

# Mt. Shasta City Council Regular City Council Meeting Agenda

Mt. Shasta Community Center, 629 Alder Street Monday,  
November 14, 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: a. Audra Gibson – Proclamation of Support for North State Giving Tuesday b. Mayor Collings – Overview of the Last Four Years
	4.	<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.  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.  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:  <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 6-25	<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 24, 2016 Regular City Council Meeting Draft Minutes</li> <li>b. Acceptance of Brown Act Committee Minutes: Beautification Committee September 14, 2016, October 12, 2016; Community Economic Development Activities Committee August 9, 2016;</li> <li>c. Approval of Disbursements: Accounts Payable, 10/26 and 10/27; Total Gross Payroll and Taxes: For Period Ending 10/23/2016. (Finance Director)</li> </ul>
Page 26-27	<p>8. Purchase of Fire Chief's Vehicle</p> <p><u>Background:</u> At the August 22, 2016 City Council meeting, the City Council approved the surplusing of the 2005 Dodge Fire Chief's vehicle and the 2008 Ford Utility that are part of the Fire Department fleet. Since this date both vehicles have sold, and staff recommends the purchase of a new Chief's vehicle.</p> <p><u>Report By:</u> Matt Melo, Fire Chief</p> <p><u>Recommended Council Action:</u> Staff respectfully requests the City Council adopt Resolution CCR-16-47, a Resolution of the City Council of the City of Mt. Shasta Appropriating Funds from the Fire Assessment Tax Fund not to exceed \$65,000.00 for the Purchase of a 2016/2017 Dodge 2500 4X4 Stock Pickup Truck</p>
Page 28-269	<p>9. Movement of City Meetings to Park District</p> <p><u>Background:</u> The City has rented the Masonic Lodge on a month to month basis for numerous years. Recently the Lodge, through its Master Leo Sartor, requested the City to enter into a one year lease at the rate of \$300.00 per month. The Council requested the Lodge to reconsider the lease proposal and allow the City to continue to use the facility on a month to month basis. The Masonic Lodge rejected the City's proposal.</p> <p><u>Report By:</u> Bruce Pope, City Manager</p> <p><u>Recommended Council Action:</u> Authorize staff to finalize arrangements to transfer City Council and Planning Commission meetings from the Masonic Lodge to the Park &amp; Recreation District building.</p>

Page 30-34	10. Discussion and Possible Action: City Council Compensation  <u>Background:</u> General discussion of present level of Council compensation, review of legal requirements regarding future Council increases.  <u>Report By:</u> Tim Stearns, Councilmember  <u>Recommended Council Action:</u> Direct staff.
Page 35-39	11. Team Shasta Homeless Subcommittee Presentation  <u>Background:</u> Regarding potential County building to be utilized to house homeless individuals.  <u>Report By:</u> Tim Stearns, Councilmember  <u>Recommended Council Action:</u> Direct staff.
<b>CITY COUNCIL/STAFF REPORTING PERIOD</b>	
	12. Council Reports on Attendance at Appointed/Outside Meetings
	13. Future Agenda Items (Appearing on the agenda within 60-90 days):  <ul style="list-style-type: none"> <li>a. Orchard Property Annexation Timeline &amp; Progress – 11/28/16</li> <li>b. Tax/Expense Sharing (The Landing) – 11/28/16</li> <li>c. Discussion Regarding Placing a Cap on Vacation Rentals – 11/28/16</li> <li>d. Discussion Regarding Senate Bill 628 – 12/12/16</li> <li>e. Re-Adoption of Sewer Management Plan – 1/9/17</li> <li>f. General Plan Annual Report – 1/23/17</li> <li>g. Planning Strategic Goal Recommendations - 1/23/17</li> <li>h. Cannabis Tax Discussion – 1/23/17</li> <li>i. Smoking Limitations – 1/23/17</li> <li>j. Illegal Campfire Ordinance - TBD</li> <li>k. Purchase of Mini-Rescue and New Fire Chief’s Vehicle – TBD</li> <li>l. Crystal Geyser Industrial User Permit – TBD, Pending County CEQA</li> </ul>
	14. Closed Session: Anticipated Litigation pursuant to §54956.9(b), one potential case
	15. 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.



## PROCLAMATION

North State Giving Tuesday  
The Shasta Regional Community Foundation  
November 29, 2016

WHEREAS, the Mayor and City Council of Mt. Shasta, California, do hereby find as follows:

WHEREAS, November 29, 2016 – “Giving Tuesday” is a nationally recognized day of giving online donations to nonprofit organizations and;

WHEREAS, the Shasta Regional Community Foundation plays a leading role in promoting and advancing philanthropy and giving in Shasta and Siskiyou counties, and offers a vehicle for many charitable donors to support the causes they care about and;

WHEREAS, The Shasta Regional Community Foundation has organized a regional North State Giving Tuesday event and has provided for over \$80,000 of incentive funds and prize challenges to make donations go further and motivate donors to give to local nonprofits;

WHEREAS, North State Giving Tuesday, a **12-hour online giving challenge event at [www.northstategives.org](http://www.northstategives.org) starts at 6 AM and ends at 6 PM** locally on November 29, 2016, with a goal to raise at least \$500,000 in unrestricted funds for 97 registered nonprofits across the region, and

WHEREAS, the North State Giving Tuesday participating nonprofits have successfully completed a rigorous and transparent process in order to be eligible to participate and;

WHEREAS, the North State Giving Tuesday participating nonprofits are a large economic engine that offers opportunities for giving, volunteerism, and community involvement that enhance community life and make our region a better place to live and;

WHEREAS, the North State Giving Tuesday participating nonprofits will develop their own marketing campaigns to encourage new and recurring donors to give to them, using multiple communications and social media channels and;

WHEREAS, the North State Giving Tuesday event has enlisted many local outreach and business partners to act as ambassadors to help publicize the event and encourage the community-at-large to give;

**NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the Mayor of the City of Mt. Shasta, California, that November 29, 2016 be recognized as “North State Giving Tuesday” to raise the level of philanthropy in the region, as led by the Shasta Regional Community Foundation in the City of Mt. Shasta.**

Signed and approved this 14<sup>th</sup> day of November 2016.

CITY OF MT. SHASTA:

ATTEST:

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Jeffrey Collings, Mayor  
Clerk

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Kathryn M. Wilson, Deputy City

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

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.”

**STANDING AGENDA ITEMS**

**1. Call to Order and Flag Salute:** At the hour of 5:30 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:** Review of CCO-98-05, Extraction and Exportation of Groundwater – Juliana Lucchesi, City Planner

**4. Public Comment:**

Vicki Gold – Comments supporting a Water Element for the General Plan, exportation of groundwater.

Bruce Hillman – Permitting water bottling companies, plastic production.

Angelina Cook – Measure H.

Merav Daon – Submitted and read document entitled ‘A Business Proposal to City Council, Chamber of Commerce and Crystal Geyser.’

Daniel Axelrod – Groundwater levels in County and City, Groundwater Ordinance.

Roslyn McCoy – Draft Environmental Impact Report, sales tax.

**5. Meeting Recess:** None

**6. Council and Staff Comments:**

Kathy Morter, Councilmember – Comments expressing gratitude for the partners of Council and staff.

Rod Bryan, Public Works Director – Coliform violation, investigation of system to pinpoint the source. Review of corrective actions.

Council review of committees.

Rod Bryan, Public Works Director – Regional Surface Transportation Funds awarded to Mt. Shasta for sidewalk work.

Tim Stearns, Councilmember – Checkerboard in Parker Plaza.

Jeffrey Collings, Mayor – Groundwater Ordinance and discretionary permitting.

Tim Stearns, Councilmember – Manufacturing Pathways program at Mt. Shasta High School.

Bruce Pope, City Manager – Crystal Geyser EIR, water conservation element of the General Plan.

Jeffrey Collings, Mayor – Awards ceremony for Eagle Scout Chandler Burke.

**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: October 10, 2016 Regular City Council Meeting, October 10, 2016 Special City Council Meeting
- b. Approval of Brown Act Committee Meeting Minutes: LTAC May 26, 2016
- c. Approval of Disbursements: Accounts Payable: 10/10/16 and 10/13/16; Total Gross Payroll and Taxes for the Period Ending: 10/9/16. (Finance Director)
- d. Monthly Financial/Investment Report September 2016 (Finance Director)
- e. Approval of Resolution Number CCR-16-46 Authorizing the City Manager to sign Certificates of Acceptance. (Public Works Director)

MOTION TO APPROVE: Councilmember Stearns

SECOND: Councilmember Morter

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

NOES: None

ABSENT: None

ABSTAIN: None

**8. Landing Costs Accrued to Date**

Bruce Pope, City Manager – Review of staff report.

Roslyn McCoy – Comments regarding re-negotiation of tax agreement with County. Clarifying questions from Council and Council discussion.

COUNCIL ACTION: Staff directed to confer with other cities to get historical information on other tax-sharing agreements and to add the item to 'Future Agenda Items.'

**9. Possible Downtown Traffic Flow Feasibility Study/Request for Qualifications**

Juliana Lucchesi, City Planner – Review of staff report.

Roslyn McCoy – Comments regarding benefits of analysis to help resolve number of accidents at Chestnut and Lake Streets.

Merav Daon – Comments supporting traffic analysis.

Rod Bryan, Public Works Director – Review of new bump-outs at Chestnut and Lake Streets, implementation of other improvements.

Tim Stearns, Councilmember – Comments regarding one-way streets for economic development, Martin & Kane traffic study.

Geoff Harkness, Councilmember – Comments regarding economic viability.

Kathy Morter, Councilmember – Comments regarding finding an intern to lay out a strategy of the order of improvements, comments regarding pocket parks.

Council discussion.

COUNCIL ACTION: Staff directed to locate Martin & Kane Project Study Report from 1999 for Council review.

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

Bruce Pope, City Manager – Review of staff report.

John Adamson – Suggestion that the item be continued until after the new Councilmembers are seated.

Roslyn McCoy – Questions about the need to advertise for the position.

Tim Stearns, Councilmember – Comments suggesting tabling the item until the new Councilmembers are seated. Councilmember Morter agreed.

Geoff Harkness, Councilmember – Comments commending Chief Cross on his work as Acting City Manager, and

stating the need to clarify the position.  
Clarifying questions and Council discussion.  
Parish Cross, Chief of Police – Review of evolution of the item.  
COUNCIL ACTION: Table the item.  
MOTION TO TABLE: Councilmember Stearns  
SECOND: Councilmember Morter  
AYES: Councilmembers Morter, Burns, Harkness, Stearns, Mayor Collings  
NOES: None  
ABSENT: None  
ABSTAIN: None

**11. Community Building Use Agreement**  
Parish Cross, Chief of Police – Review of staff report.  
Tim Stearns, Councilmember – Comments regarding moving the Council meetings to City Park.  
Kathy Morter, Councilmember – Questions regarding a move to the City Park, comments regarding a short-term contract with the Masons for use of the Community Building.  
Clarifying questions and Council discussion.  
COUNCIL ACTION: Staff directed to determine the cost and details of moving the City’s meetings to City Park and present the information to the Council on November 14.

**CITY COUNCIL/STAFF REPORTING PERIOD**

**12. Council Reports on Attendance at Appointed/Outside Meetings:**  
Kathy Morter, Councilmember – League of Local Agencies dinner, Team Shasta Coordinating Council, First Impressions, Beautification Committee, Downtown Enhancement Advisory Committee, Senator Gaines Community Leader breakfast, Manufacturing Pathways program at Mt. Shasta High School.  
Tim Stearns, Councilmember – Team Shasta homeless subcommittee.  
Geoff Harkness, Councilmember – Library Tax Advisory Committee, Community Economic Development Activities Committee, Regional Water Action Group.  
Mike Burns Sr., Councilmember – Active Transportation Committee, Local Transportation Commission  
Jeffrey Collings, Mayor – Weed City Council meeting

**13. Future Agenda Items (Appearing on the agenda within 60-90 days):**  
COUNCIL ACTION: Reviewed Items a through j:

- a. Illegal Campfire Ordinance, First Reading – 11/14/16
- b. Presentation – Overview of the last four years – 11/14/16
- c. Presentation – Proclamation of support for North State Giving Tuesday – 11/14/16
- d. Orchard Property Annexation – 11/28/16
- e. Discussion Regarding Senate Bill 628 – 12/12/16
- f. Re-Adoption of Sewer Management Plan – 1/9/17
- g. General Plan Annual Report – 1/23/17
- h. Smoking Limitations – TBD
- i. Purchase of Mini-Rescue and New Fire Chief’s Vehicle – TBD
- j. Crystal Geyser Industrial User Permit – TBD, Pending County CEQA

Items added: One-way Streets Discussion, City Council Salary Discussion, Vacation Rental Cap Discussion, Right to Rest Legislation, Groundwater Ordinance Discussion, Cannabis Tax, Tax Sharing Agreement Regarding the Landing

**14. Closed Session:** Anticipated Litigation pursuant to §54956.9(b), one potential case  
Council adjourned to Closed Session at 9:15 p.m. and reconvened at 9:31 p.m.  
COUNCIL ACTION: Direction given to staff.

<b>15. Adjourn:</b> There being no further business, the meeting was adjourned at 9:31 p.m.
<b>Respectfully Submitted by:</b> Kathryn M. Wilson, Administrative Assistant/Deputy City Clerk

# MT. SHASTA BEAUTIFICATION COMMITTEE REGULAR MEETING MINUTES

Mt. Shasta Police Dept. Meeting Room

303 N. Mt. Shasta Blvd.

Mt. Shasta CA.

Sept. 14, 2016

DRAFT

## 1. Call to Order - 4:10

Members present - Penney, Jacquie, Lorie, Pam, Leslie. Representatives - Kathy M, Julianna, Terez absent.

Announcements - none

### **Public Comment -**

Lorie asked Kathy about the "Come to the Park" event. Kathy reported it was great. Venezuelan food truck, ice cream, beer and wine, and the park and trails looked great. Parks and Rec. Dept. is moving forward on improving visitor use at the park and sending a message that illegal camping & smoking is not allowed. A proposed ordinance additionally proposes no nudity and no unlicensed dogs in the City park. Per Kathy the event was profitable.

Jacquie asked about the Impact Program - Kathy reported that group leaders went to 33 merchants to ask them to voluntarily stop selling alcohol to habitual drunkards. Photos are now posted at some merchants businesses as a deterrent. The program has resulted in reduced arrests and police call-outs. Citizens are encouraged to not give cash to known intoxicants. Team Shasta and Parks and Rec. Dept are joining together to endorse and support this action. There is increased monitoring at Spring Hill and other locations where transients are camping.

The library has turned off evening wi-if to reduce camping and loitering. Kathy noted that working sprinklers would also discourage campers. There are patrols for evenings and early morning hours within the city limits. Concerned citizens are encouraged to call dispatch to report any camping nests. A multi-department task force called Team Shasta will monitor any camping areas for compliance with the City and County laws. There is a concern about campfires especially as the evenings get cooler. Kathy M is a contact person for Team Shasta and there is a committee outreach to let the public know such a program exists.

Minutes - approved.

### **Agenda Items -**

1. **Solar Lighting - Item #8 on Agenda** - Wholesale Solar does the technology but not fixtures.

Per Lorie, she is working with Terez to locate a durable fixture for the Lake Street median entry stone monument. The idea is to illuminate the rock on both sides and be downward facing. Design requirements are being considered for weather, honoring the dark sky concept, and energy efficiency. Discussion arose about other changes in this entry area of the City. The shopping center will be undergoing renovations in the future as it was recently purchased by 2 commercial developers. BC members agreed that if the entry monument is not visible enough, it should be raised to maximize effects of the proposed lighting.

**2. Library - Item # 9 on Agenda** - Library management staff Courtney, Cheryl, and Ms Lavery, plus BC's Lorie and Terez met at Library for a walk-through. They discussed Terez designing a plan over the winter. The front changes will not be dramatic but Terez would design a new approach along the hand rail, new hardscape, and possibly eliminate lawn area. General design should focus on low maintenance, easy group tending, a dry creek, and drought tolerant planting areas. In the shaded areas the design should have a woodland-like theme. The plan should be ready in February and Lorie said BC will help with labor and advise but no funds. Jacquie suggested not doing anything until construction is complete to avoid destruction. Construction on library renovations could be nearly 3 years out due to the approval process. There is some debate over removing all the lawn as families do enjoy the lawn areas. The library staff feedback is that the deteriorated landscape is really bothering them, hence the interest in making the interim landscape better. Terez will work on a design and we'll see how the building changes proceed.

**3. Fall work dates - Item #10 on Agenda** - The north triangle was cleaned up and members thought of Paul B. This area was Paul's special project where he'd hoped to lay down new landscape fabric so river rock could be installed. BC members recalled the north triangle was originally installed around 2004. Next work date is Saturday, Oct. 8th at Lake St median - 9:00. Members noted Chris Ellison and Martha Napier tend the south entrance. Lorie got Public Works to fix the light on the south entrance sign. Spring work dates will resume in April 2017.

**4. Gift catalogue brainstorming Item #11 on Agenda** - Lorie believes this idea needs a dedicated group or point person to manage. BC feels it should be a City managed. Juliana is working with Kathy Wilson on public art bases and suggested this idea might blend into that effort. Juliana will add this idea to the docket. The concept focuses on having pre-selected legacy gifts, memorials, stones, trees, public art, benches etc. available for private citizens to purchase toward lasting memorials. Juliana mentioned the City-wide art installation project as universal bases will soon be completed for public art installations. BC will select themes, the City will send out a RFP, (request for proposal) select pieces, and plan installations for Summer 2017. The project will showcase local artisans. The bases will be at Shastice Park, Parker Plaza, the Shopping Center, and by the Army Core of Engineers. More bases will be added over time and plans also include a sculpture garden. The hope is these will become tourist or photographic points of interest. Eight ( 8) smaller pieces will be trialed at Parker Plaza in late Oct to Dec., and if enjoyed more installations will follow. There are layers of agreements needed to complete this process - legal agreements, prevention of vandalism, maintenance, waivers by the artist etc. City council still must sign-off on the installation.

Relative to Parker Plaza's rear parking area, Juliana noted there has been only one (1) complaint to date and otherwise enthusiasm for the food truck venture currently being tested.

**5) City properties map - Item #12 on Agenda** - BC discussed the map (emailed to members) showing the City owned properties. Lorie mentioned the north corner of Chestnut near ACE Hardware's parking lot needs to be revived. Jacquie noted she is frequently asked about renovations for the rear Parker Plaza parking area. The area is currently being assessed by a solar specialist company for possible solar shades or panels. Juliana noted this is only one renovation being assessed for this area and the City is aware there are broken curbs, the retaining wall needs restoration, and other work to make this area presentable. BC will be drawn into the renovation plans. To date 6 parking spaces were eliminated and the older chain fence was removed near the tracks. It was determined the propane tank is on private property but perhaps owners could be persuaded to make it more attractive. Jacquie mentioned that some of the newly planted trees are struggling but they should live.

**6) Future agenda items - Item #13 on Agenda** - a) Kathy suggested creating something to remember Paul B. This might be a bench at the library surrounded by landscape. b) Discussion about new landscaping at the Shopping Center now that new owners plan to refurbish the complex. c) BC should evaluate hanging baskets for next year. Lorie will review successful hanging baskets - definitely need bigger 5 gal baskets, and some on auto watering, d) Parker Plaza parking lot strip for landscaping. e) discuss skipping the BC meeting in Nov.

**7) New City Council members are coming**

Adjourned - 5:50. Next meeting is October 12th at Police Station meeting room.

## MT. SHASTA BEAUTIFICATION COMMITTEE REGULAR MEETING MINUTES

Mt. Shasta Police Dept. Meeting Room

303 N. Mt. Shasta Blvd.

Mt. Shasta, CA.

October 12, 2016 - DRAFT

Call to Order - 4:05

Members present - Lorie, Jacquie, Terez, and Leslie - Representatives - Julianna

### **Public Comments-**

Lorie said there is some interest in our committee vacancy. Julianna talked to Muriel about the catalogue/gift/memorial idea posed and Muriel does have a way in which a citizen could direct money to a committee or create a gift/memorial. Lorie suggested a follow-up card be sent to the donor. The goal would be to keep the memorial concept broad. Julianna said they are working to modify an area of the website to accommodate a gift donation option. Lorie asked that BC be kept apprised as this update to the website gets rolling.

On the last Saturday workday, Lorie had called Rod about debris pickup afterwards, and Rod had insured that safety cones on Lake Street were in place.

Minutes tabled until a quorum from the attendees can approve the Sept. 14th minutes.

### **Agenda Items-**

**1. Solar Lighting on Lake Street- Item #8 on Agenda** - Lorie called electrician Mike Cheula. The City has looked into lighting options. Jacquie suggested raising the stone above the snowfall level before installing lighting. A crane will be needed to lift the stone. This might be possible Oct 27th when the 1st public art installation at Parker Plaza is placed. The art will be in place Oct. to Jan. 2017.

**2. Future Project on Castle St. and renewal of tree wells - Item #9 on Agenda.** Small fountain at this site is turned off due to conservation. Parker Plaza fountain is a recirculation pump. There are 4 large tree wells and a need to rehab the fountain. Lorie would like to discuss on a future agenda. The area needs a design and a plant list. Jacquie made a motion to rehab this area in April or May. Tabled until we have a larger BC group to discuss. Group noted a cut tree at the site that once was a memorial and the plaque remains. Julianna noted that there is hope a mural will go in this area in the future. This area might be included in the next contract for maintenance along with the future hanging street baskets.

Relative to this tree discussion, Jacquie said there was miscommunication about watering the newer Parker Plaza trees. They will need another year of personal watering. Terez said pruning could help the trees that are struggling. Terez noted the Blvd. street trees need pruning. Though Public Works does the watering, Terez can be involved in pruning, limbing up and care. Julianna said she will meet with Rod and draft a schedule.

**3. Shopping center facelift - Item #10 on the Agenda** - Feedback was shared that the plan is to renovate the parking lot, rehab the 2 tall signs, and refresh landscaping on the south end. Jacquie brought up that the parking lot planters need care. These were installed years ago as required.

**4. Parker Plaza rear public parking lot -Item #11 on the Agenda** - The City is assessing the lot for charging stations. Business owners downtown are assessed a tax/fee that contributes toward parking enhancements within the City. Julianna is working with them to merge ideas for parking improvements and hopes to have the design coordinate with BC's ideas. The mobile vendor program is showing some success and may attract more vendors to use this lot.

**5. Future meeting schedule - Item # 12 on the Agenda** - BC has taken a break typically in Dec. and Jan. The Nov. 9th meeting will be the last 2016 meeting. BC would resume Feb. 2017.

**6. Hanging Baskets and Future 2017 agenda items - Item # 13 on the Agenda** - At the Nov. meeting, Lorie will summarize the costs and changes recommended for a more successful hanging basket program in 2017. Lorie will research watering, fertilizing, basket size, and talk to surrounding cities that have had successful basket programs. Ideas are to pair up the baskets for more impact, and perhaps use miniature petunias. It was discussed that the Chamber may buy new banners for the light posts. BC's wants to discuss irrigation installed with tree rehabilitation.

The Library rehabilitation is not moving quickly. BC's involvement remains suspended until the Library has communicated a direction. They are currently doing site planning and possible environmental review so landscape rehab is a low priority. Lorie will send Courtney an email about BC's attitude - no BC budget money will be contributed, but BC will help with design and labor. Julianna wants the Library to submit an architectural plan inclusive of landscape.

On commercial buildings entities now must submit a detailed landscape design plan. Previously the requirements only involved a narrative of the proposed design. With conservation policies now in place, a detailed plan must be approved. Julianna will bring the current architectural and design policies to the next meeting to share with BC.

Lorie asked that Katherine Wilson attach any items to be reviewed on Nov meeting. Lorie and Terez will help take down baskets this Sunday.

**Adjourn. 5:07.**

**Mt. Shasta CEDAC Regular Meeting DRAFT Minutes**

**Police Station**

**August 9, 2016**

“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.”

<b>Item</b>
<b>1.</b> Call to Order: At the hour of 2:30PM, Mark Clure called the meeting to order.
<b>2.</b> Roll Call: Members Present: Jim Mullins, Mark Clure, Tessa Montgomery, Josephine Wyatt, Bethany Mueller, Obie Hamrich, Council Members Tim Stearns and Geoff Harkness. Acting City Manager: Parish Cross Members Absent: Tonya Dowse, Seata Madison, Nancy Swift Guest: Nathan Johnson, Pamela Neronha
<b>3.</b> Public Comment: Pamela Neronha asked if CEDAC and the Open for Business group are doing a collaborative business walk. Mark Clure explained that we are not.
<b>4.</b> Consent Agenda:  a. Approval of Minutes:  Committee Action: Approve Regular CEDAC Meeting 6/14/2016 Motion to Approve: Tessa Montgomery Second: Bethanny Mueller Ayes: All Noes: None Abstain: None
<b>5.</b> Follow up of budget for Proposal by Pusher, Inc. -City Council tabled the funding for Pusher since it isn't a tangible return on investment. Bethanny will research statistics and best practices of similar ad campaigns and report back to the group. Mark will meet with Pusher and report back to the group.
<b>6.</b> Bloggers to advertise Mt. Shasta: Tessa Montgomery -Nothing to report; Mark Clure added that Tom Steinstra is marking Mt. Shasta through the Chronical.
<b>7.</b> Review of Driven and On Target Marketing- Jim -Jim gave an update that Driven has filmed and was a success. It will air on Comcast Sports- Bay area. Jim also gave an update that 'A Wrinkle in Time' Disney production is considering using Lake Shastina as a filming site.

<p><b>8. Set Date for Business Walk</b> -9/14 at 2:30; CEDAC members will meet upstairs of the police station. Parish Cross will supply the materials.</p>
<p><b>9. Member Comments</b> - Members gave their respective updates</p>
<p><b>10. Future Agenda Items:</b> -Item 5 will be a future agenda item</p>
<p><b>11. Adjourn:</b> There being no further business, the meeting was adjourned at 3:40PM. Respectfully Submitted by: Tessa Montgomery</p>

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

**Meeting Date:** November 14, 2016  
**To:** Mayor and City Council  
**From:** Muriel Howarth Terrell, Finance Director  
**Subject:** Approval of Warrants and Payroll

	Regular
x	Consent
	Closed
	Presentation

**Recommendation:**

Staff requests the Mayor and City Council Approve warrants paid including payroll benefits and withholding, and payroll distribution, in the amount of \$257,266.30.

**Background & Summary:**

Approval of Check Numbers 38851-38920	\$ 178,687.11
Total Payroll Distribution	\$ 56,228.43
Total Payroll Taxes	<u>\$ 22,350.76</u>
	\$ 257,266.30

**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 – 10/26/16, 10/27/16
- 2.) ACH Payroll Distribution – 10/27/16
- 3.) EFTPS Reports – 10/31/16

Check Register Report

Date: 10/26/2016

Time: 3:16 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>							
38851	10/26/2016	Printed		12185	CALIFORNIA P.E.R.S.	10/27/16 Rate Plan 925	3,235.41
38852	10/26/2016	Printed		12185	CALIFORNIA P.E.R.S.	10/27/16 Rate Plan 926	958.68
38853	10/26/2016	Printed		12185	CALIFORNIA P.E.R.S.	10/27/16 Rate Plan 927	3,938.21
38854	10/26/2016	Printed		12185	CALIFORNIA P.E.R.S.	10/27/16 Rate Plan 27429	2,417.55
38855	10/26/2016	Printed		12185	CALIFORNIA P.E.R.S.	10/27/16 Rate Plan 25861	1,366.84
38856	10/26/2016	Printed		12185	CALIFORNIA P.E.R.S.	10/27/16 Rate Plan 25862	416.87
38857	10/26/2016	Printed		28790	CALPERS 457 PLAN	10/27/16 457 SIP deductions	866.00
38858	10/26/2016	Printed		16197	HOWARD GUBETTA	2016-17 workboot reimbursement	250.00
38859	10/26/2016	Printed		22116	BRIAN MONTAGNE	2016-17 workboot reimbursement	349.72
38860	10/26/2016	Printed		15240	NATIONWIDE RETIREMENT SOLUTION	10/27/16 457 SIP deductions	2,166.00
38861	10/26/2016	Printed		28815	STERLING HEALTH ADMINISTRATION	10/27/16 HSA deductions	120.00
38862	10/26/2016	Printed		29011	TEAMSTERS LOCAL 137	Oct 16 PW & Dsp Dues	989.44
38863	10/26/2016	Printed		32070	THE WELLNESS CENTER	Oct 16 Gym Dues Deductions	150.00
<b>Total Checks: 13</b>						<b>Checks Total (excluding void checks):</b>	<b>17,224.72</b>
<b>Total Payments: 13</b>						<b>Bank Total (excluding void checks):</b>	<b>17,224.72</b>
<b>Total Payments: 13</b>						<b>Grand Total (excluding void checks):</b>	<b>17,224.72</b>

Check Register Report

Date: 10/27/2016

Time: 7:41 am

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>							
38864	10/27/2016	Printed		10140	AIELLO, GOODRICH & TEUSCHER	Audit services thru 09/01/16	13,090.00
38865	10/27/2016	Printed		10207	JOE ALLISON	Refund utility deposit	57.23
38866	10/27/2016	Printed		10245	AMERICAN DOOR COMPANY	Repairs to Fire Hall door	105.00
38867	10/27/2016	Printed		11140	BASIC LABORATORY INC.	Water lab services	1,474.20
38868	10/27/2016	Printed		11252	BLUE STAR GAS	Annual tank rental - Fire	2.16
38869	10/27/2016	Printed		11336	WARREN BREE	Refund utility credit	51.56
38870	10/27/2016	Printed		21052	BUZY BEE PAVING INC	Lake/Chestnut bumpout proj	3,000.00
38871	10/27/2016	Printed		12115	CABITTO'S SMALL ENGINE REPAIR	PW chainsaw repairs	74.25
38872	10/27/2016	Printed		12152	CALIFORNIA BUILDING STANDARDS	Jul- Sep 16 fees collected	55.00
38873	10/27/2016	Printed		12300	CASH	Petty cash reimbursement	108.87
38874	10/27/2016	Printed		12010	CDW GOVERNMENT, INC.	Parts for wireless project	955.05
38875	10/27/2016	Printed		12492	MIKE CHEULA ELECTRIC	Check Dispatch desk- grounding	80.00
38876	10/27/2016	Printed		12681	COMMUNITY STAFFING SOLUTIONS	Reimburse credit card charges	646.08
38877	10/27/2016	Printed		13180	DEPT OF CONSERVATION	Jul - Sep 16 fees collected	154.46
38878	10/27/2016	Printed		13200	DEPT. OF TRANSPORTATION	Jul-Sep 16 st lite electricity	260.16
38879	10/27/2016	Printed		14140	DON ERICKSON SHELL JOBBER	Heating fuel - City Hall	211.34
38880	10/27/2016	Printed		15030	FERGUSON ENTERPRISES, INC.	Water system maint supplies	4,004.12
38881	10/27/2016	Printed		16180	GREAT NORTHERN CORPORATION	Jul 16 SS 13-CDBG-8934	2,008.02
38882	10/27/2016	Printed		17479	PETER HUSMAN	Security deposit - R Hammon	570.00
38883	10/27/2016	Printed		20096	KATHLEEN KING	Refund utility overpayments	145.44
38884	10/27/2016	Printed		21002	LABSOURCE	Surgical gloves - Fire	552.48
38885	10/27/2016	Printed		22071	MENDES SUPPLY COMPANY	Toilet paper	77.17
38886	10/27/2016	Printed		22105	MOUNTAIN COUNTIES SUPPLY CO.	Car wash - Police	7.00
38887	10/27/2016	Printed		22295	MT. SHASTA HERALD	2016-17 subscription - City	38.00
38888	10/27/2016	Printed		22320	MT. SHASTA SPRING WATER	Oct 16 WWTP lab water	9.70
38889	10/27/2016	Printed		22371	MUSTARD PRESS INC	Business cards - B Pope	60.46
38890	10/27/2016	Printed		23052	NORTHLAND CABLE TELEVISION INC	Nov 16 PW office internet	186.39
38891	10/27/2016	Printed		23054	NORTHSTAR CHEMICAL INC	WWTP chemicals	15,823.22
38892	10/27/2016	Printed		24000	OFFICE DEPOT	A-Z Indexes	57.32
38893	10/27/2016	Printed		25080	PACIFIC POWER & LIGHT	Sep 16 electric service	13,003.23
38894	10/27/2016	Printed		25087	GRACE PARMEN	Refund citation overpayment	20.00
38895	10/27/2016	Printed		25108	PHENOVA	WWTP lab supplies	117.05
38896	10/27/2016	Printed		27057	REDDING FASTENERS INC	Rain pants - D Torres	129.59
38897	10/27/2016	Printed		27086	THE RESCUE SOURCE	Search & Rescue packs-Fire	518.93
38898	10/27/2016	Printed		28591	SEQUOIA CYBER SOLUTIONS INC	Police camera project	2,005.27
38899	10/27/2016	Printed		28216	SHASTA REGIONAL MEDICAL GROUP	J Chandler DMV physical	125.00
38900	10/27/2016	Printed		28255	SIERRA CHEMICAL COMPANY	WWTP container refund	764.81
38901	10/27/2016	Printed		28340	SISKIYOU COUNTY AUDITOR	Jul-Sep 16 FD dispatched calls	765.00
38902	10/27/2016	Printed		28372	SISKIYOU COUNTY ECONOMIC	Oct 16 economic dev partners	2,083.33
38903	10/27/2016	Printed		28430	SISKIYOU COUNTY OFFICE OF	2016-17 Library office supplie	470.36
38904	10/27/2016	Printed		28380	SISKIYOU COUNTY PUBLIC HEALTH	3rd Hep Twin Rx - B Montagne	82.00
38905	10/27/2016	Printed		28446	SISKIYOU COUNTY SART	2016-17 contribution	500.00
38906	10/27/2016	Printed		28460	SISKIYOU COUNTY TAX COLLECTOR	057-211-170-000	2,525.32
38907	10/27/2016	Printed		28475	SISKIYOU FIRE EQUIPMENT	Library fire extinguisher serv	37.00
38908	10/27/2016	Printed		28595	JOHN SMITH SANITATION INC	Oct 16 dumpster rental	45.00
38909	10/27/2016	Printed		28640	SOUSA READY MIX LLC	Ready mix - Lake/Chestnut	1,736.02
38910	10/27/2016	Printed		29192	SOUTH COAST CHAPTER OF TROUT	DWR advance payment Prop 84	83,932.50
38911	10/27/2016	Printed		28680	SPORTSMEN'S DEN INC	Nameplate for B Pope	18.32
38912	10/27/2016	Printed		28695	STATE BOARD OF EQUALIZATION	Jul-Sep 16 diesel fuel tax	8.21
38913	10/27/2016	Printed		28800	STATE WATER RESOURCES	Water Dist Cert - R Bryan	90.00
38914	10/27/2016	Printed	November 14, 2016	28802	SWRCB FEES	7/1/15 -06/30/16 Water Sys Fee	20 4,253.49

Check Register Report

Date: 10/27/2016

Time: 7:41 am

Page: 2

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>							
38915	10/27/2016	Printed		29171	TRI COUNTIES BANK	Sep 16 Library misc charges	51.00
38916	10/27/2016	Printed		31028	VALLEY INDUST. COMMUNICATIONS	Fire radio repairs	889.41
38917	10/27/2016	Printed		30999	VSS EMULTECH	Chip Seal - CQS-1H	2,207.60
38918	10/27/2016	Printed		31040	VWR SCIENTIFIC	WWTP lab supplies	319.76
38919	10/27/2016	Printed		32140	WESTERN BUSINESS PRODUCTS	Nov 16- Jan 17 copier maint	654.43
38920	10/27/2016	Printed		34010	YATES GEAR INC.	Fire equipment	245.08
<b>Total Checks: 57</b>						<b>Checks Total (excluding void checks):</b>	<b>161,462.39</b>
<b>Total Payments: 57</b>						<b>Bank Total (excluding void checks):</b>	<b>161,462.39</b>
<b>Total Payments: 57</b>						<b>Grand Total (excluding void checks):</b>	<b>161,462.39</b>

## Muriel Howarth Terrell

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**From:** DoNotReply@tcbk.com  
**Sent:** Wednesday, October 26, 2016 8:36 AM  
**To:** Muriel Howarth Terrell  
**Subject:** Transfer Notification

Bi-Weekly Payroll received from City Mt Shasta on 10/26/2016 has passed all origination steps without exception.

First Effective Date:	10/27/2016
Debit Totals:	\$56,228.43
Credit Totals:	\$56,228.43
Number of Debits:	1
Number of Credits:	38
Client Name:	City Mt Shasta
Reference Number:	b6f4680a41
ACH Transfer Type:	Payroll

Thank you,  
DoNotReply@tcbk.com

FEDERAL PAYROLL TAX PAYMENT (EFTPS-941)

PAYROLL PERIOD ENDING: 10/23/16  
 PAYROLL DATE: 10/27/16

ACCOUNT NAME:	ACCT.#	AMOUNT
SOCIAL SECURITY	11-000-2110	\$10,120.36
MEDICARE	11-000-2110	\$2,366.88
FED. WITHHOLDING	11-000-2120	\$7,197.09
TOTAL DEPOSIT:		\$19,684.33

EFTPS CONFIRMATION NO: 53649211

EFTPS BANK DEBIT DATE: 10/31/2016

APPROVED:

STATE PAYROLL TAX PAYMENT (EDD)

PAYROLL PERIOD ENDING:	10/23/16
PAYROLL DATE:	10/27/16

ACCOUNT NAME:	ACCT.#	AMOUNT
STATE WITHHOLDING	11-000-2130	\$1,957.47
STATE DISABILITY INS	11-000-2140	\$498.50
TOTAL DEPOSIT:		\$2,455.97

EDD CONFIRMATION # (STATE):	499669
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EDD CONFIRMATION # (SDI):	499678
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EDD BANK DEBIT DATE:	10/31/2016
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APPROVED:

STATE DISBURSEMENT UNIT - CHILD SUPPORT

PAYROLL PERIOD ENDING: 10/23/16  
 PAYROLL DATE: 10/27/16

PARTICIPANT NUMBER	CASE NUMBER	AMOUNT
930000056061	0930073919-01	\$210.46

TOTAL DEPOSIT: \$210.46

SDU CONFIRMATION # : AS6XBKA6657

SDU BANK DEBIT DATE: 10/28/2016

APPROVED:

## CITY COUNCIL AGENDA ITEM # 8

**DATE:** November 14, 2016  
**TO:** Mayor and City Council  
**FROM:** Matt Melo, Fire Chief  
**SUBJECT:** New Chief's Vehicle

---

<b>X</b>	<b>Regular Session</b>
	<b>Special Session</b>
	<b>Emergency Session</b>
	<b>Closed Session</b>

### **RECOMMENDATION:**

Staff respectfully requests the City Council adopt Resolution CCR-16-47, a Resolution of the City Council of the City of Mt. Shasta Appropriating Funds from the Fire Assessment Tax Fund not to exceed \$65,000.00 for the Purchase of a 2016/2017 Dodge 2500 4X4 Stock Pickup Truck.

### **BACKGROUND & SUMMARY:**

At the August 22, 2016 City Council meeting, the City Council approved the surplusing of the 2005 Dodge Fire Chief's vehicle and the 2008 Ford Utility that are part of the Fire Department fleet. Since this date both vehicles have sold, and staff recommends the purchase of a new Chief's vehicle. This proposed purchase does not add to the fleet, it simply replaces one vehicle with a newer model.

Staff is recommending that the new Fire Chief's vehicle be purchased from a single source Dodge dealership as the equipment on the existing Chief's truck will fit a newer Dodge truck. Staff has looked into options that include stock dealer trucks and purchasing a new 2017 Dodge pickup from the National Joint Powers Alliance, but the cost of the NJPA truck exceeded the stock vehicle by more than \$10,000.00.

Any additional accessories needed on the new Chief's vehicle will be provided by the Mt. Shasta Firefighter's Association.

### **FINANCIAL IMPACT:**

The intended funds for this purchase will be allocated from the Measure "A" fund, which currently has a balance of \$111,000.00.

### **ATTACHMENTS:**

Resolution CCR-16-47

**RESOLUTION NO. CCR-16-47  
RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF MT. SHASTA  
APPROPRIATING FUNDS FROM THE FIRE ASSESSMENT TAX FUND  
NOT TO EXCEED \$65,000.00 FOR THE PURCHASE  
OF A 2016/2017 DODGE 2500 4X4 STOCK PICKUP TRUCK**

**WHEREAS**, the City Council has determined that it would be in the best interest of the City to surplus certain Fire Department equipment; and

**WHEREAS**, two pieces of equipment have been sold; and

**WHEREAS**, staff recommends the purchase of a new Chief's vehicle; and

**WHEREAS**, staff has looked into multiple options; and

**WHEREAS**, the equipment on the existing Chief's truck will fit a newer Dodge truck;

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:** The City Council of the City of Mt. Shasta

1. The Fire Chief is authorized and directed to secure the recommended 2016-2017 Dodge 2500 stock pickup truck in an amount not to exceed \$65,000.
2. The City Manager and the Fire Chief are authorized and directed to proceed with the purchase of the new Chief's vehicle.
3. The City Council approves the budget adjustment appropriating an amount not to exceed \$65,000.00 from the Measure "A" Fund for the purchase of a Chief's vehicle.

The foregoing Resolution was approved this 14th day of November, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: November 14, 2016

**ATTEST:**

**CITY OF MT. SHASTA**

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

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

**City Council Agenda Item #9**  
Staff Report

**Meeting Date:** November 14, 2016  
**To:** Mayor and City Council  
**From:** City Manager  
**Subject:** Movement of City Meetings to Park District

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

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**Recommendation:**

Staff respectfully requests the City Council authorize staff to finalize arrangements to transfer City Council and Planning Commission meeting from the Masonic Lodge to the Park & Recreation District building commencing with the first meeting of January, 1/9/2017 and to notify the Masonic Lodge of the City's intentions.

**Background & Summary:**

The City has rented the Masonic Lodge on a month to month basis for numerous years. Recently the Lodge, through its Master Leo Sartor, requested the City to enter into a one year lease at the rate of \$300.00 per month. The Council requested the Lodge to reconsider the lease proposal and allow the City to continue to use the facility on a month to month basis. The Masonic Lodge rejected the City's proposal.

**Financial Impact:**

Movement of the City meetings to the Park District facility will result in an already approved expenditure of approximately \$1,000.00. Monthly rent at the Park District facility will be \$200.00 per month for two Council meetings and one Planning Commission meeting. Additional meetings will be at a rate to be agreed to between the City and the Park District.

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

**N.A.**

**Attachments:**

Letter from Masonic Temple



**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,

  
Leo Sartor, Master  
Siskiyou Lodge #297



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

**Meeting Date:** 11-14-16  
**To:** Mayor and City Council  
**From:** **City Manager**  
**Subject:** City Council Member Compensation

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

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**Recommendation:**

Staff respectfully requests Council to consider the question of adequate salary compensation for City Council Members and to provide direction to Staff on how the Council wishes to proceed. If Council Members vote to proceed with an increase in Council compensation Staff should be directed to prepare the appropriate Ordinance.

**Background & Summary:**

1. Current compensation, established by the Mt. Shasta Municipal Code is \$137.50 per month with an additional \$68.75 for the Mayor.
2. City Attorney advises that Government Code Section 36516 provides for Council's salary based on population, and that for cities with up to 35,000 in population, the rate shall not exceed \$300.00 per month excluding any expenses and benefits. The rate must be established by ordinance and the electors may authorize higher salaries. The Government Code provides for a 5% adjustment each calendar year if an appropriate ordinance is enacted. The adjustment and compensation applies to all Council Members and when one or more members begins a new term of office.

**Financial Impact:**

Present annual compensation for four Council Members plus the Mayor is \$2,475.00. If the Council decides to approve the maximum allowable increase of 5% per year for the ten years (2006) since the last approved increase the resulting annual compensation for four Council Members plus the Mayor is estimated to equal \$3,300.00 per year.

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

**N.A.**

**Attachments:**

Copies of section Mt. Shasta Municipal Code 2.22

California Government Code 36516 2016

## **Chapter 2.22**

# **COUNCIL MEMBER COMPENSATION**

Sections:

[2.22.010](#) Council member salaries.

[2.22.020](#) Mayor's salary.

### **2.22.010 Council member salaries.**

Council members shall receive a salary of \$137.50 per month. (Ord. CCO-06-02, 2006; Ord. CCO-96-07 § 13, 1996)

### **2.22.020 Mayor's salary.**

The Mayor shall receive a salary of \$68.75 per month, in addition to his/her salary as a Council member. (Ord. CCO-06-02, 2006; Ord. CCO-96-07 § 14, 1996)

36516. (a) (1) A city council may enact an ordinance providing that each member of the city council shall receive a salary based on the population of the city as set forth in paragraph (2).

(2) The salaries approved by ordinance under paragraph (1) shall be as follows:

(A) In cities up to and including 35,000 in population, up to and including three hundred dollars (\$300) per month.

(B) In cities over 35,000 up to and including 50,000 in population, up to and including four hundred dollars (\$400) per month.

(C) In cities over 50,000 up to and including 75,000 in population, up to and including five hundred dollars (\$500) per month.

(D) In cities over 75,000 up to and including 150,000 in population, up to and including six hundred dollars (\$600) per month.

(E) In cities over 150,000 up to and including 250,000 in population, up to and including eight hundred dollars (\$800) per month.

(F) In cities over 250,000 population, up to and including one thousand dollars (\$1,000) per month.

(3) For the purposes of this subdivision, the population of a city shall be determined by the last preceding federal census, or a subsequent census, or estimate validated by the Department of Finance.

(4) The salary of council members may be increased beyond the amount provided in this subdivision by an ordinance or by an amendment to an ordinance, but the amount of the increase shall not exceed an amount equal to 5 percent for each calendar year from the operative date of the last adjustment of the salary in effect when the ordinance or amendment is enacted. No ordinance shall be enacted or amended to provide automatic future increases in salary.

(b) Notwithstanding subdivision (a), at any municipal election, the question of whether city council members shall receive a salary for services, and the amount of that salary, may be submitted to the electors. If a majority of the electors voting at the election favor it, all of the council members shall receive the salary specified in the election call. The salary of council members may be increased beyond the amount provided in this section or decreased below the amount in the same manner.

(c) Unless specifically authorized by another statute, a city council may not enact an ordinance providing for compensation to city council members in excess of that authorized by the procedures described in subdivisions (a) and (b). For the purposes of this section, compensation includes payment for service by a city council member on a commission, committee, board, authority, or similar body on which the city council member serves. If the other statute that authorizes the compensation does not specify the amount of compensation, the maximum amount shall be one hundred fifty dollars (\$150) per month for each commission, committee, board, authority, or similar body.

(d) Any amounts paid by a city for retirement, health and welfare, and federal social security benefits shall not be included for purposes of determining salary under this section, provided that the same benefits are available and paid by the city for its employees.

(e) Any amounts paid by a city to reimburse a council member for actual and necessary expenses pursuant to Section 36514.5 shall not be included for purposes of determining salary pursuant to this

section.

(f) A city council member may waive any or all of the compensation permitted by this section.

### **Issue Involves Time-Sensitive Matter**

This agenda item concerns a possible temporary arrangement for sheltering local homeless this winter. This item is before the city council at this time because the matter is time-sensitive, i.e., winter is coming, and if possible action includes laying pipes in the ground, or trenching, such action must be done prior to ground freeze.

### **Possible Action**

After due discussion, the city council may be asked to give authorization to staff to take further action in accordance with council's direction. The action may include authorizing the city manager to enter into a short-term lease agreement to temporarily locate a trailer on the Orchard property this winter, to shelter local homeless, if related issues have been satisfactorily addressed and resolved, and required agreements can be timely made. Alternatively, the city council may choose to take no action, or to give City staff other direction.

### **Background Information on Issue to Be Addressed**

Based upon personal contacts and survey results, it is currently believed that Mt. Shasta has about 13 or so chronic local homeless. The population tends to drop in the winter months, but a certain number of locals will remain homeless. In the past, some of the local homeless would gather at The Nest (a motel which the City knows well), others would stay in storage lockers on Ream Avenue, still others have sought to get by sleeping outdoors in tents, by sleeping under houses or in church. The Methodist Church no longer plans to make its basement available to shelter homeless persons this winter. No other local churches or organizations have announced plans to provide shelter to homeless persons this winter. Yreka apparently experienced the deaths of at least two homeless persons who succumbed to the elements. Efforts are being made to avoid similar fates for local homeless persons here by providing some temporary winter shelter.

**Prior Discussions Concerning Shelter Have Included:** encouraging local churches to open their doors to the homeless on cold winter nights; finding a suitable house that a non-profit organization (such as North Valley Catholic Social Services) could manage; using the Rockfellow House which formerly housed adults who worked at the Siskiyou Opportunity Center; finding a motel (e.g., Finlandia) that would agree to rent a limited number of rooms to homeless persons on a per night basis; creating 3-sided outdoor homeless shelters from used bus stops or building them out of plywood on the City's Orchard property or elsewhere; buying bus tickets to send the local homeless elsewhere in winter. So far, the above efforts and investigations have not borne fruit.

### **Other Possibilities**

Other possibilities for temporary winter shelter include having some entity or group of entities to acquire a used RV, a 5<sup>th</sup> wheel trailer, "toy hauler," or similar mobile unit (at an acquisition of cost of between \$15,000 - \$25,000, unless donated) to provide temporary shelter and sanitation facilities. Elsewhere, used buses have been converted for temporary shelter; this idea has not yet been explored for Mt. Shasta (and would be problematic if not accompanied by sanitation facilities).

### **Current Potential Opportunity for Providing Temporary Winter Shelter to Some Homeless**

Recently, another possible opportunity arose that might provide temporary winter shelter to a

limited number (4-6) local homeless this winter. Ed Pecis, who is a member of the Siskiyou County Sheriff's Department and a TeamShasta member, located what appears to be an old office trailer on wheels in the County yard in Yreka. The County may be willing to make that trailer available this winter to shelter *some* of Mt. Shasta's local homeless. Chief Parish Cross and Ed Pecis hope to gain access to the interior of the trailer on November 9<sup>th</sup> to better investigate its condition and possible suitability for use, including whether the trailer has toilet/shower facilities.

### **Related Issues That Need to Be Resolved Prior to Possible Lease**

The current agenda item is before the city council because, if the trailer is suitable for the intended purpose, some of the several questions that need to be answered include, but are not necessarily limited to, the following:

- Whether the City would be willing to lease a small portion of the Orchard property (or some other City property) to locate the trailer thereon. This would not be a first. In the past, the City temporarily rented part of the Roseburg property (The Landing) for trucks or other vehicles. The Orchard location is preferred because (1) it is not in a heavily-populated residential area; (2) it is not in the heart of downtown Mt. Shasta; (3) it is in close proximity to the County Behavioral Health office on Ream; (4) it is walking distance to town; and (5) there are utility services, i.e., water, sewer, and power, up to (but not on) the property.
- Whether necessary permits can be obtained, whether utility services could be extended to the trailer site - preferably by private contractor(s) at no cost to the City, in such a manner that use of the trailer this winter would make financial and practical sense;
- Whether a non-profit organization, or group, would be willing to take responsibility for the trailer, lease with the City, insurance, utility costs, and related matters;
- Whether local churches, or volunteers, would provide night managers to supervise the winter shelter for some 4-6 local homeless who are pre-screened (to rule out severe mental illness and drug/alcohol intoxication); and

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**Guess what i found**

2 messages

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**ED Pecis** <edpecis@yahoo.com>  
To: timstearns13@gmail.com

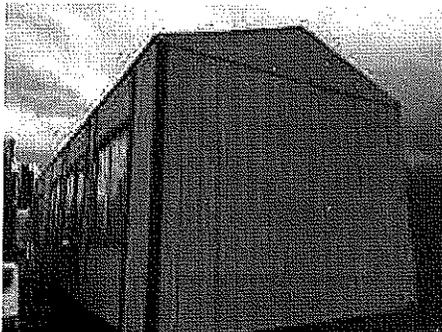
Mon, Oct 17, 2016 at 1:42 PM

Tim  
Thank you for the meeting this morning.  
I reached out to the Yreka shelter and I'm waiting for a reply.  
Meanwhile I found this trailer on county property. Its A portable "building".  
If my information is correct it's been at the county yard for 10 years. It's definitely dirty but has a bathroom and a kitchen sink. With some cosmetic additions of paint and trim wood I think it would be acceptable in the right neighborhood.  
I'm gonna see if the county would like to donate it.  
Ed

Sent from my iPhone

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**2 attachments**



**IMG\_2295.JPG**  
1802K



**IMG\_2294.JPG**  
2118K

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**Tim Stearns** <timstearns13@gmail.com>  
To: ED Pecis <edpecis@yahoo.com>

Mon, Oct 17, 2016 at 4:28 PM

WOW!

