

Mt. Shasta City Council Special City Council Meeting Agenda

Mt. Shasta Community Center, 629 Alder Street
Thursday, September 29, 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:
	4.	<p>Public Comment: 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"> ✓ 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. ✓ 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. ✓ No heckling or shouting from the audience at a speaker shall be permitted. ✓ The City Council may ask “clarifying” questions only. Due to equity and Brown Act concerns, the Council will avoid engaging in dialogue or debate. ✓ 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.

	5. Meeting Recess (As Necessary)
	6. Council and Staff Comments
	CITY COUNCIL BUSINESS
Page 4-43	<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"> a. Approval of Minutes: September 12, 2016 Regular City Council Meeting b. Acceptance of Brown Act Committee Minutes: Beautification Committee August 10, 2016; Active Transportation Committee September 2, 2016; Downtown Enhancement Advisory Committee July 13, 2016. c. Approval of Disbursements: Accounts Payable, 9/12/2016 and 9/14/2016; Total Gross Payroll and Taxes: For Period Ending 9/11/2016. (Finance Director) d. Monthly Financial/Investment Report August 2016 (Finance Director) e. Rescinding Resolution No. CCR-16-05 and authorizing the City Manager as the Authorized Representative for State Water Resources Control Board planning grant applications, Resolution No. CCR-16-40 (Rod Bryan, Public Works Director) f. Adopt Resolution CCR-16-41 Authorizing the City Manager to Sign and File a Financial Assistance Application for a Financing Agreement for the Planning and/or Design of Tank 1 and Roseburg Water System Improvement Project (Muriel Howarth-Terrell, Finance Director) g. Adopt Resolution CCR-16-42 Appointing Bruce Pope to the Position of City Manager and Approving Employment Agreement h. Approve the request to seek RFP's for new A/V and sound equipment i. Approve the transfer of \$75,000 from the General Fund into the Equipment Replacement Fund, Resolution CCR-16-45
Page 44-49	<p>8. Council Approval of Resolution authorizing PACE to begin work on Clean Water State Revolving Fund Planning Grant activities.</p> <p><u>Background:</u> The City has approved planning grant funding agreements for 3 sewer projects. Work has been authorized on the State-Mandated WWTP Planning Grant project. Approval of the proposed Resolution will ensure the City can meet grant required deadlines for the two remaining projects; Interceptor Sewer Replacement Project and the Downtown Collection System Improvements Project.</p> <p><u>Report By:</u> Rod Bryan, Public Works Director</p> <p><u>Recommended Council Action:</u> Staff requests the City Council adopt Resolution CCR-16-44</p>

Page 50-62	<p>9. Approve Art Agreement for Parker Plaza</p> <p><u>Background:</u> The City of Mt. Shasta Planning Department has been working with local artists to identify areas for sculpture pieces throughout the City. Parker Plaza is a favorite location due to the proximity to the downtown area.</p> <p><u>Report By:</u> Juliana Lucchesi, City Planner</p> <p><u>Recommended Council Action:</u> Approve Resolution CCR-16-43</p>
Page	<p>10. State Trends on Cannabis</p> <p><u>Background:</u> Overview of national and State trends in Planning for cannabis industries</p> <p><u>Report By:</u> Juliana Lucchesi, City Planner</p> <p><u>Recommended Council Action:</u> No action, information only</p>
CITY COUNCIL/STAFF REPORTING PERIOD	
	<p>11. Council Reports on Attendance at Appointed/Outside Meetings</p>
	<p>12. Future Agenda Items (Appearing on the agenda within 60-90 days):</p> <ul style="list-style-type: none"> a. Cannabis Dispensary Ordinance – 10/10/16 b. Community Building Use Agreement – 10/10/16 c. Cannabis Dispensary Permit Denial Appeal, Public Hearing – 10/10/16 d. Illegal Campfire Ordinance – 10/24/16 e. Possible Downtown Traffic Flow Changes/Request for Qualifications (RFQ) – 10/24/16 f. Landing Costs for Future Discussion with the County – 10/24/16 g. Review of CCO-98-05, Extraction and Exportation of Groundwater – 11/14/16 h. Discussion Regarding Senate Bill 628 – 12/12/16 i. Orchard Property Annexation – TBD j. Smoking Limitations – TBD k. Purchase of Mini-Rescue and New Chief’s Vehicle – TBD l. Crystal Geyser Industrial User Permit – TBD, Pending County CEQA
	<p>13. Adjourn</p> <p>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.</p> <p>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.</p>

Mt. Shasta City Council Regular City Council Meeting DRAFT Minutes

Mt. Shasta Community Center, 629 Alder Street
Monday September 12, 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, Collings
Council Members Absent:

3. Special Presentations & Announcements: D & S Canine Solutions

4. Public Comment:

John Kennedy – Comments regarding Measure H and the City’s Groundwater Ordinance.

Roslyn McCoy – Questions regarding Crystal Geyser’s Industrial Wastewater Permit, purchase of water for the Wastewater Treatment Plant, the audit, and Measure H.

5. Council and Staff Comments:

Muriel Howarth-Terrell, Finance Director – Comments regarding water used for testing purposes at the Wastewater Treatment Plant.

Parish Cross, Acting City Manager/Chief of Police – Comments regarding Coliform, the HERO Program, and the possible creation of a social media page.

Kathy Morter, Councilmember – Suggestion that the City put out a quarterly newsletter.

Parish Cross, Acting City Manager/Chief of Police – Complaints about The Nest and the old hospital.

Juliana Lucchesi, City Planner – Update regarding Planning Commission activities.

Kathy Morter, Councilmember – First Impressions and wayfinding signage.

Tim Stearns, Councilmember – Broadband update.

Parish Cross, Acting City Manager/Chief of Police – Result of recent sweep of transient camp areas.

CITY COUNCIL BUSINESS

6. 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: Regular City Council Meeting August 22, 2016, Special City Council Meeting August 18, 2016

b. Approval of Brown Act Committee Meeting Minutes: Active Transportation Committee, July 24, 2016

c. Approval of Disbursements: (Finance Director)

Accounts Payable: 8/17/16, 8/18/16, 8/24/16, and 8/31/16; Total Gross Payroll and Taxes for the

Period Ending: 8/14/16 and 8/28/16.

d. Approval of Aiello, Goodrich, & Teuscher Agreement, Resolution CCR-16-38

Council discussion regarding item d.

MOTION TO APPROVE: Councilmember Stearns

SECOND: Councilmember Burns

Clarifying questions from Council regarding item d.

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

NOES: None

ABSENT: None

ABSTAIN: None

7. Council Approval of Sewer and Water Rate Study Consultant Agreements

Parish Cross, Acting City Manager/Chief of Police – Review.

Clarifying questions from Council.

COUNCIL ACTION: Approve Resolution CCR-16-37 by title only

MOTION TO APPROVE: Councilmember Stearns

SECOND: Councilmember Morter

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

NOES: None

ABSENT: None

ABSTAIN: None

8. Landing Development Plan Review

Juliana Lucchesi, City Planner – Review of existing development plan and updated maps.

Clarifying questions from Council.

Pamela Neronha – Concern about age of plan.

John Adamson – Support for plan.

Discussion by Council.

Juliana Lucchesi, City Planner – Recommendation of appointment of Ad-Hoc Committee to address The Landing.

Discussion by Council, no action taken.

9. Awarding Construction Contract for STIP Funded Guardrail Project

Muriel Howarth-Terrell – Review of item.

COUNCIL ACTION: Approve Resolution CCR-16-39 by title only

MOTION TO APPROVE: Councilmember Stearns

SECOND: Councilmember Harkness

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

NOES: None

ABSENT: None

ABSTAIN: None

CITY COUNCIL/STAFF REPORTING PERIOD

10. Council Reports on Attendance at Appointed/Outside Meetings:

Kathy Morter, Councilmember – Met with retired Executive Director of the Presidio Project. Met with Yreka representatives regarding the IMPACT Program. Team Shasta.

Geoff Harkness, Councilmember – Start-Up Weekend.

11. Future Agenda Items (Appearing on the agenda within 60-90 days):

COUNCIL ACTION: Reviewed Items a through j.

Geoff Harkness, Councilmember – Request the addition of a Fleet Equipment Replacement Program fund transfer to the September 26 agenda.

Item regarding SB628 to be added after new Council is seated.

Joint City Council and Mt. Shasta Recreation and Parks meeting after new City Council is seated.

- a. Cannabis Dispensary Briefing – 9/26/16
- b. Approve Art Agreement for Parker Plaza – 9/26/16
- c. Cannabis Dispensary Ordinance – 10/10/16
- d. Smoking Limitations – 10/24/16
- e. Possible Downtown Traffic Flow Changes/Request for Qualifications (RFQ) – 10/24/16
- f. Landing Costs for Future Discussion with the County – 10/24/16
- g. Review of CCO-98-05, Extraction and Exportation of Groundwater – 11/14/16
- h. Orchard Property Annexation – 11/14/16
- i. Community Building Use Agreement – 11/28/16
- j. Crystal Geysers Industrial User Permit – TBD, Pending County CEQA

12. Closed Session: Council adjourned to Closed Session at 8:14 p.m. and reconvened at 8:31 p.m.

COUNCIL ACTION: No reportable action.

13. Adjourn: There being no further business, the meeting was adjourned at 8:31 p.m.

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

MT.SHASTA BEAUTIFICATION COMMITTEE REGULAR MEETING MINUTES.

Lalo's Restaurant

520 N. Mt. Shasta Blvd., Mt. Shasta, CA.

August 10, 2016

Approved as Submitted

1. Call to Order - 4:05

Members present - Penny, Lorie, Pam, and Leslie. Guests - Courtney Laverty (City Library), Juliana Lucchesi (City Planner), Cheryl Bower (City Library). Absent - Kathy M., Terez and Jacquie. Paul B has had to leave BC due to health.

2. Public Comments -

Per Lorie - Future BC meetings will be at City Hall conference room on 1st floor.

3. Minutes - approved by Penny, 2nd by Pam. Leslie will forward to Kathryn.

Agenda Items-

Item #10 - Public Library - Courtney hopes to renovate the front. Lorie explained that BC has maintained the parking lot entrance area. The right side planter area was planted with contributions from Friends of the Library. Terez created the design. Lorie planted around the historic blue spruce. A citizen named Roger has voluntarily transplanted and maintained some of the rear planting areas. BC members discussed that the committee's zone of operation is City owned property. BC would like to team up with the Library renovations but will await the Library's direction. Courtney said a Sept. meeting will frame up the general direction. Any new design and or landscape labor can possibly come from BC. Terez can do the design and then plants and supplies purchased 50/50 between Spring Hill and Native Grounds. Discussion continued about dollar limits for such expenses before needing to obtain bids. Muriel at the City does the expenditures from BC's budget. Lorie monitors budget for compliance with rules. The group discussed some past expenditures such as City Hall's installation of bricks, the bathroom and all its infrastructure, cost almost \$500K.

Cheryl suggested rhododendrons and lawn areas. Courtney thinks it looks rundown currently. The City must mow the lawn, but weeding is neglected. Lorie said there are lovely plantings there but many need re-habilitation. Currently the Library Building Committee is not active but will be revived as the Library determines its future direction. Courtney wants native, low maintenance, drought- resistant plants. The entrance to Library may change. Currently free Wifi has been provided out to the lawn area. BC discussed rough ideas for making the area easier to maintain. Cheryl agreed to help with future work dates at the Library. Cheryl and Courtney will keep BC informed as plans evolve. Courtney is the new executive director of the Library. Cheryl is the Vice President of the Friends of the Library. Courtney holds the contract for the staff,

maintenance, and general direction. Lorie suggested a walk-about with Cheryl, Courtney, Terez and Lorie. The group discussed concerns with vagrants sleeping around the Library and issues with safety for patrons. BC discussed ways to work around the weather, vagrants, and seasonally keeping the Library attractive. Cheryl said the drip system and sprinklers need monitoring and to be checked by public works. Lynn Lybarger has been the self-appointed volunteer who has helped with Library landscape and BC volunteers did the Library planters. Dave Torres in new as Public Works director. Juliana will message Rod/Dave to have the Library sprinklers checked.

Item #8 - Parker Plaza - Some BC members are concerned about the new trees taking root. Some trees looked like they are struggling. Juliana will discuss with Rod. Byron McLane still oversees the irrigation and care of the Plaza. BC discussed the food trucks near the Plaza. The City trying a trial period with mobile vendors. Juliana knows there are plans to improve the rear parking lot from Parker Plaza based on input from the mobile vendors. The food permits are issued by the City. There is some interest developing. Juliana explained that the purple designation color in the paved areas was picked to contrast against the reference to safety colors - red, orange, green.

Though there has been no DTEC meeting yet, the 1st mural is scheduled for the rear retaining wall at Parker Plaza. The general theme will be native plants, birds, and Mt Shasta. The John Kennedy wall - opposite Susie's Closet - is the next wall scheduled to become a mural. Pam will ask if her new business license, addressed to S. Mt. Shasta Blvd., would allow her to join DTEC. Juliana briefly discussed the definition of DTEC membership but told Pam to ask Katherine Wilson about details. There is also a plan to paint utility boxes by local artists. No one has applied yet, but DTEC might fund the project. The City fire hydrants are being painted per new State mandates. Colors are coded to the service but also are attractive and highly visible.

Item #9 - Solar Lighting on Lake Street median - This topic is on the City agenda. It's a balance of design details for health, safety and ongoing lighting evaluation compliant with the City ordinance. Lorie sent an email to Wholesale Solar and is awaiting a response.

Item #11 - Work Dates - Scheduling will be postponed until BC understands Paul B's email list and Terez is available to coordinate.

Item #12 - Gift Catalogue. BC members continue to explore how this might be revived. BC is hopeful Juliana will help explore ideas for items, use, management and installing.

Item # 13 - Map of City properties - Juliana will obtain this and forward to BC members.

Item #14 - City-wide sculpture project - Art Horvath is working with Juliana to design an art walk with revolving exhibits, a sculpture garden, pads for installations, and seasonal themes. Safety, damage mitigation, snow conditions etc. would all be considered. Art and Juliana have 4 spots for pads selected. BC might choose the themes for the art and then the City manager, Planner, and Public Works would coordinate installation. Additionally, new "way-finding" signage is being reviewed. There is a coordinated effort being made by the City regarding signage, maps, and linking to the new Visitor Center kiosk.

Final Comments - Penny noted leaf blowers being used downtown are making a nuisance for parked cars. Dust is being blown onto cars and into open windows. Some cities have banned leaf blower due to noise, air pollution, and inconsiderate use.

Adjourned -5:45. Next meeting is Sept 14 at City Hall - first floor conference room.

Mt. Shasta Active Transportation Committee Special Meeting Minutes

Mt. Shasta City Hall, 305 North Mt. Shasta Blvd

Friday, September 2, 2016; 1:00 p.m.

Approved as Submitted

“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.”

ITEM	STANDING AGENDA ITEMS
1.	<p>Call to Order & Roll Call Meeting called to order by Melanie at 1:00PM. Members present: Melanie Findling, Mike Sojka, Mike Quinn, Juliana Lucchesi</p>
2.	<p>Special Presentations & Announcements:</p>
3.	<p>Public Comment: This is an opportunity for members of the public to address the Committee. The Committee reserves the right to reasonably limit the length of individual comments and/or the total amount of time allotted to public comments. For items which are on this agenda, speakers may request that their comments be heard instead at the time the item is to be acted upon by the Committee. The Committee may ask questions but may take no formal action on items addressed during the Public Comment period except to direct staff to prepare a report or place the item on a future agenda.</p>
COMMITTEE BUSINESS	
4.	<p>Discussion and Action Regarding Scope of Work for Bicycle Pedestrian and Trails Master Plan: a) Review proposed scope of work, revise as needed, and prepare to submit to City Council along with a request for matching funds. It was determined that an RFQ was not necessary, and an RFP would be written requesting ALTA to do the revision to the Bike/Ped Master Plan. Several items were discussed and are to be included in the requirements for the master plan. These requirements will be documented in the RFP and presented to city council for approval. See attached for detailed notes on desired items to include on the scope of work. <u>Recommended Action:</u> Create Scope of Work for city council approval</p>
5.	<p>Adjourn – The meeting was adjourned at 2:30 PM 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.</p>

Mt. Shasta Downtown Enhancement Advisory Committee Special Meeting Minutes

City Hall Conference Area
 305 North Mt. Shasta Blvd.
 Wednesday, *July 13, 2016*; 8:30 AM
 Approved as Submitted

“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.”

Item
1. Call to Order
2. Roll Call
3. Special Presentations & Announcements
<p>4. Public Comment</p> <p>Welcome to our meeting. The committee invites the public to address the committee on matters on the Consent Agenda and matters not listed on the agenda that are within the committee’s subject matter jurisdiction. If the Public wishes to comment on matters that are on the agenda, the committee will request comment when the matter is heard. The committee reserves the right to limit public comment on matters that are outside its subject matter jurisdiction.</p> <p>The committee may regulate the total amount of time on particular issues and for speakers (typically 3 minutes). The committee may place additional time limits on comments, to ensure members of the public have an opportunity to speak and the committee is able to complete its business. A group may be asked to choose a spokesperson to address the committee on a subject matter, or the committee may limit the number of persons addressing the committee whenever a group of persons wishes to address the committee on the same subject matter. Speakers may not cede their time to another.</p> <p>If there is an item of great community significance/interest and is within the committee’s subject matter jurisdiction, the committee may request the item be agendized for further consideration at a subsequent committee meeting.</p>
5. Meeting Recess
6. Staff & Member Comments
<p>7. Consent Agenda:</p> <p>a. Approval of Minutes:</p>

8. Festival Ideas / Projects

1 Mural Project

a. First Location

- i. Brick Wall (city owned)
- ii. Kennedy – 402 S. Mt. Shasta
- iii. Hoffman – Back – (Arrow – visit Historic Mt. Shasta)

b. Other ideas not yet brought up – Power Boxes – Julianna will draft and put out a request for art for these items – Committee decided to put it in the paper, chamber, facebook, Call for submission : deadline is August 5th @ city Hall – 4pm. Stearns made Motion to approve - Uttech 2nd – motion to put out press release to put this out to the city as well as a cap of funds per mural at \$250. All Aye – Content related to spiritual, metaphysical, historical & natural renderings.

c. What To Paint

- i. Brick Wall: Flowers – California poppies & Quail (state of California) –
- ii. Kennedy –
- iii. Hoffman – Visit Historic Downtown w/ Arrow

d. John will volunteer time – It appears that we are exempt from passing this through the planning commission but we will write up an agreement that the owner of the building signs agreeing to have the modification done.

2 Question: came up with who will maintain the murals – John said they should last about 8-10 years – and just may need touch up at that time.

3 Motion made by Stearns to approve use of DEAC funds to pay for paint and prep for the first 3 locations – 2nd by Haugen – All Aye.

4 Future Downtown Enhancement

a. Benches, light posts, sculptures around town,

5 Cool Mountain Nights – Labor Day Weekend

a. Parish – how can we / do we get involved.

b. ~ year round project – Mt. Shasta Show & Shine – is the car show –cost is usally 8-10K to put the show together – and they make enough to cover the expense – Parish will let us know if we can help in any way. One of the issues is trying to keep people here to come on a Friday and stay for the entire weekend – not just leave after the car show.

9. Way Finding Signs update – tabled

10. Committee Reports on Attendance at Appointed/Outside Meetings

a. Julianna brought up the parking requirements – active transportation are looking at alternatives – the idea is to include “bike” spaces as a in lieu of parking spaces for the ordinance –

11. Parker Plaza – plans and specification by next meeting for checkerboard – trees installed in parker plaza to soften it. Calendar is used by chamber – on a weekly basis – so to add to the calendar – go to the chamber.

12. Future Agenda Items (Appearing on the agenda within 60-90 days):

- a. Parking Tickets
- b. Parker Plaza Renewal
 - i. schedule of events – Friday night music – Friday night art show
- c. Shasta skies by night
- d. enhancing tree's in front of every building
- e. pet rock idea
- f. downtown parking district - remove parking district – set fee – some not paying – paying by “spaces”?
- g. parking meters

13. 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.

City Council Agenda Item # 7c
Staff Report

Meeting Date: September 26, 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 \$341,176.77.

Background & Summary:

Approval of Check Numbers 38610-38700	\$ 266,177.90
Total Payroll Distribution	\$ 53,399.80
Total Payroll Taxes	<u>\$ 21,599.07</u>
	\$ 341,176.77

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 – 9/12/16, 9/14/16
- 2.) ACH Payroll Distribution – 9/14/16
- 3.) EFTPS Reports – 9/20/16

Check Register Report

Date: 09/12/2016

Time: 2:57 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
TRI COUNTIES BANK Checks							
38610	09/12/2016	Printed		10373	ARAMARK	Aug 16 linen service - CH	219.09
38611	09/12/2016	Printed		25050	AT&T	PD fax	57.33
38612	09/12/2016	Printed		25050	AT&T	Aug 16 CLETS phone service	551.09
38613	09/12/2016	Printed		11140	BASIC LABORATORY INC.	Water lab services	704.00
38614	09/12/2016	Printed		11280	BORGES & MAHONEY	WWTP lab supplies	1,109.62
38615	09/12/2016	Printed		11322	FRANCISCO BOTHELLO	Utility deposit refund	114.60
38616	09/12/2016	Printed		12200	CALIFORNIA SAFETY COMPANY	Sep 16 Shop alarm service	171.50
38617	09/12/2016	Printed		12681	COMMUNITY STAFFING SOLUTIONS	Sep 16 Library Operations	10,333.33
38618	09/12/2016	Printed		12820	CROSS PETROLEUM	Aug 16 fuel	3,509.89
38619	09/12/2016	Printed		12840	CROSS PETROLEUM-FIRE DEPT.	Aug 16 fuel - Fire	681.54
38620	09/12/2016	Printed		12855	CUSTOM DESIGNS	T-Shirts for the Car Show	2,211.35
38621	09/12/2016	Printed		13067	DELL MARKETING, L.P.	Computer - Dawn	951.15
38622	09/12/2016	Printed		14017	ELITE PROPERTY MANAGEMENT	Security deposit - Tara Knight	1,516.00
38623	09/12/2016	Printed		14178	ESRI INC	ArcGIS 2016-17	1,039.18
38624	09/12/2016	Printed		15030	FERGUSON ENTERPRISES, INC.	Water & sewer system supplies	3,423.12
38625	09/12/2016	Printed		15041	MARTIN FINCK	Utility deposit refund	51.56
38626	09/12/2016	Printed		34040	GOLD NUGGET PRINTING	No parking signs	269.72
38627	09/12/2016	Printed		16184	JENNIFER GREENE	Fresh Produce Program	135.00
38628	09/12/2016	Printed		17155	HUNTER ORCHARDS	Fresh Produce Program	112.50
38629	09/12/2016	Printed		18000	IDEXX LABORATORIES	WWTP lab supplies	1,127.85
38630	09/12/2016	Printed		20065	JOHN KENNEDY	Release of claim	379.93
38631	09/12/2016	Printed		22140	KENNY, SNOWDEN & NORINE	Jul 16 Crystal Geyser	419.40
38632	09/12/2016	Printed		22001	DARA MACDONALD	Reimb CM travel expenses	1,410.88
38633	09/12/2016	Printed		22071	MENDES SUPPLY COMPANY	Hand soap	148.11
38634	09/12/2016	Printed		28620	MT SHASTA AREA NEWSPAPERS	Dispatcher ad 08/24/16	354.75
38635	09/12/2016	Printed		22302	MT SHASTA IT SERVICES	Aug 16 IT service	2,500.00
38636	09/12/2016	Printed		22240	MT. SHASTA ELECTRIC INC	Street light repairs	158.00
38637	09/12/2016	Printed		22370	MUNIMETRIX SYSTEMS CORP.	Aug 16 Image Silo software	39.99
38638	09/12/2016	Printed		22374	ANNE MURPHY	Reimb for Car Show expenses	284.04
38639	09/12/2016	Printed		10205	NATIONWIDE	Surety Bond BD7900672307	533.00
38640	09/12/2016	Printed		24003	KATE OBRIEN	Fresh Produce Program	98.50
38641	09/12/2016	Printed		24000	OFFICE DEPOT	File cabinet	364.24
38642	09/12/2016	Printed		11243	GERARD PELLETIER TRANSFER	Aug 16 tipping fees	14,896.69
38643	09/12/2016	Printed		25121	PITNEY BOWES INC	Postage meter lease	153.51
38644	09/12/2016	Printed		27087	RODRIGUEZ CARPET CLEANING	Carpet cleaning -CH & above PD	325.00
38645	09/12/2016	Printed		28268	DANIELLE ROSE	Aug 16 website maintenance	27.00
38646	09/12/2016	Printed		28591	SEQUOIA CYBER SOLUTIONS INC	Police cameras	11,198.36
38647	09/12/2016	Printed		28120	SHASTA AUTO SUPPLY	Aug 16 equipment parts	1,513.56
38648	09/12/2016	Printed		28300	J.F. SHEA CONSTRUCTION, INC.	Road maintenance materials	445.05
38649	09/12/2016	Printed		28372	SISKIYOU COUNTY ECONOMIC	PEV ARV-14-058	69,397.53
38650	09/12/2016	Printed		28466	SISKIYOU COUNTY TOURISM	Jan - Jun 16 SCTID fees	62,911.00
38651	09/12/2016	Printed		22220	SISKIYOU MASONIC TEMPLE BOARD	Aug 16 building rental fees	450.00
38652	09/12/2016	Printed		11380	SJ DENHAM-MT. SHASTA	Parts - PW #4	88.42
38653	09/12/2016	Printed		28594	SMITH BUILDING SERVICES LLC	Building Inspector services	2,716.44
38654	09/12/2016	Printed		28595	JOHN SMITH SANITATION INC	Aug 16 extra garbage pickups	285.20
38655	09/12/2016	Printed		28595	JOHN SMITH SANITATION INC	Sep 16 solid waste & recycling	30,358.15
38656	09/12/2016	Printed		28600	SNOWCREST INC	Library DSL & voice	60.27
38657	09/12/2016	Printed		32060	SOLANOS INC	Aug 16 misc supplies	480.10
38658	09/12/2016	Printed		28680	SPORTSMEN'S DEN INC	Car Show awards	634.92
38659	09/12/2016	Printed		28810	STRAWBERRY VALLEY UPHOLSTERY	Balance of PW #2 truck seat	285.99
38660	09/12/2016	Printed		28998	TASER INTERNATIONAL	Taser cartridges	438.11

Check Register Report

Date: 09/12/2016

Time: 2:57 pm

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
TRI COUNTIES BANK Checks							
38661	09/12/2016	Printed		29110	TOWER OPTICAL COMPANY INC	2016-17 binocular rental	450.00
38662	09/12/2016	Printed		30004	U.S. BANK EQUIPMENT FINANCE	Aug 16 PD copier maintenance	84.75
38663	09/12/2016	Printed		30060	UNITED PARCEL SERVICE	Aug 16 shipping charges	11.70
38664	09/12/2016	Printed		30069	US BANK CORPORATE PAYMENT SYS	Aug 16 Cal Card statements	5,029.41
38665	09/12/2016	Printed		31042	VERIZON WIRELESS	Aug 16 cell phone service	1,108.38
38666	09/12/2016	Printed		31040	VWR SCIENTIFIC	WWTP lab supplies credit	812.66
38667	09/12/2016	Printed		32132	DENISE M WHEELER RN	SART exam Case #164898	500.00
38668	09/12/2016	Printed		32175	WIN-911	2016-17 WWTP software renewal	495.00
				Total Checks: 59	Checks Total (excluding void checks):		240,137.46
				Total Payments: 59	Bank Total (excluding void checks):		240,137.46
				Total Payments: 59	Grand Total (excluding void checks):		240,137.46

Check Register Report

Date: 09/14/2016

Time: 3:14 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
TRI COUNTIES BANK Checks							
38669	09/14/2016	Printed		10373	ARAMARK	Aug 16 linen service	58.62
38670	09/14/2016	Printed		11280	BORGES & MAHONEY	WWTP vacuum regulator	602.92
38671	09/14/2016	Printed		12184	CALIFORNIA LIBRARY ASSOCIATION	Library workshop - L Crockett	210.00
38672	09/14/2016	Printed		12185	CALIFORNIA P.E.R.S.	09/15/16 Rate Plan 925	3,533.71
38673	09/14/2016	Printed		12185	CALIFORNIA P.E.R.S.	09/15/16 Rate Plan 926	958.68
38674	09/14/2016	Printed		12185	CALIFORNIA P.E.R.S.	09/15/16 Rate Plan 927	4,002.86
38675	09/14/2016	Printed		12185	CALIFORNIA P.E.R.S.	09/15/16 Rate Plan 27429	1,754.60
38676	09/14/2016	Printed		12185	CALIFORNIA P.E.R.S.	09/15/16 Rate Plan 25861	1,366.84
38677	09/14/2016	Printed		12185	CALIFORNIA P.E.R.S.	09/15/16 Rate Plan 25862	423.79
38678	09/14/2016	Printed		28790	CALPERS 457 PLAN	09/15/16 457 SIP Deductions	866.00
38679	09/14/2016	Printed		12551	CITY OF MT SHASTA	Sep 16 Library irrigation h2o	18.35
38680	09/14/2016	Printed		12583	CLASS C SOLUTIONS GROUP	Machine oil - street striping	89.45
38681	09/14/2016	Printed		12757	JOSEPH W CORP	Security Deposit - F OSullivan	750.00
38682	09/14/2016	Printed		13073	DEMCO	Library supplies	84.53
38683	09/14/2016	Printed		15030	FERGUSON ENTERPRISES, INC.	Backflow devices	1,484.11
38684	09/14/2016	Printed		17100	HEATON STEEL & SUPPLY	Steel for PW #12	205.67
38685	09/14/2016	Printed		18063	INTERSTATE BATTERY	Batteries - water	14.00
38686	09/14/2016	Printed		21050	COURTNEY LAVERTY	Reimb for vacuum - Library	755.54
38687	09/14/2016	Printed		22071	MENDES SUPPLY COMPANY	Paper towels - Library	37.98
38688	09/14/2016	Printed		22105	MOUNTAIN COUNTIES SUPPLY CO.	Car washes - Police	14.00
38689	09/14/2016	Printed		15240	NATIONWIDE RETIREMENT SOLUTION	09/15/16 457 SIP Deductions	2,066.00
38690	09/14/2016	Printed		23052	NORTHLAND CABLE TELEVISION INC	Sep 16 internet Library	64.01
38691	09/14/2016	Printed		25185	PROMEVO LLC	Google Chrome Mgmt - Library	180.00
38692	09/14/2016	Printed		27040	RAY-MAC MECHANICAL INC	Metal fabrication - st lights	44.45
38693	09/14/2016	Printed		27060	REDDING FLEET TRUCK SUPPLY	Parts - FD #1612	193.39
38694	09/14/2016	Printed		28372	SISKIYOU COUNTY ECONOMIC	Sep 16 Econ Dev Partners	2,083.33
38695	09/14/2016	Printed		28520	SISKIYOU MEDICAL GROUP	Fire DMV physical - J Zanni	125.00
38696	09/14/2016	Printed		28560	SISKIYOU OPPORTUNITY CENTER	Water mailings	2,738.17
38697	09/14/2016	Printed		28815	STERLING HEALTH ADMINISTRATION	09/15/16 HSA Deductions	120.00
38698	09/14/2016	Printed		29011	TEAMSTERS LOCAL 137	Sep 16 PW & Dsp Dues	944.44
38699	09/14/2016	Printed		31047	VERIZON WIRELESS LERT B	Preservation 0129	100.00
38700	09/14/2016	Printed		32070	THE WELLNESS CENTER	Sep 16 Gym Dues Deductions	150.00

Total Checks: 32

Checks Total (excluding void checks): 26,040.44

Total Payments: 32

Bank Total (excluding void checks): 26,040.44

Total Payments: 32

Grand Total (excluding void checks): 26,040.44



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.

Type:	Originator:	Approver:
All	All	All
From Initiated Date:	To Initiated Date:	
9/9/2016	9/14/2016	
		<input type="button" value="Submit"/>

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+)	<u>165060</u>		9/14/2016	9/15/2016	9/14/2016	9/14/2016	Polk, Jodi	Howarth Terrell, Muriel	City of Mt Shasta		Approved	\$53,399.80

Copyright ©2013 Tri Counties Bank Member FDIC. All Rights Reserved. [Terms Of Use](#)

FEDERAL PAYROLL TAX PAYMENT (EFTPS-941)

PAYROLL PERIOD ENDING: 09/11/16
 PAYROLL DATE: 09/15/16

ACCOUNT NAME:	ACCT.#	AMOUNT
SOCIAL SECURITY	11-000-2110	\$9,672.28
MEDICARE	11-000-2110	\$2,262.06
FED. WITHHOLDING	11-000-2120	\$7,089.16
TOTAL DEPOSIT:		\$19,023.50

EFTPS CONFIRMATION NO: 41932988

EFTPS BANK DEBIT DATE: 9/20/2016

APPROVED:

STATE PAYROLL TAX PAYMENT (EDD)

PAYROLL PERIOD ENDING:	09/11/16
PAYROLL DATE:	09/15/16

ACCOUNT NAME:	ACCT.#	AMOUNT
STATE WITHHOLDING	11-000-2130	\$1,920.72
STATE DISABILITY INS	11-000-2140	\$444.39
TOTAL DEPOSIT:		\$2,365.11

EDD CONFIRMATION # (STATE):	327840
-----------------------------	---------------

EDD CONFIRMATION # (SDI):	327858
---------------------------	---------------

EDD BANK DEBIT DATE:	9/20/2016
----------------------	-----------

APPROVED:

STATE DISBURSEMENT UNIT - CHILD SUPPORT

PAYROLL PERIOD ENDING: 09/11/16
 PAYROLL DATE: 09/15/16

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

TOTAL DEPOSIT: \$210.46

SDU CONFIRMATION # : WAQO5Z16657

SDU BANK DEBIT DATE: 9/16/2016

APPROVED:

City Council Agenda Item # 7d
Staff Report

Meeting Date: September 26, 2016
To: Mayor and City Council
From: Muriel Howarth Terrell, Director of Finance
Subject: Monthly Investment and Financial Report for the Period Ending August 31, 2016

	Regular
x	Consent
	Closed
	Presentation

Recommendation:

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

Background & Summary:

As of August 31, 2016 the combined funds the City of Mt. Shasta had invested in the Local Agency Investment Fund (L.A.I.F.) totaled \$2,312,768.99. The August 2016 LAIF statement is attached along with the performance data for the month of August. 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.	August 31, 2016	0.614%
Treasury Note – 3 month	August 31, 2016	0.33%
Treasury Note – 2 Yr.	August 31, 2016	0.81%
Treasury Note – 5 Yr.	August 31, 2016	1.20%
Treasury Note – 10 Yr.	August 31, 2016	1.58%
Treasury Note – 30 Yr.	August 31, 2016	2.23%

Bloomberg as reported by Chandler Asset Management

Local Rates:

Tri Counties Bank	August 31, 2016	CD 1 year	0.20%
Scott Valley Bank	August 31, 2016	CD 1 year	0.25%

The LAIF average increased slightly last month, other rates across most of the Treasury yield curve increased. 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

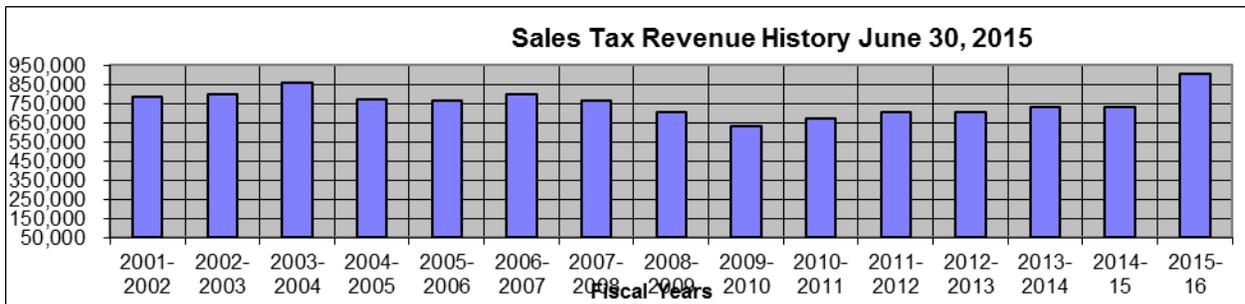
and longer term notes may offer better yields it does not give us the liquidity we need. The LAIF rate remains the best available rate that meets the City’s requirement for liquidity and safety.

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.

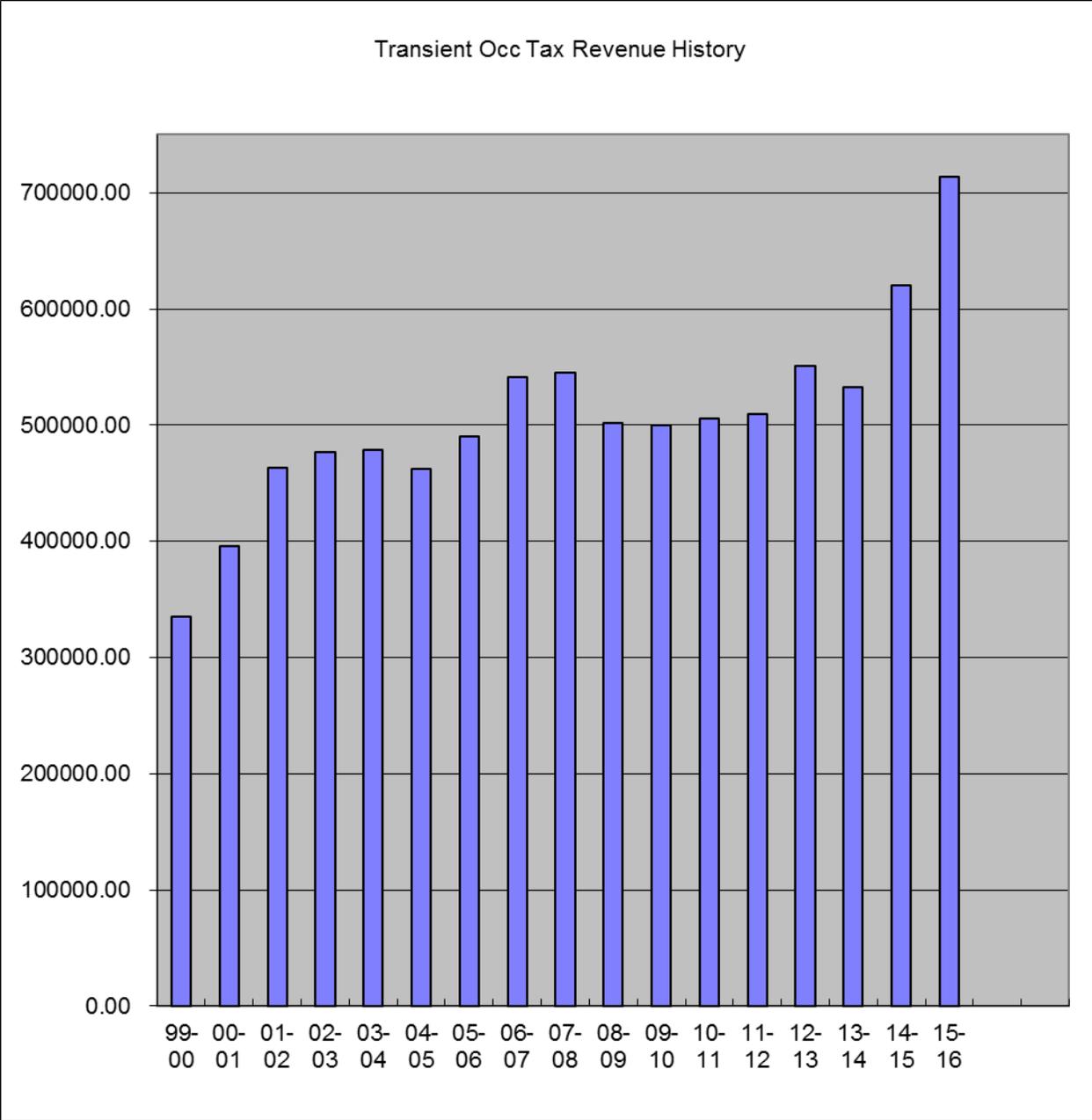
Sales Tax Revenue:

The sales tax revenue through the end of the fourth quarter of 2015/16 was \$903,169 which is \$167,943 more than the total collections through the same quarter last year. The chart below illustrates the trend of sales tax revenue for the 4th quarter in the last few years. This increase was offset with a decline of \$168,000 of the In-Lieu Tax as the removal of the “Triple Flip” occurred. We have collected \$153,700 through August 2016 which is \$32,700 more than was collected through August 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

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.

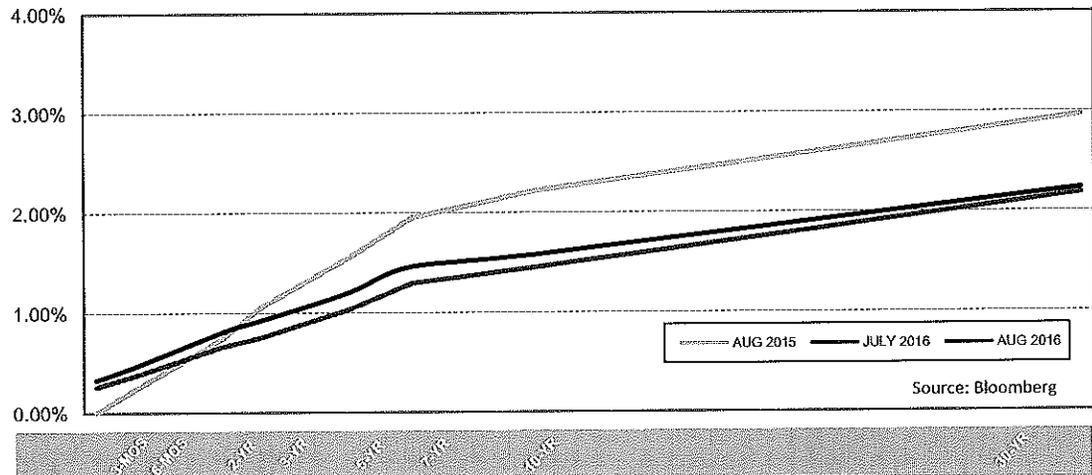
Market Summary

Policymakers will likely continue to debate the appropriate timing of the next fed funds rate hike at the upcoming September Federal Open Market Committee (FOMC) meeting. Ultimately, we believe the somewhat disappointing August jobs report, along with a lack of inflationary pressure, will sway the Federal Reserve (Fed) to remain on hold. The weak ISM Manufacturing report for August gives the Fed an additional reason to keep policy rates unchanged this month. Meanwhile, the outlook for the global economy remains tenuous. Other global central banks remain highly accommodative, and 10-year sovereign bond yields in Germany and Japan remain negative. Furthermore, in anticipation of money market fund reform (which is due to go into effect on October 14), the London Interbank Offered Rate, or Libor, has been rising, driving up short-term funding rates. September is certainly a live meeting, and the tone of some FOMC members has recently become more hawkish, but we believe the Fed has little near-term incentive to change policy. The next FOMC meeting is scheduled for September 20-21.

The global economy continues to face headwinds, but domestic economic data points toward slow growth. The U.S. labor market remains healthy. The unemployment rate was unchanged at a low level of 4.9% in August, and payrolls have increased by an average of 232,000 on a trailing 3-month moving basis. Consumer confidence remains strong. Housing trends remain favorable even though home price appreciation has softened. The manufacturing sector, on the other hand, continues to struggle. Second quarter 2016 GDP grew 1.1%, following growth of 0.8% in the first quarter. The consensus forecast calls for a pick-up in GDP growth in the second half of the year to 2.7% and 2.4% in the third and fourth quarters, respectively.

In August, the 2-year Treasury yield increased fifteen basis points and the 10-year Treasury yield increased nearly thirteen basis points. During the month, the market-implied probability of a fed funds rate hike in September (reflected in fed funds futures prices) rose to 36% from 18%. The minutes from the July FOMC meeting indicated that a near-term rate hike was on the table, and several policymakers made publicly hawkish comments in August. Meanwhile, negative interest rates in Europe and Japan, investors' hunt for yield, and a global flight to quality continued to fuel demand for longer-term Treasury securities.

THE TREASURY YIELD CURVE INCREASED IN AUGUST



In August the Treasury yield curve shifted upward, but over the past three months the yield curve flattened. The flattening is even more pronounced on a year-over-year basis with the 2-year Treasury yield up about seven basis points and the 10-year Treasury yield down nearly 64 basis points. Over the past year, financial market volatility has been elevated due to weak global economic growth, volatile commodity prices, and divergent global central bank monetary policy.

TREASURY YIELDS	8/31/2016	7/31/2016	CHANGE
3 Month	0.33	0.26	0.07
2 Year	0.81	0.66	0.15
3 Year	0.92	0.75	0.17
5 Year	1.20	1.03	0.17
7 Year	1.46	1.29	0.17
10 Year	1.58	1.45	0.13
30 Year	2.23	2.18	0.05

Source: Bloomberg

Economic Roundup

Consumer Prices

The Consumer Price Index (CPI) was up just 0.8% year-over-year in July, versus up 1.0% year-over-year in June. Core CPI (CPI less food and energy) was up 2.2% year-over-year in July, vs. 2.3% in June. The Personal Consumption Expenditures (PCE) index was up 0.8% year-over-year in July, versus 0.9% in June. Core PCE (excluding food and energy) was unchanged in July, up 1.6% year-over-year. 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 2.3% in July, compared with a 3.0% increase in June. On a month-over-month basis, retail sales were flat in July, missing expectations for a 0.4% increase. Excluding autos, retail sales fell 0.3% in the month.

Labor Market

Nonfarm payrolls were lower than expected in August, up 151,000 versus the consensus forecast of 180,000. June and July payrolls were revised down by a net total of 1,000. On a trailing 3-month and 6-month basis, payrolls increased by an average of 232,000 and 175,000 per month, respectively. The unemployment rate was unchanged in August at 4.9%, and the participation rate was unchanged at 62.8%. Furthermore, 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, was also unchanged in August at 9.7%. Wages increased just 0.1% in August, following a 0.3% increase in July. On a year-over-year basis, wages were up 2.4% in August, versus 2.7% in July.

Housing Starts

Total housing starts rose 2.1% in July, following growth of 5.6% in June. Single-family starts rose 0.5% in July while multi-family starts rose 5.0%. Housing starts tend to be volatile on a month-to-month basis but the underlying trend remains favorable.

Credit Spreads Tightened in August

CREDIT SPREADS	Spread to Treasuries (%)	One Month Ago (%)	Change (%)
3-month top-rated commercial paper	0.32	0.34	(0.02)
2-year A corporate note	0.47	0.52	(0.05)
5-year A corporate note	0.64	0.71	(0.07)
5-year Agency note	0.14	0.16	(0.02)

Source: Bloomberg

Data as of 8/31/2016

Economic Data Points to Slow Growth

ECONOMIC INDICATOR	Current Release	Prior Release	One Year Ago
Trade Balance	(39.5) \$Bln JUL 16	(44.7) \$Bln JUN 16	(39.9) \$Bln JUL 15
GDP	1.1% JUN 16	0.8% MAR 16	2.6% JUN 15
Unemployment Rate	4.9% AUG 16	4.9% JUL 16	5.1% AUG 15
Prime Rate	3.5% AUG 16	3.5% JUL 16	3.25% AUG 15
CRB Index	180.21 AUG 16	181.01 JUL 16	202.09 AUG 15
Oil (West Texas Int.)	\$44.70 AUG 16	\$41.60 JUL 16	\$49.20 AUG 15
Consumer Price Index (y/o/y)	0.8% JUL 16	1.0% JUN 16	0.2% JUL 15
Producer Price Index (y/o/y)	(2.2%) JUL 16	(2.0%) JUN 16	(2.8%) JUL 15
Dollar/EURO	1.12 AUG 16	1.12 JUL 16	1.12 AUG 15

Source: Bloomberg

© 2016 Chandler Asset Management, Inc. An Independent Registered Investment Adviser.

This report is provided for informational purposes only and should not be construed as specific investment or legal advice. The information contained herein was obtained from sources believed to be reliable as of the date of publication, but may become outdated or superseded at any time without notice. Any opinions or views expressed are based on current market conditions and are subject to change. This report may contain forecasts and forward-looking statements which are inherently limited and should not be relied upon as an indicator of future results. Past performance is not indicative of future results. This report is not intended to constitute an offer, solicitation, recommendation or advice regarding any securities or investment strategy and should not be regarded by recipients as a substitute for the exercise of their own judgment. Fixed income investments are subject to interest, credit, and market risk. Interest rate risk: the value of fixed income investments will decline as interest rates rise. Credit risk: the possibility that the borrower may not be able to repay interest and principal. Low rated bonds generally have to pay higher interest rates to attract investors willing to take on greater risk. Market risk: the bond market in general could decline due to economic conditions, especially during periods of rising interest rates.

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

www.treasurer.ca.gov/pmia-laif/laif.asp
September 20,
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

August 2016 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	2,312,768.99
Total Withdrawal:	0.00	Ending Balance:	2,312,768.99



**JOHN CHIANG
TREASURER
STATE OF CALIFORNIA**



PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
08/15/16	0.61	0.59	165
08/16/16	0.61	0.59	163
08/17/16	0.61	0.60	165
08/18/16	0.62	0.60	166
08/19/16	0.62	0.60	164
08/20/16	0.62	0.60	164
08/21/16	0.62	0.60	164
08/22/16	0.62	0.60	162
08/23/16	0.62	0.60	161
08/24/16	0.62	0.60	159
08/25/16	0.62	0.60	156
08/26/16	0.62	0.60	158
08/27/16	0.62	0.60	158
08/28/16	0.62	0.60	158
08/29/16	0.62	0.60	159
08/30/16	0.62	0.60	160
08/31/16	0.62	0.60	162
09/01/16	0.63	0.60	169
09/02/16	0.63	0.60	169
09/03/16	0.63	0.60	169
09/04/16	0.63	0.60	169
09/05/16	0.63	0.60	169
09/06/16	0.63	0.60	167
09/07/16	0.63	0.60	166
09/08/16	0.63	0.60	165
09/09/16	0.63	0.60	166
09/10/16	0.63	0.60	166
09/11/16	0.63	0.60	166
09/12/16	0.63	0.61	163
09/13/16	0.63	0.61	163
09/14/16	0.63	0.61	161

*Daily yield does not reflect capital gains or losses

[View Prior Month Daily Rates](#)

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

LAIF Performance Report

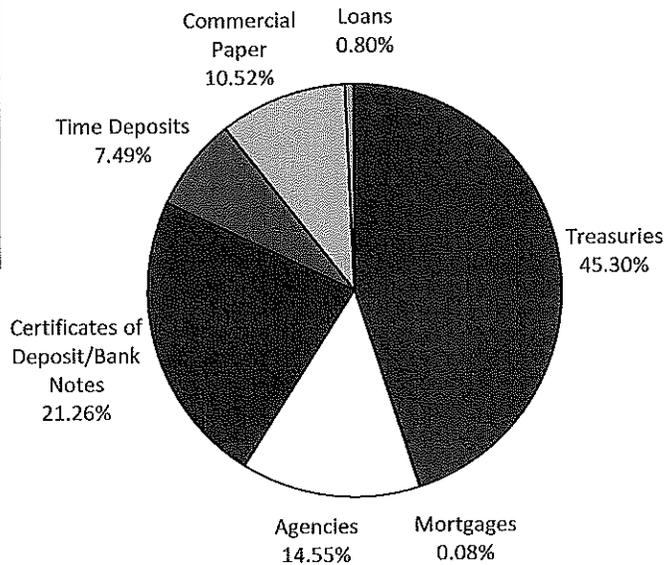
Quarter Ending 06/30/16

Apportionment Rate: 0.55%
 Earnings Ratio: 0.00001495296852820
 Fair Value Factor: 1.000621222
 Daily: 0.58%
 Quarter to Date: 0.55%
 Average Life: 167

PMIA Average Monthly Effective Yields

Aug 2016 0.614%
 Jul 2016 0.588%
 Jun 2016 0.576%

**Pooled Money Investment Account
Portfolio Composition
08/31/16
\$69.7 billion**



Based on data available as of 09/14/16

City Council Agenda Item # 7e
Staff Report

Meeting Date: September 26, 2016
To: Mayor and City Council
From: Rod Bryan, Public Works Director
Subject: SRF Planning Grants

	Regular
X	Consent
	Closed
	Presentation

Recommendation:

Staff respectfully requests the City Council approve the proposed Resolution authorizing The City Manager to sign and file, for and on behalf of the City of Mt. Shasta, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning and/or design of the Tank 1 & Roseburg Water System Improvements Project (the "Project").

Background & Summary:

In order to receive funding for planning, design and construction projects through the State Water Resources Control Board, the proposed Resolution is necessary to meet funding requirements.

The City has applied for planning and design projects, and will ultimately apply for construction projects, through the Clean Water State Revolving Fund (CWSRF) and Drinking Water State Revolving Fund (DWSRF) programs for various projects.

In February of 2016, Resolutions No. CCR-2016-04 (for CWSRF projects) and CCR-2016-05 (for DWSRF projects) were adopted to satisfy the respective funding requirements. Since adoption of those resolutions, the project(s) have changed for the DWSRF application. Therefore, it is necessary to rescind CCR-2016-05 and adopt the proposed resolution with the approved language and modified project title.

Attachments:

Resolution No. CCR-16-05
Proposed Resolution

RESOLUTION NO. CCR-16-5

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF MT. SHASTA DESIGNATING THE CITY MANAGER AS THE
AUTHORIZED REPRESENTATIVE FOR STATE WATER RESOURCES CONTROL
BOARD APPLICATIONS, AGREEMENTS, OR AMENDMENTS THERETO**

WHEREAS, the City of Mt. Shasta (Entity) is eligible to receive Federal and/or State funding for certain Planning and Design Projects, through the Clean Water State Revolving Fund (CWSRF), Drinking Water State Revolving Fund (DWSRF), and other State Water Resources Control Board (SWRCB) funding programs; and

WHEREAS, the City Council wishes to delegate authority to the City Manager, or designee, to sign and submit any CWSRF and DWSRF application materials, certify compliance with applicable state and federal laws, execute the financial assistance agreement and amendments, and certify disbursement requests.

NOW, THEREFORE, BE IT RESOLVED that the City Manager (the "Authorized Representative") or designee is hereby authorized and directed to sign and file, for and on behalf of the Entity, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, design, and construction of Water Rate Study, Prop 218 Proceedings Project, Leak Detection Project, Big Lakes Water Supply Improvements, Project, Tank 1 Replacement Project, and the West Jessie/Cedar/Spring Street Pipeline Replacement Projects, (the "Projects")

BE IT FURTHER RESOLVED that: this Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

BE IT FURTHER RESOLVED that: the Authorized Representative, or his/her designee, is designated to represent the City of Mt. Shasta in carrying out the Entity's responsibilities under the financing agreement, including certifying disbursement requests on behalf of the Entity and compliance with applicable state and federal laws.

The foregoing resolution was approved and adopted on this 8th day of February 2016 by the following vote:

AYES: All

NOES: None

ABSENT: None

ABSTAIN: None

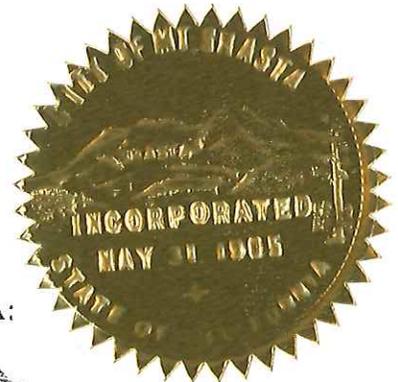
DATED: February 8, 2016

ATTEST:


Larisa Proulx, Deputy City Clerk

CITY OF MT. SHASTA:


Jeffrey Collings, Mayor



AUTHORIZING RESOLUTION

RESOLUTION NO: CCR-16-40

WHEREAS, the City of Mt. Shasta (Entity) is eligible to receive Federal and/or State funding under the Drinking Water State Revolving Fund (DWSRF), and other State Water Resources Control Board (SWRCB) funding programs; and

WHEREAS, the City Council wishes to delegate authority to the City Manager, or designee, to sign and submit any DWSRF application materials, certify compliance with applicable state and federal laws, execute the financial assistance agreement and amendments, and certify disbursement requests; and

WHEREAS, Resolution No. CCR-2016-05 is hereby rescinded.

RESOLVED BY THE City Council of the City of Mt. Shasta AS FOLLOWS:

The City Manager or designee is hereby authorized and directed to sign and file, for and on behalf of the Entity, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning and/or design of the Tank 1 & Roseburg Water System Improvements Project (the "Project").

This Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

The Authorized Representative, or his/her designee, is designated to represent the Entity in carrying out the Entity's responsibilities under the financing agreement, including certifying disbursement requests on behalf of the Entity and compliance with applicable state and federal laws.

CERTIFICATION

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the City Council of the City of Mt. Shasta held on September 26, 2016

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: September 26, 2016

ATTEST:

CITY OF MT. SHASTA:

Kathryn Wilson, City Clerk

Jeffrey Collings, Mayor

**RESOLUTION NO. CCR-16-41
A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF MT. SHASTA
AUTHORIZING AND DIRECTING THE CITY MANAGER OR DESIGNEE
TO SIGN AND FILE A FINANCIAL ASSISTANCE APPLICATION
FOR A FINANCING AGREEMENT FROM THE STATE WATER RESOURCES CONTROL BOARD
FOR THE PLANNING AND/OR DESIGN OF
TANK 1 AND ROSEBURG WATER SYSTEM IMPROVEMENT PROJECT**

WHEREAS, the City of Mt. Shasta wishes to enter into agreements with the State Water Resources Control Board for the funding of certain projects,

IT IS HEREBY RESOLVED by the City Council of the City of Mt. Shasta (the “Entity”) as follows:
The City Manager (the “Authorized Representative”) or designee is hereby authorized and directed to sign and file, for and on behalf of the Entity, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning and/or design of Tank 1 and Roseburg Water System Improvement Project (“the Project”).

The Authorized Representative, or his/her designee, is designated to represent the Entity in carrying out the Entity’s responsibilities under the financing agreement, including certifying disbursement requests on behalf of the Entity and compliance with applicable state and federal laws.

The foregoing Resolution was approved this 26th day of September 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED:

ATTEST:

CITY OF MT. SHASTA

Kathryn M. Wilson, Deputy City Clerk

Jeffrey Collings, Mayor

CERTIFICATION

I do hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly and regularly adopted at a meeting of the City Council of the City of Mt. Shasta held on September 26, 2016.

Kathryn M. Wilson, Deputy City Clerk

RESOLUTION NO. CCR-16-42

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF MT. SHASTA
APPROVING THE TERMS OF AN
EMPLOYMENT AGREEMENT FOR THE CITY MANAGER**

WHEREAS, the City Council has established a set of criteria of desired qualifications for the position of City Manager; and

WHEREAS, the City has conducted an extensive recruitment process for the position of City Manager; and

WHEREAS, the City has conducted personal interviews with selected candidates for the position and has selected a preferred candidate for the position of City Manager; and

WHEREAS, in light of problems that have arisen in some California cities, there are requirements for greater transparency in contracts, and City Manager contracts must be approved in open sessions; and

WHEREAS, the parties wish to have an agreement on the terms of the contract before appointment of a new City Manager.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mt. Shasta as follows:

1. The terms of the attached Employment Agreement are hereby approved.
2. The Mayor is authorized to execute said Employment Agreement upon successful completion of a background investigation of the candidate, and at that point candidate will then be appointed as City Manager.

The foregoing resolution was approved and adopted at a regular meeting of the City Council of the City of Mt. Shasta held on the 26th of September, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: September 26, 2016

ATTEST:

CITY OF MT. SHASTA

Kathryn M. Wilson, Deputy City Clerk

Jeffrey Collings, Mayor

CITY OF MT. SHASTA

THIS AGREEMENT is made and entered into on the date it is fully executed by both parties, by and between the City of Mt. Shasta, California, (hereinafter referred to as "City") and Bruce D. Pope, (hereinafter referred to as "Employee").

RECITALS

1. City desires to employ Employee as City Manager of the City of Mt. Shasta pursuant to authority set forth in applicable state law, including but not limited to Government Code §36501 et seq. and the Mt. Shasta Municipal Code.
2. Employee desires to accept employment as City Manager as set forth herein.
3. City and Employee desire to set forth in this agreement the terms, conditions and benefits of such employment.

AGREEMENT

In light of the recitals set forth above and in consideration of the terms and conditions hereinafter stated, the parties agree as follows:

Section I - Duties

City hereby agrees to employ Employee as City Manager, to perform the functions and duties specified in Section 2.50 of the Mt. Shasta Municipal Code, outlined in the City Manager Job description, and other duties and functions as the Mt. Shasta City Council shall from time to time assign.

Section II - Term

The term of this agreement shall be for an initial term of 3 years from the date of inception of service. This agreement shall be automatically renewed on its first anniversary date for one additional year, unless notice is given at least three months before the expiration date.

Section III - Termination and Severance Pay

A. As an "at will" employee serving at the pleasure of the City Council, Employee's appointment may be terminated by the City Council without cause at any time by majority vote of the City Council. In the event that Employee is terminated by the City other than as specified in subsection (B) herein, before the expiration of the term of this agreement, and during such time as Employee is willing and able to perform his duties, the City agrees to pay Employee a lump sum cash payment as follows: If the City terminates Employee without cause within the first twelve (12) months of this agreement, the City shall pay Employee a lump-sum of three (3) months' aggregate salary and benefits. Thereafter, if Employee is terminated without cause, the City shall pay Employee two (2) months aggregate salary and benefits. Employee shall also be compensated for all accrued unused vacation time.

B. Employee may be terminated by the City Council at any time for either malfeasance

or nonfeasance in office, or for a conviction of a crime involving moral turpitude. In the event of such removal, the City shall have no obligation to pay the aggregate severance pay referred to above.

Section IV - Resignation

In the event Employee voluntarily resigns his position as City Manager, Employee shall give City at least two (2) month notice in advance, unless the parties agree otherwise.

Section V – Disability

If Employee is permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, or mental incapacity for a period of four (4) successive weeks beyond any accrued sick leave, City shall have the option to terminate this agreement, subject to the severance pay as specified In Section III (A).

Section VI – Compensation

City agrees to pay Employee for his services rendered pursuant to this agreement an initial base annual salary of \$96,000, payable in installments at the same time as other management employees of the City. An annual salary review will be conducted at the time of the annual performance evaluation. The Council may make salary adjustments appropriate to the level of performance and the City budget. Compensation shall commence when Employee begins his duties in Mt. Shasta.

Except as follows, Employee will also receive such benefits as may be accorded other management employees of City, except as modified by this agreement or other agreements between Employee and City. Employee will not be entitled to administrative leave provided Department Heads. Employee's benefits are:

- **Health Insurance:** \$500 per month contribution toward health insurance costs.
- **Vacation:** Employee shall receive 10 days per year (6.67 hours per month) increasing to 20 days (13.33 hours per month) in the twelfth year. Employee may not have more than 10 days of unused vacation time on the books at any time, i.e., Employee ceases to accrue additional vacation time until the unused vacation time is reduced to less than 10 days.
- **Holidays:** Employee receives 11 days per year plus his birthday.
- **Sick Leave:** Employee receives 12 days per year (8 hours per month).
- **Deferred Compensation:** is available for Employee to set aside a portion of his salary on a pre-tax basis to supplement retirement. Plans are offered through CalPERS and Nationwide Retirement Solutions.

City shall not during the term of this agreement reduce the compensation of the City Manager except to the degree of such a reduction across the board for all employees.

Section VII – Retirement

Employee shall be enrolled in the California PERS Retirement System applicable to miscellaneous employees on the date of hire. The plan for non-safety, new employees is 2% at 62 and the employee currently pays 6.25% toward this plan.

Deferred compensation is available for employees to set aside a portion of their salary on a

pre-tax basis to supplement retirement. Plans are offered through CalPERS and Nationwide Retirement Solutions. No contributions to the deferred compensation plan will be made by City on behalf Employee.

Section VIII - Performance Evaluation

- A. The City Council shall review and evaluate the performance of Employee if at least annually, with the review to be scheduled by the mayor and City Manager prior to his contract anniversary date. Said review and evaluation shall be in accordance with specific criteria developed jointly by Employee and the City Council and modified at least annually or as circumstances change. The Mayor shall provide Employee with a written summary of the Council's findings and afford an opportunity for Employee to discuss his performance evaluation with the City Council. No failure on the part of the City Council to render any such evaluations shall be deemed to constitute a breach of this agreement by the City, nor shall such omission, or the results of any evaluation, affect the City's rights.
- B. Toward this objective, Employee and the City Council shall jointly define such goals and performance objectives as may be appropriate for the proper operation of the City of Mt. Shasta and the attainment of the Council's policy objectives, establishing relative priorities among said objectives, and reducing this to writing. Such goals shall be attainable within the time limits established and the annual budget appropriations provided.

Section XI - Hours of Work

It is recognized that the Employee must devote a great deal of time outside the normal office hours on business for the City, and to that end Employee shall be allowed to establish an appropriate work schedule, as agreed upon in writing by the mayor and Employee, to meet the requirements of the position as set forth in Section 2.60 of the Mt. Shasta Municipal Code.

Section X- Outside Professional Activities

Employee shall not engage in teaching, consulting, writing, or other professional endeavors not related to City business without prior written authorization of the City Council.

Section XI - Moving & Relocation Expenses

Employee shall be reimbursed, or City may pay directly for the expenses of moving Employee's household goods from South Lake Tahoe to Mt. Shasta, including any necessary packing, unpacking, storage costs and insurance, rent, and/or rental security deposit, to a total not to exceed \$5,000, provided the amount paid for moving-related expenses and/or rent-related expenses will be reimbursed to the City if Employee's service to the City is less than two years as a result of action on Employee's part. In the event the Employee terminates this agreement within the first two years, Employee will reimburse the City for relocations expenses actually paid at a rate of 1/24th of the total expenses paid for each month remaining between the time of Employee's termination and the completion of the two year period.

Section XII - General Expenses

City recognizes that certain expenses of a non-personal and generally job-related nature are necessary in the proper performance of the City Manager's duties, and agrees to reimburse Employee for such reasonable expenses as may be approved by the City Council.

Section XIII- Indemnification

Employee shall be considered an employee as the term is used in California Government Code Sections 995 through 996.6 and shall be entitled to the protection of a public employee provided therein.

Section XIV - Professional Development

City agrees to fund reasonable travel that would be beneficial to the City for Employee's continuing professional development, including professional conferences, meetings, and seminars, and to pay reasonable professional dues and subscriptions in appropriate organizations, with the exact level each year to be a budgetary matter to be determined by the City Council.

Section XV - Notices

Notices pursuant to this Agreement shall be given by deposit in the custody of the US Postal Service, postage prepaid, addressed as follows:

To the City: Mayor
City of Mt. Shasta
305 North Mt. Shasta Boulevard
Mt. Shasta, CA 96067

To Employee: Bruce Pope
PO Box 8919
South Lake Tahoe, CA 96158

Each party to this agreement shall notify the other with respect to any change in address.

Section XVI - General Provisions

- A. This instrument supersedes all previous agreements between the parties, and contains the entire agreement between them and it is expressly agreed that no representations, promises, conditions, warranties, or other understandings, either express or implied, other than herein set forth, shall be binding upon either party. Employee agrees that no other promises or inducements have been made to employee unless contained in writing, attached hereto or incorporated herein by reference.
- B. This Agreement shall become effective on the date it is fully executed by both parties.
- C. If any provision in this agreement is held to be unconstitutional, invalid or unenforceable, the remainder of this agreement shall be decreed severable and shall remain in full force and effect.

- D. This agreement shall bind the parties, their heirs, agents, successors and assigns.
- E. This is a personal services contract. Employee's rights and obligations under this agreement are personal and not assignable, and any attempted assignment shall be void.
- F. The subject headings of the paragraphs and subparagraphs of this agreement are included for convenience only and shall not affect the construction or interpretation of any of its provisions.
- G. This agreement and any amendments hereto shall be governed by and construed in accordance with the laws of the State of California. Any hearing, proceeding, arbitration, trial, or other proceeding arising out of this agreement shall be located in Siskiyou County, California, unless all parties to this agreement consent to a different venue.
- H. This agreement may be executed in counterparts, each which shall be deemed an original, but all of which together shall constitute one and the same instrument.

In Witness Whereof, the City of Mt. Shasta has caused this Agreement to be signed and executed on its behalf by its Mayor and duly attested to by its City Clerk, and Employee has signed and executed this agreement.

CITY OF MT. SHASTA

Jeffrey Collings, Mayor

Date

ATTEST:

John E. Kennedy Sr., City Clerk

Date

APPROVED AS TO FORM:

John Kenny, City Attorney

Date

Bruce D. Pope

Bruce D. Pope

Date

4828-3935-4644, v. 1

City Council Agenda Item # 7h
Staff Report

Meeting Date:

	Regular
X	Consent
	Closed
	Presentation

To: Mayor and City Council

From: Kathy Wilson, Deputy City Clerk

Subject: Request for Proposals: New Audio/Visual/Sound Equipment

Recommendation:

Staff respectfully requests the City Council approve the request to seek RFP's for new A/V and sound equipment.

Background & Summary:

The City's audio, visual, and sound equipment is aging, outdated, and not compatible with current A/V technologies. With the recent break-down of the camera controller, it has come to the attention of staff that as the system deteriorates, we will be unable to replace equipment piece by piece.

The equipment is made up of multiple systems: A video capture system, audio capture system, public address system (microphones, amplifier, and speakers), an A/V integrated recording system, and a television broadcast system. An assessment of these systems performed by the Siskiyou Media Council earlier this year found that many of the systems are obsolete and should be replaced. The upgrade would include upgrading the Standard Definition capability to High Definition and providing interfaces to both Northland Cable and the internet.

Staff requests Council approval to seek the cost of replacing the system and will return at a later date for possible approval of the project.

Financial Impact:

The cost to complete the RFP will be minimal, cost of staff time and advertising.

Compliance with 2014-17 City Council Strategic Plan:

Supports Strategic Focus IV, Grow Mt. Shasta Pride and Quality: Enhance Council Meeting Technology Offerings

Attachments: None

CITY COUNCIL AGENDA ITEM NO. 7i

Date: September 26, 2016
To: Mayor and Councilmembers
From: Director of Finance
Subject: Transfer of monies into Equipment Replacement Fund

Recommendation:

Staff requests Council approve the transfer of \$75,000 from the General Fund into the Equipment Replacement Fund.

Background & Summary:

Each year after the independent audit Council considers the transfer of funds into the Equipment Replacement Fund. As specified in the Fleet and Equipment Replacement Plan (FERP). A general rule of thumb is to transfer \$75,000 each year into the replacement fund to meet the future equipment needs for the City.

The results of the fiscal year end in the General Fund was \$66,900 net income which is more than what was expected for the fiscal year end in the General Fund and just under the \$75,000 needed to fund the Equipment Replacement Fund.

ATTACHMENTS:

Resolution
Budget Adjustment Request

RESOLUTION NO. CCR-16-45

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MT. SHASTA
AUTHORIZING BUDGET ADJUSTMENT NUMBER 2016/17-01 APPROPRIATING A
TRANSFER OF \$75,000 FROM THE GENERAL FUND TO THE EQUIPMENT
REPLACEMENT FUND**

WHEREAS, the Final Revenue and Expenditure Report for the 2015-2016 fiscal year indicated the City would have approximately and additional \$66,900 of carryover coming into the new fiscal year; and

WHEREAS, the City would like to fund the Equipment Replacement Fund for future City equipment needs; and

WHEREAS, the City Council wishes to appropriate from the expanded General Fund Contingency Reserve for this purpose.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

The City Council of the City of Mt. Shasta hereby approves Budget Adjustment No. 2016/17-01 appropriating \$75,000 for transfer to the Equipment Replacement Fund for future equipment needs.

AYES:

NOES:

ABSTAIN:

DATED: September 26, 2016

CITY OF MT. SHASTA

Jeffrey Collings, Mayor

ATTEST:

Kathryn Wilson, Deputy City Clerk



City of Mt Shasta

Budget Adjustment Request

Budget Adjustment Number: 2016/17-01

FUND/ DEPARTMENT	ACCOUNT NUMBER	CURRENT BUDGET	ADJUSTMENT AMOUNT	ADJUSTED BUDGET
General Fund/Non- Departmental Transfers out	10-700-9900	\$0	\$75,000	\$75,000
Equipment Replacement Fund Transfers In	12-000-5900	\$0	\$75,000	\$75,000
NET ADJUSTMENT		\$0	\$150,000	\$150,000

JUSTIFICATION:	
	Fund Equipment Replacement for current fiscal year
FUNDING SOURCE:	General Fund Reserves

COUNCIL APPROVAL	Required <input checked="" type="checkbox"/>
	Not Required <input type="checkbox"/>
COUNCIL MEETING DATE:	26-Sep-16
RESOLUTION NUMBER:	CCR-16-45

DEPARTMENT APPROVALS	
Department Head	_____
Finance Director	_____
City Manager	_____
CITY CLERK	I certify that the City Council approved the above resolution incorporating this budget amendment. _____

City Council Agenda Item # 8
Staff Report

Meeting Date: September 26, 2016
To: Mayor and City Council
From: Rod Bryan, Public Works Director
Subject: CWSRF Planning Grant Projects

X	Regular
	Consent
	Closed
	Presentation

Recommendation:

Staff requests the City Council adopt the proposed Resolution authorizing the City Manager to execute Task Orders with Pace Engineering, Inc. to complete Clean Water State Revolving Fund (CWSRF) Planning Grant activities.

Background & Summary:

PACE was authorized in October 2015 to submit planning grant applications for 3 wastewater capital improvement projects; the State Mandated WWTP Improvement Project, the Downtown Collection System Improvement Project, and the Interceptor Sewer Replacement Project. Funding Agreements were expected in June 2016. However, they were just recently executed.

The State-Mandated WWTP Improvement Planning Project consists of the following tasks:

1. Preliminary Engineering Report
2. Environmental Documentation and Permitting
3. Prop 218/Rate Study
4. Fiscal Sustainability Plan
5. CWSRF Construction Funding Application

Most of the tasks above for the State-Mandated project have already been approved in the October 2014 Amendment No. 1 to the Agreement for Professional Services for Preparation of Wastewater Treatment and Disposal Feasibility Study. The Rate Study task was approved with the recent selection of PACE to perform the Utility Rate Studies.

With respect to the Interceptor Sewer Replacement Project, much of the work has been completed by PACE and their subconsultants already, under previous Agreements. Specifically, environmental documentation, Right-of-Way acquisition and much of the design was completed prior to the loss of the EDA Grant.

It was anticipated that CWSRF funding Agreements would be executed in June 2016. However, the Agreements were not fully executed until September 15th, the very date that this staff report is being written.

The proposed Resolution will allow PACE to begin and continue work on the two remaining CWSRF planning projects in order to meet the deadlines outlined in the original planning grant project application.

Attachments:

1. Proposed Resolution
2. PACE Proposal

RESOLUTION NO. CCR-16-44

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF MT. SHASTA AUTHORIZING THE CITY MANAGER TO EXECUTE TASK
ORDERS WITH PACE ENGINEERING, INC. TO COMPLETE CLEAN WATER STATE
REVOLVING FUND PLANNING GRANT ACTIVITIES**

WHEREAS, on behalf of the City of Mt. Shasta, Pace Engineering (Pace) has submitted Clean Water State Revolving Fund (CWSRF) Planning Grant Applications for three sewer capital improvement projects; and

WHEREAS, Pace has been authorized to complete all planning grant activities related to the State-Mandated WWTP Improvements Project; and

WHEREAS, Pace and its sub consultants have previously been authorized to complete portions of work associated with the Interceptor Sewer Replacement Project; and

WHEREAS, planning grant efforts have not yet begun for the Downtown Collection System Improvement Project; and

WHEREAS, staff is recommending the execution of Task Orders for Pace to continue work previously authorized, and begin other tasks related to the Interceptor Sewer Replacement Project and the Downtown Collection System Improvement Project.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Mt. Shasta hereby authorizes the City Manager to execute Task Orders under the existing Engineering Services Agreement with Pace Engineering Inc. to complete planning grant activities associated with CWSRF Planning Grant Projects.

The foregoing resolution was passed and adopted this 26th day of September, 2016 by the following vote:

ROLL CALL VOTE

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED:

CITY OF MT. SHASTA

Jeffrey Collings, Mayor

ATTEST:

Kathryn M. Wilson, Deputy City Clerk



September 12, 2016

111.31

SENT BY EMAIL ONLY

RBryan@mtshastaca.gov

Rod Bryan, Public Works Director
City of Mt. Shasta
305 N. Mt. Shasta Blvd.
Mt. Shasta, CA 96067

Dear Rod,

Subject: ENGINEERING PROPOSAL AND UPDATE – PLANNING GRANT PROJECTS

In October 2015, PACE prepared a planning grant application for funding planning activities for capital projects within the City’s wastewater system which included both treatment and collection improvements. After submittal of the application and as a result of working with the funding agency, it was decided to split the proposed project into three separate applications. In February 2016, the City authorized PACE to prepare the two additional sewer project planning grant applications and three water project planning grant applications for a total of six.

The planning grant program is new to the State Revolving Fund (SRF) and resulted from the passage of Proposition 1. As such, during the early months of the program, it was difficult to get consistent messages from SRF staff regarding the eligibility of certain planning activities, and overall funding policies, in general. In addition, the eligibility guidelines vary between water and sewer. Over the course of subsequent months, and after repeated conference calls with SRF staff, we were able to come to terms on the scoping and eligibility for the three sewer projects.

The City recently received planning grant funding agreements for the three sewer projects and has approved, signed and returned those agreements to the State. Those projects are as follows:

SEWER PROJECTS – FUNDED THROUGH CLEAN WATER SRF (CWSRF)

<u>Description</u>	<u>Grant Amount</u>
State-Mandated WWTP Improvements:	\$200,000
Downtown Collection System Improvements:	\$245,000
Interceptor Sewer Replacement Project:	<u>\$255,000</u>
TOTAL CWSRF PLANNING GRANT AMOUNT:	\$700,000

The planning grant for the State-Mandated Project will cover environmental, sewer rate study and other planning activities since the application was submitted November 5, 2015. Originally, we had hoped to maximize the planning grant to \$500,000 and include some design effort. However, after we learned the City could not apply for construction funding until all planning activities were completed, it was decided to remove the design effort from the application. Doing so will allow the City to apply for construction grant/loan funding sooner in hopes of meeting milestone dates defined in the City’s NPDES wastewater discharge permit.

A quick status update on the drinking water project applications is as follows. After conferring with State funding representatives, it was indicated they would only accept one planning funding application from the City. As such, it was collectively decided the City should apply for planning funding for the Tank 1 and Roseburg Water Improvements. The Spring Hill Water System Improvements and Water Distribution Improvements will not be pursued at this time. On September 7, 2016, we participated in a conference call with State representatives, and City staff to discuss the Tank 1/Roseburg project and it appears to have full support for planning funding. The revised planning scope amounts to \$480,000, and a funding agreement is expected in January 2017. The planning grant will reimburse the City for a large portion of the expenses incurred as a result of Tank 1 site acquisition and pipeline easements, as well as preliminary engineering, environmental, and 90% design documents.

Now, back to the sewer projects.

With the City’s selection of PACE to perform the City’s water and sewer utility rate studies, all of the planning activities associated with the State Mandated WWTP Improvements planning grant have been authorized. However, other than the applications themselves, none of the planning activities associated with the Interceptor Replacement or Downtown Collection System projects have been authorized by the City. Both projects have relatively aggressive schedules with right-of-way acquisition, engineering reports and environmental work due by early 2017. Therefore, it is important the City authorize the work as soon as possible.

Planning grant activities for which the City may consider authorizing PACE to proceed with are as defined in the respective funding agreements and are summarized below.

INTERCEPTOR SEWER REPLACEMENT PROJECT

<u>Task</u>	<u>Budget</u>	<u>Due Date</u>
Preliminary Engineering Report	\$25,000	Sep 2017
Environmental Documentation	\$150,000	Sep 2017
Geotechnical Investigation	\$25,000	Aug 2017
Right-of-Way Acquisition	\$40,000	Mar 2017
CWSRF Construction Funding App.	<u>\$15,000</u>	Oct 2017
TOTAL AMOUNT:	\$255,000	

DOWNTOWN COLLECTION SYSTEM IMPROVEMENTS PROJECT

<u>Task</u>	<u>Budget</u>	<u>Due Date</u>
CCTV Sewer Inspection	\$70,000	Jan 2017
Preliminary Engineering Report	\$40,000	Jan 2017
Environmental Documentation	\$30,000	Feb 2017
50% Design/Bid Documents	\$80,000	May 2017
CWSRF Construction Funding App.	<u>\$25,000</u>	Jun 2017
TOTAL AMOUNT:	\$245,000	

If the City approves PACE to proceed with this work, we will work with City staff to prepare "Task Order Requests" to perform the work under the current City Engineer agreement. The work will be performed in accordance with the approved project scopes and comply with the City's obligations under its respective funding agreements with the State.

Feel free to contact me if you have any questions or wish to discuss further.

Sincerely,



Paul J. Reuter
Managing Engineer

PJR

M:\Jobs\0111\0111.31 Misc City Engineering Services\2015-16 Planning Grant Applications\Proposal-CWSRF Planning Grant Work_9-12-16.docx

City Council Agenda Item # 9
Staff Report

Meeting Date: September 26, 2016
To: Mayor and City Council
From: Juliana Lucchesi, City Planner
Subject: Parker Plaza Temporary Artwork Display Agreement

X	Regular
	Consent
	Closed
	Presentation

Recommendation:

Staff respectfully requests the Mayor and City Council approve the attached artwork display agreement to temporarily showcase artwork in Parker Plaza.

Background & Summary:

The City of Mt. Shasta Planning Department has been working with local artists to identify areas for sculpture pieces throughout the City. Parker Plaza is a favorite location due to the proximity to the downtown area, Friday Art Walk route, and other special events (e.g. Farms Market). In an effort to promote more public art, an agreement has been drafted and artwork display arranged for Parker Plaza from October 27, 2016 to January 3, 2017. The Artwork is part of a series created by a local artist. The artwork shall be arranged in a way that does not impede the City walkways.

Compliance with 2014-17 City Council Strategic Plan:

The development and application of an Artwork Display Agreement and temporary installment at Parker Plaza meets multiple action items within Focus area 2 of the City of Mt. Shasta Strategic Plan. Focus area 2 aims to “Maximize our ‘Destination Location’ Opportunities”. The artwork display meets a number of the subsections within this focus area:

- Section 4. Develop and coordinate a plan for all special events
 - (b) Action: Identify and coordinate additional “special events and activities”
- Section 6. Working with others, continue to expand our cultural development initiatives and enhance local arts related development
 - (a) Action: Support efforts of others to attract new art exhibits and shows.
 - (b) Action: Work with others to increase the number of public sculptures, painted recycling bins, scrap art, displays, and other streetscape amenities.

Attachments:

- 1.) Proposed Resolution
- 2.) Artist Artwork Display Agreement
- 3.) Photographs of Proposed Artwork Pieces

RESOLUTION NO. CCR-16-43

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MT. SHASTA APPROVING
THE ARTWORK DISPLAY AGREEMENT FORM AND AUTHORITY OF THE CITY
MANAGER TO ENTER TEMPORARY ARTWORK AGREEMENTS ON THE CITY'S BEHALF**

WHEREAS, the City of Mt. Shasta (City) in an effort to support local and regional artists while enhancing the downtown Mount Shasta atmosphere wishes to participate in an art display program; and

WHEREAS, the City, through consultation with David Gochenour (Artist) has identified eight (8) sculpture pieces to be display between the dates of October 27, 2016 to January 3, 2017; and

WHEREAS, an artwork display agreement has been drafted and agreed to by the Artist, and

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Mt. Shasta hereby agrees to the terms of the attached Artwork Display Agreement and grants the City Manager the authority to make such an agreement with the Artist on the City's behalf:

1. The attached Artwork Display Agreement has been developed in accordance with City insurance and liability policies
2. The Artwork Display Agreement terms are agreeable to the Artist's and City interests
3. The City Council finds the Artwork Display Agreement terms agreeable for the temporary artwork display in Parker Plaza

IT IS HEREBY CERTIFIED that the foregoing Resolution No. CCR-16-43 was adopted by the City Council of the City of Mt. Shasta at a regular meeting of said City Council on September 26, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: September 26, 2016

ATTEST:

CITY COUNCIL OF MT. SHASTA CITY COUNCIL

Kathryn M. Wilson, Deputy City Clerk

Jeffrey Collings, Mayor



The City of Mt. Shasta Art Display Agreement

The City of Mount Shasta in an effort to support local and regional artists while enhancing the downtown Mount Shasta atmosphere wishes to participate in an art display agreement. The following agreement exists between David Gochevour herein referred to as "Artist", and the City of Mount Shasta, herein referred to as the "City". The Artist shall display their original pieces of art, herein referred to as "Artwork", in a City designated area.

Artwork Description

The Artist shall provide 8 number of pieces to be installed at Parker Plaza. The art pieces shall consist of the following materials: Recycled steel and stone

The appraisal value of each Artwork piece are as follows:

Piece Title: <u>Flight of Fantasy</u>	Appraised Value: <u>\$2500⁰⁰</u>
Piece Title: <u>Square the Circle</u>	Appraised Value: <u>\$2000⁰⁰</u>
Piece Title: <u>Wangdang</u>	Appraised Value: <u>\$3500⁰⁰</u>
Piece Title: <u>Doodle</u>	Appraised Value: <u>\$4000⁰⁰</u>
Piece Title: <u>Spinning Wheel</u>	Appraised Value: <u>4000⁰⁰</u>
Piece Title: <u>Centurian</u>	Appraised Value: <u>4000⁰⁰</u>

Please attach a separate sheet with the Piece Title and Appraised Value if you wish to display more than 5 pieces at a time.

Obligations of the Artist

The Artist shall install the indicated number of pieces on the date of, 10/27/2016 ^{see attached} and remove the pieces on the date of, 1/3/17. No Artwork may be removed prior to the removal date, unless special permission is acquired from the City.

The Artist shall supply their own moving equipment including, but not limited to, cranes, moving trucks, protective moving pads, and supports.

The Artist shall supply all mounts, supports, and accessory structures to ensure the Artwork is stable. All accessory structures must be essential to the stability of the Artwork.

The Artist shall supply all identification information and plaques for the Artwork. The identification plaques can be mounted to the Artwork or adjacent to the Artwork. All plaques must be no larger than 8 ½ inches by 11 inches.

The Artist shall be responsible for the maintenance and upkeep of the Artwork. Artists must notify the City when maintenance is to occur. In cases of severe weather or vandal damage, the Artist may remove pieces for maintenance with proper notification to the City.

Obligations of the City

The City Planning Department or designee shall approve all Artwork prior to determine that it is appropriate for public display prior to installation.

The City shall provide all necessary permitting for the Artwork.

The City shall designate and maintain the location of the Artwork. Maintenance of the location shall consist of trash removal, removing debris from platforms, and other services related to the cleanliness of the area.

The City shall notify the City of Mount Shasta Police Department of the number of Artwork pieces, materials used, and the location of the Artwork.

Waiver and Hold Harmless Agreement

I, _____, acknowledge that whenever, wherever my Artwork is placed for display by the City of Mount Shasta at a designated location, it may be located in public access areas which may not be secure from theft, vandalism, or other possible causes of loss or damage. In addition, the Artwork may be such, the risk of loss or damage to my Artwork will be my responsibility to accept or insure against.

I hereby agree that I, my heirs, guardians, legal representatives and assigns will hold the City of Mount Shasta harmless and not make a claim against or file an action against the City of Mount Shasta, its

officers, employees, or agents for injury, loss, or damage as a result of my participation in voluntarily displaying my Artwork in City designated areas.

I HAVE CAREFULLY READ ALL ASPECTS OF THIS AGREEMENT AND FULLY UNDERSTAND AND ACCEPT THEM.

ARTIST(S)

DATE: 9-7-16 SIGNATURE: David Gochenour
PRINT NAME: David Gochenour
ADDRESS: 5917 BROWN Ct
Weed Ca 96094
PHONE: 530 859 2612

CITY

DATE: _____ SIGNATURE: _____

City Manager

DATE: _____ SIGNATURE: _____

Deputy City Clerk

The appraisal value of each Artwork piece are as follows:

Piece Title: <u>Salley</u>	Appraised Value: <u>\$3500⁰⁰</u>
Piece Title: <u>All Punked Out</u>	Appraised Value: <u>\$4000⁰⁰</u>
Piece Title: <u>Peace</u>	Appraised Value: <u>\$2000⁰⁰</u>
Piece Title: _____	Appraised Value: _____
Piece Title: _____	Appraised Value: _____















