increase to the \$225 per use. The Lodge had raised the fee to \$300, an increase of \$75 per use. As instructed, staff created a letter consisting of the City's position and forwarded it the Worshipful Master, Leo Sartor.

On October 17, 2016 Secretary John Murphy and Worshipful Master Leo Sartor met with City Manager Bruce Pope. The Siskiyou Masonic Lodge communicated verbally and through letter that they wish to have a written contract, that is not month to month, \$300 per use with three free meetings in the month of July. They stated that they felt this was justified due to increases in utilities and that raising the rent in 25 years.

**Financial Impact:**

Not at this juncture

**Attachments:**

Letter dated October 14, 2016 for Siskiyou Mason Lodge #29



**SISKIYOU MASONIC LODGE #297**

**629 Alder Street  
Mt. Shasta, CA  
96067**

**Leo Sartor, Worshipful Master**

October 14, 2016

City of Mt. Shasta  
305 North Mt. Shasta Boulevard  
Mt. Shasta, CA  
96067

**RE: Use of Community Building Agreement**

We have received your most recent communication and we regret to inform you that we are holding you to the written contract that you sent on August 29<sup>th</sup>, 2016. (\$300 for each of the three meetings and three free meetings to be held in the month of July.)

A month-to-month contract cannot promise you your needed dates.

With the increase in utility bills and no adjustments in 25 years, we do not feel that it is unreasonable to increase the fees for your three meetings a month.

We do hope that some agreement can be reached and we look forward to hearing from you

Sincerely,

A handwritten signature in black ink, appearing to read "Leo Sartor", written over a horizontal line.

Leo Sartor, Master  
Siskiyou Lodge #297