Mt. Shasta City Council Regular City Council Meeting Agenda

Mt. Shasta Community Center, 629 Alder Street
Monday, February 22, 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
	1. Call to Order and Flag Salute
	2. Roll call
Page 5	3. Special Presentations & Announcements: Mt. Shasta Audubon Society - Rebeca Franco, Director of the Mt. Shasta area Audubon Society's 'Weeds to Native Plants Program,' will present information regarding the organization's work to coordinate a community effort to remove invasive plants from the Mt. Shasta area in April.
	4. 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. The City Council may regulate the total amount of time on particular issues and for speakers (typically 3 minutes). The Council may place additional time limits on comments, to ensure members of the public have an opportunity to speak and the Council is able to complete its business. A group may be asked to choose a spokesperson to address the Council on a subject matter, or the Council may limit the number of persons addressing the Council whenever a group of persons wishes to address the council on the same subject matter. Speakers may not cede their time to another. The Mayor manages the City Council meeting with a commitment to effective engagement while maintaining a positive, respectful decorum. The Mayor will typically start the Public Comment period sharing the following reminders relating decorum and Brown Act compliance efforts: ✓ 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
Page 6 Page 13 Page 20 Page 29	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. a. Approval of Minutes: February 8, 2016 City Council Regular Meeting Draft Minutes. b. Approval of Disbursements: Accounts Payable: February 3, 2016 and February, 4 2016; Total Gross Payroll and Taxes: For Period Ending February, 9 2016 (Muriel Howarth Terrell, Finance Director) c. Monthly Investment and Financial Report for the Period Ending January 31, 2016 (Muriel Howarth Terrell, Finance Director) d. Approval of Resolution No. CCR-16-9 authorizing the creation of Fire Captain and Fire Battalion Chief job description, the commensurate salary for the new positions, and the editing of the existing Firefighter and Fire Chief job descriptions to bring them in line with the other job descriptions for the department (Fire Chief Matt Melo)
Page 52	8. Overview of Proposition 218 Background: The City Engineer and City Attorney will provide an overview of the prop 218 process how it relates to the Water and Sewer rate study and anticipated increases. Report by: Public Works Director, Rod Bryan & PACE Engineering Recommended Council Action: Staff respectfully requests the City Council facilitate discussion and comments regarding the Proposition 218 process.
Page 53	9. Approval of Agreement for City Engineering Services Background: To be eligible for certain State and Federal funding reimbursements the City must periodically go through the engineering consultant selection process. The City advertised a Request for Qualifications from January 20, 2016 through February 4, 2016. One Statement of Qualifications was received from PACE Engineering. Report by: Public Works Director, Rod Bryan & PACE Engineering Recommended Council Action: Staff respectfully requests the City Council adopt the proposed Resolution CCR-16-8 authorizing the City Manager to enter into a Professional Services Agreement for Engineering Consultant Services Between the City of Mt. Shasta and PACE Engineering, Inc. for the purpose of providing Comprehensive Engineering Services.

Page 66	10. Approval of Resolution No. CCR-16-7 Awarding the Big Lakes Water Line Replacement Project Contract to Timberworks in the Amount of $736,437.40 Background: On Friday February 12, 2016 bids were received for the Big Lakes Water Line Replacement Project. The lowest bidder was Timberworks with a bid amount of $736,437.40. Pace Engineering has evaluated the bids and is recommending that the City award the Construction Contract to Timberworks. The total Construction budget is $975,000. The bid price leaves about $238,000 for contingency. Report by: Public Works Director, Rod Bryan Recommended Council Action: Staff respectfully requests the City Council approve the proposed Resolution awarding the bid for the Big Lakes Water Line Replacement Project to Timberworks.
Page 71	11. Second Reading of Planning Commission Ordinance Background: The City Council will conduct a second reading of Ordinance 16-01, Planning Commission. The first reading was held by City Council on February 8, 2016. The Planning Commission held a public hearing and voted unanimously to maintain the seven member Commission, change the number of members from outside the City limits from two to three as long as the person maintains a Mt. Shasta, 96067 zip code and simplify the interview and appointment process. Report by: Kristen Maze, City Planner Recommended Council Action: City staff respectfully recommends that the City Council review and approve the second reading of Ordinance 16-01.
Page 75	12. City Website Revamp & Financial Dashboard Background: City staff and a web designer have been working closely together over the past several months to revamp the City's official website. In addition to a new layout the site is now more streamlined, interactive, and user friendly. Staff expect that the website will include a Financial Dashboard for the public to view in the near future. Currently a few bugs in the new Dashboard are being resolved. Report by: Paul Eckert, City Manager & Muriel Howarth Terrell Recommended Council Action: Staff respectfully requests that City Council accept this report.
	13. Council Reports on Attendance at Appointed/Outside Meetings:
	14. Future Agenda Items (Appearing on the agenda within 60-90 days): • State Mandated Waste Water Plant Project, Public Hearing – TBD • First Reading of Community Policing Ordinance Concerning Panhandling – TBD • Strategic Plan Workshop – TBD • Code Enforcement Organization Changes – 3/14 • Impact Fees Potential Changes – 3/14/2016 • Fire Prevention & Environment – 3/14/2016 • Alternatives for Capital Improvements Project – 3/14/2016 • Noise Ordinance – 3/14/2016 • Streamlining Solar Project – 3/14/2016 • Agreement for City Engineering Services – 3/14/2016

	• Overview of CEQA / EIR Laws – 3/28/2016 • Expanding Downtown Business District – 4/11/2016 • Update on the Landing & Brownfields – 4/11/16 • Land Use Management Plan of City Owned Properties (City Springs & Westside of The Landing) – 4/24/2016 • Presentation Regarding Potential Forest Service Use of Treated Effluent for Fire Suppression & Dust Control – 4/24/2016
	15. Closed Session Item: None.
	16. Adjourn Availability of Public Records: All public records related to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at City Hall located at 305 North Mt. Shasta Blvd., Mt. Shasta, CA at the same time the public records are distributed or made available to the members of the legislative body. Agenda related writings or documents provided to a majority of the legislative body after distribution of the Agenda packet will be available for public review within a separate binder at City Hall at the same time as they are made available to the members of the legislative body. The City of Mt. Shasta does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services. In compliance with the Americans with Disabilities Act, persons requiring accommodations for a disability at a public meeting should notify the City Clerk or Deputy City Clerk at least 48 hours prior to the meeting at (530) 926-7510 in order to allow the City sufficient time to make reasonable arrangements to accommodate participation in this meeting.

Mt. Shasta Area

INVADER ALERT!!!

DON'T LET THESE PLANTS TAKE OVER OUR LANDSCAPE

SCOTCH and other BROOMS

Cytisus scoparius

DYER'S WOAD

AKA Marlahan Mustard

Isatic tinctoria

HIMALAYAN BLACKBERRY

Rubus discolor

SWEET PEA

Lathyrus latifolius

2016—Created by Rebeca Franco, *Weeds to Native Plants Program,* Mt. Shasta Area Audubon

Mt. Shasta City Council Regular City Council Meeting Draft Minutes

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Monday, February 8, 2016; 5:30 p.m.

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Item
1. Call to Order and Flag Salute: At the hour of 5:32 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: Kathy Morter, Tim Stearns, Geoff Harkness, Mayor Jeffrey Collings, and Mayor Pro Tem Mike Burns Sr.
3. Special Presentations & Announcements: None.
4. Public Comment: Preston Dickinson – Provided introduction to and information regarding his role with AT&T and interest in the Broadband / Fiber dialogue. Raven Stevens – Suggested that the City consider permitting City Council representation to include candidates outside of the City limits. Provided update about Crystal Geyser power supply generators and applications, a second well plan, and leach field use with upgrades. Mayor Jeffrey Collings – Question regarding well #6 and Regional Air Quality Control Board resources. Afa Garrigan – Provided update about local 'Town Hall Meetings' on every second and fourth Sunday of the month (the day before City Council Regular Meetings). The meeting location is the Silk Road Chai Shop located at 105 E Alma Street in Mt. Shasta. Indicated that attendance was good and there are efforts being made for 'Locals Supporting Locals.' Ted Palfini – Comment regarding potential positive impact and value of R1 and Airbnb. Indicated that a group of about 20 people are going to start meeting regularly to better the Mt. Shasta area. John Kennedy – Comment in support of Ted Palfini's comments. Comment about concern for the next 10-20 years of Mt. Shasta due to lack of development. Indicated that the group that is going to meet wants to work with the City, and promote business. Would like to see the City be more business friendly. Larry Stock – Comment in support of R1. Comment about concern over marijuana ordinance. Is concerned about people being able to grow it and consume it inside of City limits. Comment about concerns relating to Crystal Geyser and available jobs. Is concerned that businesses are feeling unwelcome to the area. Gina Munday – Comment in support of the proposed marijuana ordinance, but has concerns regarding large scale growth. Mike Brown – Comment about concern for job opportunities in Mt. Shasta, and would like to see business supported. Comment about concern for school system and low numbers. Steve Funk – Question about when public comment will officially happen in regards to the proposed marijuana ordinance.

5. Meeting Recess: None

6. Council & Staff Comments:
Paul Eckert, City Manager – Provided update about the Police Department's efforts and activities in response to the Best Western Tree House robbery, and indicated that there will be a press meeting in the next few days. The Police Department is continuing to improve Code Enforcement efforts. The Deputy City Clerk attended training last week. The Centennial Trail is close to completion. The Website revamp should be completed next week.
Councilmember Tim Stearns – Commented that a City Council appointment outside of City limits is not possible according to State Law. Comment that City Council is interested in working with community groups to support initiatives that are pro-jobs, economic growth, and improving school and education.
Councilmember Kathy Morter – Comment echoing that City Council is interested in working with community groups to support initiatives that are pro-jobs, economic growth, and improving school and education. Comment that the homeless and transient population conversation should be consistent with the City's strategic plan. Comment that the Strategic Plan could include benchmarks, and that there could be a Master Plan for the Landing.
Mayor Pro Tem Mike Burns Sr. – Comment about tangible ideas for economic growth.
Councilmember Geoff Harkness – Comment that community volunteers should engage in supporting economic development. Comment indicating that the Waste Water Treatment Plant conversation has been tabled, and the impact of the City losing $3 Million dollar EDA grant. Comment indicating that the tribal consult has been encouraged to progress as efficiently and quickly as possible.
Mayor Jeffrey Collings – Comment about additional costs due to losing the $3 million dollar EDA grant.
Councilmember Kathy Morter – Question about tribal consultation concerns about water treatment.
Mayor Pro Tem Mike Burns Sr. – Question about tribal consultation timeline requirements.
Councilmember Tim Stearns – Comment about time period for tribal consultation.

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.
   A. Approval of Minutes: January 25, 2016 City Council Regular Meeting Draft Minutes.
   B. Approval of Disbursements: Accounts Payable: 1/20/16, 1/26/16, 1/27/16; Total Gross Payroll and Taxes: For Period Ending 1/20/2016 (Muriel Howarth Terrell, Finance Director)
   C. Resolutions CCR-16-4 and CCR-16-5 authorizing the City Manager as the Authorized Representative for State Water Resources Control Board planning grant applications (Rod Bryan, Public Works Director)

COUNCIL ACTION: Approve agenda item number 7 A-C. All Resolutions and Ordinances on this item were introduced or adopted, as applicable, by title only, and the full reading thereof was waived.

MOTION: Councilmember Geoff Harkness
SECOND: Councilmember Tim Stearns
AYES: All
NOES: None
ABSENT: None
ABSTAIN: None

8. Cost Sharing Agreement Between the City of Mount Shasta and the Mount Shasta Fire Protection District

COUNCIL ACTION: Approve agenda item number 8. All Resolutions and Ordinances on this item were introduced or adopted, as applicable, by title only, and the full reading thereof was waived.
MOTION: Councilmember Tim Stearns
SECOND: Mayor Pro Tem Mike Burns Sr.
AYES: All
NOES: None
ABSENT: None
ABSTAIN: None

City Staff & City Council Comments:
Paul Eckert, City Manager – Comment indicating that Fire Chief Rick Joyce and Fire Chief Matt Melo have collaborated significantly in the past. Their efforts align with the City's strategic plan. This collaboration provides improved services and saves the City about $11,000.
Councilmember Kathy Morter – Question regarding the two Fire Chief positions and their status in regards to eventual retirement or phasing out. Question about the 'Joint Powers Authority.' Indicated that she appreciates these efforts.
Councilmember Tim Stearns – Indicated that he appreciate these efforts, and recognizes that the agreement helps to provide improved services to the community.
Councilmember Geoff Harkness – Question regarding performance review process. Indicated that he appreciates the cost sharing agreement and efforts for improving services.
Fire Chief Matt Melo – Indicated that the Mt. Shasta City Manager and Fire Protection District Board Chairman will do performance reviews. Indicated that Fire Chief retirement and phasing out plans have been considered.
Mayor Jeffrey Collings – Question regarding if seasonal firefighters will be possible again this year.
Fire Chief Matt Melo – Indicated that hiring seasonal firefighters may be possible in 2017.
Mayor Pro Tem Mike Burns Sr. - Question regarding separate funding and benefits.
Fire Chief Matt Melo – Comment about budget and benefits.

Public Comments:
Afa Garrigan – Comment suggesting that the City start a Police Department and Fire Department appreciation day with local businesses. This suggestion was made at one the Town Meetings.

9. State Compliance changes to Marijuana Ordinance

COUNCIL ACTION: Table the discussion until November
MOTION: Councilmember Tim Stearns
SECOND: Councilmember Kathy Morter
AYES: Mayor Jeffrey Collings and Councilmember Geoff Harkness
NOES: Mayor Pro Tem Mike Burns Sr.
ABSENT: None
ABSTAIN: None

Public Comments:
Steve Funk – Comment in favor of idea behind ordinance. Is not in favor of marijuana being grown inside of City limits. Comment about concern of marijuana related crime.
Elizabeth Tabor – Comment about delivery and store front concerns being a dispensary owner in the City.
Councilmember Geoff Harkness – Question regarding delivery of marijuana.
Councilmember Kathy Morter – Question regarding definition of commercial grow.
Elizabeth Tabor – Comment providing information on commercial grow.
Kristen Maze, City Planner –
Councilmember Tim Stearns – Question regarding growing marijuana inside of City limits, and a dispensary's process for obtaining crops.
Elizabeth Tabor – Comment that farmer's cultivate marijuana and deliver the amount needed.
Mayor Pro Tem Mike Burns Sr. – Question regarding if farmers are following the law.
Elizabeth Tabor – Comment that farmers are following the law.
Councilmember Tim Stearns - Question regarding cultivation and the impact of competition.
Roslyn McCoy – Comment about prohibited versus regulated. Comment about the benefit of marijuana for patients.
Afa Garrigan – Comment regarding observations about opposition to change. Comment indicating that the situation should benefit both sides.
Ted Palfini – Comment regarding unpleasant odor of marijuana.

Staff & City Council Comments:
Councilmember Tim Stearns – Question regarding Planning Commission minutes reflecting a vote.
Kristen Maze, City Planner – Comment that the Planning Commission voted to note have an ordinance but that staff moved it forward.
Councilmember Tim Stearns – Comment requesting that the ordinance go back to the Planning Commission because of deadline in March being removed.
Councilmember Kathy Morter – Question regarding process.
Kristen Maze, City Planner – Comment that the ordinance still moves forward regardless of Planning Commission recommendation and that the Planning Commission recommendation is to inform City Council.
Councilmember Geoff Harkness - Comment about concerns with cultivation due to location

of it in proximity to homes and acknowledges the economic impact. Would like the ordinance sent back to the Planning Commission.
Mayor Pro Tem Mike Burns Sr. – Comment indicating that he disliked marijuana and he is not in favor of it. Would like to see process for strict regulation.
Mayor Jeffrey Collings – Comment about needing more time to understand information, and that the March deadline is no longer valid. Suggested a presentation on this topic to council.
Paul Eckert, City Manager – Suggested that the item is shelved until November because of competing priorities with City Staff and the Planning Commission's time and resources.
Kristen Maze, City Planner – Comments regarding state versus other guidance on Marijuana.
Paul Eckert, City Manager – Comment clarifying prior comment.
Councilmember Geoff Harkness – Asked for clarification regarding ordinance.
Councilmember Tim Stearns – Suggested adopting ordinance and reviewing it again when more guidance is available in November. Suggested that the ordinance be amended to strike the ordinance number '16-2', page 36 1C strike the first sentence 'C' in regards to deadline of March 1, and strike date of February 22 at bottom. Moved to motion a second reading.
Mayor Pro Tem Mike Burns Sr. – Seconded the motion.
Councilmember Geoff Harkness – Comment regarding the amendment. Suggested that it expire at the end of the year via a sunset clause so that the topic can be rehashed and if needed, delivery can be considered at that time.
Paul Eckert, City Manager – Comment encouraging caution on this topic.
Councilmember Kathy Morter – Comment indicating that she is uncomfortable with moving ordinance forward at present.
Paul Eckert, City Manager – Comment reiterating value of having City staff and the Planning Commission focus energy on this topic versus other given priorities.
Councilmember Tim Stearns – Question regarding value of tabling the ordinance.
Mayor Pro Tem Mike Burns Sr. – Question regarding if the City will lose any authority to regulate Marijuana if the ordinance is tabled.
Kristen Maze, City Planner – Comment indicating that the City will still be able to regulate Marijuana if the ordinance is tabled for now.

10. Planning Commission Size Reduction Zone Amended

Public Comment:
Roslyn McCoy – Comment in approval of reducing the number of Planning Commissioners, and having some seats located outside of the City limits with a Mt. Shasta zip code.

Staff & City Council Comments:
Councilmember Tim Stearns – Comment regarding support of 7 Planning Commissioners with 3 seats outside of the City limits with a Mt. Shasta zip code.
Councilmember Kathy Morter – Comment regarding no issues with Planning Commission quorum.
Paul Eckert, City Manager – Comment regarding City's efforts to advertise vacancies and do outreach to fill positions.
Mayor Pro Tem Mike Burns Sr. – Requested clarification regarding City versus outside City

limits.
Councilmember Tim Stearns – Comment indicating that there would be a total of 7 Planning Commission seats, with 4 of them being inside city limits and 3 of them being outside of city limits.

COUNCIL ACTION: Move to a second reading of the Planning Commission ordinance.
MOTION: Councilmember Tim Stearns
SECOND: Councilmember Geoff Harkness
AYES: All
NOES: None
ABSENT: None
ABSTAIN: None

11. Update on the Nest

COUNCIL ACTION: Receive update.

Staff & City Council Comments:
Councilmember Kathy Morter- Comment indicating appreciation of efforts so far. Would like to see efforts continue as frustrations appear high in the community with the situation.
Mayor Jeffrey Collings – Comment indicating appreciation of efforts.

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

Councilmember Tim Stearns – Will be attending DEAC meeting the following week
Mayor Pro Tem Mike Burns Sr. – Will be attending LTC the following day.

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

- Special Meeting with Recreation Department – 2/2016
- Overview of Proposition 218 - 2/22/16
- State Mandated Waste Water Plant Project, Public Hearing – TBD
- First Reading of Panhandling in Street Ordinance - TBD
- Impact Fees Potential Changes – 3/14/2016
- Fire Prevention & Environment – 3/14/2016
- Alternatives for Capital Improvements Project – 3/14/2016
- Noise Ordinance – 3/14/2016
- Streamlining Solar Project – 3/14/2016
- Agreement for City Engineering Services – 3/14/2016
- Overview of CEQA / EIR Laws – 3/28/2016
- Expanding Downtown Business District – 4/11/2016
- Update on the Landing & Brownfields – 4/11/16
- Timber Management Plan of City Owned Properties (City Springs & Westside of The Landing) – 4/24/2016
- Presentation Regarding Potential Forest Service Use of Treated Effluent for Fire

Suppression & Dust Control – 4/24/2016 Councilmember Kathy Morter – Requested that a presentation on changes to code enforcement be added. Requested that 'Timber Plan' be changed to 'land use management plan' on the future agenda items list. Councilmember Tim Stearns – Requested that a Strategic Planning Workshop be added to the future agenda items list.
14. Closed Session Item: None.
15. Adjourn There being no further business, the meeting was adjourned at 8:46 p.m.

City Council Agenda Item # 7b
Staff Report

Meeting Date:	February 22, 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 respectfully requests the Mayor and City Council Approve warrants paid including payroll benefits and withholding, and payroll distribution, in the amount of $168,737.15.

Background & Summary:

Approval of Check Numbers 37445-37511	$ 98,629.06
Total Payroll Distribution	$ 50,736.86
Total Payroll Taxes	$ 19,361.23
	$168,737.15

Financial Impact:

Espenditures 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 – 2/4/16
2.) ACH Payroll Distribution – 2/3/16
3.) EFTPS Reports – 2/9/16

Check Register Report

Date: 02/04/2016
Time: 11:14 am
Page: 1

City of Mt. Shasta

BANK: TRI COUNTIES BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
TRI COUNTIES BANK Checks							
37445	02/04/2016	Printed		10140	AIELLO, GOODRICH & TEUSCHER	Final Bill audit services	500.00
37446	02/04/2016	Printed		10220	ALPINE BUSINESS EQUIPMENT	Dec 15 office supplies	9.75
37447	02/04/2016	Printed		10373	ARAMARK	Jan 16 linen services - Shop	460.41
37448	02/04/2016	Printed		11140	BASIC LABORATORY INC.	WWTP lab services	1,005.40
37449	02/04/2016	Printed		11147	BAXTER AUTO PARTS	Jan 16 equipment parts - Fire	51.16
37450	02/04/2016	Printed		11280	BORGES & MAHONEY	WWTP Motor, Tube Unit Reagent	986.78
37451	02/04/2016	Printed		12213	CAL-ORE COMMUNICATIONS	Feb 16 domain spam filter	29.95
37452	02/04/2016	Printed		12198	CALIFORNIA RURAL WATER ASSOC.	Mar 16 - Mar 17 Dues	684.00
37453	02/04/2016	Printed		12880	D-BEST JANITORIAL	Jan 16 cleaning services	550.00
37454	02/04/2016	Printed		13064	DE LAGE LANDEN	02/15/16-05/14/16 copier maint	1,230.33
37455	02/04/2016	Printed		13200	DEPT. OF TRANSPORTATION	Oct - Dec 15 st lights	184.98
37456	02/04/2016	Printed		13199	DIGITAL PATH INC	Feb 16 WWTP internet	99.95
37457	02/04/2016	Printed		14140	DON ERICKSON SHELL JOBBER	Heating fuel - City Hall	253.95
37458	02/04/2016	Printed		13904	PAUL ECKERT	Notary, battery for cell	30.74
37459	02/04/2016	Printed		15192	FORSGREN ASSOCIATES INC	Drought water talk	1,200.00
37460	02/04/2016	Printed		17100	HEATON STEEL & SUPPLY	Water sample tap cages	92.22
37461	02/04/2016	Printed		22140	KENNY, SNOWDEN & NORINE	Dec 15 City Attorney fees	3,030.16
37462	02/04/2016	Printed		21050	COURTNEY LAVERTY	Reimburse Professional Dev ALA	621.96
37463	02/04/2016	Printed		21155	LITHIA MOTORS	Parts PD 14	203.50
37464	02/04/2016	Printed		21177	LONGHAIR COLLISION WORKS	Charger door, repair/paint	1,061.48
37465	02/04/2016	Printed		22023	RICHARD MARQUES	Library Snow Rem.1/14/16	60.00
37466	02/04/2016	Printed		22066	MCLANE MAINTENANCE	Jan 16 Parker Plaza lawn care	150.00
37467	02/04/2016	Printed		22071	MENDES SUPPLY COMPANY	Bathroom deodorizer	7.43
37468	02/04/2016	Printed		22114	KATHY MORTER	Reimburse Liq. Snowflake Fest	272.94
37469	02/04/2016	Printed		22302	MT SHASTA IT SERVICES	Jan 16 IT services	2,500.00
37470	02/04/2016	Printed		22200	MT. SHASTA CHAMBER OF COMMERCE	Oct - Dec 15 VCB alllocation	16,250.00
37471	02/04/2016	Printed		22283	MT. SHASTA FIRE PROTECTION	Aug 15 cover	2,153.50
37472	02/04/2016	Printed		23052	NORTHLAND CABLE TELEVISION INC	Feb 16 CH-PD-FD internet	86.40
37473	02/04/2016	Printed		23052	NORTHLAND CABLE TELEVISION INC	Feb 16 Library internet	64.01
37474	02/04/2016	Printed		24033	OREILLY AUTOMOTIVE INC	Disc pads PD 8	178.93
37475	02/04/2016	Printed		25000	P.A.P.A.	Seminar 02/24/16 - R Bryan	100.00
37476	02/04/2016	Printed		25120	PERSONNEL PREFERENCE INC	PW temp help	841.50
37477	02/04/2016	Printed		25115	PLATT	Cat 6 Yellow cable	632.08
37478	02/04/2016	Printed		27000	RAMSHAW'S ACE HARDWARE INC	Jan 16 misc supplies	850.25
37479	02/04/2016	Printed		27020	RAMSHAW'S ACE HARDWARE INC	Jan 16 misc supplies	126.15
37480	02/04/2016	Printed		27081	SERGIO RODRIGUEZ	Refund deposit JESE-300-16	65.07
37481	02/04/2016	Printed		28120	SHASTA AUTO SUPPLY	Jan 16 equipment parts	677.25
37482	02/04/2016	Printed		28173	SHASTA CLEANING & MAINTENANCE	Library cleaning 1/28/16	170.00
37483	02/04/2016	Printed		28268	DANIELLE SIGNOR	Jan 16 website maintenance	126.00
37484	02/04/2016	Printed		28360	SISKIYOU COUNTY CLERK	Big Lakes Water Line Repl Fee	50.00
37485	02/04/2016	Printed		28372	SISKIYOU COUNTY ECONOMIC	Oct-Dec 15 Assess/Cleanup	15,066.48
37486	02/04/2016	Printed		28475	SISKIYOU FIRE EQUIPMENT	Annual Fire Ext Svc WWTP	965.59
37487	02/04/2016	Printed		22220	SISKIYOU MASONIC TEMPLE BOARD	Dec 15 Jan 16 builiding rental	1,125.00
37488	02/04/2016	Printed		28520	SISKIYOU MEDICAL GROUP	J Polk First Aid for eye	75.00
37489	02/04/2016	Printed		11380	SJ DENHAM-MT. SHASTA	PD 8 parts	158.74
37490	02/04/2016	Printed		28594	SMITH BUILDING SERVICES LLC	Building inspector svcs	2,631.07
37491	02/04/2016	Printed		28595	JOHN SMITH SANITATION INC	Jan 16 extra garbage pickup	177.55
37492	02/04/2016	Printed		28600	SNOWCREST INC	Feb 16 Library Internet	44.69
37493	02/04/2016	Printed		32060	SOLANOS INC	Jan 16 misc supplies	1,291.80
37494	02/04/2016	Printed		28695	STATE BOARD OF EQUALIZATION	2015 Use Tax	831.00
37495	02/04/2016	Printed		30004	U.S. BANK EQUIPMENT FINANCE	PD copier financing	84.74

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
				Total Checks: 51		**Checks Total (excluding void checks):**	**60,099.89**
				Total Payments: 51		**Bank Total (excluding void checks):**	**60,099.89**
				Total Payments: 51		**Grand Total (excluding void checks):**	**60,099.89**

Check Register Report

Date: 02/04/2016
Time: 12:29 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							
37496	02/04/2016	Printed		12185	CALIFORNIA P.E.R.S.	02/04/16 Rate Plan 925	4,445.49
37497	02/04/2016	Printed		12185	CALIFORNIA P.E.R.S.	02/04/16 Rate Plan 926	610.36
37498	02/04/2016	Printed		12185	CALIFORNIA P.E.R.S.	02/04/16 Rate Plan 927	3,664.11
37499	02/04/2016	Printed		12185	CALIFORNIA P.E.R.S.	02/04/16 Rate Plan 27429	1,059.05
37500	02/04/2016	Printed		12185	CALIFORNIA P.E.R.S.	02/04/16 Rate Plan 25862	385.39
37501	02/04/2016	Printed		28790	CALPERS 457 PLAN	02/04/16 457 SIP Deductions	1,000.00
37502	02/04/2016	Printed		12640	COLONIAL LIFE & ACCIDENT INSUR	Feb 16 Life/Accident Insurance	630.82
37503	02/04/2016	Printed		13071	DELTA HEALTH SYSTEMS	Feb 16 Health Insurance	17,537.00
37504	02/04/2016	Printed		20098	KINGS TOTAL SECURITY	Public restroom lock repairs	450.82
37505	02/04/2016	Printed		21060	LEAGUE OF CALIFORNIA CITIES	2016 Membership Dues	2,391.00
37506	02/04/2016	Printed		22240	MT. SHASTA ELECTRIC INC	Fixture for Dispatch	1,947.13
37507	02/04/2016	Printed		15240	NATIONWIDE RETIREMENT SOLUTION	02/04/16 457 SIP Deductions	1,790.00
37508	02/04/2016	Printed		25111	WILLIAM PIERCE	Reimburse for lien recording	23.00
37509	02/04/2016	Printed		25160	POSTMASTER	Replenish bulk mail acct	1,600.00
37510	02/04/2016	Printed		28560	SISKIYOU OPPORTUNITY CENTER	Jan 15 recycling pickups	825.00
37511	02/04/2016	Printed		28815	STERLING HEALTH ADMINISTRATION	HSA Payroll Deductions	170.00
				Total Checks: 16		**Checks Total (excluding void checks):**	**38,529.17**
				Total Payments: 16		**Bank Total (excluding void checks):**	**38,529.17**
				Total Payments: 16		**Grand Total (excluding void checks):**	**38,529.17**

tri counties bank

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: All
Originator: All
Approver: All
From Initiated Date: 1/29/2016
To Initiated Date: 2/3/2016
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+)	134314		2/3/2016	2/4/2016	2/3/2016	2/3/2016	Polk, Jodi	Howarth Terrell, Muriel	City of Mt Shasta		Approved	$50,736.86

Back

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FEDERAL PAYROLL TAX PAYMENT (EFTPS-941)		
PAYROLL PERIOD ENDING:		01/31/16
PAYROLL DATE:		02/04/16
ACCOUNT NAME:	ACCT.#	AMOUNT
SOCIAL SECURITY	11-000-2110	$9,010.86
MEDICARE	11-000-2110	$2,107.36
FED. WITHHOLDING	11-000-2120	$6,144.33
TOTAL DEPOSIT:		$17,262.55
EFTPS CONFIRMATION NO:		14912886
EFTPS BANK DEBIT DATE:		2/9/2016
APPROVED:		

STATE PAYROLL TAX PAYMENT (EDD)		
PAYROLL PERIOD ENDING:		01/31/16
PAYROLL DATE:		02/04/16
ACCOUNT NAME:	ACCT.#	AMOUNT
STATE WITHHOLDING	11-000-2130	$1,704.69
STATE DISABILITY INS	11-000-2140	$393.99
TOTAL DEPOSIT:		$2,098.68
EDD CONFIRMATION # (STATE):		22286075056
EDD CONFIRMATION # (SDI):		22286122056
EDD BANK DEBIT DATE:		2/9/2016
APPROVED:		

City Council Agenda Item # 7c
Staff Report

	Regular
x	Consent
	Closed
	Presentation

Meeting Date: February 22, 2016

To: Mayor and City Council

From: Muriel Howarth Terrell, Director of Finance

Subject: Monthly Investment and Financial Report for the Period Ending January 31, 2016

Recommendation:

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

Background & Summary:

As of January 31, 2016 the combined funds the City of Mt. Shasta had invested in the Local Agency Investment Fund (L.A.I.F.) totaled $2,107,655.82.The January 2016LAIF statement is attached along with the performance data for the month of December. 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.	January 31, 2016	0.0446%
CD's-1Year	January 31, 2016	0.0200%
Treasury Note – 1Yr.	January 31, 2016	0.195%
Treasury Note – 2 Yr.	January 31, 2016	0.78%
Treasury Note – 5 Yr.	January 31, 2016	1.33%
Treasury Note – 10 Yr.	January 31, 2016	1.92%
Treasury Note – 30 Yr.	January 31, 2016	2.74%

Bloomberg as reported by Chandler Assest Management

Local Rates:

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

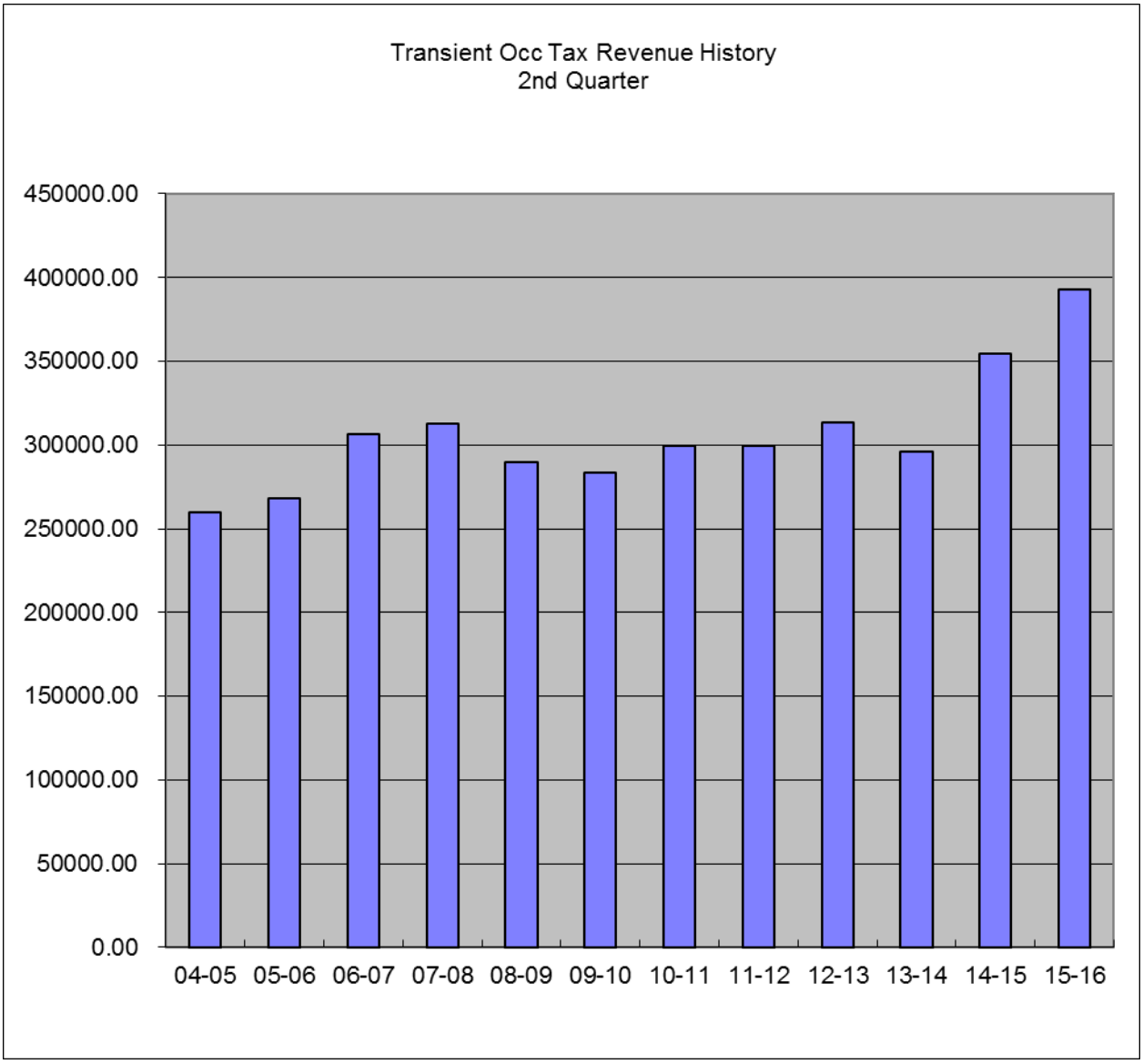
The LAIF average increased slightly last month, other rates across most of the Treasury yield curve declined.. We continue to anticipate the LAIF rate staying in a narrow range around .40%

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 $282,771 in December 2015 and is what was anticipated.

Sales Tax Revenue:
The sales tax revenue through the end of the second quarter of 2015/16 was 396,150 which is $9,500 more than the total collections through the same quarter last year. The chart below illustrates the trend of sales tax revenue for the 2nd quarter in the last few years.

Transient Occupancy Tax:
The collection of the second quarter TOT came in above what was anticipated. The total TOT collected equaled $392,964 which is $39,000 more than the previous fiscal year. The chart on the next page represents the 2nd quarter TOT over the last few years.



Financial Impact.

The investments are in compliance with the City's investment policy and provide for meeting the City's cash flow needs fot 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 January 2016 Newletter

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

www.treasurer.ca.gov/pmia-laif/laif.asp
February 09, 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

January 2016 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
1/12/2016	1/12/2016	RD	1488814	JODI M. POLK	1,500,000.00
1/15/2016	1/14/2016	QRD	1491220	SYSTEM	643.21

Account Summary

Total Deposit:	1,500,643.21	Beginning Balance:	607,012.61
Total Withdrawal:	0.00	Ending Balance:	2,107,655.82

CHANDLER ASSET MANAGEMENT

February 2016

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.

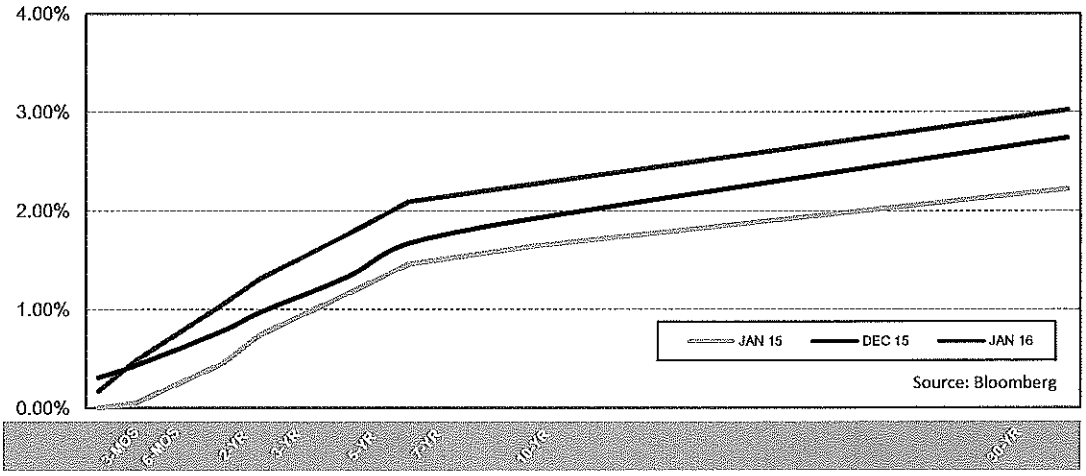
Market Summary

As expected, at the January meeting, the Federal Open Market Committee (FOMC) left the fed funds rate unchanged at a range of 0.25%-0.50%. The Committee noted that labor market conditions continued to improve since the December meeting, even as economic growth slowed. Meanwhile, market-based measures of inflation compensation declined further. Inflation is expected to remain low, partially due to the continued decline in energy prices. The Committee continued to indicate that the pace of future rate hikes will be gradual. Although the FOMC didn't take the possibility of a March fed funds rate hike off the table, we believe policy rates are likely to remain on hold for at least the next few months in light of growing concerns about global economic growth and in the absence of inflationary pressures.

Though concerns about commodity prices and emerging market economies are heightened, and financial markets have been volatile, domestic economic data remains relatively good. Trends in the labor market remain favorable, and consumer confidence is solid. Housing trends are also healthy. However, the manufacturing sector remains weak. The ISM manufacturing index has been below 50.0 since October, suggesting that the manufacturing sector is contracting. Nevertheless, payrolls have increased by an average of 231,000 per month over the past three months, and the unemployment rate has declined to 4.9%, which should provide a tailwind for economic growth this year. Consumer spending continues to be the primary driver of domestic economic growth and a strong labor market, modest wage growth, and low gas prices should benefit consumers. Market participants are forecasting moderate GDP growth of 2.0-2.5% in 2016. Based on the ongoing relative strength of the US dollar, which is a headwind for economic growth, we believe 2016 GDP growth is likely to be at the lower end of the 2.0%-2.5% range.

In January, rates across most of the Treasury yield curve declined. The yield on 2-year Treasury securities declined 27 basis points, while the yield on 10-year Treasury securities declined 35 basis points. We believe this contraction is attributed to disappointing global economic data, continued weakness in commodity markets, and market participants' expectation that the pace of future rate hikes is likely to be slower than previously anticipated. At the end of December, the implied probability of a rate hike in March 2016, according to fed funds futures, was more than 50%. By the end of January, the probability of a March rate hike declined to 14%. According to fed funds futures, most market participants currently expect the FOMC to remain on hold until at least the end of this year. This is in sharp contrast to the FOMC's "dot plot" which suggests that the Federal Reserve could raise the fed funds rate 3 or 4 times before year-end. We believe the "dot plot", which depicts the FOMC's assessment of appropriate monetary policy, will likely contract over the medium term.

THE TREASURY YIELD CURVE DECLINED



We believe this decline in interest rates is attributed to disappointing global economic data, continued weakness in commodity markets, and market participants' expectation that the next fed funds rate hike may be delayed longer than previously expected.

TREASURY YIELDS	1/31/2016	12/31/2015	CHANGE
3 Month	0.31	0.17	0.14
2 Year	0.78	1.05	(0.27)
3 Year	0.97	1.31	(0.34)
5 Year	1.33	1.76	(0.43)
7 Year	1.67	2.09	(0.42)
10 Year	1.92	2.27	(0.35)
30 Year	2.74	3.02	(0.28)

Economic Roundup

Consumer Prices

In December, the Consumer Price Index (CPI) rose 0.7% on a year-over-year basis, up from 0.5% in November. Year-over-year comparisons have become easier, given the precipitous decline in energy prices at the end of 2014. Meanwhile, Core CPI (CPI less food and energy) was up 2.1% in December on a year-over-year basis, vs. up 2.0% in November. The Personal Consumption Expenditures (PCE) price index was up 0.6% on a year-over-year basis in December, up from 0.4% in November. Core PCE (excluding food and energy) was unchanged in December, up 1.4% on a year-over-year basis. Overall, inflationary pressures remain benign.

Retail Sales

On a year-over-year basis, retail sales were up 2.2% in December, versus growth of 1.6% in November. On a month-over-month basis, retail sales fell 0.1% in December. Excluding autos and gas, the figure was flat, slightly weaker than the consensus forecast. Overall, consumer spending trends have been modest.

Labor Market

Payrolls were weaker than expected in January but the unemployment rate continued to decline, the participation rate increased, and wages ticked higher. Nonfarm payrolls rose by 151,000 in January, below the consensus forecast of 190,000. November and December payrolls were revised for a net decrease of just 2,000. The unemployment rate edged down in January to 4.9% from 5.0%. The participation rate inched up to 62.7% from 62.6%. Wages rose 0.5%, exceeding expectations for a 0.3% increase. A broader measure of unemployment called the U-6, which includes those whom are marginally attached to the labor force and employed part time for economic reasons, was unchanged at 9.9%. Over the past three months, payrolls have increased by an average of 231,000 per month, compared to the trailing six-month average of 215,000. Even though the headline payroll figure for January was disappointing, labor market trends remain favorable.

Housing Starts

Total housing starts declined 2.5% on a month-over-month basis in December, missing expectations. Single-family housing starts fell 3.3% while multi-family starts fell 1.0%. Housing starts tend to be volatile on a month-to-month basis, but the underlying trend remains favorable with total housing starts up 6.4% on a year-over-year basis.

Credit Spreads Widened in January

CREDIT SPREADS	Spread to Treasuries (%)	One Month Ago (%)	Change (%)
3-month top-rated commercial paper	0.16	0.26	(0.10)
2-year A corporate note	0.67	0.55	0.12
5-year A corporate note	1.03	0.85	0.18
5-year Agency note	0.21	0.18	0.03

Source: Bloomberg *Data as of 1/31/2016*

Economic Data Remains Indicative of Slow Growth

ECONOMIC INDICATOR	Current Release	Prior Release	One Year Ago
Trade Balance	(43.4) $Bln DEC 15	(42.2) $Bln NOV 15	(45.5) $Bln DEC 14
GDP	0.7% DEC 15	2.0% SEP 15	2.1% DEC 14
Unemployment Rate	4.9% JAN 16	5.0% DEC 15	5.7% JAN 15
Prime Rate	3.5% JAN 16	3.5% DEC 15	3.25% JAN 15
CRB Index	166.75 JAN 16	176.14 DEC 15	218.84 JAN 15
Oil (West Texas Int.)	$33.62 JAN 16	$37.04 DEC 15	$48.24 JAN 15
Consumer Price Index (y/o/y)	0.7% DEC 15	0.5% NOV 15	0.8% DEC 14
Producer Price Index (y/o/y)	(2.7%) DEC 15	(3.2%) NOV 15	(0.6)% DEC 14
Dollar/EURO	1.08 JAN 16	1.09 DEC 15	1.13 JAN 15

Source: Bloomberg

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JOHN CHIANG
TREASURER
STATE OF CALIFORNIA

PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
01/28/16	0.45	0.45	171
01/29/16	0.45	0.45	167
01/30/16	0.45	0.45	167
01/31/16	0.45	0.45	167
02/01/16	0.46	0.45	169
02/02/16	0.46	0.45	166
02/03/16	0.46	0.45	165
02/04/16	0.46	0.45	165
02/05/16	0.46	0.45	166
02/06/16	0.46	0.45	166
02/07/16	0.46	0.45	166
02/08/16	0.46	0.45	164
02/09/16	0.46	0.45	163
02/10/16	0.46	0.45	162

*Daily yield does not reflect capital gains or losses

LAIF Performance Report

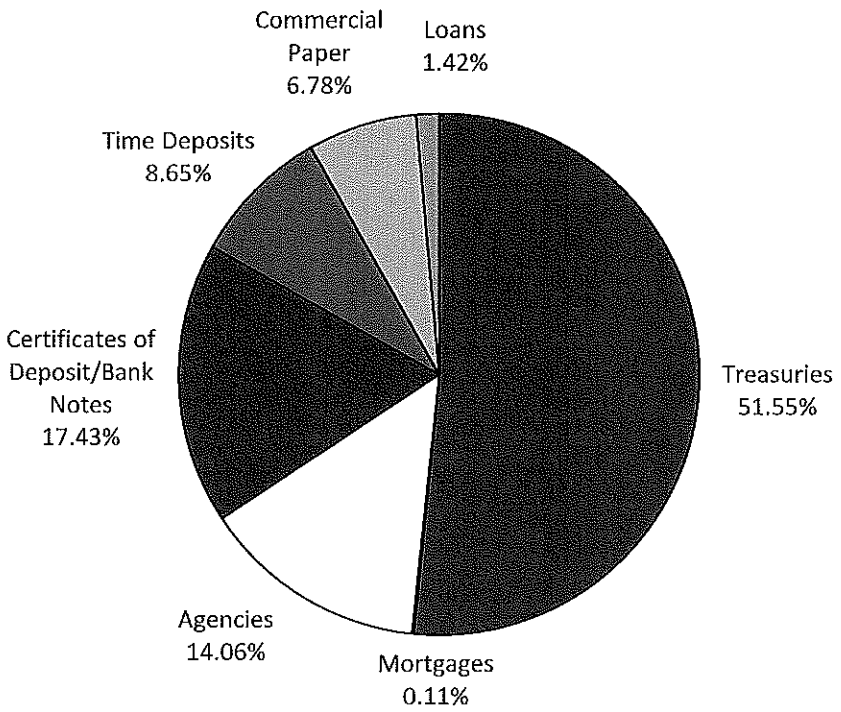
Quarter Ending 12/31/15

Apportionment Rate:	0.37%
Earnings Ratio:	0.00001006140492611
Fair Value Factor:	0.999186963
Daily:	0.43%
Quarter to Date:	0.38%
Average Life:	179

PMIA Average Monthly Effective Yields

JAN 2016	**0.446%**
DEC 2015	0.400%
NOV 2015	0.374%

Pooled Money Investment Account
Portfolio Composition
1/31/16
$65.3 billion



State of California
Pooled Money Investment Account
Market Valuation
1/31/2016

Description	Carrying Cost Plus Accrued Interest Purch.	Fair Value	Accrued Interest
United States Treasury:			
Bills	$ 10,716,788,929.78	$ 10,732,715,000.00	NA
Notes	$ 22,948,989,365.93	$ 22,945,878,000.00	$ 31,724,504.50
Federal Agency:			
SBA	$ 636,503,377.80	$ 628,758,334.05	$ 810,933.69
MBS-REMICs	$ 71,854,429.15	$ 76,482,402.65	$ 340,348.96
Debentures	$ 911,990,206.68	$ 911,454,450.00	$ 4,904,383.50
Debentures FR	$ -	$ -	$ -
Discount Notes	$ 7,285,122,597.15	$ 7,293,939,000.00	NA
GNMA	$ -	$ -	$ -
Supranational Debentures	$ 350,151,164.92	$ 350,836,500.00	$ 839,930.00
CDs and YCDs FR	$ 200,000,000.00	$ 200,000,000.00	$ 174,626.67
Bank Notes	$ 300,000,000.00	$ 299,931,728.51	$ 334,833.33
CDs and YCDs	$ 10,885,007,118.52	$ 10,883,476,258.97	$ 10,972,608.36
Commercial Paper	$ 4,429,128,966.72	$ 4,431,721,798.60	NA
Corporate:			
Bonds FR	$ -	$ -	$ -
Bonds	$ -	$ -	$ -
Repurchase Agreements	$ -	$ -	$ -
Reverse Repurchase	$ -	$ -	$ -
Time Deposits	$ 5,650,040,000.00	$ 5,650,040,000.00	NA
AB 55 & GF Loans	924,304,000.00	$ 924,304,000.00	NA
TOTAL	$ 65,309,880,156.65	$ 65,329,537,472.78	$ 50,102,169.01

Fair Value Including Accrued Interest $ 65,379,639,641.79

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

City Council Agenda Item # 7d
Staff Report

Meeting Date: February 22, 2016

To: Mayor and City Council

From: Matt Melo, Fire Chief
Jodi Polk, Human Resources Specialist

	Regular
X	Consent
	Closed
	Presentation

Subject: Create and edit job descriptions and establish commensurate salaries to prepare for new Fire Department staffing and the addition of Mt. Shasta Fire Protection District personnel

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Recommendation:
Staff respectfully requests the City Council adopt Resolution CCR-16-9 approving the creation of Fire Captain and Fire Battalion Chief job description, the commensurate salary for the new positions, and the editing of the existing Firefighter and Fire Chief job descriptions to bring them in line with the other job descriptions for the department.

Background & Summary:
On February 8, 2016 City Council approved a cost sharing agreement (Agreement) between the City of Mt. Shasta Fire Department and the Mt. Shasta Fire Protection District to consolidate personnel under the Mt. Shasta Fire Department. In order to move forward with the Agreement, it is necessary to have approved job descriptions and a salary schedule on file; both for existing staff and those yet to be hired.

Financial Impact:
The Agreement requires the Mt. Shasta Fire Protection District to pay $37,500 quarterly to cover personnel costs. This coupled with the use of the budgeted expense associated with the vacant City of Mt. Shasta Assistant Fire Chief position will make the consolidation of personnel and new staffing cost neutral.

Compliance with 2014-17 City Council Strategic Plan:
Providing timely, cost effective, and reliable fire protection and emergency service for residents in the City of Mount Shasta via a cost sharing agreement between the City of Mt. Shasta and the Mt. Shasta Fire Protection District directly supports Strategic Focus III - Enhance Public/Private Partnerships.

Attachments:
- Resolution CCR-16-9 with attached job descriptions ("Exhibit A") and the commensurate salary schedule ("Exhibit B")

RESOLUTION NO. CCR-16-9

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MT. SHASTA APPROVING THE CREATION OF FIRE CAPTAIN AND FIRE BATTALION CHIEF JOB DESCRIPTIONS, THE COMMENSURATE SALARY FOR THE FIRE CAPTAIN AND FIRE BATTALION CHIEF POSTIONS, AND THE EDITING OF THE FIREFIGHTER AND FIRE CHIEF JOB DESCRIPTIONS

WHEREAS, the City Council of the City of Mt. Shasta approved a cost sharing agreement for personnel between the City of Mt. Shasta Fire Department and the Mt. Shasta Fire Protection District; and

WHEREAS, the City Council of the City of Mt. Shasta approved the hiring of two new Fire positions; and

WHEREAS, the City of Mt. Shasta is required to have approved job descriptions and salary schedules in place for all authorized positions.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Mt. Shasta hereby approves the attached job descriptions, attached herein as "Exhibit A" and the commensurate salary schedule, attached herein as "Exhibit B".

The foregoing Resolution was APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Mt. Shasta on the 22nd day of February, 2016 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

DATED: February 22, 2016

ATTEST: CITY OF MT. SHASTA:

_____ _____

Larisa Proulx, Deputy City Clerk Jeffrey Collings, Mayor

CITY OF MT. SHASTA

CLASS TITLE: FIRE CHIEF

BASIC FUNCTION:

Under the direction of the City Manager and District Board Chairperson, plan, organize, control and direct Fire Department operations and activities including emergency medical, fire suppression and fire prevention services to prevent or minimize the loss of life and property due to fire and emergency medical situations; coordinate and direct communications, resources, volunteers and information to assure smooth, efficient and effective Department activities; supervise and evaluate the performance of Fire Department volunteers.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Plan, organize, control and direct Fire Department operations and activities including emergency medical, fire suppression and fire prevention services to prevent or minimize the loss of life and property due to fire and emergency medical situations; establish and maintain Department time lines and priorities; assure related functions and activities comply with established standards, requirements, laws, codes, regulations, ordinances, policies and procedures.

Coordinate and direct communications, resources, volunteers and information to assure smooth, efficient and effective Department activities; plan, develop and implement fire, emergency medical and other Department programs, projects, services, goals, objectives, systems and activities; assure proper and timely resolution of Department-related issues and conflicts.

Supervise and evaluate the performance of Fire Department volunteers; interview and select volunteers and recommend termination and disciplinary actions; coordinate volunteer work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Coordinate, direct and participate in the response to medical calls, fire alarms and other emergency situations; direct and participate in fire suppression and rescue activities; operate pumps, hoses, hydrants, compressors and a variety of hydraulic and electronic equipment; enter burning buildings to rescue inhabitants and access fires for suppression.

Plan, organize and direct operations and activities related to the enforcement of municipal, State and federal codes, ordinances and laws; inspect buildings, construction projects and other properties to assure compliance with established fire, building and other local codes and ordinances; identify fire hazards; recommend and implement corrective actions as needed.

Develop and prepare the annual preliminary budget for the Fire Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; research, obtain and maintain grant funding as directed.

Assure adequate resources to meet ~~City~~ emergency medical, fire suppression and fire prevention needs; direct and participate in inventory activities; coordinate the purchase of materials and

equipment as needed; prepare equipment specifications.

Coordinate and conduct training activities for Fire Department volunteers; prepare and deliver oral presentations concerning fire suppression, emergency medical aid, hazardous materials, safety, emergency response, equipment operation and other matters; explain related practices, techniques, requirements, principles, policies and procedures.

Oversee and participate in engine and fire hose hook-up at scene of fire; lay connector hose; hold nozzle and direct water stream to combat fire; raise and climb ladders; use chemical extinguishers, bars, hooks, ropes and other equipment to suppress and extinguish fires.

Operate a variety of specialized equipment including hand and power tools; test hoses, hydrants and other apparatus and equipment to assure proper functioning; maintain and repair Fire Department equipment as needed; drive Fire Department vehicles as needed in emergency situations; utilize a computer and assigned software.

Monitor and evaluate Department operations and activities for operational efficiency; develop and implement programs, policies and procedures to enhance the operational efficiency of the Department and capacity to meet ~~City~~ emergency medical and fire suppression and prevention needs.

Provide technical information and assistance to the City Manager and District Board Chairperson regarding Fire Department activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Communicate with staff, administrators, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns; coordinate emergency medical, fire suppression, training and fire prevention services with other fire departments and outside agencies as needed.

Prepare and maintain a variety of records and reports related to training, maintenance, fires, rescues, tests, budgets, volunteers, emergency medical services, inventory and assigned activities.

Review land development plans for compliance with established fire, building and other local codes and ordinances as directed; inspect and assure proper functioning of fire alarms, sprinkler systems and extinguishers at various ~~City~~ facilities.

Investigate fire scenes to determine cause and origin of fire as requested; assist with arson investigations; gather and document evidence; testify in court as requested.

Coordinate weed abatement, chlorine safety, school safety training, emergency plans, trench rescue and other special fire and emergency prevention activities.

Attend and conduct various meetings as assigned; prepare agenda items as required.

Provide first aid, CPR and emergency medical services as needed.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of Fire Department operations and activities including emergency medical, fire suppression and fire prevention services to prevent or minimize the loss of life and property due to fire and emergency medical situations.
Principles, practices, materials, equipment, techniques, terminology and procedures of fire prevention, fire suppression and emergency medical services.
Local street system, location of hydrants and emergency treatment facilities.
Applicable building codes, ordinances, fire regulations and safety precautions.
Technical operation, use and maintenance of specialized fire apparatus and equipment.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
CPR and emergency medical practices and procedures.
Principles, practices and technical aspects of fire science, hydraulics and water flow capacity.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:
Plan, organize, control and direct Fire Department operations and activities including emergency medical, fire suppression and fire prevention services to prevent or minimize the loss of life and property due to fire and emergency medical situations.
Coordinate and direct communications, resources, volunteers and information to assure smooth, efficient and effective Department activities.
Supervise and evaluate the performance of Fire Department volunteers.
Coordinate, direct and participate in the response to medical calls, fire alarms and other emergencies.
Inspect buildings, construction projects and other properties to assure compliance with established fire, building and other local codes and ordinances.
Coordinate and conduct training activities for Fire Department volunteers.
Interpret, apply and explain laws, codes, ordinance, regulations, policies and procedures.
Operate pumps, hoses, hydrants, compressors and a variety of hydraulic and electronic equipment.
Operate a computer and assigned office equipment.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Plan and organize work.
Administer first aid and CPR.
Prepare and maintain a variety of records and reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in fire science, public administration or related field and five years increasingly responsible firefighting experience including ~~two~~ five years in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class B driver's license.
~~Valid and appropriate Emergency Medical Technician certification.~~Valid First Responder and CPR certification.
Valid and appropriate State Fire Officer certification.
~~Successful completion of the Fire Basic Training Academy.~~Valid Firefighter I and II certification.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor and outdoor environment.
Adverse weather conditions.
Evening or variable hours, and emergency call-out.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to utilize hand and power tools for medical and fire emergencies.
Lifting, carrying, pushing or pulling heavy objects (40 pounds or more) or individuals as assigned by the position.
Walking and running over wet, slippery, rough, steep, rocky or uneven surfaces.
Bending at the waist, stooping, crawling, kneeling or crouching.
Hearing and speaking to exchange information.
Reaching overhead, above the shoulders and horizontally.
Seeing to fight fires and read a variety of materials.
Perceiving red, yellow, and blue colors to recognize hazards identified by fire diamonds.
Standing and walking for extended periods of time.
Physical agility and stamina.
Climbing ladders.
Maintain the level of physical fitness necessary to carry out all of the duties of a firefighter.
Moving heavy objects (50 pounds or more) long distances (more than 20 feet).
Tolerating extreme fluctuations in temperature while performing job duties.
Working for long periods of time (occasionally in excess of 24-hour shifts) requiring sustained physical activity and intense concentration.
Using Self-Contained Breathing Apparatus and protective clothing to prevent exposure to hazardous materials and infectious diseases.

HAZARDS:
Smoke and fume inhalation including toxic gases.
Working at heights and in confined spaces.
Falling objects.
Possible exposure to hazardous materials.
Working around and with machinery having moving parts.
Working on ladders or scaffolding.
Possible exposure to contagious diseases, blood and bloodborne pathogens.
Extreme heat and fire.
Various immediate dangers to life or health.
~~Falling objects.~~

CITY OF MT. SHASTA

CLASS TITLE: FIRE CAPTAIN

BASIC FUNCTION:

Under the direction of the Fire Battalion Chief, participate in and oversee fire activities, including emergency medical, fire suppression and fire prevention services to prevent or minimize the loss of life and property due to fire and emergency medical situations. Participate in and oversee fire prevention and inspection activities, equipment and station maintenance, and training dealing with all phases of fire suppression, prevention, inspection, rescue and emergency operation. Exercise general and direct supervision over assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Respond to and serve as the line officer in responsible command of emergency medical, fire suppression and fire prevention calls to prevent or minimize the loss of life and property, while complying with established standards, requirements, laws, codes, regulations, ordinances, policies and procedures.

Direct and coordinate emergency scene activity unless and until relieved of command by a supervisor.

Coordinate and participate in engine and fire hose hook-up at scene of fire; lay connector hose; hold nozzle and direct water stream to combat fire; direct pressure and use of water streams; raise and climb ladders; use chemical extinguishers, bars, hooks, ropes and other equipment to suppress and extinguish fires.

Supervise and respond to emergency calls for specialized service such as hazardous materials, confined space rescue, extrication and technical rescues that include high angle, below grade, swift water, trench and collapse rescues.

Participate in non-emergency calls such as, but not limited to, infant car seat installations, Africanized bee complaints and fire prevention demonstrations.

Provide first aid, CPR and emergency medical services as needed.

Direct and perform ventilation procedures and salvage operations to minimize property damage by moving and/or covering furnishings, sweeping water and removing debris and smoke.

Assist victims and relatives of victims of traumatic events when necessary.

Supervise and participate in the cleaning and inspection of equipment and apparatus; testing of hoses, hydrants and other apparatus and equipment to assure proper functioning; maintenance and repair of Fire Department equipment as needed.

Operate a variety of specialized equipment including hand and power tools; drive Fire Department vehicles as needed in emergency situations; utilize a computer and assigned software.

Supervise and participate in the inspection of equipment and apparatus in order to notify the Chief Officer of any defects.

Assure that fire stations, equipment and grounds are kept in a clean and orderly condition.

Participate in mandatory weekly training activities and instruction sessions.

Attend in-service classes in firefighting and emergency medical service.

Acquire and retain a thorough knowledge of the local area, including streets, buildings, water supply, unusual hazards and related items.

Instruct and drill employees in firefighting and emergency medical service techniques to ensure minimum standards are maintained.

Perform various public information and education tasks.

Participate in the inspection of fire hydrants.

Enter inspection, training and fire and emergency medical service calls into the records management system as instructed.

Write reports of fires and related emergency activities, and reports concerning the use and condition of apparatus, related equipment and supplies.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Local street system, location of hydrants, the layout and location of public utilities, potentially hazardous materials and emergency treatment facilities.
Principles, practices, materials, equipment, techniques, terminology and procedures of fire prevention, fire suppression, fire salvage and overhaul, and emergency medical services.
Applicable building codes, ordinances, fire regulations and safety precautions.
Technical operation, use and maintenance of specialized fire apparatus and equipment.
Principles, practices and technical aspects of fire science, hydraulics and water flow capacity.
Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.
Principles and practices of supervision and training.
Operation of a computer and assigned software.
CPR and emergency medical practices and procedures.
Oral and written communication skills.
English usage, spelling, grammar and punctuation.
Basic math

ABILITY TO:
Operate pumps, hoses, hydrants, compressors and a variety of hydraulic and electronic equipment.
Operate a computer and assigned software and office equipment.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Administer first aid and CPR.
Remain calm and be capable of making decisions while working in extremely stressful situations that may present a threat to life and property.
Work within a command structure requiring strict adherence to the following of orders.
Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
Understand and follow oral and written instructions.
Oversee, direct, and coordinate the work of lower level staff.
Train and evaluate the performance of assigned personnel.
Collect, analyze and evaluate data and be able to prepare and deliver clear and concise written and oral reports.
Work safely without presenting a direct threat to self or others.
Carry out specific and general instructions with minimum supervision.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a high school diploma or GED and at least five years of firefighting experience and training which provides the knowledge and abilities to perform the work.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class B driver's license with tank and air brake endorsements.
Valid First Responder and CPR certification.
Valid Firefighter I and II certification.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor and outdoor environment.
Adverse weather conditions.
Evening or variable hours and emergency call-out.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to utilize hand and power tools for medical and fire emergencies.
Lifting, carrying, pushing or pulling heavy objects (40 pounds or more) or individuals as assigned by the position.
Walking and running over wet, slippery, steep, rough, rocky or uneven surfaces.
Bending at the waist, stooping, crawling, kneeling or crouching.
Hearing and speaking to exchange information.
Reaching overhead, above the shoulders and horizontally.
Seeing to fight fires and read a variety of materials.
Perceiving red, yellow, and blue colors to recognize hazards identified by fire diamonds.
Standing and walking for extended periods of time.
Physical agility and stamina.
Climbing ladders.
Maintain the level of physical fitness necessary to carry out all of the duties of a firefighter.
Moving heavy objects (50 pounds or more) long distances (more than 20 feet).
Tolerating extreme fluctuations in temperature while performing job duties.
Working for long periods of time requiring sustained physical activity and intense concentration.
Using Self-Contained Breathing Apparatus and protective clothing to prevent exposure to hazardous materials and infectious diseases.

HAZARDS:
Smoke and fume inhalation including toxic gases.
Working at heights and in confined spaces.
Falling objects.
Possible exposure to hazardous materials.
Working around and with machinery having moving parts.
Working on ladders or scaffolding.
Possible exposure to contagious diseases, blood and blood borne pathogens.
Extreme heat and fire.
Various immediate dangers to life or health.

CITY OF MT. SHASTA

CLASS TITLE: FIRE BATTALION CHIEF

BASIC FUNCTION:

Under the direction of the Fire Chief, plans, directs, coordinates and reviews the activities and operations of assigned staff including operations, training, facility and equipment maintenance, fire prevention, disaster preparedness, public education and related programs. Serves as Duty Chief for assigned shift and responds to emergency incidents; coordinates assigned activities with other shifts, departments and outside agencies; and provides highly responsible and complex administrative support to the Fire Chief.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Assists the Fire Chief in the development and implementation of goals, objectives, policies, procedures and priorities of operations.

Reports to the Fire Chief on all important matters, including the status of emergency situations occurring on assigned shift.

Assumes command or functions in a leadership role for emergency medical, fire suppression and fire prevention calls to prevent or minimize the loss of life and property, while complying with established standards, requirements, laws, codes, regulations, ordinances, policies and procedures.

Confers, coordinates and works with the Fire Chief, Fire staff, volunteers, and other department personnel and, as necessary, coordinates with other fire agencies.

Plans, administers, coordinates, executes, supervises, delegates and participates in activities of fire suppression and rescue, training, medical emergencies, fire inspections and investigations.

Makes technical decisions on methods of fire suppression and medical response including directing, administering, coordinating and supervising staff and volunteers during emergency operations.

Provide first aid, CPR and emergency medical services as needed.

Direct and perform ventilation procedures and salvage operations to minimize property damage by moving and/or covering furnishings, sweeping water and removing debris and smoke.

Supervise and participate in the cleaning and inspection of equipment and apparatus; testing of hoses, hydrants and other apparatus and equipment to assure proper functioning; maintenance and repair of Fire Department equipment as needed.

Assesses the condition of fire department equipment and coordinates replacement and maintenance.

Supervises and directs pre-fire plans and post-incident analyses.

Maintains discipline and morale of subordinates and participates in personnel decisions.

Supervises, directs and evaluates training in fire prevention, accident prevention and emergency medical care.

Coordinates shift changes to ensure continuity.

Undertakes and assists with special reports, projects and records; answers requests for department information.

Conducts fire inspections and investigations.

Assists in preparation of the department budget, budget implementation and expense forecasting and monitoring.

Facilitates problem solving and develops strategies for cost efficiencies.

Performs other department related activities and program oversight as assigned by the Fire Chief.

Reviews and evaluates subordinate employee job performance.

Participates in the development and implementation of department policies and programs.

Performs general administrative support functions and manages specific programs as assigned.

May serve as liaison or representative of the department with other staff, outside agencies, groups, businesses and private citizens.

May serve as Acting Fire Chief in the absence of the Fire Chief.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of Fire Department operations and activities including emergency medical, fire suppression and fire prevention services to prevent or minimize the loss of life and property due to fire and emergency medical situations.
Principles, practices, materials, equipment, techniques, terminology and procedures of fire prevention, fire suppression, fire salvage and overhaul, and emergency medical services.
Local street system, location of hydrants, the layout and location of public utilities, potentially hazardous materials and emergency treatment facilities.
Applicable building codes, ordinances, fire regulations and safety precautions.
Technical operation, use and maintenance of specialized fire apparatus and equipment.
Budget preparation and control.
Oral and written communication skills.

Principles and practices of administration, supervision and training.
CPR and emergency medical practices and procedures.
Principles, practices and technical aspects of fire science, hydraulics and water flow capacity.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
English usage, spelling, grammar and punctuation.
Basic math.

ABILITY TO:
Plan, organize, control and direct Fire Department operations and activities including emergency medical, fire suppression and fire prevention services to prevent or minimize the loss of life and property due to fire and emergency medical situations.
Coordinate and direct communications, resources, volunteers and information to assure smooth, efficient and effective Department activities.
Supervise and evaluate the performance of Fire Department staff and volunteers.
Coordinate, direct and participate in the response to medical calls, fire alarms and other emergencies.
Inspect buildings, construction projects and other properties to assure compliance with established fire, building and other local codes and ordinances.
Coordinate and conduct training activities for Fire Department volunteers.
Interpret, apply and explain laws, codes, ordinance, regulations, policies and procedures.
Operate pumps, hoses, hydrants, compressors and a variety of hydraulic and electronic equipment.
Operate a computer and assigned office equipment.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Plan and organize work.
Administer first aid and CPR.
Prepare and maintain a variety of records and reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in fire science, public administration or related field and five years increasingly responsible firefighting experience including two years in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class B driver's license.
Valid First Responder and CPR certification.
Valid and appropriate State Fire Officer certification.
Valid Firefighter I and II certification.

WORKING CONDITIONS:

ENVIRONMENT:

Fire Battalion Chief - Continued

Indoor and outdoor environment.
Adverse weather conditions.
Evening or variable hours, and emergency call-out.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to utilize hand and power tools for medical and fire emergencies.
Lifting, carrying, pushing or pulling heavy objects (40 pounds or more) or individuals as assigned by the position.
Walking and running over wet, slippery, rough, steep, rocky or uneven surfaces.
Bending at the waist, stooping, crawling, kneeling or crouching.
Hearing and speaking to exchange information.
Reaching overhead, above the shoulders and horizontally.
Seeing to fight fires and read a variety of materials.
Perceiving red, yellow, and blue colors to recognize hazards identified by fire diamonds.
Standing and walking for extended periods of time.
Physical agility and stamina.
Climbing ladders.
Maintain the level of physical fitness necessary to carry out all of the duties of a firefighter.
Moving heavy objects (50 pounds or more) long distances (more than 20 feet).
Tolerating extreme fluctuations in temperature while performing job duties.
Working for long periods of time (occasionally in excess of 24-hour shifts) requiring sustained physical activity and intense concentration.
Using Self-Contained Breathing Apparatus and protective clothing to prevent exposure to hazardous materials and infectious diseases.

HAZARDS:
Smoke and fume inhalation including toxic gases.
Working at heights and in confined spaces.
Falling objects.
Possible exposure to hazardous materials.
Working around and with machinery having moving parts.
Working on ladders or scaffolding.
Possible exposure to contagious diseases, blood and blood borne pathogens.
Extreme heat and fire.
Various immediate dangers to life or health.

CITY OF MT. SHASTA

CLASS TITLE: FIREFIGHTER

BASIC FUNCTION:

Under the direction of the Fire ~~Chief~~Captain, participate in fire activities, including emergency medical, fire suppression and fire prevention services to prevent or minimize the loss of life and property due to fire and emergency medical situations. Participate in fire prevention and inspection activities, equipment and station maintenance, and training dealing with all phases of fire suppression, prevention, inspection, rescue and emergency operation.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Respond to emergency medical, fire suppression and fire prevention calls to prevent or minimize the loss of life and property, while complying with established standards, requirements, laws, codes, regulations, ordinances, policies and procedures.

Participate in engine and fire hose hook-up at scene of fire; lay connector hose; hold nozzle and direct water stream to combat fire; raise and climb ladders; use chemical extinguishers, bars, hooks, ropes and other equipment to suppress and extinguish fires.

Respond to emergency calls for specialized service such as hazardous materials, confined space rescue, extrication and technical rescues that include high angle, below grade, swift water, trench and collapse rescues.

Participate in non-emergency calls such as, but not limited to, infant car seat installations, Africanized bee complaints and fire prevention demonstrations.

Provide first aid, CPR and emergency medical services as needed.

Perform ventilation procedures and salvage operations to minimize property damage by moving and/or covering furnishings, sweeping water and removing debris and smoke.

Assist victims and relatives of victims of traumatic events when necessary.

Clean and inspect equipment and apparatus; test hoses, hydrants and other apparatus and equipment to assure proper functioning; maintain and repair Fire Department equipment as needed.

Operate a variety of specialized equipment including hand and power tools; drive Fire Department vehicles as needed in emergency situations; utilize a computer and assigned software.

Firefighter - Continued

Inspect equipment and apparatus in order to notify the Chief Officer of any defects.

Keep fire stations, equipment and grounds in a clean and orderly condition.

Participate in mandatory weekly training activities and instruction sessions.

Attend in-service classes in firefighting and emergency medical service.

Acquire and retain a thorough knowledge of the ~~City~~local area, including streets, buildings, water supply, unusual hazards and related items.

Perform various public information and education tasks.

Participate in the inspection of fire hydrants.

Enter inspection, training and fire and emergency medical service calls into the records management system as instructed.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Local street system, location of hydrants, the layout and location of public utilities, potentially hazardous materials and emergency treatment facilities.
Principles, practices, materials, equipment, techniques, terminology and procedures of fire prevention, fire suppression, fire salvage and overhaul, and emergency medical services.
Applicable building codes, ordinances, fire regulations and safety precautions.
Technical operation, use and maintenance of specialized fire apparatus and equipment.
Principles, practices and technical aspects of fire science, hydraulics and water flow capacity.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
CPR and emergency medical practices and procedures.
Oral and written communication skills.
Basic math

ABILITY TO:
Operate pumps, hoses, hydrants, compressors and a variety of hydraulic and electronic equipment.
Operate a computer and assigned office equipment.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Administer first aid and CPR.

Remain calm while working in extremely stressful situations that may present a threat to life and property.
Work within a command structure requiring strict adherence to the following of orders.
Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
Understand oral and written instructions.
Work safely without presenting a direct threat to self or others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a high school diploma or GED and any experience and training which provides the knowledge and abilities to perform the work.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class B driver's license with tank and air brake endorsements.
Valid First Responder and CPR certification.
Valid Firefighter I certification.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor and outdoor environment.
Adverse weather conditions.
Evening or variable hours and emergency call-out.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to utilize hand and power tools for medical and fire emergencies.
Lifting, carrying, pushing or pulling heavy objects (40 pounds or more) or individuals as assigned by the position.
Walking and running over wet, slippery, rough, steep, rocky or uneven surfaces.
Bending at the waist, stooping, crawling, kneeling or crouching.
Hearing and speaking to exchange information.
Reaching overhead, above the shoulders and horizontally.
Seeing to fight fires and read a variety of materials.
Standing and walking for extended periods of time.
Physical agility and stamina.
Climbing ladders.
Maintain the level of physical fitness necessary to carry out all of the duties of a firefighter.
Moving heavy objects (50 pounds or more) long distances (more than 20 feet).
Tolerating extreme fluctuations in temperature while performing job duties.
Working for long periods of time (sometimes in excess of 24-hour shifts) requiring sustained physical activity and intense concentration.
Using Self-Contained Breathing Apparatus and protective clothing to prevent exposure to hazardous materials and infectious diseases.

~~June 23, 2014~~February 22, 2016

HAZARDS:
Smoke and fume inhalation including toxic gases.
Working at heights and in confined spaces.
Falling objects.
Possible exposure to hazardous materials.
Working around and with machinery having moving parts.
Working on ladders or scaffolding.
Possible exposure to contagious diseases, blood and blood borne pathogens.
Extreme heat and fire.
Various immediate dangers to life or health.

CITY OF MT. SHASTA AUTHORIZED POSITIONS 2015-2016

Position Title	Authorized Positions	Salary Range						Longevity 2% 10 yr	4% 15 yr	6% 20 yr
Fire Chief	2	5,016	5,141	5,267	5,392	to	5,518	5,628	5,739	5,849
Fire Battalion Chief	1	3,521	3,609	3,697	3,785	to	3,873	3,950	4,028	4,105
Fire Captain	2	2,676	2,743	2,810	2,877	to	2,944	3,003	3,062	3,121

CITY OF MT. SHASTA AUTHORIZED POSITIONS 2015-2016

Position Title	Authorized Positions	Salary Range	Longevity 2% 10 yr	4% 15 yr	6% 20 yr

CITY OF MT. SHASTA AUTHORIZED POSITIONS 2016-2017

Position Title	Authorized Positions	Salary Range						Longevity 2% 10 yr	4% 15 yr	6% 20 yr
Fire Chief	2	5,116	5,244	5,372	5,500	to	5,628	5,741	5,853	5,966
Fire Battalion Chief	1	3,591	3,681	3,771	3,860	to	3,950	4,029	4,108	4,187
Fire Captain	2	2,730	2,798	2,867	2,935	to	3,003	3,063	3,123	3,183

CITY OF MT. SHASTA AUTHORIZED POSITIONS 2016-2017

Position Title	Authorized Positions	Salary Range	Longevity 2% 10 yr	4% 15 yr	6% 20 yr

City Council Agenda Item # 8
Staff Report

Meeting Date:	February 22, 2016	**X**	Regular
			Consent
To:	Mayor and City Council		Closed
From:	Rod Bryan, Public Works Director		Presentation
Subject:	Proposition 218 Overview		

Recommendation:

Staff respectfully requests the City Council facilitate discussion and comments regarding the Proposition 218 process.

Background & Summary:

The City Engineer and City Attorney will provide an overview of the Proposition 218 process indicating how it relates to the Water and Sewer rate study and anticipated increases.

Financial Impact:

None.

Compliance with 2014-17 City Council Strategic Plan:

Supports infrastructure and general plan goals.

Attachments:

None.

City Council Agenda Item # 9
Staff Report

Meeting Date:	February 22, 2016
To:	Mayor and City Council
From:	Rod Bryan, Public Works Director
Subject:	PACE Agreement

X	Regular
	Consent
	Closed
	Presentation

Recommendation:

Staff respectfully requests the City Council adopt the proposed Resolution authorizing the City Manager to enter into a Professional Services Agreement for Engineering Consultant Services Between the City of Mt. Shasta and PACE Engineering, Inc. for the purpose of providing Comprehensive Engineering Services.

Background & Summary:

To be eligible for certain State and Federal funding reimbursements, the City must periodically go through the engineering consultant selection process.

The City advertised a Request for Qualifications from January 20, 2016 through February 4, 2016. One Statement of Qualifications was received from PACE Engineering.

Staff is recommending adoption of the proposed Resolution allowing PACE Engineering to continue providing City Engineer services.

Financial Impact:

None.

Compliance with 2014-17 City Council Strategic Plan:

Supports Infrastructure and General Plan goals.

Attachments:

1. Proposed Resolution No. CCR-16-8.
2. Agreement

RESOLUTION NO. CCR-16-8

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MT. SHASTA APPROVING A PROFESSIONAL SERVICES AGREEMENT FOR ENGINEERING CONSULTANT SERVICES BETWEEN THE CITY OF MT. SHASTA AND PACE ENGINEERING, INC.

WHEREAS, the City of Mt. Shasta has solicited for and received formal Statements of Qualifications from Engineering firms to provide engineering consultant services for the City of Mt. Shasta; and

WHEREAS, one Statement of Qualifications was received from PACE Engineering, Inc.; and

WHEREAS, the Engineering firm of PACE Engineering, Inc. is selected as the best qualified to provide engineering services to the City of Mt. Shasta; and

WHEREAS, a Professional Services Agreement was negotiated; and

WHEREAS, staff is recommending the execution of the Agreement for PACE Engineering, Inc. to provide engineering consultant services to the City of Mt. Shasta.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Mt. Shasta hereby authorizes the City Manager to execute the Professional Services Agreement for Engineering Consultant Services between the City of Mt. Shasta and PACE Engineering, Inc.

The foregoing resolution was passed and adopted this 22nd day of February 2016 by the following vote:

ROLL CALL VOTE

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED:

ATTEST: CITY OF MT. SHASTA:

_____ _____

Larisa Proulx, Deputy City Clerk Jeffrey Collings, Mayor

PROFESSIONAL SERVICES AGREEMENT FOR ENGINEERING CONSULTANT SERVICES BETWEEN THE CITY OF MT. SHASTA AND PACE ENGINEERING, INC.

THIS AGREEMENT is entered into February 8, 2016 between the City of Mt. Shasta ("City") and Pace Engineering, Inc. ("Consultant") for the purpose of providing Comprehensive Engineering Services.

1. RETENTION OF CONSULTANT

During the term of this agreement, the City agrees to retain Consultant to provide general municipal engineering and related services to the City as shown in Exhibit A. Pursuant to the authority of Government Code Section 36505, the City hereby appoints Consultant to perform the statutory functions of City Engineer as City's agent in the performance of these services. The individuals initially appointed to serve as City Engineer are Jim Elkins and Paul Reuter. The City and Consultant may, upon mutual agreement, designate other employees of Consultant to serve in such capacity. Other employees of Consultant may be designated by the named City Engineer to serve as deputies. The Consultant agrees to provide such services according to the following terms.

2. COMPENSATION

Fees shall be charged on an hourly basis for all services rendered at the rates shown in Exhibit B. Changes in said rates shall take place no more than once each year beginning on January 1. Consultant shall notify City of Any changes in rates at least 60 days in advance of the effective date of said rates, and City shall provide written notice of acceptance of these new rates, or written notice of termination of this agreement not later than 15 days prior to the effective date. For each individual project, Consultant shall provide an estimated cost to the City and shall receive written confirmation to proceed by means of Task Orders from the Public Works Director or City Manager prior to commencement ofwork.

There will be no markup for overhead and profit for work done directly by Consultant. All meals, lodging, transportation expenses and incidental expenses shall be reimbursed at direct cost. Consultant shall be entitled to a fifteen percent (15%) administrative fee for services that have been subcontracted to a third party. Consultant shall not subcontract for services without first receiving the written approval of the City.

3. BILLING AND PAYMENT

Within ten days after end of each month, Consultant shall submit to the City's Director of Finance an itemized statement of services rendered for that month. City shall make final payment within 30 days of receipt of Consultant's statement. Consultant shall maintain records of costs and provide separate invoices for each project Consultant has been directed by the City to work on.

4. TERM OF AGREEMENT

This agreement shall commence on the date of signing and shall continue until terminated by either the City or the Consultant.

5. TERMINATION OF AGREEMENT

If Consultant fails to perform his/her duties to the satisfaction of the City, or if Consultant fails to fulfill in a timely and professional manner, his/her obligations under this agreement, or if Consultant violates any of the terms or provisions of this agreement, then City shall have the right to terminate this agreement effective immediately upon the City giving written notice thereof to Consultant.

Except as provided in Section 2 for an increase in rates, either party may terminate this agreement on 30 days' written notice. City shall pay consultant for all work satisfactorily completed as of the date of notice, and any additional work mutually agreed to prior to the effective date of termination.

City may terminate this contract immediately upon oral notice, should the City's funding cease or be materially decreased.

6. ENTIRE AGREEMENT: MODIFICATION

This agreement supersedes all previous agreements and constitutes the entire understanding of the parties hereto. Consultant shall be entitled to no other benefits other than those specified herein. No changes, amendments or alterations shall be effective unless in writing and signed by both parties. Consultant specifically acknowledges that in entering into and executing this agreement, Consultant relies solely upon the provisions contained in this agreement and no others.

7. NONASSIGNMENT OF AGREEMENT

Inasmuch as this agreement is intended to secure the specialized services of Consultant, Consultant may not assign, transfer, delegate, subcontract, or sublet any interest herein without the prior written consent of City.

8. EMPLOYMENT STATUS

Consultant shall, during the entire term of this agreement, be construed to be an independent contractor and nothing in this agreement is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow City to exercise discretion or control over the professional manner in which Consultant perform the services which are the subject matter of this agreement, provided always, however, that the services to be provided by Consultant shall be provided in a manner consistent with the professional standards applicable to such services. The sole interest of City is to ensure that services shall be rendered and performed in a competent, efficient and satisfactory manner. Consultant shall be fully responsible for payment of all taxes due to the State of California or the Federal government which would be withheld from compensation if Consultant were a City employee. City shall not be liable for deductions for any amount for any purpose from Consultant's compensation. Consultant shall not be eligible for coverage under City's workers compensation insurance plan nor shall Consultant be eligible for any other City benefit.

9. INDEMNIFICATION

Consultant shall hold harmless and indemnify the City, its elected officials, officers, employees, and designated agents against any and all claims, suits, actions, costs, counsel fees, expenses, damages, judgments or decrees by reason of any persons or persons' bodily injury, including death, or property being damaged by Consultant or any person employed by Consultant or in any capacity during the progress of the work whether by negligence or other wrongful conduct. Consultant shall also indemnify City against any adverse determination made by the Internal Revenue Service or the State Franchise Tax Board against the City with respect to Consultant's "independent contractor" status that would establish a liability for failure to make social security or income tax withholding payments.

10. INSURANCE

Requirements. Consultant shall have and maintain in full force and effect for the duration of this Agreement, insurance insuring against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work by Consultant, its agents, representatives, employees or sub-consultants. All policies shall be subject to approval by the City General Counsel to form and content. These requirements are subject to amendment or waiver if so approved in writing by the City Manager of the City.

Minimum Limits of Insurance: Consultant shall maintain limits no less than:

a) Comprehensive General Liability of $1,000,000 combined single limit per occurrence and $2,000,000 general aggregate for bodily and personal injury, sickness, disease or death, injury to or destruction of property, including loss of use resulting therefrom.

b) Comprehensive Automobile Liability (owned, non-owned, hired) of $1,000,000 combined single limit per occurrence for bodily and personal injury, sickness, disease or death, injury to or destruction of property, including loss of use resulting therefrom.

c) Professional Liability of $1,000,000 limit for claims arising out of professional services caused by the Consultant's errors, omissions, or negligent acts.

d) Workers' Compensation limits as required by the Labor Code of the State of California and Employers Liability limits of $1,000,000 per accident.

Deductibles and Self-Insured Retentions: Any deductibles or self insured retentions must be declared to and approved by the Agency.

Other Insurance Provisions: This policy is to contain, or be endorsed to contain, the following provisions:

a) General Liability and Automobile Liability Coverage.

1. The City, its officials, employees, agents and volunteers are to be covered as insureds as relates to liability arising out of activities performed by or on behalf of the Consultant, products and completed operations of the Consultant, premises owned, leased, or used by the Consultant; automobiles owned, leased, hired, or borrowed by the Consultant. The coverage shall contain no special

limitations on the scope of protection afforded to the City, its officials, employees, agents or volunteers.

2. The Consultant's insurance coverage shall be primary noncontributing insurance as relates to any other insurance or self-insurance available to the City, its officials, employees, agents or volunteers. Any insurance, or self insurance maintained by the City, its officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officials, employees, agents or volunteers.

4. Coverage shall state that the Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5. Coverage shall be provided on a "pay on behalf" basis, with defense costs payable in addition to policy limits. There shall be no cross liability exclusion.

6. The insurer agrees to waive all rights of subrogation against the City, its officials, employees, agents and volunteers for losses arising from work performed by the Consultant for the City.

7. All endorsements to policies shall be executed by an authorized representative of the insurer.

c) Workers Compensation Coverage. The insurer will agree to waive all rights of subrogation against the City, its officials, employees, agents and volunteers for losses arising from work performed by the Consultant for the City.

b) Unemployment & Disability Insurance Coverage. Consultant agrees to provide all employees unemployment and disability insurance coverage as governed by State law.

c) All Coverage.

1. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled, except after thirty (30) days prior written notice by first class mail, postage prepaid, has been given to the City, ten (10) days written notice if cancellation is due to nonpayment of premium.

2. Policies shall have concurrent starting and ending dates.

3. Insurance shall be provided by an insurer with an A.M. Best Rating of at least A VII.

Verification of Coverage. Consultant shall furnish the City with certificate of insurance and endorsements to the policies evidencing coverage required by this clause prior to the start of work. The certificates of insurance and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificate of insurance and endorsements shall be on a form utilized by Consultant's insurer in its normal course of business and shall be received and approved by the City prior to execution of this Agreement by the City. The City reserves the right to require complete, certified copies of all required insurance policies, at any time. The Consultant shall provide proof that any expiring coverage has been renewed or replaced at least two (2) weeks prior to the expiration of the coverage. Consultants shall include all sub-consultants as insureds under its policies or shall furnish separate certificates and endorsements for each sub-consultant. All coverage for sub-consultants shall be subject to all of the requirements stated in this Agreement, including but not limited to naming the parties as additional insureds.

11. DISPUTE RESOLUTION

a. Disputes Subject to Mediation and Arbitration: Except as otherwise provided in this contract, any dispute between the parties arising out of this contract or relating to the interpretation and enforcement of their rights and obligations under this contract shall be resolved solely by mediation and arbitration in accordance with the provisions of of this contract.

b. Initial Mediation: With respect to any dispute between the parties that is to be resolved by arbitration as provided in Paragraph 11(c), the parties shall attempt in good faith first to mediate such dispute and use their best efforts to reach agreement on the matters in dispute. Within 5 days of the request of any party, the requesting party shall attempt to employ the services of a third person mutually acceptable to the parties to conduct such mediation within 5 days of his appointment. If the parties are unable to agree on such third person, or, if on completion of such mediation, the parties are unable to agree and settle the dispute, then the dispute shall be referred to arbitration in accordance with Paragraph 11(c).

c. Arbitration: Any controversy or claim arising out of or relating to this contract, or the breach thereof, where the amount in controversy does not exceed $50,000, shall be settled by arbitration in accordance with California Code of Civil Procedure section 1280 et seq., and judgment upon the award rendered by the arbitrator may be entered in any court

having jurisdiction thereof. Notwithstanding this arbitration clause, any party to this agreement may seek interim equitable relief from a court in Siskiyou County. Any such arbitration shall be held and conducted in Siskiyou County, California, before one arbitrator, who shall be selected by mutual agreement of the parties; if agreement is not reached on the selection of an arbitrator within 15 days, then either party may petition the Siskiyou County Superior Court to appoint an arbitrator.
The provisions of the California statutes governing contract arbitration shall apply and govern such arbitration, subject, however, to the following:

(i) Any demand for arbitration shall be in writing and must be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for arbitration be made after the date that institution of legal or equitable proceedings based on such claim, dispute, or other matter would be barred by the applicable statute of limitations.

(ii) The arbitrator appointed must be a former or retired judge or attorney with at least 10 years experience in real property and commercial matters, or nonattorneys with like experience in the area of dispute.

(iii) Final decision by the arbitrator must be made within 90 days from the date the arbitration proceedings are initiated.

(iv) The prevailing party shall be awarded reasonable attorneys' fees, expert and nonexpert witness costs and expenses, and other costs and expenses incurred in connection with the arbitration, unless the arbitrator for good cause determines otherwise.

(v) Costs and fees of the arbitrator shall be borne by the non-prevailing party, unless the arbitrator for good cause determines otherwise.

(vi) The award or decision of the arbitrator, which may include equitable relief, shall be final and judgment may be entered on it in accordance with applicable law in any court having jurisdiction over the matter.

(vii) The provisions of Title 9 of Part 3 of the California Code of Civil Procedure, including Section 1283.05, and successor statutes, permitting expanded discovery proceedings shall be applicable to all disputes which are arbitrated pursuant to this paragraph.

(viii) Notwithstanding the foregoing, if a written offer of compromise made by either party is not accepted by the other party within thirty (30) days after receipt and the party not accepting such offer fails to obtain a more favorable judgment, the non-accepting party shall not be entitled to recover its costs (as defined in CCP §1033.5) of suit and reasonable attorney's fees (even if it is the prevailing party) and shall be obligated to pay the costs of suit and reasonable attorney's fees incurred by the offering party after the date such written offer is made.

d. Large Amounts: Disputes involving amounts in excess of $50,000 shall be resolved in such court as has proper jurisdiction.

e. Attorney's Fees: The prevailing party shall be awarded reasonable attorneys' fees, expert and nonexpert witness costs and expenses, and other costs and expenses incurred in connection with the litigation, unless the Court for good cause determines otherwise.

5. NON-DISCRIMINATION

Consultant will not discriminate in employment practices or in the delivery of services on the basis of race, color, creed, national origin, sex, age, marital status or physical or mental handicap.

6. CONFIDENTIALITY

Consultant and any subcontractors shall assure that all citizen information/files shall be kept in the strictest confidence and as required by state, federal and private contractual agreements

IN WITNESS WHEREOF the parties have executed this Agreement on the date shown on the first page of this Contract.

CITY OF MT. SHASTA

_____

Paul Eckert, City Manager

PACE ENGINEERING, INC.

Paul J. Reuter

Paul J. Reuter, President
RCE 56876

ATTEST:

_____

City Clerk

EXHIBIT A
CITY OF MT. SHASTA
CITY ENGINEER SERVICES
SCOPE OF WORK

All work shall be provided on a work order basis as requested by the Public Works Director or City Manager. Such services may include, but may not be limited to the following:

- Right of Way engineering and acquisition.
- Conduct engineering studies and prepare technical reports including master plans, capital improvement plans, urban water management plans, conceptual and preliminary design.
- Review parcel maps, subdivision maps, and condo conversions and provide recommendations.
- Aid in the preparation of ordinances and resolutions.
- Prepare loan and grant funding applications, special studies and investigations.
- Prepare or obtain environmental studies, permits or other required governmental reports or studies.
- Engineering services in connection with litigation or threatened litigation.
- Arrange necessary surveying and base maps development, subsurface investigations, and special consultants (such as financial and environmental) as required.
- Prepare plats and legal descriptions for easement acquisitions.
- Prepare construction documents including plans, specifications and probable cost estimates for public works infrastructure improvements.
- Provide bidding, construction management and inspection services.
- Prepare record drawings, operation and maintenance manuals, maps, figures, and utility improvement and construction standards.
- Provide other services as deemed necessary by the City and within the standard engineering practice of Consultant.

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PACE ENGINEERING
REDDING, CALIFORNIA

Exhibit B

STANDARD CHARGES FOR PROFESSIONAL SERVICES

Effective through December 31, 2016

LABOR CLASSIFICATION		HOURLY RATE
Senior Engineering Consultant	E8	$194
Managing Engineer	E7	$194
Principal Engineer	E6	$182
Senior Engineer	E5	$167
Associate Engineer	E4	$150
Staff Engineer/Grade 3	E3	$134
Staff Engineer/Grade 2	E2	$126
Staff Engineer/Grade 1	E1	$115
Engineering Technician 4	T4	$126
Engineering Technician 3	T3	$114
Engineering Technician 2	T2	$102
Engineering Technician 1	T1	$88
One-Man Survey Crew	SC1	$213
Two-Man Survey Crew	SC2	$272
Two-Man Survey Crew (O/T)	SC2x	$322
Three-Man Survey Crew	SC3	$335
Survey Supervisor	SS1	$157
Licensed Land Surveyor	LS1	$141
Admin. Clerk III	AD3	$70
Admin. Clerk II	AD2	$62
Admin. Clerk I	AD1	$55

EXPENSES

Meals and Lodging:	At cost (out-of-town and overnight work only)
Vehicle Transportation:	Included in hourly rates, unless specifically indicated otherwise in Agreement. Hourly labor rates are applicable during travel to and from job site.
Express Mail/Federal Express:	At cost
Outside Services & Fees:	At cost plus 10% administrative fee
Computers, Plotters and Electronic Distance Measuring Instruments:	Included in hourly rate.

Rates for expert witness services will be as set forth in the Engineering Agreement.

Rates are established on an annual basis and are subject to change from year to year.

Refer to Page 2 for hourly rates on prevailing wage projects.

1730 SOUTH STREET • REDDING, CA 96001 • (530) 244-0202 • (530) 244-1978

PACE ENGINEERING
REDDING, CALIFORNIA

Exhibit B

STANDARD CHARGES FOR PREVAILING WAGE PROFESSIONAL SERVICES

Effective through December 31, 2016

LABOR CLASSIFICATION	HOURLY RATE
Prevailing Wage Group 2 - Construction Observer	$163
Prevailing Wage Group 2 - Construction Observer (O/T)	$193
Prevailing Wage Group 2 - Construction Observer (Double-Time)	$222
Prevailing Wage One-man Survey Crew	$253
Prevailing Wage Two-man Survey Crew	$349
Prevailing Wage Two-man Survey Crew (O/T)	$412
Prevailing Wage Two-man Survey Crew (2x O/T)	$475
Prevailing Wage Three-man Survey Crew	$461
Prevailing Wage Three-man Survey Crew (O/T)	$544

EXPENSES

Meals and Lodging:	At cost (out-of-town and overnight work only)
Vehicle Transportation:	Included in hourly rates, unless specifically indicated otherwise in Agreement. Hourly labor rates are applicable during travel to and from job site.
Express Mail/Federal Express:	At cost
Outside Services & Fees:	At cost plus 10% administrative fee
Computers, Plotters and Electronic Distance Measuring Instruments:	Included in hourly rate.

Rates for expert witness services will be as set forth in the Engineering Agreement.

Rates are established on an annual basis and are subject to change from year to year.

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City Council Agenda Item # 10
Staff Report

Meeting Date:	February 22, 2016
To:	Mayor and City Council
From:	Rod Bryan, Public Works Director
Subject:	Big Lakes Project Bid Award

X	Regular
	Consent
	Closed
	Presentation

Recommendation:

Staff respectfully requests the City Council approve the proposed Resolution awarding the bid for the Big Lakes Water Line Replacement Project to Shasta Services, Inc. dba Timberworks.

Background & Summary:

On Friday February 12, 2016 bids were received for the Big Lakes Water Line Replacement Project.

The lowest bidder was Timberworks with a bid amount of $736,437.40. Pace Engineering has evaluated the bids and is recommending that the City award the Construction Contract to Timberworks.

The total Construction budget is $975,000. The bid price leaves about $238,000 for contingency.

Financial Impact:

Project is funded with Prop 84 funds.

Compliance with 2014-17 City Council Strategic Plan:

Supports Infrastructure and General Plan goals.

Attachments:

1. Recommendation of Award
2. Bid Summary
3. Proposed Resolution CCR-16-7

PACE ENGINEERING

February 12, 2016

Job No. 111.53

Paul Eckert, City Manager
City of Mt Shasta
305 North Mt Shasta Blvd
Mt Shasta, CA 96067

Dear Julie,

Subject: RECOMMENDATION OF AWARD
BIG LAKES WATER MAIN REPLACEMENT PROJECT

The bid opening for the subject project was held on February 12, 2016. PACE has reviewed the bids received, and included is the Bid Summary.

The low bidder on the project was Shasta Services, Inc. dba Timberworks, Mt Shasta, CA, with a total base bid of $736,437.40. The IRWM funding for construction is $975,000. If the bid is accepted, there will be $238,562.60 for contingency needs that may occur during construction of the project. PACE has examined the low bidder's Proposal and finds it to be correct and acceptable. Therefore, it is recommended the City of Mt Shasta award the Contract to Shasta Services Inc.

Once the Contract has been awarded, please sign and date the attached Notice of Award and scan and email to PACE. We will convey the Notice of Award to the Contractor, together with Agreement and Bond forms. Instructions will be included for the Contractor to sign and complete the necessary documents and return them to PACE Engineering for review. PACE will then forward them to the City of Mt Shasta for signature, which will constitute execution of the Contract.

Sincerely,

Keith P Krantz

Keith P. Krantz
Project Manager

KK
Enclosures

M:\Jobs\0111\0111.53 Big Lakes Water Line Replacment Project\Contract Administration\Recommendation of Award - Ltr.docx

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BID SUMMARY - BIG LAKES WATER LINE REPLACEMENT PROJECT

				Timberworks			SnL Group			Whitehawk Const			T & S Construction			RA Martin Constructs		
Item No.	Item Description	Quantity	Unit	Unit Price	Lump Sum	Total Price	Unit Price	Lump Sum	Total Price	Unit Price	Lump Sum	Total Price	Unit Price	Lump Sum	Total Price	Unit Price	Lump Sum	Total Price
1	12" Water Main w/ A5 Bkfl	170	LF	$156.46		$26,594.60	$115.00		$19,550.00	$237.00		$40,290.00	$184.20		$31,314.00	$160.00		$27,200.00
2	12" Water Main w/ A4 Bkfl	245	LF	$77.55		$18,999.75	$103.00		$25,235.00	$130.00		$31,850.00	$214.00		$52,430.00	$105.00		$25,725.00
3	12" Water Main w/ A1 Bkfl	1970	LF	$89.43		$176,177.10	$103.00		$202,910.00	$137.00		$269,890.00	$98.50		$193,960.00	$122.00		$240,340.00
4	8" Directional Drill	140	LF	$223.67		$31,313.80	$200.00		$28,000.00	$300.00		$42,000.00	$188.50		$26,390.00	$300.00		$42,000.00
5	6" Water Main w/ A5 Bkfl	85	LF	$154.60		$13,141.00	$99.00		$8,415.00	$155.00		$13,175.00	$167.00		$14,671.00	$155.00		$13,175.00
6	6" Water Main w/ A4 Bkfl	160	LF	$79.21		$12,817.60	$97.00		$15,680.00	$77.00		$13,680.00	$78.00		$14,040.00	$102.00		$18,360.00
7	6" Water Main w/ A1 Bkfl	830	LF	$77.56		$64,374.80	$87.00		$72,210.00	$86.00		$71,380.00	$117.00		$97,110.00	$120.00		$99,600.00
8	4" Water Main w/ A4 Bkfl	455	LF	$42.16		$19,248.20	$54.00		$24,730.00	$45.00		$22,770.00	$52.00		$26,740.00	$55.00		$27,125.00
10	4" Water Main w/ A1 Bkfl	140	LF	$25.23		$11,812.70	$68.00		$9,520.00	$95.00		$13,300.00	$95.00		$13,300.00	$100.00		$14,000.00
11	2" Directional Drill w/ New 1" Service, Complete	10	EA	$2,419.79		$24,197.90	$3,800.00		$38,000.00	$2,800.00		$28,000.00	$3,362.00		$33,620.00	$7,300.00		$73,000.00
12	New 2" Water Services w/ A4 Bkfl	30	LF	$70.46		$2,113.80	$120.00		$3,600.00	$100.00		$3,000.00	$141.00		$4,230.00	$80.00		$2,400.00
13	New 1" Water Services w/ A1 Bkfl	215	LF	$80.35		$17,275.25	$55.00		$11,825.00	$90.00		$19,350.00	$86.00		$18,490.00	$90.00		$19,350.00
14	New 1" Water Services w/ A4 Bkfl	220	LF	$38.70		$8,074.00	$47.00		$10,340.00	$51.00		$11,220.00	$60.00		$13,200.00	$90.00		$19,800.00
15	Fire Hydrants (w/o 6" GV)	7	EA	$3,978.83		$26,030.81	$4,000.00		$28,000.00	$3,900.00		$27,300.00	$7,714.00		$53,998.00	$4,500.00		$31,500.00
16	12" Gate Valves	6	EA	$3,440.58		$20,643.48	$3,200.00		$19,200.00	$3,000.00		$18,000.00	$2,575.00		$15,450.00	$3,200.00		$19,200.00
17	10" Gate Valves	1	EA	$4,369.98		$4,369.98	$2,620.00		$2,620.00	$2,400.00		$2,400.00	$2,688.00		$2,688.00	$3,100.00		$3,100.00
18	6" Gate Valves	12	EA	$1,456.60		$17,601.60	$1,600.00		$19,200.00	$1,200.00		$14,400.00	$1,260.00		$15,120.00	$1,480.00		$17,760.00
19	4" Gate Valves	2	EA	$1,074.54		$2,149.08	$1,500.00		$3,000.00	$500.00		$1,000.00	$1,360.00		$2,720.00	$1,500.00		$3,000.00
20	2" Gate Valves	1	EA	$927.79		$927.79	$1,500.00		$1,500.00	$500.00		$500.00	$789.00		$789.00	$1,200.00		$1,200.00
21	Air/Vacuum Valve	1	EA	$4,036.91		$4,036.91	$3,850.00		$3,850.00	$4,600.00		$4,600.00	$3,641.00		$3,641.00	$3,900.00		$3,900.00
22	Abandon FH	3	EA	$549.42		$1,648.26	$750.00		$2,250.00	$1,200.00		$3,600.00	$1,730.00		$5,190.00	$800.00		$2,400.00
23	2" Water Main Reconnect (Nixon Rd)	1	EA	$1,716.29		$1,716.29	$350.00		$350.00	$2,000.00		$2,000.00	$4,466.00		$4,466.00	$3,000.00		$3,000.00
24	New Water Meter & Box, Complete	4	EA	$777.36		$3,109.44	$1,100.00		$4,400.00	$875.00		$3,500.00	$1,054.00		$4,216.00	$1,500.00		$6,000.00
25	New Water Box only	3	EA	$239.13		$717.39	$340.00		$1,020.00	$200.00		$600.00	$480.00		$1,440.00	$400.00		$1,200.00
26	Bollards	15	EA	$566.83		$8,502.45	$440.00		$6,600.00	$750.00		$11,250.00	$345.00		$5,175.00	$500.00		$7,500.00
27	6"x4" Hot Tap, Complete	1	EA	$2,978.06		$2,978.06	$1,475.00		$1,475.00	$4,300.00		$4,300.00	$6,597.00		$6,597.00	$4,100.00		$4,100.00
28	Adder For DR 14 Pipe	260	LF	$5.67		$1,474.20	$8.00		$2,080.00	$7.00		$1,820.00	$12.00		$3,120.00	$10.00		$2,600.00
29	Adder For Meter Box Traffic Lid	5	EA	$141.71		$708.55	$150.00		$750.00	$150.00		$750.00	$118.00		$590.00	$300.00		$1,500.00
30	Concrete Removal/Replacement sq ft	120	EA	$22.67		$2,720.40	$30.00		$3,600.00	$25.00		$3,000.00	$22.00		$2,640.00	$25.00		$3,000.00
31	Reroute 1014 1/2 North Blvd	1	EA	$3,543.28		$3,543.28	$3,420.00		$3,420.00	$2,600.00		$2,600.00	$2,622.00		$2,622.00	$2,500.00		$2,500.00
32	Reroute 1014 B,C North Blvd	1	EA	$1,020.64		$1,020.64	$1,370.00		$1,370.00	$1,500.00		$1,500.00	$1,718.00		$1,718.00	$3,500.00		$3,500.00
33	Reroute 1014 North Blvd	1	EA	$3,634.72		$3,634.72	$5,960.00		$5,960.00	$3,400.00		$3,400.00	$2,692.00		$2,692.00	$3,500.00		$3,500.00
34	Reroute 1020 North Blvd	1	EA	$8,421.33		$8,421.33	$5,780.00		$5,780.00	$4,500.00		$4,500.00	$8,345.00		$8,345.00	$7,000.00		$7,000.00
35	Reroute 1030 North Blvd	1	EA	$8,421.33		$8,421.33	$5,780.00		$5,780.00	$4,500.00		$4,500.00	$8,345.00		$8,345.00	$7,000.00		$7,000.00
36	Reroute 1092 North Blvd	1	EA	$5,833.64		$5,833.64	$10,900.00		$10,900.00	$6,100.00		$6,100.00	$7,048.00		$7,048.00	$9,600.00		$9,600.00
37	Reroute 1094A North Blvd	1	EA	$2,625.58		$2,625.58	$2,600.00		$2,600.00	$2,600.00		$2,600.00	$2,415.00		$2,415.00	$3,500.00		$3,500.00
38	Reroute 1094B North Blvd	1	EA	$7,901.67		$7,901.67	$4,600.00		$4,600.00	$5,400.00		$5,400.00	$7,765.00		$7,765.00	$4,000.00		$4,000.00
39	Reroute 1094C North Blvd	1	EA	$7,619.74		$7,619.74	$4,600.00		$4,600.00	$5,400.00		$5,400.00	$7,765.00		$7,765.00	$4,000.00		$4,000.00
40	Reroute 1108 North Blvd	1	EA	$744.14		$744.14	$570.00		$570.00	$500.00		$500.00	$1,022.00		$1,022.00	$600.00		$600.00
41	Reroute 1118 North Blvd	1	EA	$6,501.37		$6,501.37	$6,180.00		$6,180.00	$4,200.00		$4,200.00	$5,025.00		$5,025.00	$5,000.00		$5,000.00
42	Reroute 1130 North Blvd	1	EA	$779.06		$779.06	$2,010.00		$2,010.00	$1,600.00		$1,600.00	$2,286.00		$2,286.00	$2,000.00		$2,000.00
43	Reroute 1203 North Blvd	1	EA	$2,286.63		$2,286.63	$3,000.00		$3,000.00	$1,700.00		$1,700.00	$2,415.00		$2,415.00	$2,000.00		$2,000.00
44	Reroute 1210 North Blvd	1	EA	$2,286.63		$2,286.63	$1,500.00		$1,500.00	$1,300.00		$1,300.00	$2,415.00		$2,415.00	$2,000.00		$2,000.00
45	Reroute 1216 North Blvd	1	EA	$2,659.37		$2,659.37	$1,500.00		$1,500.00	$1,400.00		$1,400.00	$2,394.00		$2,394.00	$1,000.00		$1,000.00
46	Reroute 20 Regnato	1	EA	$1,792.33		$1,792.33	$2,200.00		$2,200.00	$1,500.00		$1,500.00	$2,328.00		$2,328.00	$2,000.00		$2,000.00
47	Reroute 31 Regnato	1	EA	$779.06		$779.06	$2,010.00		$2,010.00	$1,500.00		$1,500.00	$2,243.00		$2,243.00	$2,000.00		$2,000.00
48	Reroute 35 Regnato	1	EA	$3,170.31		$3,170.31	$3,420.00		$3,420.00	$3,100.00		$3,100.00	$3,625.00		$3,625.00	$2,000.00		$2,000.00
49	Reroute 38 Regnato	1	EA	$1,312.79		$1,312.79	$2,010.00		$2,010.00	$1,600.00		$1,600.00	$2,243.00		$2,243.00	$2,000.00		$2,000.00
50	Reroute 42 Regnato	1	EA	$2,091.65		$2,091.65	$2,600.00		$2,600.00	$1,800.00		$1,800.00	$2,415.00		$2,415.00	$2,000.00		$2,000.00
51	Reroute 1200 Wartz	1	EA	$3,018.65		$3,018.65	$6,180.00		$6,180.00	$3,500.00		$3,500.00	$5,343.00		$5,343.00	$3,500.00		$3,500.00
52	Reroute 1205 Wartz	1	EA	$2,659.37		$2,659.37	$1,500.00		$1,500.00	$1,700.00		$1,700.00	$3,297.00		$3,297.00	$500.00		$500.00
53	Reroute 1206 Wartz	1	EA	$2,369.62		$2,369.62	$2,870.00		$2,870.00	$1,700.00		$1,700.00	$2,436.00		$2,436.00	$500.00		$500.00
54	Reroute 117 Ski Village	1	EA	$619.22		$619.22	$1,430.00		$1,430.00	$1,700.00		$1,700.00	$2,254.00		$2,254.00	$1,000.00		$1,000.00
55	Reroute 117B Ski Village	1	EA	$584.29		$584.29	$2,010.00		$2,010.00	$1,400.00		$1,400.00	$2,197.00		$2,197.00	$500.00		$500.00
56	Reroute 118 Ski Village	1	EA	$3,077.06		$3,077.06	$3,420.00		$3,420.00	$3,100.00		$3,100.00	$3,439.00		$3,439.00	$2,500.00		$2,500.00
57	Reroute 131 Ski Village	1	EA	$1,183.59		$1,183.59	$2,250.00		$2,250.00	$1,000.00		$1,000.00	$2,328.00		$2,328.00	$1,200.00		$1,200.00
58	Reroute 135 Ski Village	1	EA	$4,668.21		$4,668.21	$5,475.00		$5,475.00	$6,000.00		$6,000.00	$5,461.00		$5,461.00	$4,000.00		$4,000.00
59	Reroute 139 Ski Village	1	EA	$2,431.38		$2,431.38	$2,870.00		$2,870.00	$1,600.00		$1,600.00	$2,501.00		$2,501.00	$2,000.00		$2,000.00
60	Reroute 209 Ski Village	1	EA	$3,049.11		$3,049.11	$2,870.00		$2,870.00	$1,600.00		$1,600.00	$2,465.00		$2,465.00	$1,800.00		$1,800.00
61	Reroute 215 Ski Village	1	EA	$456.22		$456.22	$1,600.00		$1,600.00	$1,600.00		$1,600.00	$1,718.00		$1,718.00	$1,000.00		$1,000.00
62	Traffic Control	1	LS		$34,634.00	$34,634.00		$35,000.00	$35,000.00		$42,500.00	$42,500.00		$40,000.00	$40,000.00		$20,000.00	$20,000.00
63	Trench Sheeting, Shoring and Bracing, Complete	1	LS		$567.00	$567.00		$18,500.00	$18,500.00		$1,000.00	$1,000.00		$1,145.00	$1,145.00		$5,000.00	$5,000.00
64	Adder for Concrete Under Existing Pavement	70	LF	$34.01		$2,380.70	$100.00		$7,000.00	$100.00		$7,000.00	$24.00		$1,680.00	$50.00		$3,500.00
65	1" Water Service Appurtenances, Complete	27	EA	$518.66		$13,997.36	$1,750.00		$47,250.00	$520.00		$14,040.00	$518.00		$13,986.00	$700.00		$18,900.00
LS1	PRV Complete - Plan Sheet 10	1	LS		$64,830.00	$64,830.00		$62,000.00	$62,000.00		$70,450.00	$70,450.00		$79,914.00	$79,914.00		$60,000.00	$60,000.00
TOTAL BASE BID AMOUNT						$736,437.40			$647,765.00			$859,000.00			$914,744.00			$937,635.00

RESOLUTION NO. CCR-16-7

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MT. SHASTA AWARDING THE 2016 BIG LAKES WATER LINE REPLACEMENT PROJECT CONTRACT TO SHASTA SERVICES INC. dba TIMBERWORKS IN THE AMOUNT OF $736,437.40 AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT AND ISSUE A NOTICE TO PROCEED

WHEREAS, the 2016 Big Lakes Water Line Replacement Project was advertised according to formal bidding procedures and sealed bids were opened in public on Friday February 12, 2016; and

WHEREAS, the lowest base bid was received from Shasta Services, Inc. dba Timberworks in the amount of $736,437.40; and

WHEREAS, the project is being funded by monies received from the State of California Department of Water Resources (DWR) Prop 84 Integrated Regional Water Management (IRWM) 2015 Drought Grant and;

WHEREAS, the City Engineer found the lowest bidder's proposal to be correct and acceptable.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The City Council hereby awards the contract in the amount of $736,437.40 to Shasta Services, Inc. dba Timberworks
2. The City Council hereby authorizes the City Manager to execute the contract documents on behalf of the City.
3. The City Council hereby authorizes the City Manager to issue a Notice to Proceed upon satisfactory completion and execution of all contract documents by the Contractor.

The foregoing resolution was passed and adopted this 22nd day of February, 2016 by the following vote:

ROLL CALL VOTE

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED:

ATTEST: CITY OF MT. SHASTA:

_____ _____

Larisa Proulx, City Clerk Jeffrey Collings, Mayor

City Council Agenda Item # 11

x	Regular
	Consent
	Closed
	Presentation

Date: February 22, 2016

To: Mayor and City Council

From: Kristen Maze, City Planner

Subject: Zone Amendment 2016-02 Planning Commission

Recommendation:
City staff respectfully recommends that the City Council review and approve the second reading of Ordinance 16-01 to maintain a seven member Planning Commission but change from two members allowed outside the City limit to three members allowed outside the City limits and simplify the appointment process.

Background & Summary:
The seven (7) members of Planning Commission serve at the pleasure of the City Council. The Commission consists of a minimum of five (5) members who reside within the City limits of the City of Mt. Shasta and two (2) members who reside outside of the City limits. The Commission serves as an advisory body to the Mt. Shasta City Council regarding matters related to City Planning. Dispite numerous media advertisement the Planning Commission has had a vacancy since September 1, 2015.

In addition to the proposed Commission size reduction, the City proposes to simplify the appointment process. It is proposed that the City Council will interview the Planning Commission applicants prior to a regularly scheduled meeting, then make a decision and hold a vote at the following regularly scheduled meeting prior to the end of each term limit.

The size of Planning Commission is established by ordinance. According to the City of Mt. Shasta Municipal Code;

> *Chapter 2.12 Section 2.12.020 (A) The City Planning Commission shall consist of seven members to be appointed by majority vote of the City Council, and serve for a term of four years, or until removed by majority vote of the City Council. Not more than two Planning Commission members may reside outside the City*.

The Planning Commission currently has one opening with that term ending on January 31, 2017. On January 19, 2016 the Planning Commission held a public hearing to reduce the Planning Commission size. The Planning Commission voted unanimously to maintain the seven member Commission and simplify the interview and appointment process, but to change the number of members allow from outside the City limits from two to three as long as the person maintains a Mt. Shasta, 96067 zip code. Three members would be allowed outside the City limits while the other four members would be from inside the City limits.

The City Council held a public hearing on February 8, 2016 and vote unanimously to approve the Planning Commission recommendation as outlined in Ordinance 16-01.

Financial Impact:
The proposed zone amendment 2016-02 would have no financial impact on the City of Mt. Shasta.

Compliance with the City Council's 2014-2017 Strategic Plan:
The proposed amendment would meet the Strategic Plan Focus I -IV by maintaining a productive and effective Planning Commission.

Possible Actions:

1. Adopt Ordinance 16-01 approving the second reading for the proposed zone amendment to maintain the seven member Planning Commission allowing four member inside the City limits and three members outside the City limits within the zip code of 96067, simplifying the interview and appointment process and approve the exemption from CEQA pursuant to the CEQA Guidelines section 15305.

Attachments:

- Proposed Ordinances CCO 16-01

ORDINANCE NO. 16-01

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MT. SHASTA AMENDING CHAPTER 2.12, SECTION 2.12.020 TO THE MT. SHASTA MUNICIPAL CODE APPOINTMENT OF PLANNING COMMISSION MEMBERS - TERMS

The City Council of the City of Mt. Shasta does hereby ordain as follows:

Section 1. Findings and Purpose.

The City Council finds and declares as follows:

A. The proposed zoning code text is generally consistent with the goals, policies and objectives of the General Plan.

B. The proposed code amendment promotes public health, safety and general welfare and serves the goals and purposes of the zoning code.

C. The proposed code amendment will create a complete Planning Commission without vacancies.

D. The Planning Commission held a duly noticed public hearing on January 19, 2016 at which time it considered all evidence presented, both written and oral and at the end of the hearing voted to adopt a resolution recommending that the City Council adopt this ordinance.

E. The City Council held a duly noticed public hearing on this ordinance on February 8, 2016, at which time it considered all evidence presented, both written and oral.

Section 2. Enactment. The Mt. Shasta Municipal Code Chapter 2.12 Section 2.12.020 is hereby amended to read as follows:

Chapter 2.12

Planning Commission

2.12.020 Appointment of members – Terms.

(A) The City Planning Commission shall consist of seven members, to be appointed by majority vote of the City Council, and to serve for a term of four years, or until removed by majority vote of the City Council. Not more than three Planning Commission members may reside outside of the City, within the Mt Shasta 96067 zip code.

(B) All members shall be appointed by the City Council, subject to approval of a majority of the Council members. (Ord. CCO-99-07, 2000; Ord. CCO-90-10, 1991; Ord. 350, 1978; Ord. 145 § 2, 1950) (Ord CCO-16-01, 2016)

Section 3. Nothing in this Ordinance shall be interpreted to mean that the City's zoning scheme allows any other use not specifically listed therein.

Section 4. CEQA. This ordinance is exempt from CEQA pursuant to CEQA Guidelines section 15305, minor alterations in land use limitations in areas with an average slope of less than 20% that do not result in any changes in land use or density and section 15061(b)(3) which is the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment and CEQA does not apply where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment.

Section 5. If any section, subsection, subdivision, sentence, clause, phrase or portion of this Ordinance, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

Section 6. To the extent the provisions of the Mt. Shasta Municipal Code as amended by this Ordinance are substantially the same as the provisions of that Code as they read immediately prior to the adoption of this Ordinance, then those provisions shall be construed as continuations of the earlier provisions and not as new enactments.

Section 7. The City Clerk shall certify as to the adoption of this Ordinance and shall cause a summary thereof to be published within fifteen (15) days of adoption and shall post a certified copy of this Ordinance, including the vote for and against same, in the Office of the City Clerk, in accordance with Government Code Section 36933.

PASSED, APPROVED, AND ADOPTED this 22nd day of February, 2016.

AYES:
NOES:
ABSENT:
ABSTAIN:
DATED:

ATTEST:

_____
Larisa Proulx, Deputy City Clerk

CITY OF MT. SHASTA:

_____
Jeffrey Collings, Mayor

APPROVED AS TO FORM:

_____
John Sullivan Kenny, City Attorney

City Council Agenda Item # 12
Staff Report

Meeting Date:	February 22, 2016
To:	Mayor and City Council
From:	Paul Eckert, City Manager
	Muriel Howarth Terrell, Director of Finance
Subject:	City Website Revamp & Financial Dashboard

x	Regular
	Consent
	Closed
	Presentation

Recommendation:

Staff respectfully requests the Mt. Shasta City Council accept this report

Background & Summary:

City Staff and a web designer have been working closely together over the past several months to revamp the City's official website. In addition to a new layout the site is more streamlined, interactive, and user friendly. Staff expects that the website will include the OpenGov Financial Dashboard for the public to view in the near future.

Financial Impact:

The web designer was in last years budget and partically carried over to this year in the amount of $4,000.

Compliance with 2014-17 City Council Strategic Plan:

As our mission statement states "to 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" this website increases transparency and sound financial health management practices and assists in reaching our mission.

Attachments:

None